

## Know How!

Do you know how ...

**... to read the most up-to-date version of the Cerritos College “Return-to-Campus Plan,” which includes our current COVID-19 protocols?**

*As of the writing of this document, you can find the most up-to-date version of our “Return-to-Campus Plan” by first clicking on the link labelled “[Campus COVID-19 Updates](#)” in the banner at the top of the Cerritos College website. Although they may change in the near future, the COVID-19 protocols currently include getting vaccinated if you will be working on campus, completing an online health screening before coming to campus, wearing a district-issued wristband while on campus, and wearing a face covering over your nose and mouth.*

**... to complete your online health screening before coming to campus?**

*On the Cerritos College website, click on first “[Faculty and Staff](#)” and then “[Cerritos Portal](#).” Once you enter your Cerritos College username and password, you can click on the “COVID-19 Employee Pre-Screen.” The online screening must be completed within four hours of your arrival on campus.*

**... to get your district-issued wristband to wear while on campus?**

*Ask the staff in your division office how to get your blue-and-white silicone bracelet.*

**... to schedule an appointment to receive the Moderna COVID-19 vaccine on campus?**

*If you would like to schedule an appointment to receive the Moderna COVID-19 vaccine on campus, please call our [Student Health Services](#) at (562) 860-2451, Ext. 2321. When prompted, select option three.*

**... to find the important dates in the Cerritos College academic calendar?**

*Important dates, such as the first and last days of a semester as well as holidays, can be found on the college’s academic calendar. You can find the link to the academic calendar on the “[Campus Guide](#)” page of the Cerritos College website. Click on the link labelled “[Academic Calendar](#).”*

**... to set up your Cerritos College user account?**

*Check with the staff in your division office to see if your user account has been set up.*

**... to set up your Cerritos College voicemail?**

*Check with the staff in your division office to see if your voicemail has been set up.*

**... to schedule your office hours?**

*Check with the staff in your division office.*

**... to report an absence on your part?**

*Check with the staff in your division office. Most divisions will likely ask you to either call or email to report an absence on your part.*

**... to find the rosters for your classes?**

*On the Cerritos College website, click on first "[Faculty and Staff](#)" and then "[Rosters and Login](#)." Once you enter your Cerritos College username and password into Rosters+, you can access the rosters for your classes.*

**... to contact your students?**

*Once you are logged in to Rosters+, select one of your classes to view the roster for it. Then click on "Contact Students" to find a phone number and an email address for each student.*

**... to drop students who no-show?**

*Once you are logged in to Rosters+, select one of your classes to view the roster for it. Then click on "Drop Students" and select the "No Show" option next to the name of the student you want to drop. Then click the "Select Students to Drop" button.*

**... to add waitlisted students or petitioners?**

*Once you are logged in to Rosters+, select one of your classes to view the roster for it. Then click on "Instructor Add." To add a student on your waitlist, click the box labelled "Add Student" next to their name. Then click the "Send Add" button. To add a petitioner who is not on the waitlist, type in their student ID number in the box after the prompt "Enter Student ID to Add." Then click the "Send Add" button.*

**... to add waitlisted students or petitioners in the correct order?**

*You must add students on the waitlist in the order that their names appear on the list. You must add all the students from the waitlist before you can add a petitioner who is not on the waitlist.*

**... to find out what the college's attendance policy for students is?**

*The attendance policy is published in the [Schedule of Classes](#). Students who do not attend the first class session – or are absent during the course add period – are subject to drop.*

*Students who are absent for more than ten percent of the total class hours are subject to drop.*

**... to access the Canvas sites for your classes?**

*On the Cerritos College website, click on first "[Faculty and Staff](#)" and then "Canvas." Once you enter your Cerritos College username and password, you can access the Canvas sites for your classes.*

**... to add students to the Canvas sites for your classes?**

*Once you are logged in to Canvas, select the class you want to add a student to. Then click on "People," then on "+ People." In the box that appears, type in the student's email address, make sure the "Student" role is selected, and press "Next."*

**... to log-in to TechConnect Zoom?**

*First, log-in to our [Cerritos College Single Sign-On Portal](#) by clicking "Cerritos Portal" on the "Faculty & Staff" page. Then, click on "Zoom Meetings." For more information, you can consult our CTX guide to "[Cerritos-Edu Zoom Accounts](#)."*

**... to find out where your classes are if they meet face-to-face?**

*Once you are logged in to Rosters+, select one of your classes. The classroom is indicated on the third line from the top.*

**... to find a map of the Cerritos College campus?**

*You can find an up-to-date campus map on the "[Campus Guides](#)" website. Click on the link labelled "[Campus Map](#)."*

**... to request a change of room for one of your classes?**

*Check with the staff in your division office to see if this is a possibility.*

**... to get keys for your classrooms if your classes meet face-to-face?**

*Check with the staff in your division office.*

**... to contact the Cerritos College Police Department if you don't yet have keys for your classrooms, and they are locked?**

*To have the [Cerritos College Police Department](#) unlock a classroom for you, call (562) 924-3618. You will be asked to provide your name and your division. You will need to be physically present outside the classroom when the police arrive to unlock the door.*

**... to purchase your parking permit?**

*Parking permits for Fall 2022 may be purchased online. To do that, go to the [Campus Police website](#). On the left side navigation menu, click [Parking Regulations](#). Next, click the you button labeled “Purchase Fall 2022 Permit” located on the top-centered of the page. You will be directed to the Cerritos College parking landing page.*

**... to find out if your division has a handbook for faculty?**

*Check with the staff in your division office.*

**... to order the textbooks for your classes?**

*Check with the staff in your division office.*

**... to get the course outlines of record for your classes?**

*Different departments on campus store their course outlines of record in different places. If the course outlines are not available on the department’s web page, contact your department chair to ask where they are stored.*

**... to find the student learning outcomes (SLOs) for your classes?**

*The student learning outcomes for your classes are on the course outlines of record - typically, at the end.*

*Alternatively, you can find them by logging in to eLumen. To do that, on the Cerritos College website, click on first “[Faculty and Staff](#)” and then “eLumen.” Once you enter your Cerritos College username and password, you can click on the “Scorecards” for one of your assigned classes for that semester.*

**... to post electronic copies of your syllabus to both Rosters+ and Canvas?**

*Once you are logged in to [Rosters+](#), select one of your classes to view the roster for it. Then click on “Syllabus.” Click on “Choose File” to select the syllabus you want to upload. Then click on “Agree.”*

*Once you are logged in to Canvas, select the class you want to post a syllabus for. Click on “Syllabus.” Click on “Edit,” paste in the text of your syllabus, and click “Update Syllabus.” When you are ready for students to access the Canvas site, click on “Publish” under the “Course Status” heading on the home page.*

**... to request assistance with Canvas?**

*To request assistance with Canvas, email [TNFacultyHelp@cerritos.edu](mailto:TNFacultyHelp@cerritos.edu) first. The staff of the Center for Teaching Excellence can also schedule one-on-one consultations to assist faculty with some aspects of Canvas. To explore this option, email Monique Valencia at [mvalencia@cerritos.edu](mailto:mvalencia@cerritos.edu).*

**... to request assistance with college-owned technology?**

*To request assistance with college-owned information technology resources, you can call the IT Department Help Desk at (562) 860-2451, Ext. 2166, email [helpdesk@cerritos.edu](mailto:helpdesk@cerritos.edu), or fill out the [online form](#). These resources include college-issued laptops, email accounts, and Adobe licenses.*

**... to find a map of the Wi-Fi hot spots on the Cerritos College campus?**

*You can find a map of the Wi-Fi hot spots on the Cerritos College “[Campus Guides](#).” Click on the link labelled “[Wireless Access Availability](#).”*

**... how to know if any of your students are working with Student Accessibility Services (SAS) to request accommodations?**

*If your students require disability-related accommodations, they will request their accommodation letters through the Student Accessibility Services (SAS) student portal. You will receive an automated email alerting you that your student has requested accommodations. The email will include a link that will route you to your faculty SAS portal, in which all your student accommodation letters will reside. If you have questions about how to access your student accommodation letters or facilitate an accommodation, please contact [SAS online](#) or by phone at (562) 860-2451, Ext. 2335.*

**... to report a student conduct incident?**

*You can report a student conduct incident online at [Student Conduct and Grievances](#). Click on the “[Report an Incident](#)” button at the top of the page. You can also email [oscg@cerritos.edu](mailto:oscg@cerritos.edu) to ask a question or request a consultation.*

**... to get someone to help you assess distressing behaviors in students and/or provide assistance to students of concern?**

*You can report a concern to the [Campus Assessment, Intervention, and Response \(CAIR\) Team online](#). Click on the “[Report a Concern](#)” button at the top of the page.*

**... to contact Campus Police in case of an emergency?**

*In an emergency, you can contact the Cerritos College Police Department by calling 911 from a campus phone or by calling (562) 924-3618 from a cell phone.*

**... to find out when payday is?**

*You can find out when payday is online on the [Payroll website](#). Click on “[Payroll Schedules](#),” then select the appropriate schedule.*

**... to find out what your actual (contractual) title is?**

*The actual (contractual) title for a part-time teacher is “lecturer.” The actual (contractual) title for almost all probationary full-time teachers is “instructor.” Tenured teachers can earn the subsequent ranks of “assistant professor,” “associate professor,” and “professor” based on specific combinations of years of full-time teaching experience and units of postsecondary education earned.*

**... to read a copy of our current collective bargaining agreement?**

*You can read a copy of our current collective bargaining agreement online at the [Office of Human Resources](#). Click first on “Labor Relations” and then on “[CCFF Faculty Bargaining Agreement](#).”*

**... to contact your Cerritos College Faculty Federation (union) representative?**

*You can contact the [Cerritos College Faculty Federation](#), the union that represents both full-time and part-time faculty, by phone at (562) 467-5295 or by email at [info@ccffcerritos.org](mailto:info@ccffcerritos.org).*