CALIFORNIA STATE UNIVERSITY, FULLERTON

IRVINE CAMPUS

FACULTY

INFORMATION

SUMMER 2017
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3 BANTING – IRVINE CAMPUS ENTRANCE:
The CSUF, Irvine Campus 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 Campus. 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 emphasize to your students that they are only permitted to park in the CSUF parking lot. Failing to do so will result in parking citations and/or towing fees. Irvine Valley College and Saddleback College faculty and students may park in the CSUF parking lot with valid semester or annual IVC/Saddleback decals.

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. Please try to post your documents on Titanium, copy front and back or use the document camera to display handouts. In the future, creating a course pack of Copyright approved materials might be the best choice. Local vendors also provide services for course packets which can further reduce your copying needs. Provost, Jose’ Cruz has requested that course packs be offered locally and not ordered from Fullerton stores. We have compiled a list of local vendors that all conduct required copyright searches.
<table>
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<th>Company Name</th>
<th>Address</th>
<th>Contact Information (Phone#, fax# and/or Email)</th>
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<tr>
<td>Advanced Litho</td>
<td>20996 Bake Parkway Suite 112, Lake Forest CA 92630</td>
<td>Tel: 949-215-9060  Fax: 949-215-9181  <a href="mailto:info@advancedlitho.com">info@advancedlitho.com</a></td>
</tr>
<tr>
<td>Aristotext Inc.</td>
<td>3937 E. Anaheim Street, Long Beach CA 90804</td>
<td>Tel: 1-800-444-8398</td>
</tr>
<tr>
<td>Coast to Coast Copy</td>
<td>5030 Campus Drive Newport Beach CA 92660</td>
<td>Tel: 949-852-8571 <a href="mailto:copies@coast2coastcopy.com">copies@coast2coastcopy.com</a></td>
</tr>
<tr>
<td>CPI Resources</td>
<td>1939 Blair Avenue, Santa Ana CA</td>
<td>Tel: 949-230-7543 Fax: 949-975-1936  <a href="mailto:chris@ccpiresources.net">chris@ccpiresources.net</a></td>
</tr>
<tr>
<td>Dot Printer</td>
<td>2424 McGaw Avenue Irvine CA</td>
<td>Tel: 949-474-1100#256 Fax: 949-4741263  <a href="mailto:rcichock@dotprinter.com">rcichock@dotprinter.com</a></td>
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<tr>
<td>Fed Ex Kinklo’s Office</td>
<td>4187 Campus Drive, Suite M170, Irvine CA</td>
<td>Tel: 949-854-7557  <a href="http://www.kinkos.com">www.kinkos.com</a></td>
</tr>
<tr>
<td>Image Printing Solutions</td>
<td>69 Bunsen Irvine CA 92618</td>
<td>Tel: 949-754-9000 Fax: 94-754-9009 Cell: 714-612-1789  <a href="mailto:jiacono@imgps.com">jiacono@imgps.com</a></td>
</tr>
<tr>
<td>Novatar Direct</td>
<td>1050 E. Valencia Dr. Fullerton, CA 92831-4600</td>
<td>Tel: 949-754-4600 or 714-888-8838 Cell: 714-277-9508  <a href="http://www.novatardirect.com">www.novatardirect.com</a></td>
</tr>
<tr>
<td>PSB Litho</td>
<td>26012 Atlantic Ocean Lake Forest CA 92630</td>
<td>Tel: 949-340-8948  Fax: 949-465-0777  <a href="mailto:karen@psblitho.com">karen@psblitho.com</a></td>
</tr>
<tr>
<td>Ricoh Legal</td>
<td>16715 Von Karman Avenue Irvine CA 92606</td>
<td>Tel: 949-862-6500 Fax: 310-356-3456 Cell: 949-943-6719</td>
</tr>
<tr>
<td>Royal Robot Designs</td>
<td>111 Heartstone, Irvine CA</td>
<td>Tel: 714-420-4203</td>
</tr>
<tr>
<td>Staples</td>
<td>6214 Irvine Blvd. Irvine CA 92618</td>
<td>Tel: 949-786-7518</td>
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<tr>
<td>University Custom</td>
<td>1150 South Hope Street Los Angeles CA 90015</td>
<td>Tel: 800-934-9313</td>
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Students may copy from copy machines in the Library with their **Titan cards**.

Par Score and Scantron machines are located in the faculty/staff lounge, IRVC 202.

**EXAMINATIONS:**
Make up exams are the responsibility of the faculty instructor. Student Affairs cannot proctor and/or provide testing space except for students registered with Disabled Student Services.

**COURIER SERVICE:**
There is a direct courier between the Irvine Campus and the Fullerton Campus. Mail from Fullerton to Irvine Campus 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 11:00am.

**ADMISSIONS & REGISTRATION/TITAN CARD**
The function of this One-Stop Service Center located in IRVC 144 is to assist our students, staff, faculty and visitors with information and service in the areas of Admissions and Registration. These services include: information on policy and procedure 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.
University cashiering functions which include tuition fees, deferred payments, graduation checks, request for transcripts, load money on TitanCard, and numerous miscellaneous fees are available at the kiosk in 115, across from IRVC 144.

**STUDENT AFFAIRS:**
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, Disabled Student Services (We encourage you to include a paragraph in your syllabus about Services to Students with Disability as well as your policies on attendance). Services and programs offered by the Titan Student Union or the CSUF Associated Students, Inc. are also coordinated out 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, coffee machine and reading materials. For information about Student Affairs, Titan Student Union/CSUF Associated Students, Inc., or the Fitness Center at the Irvine Campus, 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/irvinecampus](http://www.fullerton.edu/irvinecampus) or on Facebook at Cal State Fullerton – Irvine Campus.

**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 if so desired. The fitness center includes the following amenities: treadmills, ellipticals, kettle bells, bikes, fixed and free weights, abs/stretching area, lockers & showers, workout towels, shower towel service (additional cost).

Hours of operation vary. Please contact the Fitness Center at extension 3648.

Sign up for your membership today! Contact Ken Maxey at (657) 278-5855 or [kmaxey@fullerton.edu](mailto:kmaxey@fullerton.edu) for additional details.

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

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<th>HOURS:</th>
<th>Monday – Thursday</th>
<th>8:30am – 8:30pm</th>
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<tr>
<td></td>
<td>Friday</td>
<td>8:30am – 1:00pm</td>
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<td>Saturday</td>
<td>Closed</td>
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<td>Sunday</td>
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**MEDIA TECHNOLOGY EQUIPMENT & SMART CLASSROOMS:**
Classrooms at the Irvine Campus 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](mailto: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.

STUDENT CLASS EVALUATIONS:
The Irvine Campus student class evaluations will be scheduled around the third week prior to the end of the semester. Your department will be notified regarding the date and time. Information regarding the evaluation will be distributed to you two weeks prior to the evaluation period. Some departments are administering the evaluations online.

KEYS:
CSUF Irvine Campus classrooms are opened daily by campus police. The library computer laboratory and administrative offices are opened by the administrative staff at 8:30am. Computer classrooms are locked. Keys are available for faculty who teach in those labs. Please see the Receptionist located in IRVC 100A for all key requests. In addition, keys are to be returned 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, the department will be notified 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 Campus, contact either reception at extension 1601 or Charlene Keith at extension 1604. A note will be posted on the classroom door and the department contacted.

OFFICE HOURS:
Your Faculty Information form containing your office hours should be turned into the Administration Office during the first week for your students’ information. Faculty who are teaching at the Irvine Campus have been assigned an office, which they 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.

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, who is present and who is not. 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 Campus is small enough to provide centralized computer facilities. The IRVC building has four computer classrooms: three PC workstation classrooms, and one MAC workstation classroom. The open computer lab is located at IRVC 211.

The software loaded on the PC workstations in the classrooms and labs will vary according to the class needs assigned to that classroom. The software loaded on every classroom and lab PC workstation (excluding the library) includes:

- **Windows 7**
- Internet Explorer,
  - Mozilla Firefox,
  - Google Chrome
- ForeFront Security
- Antivirus
- Big Fix Client
- Microsoft Office 2013
- SPSS 22
- Amos 22
- SAS 9.4
- Matlab R2014a
- R & R Studios
- Zotero
- Microsoft Visual Studio .NET 2010
- Adobe Acrobat XI Professional
- Adobe Creative Cloud
- Artstor OIV
- LanSchool
- iTunes+
  - QuickTime Player
- Real Player
- Adobe Flash Player
- Adobe Shockwave Player
- Adobe Air
- Java Plug-ins
- Microsoft Silverlight
- VLC Media Player

**MAC Software Includes:**
- Mac OS Maverick 10.9.5
- ClamX Antivirus

- BigFix Client
- SPSS 22
- LanSchool
- Google Chrome
- Mozilla Firefox
- Adobe Cloud CC
- Adobe Acrobat X Professional
- R & R Studios
- VLC Studios
- Microsoft Office 2011
- Microsoft Silverlight
- Work 09
- Final Cut Pro
- Auto CAD 2014
- Auto Desk 360
Language Support:

**Western:** French, German, Italian, Portuguese and Spanish  
**Eastern:** Arabic, Persian, Chinese, Japanese, Korean, and Vietnamese  
**Language Grammar and Dictionary Support:** English, French and Spanish

If an instructor wishes to have a program installed, please contact David Lin located in IRVC 258 or at extension 1602. 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. 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.

All files that are created on campus computers should be stored on the individual’s flash-drive. The campus is not responsible for work that is lost due to a failure to regularly save to a personal storage device.

**Summer Sessions Student Open Lab Hours:**
- **Monday – Thursday:** 7:00am to 10:00pm  
- **Friday:** 7:00am to 1:00pm  
- **Saturday:** Closed  
- **Sunday:** Closed

Several computers around campus are available for faculty use. 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 computer capability for Faculty/Staff and students. Instructional handouts are available. Please refer to this link for a tutorial regarding wireless access: [http://www.fullerton.edu/IT/help/DoItYourself.asp#FSWirelessMobile](http://www.fullerton.edu/IT/help/DoItYourself.asp#FSWirelessMobile). The tutorial explains how to connect laptops and mobile devices to the wireless network, configure email, and set up VPN access.

**ELECTRONIC LIBRARY SERVICES:**
As you prepare your course content and schedule, please take a few minutes to review the resources and services available through the Irvine Campus library.

**IRVINE CAMPUS LIBRARY:**
The library is located in IRVC 100 near the Titan Shops @ Irvine Bookstore and TSU. Should you have any questions, requests, or concerns, please contact the Irvine Campus librarian at extension 1665. 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 with a TitanCard
- A Service Desk (Reserves—with a Titan card, reference assistance, trouble-shooting)
- Study carrels, tables, and chairs for individual and group study
- Three group study rooms with a computer and DVD capability are available on a first come - first served basis
• A small Reference collection and a small circulating collection—both continually growing
• A copier (10¢ per page with a titan card).

Library Hours:
Monday – Thursday: 7:00am – 10:00pm
Friday: 7:00am – 1:00pm
Saturday: Closed
Sunday: Closed

➤ REMOTE ACCESS TO ELECTRONIC 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 Elite, ERIC, JSTOR, PsycInfo, Sociological Abstracts, etc.), online reference material (Encyclopedia Britannica), and E-Books (full-text electronic books). Faculty, staff, and students must use their portal login username/password to access the Library’s electronic resources from off-campus.

➤ REMOTE ACCESS TO FULL-TEXT JOURNAL ARTICLES:
The Library’s ever-expanding collection of full-text databases continues to be hailed by off-campus patrons since these resources allow users to review, print, and save complete journal articles without ever 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 isn’t 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 campus.

➤ E-RESERVES: An exciting program through which the digitize article and/or book chapters can be placed on reserve and then hosted through their online catalog and Titanium. This allows you and your students to access your Reserve material from home.
Documents can be saved or printed for easy use at any time. Just bring us a clean copy of your material and we’ll make it available!

**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 request forms available at the Reference Desk. This service is available to students taking classes 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 Campus.

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-Thursday. However, they also offer reference assistance through other avenues, such as telephone reference (657) 278-3284, email reference, and even live chat reference (see **Ask a Librarian / 24/7 Chat Reference** from the Library website).

**FACULTY REQUESTED LIBRARY INSTRUCTION:**
If your course has a literature research component, consider scheduling a librarian 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. 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 Campus.

**TELEPHONES: 657-278-1601 - CSUF – IRVINE CAMPUS**

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*
SMOKING POLICY
CSUF is a non-smoking campus. All areas of CSUF “whether owned or leased” are non-smoking areas including the IRVC patio areas, parking lots and grounds. Beginning August 1, 2013, smoking is completely prohibited.

MILEAGE (New Policy):
Mileage is not reimbursed over the Summer Sessions.