

WHO TO CONTACT AT THE MID CITY CAMPUS

(619) 388-4500 / SDCEMidCity@sdccd.edu

Welcome! The Mid City Classified Professionals are here to help make this semester a success.

“Who to Contact” at the Mid-City office

<u>Administrative/Student Services Office</u>		<u>Counselors</u>	
Jan Jarrell, Campus Dean	jjarrell@sdccd.edu	Reem Putrus	rputrus@sdccd.edu
Karen King, Sr. Office Manager	kking@sdccd.edu	Francisco Manzano	fmanzano@sdccd.edu
Brad Anderson, Admin. Asst. IV	banderso@sdccd.edu	Karl Cameron, Career	kcameron@sdccd.edu
Danielle Ninness, Admin. Asst. III	dninness@sdccd.edu	Stephanie Rodriguez, DSPS	srodriguez001@sdccd.edu
Gabriela Lopez, Admin. Asst. III	glopez@sdccd.edu	Hoang Lo	hlo001@sdccd.edu
Ron Flores, Student Services Technician	rhflores@sdccd.edu	<u>CalWORKs (619) 388-4530</u>	
Rita Avila, Sr. Student Services Assistant	ravila@sdccd.edu	Robertra Krauss, Director	rkrauss@sdccd.edu
Carmen Moi, Student Services Assistant	cmoi@sdccd.edu	Juan Serrano, Counselor	jserrano@sdccd.edu
Esther Anthony –Thomas, Student Services Asst.	ethomas@sdccd.edu	Diya Spellman, Intake Coordinator	dspellma@sdccd.edu
Danielle Williams, Sr. Account Tech	dwilliam@sdccd.edu	Abdullahi Haybe, Intake Coordinator	ahaybe@sdccd.edu
<u>Campus Police (619) 388-6405</u>		Mitza Lindsey, Student Svcs. Asst.	mlindsey@sdccd.edu

Sr. Office Manager: My name is Karen King. I am the Senior Office manager at the Mid-City campus. Please contact me if you have any questions.

Absences, out ill, emergency leave, etc...:

If you will be out for an extended time, please contact Karen and your Program Dean.

Attendance issues:

If you have any questions regarding your class attendance, please contact Gabriela Lopez, Danielle Ninness and Karen King.

Final attendance rosters are submitted at ceMidCityAttendance@sdccd.edu.

Facilities Access

The office will be open Monday-Friday.

Monday -Thursday – 8:00 am – 7:00 pm

Friday – 8:30 am – 12:30 pm

The building will be open later to accommodate in-person classes. Contact Karen if you have questions about access.

Payroll, Sub Information:

Contract Payroll, please contact Karen King or Gabriela Lopez.

Sub Payroll/Information and Adjunct Payroll, contact Danielle Ninness, Gabriela Lopez or Karen King.

Registrar:

If you have any questions regarding student transcripts, student verifications (enrollment, attendance, etc...), please contact Rita Avila.

Technology (IT)

You can contact IT Help desk directly by:

- Calling the general phone number (619) 388-7000
- E-mailing the IT Help Desk ithelp@sdccd.edu

Tentative Offers:

Tentative Offers are accepted through the PeopleSoft portal. If you have questions regarding your assignment, please contact your Program Dean.

Assignments must be accepted prior to entering your hours on your time sheet.

Public Folders:

There is also a wide range of information on Outlook in the Public Folders. Public Folders can be accessed via Outlook Web.

From your Inbox, right-click on “Favorites” found over on the left-hand side.

Select Add public folder to Favorites

Locate the desired Public Folder, and select it (click on it)

Click on the star next to Add to Favorites, towards the top of your screen

Return to your Inbox. The PF should be displayed beneath Favorites

The Faculty & Staff Handbook is available at https://sdcce.edu/sites/default/files/sdcefacstaffhandbook-2018-2019_081219.pdf.

Faculty & Staff resources can be found at: <https://sdcce.edu/organization/faculty-staff-resources>

Student Contact Lists

You have access to your student contact information through your class roster.

