

LBST Enrollment
Student Instructions

The following instructions are for students enrolling in LBST-10 and any LBST-20 students who did not also take LBST-10 at Merced College. Information in GREEN is specific to the process during the COVID-19 shelter-in-place guidelines.

Items 1-4 should happen prior to the start of the semester in which you are enrolled for the course. Items 5-8 may occur once the semester has begun.

1. Pay the Department of Justice (DOJ) fee* of \$32.00 at the Merced College Student Fees Office in Merced or Los Banos. Please email a scan or picture of the receipt and invoice to Dr. Pimentel (Myshel.pimentel@mccd.edu). Dr. Pimentel will provide you with instructions to add the course at this time.

Students can pay the DOJ fee online. Please email studentfees_custsvc@mccd.edu and request that they add the DOJ fee to your student account. You will need to do this before you can pay the fee online.

Once you have paid the DOJ fee, send an email to Dr. Pimentel requesting to add the course. In the subject line of the email, please state: LBST-10 FALL 2020 Add Request, Section # (include the section number for the course you wish to add). Make sure to include your proof of the DOJ payment. If you fall into one of the categories identified below, please explain in your email.

Category 1: If you are currently employed in the elementary school district where your liberal studies placement site will be, your current TB and fingerprint clearance may be sufficient. You must, however, provide proof of employment with the school district prior to enrollment in the course. In lieu of the DOJ fee proof of payment, email Dr. Pimentel current proof of employment with the school district.

Category 2: Students planning to complete observation hours in the following school districts should speak with Dr. Pimentel PRIOR to paying the Merced College DOJ fee as these districts require students to fingerprint with them.

- Delhi
- Mariposa
- Chowchilla
- Dos Palos

You do not need to have your TB and Live Scan clearances completed prior to registration, but **any student who does not clear the Live Scan process and/or who cannot provide a current TB clearance will be dropped from the class once the semester has begun.**

Items above the line must be done in order to register for the course. Items below the line (#3-9) must be completed prior to the start of the semester.

3. Pick up the Live Scan form from the Merced College Human Resources Office in the

Administration Building. **You will need to present the invoice and receipt for the DOJ payment given to you when you paid the \$32 DOJ fee at Student Fees.** Make sure the Live Scan form has the Merced College code on it.

Students may email Cathy Harris (cathy.harris@mccd.edu) and copy Liliana Cruz (liliana.cruz-morales@mccd.edu) in the Merced College Human Resources Office to obtain a Live Scan Form. Students must send a legible picture or scan of their DOJ invoice and receipt. In the subject line of the email, please state: LBST Live Scan Form Request.

Next, schedule your fingerprinting appointment through the Merced County Sheriff's Office. Call (209) 385-7446 to schedule an appointment. There is an additional processing fee to be paid to the Sheriff's Office. Ask about the amount when you call for an appointment.

YOU DO NOT HAVE TO COMPLETE THIS NOW. YOU CAN DO THIS CLOSER TO THE START OF THE SEMESTER.

4. NO LONGER THAN ONE WEEK after your fingerprinting appointment, go to the Merced College Human Resources Office for proof of clearance. Due to unforeseen circumstances, delays may occur. You must pick up your clearance form from the HR department within 3 weeks of clearance. Los Banos students can also email Cathy Harris to inquire about their clearances: cathy.harris@mccd.edu.
5. Failure to submit proof of your clearances by the first Friday of the semester will result in being dropped from the course. Dr. Pimentel will provide you with instructions on where to submit your paperwork at the start of the semester.
6. TB testing is available to students enrolled in the current semester, and is included in the health fee. Please visit the Student Health Services website at <http://www.mccd.edu/resources/health/events.html> for scheduled TB testing dates. Call 3846045 for additional information.

You do not have to complete the TB test through the Student Health Services; you may go to a private health facility or Merced County Health Department. Any costs incurred for the TB test are the student's responsibility.

Keep both your TB Clearance form and Live Scan clearance letter in a safe place until the semester begins. You will receive instructions on how/where to submit them at the start of the semester.

7. Purchase and read the *Merced College Liberal Studies* course packet from the campus bookstore. The course packet, separate from the textbook, contains all the necessary lab paperwork you will need to document your hours and performance.

Items 1-7 should be complete prior to the start of the semester.

8. Take the School Site Placement Declaration Form (found in the Handbook) to one of the approved school sites for signatures. This form MUST be submitted by the 3rd Friday of the

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semester. Failure to submit the form will result in being dropped from the course. If your days/times change, it is your responsibility to update the hours on record.

9. ALL STUDENTS ARE REQUIRED to wear a Merced College ID during lab hours at school sites. Students may obtain an ID from Admissions and Records.

Questions?

CONTACT: Dr. Pimentel @ 384-6364 or Myshel.pimentel@mccd.edu Office: SSTC 13

FAQs

Why do I need a TB and Live Scan?

Both LBST-10 and LBST-20 require students to observe in an elementary classroom for the lab portion of the class.

I am already fingerprinted for my job. Do I need to re-do a Live Scan?

NO--If you work at an elementary school and are going to complete observations hours in the same school district, then you do not need to complete an additional Live Scan.

YES--If you do not work at an elementary school where you plan to complete observation hours, then you will need to complete an additional Live Scan.

The reason for this is that the requesting agency is the agency who receives updates from DOJ concerning your record. For example, substitute teachers who sub in multiple school districts would complete a Live Scan with each school district. This is the only way for each school district to receive accurate updates from DOJ.

What type of school do I have to observe in?

All schools should be public school elementary sites. You will receive more specific information concerning grade level and desired subject matter once the semester begins.

What is the total cost of the Live Scan?

The total cost should be \$52 dollars. Students will pay \$32 to Merced College (DOJ fee) and an additional \$20 to the Sheriff's Department.

I have a TB test from ____, do I need a new one?

Your TB clearance is good for 4 years; if you have a TB clearance within this time frame, then you are okay to use your current one.

Do I have to do the skin serum test for the TB clearance?

No, you do not. The TB Health Questionnaire is also acceptable.