



CALIFORNIA STATE
UNIVERSITY

E A S T B A Y

CONCORD CAMPUS

Concord Campus Faculty Handbook Fall 2015

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Concord Campus Phone Directory

Location	Phone/ Fax Number	E-mail
Academic Services	P: (925) 602-6700 F: (925) 602-6750	ccinfo@csueastbay.edu
Administrative Support Coordinator	P: (925) 602-6706	kathryn.cutting@csueastbay.edu
Campus Police	P: (925) 602-6737 F: (925) 602-6752	Ray.lashley@csueastbay.edu
Cecilia Zefeldt – Operations	P: (925) 602-6775	cecilia.zefeldt@csueastbay.edu
Health Services	P: (925) 602-6707	katherine.bedeian@csueastbay.edu
Personal Counseling	P: (925) 602-6709	Shauna.hong@csueastbay.edu
Information Technology Services	P: (925) 602-6785	tuan.truong@csueastbay.edu
Library Services	P: (925) 602-6725 F: (925) 602-6751	Liz.ginno@csueastbay.edu
Room Assignment/Maintenance	P: (925) 602-6717	lisa.zachan@csueastbay.edu
OLLI Coordinator	P: (925) 602-6776	kathleen.bryant@csueastbay.edu

Helpful Links

Concord Campus: <http://www20.csueastbay.edu/concord/concord-new/campus/index.html>

Concord BART Shuttle: <http://www20.csueastbay.edu/concord/shuttle.html>

Map and Directions: <http://www20.csueastbay.edu/concord/about-concord/map.html>

People Finder: <http://www20.csueastbay.edu/directory/search/index.html>

Title IX - <http://www20.csueastbay.edu/af/departments/risk-management/risk/titleix/index.html>

QR Code link to Concord
Campus website



Faculty Services



Faculty Offices

All faculty offices are equipped with a computer connected to the Concord Campus network as well as the Hayward computing network. The computers in the faculty offices have common software packages, which include word processing, spreadsheets, presentation software, and the Internet. Faculty offices are assigned by Department. These offices are shared by faculty members of the same department, but rarely on the same day and time. You are likely to have the office to yourself for the entire day that you teach at the Concord Campus.



Keys

An office key is provided for each faculty member assigned a faculty office on the Concord Campus. This key opens your office as well as the Faculty Lounge/Workroom (LB 235). **A Key Request Form** must be completed and **THE KEY MUST BE RETURNED AT THE END OF EACH QUARTER.**



Printers

There is a centralized printer/copier located in the Faculty Lounge/Workroom (LB 235). All printing from faculty offices is directed to this printer. Please do not print large documents as this printer is shared by every faculty office on campus. Computer Lab personnel are available to provide assistance to faculty. For one-on-one assistance, please contact the Computer Lab at (925) 602-6785 or the Computer Lab Help Desk at (925) 602-6780.



Copying

The Concord Campus is not provided with a budget for faculty photocopying. Therefore, photocopying should be arranged through your home department. If you have a Bay Card, you are welcome to use the photocopiers located in the Faculty Lounge (LB 235) and AS Workroom (AS 106).



Supplies

During the quarter break, the Faculty Lounge/Workroom (LB 235) is restocked with basic desk supplies. We also provide classrooms with dry erase markers. Any additional supplies should be requested from your home department. If you have an immediate need for any supplies that are generally provided by your department, please contact Kathy Cutting for assistance at (925) 602-6706.



Scantron

Scantron grading machines are located in the Academic Services Lobby and the Faculty Lounge/Workroom (LB 235) for faculty use.



Faculty Lounge/Mailboxes:

The Faculty Lounge is located in the Library building in room LB 235. There is a refrigerator, microwave, bottled water and coffee maker available for your use. Faculty mailboxes are also located in the adjoining mailroom.



Faculty Support Office

The faculty support office is located in Academic Services on the 1st floor. The administrative faculty support that you receive at Concord Campus is meant to augment the services you are provided by your home department in Hayward. We will do our best to provide you with as much assistance as possible. Kathy Cutting can help you with concerns. You may reach her at **(925) 602-6706**.



Fax Machines

The fax number for the Faculty Lounge/Workroom (LB 235) is **(925) 602-8675**. The fax number in Academic Services (AS 106) is **(925) 602-6750**.



Facilities Maintenance

If your classroom is too hot, too cold, or you are having any other kind of facilities maintenance problems, please let Lisa Zachan know as soon as possible at **(925) 602-6717**. She will direct your concern to the appropriate person so that the problem can be corrected before your next class meeting.



Pioneer Bookstore

Hours: Monday through Thursday: 11:00AM – 6:30 PM (hours are subject to change). The Pioneer Bookstore offers snacks, drinks, frozen meals, microwaves and vending machines as well as supplies, school apparel, and online book order pick up.



Courier Services

The mail from the Concord Campus is picked up at **10:00 AM** from Academic Services and taken to the Hayward Campus. Our courier returns from Hayward with mail between **3:00-3:30 PM, Monday-Thursday**. The courier's regular stops are Hayward Shipping/Receiving, the Cashier, Library Shipping/Receiving, and Bookstore.



Discount Program

New this year! Discounts to Round Table Pizza, JJ's Hawaiian BBQ, Five Guys, Dickey's BBQ, Little Caesar's, and Mountain Mike's Pizza. All you need is your Bay Card!

Visit <http://www20.csueastbay.edu/asi/departments/business-services/discountProg.html> for more details

Student Support Services

Academic Advising

The staff advisor at the Concord campus provides students with non-major advising. Major advising is provided by the faculty from the academic departments.

Regular hours of operation:

Monday – Thursday: 9:00 AM- 6:30 PM (appointments only; last appointment is at 5:30 PM).

You may also email brief advising questions to cccinfo@csueastbay.edu. However, most advising questions will require an in-person appointment.

Academic Advising is located on the first floor of the Academic Services (AS) Building. Please have students call (925) 602-6700, or go to the Academic Services Lobby, to schedule an advising appointment.

Academic Services Lobby

Quarterly Hours:

Monday – Thursday 9:00AM – 6:30 PM

Registration Information

Late Registration and ADD/DROP occur during the first two weeks of every quarter through MYCSUEB (website registration). The last day to Add for Fall 2015 is 10/7. **Students must be on the waitlist before we can add them to the class.** We have an automatic waitlist, which eliminates much of the confusion during the first week of classes.

Instructors with wait listed classes:

- Students on a wait list will automatically be enrolled once space becomes available. Students will be passed over if a time conflict exists or enrollment already exists for the course, but in a different section. Students will be notified through email that a change has been made to their Quarter Class schedule.

If space is available after the automatic enrollment period has passed, the instructor will check their updated roster and wait list to see which students can be added. Please email your Add/Drop list to Cecilia Zefeldt at cecilia.zefeldt@csueastbay.edu

- Students are to be added in order of the wait list with priority as follows: graduating seniors, CSUEB students, Open University students.
- Students return signed Open University forms and appropriate payment to the front desk staff located in the Lobby. Forms and payment will be forwarded to the Records Department which add students to the class list.

Instructors who wish to drop students from their classes:

Please email Cecilia Zefeldt at Cecilia.zefeldt@csueastbay.edu a list of students who need to be dropped. The students will be deleted from the class through the PeopleSoft system, as per your request.

Accessibility Services (925) 602-6716

Accessibility Services is committed to ensuring the rights and promoting the dignity, self-awareness and self-advocacy of students, faculty and staff with disabilities. We value the diversity of the CSUEB student body and work with the faculty, staff, and administration to create and maintain an inclusive environment in which students with disabilities have equivalent access to university programs. **Contact us:** If you or one of your students would like additional information or wish to schedule an appointment, please contact Jaski Kohli, Accessibility Counselor, at (925) 602-6716 or by email at jaski.kohli@csueastbay.edu.

Bookstore (925) 602-6793

For online book order assistance, please call (925) 602-6793 or <http://www.bkstr.com/csueastbayhaywardstore/>. Books may be ordered online and may be picked up at the Concord Pioneer Bookstore. Books for Concord Campus courses may be purchased at the Concord Bookstore.

Library (925) 602-6725

The Concord Campus Library is open Monday-Thursday 11 AM-8 PM. The Library is closed on Fridays through Sundays. You can also find additional information at <http://library.csueastbay.edu/concord-campus/>.

To place books on reserve, please fill out the “Reserve Book form” and turn it into the library. The reserve book form is available on the CSUEB Library web page at <http://www.library.csueastbay.edu>. You can also place books on reserve online at this web page.

Campus Security **Emergency - Call 911 from any campus phone**

University Police Department (925) 602-6737

The University Police Department (UPD) is located in the Facilities Building and provides several personal assistance services designed to increase the personal safety of our community: Safety Escort Services, Battery Failure Services, Building Access Services (Access to campus buildings is restricted during non-business hours; please note that the Concord Campus is closed on Fridays and weekends).

<http://www20.csueastbay.edu/af/departments/upd/>

Title IX

California State University, East Bay does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. Recently, Title IX's scope has been expanded to include employees and campus visitors.

<http://www20.csueastbay.edu/af/departments/risk-management/risk/titleix/index.html>

Lost & Found (925) 602-6737

Articles left in classrooms will be taken to the Concord Campus University Police Department in the Facilities Maintenance Building.

Parking Permits

Parking permits are required on the Concord Campus every day. Parking is FREE during quarter breaks. Quarterly permits may be purchased in the Academic Services Lobby (cash or check only). Faculty should park in the designated “Faculty Parking” lots. Faculty may also purchase daily/ hourly parking permits from the dispenser located in the student parking lot – daily/hourly permits are only valid in the student parking lot.

Technological Support Services

Classrooms

All of the Concord classrooms have a video projector, hookups for computers/laptops, an overhead transparency projector, DVD players, and access to the Internet. For assistance with any classroom technology, please call (925) 602-6785.

For classroom reservations, please contact Lisa Zachan – lisa.zachan@csueastbay.edu 925-602-6717

Computer Lab

Hours: Monday - Thursday: 11 AM- 7 PM
Friday - Sunday: Closed

The Computer Lab hours are subject to change. The Computer Lab is closed on University Holidays and quarter breaks.

Scanning

Faculty can scan documents or images in the Computer Labs during hours of operation. Contact the Computer Lab at (925) 602-6785, to make an appointment for a tutorial.

Telephone

The telephone in your office does not have voicemail. To call out, please dial 9 + the number. To call a number on the Hayward campus, dial 5+ the last 4 digits of the phone number. To call on the Concord Campus, please dial 2+the last 4 digits of the number.

MYCSUEB – <https://my.csueastbay.edu>

Blackboard – <https://bb.csueastbay.edu>

Email – <https://email.csueastbay.edu>

CSUEB Mobile App – <https://m.csueastbay.edu>

Make Up Exam Request

Please email completed form to Kathy.cutting@csueastbay.edu

Make up exams are administered Monday through Thursday from 10:00 AM-12:00 PM and from 2:00 PM-5:00 PM.

Date of Test _____ Time of Test _____

Name of Instructor: _____

Name of Student: _____

Length of Time for Completion: _____

If Scantron is required and student does not have Scantron:

Please indicate which of the following are allowed—if it is not checked, it is NOT allowed:

- | | |
|---|---|
| <input type="checkbox"/> Open Notes/book(s) | <input type="checkbox"/> Formula Sheet(s) |
| <input type="checkbox"/> Closed Notes/Book(s) | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Message Device |

Other Instructions: _____

Please indicate in the space below how to get the completed exam back to you:

