

Instructional Support Center - Science (8-51c)

Operating Hours-Email

M-F 8:00 am - 5:00 pm, Closed 12:00-1:00 (*Wed 3-5pm Closed)

Phone: 909.869.5362

sci_isc@csupomona.edu

Personnel

Sharon E. Cruise, ISAll - x5362 secruise@csupomona.edu

*Academic Staff Senator (2010-2013) senate_staff_rep@csupomona.edu

Services

- Assist Faculty with Classroom Materials
- Assist Faculty with Blackboard
- Assist Faculty with Software
- Maintain/Edit Electronic Data on College Web Site (Contact)
- (OCE/GCS) Graphic Communication Services-OCE Print Driver Electronic (Graphics/quickprint)
- Electronically Create: exams, syllabi, handouts, lab manuals, letters, memos, course project proposals, research proposals and reports, grant proposals, manuscripts and articles being submitted for publication in professional journals and other types of publications/working with publishers/faculty, as well as scanning projects both Nikon Slides and flatbed.

Software Supported

Microsoft Access-Word-Visio-Excel-PowerPoint-Publisher, Outlook, Print Shop, Adobe Photoshop, Website software/Flash, Corel Draw, Math Type/Equation Editor, Blackboard, Oce Print Driver, ChemDraw, Avery, PPt Minimizer/Optimizer, Nikon Slide Scan/HP Scan, and DSX (Digital Door Access/Elevators).

Policies

Graphics/Quick Print Graphics has a 10-12 day turnaround, less when using the OCE Print Driver. Quick Print can make 5000 copies per day per individual with faster turnarounds. Graphics (Offset) as of 12/2009 can now be sent over the OCE' Print Driver through the ISC, as an attachment (like with Quick Print) except its FREE.

Send material to ISC via e-mail attachment. The ISC Work Order (WO) is on the College Website under Departments (in PDF or Word). Fill the Work Order out and attach to your e-mail with the requested item to be printed, then e-mail the requested work with the WO to the sci_isc@csupomona.edu email address. ISC will send via OCE' Print Driver, to Graphic Communication Services (GCS). The costs for quick print are tracked on Excel by the ISC and sent electronically to Dept Chairs/coordinators end of each month.

Lab Manual/Supplements Give Material to ISC to process. ISC sends typed materials to GCS, who sets it up with the Bronco Bookstore to be sold to the students after printing.

Please remember that printing copyrighted material requires a release form to be filled out and sent to Graphics with the order.

Pickup and delivery

The ISC does not have pick-up/delivery services from Mail Distribution. The ISC will pick up and deliver all work to GCS and with prior notification delivery to dept. mailbox. Therefore, please have your requests for print (graphics and quick-print) in the ISC by 9:00 a.m. and pick up is no later than 4:00 p.m.). Any work e-mailed or turned in after 9:00 a.m., becomes p.m.. Any work turned in after 4:00 p.m. becomes next day. If you can not pick up by 4:30 p.m., please e-mail with instructions to sci_isc@csupomona.edu.