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CENTER HOURS

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<tbody>
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<td>Monday - Thursday</td>
<td>7:00am - 10:00pm</td>
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<tr>
<td>Friday</td>
<td>7:00am – 5:00pm</td>
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<tr>
<td>Saturday</td>
<td>7:00am-4:30pm</td>
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<tr>
<td>Sunday</td>
<td>Closed</td>
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</tbody>
</table>

IRVINE CENTER ADMINISTRATION OFFICE HOURS

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00am - 7:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00am - 1:00pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

3 BANTING – IRVINE CENTER ENTRANCE:
The CSUF, Irvine Center is located at 3 Banting in Irvine, California 92618 between Barranca Pkwy and Alton Pkwy.

PARKING:
CSUF faculty, staff and student parking decals are valid at the Irvine Center. Daily permits are available in the parking machines located at the main entrance or online for $8.00. We also offer 1 & 2 hour parking spaces located between Building 1 & 3. The cost is $2.00 for 1hr and $4.00 for 2hrs. The parking machines accept credit cards. If you have guest speakers, please go to the CSUF parking website to request guest passes. Passes must be requested at least 72 hours prior to the date needed. Please encourage your students to pay close attention to posted signs and emphasize that their CSUF permits apply only to spaces surrounding the Banting 3 building, which does not include spaces adjacent to the Western State College of Law in the Banting 1 building. Failing to do so will result in parking citations and/or towing fees. Irvine Valley College and Saddleback College faculty and students may park on CSUF parking lots with their Saddleback or IVC current semester decal permits.

COPYING SERVICES:
Copiers are located in the first floor mailroom, IRVC 130 and in the faculty/staff lounge, IRVC 202. You will be provided an individual four digit copy code to be used at IRVC only. In an effort to minimize costs, reduce demand for paper, and make documents accessible to students, please strongly consider posting documents on Titanium and use the document camera to display handouts. Please also consider creating a course pack of copyright approved materials. Local vendors provide services for course packets which can further reduce copying needs. The Provost’s office has requested that course packs be offered locally, please check with your Fullerton Department for a current list of local vendors. Students may copy from copy machines in the Library. **Titan cards are needed to print or copy.**
Par Score and Scantron machines are located in the faculty/staff lounge, IRVC 202. Please contact x1612 or X1610 if you need assistance or for a brief tutorial.
EXAMINATIONS:
The proctoring of examinations, including make up exams, is the sole responsibility of faculty. The Irvine Center Staff and Student Services offices cannot proctor such exams.

DISABILITY SUPPORT SERVICES  Per UPS 300.004, course syllabi should include information about student rights to accommodations for documented special needs. The Irvine Center has specially trained staff and designated space for the purpose of proctoring examinations for students with approved letters of accommodation from Disability Support Services. Please contact Assistant Dean, Futoshi Nakagawa, at fnakagawa@fullerton.edu or phone 657-278-1658 for more information

COURIER SERVICE:
There is a direct courier between the Irvine Center and the Fullerton Center. Mail from Fullerton to Irvine Center can be sent via inter-campus envelopes addressed to a specific faculty or department. Mail leaves the Fullerton Campus by 2:00pm and is picked up before noon.

STUDENT ADMINISTRATIVE SERVICES & TITAN CARD
The purpose of this One-Stop Service Center located in IRVC 144 is to assist our students, staff, faculty and visitors with information in the area of Admissions, Registration & Titan Card. These services include information on policy and procedures for Admission and Registration; adding/dropping of classes; change of major/minor,; dropping off sealed transcripts or grade cards, proof of immunization, verifications, name and address changes and change of objectives. The Student Administrative Services office also issues Titan Cards for Irvine.

STUDENT SERVICES CENTER:
The Student Affairs department is located on the first floor in IRVC 115. The following services are provided: Academic Advisement, Financial Aid, Career Counseling, Personal Counseling, Disability Support Services, Writing Assistance, Tutoring and Study Skills. Services and programs offered by the Titan Student Union or the CSUF Associated Students, Inc. are also coordinated by the Division of Student Affairs.

The Titan Student Union, also located on the first floor, is a multi-purpose facility that includes a large screen television, comfortable seating and study areas, microwave, and reading materials. For information about Student Affairs, Titan Student Union/CSUF Associated Students, Inc., or the Fitness Center at the Irvine Center, please contact Student Affairs at extension 1650, or stop by at IRVC 115. You can also find information on current or upcoming events on the web at www.fullerton.edu/irvinecenter or on Facebook at Cal State Fullerton – Irvine Center.

FITNESS CENTER:
The Fitness Center located in IRVC 132 is free for all enrolled CSUF students. Faculty and staff may purchase a membership at the cost of $60 a semester. For your convenience you may elect to set up auto withdrawal from your paycheck. The Fitness Center includes treadmills, ellipticals, kettle bells, bikes, fixed and free weights, abs/stretching area, lockers & showers, workout towels, and a shower towel service (additional cost).

Hours of operation vary. Please contact the Fitness Center at extension x1630.
Sign up for your membership today! Contact Ken Maxey at (657) 278-5855 or kmaxey@fullerton.edu for additional details.

**TEXTBOOKS – TITAN SHOPS @ IRVINE BOOKSTORE:**
Textbooks for your Irvine Center class (is) are available in the Titan Shops @ Irvine Bookstore located in IRVC 104. Your students may purchase books at the Irvine Center Titan Bookstore or order them online at [http://bookstore.fullerton.edu/](http://bookstore.fullerton.edu/). Many books are available as rentals as well.

**HOURS:**
- Monday – Thursday 8:30am – 8:30pm
- Friday 8:30am – 1:00pm
- Saturday Closed
- Sunday Closed

During the first two Saturdays each semester, the Bookstore will be opened from 9:00am-12:00pm to accommodate book and supply purchases for our Saturday students.
Fall of 2018: August 25 & September 1, 2018

**MEDIA TECHNOLOGY EQUIPMENT & SMART CLASSROOMS:**
Classrooms at the Irvine Center are smart. Each classroom is equipped with an Elmo document camera(s) and Epson Brite Link data projector(s) with laser pen and racked equipment including VHS and DVD players.

For all technical assistance or problems with equipment, please email irvinehelpdesk@fullerton.edu or dial extension 1610.

**MAILBOXES:**
Faculty mailboxes are in alphabetical order located in IRVC 130. Your name appears on the base of your box. Mail is received and distributed daily. Please check your mailbox regularly and see the front desk for questions about the mail courier service pick-up and delivery schedule.

**STUDENT OPINION QUESTIONNAIRES (SOQs):**
Per UPS 220.000, student opinion questionnaire will be scheduled for administration during the last three weeks of a semester or the equivalent of. Faculty teaching at IRVC will be notified regarding specific date and time. (NOTE: Your department may administer your evaluations online). If you have questions regarding to the implementation of your SOQ at the Irvine Center, please contact the Student Services Desk at x1650.

**KEYS:**
CSUF Irvine Center classrooms are opened daily by University Police. The Library, Computer Laboratory and administrative offices are opened by the individual administrative staff at the start of their work days. Computer classrooms are locked. Keys are available for faculty who teach in those labs. Please submit your office hours to irvcfaculty@fullerton.edu and check in with the receptionist located in IRVC 100A for all key requests. Please note that such keys are to be returned to the receptionist by faculty at the end of each semester.
LOST AND FOUND:
Students and faculty can turn in found articles to University Police. Please refer students and faculty to IRVC 129 or contact them at extension 1626 if trying to locate a lost article.

ABSENCES:
If an emergency prevents you from meeting with your class, please notify your department and IRVC as soon as possible. If you know in advance of your absence, please work with your department to arrange for a qualified colleague to meet with your class or provide your class with an assignment prior to your absence UPS 230.010. At the Irvine Center, we are requesting that you e-mail irvcfaculty@fullerton.edu if you would like a note posted on your classroom to notify your students. For last-minute class cancellations, please call 657-278-1601 or 657-278-1604 and we will make every effort to post a note on the classroom door along with notifying your department and irvcfaculty@fullerton.edu of the class cancellation.

OFFICE HOURS:
Per UPS 230.020 faculty office hours are to be scheduled, synchronous and posted. Please contact your department coordinator to schedule your office hours. Once they receive your hours, they will forward that information to irvcfaculty@fullerton.edu. Faculty teaching at the Irvine Center will be assigned an office, which they will share with other faculty members. You should anticipate scheduling 1 hour weekly for each course taught. There is a telephone and a computer station in each office for your use. The staff does not answer these telephones or retrieve voicemails. If students wish to leave a message for you, they may do so using your voicemail.

FACULTY INFORMATION FORM
Every semester we ask that all faculty teaching at IRVC complete a “Faculty Information form”. We ask that you bring or send the form to the front desk of IRVC or send it to irvcfaculty@fullerton.edu. Once we receive your form, and your request for office hours, we will assign your office and have your keys available for pickup.

EMERGENCY/FIRE ALARM:
In case of emergency, please lead your class directly out of the front or side entrances of the building to the corner of Banting and Barranca Pkwy. Please make sure that all students in your class follow you to the main parking lot and have the students take all of their personal belongings with them. Please take attendance on a daily basis. This will enable you to determine in an emergency which students are present. It will also establish attendance records for those students who are receiving VA or other financial aid.

Please refer to the links below for Emergency Preparedness:
http://prepare.fullerton.edu/campuspreparedness/Default.asp
http://prepare.fullerton.edu/evacuationprocedure/Default.asp
http://prepare.fullerton.edu

COMPUTER CLASSROOMS AND OPEN COMPUTER LABORATORY:
The Irvine provides centralized computer facilities. The IRVC building has five computer classrooms, including four PC workstation classrooms and one MAC workstation classroom. The open computer lab is located at IRVC 211.
The software installed on the PC workstations in the classrooms and labs will vary according to the class needs assigned to that classroom. The list of software loaded on classrooms and lab PC workstation can be found at this link.

If an instructor wishes to have a program installed, please contact IT services at x1610 or x1612. For proper testing and troubleshooting, software and license(s) must be provided the previous semester or during our upgrade period, at least 1-2 months before the semester begins. Proof of licensing and VPAT form is required with any software submission. Not all requests can be met due to system and software requirements, so allow the timeframe provided above to ensure everything is done to accommodate your needs or please refer to the IT Fullerton Handbook at:
http://www.fullerton.edu/far/Faculty_Handbook.pdf

All files that are created on campus computers should be stored on the individual’s flash-drives or Dropbox. For more information, please visit:
http://www.fullerton.edu/it/services/software/dropbox/index.php

The campus is not responsible for work that is lost due to a failure to regularly save to a personal storage device.

**Student Open Lab Hours:**
Monday – Thursday: 7:00am to 10:00pm
IRVC 211: Friday: 7:00am to 5:00pm
Saturday: 7:00am - 4:30pm
Sunday: Closed

Assistance in the lab may be limited, so please be patient. For all technical assistance or problems with equipment, please email irvinehelpdesk@fullerton.edu.

**WIRELESS 802.11:**
IRVC has wireless capability for Faculty/ Staff and students. Instructional handouts are available. Please refer to this link for a tutorial regarding wireless access: http://wireless.fullerton.edu. The tutorial explains how to connect laptops and mobile devices to the wireless network.

**MEDIA TECHNOLOGY EQUIPMENT & SMART CLASSROOMS:**
Every Irvine Center classroom is equipped with an Elmo document camera(s), projectors, and racked equipment including VHS and DVD players.

For all technical assistance or problems with equipment, please email irvinehelpdesk@fullerton.edu or dial extension x1610.
IRVINE CENTER LIBRARY:
The library is located in IRVC 101 near the Bookstore, and student lounge. Should you have any questions, requests, or concerns, please contact the Irvine Center Library at extension 1664. The Library offers:

- Networked computers with access to the CSUF Library website, online catalog, 200+ subscription databases and e-resources, more than 4000 e-books, and the Internet.
- Printing is available at 10¢ per page via Titan Account.
- Research and Borrowing Services.
- Research Consultations (appointments can be made on the Irvine Center website).
- Study carrels, tables, and chairs for individual and group study.
- Three group study rooms with computers are available on a first come-first served basis.
- A small Reference collection and a small circulating collection—both continually growing.
- Two document scanners.

Semester Library Hours:
Monday – Thursday: 7:00am – 10:00pm
Friday: 7:00am – 5:00pm
Saturday: 7:00am – 4:30pm
Sunday: Closed

REMOTE ACCESS TO ONLINE LIBRARY SUBSCRIPTION RESOURCES:
In the Library or at home, faculty, staff, and students may access a full array of online subscription resources from the Library website – including searchable article databases (Academic Search Premier, ERIC, JSTOR, PsycInfo, Sociological Abstracts, etc.), online reference material, and eBooks (full-text electronic books). Faculty, staff, and students must use their portal login username/password to access the Library’s electronic resources from off-Center.

REMOTE ACCESS TO FULL-TEXT JOURNAL ARTICLES:
The Library’s ever-expanding collection of full-text databases allow users to review, print, and save complete journal articles without having to visit the Library. Databases such as those listed below allow students to search for relevant articles and have immediate electronic access to desired material. When using a bibliographic database to identify particular articles, our SFX software (which is integrated with our online and print collections and Interlibrary Loan), searches across the entire Library’s full-text resources to determine whether or not a specific article is available online—and helps the patron retrieve the article if it is not online.

- ABI/Inform (American Business Index)
- Academic Search Premier
- Education Journals Online (Sage)
- ERIC FirstSearch (OCLC)
- JSTOR
- PsycINFO (EBSCO)
- Science Direct
- . . . And dozens more!

**COURSE RESERVES:**
If you would like to place items on reserve for your students to use throughout the semester, please fill out a form by visiting the Reference Desk or the Borrowing and Reserves / Information for Faculty on the library website. **Note: Please allow - two to three business days for processing.** The options for checkout periods are two hours, overnight, and two days. At the end of the semester, your material can be picked up at the library, or will be placed in your faculty mailbox at the Irvine Center.

**DOCUMENT DELIVERY:**
As we cannot duplicate the Fullerton Campus library holdings, we have several systems in place through which students can obtain almost any resource they need:

1. Many resources are available online through our Library website – i.e., thousands of electronic book titles, many full-text databases, and a large number of subscriptions to journals online.

2. Items that the library owns at the Fullerton Campus can be “paged” to Irvine by filling out one of the online request forms available on the Irvine Center Library website. This service is available to students taking courses solely at Irvine. The book or journal article will be available for the student to pick up generally within three to four business days. Please note that Reference Books are not part of this service as they must be used in Pollak Library, and not all Audio-Visual material is available for use at the Irvine Center.

3. Items that the library does not own may be requested through the online interlibrary loan system called ILLiad. Users must first create an account online, and then will be able to submit their requests for desired items, which will be obtained from another library. Article requests are filled electronically, while books are delivered to Irvine for pick-up. Delivery times vary depending on the availability of the item, but often arrive within 4-10 business days.

**REFERENCE ASSISTANCE:**
Librarians and trained Library staff are available for reference assistance at Irvine from Monday-Saturday. However, reference assistance is also available via other avenues, such as calling the Fullerton reference desk (657) 278-3284, emailing reference, and even live online chat (see Ask a Librarian / 24/7 Chat Reference from the Library website).
FACULTY REQUESTED LIBRARY INSTRUCTION:
If your course has a research assignment, consider scheduling a library instruction session with us at Irvine, a component of the Information Competence Initiative at CSUF offered by the Fullerton Campus’ Pollak Library. These sessions are tailored to your specific class, assignment, and students. Also, an online research guide can be created highlighting relevant library resources for the assignment. To find out more or to request a Library instruction session, please see the Instruction Request link from the library website, and be sure to specify that your class meets at the Irvine Center.

TELEPHONES: 657-278-1601 - CSUF – IRVINE CENTER

Dial the last four digits of the extension to connect with someone at either campus location.

Campus Safety Contact Information

| Life Threatening Emergency | 911 |
| University Police at Irvine | 1626 |
| University Police at Fullerton | 2515 |

*PLEASE DO NOT USE CELL PHONES TO DIAL 911*

MILEAGE:
Full time faculty who teach at both Irvine and Fullerton campuses are approved for reimbursement.
Faculty (FT or PT) who work only at the Irvine Center are not eligible for reimbursement.
Part time faculty who work at both Fullerton and Irvine receive reimbursement ONLY if they work at both campuses on the same day. Please contact Patricia Calimquim for questions relating to faculty mileage reimbursement at pcalimquim@fullerton.edu or e-mail irvcfaculty@fullerton.edu