

## LATE CLASS ADDITIONS AT ESCONDIDO CENTER, COLLEGE SITES AND OFF-SITE LOCATIONS

**For “late” class additions at the Escondido Center and four college sites, please follow these procedures:**

- If submitting a SIS to add a class after the schedule submission deadline (in which case the class will appear on the web page addendum rather than in the published Class Schedule), the requesting department must first contact, via email, the Center or site staff member noted below for confirmation of classroom availability.
- Once confirmation is received, please submit the SIS with a copy of the email confirmation attached.

<b>Location</b>		<b>Staff</b>
CPPEN	Camp Pendleton	Janet Hoffman, Jody Hall
ESC	Escondido Center	Tom Medel, Benjamin Moss, Jody Hall
FUHS	Fallbrook Union High School	Jesus Garcia, Jody Hall
MCHS	Mt. Carmel High School	Leann Pell, Jody Hall
PAUMA	Pauma Indian Reservation	Naida Garcia, Jody Hall

**For “late” class additions at all other off-site locations, please follow these procedures:**

- Contact Jody Hall at the Escondido Center, ext. 8165. She will confirm that a Use of Facilities Agreement is in place and will also direct you to the appropriate contact person who can verify if classroom space is available.

### USING RESTRICTED ROOMS

Departments requesting use of a “restricted” classroom must contact the “owning” department via email to receive approval. Once approval is received, the SIS should be submitted with a copy of the email confirmation attached.

A listing of classrooms at San Marcos and at the Escondido Center can be found on the Instruction Office’s Class Schedule web page. A restricted-use classroom is identified by the following notation: “Restricted to (owning department).” Any department requesting a restricted room must attach documentation from the “owning” department that permission has been granted.

**Please note:** Only rooms containing a notation indicating restriction to a specific department/division are affected by this procedure. Those that indicate simply “key restricted” mean that the instructor will need a key in order to access the room.