

ASSOCIATE FACULTY Spring 2025 Fact Sheet

Full -term Classes begin Tuesday , January 21 , 20 25

Your [school dean and their assistants](#) are looking forward to the start of this new semester and are available to assist you as needed. This [school contact list](#) provides information on who to reach if you have any questions.

[Team](#) at studentservicesbsa@miracosta.edu with the course information and request that they review your roster for any potential enrollment fraud. It's much easier to stop fraudulent enrollment prior to the start of term.

2. Make sure to [drop any "no show" students](#) during the first week of the term. This is a Title 5 requirement and is one of the easiest ways to get fake students off the roster. If you drop an actual student accidentally it is easy to reinstate that student. Just send the student's information along with your course information to [analyst](#)

Associate Faculty must include their scheduled office hours [in their syllabus](#) and submit their syllabus to their dean via the syllabi@miracosta.edu email address by the end of the first week of the class. **NOTE:** Faculty who do not email their syllabi to their dean will not be eligible to receive compensation for their office hours. By Monday, May 19th,

Associate Faculty Professional Development (Flex) Requirement

Associate faculty confirm their flex obligation by electronically signing their load card in SURF by the end of the second week of classes. Associate faculty are required to complete two paid hours of [Professional Development](#) for each LHE instructional time assigned during fall and spring semesters. By the end of the 12th week of the Spring 2025 semester, Friday, April 18, professional development transcripts must reflect that the faculty member has accrued enough hours to fulfill their professional development (flex) obligation for the Spring 2025 term. This may include hours for projected activities that may occur beyond Week 12 but before the end of the semester. Failure to complete the required hours of professional development by the final reporting deadline of April 18th will result in a deduction of that pay and could impact eligibility for future assignments.

For Spring 2025, MiraCosta has set aside January 13 for Flex week that includes in person, HyFlex and Zoom professional learning presentations. Flex activities may also occur throughout the semester. Many Zoom workshops are recorded to allow for asynchronous participation. Please [see the Flex schedule](#)

If you cannot make one of those days, you will need to ~~make~~ **make an appointment** (a)bm.5yDC /TT1 1 Tf 01003 To

participation in an activity. See the [section on "Tracking Attendance" from the DE Handbook](#) for more details. Verifying authentic participation of your DE students has added importance to our

Minors

Your rosters identify which students are minors in your class(es). This information is being provided to assist you in meeting your responsibilities as a mandated reporter of suspected child abuse and/or neglect. If you have any questions, please contact [Val Saadat](#) or [Justin Crast](#)

How to Add Students

Students may be added to your class via [permission numbers](#). Permission numbers are available on your roster for you to issue to any student you agree to add. Permission numbers are valid through only, Sunday, September 3rd (*the end of Week 2 of a full-semester course*).

Reminders:

Permission Numbers Once class starts, students will need [a permission number from you](#) in order to register for your class. Please alert students for whom you issue permission numbers that simply having a permission number does NOT constitute registration. The student must register and pay **BEFORE** they are officially enrolled.

Late Add Petitions

After the add/drop deadline for the class, you must complete and submit the *Credit Late Add Petition* form to [your dean](#). Note, the dean will not sign the petition without an adequate justification for how the student will make up the contact hours and classwork the student has missed. If the Dean approves the request, the dean's assistant will [email the form to Admissions](#) for processing. Once the form has been processed you will receive an email from Admissions confirming that the student is officially registered. At which point, you will need to notify the student that they are officially registered for the class and help them to understand how to make up the lost class time and classwork.

Dropping Students

Remember that Title 5 requires all instructors [to drop "no shows"](#). As the instructor, it is your responsibility

Academic Accommodations:

If you have a disability or medical condition impacting learning and have not yet been authorized to receive academic accommodations, you are encouraged to contact the [Student Accessibility Services \(SAS\)](#) office. The SAS office can be reached at (760) 795-6658, or by email at sas@miracosta.edu. The SAS office will help you determine what accommodations are available for you. If you're requesting my assistance utilizing any authorized accommodations, please contact me as soon as possible.

Accessibility Statement

I have made every attempt to ensure this course is accessible for all students. If you encounter any accessibility-related difficulties with required or optional course materials, please contact me as soon as

at (760) 7956854. Payroll questions can be answered by [Payroll Office](#) at (760) 7956782. Payroll encourages you to enroll in direct deposit with your bank [click on this link for instructions on how to sign up for direct deposit in Workday](#)