

# Glendale Community College

## Lifestyle Fitness Center/ Weight Lab \*Policies and Procedures\*

### Hours of Operation

Fall/ Spring 2016 - 2017

LSFC		Weight Center	
Monday - Friday	7:30m - 1:30pm	Mon. – Thurs.	8:00am - 1:30pm
Monday - Thursday Evening	5:00pm – 8:00pm	Friday	9:00am – 1:30pm
Saturday	8:00am – 12:00pm	Mon, – Thurs. Evening	6:00pm – 8:00pm

**(On the first Tuesday of each month, both centers will be closed at 12:30.)**

**ALL STUDENTS MUST ACTIVATE 'MY GCC – EMAIL' BEFORE STARTING THIS CLASS!!!**  
All correspondence with the instructor will be sent through your GCC E-Mail. 'I did not know' or 'I do not have an email' will not be accepted as an excuse for you inability to get information, forms or status reports.



### STUDENT LEARNING OUTCOMES

#### PE 101 – Grade based class (NEW)

- Evaluate their level of fitness with regard to four major areas of health-related fitness; body composition, cardiovascular efficiency, muscular toning, and flexibility;
- Identify areas of personal cardiovascular fitness needing improvement;
- Analyze positive lifestyle habits with regard to exercise and its relationship to nutrition, weight control, and stress management;
- Create an individual fitness program leading to improved cardiovascular fitness;
- Prepare a plan to maintain an acceptable level of cardiovascular fitness.

#### PE 102 – Grade based class (NEW)

- Evaluate their level of fitness with regard to four major areas of health-related fitness; body composition, cardiovascular efficiency, muscular toning, and flexibility;
- Identify areas of personal cardiovascular fitness needing improvement;
- Analyze positive lifestyle habits with regard to exercise and its relationship to nutrition, weight control, and stress management;
- Create an individual fitness program leading to improved cardiovascular fitness;
- Prepare a plan to maintain an acceptable level of cardiovascular fitness.

#### PE 103 – Grade based class

- Demonstrate proper body mechanics;
- Apply proper lifting techniques;
- Operate limb-loading and cardio-respiratory equipment;
- Recognize age and gender appropriate exercises for enhancement of core stability.

#### PE 104 – Grade based class

- Assess level of fitness with regard to four major areas of health-related fitness: body composition, cardiovascular efficiency, muscular toning, and flexibility;
- Differentiate areas of personal cardiovascular fitness needing improvement;
- Analyze positive lifestyle habits with regard to exercise and its relationship to nutrition, weight control, and stress management;
- Create an individual fitness program leading to improved cardiovascular fitness;
- Compose a plan to maintain an acceptable level of cardiovascular fitness.

### ENROLLMENT

All Students participants in the Lifestyle Fitness Center or Weight Lab must be registered in PE 101 – Fitness, Wellness Laboratory, PE 102 – Cardiovascular Fitness, PE 103 - Weight Training and Conditioning , PE 104 - Intermediate Weight Training and Conditioning , PE 129 – Strength and Conditioning for Intercollegiate Athletics

Select the course and section number corresponding to the unit count that you want to earn. You will have only the first two weeks of the semester to make any changes. You will be responsible for completing the hours required to earn the units required for your section. **If you choose to reduce your unit load, you must withdraw from the current section and add the section with less units. Important: You will begin the new section with zero (0) hours.**

All students enrolled in the LSFC/Weight Center classes must complete the necessary written assessment form (emailed to [lsfc@glendale.edu](mailto:lsfc@glendale.edu)) and Moodle quizzes 1, 2 and 3. Quiz 1 – Pre-PE Safety (20 questions). You must Pass Quiz 2 (3 question) and Quiz 3 (20 questions) with 100%, and go through orientation on use of equipment prior to participation in the Fitness Center. You will have unlimited attempts to take the quizzes, and even if you took them for a previous course, you will need to complete them for the current course. **Deadline: Saturday of the 2nd week of the semester by 12 noon.** If you do not submit the required paperwork and pass both quizzes by the deadline, you will be dropped from the course. You may not work out in the LSFC or Weight Center until you have completed the assessment form, passed the quizzes and gone through orientation. Any attempts to visit the LSFC/WC will be deleted.

**If you have problems accessing the Moodle, go to:**

#### **HOW TO LOG INTO MOODLE**

“Watch this tutorial on how to log into Moodle!”

If you are a first time user to Moodle, click on (or Copy and Paste) the following website:

<http://www.3cm mediasolutions.org/node/18087>

Once you have watched the video, log in to Moodle.

Reminder that your

User name: GCC Student #ID

Password: mm/dd/yy (Birth date) ie. July 4, 1980 would be 070480 (First Timers)

Password: is the one you have created (Returners to Moodle)

If you have forgot your password click on the following:  
“Forgotten your username or password.”  
Located on the login page to Moodle.  
You will be notified via your GCC Email Account.

## GRADING

**PE 101, 102, 103 and 104 are Graded Classes. A single visit must be at least 30 minutes and no longer than 2 hours in length.** You may receive credit for up to two visits each day. You must wait at least 3 hours before you can re-enter the center for the second visit. **During the last 2 weeks of the semester, you will be allowed only one visit each day.** It is your responsibility to make sure you get your hours completed by the end of the semester. You must meet the minimum number of hours (not even 1 minute short) in order to receive a passing grade for the class. Do not ask the instructors to “fix” your hours at the end of the semester. **If you have a Dr.'s Note, Medical excuse, or family emergency that will affect your time in the center, we suggest that you drop the class. Notes, excuses, and or emergencies will not be accepted as reasons to add more time to the time that you have EARNED.** PE 101/102/103/104 do not offer INCOMPLETION as an option for the class.

## RESPONSIBILITIES:

**It is the student’s responsibility to check their time when entering and exiting the center. Students can also access their lab hours via “MY GCC” from any computer. Based on the unit/hour equivalent chart below, the student will decide if they have the time to cover the units they enrolled in. Remember: “People do not plan to fail, rather they fail to plan”. Fitness Center Hours logged in form other labs WILL NOT BE COUNTED. You will be asked to speak to the Fitness Director.**

### Unit/Hour Equivalent Chart PE 101, 102, 103 and 104

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48 hours = 1 units (3 Hrs 12 min. a wk)

72 hours = 1.5 units (4 Hrs 30 min a wk)

96 hours = 2 unit (6 Hrs 20 min. a wk)

(Make sure you know what class and unit requirement you enrolled in)

### 13 Week classes

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**48 hours = 1 unit (3 hrs 45 min a week for 13 weeks)**

## GRADE BREAK DOWN:

PE 101, 102, 103 and 104 (All Quizzes are completed)

1unit

A = 48+ hours

B = 47hrs 59min – 43hrs

C = 42hrs 59min – 38hrs

D = 37hrs 59min – 33hrs

F = <32hrs 59min

1.5 units

A = 72+ hours

B = 71hrs 59min – 65hrs

C = 64hrs 59min – 58hrs

D = 57hrs 59min – 50hrs

F = <50hrs

2 units

A = 96+ hours

B = 95hrs 59min – 87hrs

C = 86hrs 59min – 78hrs

D = 77hrs 59min – 69hrs

F = <69hrs

## Students with Disabilities

All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.

## **CHEATING**

### **Academic Dishonesty Policy**

Students should be advised that Glendale College has an Academic Dishonesty policy which can be found in the student hand book. Incidents of academic dishonesty will be referred to the Vice-President of Instruction's office. (Glendale Community College District 6141.7 Administrative Regulation).

If you are caught cheating on your time, (i.e. – checking in and leaving to go to class, smoking, talk on the phone, or get something to eat) you will lose your time for the entire day. You may also lose any time we feel is in conflict with your classes and your attendance to the center, and you could be subject to dismissal from participating in the class.

## **NO NEXT TIME!!**

### **DRUGS AND ALCOHOL**

If instructor suspects that a student is under the influence of drugs or alcohol, the student will be asked to leave the center and will not receive credit for the visit. The student's induced state will be considered a **DANGER** to himself or herself as well as to surrounding students and staff. Suspected signs/symptoms of intoxication: red eyes, lethargic state (sluggish), and or odor.

### **ENTRY TO AND EXIT FROM THE FITNESS CENTER/WEIGHT ROOM**

Student Glendale Community College identification cards must be used with the magnetic strip reader at check-in and check out. All items such as book bags, jackets, purses, keys, cell phones, and or wallets must be stored away first before checking into the center. *Do not have your card swiped if you are planning to walk out of the center, because you will be asked to check out.* Once in the center, there are no breaks to go outside to have a cigarette or visit a counselor. If a student is tired and needs a break, it is time to check out. Any student caught taking a break while checked into the fitness center will be signed out and will not receive credit for their visit.

### **ID Holders Fee**

**YOU MUST WEAR YOUR ID IN A HOLDER IN VIEW OF INSTRUCTORS DURING YOUR VISIT IN TO THE LIFESTYLEE CENTER.** ID Holders can be purchased at the front desk for \$2. Wearing your ID “out of sight” means “out of center”.

### **FORGIVENESS LOG**

If a student forgets their ID, they are allowed **1 forgiveness pass** a semester. The student will have to sign-in manually in the forgiveness log. If the student forgets or loses the ID thereafter, they will not be allowed in the center. *It is your responsibility to remember if you have used the forgiveness pass or not!*

## **No ID Card = No Admittance**

### **TOWEL**

Students must have a towel with you during your workouts at the fitness center or weight center. You will not be allowed in the center without a towel. Should you forget a towel, you may buy one to keep for \$3. While training, wipe off each piece of equipment as you leave.

If you must step out of the center to use the restroom, you must hand your towel and ID to a staff member behind the desk before you leave. Only 4 students (2 female and 2 males) may be out of the center at one time.

## PROPER CLOTHING

Dress modestly when attending the fitness center and weight room – remember working out requires all kinds of movement! What is allowed: T-shirts (v-neck, crew neck or sleeveless,) sweat shirts, and polo shirts, athletic shorts, compression tights, yoga pants and sweat pants. **ONLY! Shirt must cover the student's midriff when standing with arms to the sides. If you wear the wrong shirt, a t-shirt can be purchased for \$3 from the front desk.**

All students must wear athletic shoes **with SOCKS.**

Fanny packs are allowed to carry valuables. Make sure that the buckle or pack does not rub on the machines. **Fanny Packs must be worn around the waist, not carried. Failure to wear proper clothes and you will be asked to leave the center.**

## WHAT IS NOT ALLOWED:

Street Clothing

Cut off jeans

Pants/ shorts with Zippers

Levi's

Loose hanging jewelry

Nylons

Sweaters (Buttons or Zippers)

Button down Shirts

Wrap arounds

## CELL PHONES

**IF YOU ARE CAUGHT TALKING, TEXTING OR SURFING THE INTERNET ON YOUR PHONE, YOU WILL BE ASKED TO CHECK OUT OF THE CENTER. MUSIC USE ONLY**

Unfortunately because a few students could not follow the previous rules, the center had no choice but to enforce cell phone usage. If you are caught **using a** cell phone in **or outside of** the center while checked in, you will be asked to leave. Leave them in your car or locker!

## LOCKERS

Lockers in the men's and women's locker rooms are provided to PE students for free. The men's locker room is located on the west side of Verdugo Gym. The women's locker room is located in Sierra Nevada hall across from the dance studio. Arrangements for lockers are made in each locker area. **Make sure that you return your lock to the attendant at the end of the semester so that you are not charge a removal fee.** Students may check a bag in the fitness center for \$0.25 (\$25 replacement cost on any lost key). No bags can be checked in the weight room.

**DO NOT BRING ANY ITEMS (Books, purses, street clothes, etc.) INTO THE FITNESS CENTER OR WEIGHT ROOM AND LEAVE IT ON TOP OF THE LOCKERS, TABLE OR AGAINST THE WALLS. DO NOT ASK STUDENT WORKERS TO HOLD YOUR ITEMS. WE ARE NOT RESPONSIBLE FOR YOUR VALUABLES!! USE THE LOCKERS PROVIDED IN THE LOCKER ROOMS.**

## MUSIC

A quality sound and cueing system is provided in the fitness center and weight room. Only the instructor determines the audio/television station in each center. Students may bring in MP3 players or iPods to listen to their own music.

**BOOKS/HOMEWORK are NOT ALLOWED in the center. Only a workout journal is allowed to record exercises.**

## FOOD AND DRINKS

Food, drinks or chewing gum are not allowed in the fitness center or weight room (including protein shakes/bars.) Students are only allowed to bring clear water bottles. Chilled water is provided to you in the center at the drinking fountain. Bottled water is also available in the center for \$0.75.

**\*\*\*\*\*NO GUM\*\*\*\*\***

**If you are caught with gum or candy you could be asked to leave the center for the day!!!!!!**



Say Good-Bye =>

**Exit**

## RESTROOMS

Restrooms are available near the entrance of the basketball gym. **Students should use the restroom before checking in to the center.** If you need to leave the center to use the rest room, leave your towel and ID at the front desk and return in a timely manner.

## OPEN SORES/ WOUNDS

If you have an open sore or wound, you must cover it up before coming into the center in order to protect yourself and others. If you have a serious infection or contagious illness, do not come to the center for your workout. There are many students and staff members who attend the center, and infections are possible even when standard cleaning policies are followed. Be aware: protect yourself and others.

## BREAKS

There are no breaks in the center. If you are tired, that is your body telling you it is time to leave the center before you get hurt. If we catch you outside taking a break, smoking, eating, talking on the phone, you will forfeit your entire visit for the day

## WARM-UP

Before beginning the Super Circuit we recommend that you warm-up by performing light-intensity cardio and stretching for 10-15 minutes. This will gradually increase heart rate and blood pressure and warms the working muscles, giving you a better workout and possibly preventing injuries. The **stretching area** is to be used to stretch your muscles and not for talking or hanging out.

## **SUPER CIRCUIT**

Students **MUST** rotate through the 11 stationary cycles and 11 weight lifting machines for the Super Circuit workout. Join the circuit at any empty station, then move through the Super Circuit in a counter clock-wise rotation, following the arrows. Follow the audio message that reminds you when to change stations and occasionally check your heart rate to ascertain whether you are at your training level.

**MACHINES IN THE SUPER CIRCUIT ARE FOR SUPER CIRCUIT USE ONLY! DO NOT ATTEMPT TO RIDE BIKES OR USE STATIONARY WEIGHT TRAINING EQUIPMENT IN THE SUPER CIRCUIT UNLESS YOU PLAN ON USING THE SUPER CIRCUIT THE WAY IT WAS INTENDED – ROTATE.**

## **SINGLE STATION WEIGHT MACHINES**

This equipment is not part of the Super Circuit. You may use these machines after or instead of the Super Circuit. **Limit your time to no more than 2 minutes per machine.** Be considerate to other students waiting for the machines - you may “work – in” with another student —alternating sets (1 Set = 10-20 repetitions).

## **CABLE CROSS-TRAINERS**

Ask an instructor BEFORE adjusting the cables on the cable-cross machines. Keep fingers away from the weight stack.

## **SWISS BALLS**

When using the Swiss balls, stay on the stretching pad or in front of the Cable Cross Trainers only. Do not sit or bounce on them between the Swiss Ball rack, Stretching Rack, and the Ab Crunch bench.

## **GROUP CYCLING AREA**

Students are NOT ALLOWED in the group cycling area unless supervised by an instructor. A chain will be up to close the area off. If any student is caught on the wrong side of the chain they will be ask to leave the center and their visit for the day will be deleted.

## **WEIGHT CENTER**

In the weight center, there are 4 squat racks and 4 dumbbell racks that are colored coded. It is the student’s responsibility to place color coded weights back in the proper racks. **DO NOT LEAVE WEIGHTS ON THE BAR OR LYING AROUND THE FLOOR!** Do not take weights out of the weight room. All lifts with the Olympic bar should be contained inside of the rack or on the platforms. When using the barbells with weight plates, collars (clips) **MUST BE USED**, even if it’s light weight.

## **COOL DOWN**

After completing your workout routine, allow approximately 5-7 minutes to cool down by performing light intensity cardio stretching. This will allow your heart rate and blood pressure to return to normal levels. We recommend cooling down in the Fitness Center until your heart rate is less than 100-beats/ minute.

## **QUESTIONS**

**If you have any questions about how to use the equipment or how to workout, please feel free to ask any instructor on the floor. (Student workers are not instructors.)**