Planning for Success: Your First Quarter

Robin Parent | Center for Teaching, Learning & Technology
Quarters, Not Semesters!
“Cal Poly Time”

- Classes and meetings usually begin 10 minutes after the hour or half hour and end on the hour or half hour
  - MWF 1:10pm to 2:00pm
  - TTH 2:40pm to 4:00pm
- University Hour:
  - 11am-12 noon on Thursday
## Fall Quarter 2015 Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 21</td>
<td>Monday</td>
<td><strong>Fall 2015 Classes begin.</strong> Deadline. Last day to add a class with a permission number, drop classes and select CR/NC grading via CPReg. Last day to submit audit petition (8:00 pm).</td>
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<tr>
<td>September 30</td>
<td>Wednesday</td>
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<tr>
<td>October 1</td>
<td>Thursday</td>
<td>Late Enrollment Appeal period begins.</td>
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<tr>
<td>October 7</td>
<td>Wednesday</td>
<td>Late Enrollment Appeal period ends (5:00 pm).</td>
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<tr>
<td>November 6</td>
<td>Friday</td>
<td>Deadline. Last day to withdraw from course(s) or term for serious and compelling reason (5:00 pm).</td>
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<td>November 11</td>
<td>Wednesday</td>
<td><strong>Academic Holiday.</strong> Veterans Day. Campus closed.</td>
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<tr>
<td>November 25-30</td>
<td>Wednesday - Sunday</td>
<td><strong>Academic Holiday.</strong> Thanksgiving. Campus closed Thursday and Friday.</td>
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<td>December 4</td>
<td>Friday</td>
<td>Last day of instruction. Last day to withdraw from course(s) or term for emergency reason (5:00 pm).</td>
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<tr>
<td>December 7-11</td>
<td>Monday - Friday</td>
<td><strong>Fall 2015 Final Exams.</strong> Grades Due: December 15 (4:00 pm).</td>
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Syllabus

• Provide access to the course syllabus during the first class meeting
  ✓ Matt Luskey will be discussing the promising syllabus at 2:00 in room 111h
  ✓ The CTLT’s “Course Design” section also has a checklist: http://ctlt.calpoly.edu/checklist
  ✓ Academic Senate Resolutions: http://academicsenate.calpoly.edu/content/faq-syllabi
Office Hours

• Full-time: Five hours/week required

• Part-time: Proportional to time base

• Online office hours: Some departments or colleges have policies that cover online office hours
  • By appointment
  • Alternate spaces
  • Group hours
Add/Drop

• Adding students “Can I crash your course?”
  • Give Permission Codes (My Cal Poly Portal>Academics>Printable Course Info>Document Type)

• Dropping students
  • Instructors may "line-drop" students who fail to attend the first class meeting of a class

• Add/Drop Dates
  • 8th day of classes: (Fall 2015 = September 30) Last day for students to drop or add courses without special consideration via CPReg
Wait Lists

• You are not obligated to admit students in order of their appearance on list (but check with department)

• Wait lists may be found at:
  
  my.calpoly.edu > Academics > Printable Course Info > Document Type
FERPA

- Protects privacy of educational records
- University may not disclose protected or confidential info from student educational record
  - Grades/GPA
  - Academic action status
  - Class schedule
FERPA Do’s and Don’ts

Do ...

• Keep only those student records necessary for the fulfillment of your teaching or advising responsibilities
• Keep any personal records relating to individuals students separate from their educational records
• Ensure privacy when asking for a student’s Empl ID number and discussing confidential information
• Only ask for the last four digits of the Empl ID on exams and other documents, ONLY when needed, to identify different students with the same name
• Properly dispose of (shred all papers and documents pertaining to students
• Refer requests for student education record information to the Office of the Registrar
FERPA Do’s and Don’ts Cont.

Don’t ...

• Include confidential information on the subject line or in the body of an e-mail message
• Display student scores or grades publicly in association with the student name, Empl ID, Social Security number, or other personal identifier. Scores and grades may be posted using a code known only to you and the student. Or, use PolyLearn.
• Put papers or lab reports containing student names and grades in publicly accessible places.
• Share student education record information with other faculty or staff members of the university unless their official responsibilities provide for a legitimate educational interest
• Share information from a student’s educational record, including grades and advising information, with parents or others outside the University, including within letters of recommendation, with out written consent from the student

✓  www.ess.calpoly.edu/records/stu_info/ferpa.htm
Classrooms: Support

• University-scheduled classrooms
  • Classroom Technologies supports
  • Call 756-7198 for help

• Department-scheduled classrooms
  • Department/college provides support
  • Ask who to call for assistance

✓ For more information about classroom technology attend Ryan Jones’ “Overview of Classroom Technology” presentation at 2:00 in room 202a
Supporting Student Learning

Disability Resource Center
Embrace your Unlimited Possibilities

Welcome to the Disability Resource Center

MAIN OFFICE: 8:00AM - 4:30PM | (805)756-1395
ACCOMMODATED TESTING: 8:00AM - 10:00PM | (805)756-6087
TRANSPORTATION SERVICE: 7:45AM - 7:00PM | (805)756-6184

For general information or specific questions complete the DRC Quick Response Form, and a staff member will contact you as soon as possible.

September is National Preparedness Month:

Take time this month to make sure you and your loved ones are prepared in the event of an emergency. Visit Ready.gov's National Preparedness Month website for guidance on making a plan! For specific resources pertaining to people with disabilities, please see the links in our Emergency Preparedness section.

Wheelchair Rentals

Please check out the Mobility Equipment Rentals page for information about local organizations and companies that loan or rent wheelchairs.

Did you know the DRC has a Peer Mentor program?

Join The
DRC Peer Mentor Program
Supporting Student Learning

- **UNIVERSITY WRITING & RHETORIC CENTER** provides free, one-on-one writing tutoring to all Cal Poly students.
- **ACADEMIC SKILLS CENTER** offers a variety of retention programs and campus support services.
- **EDUCATIONAL OPPORTUNITY PROGRAM** improves access, retention and graduation of students who have been historically, economically and/or educationally disadvantaged.
- **STUDENT RIGHTS AND RESPONSIBILITIES** office ensures a fair and impartial administration of the disciplinary process while educating students about their responsibilities and protecting the rights of all members of the University community.
Students In Distress

- **CSU RED FOLDER**
  - myportal.calpoly.edu > Staff and Faculty Training > Red Folder

- **COUNSELING SERVICES**
  - Location: Student Health Center, (Building 27)
  - Phone: (805) 756-2511 (24 hrs/7 days)

- **UNIVERSITY POLICE DEPARTMENT (911 or 756-2281)**
  - Student medical emergency
  - Student disruptive behavior

- **STUDENT OMSBUDS SERVICES**
  - Location: Kennedy Library (Building 35), Room 113
  - Phone: (805) 756-1380

- **SAFER** is Cal Poly’s primary resource for addressing sexual violence, dating violence, domestic violence and stalking.
  - Location: UU (65) room 217
  - Phone: (805) 756-2282
Mandatory Reporting

• Faculty MUST report information about harassment by anyone on campus
  • http://equalopportunity.calpoly.edu

• Report to chair/head, dean, or Employment Equity Office
  • Martha Cody is the Director of Equal Opportunity

• Report all incidences of sexual harassment (including sexual assault) to the campus Title IX office.
  • Jean DeCosta and Stephanie Jarrett are the Deputy Title IX Coordinators for Student Affairs
  • Barbara Martinez is the Deputy Title IX Coordinator for Athletics
Email

• Remains essential communication method for official messages (to faculty/staff, students)
• You can forward campus email to preferred address, but receipt is your responsibility
• Appropriate for communicating with students
• Official communications should be sent to students’ campus email address (username@calpoly.edu)
Cal Poly App
Cal Poly App
Service Desk

The Service Desk provides technical services (and help for those services) to the Cal Poly Campus, we are here to help you make the most of Learn by Doing.

Recent News:
Office 365 News!
Adding the new Faculty and Staff Training tab on the Cal Poly Portal
OneDrive Available

SECURITY UPDATES

Service Catalog

Get Help
PHONE OR EMAIL
805.756.7000
Email
WALK IN
Building 46, Rm. 100
Near the stadium

Improve Skills

Office 365

Get Connected

POPULAR SERVICES
Accounts & Passwords
Office 365
CMS - HR, Finance and Student Administration
Computing and Desktop Support
Drupal at Cal Poly
Email and Calendar Support
Classroom Technologies
Mobile Devices
My Cal Poly Portal
Network, Wireless and VPN
PolyCard
Software Licenses
Submit a Service Request
Telephones and Cellular
Workstation Program
PolyLearn

About PolyLearn

PolyLearn is Cal Poly's branded version of the Moodle learning management system software. A learning management system stores and manages course content and activities online.

- What's New in PolyLearn this Fall 2015?
- Gradebook Examples & the Gradebook Builder for Faculty
- Winter 2016 course shells were available September 7. See How to Login to access your course.

It allows faculty to share course content (syllabus, lecture materials, video, audio, etc.), communicate with their students (discussion forum, email, blog, chat, etc.), collaborate on projects (wiki and groups), and provide timely assessment.

Why Are We Using PolyLearn (Moodle)?
On April 27 2011, Cal Poly announced the adoption to Moodle (Learning Management System) for Spring 2012. If you would like to learn more about this, please check out our More About Moodle page.

Many Supportive Resources for PolyLearn (Moodle)
Our support site has many useful tips, tutorials, and videos. If you are not sure where to find a resource, use the search box in the upper right of the page. You may also wish to consider taking one of our hands-on workshops.
Accessibility and Disability Related Resources

The Americans With Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities at Cal Poly. This act applies to virtually all aspects of campus activities, including employment, student programming, and services provided to the campus community. As part of the University’s campus-wide ADA compliance program, this website has been developed to link you with the many ADA information technology and disability-related resources on campus.
Thank you!