Spring 2012 Semester
February 6, 2012 to June 4, 2012

Academic Affairs Office Hours

- **Monday-Thursday**: 7:30 a.m. – 9:30 p.m.
- **Friday**: 7:30 a.m. – 4:00 p.m.
- **Saturday**: 7:45 a.m. – 1:00 p.m.
Syllabus Requirements

Please refer to page 21 for important information regarding Syllabus Requirements.

**Student Learning Outcomes (SLO) UPDATE**

As of early fall 2011, over 53% of courses have been assessed. That percentage should increase close to 80% providing the targeted courses for fall 2011 were assessed. If you were asked to assess an SLO last semester, please be sure to email a completed SLO Addendum with your results and improvement plan to Mr. Glenn Yoshida. Additional courses will be targeted for assessment this spring 2012 term. You will be contacted once the semester begins if your class has been targeted.

Please be sure to include course SLOs on class syllabi. To access specific course SLOs, you can click on the link, “master listing of course SLOs” on the LASC SLO website: [http://www.lasc.edu/faculty_staff/slo/SLO_Committee_Membership.html](http://www.lasc.edu/faculty_staff/slo/SLO_Committee_Membership.html).

During spring 2011, a pilot study involving three faculty (English, Anthropology, and Biology) was conducted to assess two institutional SLOs (Critical Thinking and Written Communication) within their respective courses using a standard scoring rubric. Results have been posted on the SLO website. An expansion of this project occurred in fall 2011 with an additional five faculty. If you are interested in participating in this project for spring 2012, please contact Glenn Yoshida at X5263 or email (yoshidgy@lasc.edu) ASAP.

The first SLO Committee meeting for spring 2012 will be on Thursday, 2/9/12, from 11:00-1:00 p.m. in the PCR. If interested, please join us.
Effective Summer 2012, the LACCD Board of Governors adopted regulations that limit apportionment for enrollment in a single credit course to three enrollments, with specific exemptions.

Enrollment occurs when a student receives an evaluative (A-F, N, NP, CR, NC) or non-evaluative (W) symbol. Limits set forth in this new regulation will affect students based on all prior course enrollments. Students will only have three attempts to pass a class. If the student gets a “W” or a grade of “NP” or “F” in a class, that will count as an attempt. Students with three or more such records of enrollment will not be allowed to repeat the course within the Los Angeles Community College District. Students may, however, petition to repeat a course a third time due to extenuating circumstances.

Exemptions to this policy include courses identified as “repeatable” such as PE and performing arts in accordance with title 5, section 55041, subdivision (c), but does not apply to enrollment in all other credit courses.

It is a student’s responsibility to drop any classes that he or she does not attend. Instructors may drop a student for failure to attend, but it is a student’s responsibility to ensure that he or she is officially dropped in order to avoid a record of enrollment such as a “W” or a failing grade, or a fee liability. Please inform all students that even though this policy is not in effect until Summer 2012, any drops with “W” grades recorded this semester may prevent them from registering for the course again in the future. The deadline to drop without “W” grades is March 4, 2012.

Effective Summer 2012, in order to drop to avoid a record of enrollment, a student must drop the class before the census date. Please refer to the Academic Calendar in the Schedule of Classes for the specific date to drop without record of enrollment. Dropping with a “W” grade has consequences that may affect a student’s ability to retake the course. The Office of Admissions & Records will send out email reminders to students about the drop dates. Students should check their email regularly.

Please help inform our students of these important policy changes!
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GREETINGS

The Spring 2012 Semester begins February 6, 2012 and ends June 4, 2012. We have included essential information to assist faculty with answers to frequently asked questions, college policies, important dates, hours and location of campus services and general information. Please keep this booklet for quick reference. Note the dates to expect forms from Admissions and due dates on page 9. It is very important each faculty member receives and submits all required forms by the specified dates.

Mission Statement

The mission of Los Angeles Southwest College is to facilitate student success, encourage life-long learning and enrich the lives of its diverse community.

Faculty Orientation

Orientation for new faculty is held at the start of the Fall Semester. New faculty members: Please work with your Department Chair to obtain all pertinent information.
SECTION I
ACADEMIC AFFAIRS

ADMINISTRATIVE RESPONSIBILITIES

Dr. Jack E. Daniels, III  Ext. 5273  Cox 408
College President

Ms. Trudy J. Walton  Ext. 5256  Cox 412
Executive Vice President

Ms. Stephanie Brasley, Dean  (323) 242-5512  Cox 417
Department Chairperson  Ext. Area of Responsibility
Mr. Albert Cowart  5371  Arts & Humanities
Dr. Tamura Howard  5312  Behavioral and Social Science
Dr. Darren Cifarelli  5250  English and Foreign Languages
Ms. Shelley Werts  5536  Library
Mr. Phillip Jones-Thomas  5326  Learning Assistance
Ms. Marian Ruane, Coordinator  5281  Non-Credit

Dr. Elmer Bugg, Dean  Ext. 5388  Cox 411
Department Chairperson  Ext. Area of Responsibility
Ms. Catherine Azubuike  5461  Nursing
Ms. LaShawn L. Brinson  5023  Child Development
Mr. Nouha Toure  5383/5210  Business
Ms. Shirley Lockridge, Director  5406  Career Center
Ms. Joni Collins, Manager  5288  Community Services
Ms. Marian Ruane, Coordinator  5281  Bridges To Success

Dr. Michael Sutliff, Dean  Ext. 5329  Cox 417
Department Chairperson  Ext. Area of Responsibility
Mr. Glenn Yoshida  5296  Natural Sciences, Health & Physical Education
Dr. Lernik Saakian  5366  Mathematics

Dr. Daniel Walden, Dean  (323) 242-5511  Cox 411
Institutional Effectiveness
ADMINISTRATIVE & CLERICAL STAFF

Ms. Maria E. Cortez, Administrative Aide 5287 Cox 411
Ms. Angelica Ramirez, Administration Intern 5373 Cox 411
Ms. Traci Tippens, Senior Secretary 5232 Cox 413
Ms. Ivee Baquir, Secretary 5231 Cox 413

ADMNINISTRATORS ASSIGNED FOR EVENING & SATURDAY COVERAGE

The Office of Academic Affairs is located in the Odessa Cox Building, Room 411/413. The hours are from 7:30 a.m. - 9:30 p.m. Monday – Thursday, 7:30 a.m. - 4:00 p.m. on Friday and 7:45 a.m. - 1:00 p.m. on Saturday. Contact our office at (323) 241-5284 for the administrator on duty for a specific night or Saturday.

SPRING 2012 HOLIDAYS & VACATIONS
(CLASSES ARE NOT IN SESSION)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents’ Holiday</td>
<td>Friday, February 17, 2012 to Monday, February 20, 2012</td>
</tr>
<tr>
<td>Cesar Chavez</td>
<td>Friday, March 30, 2012</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Monday, April 2, 2012 - Monday, April 9, 2012</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28, 2012</td>
</tr>
</tbody>
</table>

Faculty Associations

Academic Senate

The Academic Senate is an elected body of campus-wide and departmental representatives who address academic and professional issues.

Mr. Alfred Reed, Academic Senate President Cox 418 Ext. 5504
(From off-campus dial: 323-242-5504)

AFT

AFT (American Federation of Teachers, Local 1521) is the faculty bargaining agent. The collective bargaining agreement (contract) covers faculty rights in employment; work environment, benefits, salaries, leaves, hourly seniority, summer priority, grievance, and the academic calendar, among other issues. The chapter chair has copies available for each faculty member.

Dr. Sandra Lee, AFT Chapter President SSEC 216Q Ext. 5224
ROSTER MANAGEMENT

Admissions & Records Deadlines

The Office of Admissions and Records communicates with permanent and adjunct faculty via campus email. Please check your campus issued (LASC) email regularly, or forward your campus email to the email address that you check regularly. We send out important dates and deadlines and reminders about term dates, census rosters, exclusions and grading. The campus is required to have 100% submission of census rosters, 100% faculty participation on notification of mandatory exclusions, and 100% submission of final grades by the deadlines. Our email reminders to you will help us achieve that goal.

Effective immediately, the district has gone paperless and will no longer print rosters that can be retrieved electronically. This means that you will only receive printed full term and short term Census and Positive Attendance rosters. Exclusion rosters will no longer be provided. Grade collection rosters will no longer be provided.

Please see “Instructor Information System (WebFaculty)” entry on page 18 for information on how to access and retrieve your class information. Also, review the “Spring 2012 Important Dates & Deadlines” reference sheet from Admissions & Records for detailed information on deadlines.

Due Dates for Admissions and Records

<table>
<thead>
<tr>
<th>Rosters and Grade Collection</th>
<th>Deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Rosters Due in Admissions</td>
<td>Wednesday, February 29, 2012</td>
</tr>
<tr>
<td>(Census rosters will be available in your campus mailbox on Feb. 6th.)</td>
<td></td>
</tr>
<tr>
<td>Exclusions/Notification of No Exclusions due via Instructor Information System</td>
<td>Wednesday, February 29, 2012</td>
</tr>
<tr>
<td>(Check your email for reminders if you forget to submit your Exclusions/No exclusion.)</td>
<td></td>
</tr>
<tr>
<td>DSCH/PA Exclusion Roster Due in Admissions</td>
<td>8 Calendar Days after Distribution</td>
</tr>
<tr>
<td>(P A Exclusion Rosters will be placed in your campus mailboxes at the end of the term.)</td>
<td></td>
</tr>
<tr>
<td>Online Submission of Final Grades</td>
<td>No later than Monday, June 11, 2012</td>
</tr>
<tr>
<td>(Check your campus email for final grading instructions close to the end of the term.)</td>
<td></td>
</tr>
</tbody>
</table>

* Note: Dates above are for semester-long classes. Census dates for short term classes vary and are printed on the Census Rosters. Census Rosters for short term classes are due in Admissions and Records 5 calendar days after the printed census date. Exclusions for short term classes must be processed online via the Instructor Information System no later than 5 calendar days after printed census date. If there are no exclusions to be processed, you must still check the box on the online exclusion roster that indicates “No Exclusions for this Section”.

8
Positive Attendance Class Exclusion Rosters are produced at ½ class length with due date eight (8) calendar days after distribution.

If you have any questions regarding your roster, please feel free to contact Admissions @ (323) 241-5321 or your Dean or Department Chair.

**ATTENDANCE ACCOUNTING**

All classes require attendance accounting.

Classes are categorized in one of three ways:

- Weekly Student Contact Hours (WSCH);
- Daily Student Contact Hours (DSCH); or
- Positive Attendance (PA).

- WSCH classes are scheduled from the beginning to the end of the semester with the same meeting days and time. WSCH classes generate the highest rate of revenue for the college. (Fall & Spring semesters only)
- DSCH classes are short term and usually meet for eight weeks of the semester or less with regular meeting days and time. DSCH classes generate the second highest rate of revenue.
- PA classes are open/entry or meet less than six times during the semester. Attendance Accounting for PA classes is the actual number of hours of attendance for each student.

Students attending classes must be properly registered in the appropriate section number. **Do not allow students who are not enrolled to remain in your class.** Please send all students who are not properly enrolled to the Admissions Office (SSB 102) with an Add Permit by the last day to add (Thursday, February 16, 2012 for semester-long Spring 2012 classes). Students who are not properly enrolled by the census date should be excused from class. If you find that you have excluded a student in error, please have the student submit a Reinstatement form (Add Permit with your signature) to admissions no later than Friday, May 4, 2012. Students cannot be reinstated after this date.

Students who have not attended class should be noted as a “no show” on attendance forms and should be excluded or dropped. Instructors must use the Instructor Information System (https://services.laccd.edu/wfac/) to drop or exclude students. The deadline to drop or exclude students online via the Instructor Information System is Sunday, May 6, 2012.

In Lieu of cards are to be used ONLY IN THE CASE OF AN EMERGENCY. Use of these cards reduces funding levels for the college and causes student frustration. Please manage your rosters in a **TIMELY MANNER**. Excessive mismanagement of rosters can be considered in faculty evaluations.

**ADDING STUDENTS FROM THE STANDBY/WAIT LIST**

Instructors must clear the standby/wait list before adding any walk-ins. Wait lists can be printed from the Instructor Information System (see “Instructor Information System” listing in Section II). Admissions & Records and Academic Affairs can also print waitlists upon request.
CENSUS DAY

Apportionment for student enrollment is received from all students enrolled prior to Census Day. Students must be enrolled prior to this date for the college to receive DSCH funding. Students registering in semester length classes after this date do not generate state funding.

Please note: Admissions and Records will not process add permits after the last day to add without signed approval from the appropriate academic dean. Academic deans review requests for “late adds” on a case-by-case basis and only approve those with extenuating circumstances.

~COURSE REPETITION & ACTIVITY REPETITION~

UPCOMING POLICY CHANGE

Effective Summer 2012, the LACCD Board of Governors adopted regulations that limit apportionment for enrollment in a single credit course to three enrollments, with specific exemptions.

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SECTION II
CAMPUS POLICIES & PROCEDURES

Faculty Absences

Absence Certification
After each absence, faculty and staff must submit a complete “Absence Certification” form to their supervisor. Failure to do this by the payroll deadline will result in deduction of pay.

Absence due to Illness or Personal Emergency
The Office of Academic Affairs must be informed, as early as possible, if you are unable to meet your class. The staff in Academic Affairs will require the following information:

1. Name,
2. Employee Number,
3. Date(s) you will be absent,
4. Class Name and Section Number of each class you will miss
5. Room Number and the Time each class meets
6. Reason for the absence.

**Academic Affairs can be reached at (323) 241-5284**

Academic Affairs will post a SIGN IN/WILL NOT MEET sheet, and inform the students of your absence. Upon request, Academic Affairs will also post assignment information for students.

ABSENCE REPORTING POLICY

ABSENCE REPORTING: All faculty should report their absence to both Academic Affairs and their Department Chair.

You may call your Department Chair or Director directly or upon calling Academic Affairs, ask to be transferred to your Department Chair or Director. Below is a list of Department Chairs and their extensions:

- Ms. Katherine Azubuike  (323) 241-5461
- Ms. LaShawn Brinson  (323) 241-5023
- Mr. Darren Cifarelli  (323) 241-5250
- Mr. Albert Cowart  (323) 241-5371
- Dr. Tamura Howard  (323) 241-5312
- Mr. Philip Jones-Thomas  (323) 241-5326
- Ms. Marian Ruane  (323) 241-5281
- Dr. Lernik Saakian  (323) 241-5362
- Mr. Nouha Toure  (323) 241-5223
- Mr. Glenn Yoshida  (323) 241-5296
Conference Attendance

Conference attendance must be approved at least 21 days in advance of the conference. All absences due to conference attendance are to be reported to Academic Affairs.

Jury Duty

When assigned to jury duty, report the days that you will be out on jury service and turn in a copy of your Jury Summons to the Academic Affairs office. Once you have completed jury service, turn in an Absence Certification form and a copy of your Certification of Jury Service (provided by the court) to your Department chair.

If you receive payment from the court, make a check payable for the amount you receive (less parking reimbursement) to the Los Angeles Community College District (LACCD). You may turn the check into our payroll department or send it directly to LACCD District Office Payroll Department.

Substitutes

PLEASE DO NOT CALL A SUBSTITUTE. BUDGET RESTRICTIONS AND CREDENTIAL REQUIREMENTS LIMIT THE USE OF SUBSTITUTES. SEE YOUR AREA DEAN FOR DETAILS.

Substitutes will only be compensated if a Dean or the Executive Vice President authorizes their assignments. Substitutes will not be called for one-day absences. Substitutes may be approved for prolonged absences of more than five days.

Academic Freedom

As indicated in Article 4 of the AFT Contract, “The Faculty shall have the academic Freedom to seek the truth and guarantee freedom of learning to the students. “

Standards of Student Conduct/Academic Freedom

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College Community, students should be encouraged to develop the capacity for critical judgment to engage in sustained and independent search for truth and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Address Information

Please confirm that the college has your most current address and phone number on file to ensure you receive all messages and mailings.

If you need to update your information, please complete a change of address form in the campus Payroll Office, Cox 405. Evening instructors may turn forms in to the Office of Academic Affairs.
Adjunct Faculty Health Benefits—Eligibility

Adjunct faculty who has taught at least 0.2 load for at least 3 out of the last 8 semesters may buy into the LACCD health benefits program.

Eligible Adjuncts can choose between HMO, Kaiser, and PPO plan designs, (dental and vision are also available). You pay for this coverage from your paycheck (pre-tax) over 10 months for 12 months of coverage. The District will contribute $220 a month to the cost of your medical insurance premium.

If you would like to participate, and think you might be eligible, call the Health Benefits Unit at (888) 428-2980.

Cell Phone Policy

The official Cell Phone Policy adopted by the Academic Senate and published in the current catalog is listed below. Please include as part of your Syllabus.

1. Students may not use their cell phones to accept or make calls while in class.
2. If cell phones and pagers are brought to class, they must be turned to “silent” or vibration mode.
3. Instructors must review this policy with students at the beginning of the first class period and include it as part of their syllabi.
4. Students who do not adhere to this policy will be asked to leave the class. If it happens a second time, the student will be referred to the Dean of the relevant academic department and may be referred to the Dean of Student Services.

Classroom Copies

Academic Affairs is unable to make copies for classroom use. All classroom copies should be done in Reprographics. Faculty can submit copy work requests using any of the following methods:

In Person — Submit copy work requests through the Reprographic Services Department’s service window in Bungalow 117.

Department’s Self-Service Area “Printing Requests/Campus Mail” Slot — Place copy work requests in the Reprographic Services Department’s self-service area “Printing Requests/Campus Mail” slot.

Via Email — Attach MS Word or Adobe Acrobat files to email with instructions and send to: LASCReprographics@lasc.edu. Copy work requests via email must include all copy work order related information (number of originals, copies per original, single/double-sided copying, paper color, paper size, collated/uncollected sorting, and stapled/unstapled output) in the body of the message.

Faculty and Staff can pick-up processed copy work requests through the Reprographic Services Department’s service window during business hours. Evening or weekend faculty can request to have copies delivered to Academic Affairs.

With approval of your department chair, Reprographics can also issue a Copy Card for you to use on the self-service copiers.

Please contact Reprographics with any questions at (323) 241-5393.
**Class Location**

Classes are to meet in assigned rooms as scheduled. You may **not** hold your class away from assigned room unless an administrator in the Office of Academic Affairs has given you prior authorization. To request a room change, please contact, Ms. Maria Cortez (323) 241-5287.

**ROOM CHANGES**

Please do not move from the room to which you are currently assigned without prior authorization by an administrator in the Office of Academic Affairs. There is an official college **ROOM CHANGE FORM**. This is the **ONLY** form that can be used to post a room change and can only be issued by the Office of Academic Affairs.

**Class Schedule**

The Class Schedule is on-line at www.lasc.edu. Free copies are also available throughout campus.

*Please note: Spring 2012 will be the last semester a schedule book will be printed at LASC. The schedule book will ONLY be available on-line for future semesters.*

**Classroom Furniture**

If you rearrange the furniture in your classroom, please make sure that it is returned to its original place before you leave. **FURNITURE SHOULD NOT BE MOVED FROM ROOM TO ROOM.** Should you require additional chairs, please request assistance from an administrator in Academic Affairs.

**Classroom Regulations**

**SMOKING, EATING AND DRINKING ARE NOT ALLOWED IN THE CLASSROOMS. IT IS UNLAWFUL FOR CHILDREN OR OTHER NON-ENROLLED PERSONS TO ACCOMPANY STUDENTS TO CLASS AND/OR THE LIBRARY. PLEASE REFER TO THE COLLEGE CATALOG FOR DETAILS AND REMIND YOUR STUDENTS OF THESE REGULATIONS.**

**Contact Cards**

At the start of the semester, Academic Affairs places blank “blue information” cards in faculty mailboxes. Instructors are required to complete and return these to Academic Affairs and their Department Chair.

**DSPS Syllabus Notice**

Please include a brief statement regarding disability services in your Syllabi. This will make students aware of the college’s services and helps to ensure that you, receive timely notification of accommodation requests. Here is one sample statement you may want to use:

“**Any student who feels she/he may need an academic accommodation based on the impact of a disability should contact Disabled Students Programs and Services (DSP&S) at (323) 241-5480 or visit their office in room SSB 117.**”
Email

The Office of Admissions and Records communicates with permanent and adjunct faculty via campus email. Please check your campus issued (LASC) email regularly, or forward your campus email to the email address that you check regularly. Admissions & Records send out important dates and deadlines and reminders about term dates, census rosters, exclusions and grading. The campus is required to have 100% submission of census rosters, 100% faculty participation on notification of mandatory exclusions, and 100% submission of final grades by the deadlines. Our email reminders to you will help us achieve that goal.

A campus email address is created, upon approval of your teaching assignment at the District office. Faculty members should regularly check their LASC email account as campus notices and important announcements, including those of a time-sensitive nature, are distributed via this method.

Your user ID is the first six characters of your last name, followed by first initial of first name and first initial of the middle name (e.g. If you name is Joseph Mark Johnson, your User ID will be ‘johnsomj’). Your initial email password is the month and date of your birthday (MMDD format) followed by the last four digits of your employee number. For example: the initial email password for an employee with a birthday of July 9 and employee number of 12345678 would be 07095678. Instructions on how to access campus email from any internet connected computer and access to the LASC Employee Email System can be found at http://www.lasc.edu/IT/email_system.html

Please call the I.T. helpdesk (at 323 241 5075) if you need further assistance.

Field Trips

All field trips must be approved at least one week in advance by the Department Chairperson, Dean and Executive Vice President. Field Trip Request forms are available in the Office of Academic Affairs. Travel out-of-state requires Board authorization or the President’s authorization. Requests for Bus Transportation and Student Release forms are also available in the Office of Academic Affairs.

Final Examinations

**No class or student is exempt from the final exam.**

Final examinations must be held on the date and time on the Schedule of Classes. No Class or student is exempt from the final exam. For the Spring 2012, finals are scheduled between Tuesday, May 29, 2012 through Monday, June 4, 2012. Any Change from the approved Finals Examination Schedule must be approved by the Office of Academic Affairs by May 11, 2012. All classes are to meet on a regular basis through Friday, May 25, 2012.

The Spring 2012 final schedule is listed on the following page and on page 20 of the Spring 2012 Schedule of Classes. Please note that for classes which begin at 5:30p.m. during that week, final examinations will be from 7:00 p.m. to 9:00 p.m. on the first day the class meets. Examinations for evening classes beginning at 6:30p.m. will be given from Tuesday, May 29, 2012 through Monday, June 4, 2012.
# SPRING 2012

## FINAL EXAMINATION SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Monday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Classes which begin at 8:00 a.m. to 9:25 a.m.</td>
<td>Classes which begin at 9:35 a.m. to 10:30 a.m.</td>
<td>Classes which begin at 12:35 a.m. to 2:00 p.m.</td>
<td>Classes which begin at 1:10 p.m. to 2:30 p.m.</td>
<td>Classes which begin at 3:00 p.m. to 5:00 p.m.</td>
<td>Classes which begin at 3:00 p.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>to 10:00 a.m.</td>
<td>classes which begin at 9:35 a.m. to 10:30 a.m.</td>
<td>Classes which begin at 9:35 a.m. to 10:30 a.m.</td>
<td>Classes which begin at 12:35 a.m. to 2:00 p.m.</td>
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<td>to 6:00 p.m.</td>
<td>Classes which begin at 3:00 p.m. to 5:00 p.m.</td>
<td>Classes which begin at 12:35 a.m. to 2:00 p.m.</td>
<td>Classes which begin at 11:00 a.m. Fri.</td>
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<td>Classes which begin at 3:00 p.m. to 5:00 p.m.</td>
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</table>
Instructor Information System (WebFaculty)

Effective immediately, the district has gone paperless and will no longer print rosters that can be retrieved electronically. This means that you will only receive printed full term and short term census rosters. Exclusion rosters will no longer be provided. Grade collection rosters will no longer be provided.

Upon approval of your assignment at the District office, you are also authorized to access your rosters online, exclude and enter grades through the WebFaculty Instructor Information System. The system is available daily from 6 a.m. to midnight.

To access the WebFaculty Instructor System online go to WWW.LACCD.EDU, click on the ‘Faculty & Staff Resources’ button on the top of the page, then click on the ‘View your Class Rosters’ link listed in the middle of the webpage under “Faculty Services – Instructor System.”

Your User ID is same as your network/email login. It is six characters of your last name, followed by first initial of first name and first initial of the middle name (e.g. If you name is Joseph Mark Johnson, your User ID will be ‘johnsomj’). Your initial password is your 8 digit employee number.

Please call the I.T. helpdesk (at 323 241 5075) if you need further assistance.

Mail & Roster Distribution

All Faculty members are issued campus mailboxes and should check these throughout the term for census rosters, important campus information, and student messages.

Mailboxes for Full-time faculty are located in the mailroom (Bungalow 117).
Mailboxes for Adjunct faculty are located in the Office of Academic Affairs’ Evening Division (Cox 411).

Parking Policy

A valid staff parking permit is required starting the second week of the semester. Part-time instructors may pick-up a parking permit in the LASC Sheriff’s Office.

Weekend and evening faculty please call (323) 241-5311 to make arrangements to pick up your permit.
**Posting of Flyers**

Bulletin boards are located in each building to provide designated spaces for recruitment flyers and other notices. DO NOT post flyers and notices on easels, doors, windows or walls. **To post an item, you must obtain approval from Dr. Jefferson, Dean of Student Services.** The office of the Dean of Student Services is located in SSB 209.

**Prerequisite Enforcement**

LASC enforces course prerequisites. **Instructor approval to add a class does not waive a prerequisite.** Students who completed a prerequisite at a college outside the LACCD should be directed to the Assessment Office (SSB 204) for prerequisite clearance. Students who do not meet a prerequisite may also file a Prerequisite Challenge Form in the Assessment Office. A prerequisite challenge requires written documentation which explains alternative course work, background or abilities which have adequately prepared the student for the course.

**PRIVACY ALERT**

Do not use social security numbers or student identification numbers (including the last four digits) when posting grades. Public use of these is illegal and violates students’ privacy.

**Professional Development (FLEX) Obligation**

Every instructor has a contractual obligation to participate and report professional development (FLEX) activities. The purpose of FLEX is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720). Each faculty member is responsible for the development of his or her individual plan for professional and/or personal growth for the purpose of instructional improvement (title 5, section 55726(a)). This individual plan may encompass any combination of individually designed activities, institutionally planned workshops, conferences, and/or academic courses.

All classroom faculty shall complete and report an hourly commitment equal to or greater than the number of instructional improvement hours required. The professional development obligation for full-time teaching faculty for an academic year is 33.5 hours. For hourly teaching assignments, the professional development obligation for an academic year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment. Failure to submit a complete Flex Report by the established deadline will result in docking of pay.

**If you have questions, please contact your Department Chair or Dr. Alistaire Callender, Staff Development Coordinator at (323) 241-5353**

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**FLEX REPORT FORMS ARE DUE NO LATER THAN JUNE 6, 2012. FAILURE TO COMPLETE AND REPORT YOUR FLEX OBLIGATION AFFECTS YOUR WAGES AS WELL AS YOUR FACULTY EVALUATION.**
**Student Discipline**

The removal of students from a class by an instructor for disruptive behavior, cheating or any other violation of the District’s Code of Conduct is frequently known as the “48 hour” suspension. District Board Rule 91101.11 (b) (5) authorizes an instructor to remove a student from the class for the day of the incident and the next class meeting.

If the behavior is not corrected or if a serious incident occurs which the instructor believes to warrant more than a 48 hour suspension, please contact your Department Chair and the Chief Student Services Officer (Dean of Student Services, Patrick Jefferson) immediately to intervene. Dean Jefferson may be reached at (323) 241-5298 or at JefferPD@lasc.edu.

Student have due process rights in cases of more serious discipline policy violations that result in suspensions of 10 days or more that will afford them an opportunity for a disciplinary hearing. No hearings are required of shorter periods of suspensions, but students have the right to request a hearing.

Our recommendation to instructors anticipating student discipline problems is to promote a positive atmosphere in classes, remain consistent in policy and practice, to publish and distribute your policies and consequences each semester in you class syllabus, and to keep good notes. It is a good idea to discuss any problems with the student before the problem escalates.

It is most important to emphasize that the instructor cannot remove a student from the class without following proper procedures. Exclusion actions can be challenged by the grievance procedure if proper procedures and due process were not followed.

**STUDENT PAPERS**

Adjunct Faculty may ask students to drop off assignments in their Academic Affairs Mailboxes. However, please note: **The staff of Academic Affairs is not responsible for receiving or date stamping class papers.**
COURSE SYLLABI

Title 5 and WASC standards require that we have course syllabi for all our active courses and that a syllabus for each course is made available to students. All instructors are required to prepare and submit a course syllabus for each course assigned to their department chair AND to Academic Affairs. Syllabi should also be distributed to students on first day the class meets.

All faculty should follow the syllabus template as adopted by the Academic Senate (distributed electronically and available in hard copies upon request in Academic Affairs) or amend it meet their specific needs but include all of the course elements listed below.

1. Course Title and Course Number
2. Section Number
3. Room Number
4. Official Course Description as stated in Catalog
5. Office Location
6. Office Hours
7. Office Phone Number
8. Email Address
9. Class Hours
10. Prerequisites
11. Required Textbooks and other supplies (i.e. scantron, blue books). Please note: The textbook should be no older than 5 years.
12. Official Course Objectives/Student Learning Outcomes
13. Weekly/Daily Tentative Schedule/Chapters, course topics, units, and dates (Be sure to include topics studied as well as chapters and pages, etc.)
14. Method of Instruction – lecture/lab, group discussion, frequency or number of exams, quizzes, reading requirements, hands-on activities, and field trips etc.
15. Attendance Policy
16. Drop Policy
17. Grading Plan – grades, points, class participation, cumulative final, attendance, homework, make-up policy, plagiarism, cheating.
18. Classroom Rules of Conduct
19. Miscellaneous (suggestions for success, liability issues, privacy policies, observers etc.)
20. Official Cell Phone Policy as adopted by the Academic Senate and published in the current catalog (see “Cell Phone Policy” listing in this section).
21. Support Services to Assist Students – labs, tutoring, study groups, ADA accommodations and DSPS Services (See “DSPS Syllabus Notice” listing in this section).
22. Grievance Chain of Command including contact information for the following:
   A. Instructor
   B. Department Chair
   C. Dean
   D. Executive Vice President
**TEST SCORING SERVICE**
A Scantron scoring machine is available for use by faculty in the Academic Affairs office.

**TEXTBOOKS Sale**

Sale of textbooks by instructors in the classroom is prohibited. Pursuant to Government Code Section 1090 and Sections 59400-59408 of Title 5, the sale of textbooks by instructors is prohibited. Textbooks should be sold only through the College Bookstore.
SECTION III
DEPARTMENT SERVICES

Admissions and Records
SSB 102, Ext. 5321

Students being added should be provided with a signed Add Permit and directed to the Admissions and Records Office (SSB 102). Once the add permit is processed, students should present a registration receipt from the Business Office or a stamped “Instructor’s Notification of Add” form to the instructor as verification of enrollment.

Admissions and Records will not process add permits after the last day to add without signed approval from the appropriate academic dean. Academic deans review requests for “late adds” on a case-by-case basis and only approve those with extenuating circumstances. The deadline to add for semester-long Spring 2012 classes is Thursday, February 16, 2012 at 7:00 p.m. Please contact Admissions and Records for the last day to add deadline for Short-Term Classes. **Students whose names do not appear on your official class roster, and who are unable to provide proof of enrollment by February 16, should not be allowed to remain in class.**

**Add Permits** are available for faculty in the Admissions Office or in Academic Affairs. Due to the sensitive nature of Add Permits, only instructors can receive blank add permits. **Please do not send students to pick up Add Permits.**

**Office Hours for the first two weeks of the semester (February 4-16* & 25, 2012)**

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>8:00 a.m. – 7:00 p.m.</th>
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<tbody>
<tr>
<td>Friday</td>
<td>8:00 a.m. -- 1:00 p.m.</td>
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<tr>
<td>Saturday, Feb. 4, 11 &amp; 25</td>
<td>8:00 a.m. – 1:00 p.m.</td>
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</table>

*Last day to process Add Permits

**Office Hours Starting Tuesday, February 21, 2012**

<table>
<thead>
<tr>
<th>Monday &amp; Tuesday</th>
<th>8:00 a.m.-5:00 p.m.</th>
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<tr>
<td>Wednesday &amp; Thursday</td>
<td>8:00 a.m.-7:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m.-1:00 p.m.</td>
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**Bridges to Success Center (formerly the Citizenship Center)**
Ms. Marian Ruane   Student Services Building 205   Ext. 5281

The Bridges to Success Center has several programs designed to assist non-native English speakers, immigrants and Basic Skills students. These programs include: *English Literacy and Civics, ESL/Citizenship/ABE and Noncredit Basic Skills English and Math*. The following services are available to all students and community members free of charge in English and in Spanish:

- ESL student placement, registration assistance and orientation
- Assistance with Citizenship process including classes, application, interview preparation, voter education seminars and Permanent Resident card renewals
• Financial Aid application workshops (FAFSA on-line)
• Community outreach and recruitment

The Bridges to Success Center also staffs the BTS Computer Lab (Village 117). The lab is available on a walk-in basis for student, faculty and staff use for word processing, Internet, and instructional software programs.

Bridges to Success Hours:                  Monday–Thursday             8:00a.m. - 7:00p.m.
(SSID 205)                                               Friday                      8:00a.m. - 1:00p.m.
                                                    Saturday                 8:00a.m. - 1:00p.m.
BTS Computer Lab:                              Monday – Thursday   11:00 a.m. – 1:00 p.m.
(Village 117)             & 5:00 p.m. – 6:30 p.m.

CalWORKs/GAIN
Student Services Building 217         Ext. 5477 (Main Office Phone)

The program assists TANF (Temporary Assistance to Needy Families) recipients achieve long-term self-sufficiency through coordinated services including: academic, career, and personal counseling; assistance with books and supplies; transportation; assistance with completion of LA DPSS required forms; on-campus academic support service such as tutoring and referrals to community resources. Other selective services include work study (on and off-campus) and child care assistance. All CalWORKs students should see one of the program counselors in order to meet the mandates of the TANF requirements. We serve SIPs (Self-Initiated Participants) and Non-SIPs. SIPs are students who enrolled in a community college prior to their appraisal by the county welfare department. Non-SIPs are students who have been assessed by the local welfare department prior to enrolling in a community college.

The CalWORKs/GAIN Office is located in SSB 217. Our office hours are Monday – Friday from 8:00 a.m. to 4:30 p.m.

CARE
CARE (Cooperative Agencies Resources for Education) is a program for EOPS students who are single parents receiving CalWORKs/ cash aid and have a child under 14. The aim of CARE is to assist single parents receiving CalWORKs to increase their educational skills, enhance their employability, become more confident and self sufficient, encourage success and the transition from cash aid to financial independence. Information for CARE can be obtained from the EOPS/CARE Office, located in SSB 218 or by calling (323) 241-5484

Career Center
Mrs. Shirley Lockridge SSB 228, 241- 5406 or 242-5527

The Career Center is open to all students and offers assistance with job placement and job development. In addition to maintaining a list of job openings, and coordinate job fairs, job recruitment sessions and all special events on campus.
The Career Center also hosts workshops on subjects such as resume writing, dress for success, cover letters, job search,
Eureka assessment testing and interview skills. Mrs. Shirley Lockridge coordinates all activities for the Career Center.

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Monday</td>
<td>Closed</td>
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<td>Tuesday – Thursday</td>
<td>8:00 a.m. - 5:00p.m.</td>
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<td>Friday</td>
<td>8:00 a.m. – 1:00p.m.</td>
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**Distance Learning-Online Courses**

Online Learning courses are available in a variety of disciplines. Our course offerings are academically the same as the on campus courses, while also meeting the same General Education and Transfer requirements as their on-campus counterparts.

These courses are designed for students who enjoy learning independently and cannot attend on campus on a regular basis, and who are comfortable using a computer. The online courses at Los Angeles Southwest College operate asynchronously, which means students may go online to do their course work at times that is convenient for them. Students have no class meetings, apart from an orientation meeting and, in some cases, examinations.

Departments continue to develop new course offerings, so students should check the latest online course offerings at [www.lasc.edu](http://www.lasc.edu) or current schedule of classes.

LASC is currently using Moodlerooms and Etudes as the two operating systems for on-line classes in Spring 2012. The Etudes classes are under the Etudes class information on page 16 of the schedule of classes; directions for access and use are provided. Moodlerooms is the second system of on-line courses that LASC will continue to use in Spring 2012. **Students must attend either the in-person or on-line orientation for online classes. Orientation dates are listed under each on-line class in the schedule of classes.**

**English Writing Center**

**SSEC 116**

The English Writing Center is located in the Social Sciences and English Complex (SSEC) in Room 116. The EWC is where English 21 and English 28 students fulfill the required lab component of these courses. We provide a friendly, comfortable atmosphere for these students to use online lab assignments to improve their reading and writing skills. We also help promote English Department events and publications. Our goal is to be a support system and encouraging environment for basic skills English students.
Tutoring: In addition, we provide walk-in and by-appointment tutoring in writing for any student in any class, and we offer numerous special workshops throughout the semester.

English Writing Center Hours:
- Monday 9:30 a.m. – 3:30 p.m.
- Tuesday 9:30 a.m. – 3:30 p.m.
- Wednesday 9:30 a.m. – 3:30 p.m. and 4:00 - 6:00 p.m.
- Thursday 9:30 a.m. – 3:30 p.m. and 4:00 – 6:00 p.m.
- Friday 9:30 a.m. – 1:30 p.m.

EOPS (Extended Opportunity Programs and Services)
EOPS (Extended Opportunity Programs and Services) is a state-funded support program designed to provide academic support, financial assistance, and counseling for eligible students. In order to qualify students must have an economic and educational disadvantaged. Students must be enrolled in 12 units and have a BOGG fee waiver. Funds are limited and on a first-come first-served basis. Information regarding EOPS can be obtained from the EOPS/CARE Office, located in SSB 218 or by calling (323) 241-5484.

Instructional Television (ITV)
ITV / The Weekend College classes are transferable community college courses that combine instructional video with an interactive course website and weekend class meetings. ITV courses are available to students at Los Angeles Southwest College. Please go to www.lamission.edu/itv/ for more details.

Library
Library Complex (next to Sheriff’s Office), ext 5235

Temporarily housed in air conditioned bungalows with great “Group Study Rooms” and is accessible to the physically limited. It offers nearly 50,000 volumes and more than 42,000 online periodical subscriptions (magazines and newspapers) making it the campus research center. Computer databases provide access to the most current information. Articles may be printed or emailed.

Materials are grouped throughout the facility for easy use in the Reference, Reserve and Special Collection area, as well as in the stacks. Books and magazines are accessible both on and off campus via the Internet. The online computerized catalog of the Specialized information databases include such topics as Biography, Science, Law, Scholarships Search, Medicine, History, Literature, African Genealogy, Multicultural issues and Geography, Politics and History of the world, nation, states and Los Angeles area. Class Tours and Library Database Instruction for classes, faculty and staff are available by appointment. Library hours are:

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<tr>
<th>Monday-Thursday</th>
<th>7:45 a.m.-8:00 p.m.</th>
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<tr>
<td>Friday</td>
<td>7:45 a.m.-1:00 p.m.</td>
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Math Lab  
Tec 190, Ext. 5374

Students enrolled in LASC math classes who need assistance with their assignments can find adequate help from the faculty and student tutors at the Math Lab. The Math Lab is designed to provide tutoring services to support math students in every way possible toward their educational success. To receive services, students must bring their LASC identification card and their respective assignments. All services are drop in, no appointment is necessary.

The Math Lab offers special workshops everyday that focus on topics in Elementary and Intermediate Algebra. All tutoring is provided by highly qualified tutors who work under the supervision of Math Lab’s part-time instructional assistants.

Additionally, the Math Lab provides individualized computer-assisted instruction by “MyMathLab” software. MyMathLab provides a rich and flexible set of course materials along with course management tools. Furthermore it provides students with a personalized learning environment where they can learn at their own pace and measure their progress. MyMathLab engages students in active learning with the capacity to be self-paced, modular, accessible anywhere with web access, and adaptable to each student’s learning style.

Math Lab Operating Hours*:
   Monday-Thursday  10:00 a.m. – 6:30 p.m.
   Saturday 10:00 a.m. – 1:00 p.m.

*The Math Lab is closed when classes are not in session.

Matriculation  
SSB 204, Ext. 5361

Matriculation administers computer-based English and Mathematics assessment tests and clears courses that may have prerequisites. The Matriculation/Assessment Center is located in the Student Services Building, room 204.

Matriculation/Assessment Center Operating hours:
   Monday - Thursday 8:00a.m.-4:30p.m
   Friday 8:00a.m.-1:00p.m

**Testing Hours Vary monthly, please check website at www.lasc.edu. Please call 323-241-5361 for more information.
The Student Success Center  
**SSEC 110 & 110A, Ext. 5455**

The Student Success Center is located on the first floor of the Social Sciences and English Complex (SSEC) in Rooms 110 and 110A. As the designated success center identified to serve students across curriculum, students receive multidisciplinary learning support systems such as peer-led tutoring and study sessions, online tutoring accessible proposed for March/April 2012, success seminars facilitated by expert instructors as well as unlimited access to On Demand Workshops available to students, staff, and counselors by going to [www.studentlingo.com/lasc](http://www.studentlingo.com/lasc).

For students' convenience, the Student Success Center is divided into two selected areas. Our drop-in and/or scheduled learning support sessions such as peer-led tutoring, DLAs, and study groups will be held in Room 110. And, the Digital Success Studio will be the home of our Student Success Seminars in Room 110 A, where students may utilize the state of the art computers and printers for academic usage, printing, and seminars (formerly identified as workshops). Our goal is to provide unlimited access and customer service to our collective student population on campus and those in our distance education programs.

**Student Success Center Office Hours**:  
Monday - Thursday 8:00 a.m. – 8:00 p.m.  
Friday & Saturdays Closed  
*Hours subject to change, please call 323-241-5455 updated center hours.*

TRIO STEM Scholars Project  
**SSB 209, Ext. 5392**

The TRIO STEM Scholars Project is funded by a TRIO/Student Support Services grant from the U.S. Department of Education. This project serves the academic needs of first-generation, low-income, and disabled students at Los Angeles Southwest College.

The TRIO STEM Scholars Project is a support service designed to increase the retention, graduation and transfer success for students who are interested in the fields of science, technology, engineering, mathematics, and pre-nursing. The TRIO STEM Scholars project provides opportunities for students to learn about STEM careers and educational opportunities beyond Los Angeles Southwest College.

The TRIO STEM Scholars Project offers specialized academic advising, exposure to transfer institutions, career and self development workshops, assistance completing applications to four-year institutions and the Free Application for Federal Student Aid (FAFSA). Additionally, the TRIO STEM Scholars Project offers **Supplemental Instruction (SI)**, an academic support service offered to students taking traditionally difficult math and science courses. SI sessions are peer-facilitated, informal review sessions in which students develop study strategies for note taking, graphic organization, questioning techniques, vocabulary acquisition, and test preparation. This service is exclusive to TRIO STEM Scholars.

**TRIO STEM Scholars Project Office Hours**:  
Monday 8:00 a.m. – 4:30 p.m.  
Tuesday 8:00 a.m. – 5:30 p.m.  
Wednesday 8:00 a.m. – 5:30 p.m.  
Thursday 8:00 a.m. – 4:30 p.m.
SECTION IV
LOS ANGELES SOUTHWEST COLLEGE
OFFICE HOURS*

**Office Hours correct as of date verified and may be subject to change. Please call individual office to confirm hours.**

<table>
<thead>
<tr>
<th>ACADEMIC AFFAIRS</th>
<th>Cox 411/413</th>
<th>(323) 241-5284</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30a.m.-9:30p.m.</td>
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<tr>
<td>Friday</td>
<td>7:30 a.m.-4:00p.m.</td>
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<tr>
<td>Saturday</td>
<td>7:45a.m.-1:00p.m.</td>
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<tr>
<th>ABDSENCE REPORTING</th>
<th>(323) 241-5284</th>
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<tr>
<td>Monday-Thursday</td>
<td>7:30a.m.-9:30p.m.</td>
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<tr>
<td>Friday</td>
<td>7:30 a.m.-4:00p.m.</td>
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<tr>
<td>Saturday</td>
<td>7:45a.m.-1:00p.m.</td>
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**Please call the above number to report absences or emergency situations.**

PLEASE DO NOT CALL A SUBSTITUTE. BUDGET RESTRICTIONS AND CREDENTIAL REQUIREMENTS LIMIT THE USE OF SUBSTITUTES. SEE YOUR DEPARTMENT CHAIR OR DEAN FOR DETAILS.

<table>
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<tr>
<th>ADMINISTRATIVE SERVICES</th>
<th>Cox 403</th>
<th>Ext. 5314</th>
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<tbody>
<tr>
<td>Monday-Friday</td>
<td>8:00a.m.-4:30p.m.</td>
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<tr>
<th>ADMISSIONS AND RECORDS</th>
<th>SSB 102</th>
<th>Ext. 5321</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours for the first two weeks of the semester</td>
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<td>(February 4-16* &amp; 25, 2012)</td>
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<td>Monday – Thursday</td>
<td>8:00 a.m. – 7:00 p.m.</td>
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<td>Friday</td>
<td>8:00 a.m. -- 1:00 p.m.</td>
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<tr>
<td>Saturday, Feb. 4, 11 &amp; 25</td>
<td>8:00 a.m. -- 1:00 p.m.</td>
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<td>*Last day to process Add Permits</td>
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| **Hours Starting Tuesday, February 21, 2012** |         |           |
| Monday & Tuesday            | 8:00 a.m.- 5:00p.m. |           |
| Wednesday & Thursday        | 8:00 a.m.- 7:00p.m. |           |
| Friday                      | 8:00 a.m.- 1:00p.m. |           |

<table>
<thead>
<tr>
<th>ASSESSMENT/MATRICULATION CENTER</th>
<th>SSB 204</th>
<th>Ext. 5361</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00a.m.-4:30p.m</td>
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<tr>
<td>Friday</td>
<td>8:00a.m.-1:00p.m</td>
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**Testing Hours Vary monthly, please check website at www.lasc.edu. Please call 323-241-5361 for more information.**
**AUDIO VISUAL**
Cox 410              Ext. 5079
Monday-Thursday       7:30a.m.-6:30p.m.
Friday                Closed**
** Please contact IT Help Desk (X5075) with any urgent A/V Request on Fridays, however, making prior arrangements will ensure the availability of equipment. **

**BOOKSTORE**
1st floor SSB        Ext. 5091
*Monday, February 6- Thursday, February 16, 2012*
Monday-Thursday       7:30 a.m. -8:00 p.m.
Friday                9:00 a.m.-1:00 p.m.
Saturday (2/4; 2/11)  9:00 a.m.-1:00 p.m.

*Hours Starting Tuesday, February 21, 2012*
Monday-Thursday       8:00 a.m. - 6:00 p.m.
Friday                8:00 a.m. - 3:00 p.m.

**BRIDGES TO SUCCESS CENTER**
SSB 205              Ext. 5281
(Formerly Citizenship Center)
Monday–Thursday       8:00a.m. - 7:00p.m.
Friday                8:00a.m. - 1:00p.m.
Saturday              8:00a.m. - 1:00p.m.

**BTS COMPUTER LAB**
Village 117           Ext. 5361
Tuesday and Thursday  11:00 a.m. – 1:00 p.m.
& 5:00 p.m. – 6:30 p.m.

**BUSINESS OFFICE**
SSB 103              Ext. 5301
*Hours for the first two weeks of the semester (February 4-16* & 25, 2012)*
Monday – Thursday,   8:00 a.m. – 7:00 p.m.
Friday               8:00 a.m. -- 1:00 p.m.
Saturday, Feb. 4, 11 & 25  8:00 a.m. -- 1:00 p.m.
*Last day to process Add Permits*

*Hours Starting Tuesday, February 21, 2012*
Monday & Tuesday      8:00 a.m.- 5:00p.m.
Wednesday & Thursday  8:00 a.m.- 7:00p.m.
Friday                8:00 a.m.- 1:00p.m.

**CalWORKs/GAIN**
SSB 217              Ext. 5477
Monday-Friday         8:00 a.m. - 4:30 p.m.

**CAMPUS SHERIFF’S STATION**
Ext. 5311             24 HOURS
From campus phones, dial the extension 5311.
From off-campus phones, dial (323) 241-5311.
CAREER CENTER/Shirley Lockridge
SSB 228 Ext. 5406
Monday
Tuesday – Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 1:00 p.m.

COMMUNITY SERVICES/Joni Collins
SSB 206 Ext.5288/5260
Monday-Thursday 8:00 a.m. - 6:30 p.m.
Friday 8:00 a.m. - 3:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGY LAB
Village 129 Ext. 5210
Monday -Thursday 8:30 a.m. - 4:00 p.m.
Friday 8:00 a.m. - 12:00 p.m.
For students enrolled in CAOT courses. Registered/Enrolled students (SLA or CAOT 64) who wish to use lab may do so by paying $10 semester lab fee.

COMPUTER SCIENCE LAB/James Hicks
Tec 250 Ext. 5345
Monday-Thursday 8:00 a.m. - 8:30 p.m.
Friday 8:00 a.m. – 2:30 p.m.
Saturday 8:00 a.m. - 3:30 p.m.

COUNSELING/Reggie Morris
SSB 227 Ext. 5200
Hours Starting Monday, February 6, 2012- Saturday, February 11, 2012
Monday & Tuesday 8:30 a.m. - 5:00 p.m.
Wednesday & Thursday 8:30 a.m.- 6:30 p.m.
Friday (2/3; 2/10) 8:30 a.m. – 12:30 p.m.
Saturday (2/4; 2/10) 8:30 a.m. – 12:30 p.m.

Hours Starting Monday, February 12, 2012
Monday & Tuesday 8:30 a.m. - 5:00 p.m.
Wednesday & Thursday 8:30 a.m.- 6:30 p.m.
Fridays Closed

DISABLED STUDENTS
SSB 117 Ext. 5480
Monday – Thursday 8:00 a.m. – 5:00 p.m.
Friday 8:00 a.m. – 12:00 p.m.

Educational Talent Search (ETS)
Sidney Cosby
SSB 208 (323) 242-5523
Monday-Thursday 8:00a.m. – 4:30 p.m. *
Friday 8:00a.m. – 2:00 p.m.
*Hours subject to change. Please call to confirm.

EOPS/CARE/ Rose Calderon
SSB 218 Ext. 5484
Monday- Thursday 8:00 a.m. - 6:30 p.m.
FINANCIAL AID/Kathleen Stiger  
SSB 104  
Ext. 5338  
Monday-Thursday  
8:00 a.m. - 6:30 p.m.  
Friday  
8:00 a.m. - 1:00 p.m.

HEALTH CENTER  
SSB 116  
Ext. 5252  
Please call (323) 241-5252 for office hours.

Information Technology Department  
Cox 410  
Help Desk: Ext 5075  
Vibha Gupta  
ext 5072  
Manager, College Information Systems:  
Monday-Thursday  
7:30 a.m. - 8:00 p.m.  
Friday  
7:00 a.m. - 3:30 p.m.

INTERNATIONAL STUDENTS OFFICE  
SSB 116  
Ext. 5277  
Darren Grosch, Coordinator/Director, PDSO  
Monday & Wednesday  
9:00 a.m. – 12:00 p.m.  
1:00 p.m. – 4:00 p.m.  
Tuesday & Thursday  
10:00 a.m. – 4:00 p.m.

Library Services  
Library Center  
SSB 204  
Ext. 5361  
Library Complex 117  
Ext. 5365  
Monday–Thursday  
7:45 a.m. - 8:00 p.m.  
7:45 a.m. – 1:00 p.m.  
Friday  
7:00 a.m. - 6:30 p.m.  
7:00 a.m. - 3:30 p.m.

MAIL ROOM/Reprographics  
SSB 227  
Ext. 5468  
Wanda Moats, Principal  
Monday-Thursday  
8:30 a.m. - 5:00 p.m.
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<tr>
<th>Department</th>
<th>Location</th>
<th>Hours</th>
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<tr>
<td>PERSONNEL/Lorraine Bell</td>
<td>Cox 403</td>
<td>Ext. 5283</td>
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<tr>
<td>Monday-Friday</td>
<td>8:00 a.m. - 4:30 p.m.</td>
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<tr>
<td>PRESIDENT’S OFFICE/Dr. Jack E. Daniels, III</td>
<td>Cox 408</td>
<td>Ext. 5273</td>
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<tr>
<td>Monday-Friday</td>
<td>8:00 a.m. - 4:30 p.m.</td>
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<td>PUENTE PROGRAM/ Daniel Ortega</td>
<td>SSB 218</td>
<td>5484</td>
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<tr>
<td>Please call 323-241-5484 and ask for Mr. Ortega.</td>
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<td>RECEIVING/Brian Robinson</td>
<td>M &amp; O Building</td>
<td>Ext. 5063</td>
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<tr>
<td>Monday-Friday</td>
<td>7:00 a.m. - 3:30 p.m.</td>
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<td>RECRUITMENT/Johnel Barron</td>
<td>SSC 218</td>
<td>Ext. 5325</td>
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<td>Email: <a href="mailto:outreach@lasc.edu">outreach@lasc.edu</a></td>
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<td>Monday –Thursday</td>
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<td>Fridays</td>
<td>8:00 a.m. - 12:00 p.m.</td>
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<tr>
<td><em>Tours, Event Presence and Presentations Scheduled Upon Request</em>*</td>
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<tr>
<td>STUDENT SERVICES</td>
<td>SSB 209</td>
<td>Ext. 5298</td>
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<tr>
<td>Monday-Friday</td>
<td>8:00 a.m. - 4:30 p.m.</td>
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<tr>
<td>STUDENT SUCCESS CENTER</td>
<td>SSEC 110 &amp; 110A</td>
<td>Ext. 5455</td>
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<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. - 8:00 p.m.</td>
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<td>Friday &amp; Saturdays</td>
<td>Closed</td>
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<tr>
<td>TRIO SCHOLARS (formerly CRT)/Erika Miller-Washington</td>
<td>SSB 229</td>
<td>Ext. 5392</td>
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<tr>
<td>Monday &amp; Tuesday</td>
<td>8:00 a.m. - 5:00 p.m.</td>
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<td>Wednesday &amp; Thursday</td>
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<td>TRIO STEM Project/ Angelita Salas, Ed.D</td>
<td>SSB 209</td>
<td>Ext. 5392</td>
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<td>Monday</td>
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<td>Veterans Services/ Yvette Tucker</td>
<td>SSB 102</td>
<td>Ext. 5440</td>
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<td>Monday &amp; Tuesday</td>
<td>10:30 a.m. - 5:00 p.m.</td>
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<td>Wednesday &amp; Thursday</td>
<td>10:30 a.m. - 7:00 p.m.</td>
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HAVE A GREAT SEMESTER!!!