

# LOS ANGELES SOUTHWEST COLLEGE FALL 2017 FACULTY HANDBOOK



Fall 2017 Semester  
August 28, 2017 – December 17, 2017

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# ***ACADEMIC AFFAIRS FALL 2017 HANDBOOK***

## ***Greetings***

The Fall 2017 Semester begins August 28, 2017 and ends December 17, 2017. 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.

## ***Mission Statement***

*“In honor of its founding history, Los Angeles Southwest College provides a student-centered learning environment committed to empowering students and the community to achieve their academic and career goals through the attainment of certificates and associate degrees leading to transfer and workforce preparation.”*

## ***Faculty Orientation***

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

# SECTION I

## **ACADEMIC AFFAIRS**

### **ADMINISTRATIVE RESPONSIBILITIES**

|  |   |   |
|--|---|---|
| <b><u>Dr. Denise Noldon</u></b><br><b><u>Interim College President</u></b>   | <b>Ext. 5273</b>  | <b>Annex</b>  |
| <b><u>Dr. Lawrence Bradford</u></b><br><b><u>Vice President</u></b>  | <b>Ext. 5280</b>  | <b>SOCTE 132</b>  |
| <b><u>J. Edward Stevenson, Interim Dean</u></b><br><i><u>Department Chairperson</u></i><br>Jonathan Bremen<br>Rasheed Saafir<br>Dr. Jeffrey Bohn<br>Parisa Samaie  | <b>Ext. 5218</b><br><i>Ext.</i><br>5418<br>5504<br>5597<br>5410         | <b>COX 520</b><br><i>Area of Responsibility</i><br>Arts & Humanities<br>Behavioral and Social Science<br>English and Foreign Languages<br>Library |
| <b><u>Ricky Hodge, Dean</u></b><br>CTE/Workforce<br><i><u>Department Chairperson</u></i><br>Ms. Catherine Azubuike<br>Ms. LaShawn L. Brinson<br>Dr. Allison Moore<br>Ms. Joyce Ashley, Director<br>VACANT, Coordinator | <b>Ext. 5388</b><br><i>Ext.</i><br>5461<br>5023<br>5386<br>5406<br>5281 | <b>SOCTE 142</b><br><i>Area of Responsibility</i><br>Nursing<br>Child Development<br>Business<br>Career Center<br>Noncredit Adult & Cont. Ed.     |
| <b><u>Dr. Tangelia Alfred, Dean</u></b><br>Curriculum<br><i><u>Department Chairperson</u></i><br>Dr. Todd Roberts<br><br>Dr. Lernik Saakian  | <b>Ext. 5333</b><br><i>Ext.</i><br>5215<br><br>5366                     | <b>Academic Village 101</b><br><i>Area of Responsibility</i><br>Natural Sciences, Health<br>& Physical Education<br>Mathematics                   |
| <b><u>Jose Gallegos, Dean</u></b><br>Institutional Effectiveness   | <b>(323) 242- 5511</b>  | <b>Annex 149</b>  |

### **ACADEMIC AFFAIRS ADMINISTRATIVE SUPPORT STAFF – SOCTE 132**

|  |  |                |
|--|--|----------------|
| Ms. Maria Cortez, Administrative Aid                 | <a href="mailto:cortezm@lasc.edu">cortezm@lasc.edu</a>   | (323) 241-5287 |
| Ms. Cassandra Walker, Academic Scheduling Specialist | <a href="mailto:walkerci@lasc.edu">walkerci@lasc.edu</a> | (323) 241-5473 |
| VACANT, Administrative Secretary                     |  | (323) 241-5256 |

## **ADMINISTRATORS ASSIGNED FOR EVENING & SATURDAY COVERAGE**

The Office of the President circulates the Evening and Saturday Administrator list for the semester. Please contact them at 323-241-5273 to find out more information.

## **FALL 2017 HOLIDAYS AND VACATIONS**

**(CLASSES ARE NOT IN SESSION)**

|                        |   |
|------------------------|---|
| Labor Day Holiday      | Monday, September 4, 2017                   |
| Veteran's Day Observed | Friday, November 10, 2017                   |
| Thanksgiving Holiday   | Thursday and Friday, November 23-24, 2017   |
| Non-Instruction Days   | Saturday and Sunday, November 25-26, 2017   |
| Non-Instruction Days   | Monday - Thursday, December 18-21, 2017     |
| Holiday                | Friday, December 22, 2017                   |
| Non-Instruction Days   | Saturday and Sunday, December 23-24, 2017   |
| Christmas Holiday      | Monday, December 25, 2017                   |
| Non-Instruction Days   | Tuesday and Wednesday, December 26-27, 2017 |
| New Year's Holiday     | Thursday and Friday, December 28-29, 2017   |
| Non-Instruction Days   | Saturday and Sunday, December 30-31, 2017   |

## **Faculty Associations**

### **Academic Senate**

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

Mr. Robert L. Stewart, Jr., Academic Senate President    COX 212D    Ext. 5474

### **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*

|   |                    |
|---|--------------------|
| Deadline to Add a Class (Permission Numbers REQUIRED) | September 9, 2017  |
| Deadline to drop without a "W"                        | September 10, 2017 |
| Deadline to Drop with full refund or no fees          | September 10, 2017 |
| Deadline to Drop and receive a "W"                    | November 19, 2017  |

**The Office of Admissions and Records communicates with permanent and adjunct faculty via campus email. Please check your campus issued (LASC) email regularly. We provide important dates and deadlines and reminders about mandatory exclusions and grading. Maintain your census roster from the first day of class through to the Census Date. You must keep your census roster for at least 3 years. Do not turn your Census Roster in to Admissions and Records (Exception: Faculty teaching classes with TBA hours). All faculty must exclude students who never show up to class, or who stop attending as of the Census Date. We must have 100% faculty participation in the mandatory exclusions process. You are also required to report if you have no students to exclude. The second mandatory exclusion process occurs towards the 60% of the term, where you are required to exclude students who have stopped attending, and provide their last date of attendance. This process also requires 100% participation. And finally, you must submit final grades by the deadline. Our email reminders to you will help us achieve that goal.**

Please review the "Fall 2017 Important Dates & Deadlines" reference sheet from Admissions & Records for detailed information on deadlines.

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 officially registered in the appropriate section number. Do not allow students who are not listed on your roster as "Enrolled" to remain in your class. Please issue a Permission Number to students you wish to add, who are not officially enrolled, and inform**

them of the deadline to add and the expiration date of the Permission Number. The last day to add is Sunday, September 10, 2017. Students who are not officially enrolled (i.e. whose names do not appear on your roster) by the census date, Monday, September 11, 2017, should be excused from class.

Students who have not attended class should be noted as a “no show” on attendance forms and should be excluded using the online Drop Roster. Instructors must log into the Student Information System on our home page ([www.lasc.edu](http://www.lasc.edu)) to access the Drop Roster. The deadline to exclude students who are not present or who stopped attending as of the census date is Tuesday, September 19, 2017.

## **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 accept or process expired permission numbers. Requests for “late adds” are approved on a case-by-case basis require a new Permission Number with a new expiration date. Upon approval of your Dean, Admissions and Records will provide new Permission Numbers with new expiration dates to allow students to add late.

## **~COURSE REPETITION & ACTIVITY REPETITION~**

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 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 Sunday, September 10, 2017.*

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. We will send out email reminders to students about the drop dates. Students should check their email regularly.



## 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. The form can be found on the Academic Affairs webpage @

[http://www.lasc.edu/administration/academic-affairs/About\\_Academic\\_Affairs.html](http://www.lasc.edu/administration/academic-affairs/About_Academic_Affairs.html)

#### 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
- (7) You will also need to email your students of your absence

**\*\*The dedicated Faculty Absence line can be reached at (323) 241-5285\*\***

The above information for an absence can also be emailed to

Cassandra Walker [walkerci@lasc.edu](mailto:walkerci@lasc.edu) or Maria Cortez [cortezm@lasc.edu](mailto:cortezm@lasc.edu)

**Department Secretaries can also take your call or email for your absence. They can post for your class(es) and will report your absence to Academic Affairs.**

### 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 |
| Dr. Jeff Bohn                  | (323) 242-5597 |
| Dr. Jon Bremen                 | (323) 241-5418 |
| Mr. Rasheed Saafir             | (323) 242-5504 |
| Ms. Parisa Samaie              | (323) 241-5410 |
| Ms. Marian Ruane/Melvin Chilin | (323) 241-5281 |
| Dr. Lernik Saakian             | (323) 241-5362 |
| Dr. Allison Moore              | (323) 241-5386 |
| Dr. Todd Roberts               | (323) 242-5596 |

## 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 Vice President of Academic Affairs 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, Annex 151.

## *Adjunct Faculty Health Benefits~ Eligibility*

Adjunct faculty who have 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. Please consult the Los Angeles College Faculty Guild Contract 07/01/2014 – 06/30/2017, Article 27. II. For more details. 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 the Cox Building, 1<sup>st</sup> Floor.

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

**Via Email** — Attach MS Word or Adobe Acrobat files to email with instructions and send to: [LASCReprographics@lasc.edu](mailto: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/uncollated 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.

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) 241-5365.

## *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 your Department Chair.

## *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](http://www.lasc.edu)

## *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, please print "blue information" cards from the Academic Affairs webpage [http://www.lasc.edu/administration/academic-affairs/About\\_Academic\\_Affairs.html](http://www.lasc.edu/administration/academic-affairs/About_Academic_Affairs.html). Instructors are required to complete and return these to 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 Janette Mary Washington, your User ID will be 'washinjm'. Your initial email password is the first two characters of your first name (first letter has to be uppercase – e.g. Ja), first two characters of your last name (e.g. wa), '@' symbol followed by month and date of your birthday (in MMDD format). So the initial email password for Janette Mary Washington with a birthday of July 9 would be Jawa@0709. Your campus email address would be [washinjm@lasc.edu](mailto:washinjm@lasc.edu). 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](http://www.lasc.edu/IT/email_system.html).

Each faculty member also has an email account to use for their instructional purpose (to communicate with their students). User ID for that email account will be in same format as above (first six characters of your last name, followed by first initial of first name and first initial of the middle name). The complete address for Janette Mary Washington to communicate with her students would be [washinjm@faculty.laccd.edu](mailto:washinjm@faculty.laccd.edu) and the initial password would be 8@+the month of birthday (MM i.e. 07)+the first char of last name (capitalized)+the last 4 digits of your SSN. With a SSN of 123456789, her initial password for academic email account (and for the portal also) would be 8@07W6789. You can access your faculty email and NEW Peoplesoft SIS Portal from <https://mycollege.laccd.edu>.

**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 and on the Academic Affairs webpage. **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 or on the Academic Affairs webpage

[http://www.lasc.edu/administration/academic-affairs/About\\_Academic\\_Affairs.html](http://www.lasc.edu/administration/academic-affairs/About_Academic_Affairs.html)

## ***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 Fall 2017, finals are scheduled between **Monday, December 11, 2017 through Saturday, December 16, 2017. Any change from the approved Finals Examination Schedule must be approved by the Office of Academic Affairs by December 1, 2017.** All classes are to meet on a regular basis through **Saturday, December 9, 2016.**

The Fall 2017 final schedule is listed on the following page and on page 58 of the Fall 2017 Schedule of Classes. Please note that for classes which begin at/after 4:00 p.m. during that week, final examinations will be from 5:00 p.m. to 7:00 p.m. on the first day the class meets. Examinations for evening classes beginning at 6:30p.m. will be given from Monday, December 11, 2017 through Thursday, December 14, 2017.

# FINAL EXAM SCHEDULE

## FALL 2017

**Monday, December 11, 2017 - Saturday, December 16, 2017**

No course or student is exempt from the Final Examination. Any Change from this schedule must be approved by the Office of Academic Affairs by December 1, 2017. All classes are to meet on a regular basis through Friday, December 8, 2017.

Students in Kinesiology classes that begin before 7:45 a.m. will meet for their final exam at the regularly scheduled class time.

*Saturday Class Final Exam will be given at the scheduled class time on Saturday, December 16, 2017.*

|                                      | Monday<br>December 11   | Tuesday<br>December 12   | Wednesday<br>December 13   | Thursday<br>December 14  | Friday<br>December 15                                       |
|--------------------------------------|---|--|--|--|---|
| 8:00 a.m.<br>to<br>10:00<br>a.m.     | Classes which begin at<br>8:00 a.m.-9:25 a.m.<br>M, MW<br>MTWTh   | Classes which begin at<br>8:00 a.m. – 9:25 a.m.<br>T, TTh          | No Exams Schedule  | No Exams Schedule  | Classes which begin at<br>8:00 a.m. – 9:25 a.m.<br>F, FS    |
| 10:15<br>a.m.<br>to<br>12:15<br>p.m. | No Exams Schedule   | No Exams Schedule  | Classes which begin at<br>9:35 a.m. – 11:00 a.m.<br>M, MW<br>MTW<br>MTWTh              | Classes which begin at<br>9:35 a.m. – 11:00 a.m.<br>T, TTh                       | Classes which begin at<br>9:35 a.m. – 11:00 a.m.<br>F, Sat  |
| 12:30<br>p.m.<br>to<br>2:30 p.m.     | Classes which begin at<br>11:10 a.m.-12:35 p.m.<br>M, MW<br>MTWTh | Classes which begin at<br>11:10 a.m.–12:35 p.m.<br>T, TTh<br>TWTh  | Classes which begin at<br>12:45 p.m. – 2:10 p.m.<br>M, MW                              | Classes which begin at<br>12:45 p.m. – 2:10 p.m.<br>T, Th                        | Classes which begin at<br>11:10 a.m. – 12:35 p.m.<br>F, Sat |
| 2:45 p.m.<br>to<br>4:45 p.m.         | No Exams Schedule   | No Exams Schedule  | Classes which begin at<br>2:25 p.m. – 3:55 or<br>2:45 p.m. – 3:55 p.m.<br>M, MW, MTWTh | Classes which begin at<br>2:25 p.m. – 3:55 or<br>2:45 p.m. – 3:55 p.m.<br>T, TTh | Classes which begin at<br>2:45 p.m. – 3:55 p.m.<br>F, Sat   |
| 5:00 p.m.<br>to<br>7:00 p.m.         | Classes which begin at<br>4:00 p.m. – 5:25 p.m.<br>M, MW<br>MTWTh | Classes which begin at<br>4:00 p.m. – 5:25 p.m.<br>T, TTh          | Classes which begin at<br>4:00 p.m. – 5:25 p.m.<br>W                                   | No Exams Schedule  | No Exams Schedule   |
| 7:15 p.m.<br>to<br>9:15 p.m.         | Classes which begin at<br>6:30 a.m. – 9:40 p.m.<br>M, MW, MTWTh   | Classes which begin at<br>6:30 p.m. – 9:40 p.m.<br>T, TTh,<br>TWTh | Classes which begin at<br>6:30 p.m. – 9:40 p.m.<br>W                                   | Classes which begin at<br>6:30 p.m. – 9:40 p.m.<br>Th                            | No Exams Schedule   |

## *Mail Distribution*

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

**Mailboxes for Full-time and Adjunct faculty** are located in the mailroom (Cox Building, 1<sup>st</sup> Floor.)

## *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 Mr. Ben Demers, Public Information Officer in the Cox Annex, Room 154.**

## *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 Ms. Natalie Ssensalo, Staff Development Coordinator at [ssensann@lasc.edu](mailto:ssensann@lasc.edu)\*\*

**FLEX REPORT FORMS CAN BE TURNED IN TO MS. SSENSALO AT [lascprodev@lasc.edu](mailto:lascprodev@lasc.edu). 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 (Vice President of Student Services, Dr. Howard Irvin) immediately to intervene. Dr. Irvin may be reached at (323) 241-5298 or at [irvinhj@lasc.edu](mailto:irvinhj@lasc.edu).

Students 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 your 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.

## **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 Dean AND via e-mail to Ms. Cassandra Walker in Academic Affairs at [walkerci@lasc.edu](mailto:walkerci@lasc.edu)** 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 or amend it to 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, and 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. **Vice President**

## TEST SCORING SERVICE

A Scantron scoring machine is available for use by faculty in the English (SSEC 123) and Behavioral Social Sciences (SSEC 222) departments.

## *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**

Permission Numbers are required to add classes once the term starts. Students obtain Permission Numbers from the instructor - Remember to inform students of the expiration date of the Permission Number - they may expire prior to the deadline to add. Students should be directed to the Student Information System to submit their Class Number and Permission Number to add the course before the next class meeting. Processed Permission Numbers are updated in the Student Information System immediately.

The deadline to add classes always occurs prior to the census date, which is listed in the Schedule of Classes and appears on the Census Roster. Admissions and Records will not accept nor process expired Permission Numbers after the expiration date. 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 Fall 2017 classes is **Sunday, September 10, 2017, at 11:59 p.m.** Students should be informed of the deadline to drop classes without penalty, which always occurs prior to the census date. The deadline to drop without penalty, and the deadline to drop with a "W" always appear on your census roster. Students whose names do not appear on your official class roster, and who are unable to provide proof of enrollment by **September 10, 2017**, should not be allowed to remain in your class.

Saturday classes begin **September 2, 2017** and the deadline to add Saturday classes is **Sunday, Sept. 10, 2017**. Please issue Permission Numbers on Sept. 2, 2017 to allow students time to process them before the next class meeting. Admissions and Records will be open Saturday, Sept. 2 and Sept. 9 to assist students with processing permission numbers.

#### **Office Hours for the first two weeks of the semester (August 28 – September 15, 2017\*)**

|   |                                       |
|---|---------------------------------------|
| Monday – Thursday                         | 8:00 a.m. - 2:00 and 4:00 – 7:00 p.m. |
| Friday                                    | 8:00 a.m. - 1:00 p.m.                 |
| Saturday, August 26, Sept. 2 and Sept. 9* | 8:00 a.m. - 1:00 p.m.                 |

#### **Office Hours Effective September 12, 2017**

|                  |                                   |
|------------------|-----------------------------------|
| Monday -Thursday | 8:00a.m.-2:00 and 4:00 - 6:00p.m. |
| Friday           | 8:00a.m.-1:00p.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.

## **California Agencies Resources for Education (CARE)**

**Ms. Rachelle Thomas-Green, SSB 218, 241-5484**

**CARE Services:** CARE is a statewide program for Single Head-of-Household parents (men & women). CARE provides Financial and Academic Assistance, Book Grants, School Supplies, tutoring, transfer assistance, and parent workshops.

**CARE Qualifications:** must qualify for EOPS, be enrolled in 12 units, have a dependent child, receive CASH AID (CalWorks or TANF).

## **Career Center**

**Ms. Joyce Ashley SOCTE 115, 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. Ms. Joyce Ashley coordinates all activities for the Career Center.

### ***HOURS OF OPERATION:***

Monday—9:00 a.m. to 4:30 p.m.

Wednesday—8:30 a.m. to 5:00 p.m.

Tuesday and Thursday—8:30 a.m. to 5:00 p.m.

Friday—CLOSED

## **Distance Learning/Online Courses**

**Ms. Jessica Drawbond SSEC 121C, 241-5370**

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.

As of summer 2016, LASC is using the Canvas Learning Management System for online, hybrid, and web-enhanced courses. Instructors must complete and pass a training course to be certified in Canvas and to be eligible to teach online and hybrid classes. Part of this training addresses online pedagogy and best practices. Training and workshops are offered throughout the year. Resources and more information about LASC Online can be found at: <http://lasc.edu/students/onlineservices/index.html>.

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.

***Students must attend either the in-person or online orientation for online classes.***

## **English Writing Center**

### **SSEC 116**

The English Writing Center (EWC) is located in the Social Sciences and English Complex (SSEC) in Room 116. The EWC is where English 21, 28, and 145 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-Wednesday: 9:00 am - 3:00 pm

Thursday: 9:00 am - 7:30 pm

Friday and Saturday: 9:00 am - 2:00 pm

## **EOPS (Extended Opportunity Programs and Services)/CARE/CAYFES**

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/](http://www.lamission.edu/itv/) for more details.

## **Founders Library**

**Cox Building (2nd, 3rd, 4th, floors) Ext. 5235**

[http://libguides.lasc.edu/lasc\\_library](http://libguides.lasc.edu/lasc_library)

- Faculty librarians provide reference and research assistance
- Circulation Desk provides access to Textbooks, Reserve material, newspapers and magazines
- 48 computer stations for students' use, including 2 MAC computers and 1 computer with Disability access
- Wireless Access
- Photocopy and printing center

- 8 group study rooms
- Laptops for inside library use
- Print and electronic books, reference material, and online databases with remote access
- Library tours and general or specialized instructions are available by appointment

A valid College ID card is required for the students to check out materials. LASC library offers 2 for-credit courses (1 unit.) Library Science 101, an overview of how to locate, evaluate and incorporate information sources into academic research; and Library Science 102, an overview of how to locate, evaluate and incorporate information sources into academic research, with an emphasis on internet search strategies.

Library operating hours for the Fall 2017 and Spring 2018 semesters:

|                   |                 |
|-------------------|-----------------|
| Monday – Thursday | 7:45am – 8:00pm |
| Friday            | 7:45am – 1:00pm |
| Saturday          | 9:00am – 1:00pm |

## **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 every day 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.*

## **Next Up (CAFYES)**

**Ms. Michelle Williams SSB 218, 241- 5484**

Next Up (CAFYES) is an expansion of EOPS – Intended to encourage the enrollment, retention, and transfer of current and foster youth at Los Angeles Southwest College. Next Up aims at providing “over and above” support and services by establishing an educational program that assists students in several areas, including priority registration, counseling, tutoring assistance, books and supplies, career guidance, student success workshops, housing assistance, mental health referrals, and other related services.

- Eligible students are those whose dependency was established by the court on or after the youths 16th birthday,
- Be no older than 25 years of age at the commencement of any academic year in which he or she participates in the program.
- Be enrolled in at least 9 units or .75 time as defined by the college, at the time of acceptance whichever is minimum eligibility criterion.
- Provide Court Verification Letter

In addition, Next Up/CAFYES cooperates with local county child welfare departments, county probation departments, local educational opportunity and services programs, and the community college district.

## **Noncredit Adult & Continuing Education Services (NACES)** **(formerly Bridges to Success Center)**

**Student Services Building (SSB) Rm. 205      Ext. 5281**

Noncredit Adult & Continuing Education Services 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, Basic Computer Literacy, High School Equivalency Examination Preparation 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, and Permanent Resident card renewals
- Counseling and educational workshops
- Financial Aid application assistance (FAFSA, BOG, CA Dream Act & Nonresident Fee Waiver)
- Community outreach and recruitment
- Book Loan (Noncredit Classes)

Noncredit Adult & Continuing Education Services also staffs the **NACES Computer Lab (SSEC 110A.)** The lab is available on a walk-in basis for student, faculty and staff use for word processing, Internet, and instructional software programs.

|                           |                 |                      |
|---------------------------|-----------------|----------------------|
| NACES Hours:<br>(SSB 205) | Monday–Thursday | 8:00a.m. - 7:00p.m.  |
|                           | Friday          | 8:00a.m. – 4:30 p.m. |
|                           | Saturday        | 8:00a.m. - 1:00p.m.  |

|                                    |                   |                         |
|------------------------------------|-------------------|-------------------------|
| NACES Computer Lab:<br>(SSEC 110A) | Monday – Thursday | 11:00 a.m. – 1:00 p.m.  |
|                                    | Friday            | & 4:00 p.m. – 6:30 p.m. |
|                                    | Saturday          | 10:30 a.m. – 1:00 p.m.  |

## **Student Success and Support Program**

**SSB 204, Ext. 5361**

The SSSP Office offers college orientation for new students, administers computer-based English and Mathematics assessment tests, offers picture ID cards for enrolled students, proctors exams for LASC courses, and clears courses that may have prerequisites, . The SSSP Office is located in the Student Services Building, room 204.

SSSP Office Operating hours:

Monday - Thursday 8:00a.m.-7:00p.m.

Friday 8:00a.m.-1:00p.m

\*\*Testing Hours Vary monthly, please check website at [www.lasc.edu](http://www.lasc.edu) . Please call 323-241-5361 for more information.

## **The Student Success Center**

**Library, Cox Building, Ext. 5455**

The Student Success Center provides free academic support services to enhance student learning and achievement in a student-centered environment. Our friendly staff is available to assist LASC students with individual, group and online tutoring. Success seminars are scheduled weekly, and students have access to a computer lab that offers the full Microsoft Office Suite and wireless Internet. Also, printing and photocopying are available for .10 cents per copy.

In the Student Success Center, students are provided the technology to conduct research and complete class assignments. Private study rooms and a comfortable work space with natural lighting makes the Student Success Center the ideal location on campus for students to complete class assignments and receive support when needed. We also support those students who are already succeeding academically and simply want to enrich their educational experiences at Los Angeles Southwest College.

Faculty are invited to facilitate student success seminars and workshops held in the Student Success Center. Stop by, call or email to sign up!

Student Success Center Office Hours\*:

Monday - Thursday 8:00 a.m. – 8:00 p.m.

Friday & Saturdays 9:00am – 1:00pm

\*Hours subject to change, please call 323-241-5455 for up-to-date center hours.

## **TRIO Scholars Program**

**Dr. Erika Miller, SSB 229, Ext. 5392**

The TRIO Scholars Program is a Student Support Services program federally-funded by the U.S. Department of Education. At Los Angeles Southwest College, the TRIO Scholars program is designed to help students graduate and transfer to a four-year college or university of their choice.

The services provided by the program include: counseling and academic advisement, assistance with transfer college applications and scholarship searches, career advisement, **Supplemental Instruction (SI)** for Math and English, college tours/fieldtrips, financial literacy workshops, and transfer success workshops. College representatives from the University of California system, the California State University system, and private colleges provide regular campus visits to give up-to-date information to the program participants. All students interested in and planning to transfer to four-year institutions are encouraged to become a part of the TRIO Scholars program. New Student orientations are held at the beginning of the fall and spring semesters.

TRIO Scholars Program participants must meet the eligibility criteria: first-generation, low-income, and/or disabled students at Los Angeles Southwest College. Program participants must be enrolled in (9) semester units and maintain a cumulative 2.0 GPA or higher.

TRIO Scholars Program Office Hours:  
Monday - Thursday 8:00 am – 5:00 pm  
Friday 8:00 am – 1:00 pm

## **TRIO STEM Scholars Program**

**Dr. Angelita Salas, SSB 209, Ext. 5392**

Email: [lasctriostem@lasc.edu](mailto:lasctriostem@lasc.edu)

The TRIO STEM Scholars Program is a TRIO Student Support Services grant funded by 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 Program is designed to increase the retention, persistence, graduation and transfer success for students who are interested in the fields of Science, Technology, Engineering, Mathematics, and pre-nursing/allied health majors. The program offers specialized and comprehensive academic counseling related to STEM majors. In addition, supplemental instruction (SI) and tutoring is offered to students taking traditionally difficult math and science courses. SI sessions are peer-facilitated, with 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.

Other services include college success and transfer preparation workshops, college application workshops, collaboration with faculty in science and mathematics, assistance with financial aid applications and financial literacy, college and university tours and fieldtrips.

TRIO STEM Scholars Program Office Hours:  
Monday - Thursday 8:00 a.m. – 5:00 p.m.  
Friday 8:00 a.m. – 1:00 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.*

|                                |                      |                       |
|--------------------------------|----------------------|-----------------------|
| <b><u>ACADEMIC AFFAIRS</u></b> | <b>SOCTE 132</b>     | <b>(323) 241-5284</b> |
| Monday-Friday                  | 8:00 a.m.- 4:30 p.m. |                       |

|  |  |                       |
|--|--|-----------------------|
| <b><u>ABSENCE REPORTING</u></b>  |  | <b>(323) 241-5285</b> |
| <i>**Please call the above number to report absences or emergency situations. **</i> |  |                       |

Absences can also be emailed to  
 Cassandra Walker [walkerci@lasc.edu](mailto:walkerci@lasc.edu) Maria Cortez [cortezm@lasc.edu](mailto:cortezm@lasc.edu)  
**Absences may also be phoned in or emailed to your department secretary or your Dean's secretary**

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

|                                       |                         |                  |
|---------------------------------------|-------------------------|------------------|
| <b><u>ADMINISTRATIVE SERVICES</u></b> | <b><u>Cox Annex</u></b> | <b>Ext. 5314</b> |
| Monday-Friday                         | 8:00a.m.-4:30p.m.       |                  |

|                                      |                       |                  |
|--------------------------------------|-----------------------|------------------|
| <b><u>ADMISSIONS AND RECORDS</u></b> | <b><u>SSB 102</u></b> | <b>Ext. 5321</b> |
|--------------------------------------|-----------------------|------------------|

**Office Hours for the first two weeks of the semester (Sept. 1-9, 2017)**  
*(Campus Closed in Observance of Labor Day Holiday on Monday, Sept. 4, 2017)*  
**Office Hours Starting Tuesday, September 12, 2017**

|                                 |                                       |
|---------------------------------|---------------------------------------|
| Monday – Thursday               | 8:00 a.m. - 2:00 and 4:00 - 7:00 p.m. |
| Friday                          | 8:00 a.m. - 1:00 p.m.                 |
| Saturday, Aug. 26, Sept. 2 & 9* | 8:00 a.m. - 1:00 p.m.                 |

***\*Last day to process Permission Numbers in person***

**Office Hours Starting Tuesday, September 12, 2017**

|                  |                                  |
|------------------|----------------------------------|
| Monday -Thursday | 8:00a.m.-2:00p.m.; 4:00pm-6:00pm |
| Friday           | 8:00am-1:00pm                    |

|   |                       |                  |
|---|-----------------------|------------------|
| <b><u>ASSESSMENT/MATRICULATION CENTER</u></b> | <b><u>SSB 204</u></b> | <b>Ext. 5361</b> |
|---|-----------------------|------------------|

|                   |                  |
|-------------------|------------------|
| 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](http://www.lasc.edu) Please call 323-241-5361 for more information.**

|                            |                         |                  |
|----------------------------|-------------------------|------------------|
| <b><u>AUDIO VISUAL</u></b> | <b><u>Cox Annex</u></b> | <b>Ext. 5079</b> |
|----------------------------|-------------------------|------------------|

|                 |                   |
|-----------------|-------------------|
| 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. \*\***

|                         |  |                  |
|-------------------------|--|------------------|
| <b><u>BOOKSTORE</u></b> | <b><u>1<sup>st</sup> floor SSB</u></b> | <b>Ext. 5091</b> |
| 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.                    |                  |

|   |                               |                  |
|---|-------------------------------|------------------|
| <b><u>BUSINESS OFFICE</u></b>   | <b><u>SSB 103</u></b>         | <b>Ext. 5301</b> |
| <i>Hours for the first two weeks of the semester (August 28 – September 9, 2017 )</i> |                               |                  |
| Monday – Thursday,  | 8:00 a.m. – 7:00 p.m.         |                  |
| Friday  | 8:00 a.m. -- 1:00 p.m.        |                  |
| <b>Monday, September 9, 2017</b>  | <b>8:00 a.m. -- 1:00 p.m.</b> |                  |
| *Last day to process Add Permits  |                               |                  |

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| <i>Hours Starting Monday, September 11, 2017</i> |                     |  |
| 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. |  |

|                             |                       |                  |
|-----------------------------|-----------------------|------------------|
| <b><u>CalWORKs/GAIN</u></b> | <b><u>SSB 217</u></b> | <b>Ext. 5477</b> |
| Monday-Friday               | 8:00 a.m. - 4:30 p.m. |                  |

|  |                  |                 |
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| <b><u>CAMPUS SHERIFF’S STATION</u></b>       | <b>Ext. 5311</b> | <b>24 HOURS</b> |
| From campus phones, dial the extension 5311. |                  |                 |
| From off-campus phones, dial (323) 241-5311. |                  |                 |

|  |                         |                       |
|--|-------------------------|-----------------------|
| <b><u>CAREER CENTER/Ms. Joyce Ashley</u></b> | <b><u>SOCTE 115</u></b> | <b>Ext. 5406/5527</b> |
| Monday                                       | 9:00 a.m. - 4:30 p.m.   |                       |
| Wednesday                                    | 8:30 a.m. – 5:00 p.m.   |                       |
| Tuesday – Thursday                           | 8:00 a.m. - 5:00 p.m.   |                       |
| Friday                                       | Closed                  |                       |

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| <b><u>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY LAB</u></b>  | <b><u>SOCTE 202, 204, COX 523, &amp; TEC 250</u></b> | <b>Ext. 5210</b> |
| Monday -Thursday   | 8:30 a.m. - 4:00 p.m.                                |                  |
| Friday   | 8:00 a.m. - 12:00 p.m.                               |                  |
| <i>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.</i> |  |                  |

|  |                       |                  |
|--|-----------------------|------------------|
| <b><u>COMPUTER SCIENCE LAB/Allison Moore</u></b> | <b><u>Tec 250</u></b> | <b>Ext. 5345</b> |
| 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. |                  |

|  |                       |                  |
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| <b><u>COUNSELING/Ralph Davis</u></b>   | <b><u>SSB 227</u></b> | <b>Ext. 5200</b> |
| Monday, Tuesday, Thursday  | 8:00am – 6:00pm       |                  |
| Wednesday  | 8:00am – 6:30pm       |                  |
| Friday   | 8:00am – 1:00pm       |                  |
| <b><i>Counseling services will be provided 3 Saturdays at the beginning of the semester:</i></b> |                       |                  |
| August 26, September 2 <sup>nd</sup> , & September 9 <sup>th</sup>                               | 8:00am – 1:00pm       |                  |

**DISABLED STUDENTS**

Monday - Thursday

Friday

**SSB 117**

9:00 a.m. – 6:00 p.m.

9:00 a.m. – 1:00 p.m.

**Ext. 5480**

**Educational Talent Search (ETS )**

**Sidney Cosby**

**Brandy Quarles**

Monday-Thursday

Friday

\*Hours subject to change. Please call to confirm.

**SSB 208**

**(323) 242-5523**

**(323) 242-5523**

**(323) 242-5532**

8:00a.m. – 4:30 p.m. \*

8:00a.m. – 2:00 p.m.

**EOPS/CARE/CAFYES/Ms. Michelle Williams**

Monday & Tuesday

Wednesday

Thursday

Friday

**SSB 218**

**Ext. 5484**

8:00 a.m. – 5:00 p.m.

8:00 a.m. – 6:30 p.m.

8:00 a.m. – 6:00 p.m.

9:00 a.m. – 1:00 p.m.

**FINANCIAL AID**

Monday- Thursday

Friday

**SSB 104**

**Ext. 5338**

8:00 a.m. - 4:30 p.m.

8:00 a.m. - 2:00 p.m.

**HEALTH CENTER**

Please call (323) 241-5252 for office hours.

**SSB 116**

**Ext. 5252**

**Information Technology Department**

**Manager, College Information Systems:**

Monday-Thursday

Friday

**Cox Annex**

**Help Desk: Ext 5075**

**Vibha Gupta**

**ext 5072**

7:30 a.m. - 8:00 p.m.

7:00 a.m. - 3:30 p.m.

**INTERNATIONAL STUDENTS OFFICE**

**Muniece Bruton, Coordinator/Director, PDSO**

Monday – Thursday

Tuesday

**SSB 209**

**Ext. 5277/5278**

9:00 a.m. – 4:00 p.m.

5:30 p.m. – 7:30 p.m.

**Library Services**

Monday – Thursday

Friday

Saturday

**Cox Bldg. 2<sup>nd</sup> Floor**

**Ext. 5235**

7:45am – 8:00pm

7:45am – 1:00pm

9:00am – 1:00pm

**MAIL ROOM/Reprographics**

Monday-Thursday

Friday

Saturday

**Cox Bldg. 1<sup>st</sup> Floor**

**Ext. 5365**

7:00 a.m. - 6:30 p.m.

7:00 a.m.- 3:30 p.m.

Self-Service Only

**Student Success and Support Program**

Monday - Thursday

Friday

**SSB 204**

**Ext. 5361**

8:00a.m.-4:30p.m

8:00a.m.-1:00p.m

|  |  |                     |
|--|--|---------------------|
| <b><u>MIDDLE COLLEGE HS</u></b><br><u>Betty Washington, Principal</u>  | <b><u>Next to Pool</u></b>   | <b>323-418-4700</b> |
| <b><u>Noncredit Adult &amp; Continuing Education Services</u></b><br>Monday–Thursday<br>Friday<br>Saturday   | <b><u>SSB 205</u></b><br>8:00a.m. - 7:00p.m.<br>8:00a.m. - 4:30p.m.<br>8:00a.m. - 1:00p.m.                                     | <b>Ext. 5281</b>    |
| <b><u>NACES COMPUTER LAB</u></b><br>Monday-Thursday<br><br>Friday<br>Saturday  | <b><u>SSEC 110A</u></b><br>8:00 a.m. – 1:00 p.m.<br>& 4:00 p.m. – 6:30 p.m.<br>8:00 a.m. – 1:00 p.m.<br>10:30 a.m. – 1:00 p.m. | <b>Ext. 5361</b>    |
| <b><u>PAYROLL/Edward Francis</u></b><br>Monday-Friday  | <b><u>Cox Annex 151</u></b><br>8:00 a.m. - 4:30 p.m.   | <b>Ext. 5282</b>    |
| <b><u>PASSAGE PROGRAM/Dr. Ralph Davis</u></b><br>Monday-Thursday   | <b><u>SOCTE 138</u></b><br>8:30 a.m. - 5:00 p.m.   | <b>Ext. 5375</b>    |
| <b><u>PERSONNEL/Lorraine Bell</u></b><br>Monday-Friday   | <b><u>Cox Annex 135</u></b><br>8:00 a.m. - 4:30 p.m.   | <b>Ext. 5283</b>    |
| <b><u>PRESIDENT’S OFFICE/Dr. Denise Noldon, Interim</u></b><br>Monday-Friday   | <b><u>Cox Annex</u></b><br>8:00 a.m. - 4:30 p.m.   | <b>Ext. 5273</b>    |
| <b><u>PUENTE PROGRAM/ Daniel Ortega</u></b><br>Please call 323-241-5484 and ask for Mr. Ortega.  | <b><u>SSB 218</u></b>  | <b>5484</b>         |
| <b><u>RECEIVING/Brian Robinson</u></b><br>Monday-Friday  | <b><u>M &amp; O Building</u></b><br>7:00 a.m. - 3:30 p.m.  | <b>Ext. 5063</b>    |
| <b><u>RECRUITMENT/Johnel Barron</u></b><br>Email: <a href="mailto:outreach@lasc.edu">outreach@lasc.edu</a><br>Monday –Thursday<br>Fridays<br>*Tours, Event Presence and Presentations Scheduled Upon Request** | <b><u>SSC 218</u></b><br>9:00a.m. - 4:30 p.m.<br>8:00a.m. - 12:00 p.m.   | <b>Ext. 5325</b>    |
| <b><u>STUDENT SERVICES</u></b><br>Monday-Friday  | <b><u>SSB 209</u></b><br>8:00 a.m. - 4:30 p.m.   | <b>Ext. 5298</b>    |
| <b><u>STUDENT SUCCESS CENTER</u></b><br>Monday - Thursday<br>Friday & Saturdays  | <b><u>SSEC 110 &amp; 110A</u></b><br>8:00 a.m. – 8:00 p.m.<br>Closed   | <b>Ext. 5455</b>    |
| <b><u>TRIO SCHOLARS</u></b><br>Monday – Thursday<br>Friday   | <b><u>SSB 229</u></b> <b>Ext. 5392</b><br>8:00 a.m. - 5:00 p.m.<br>8:00 a.m. – 1:00 p.m.                                       |                     |
| <b><u>TRIO STEM Scholars/Dr. Angelita Salas</u></b><br>Monday – Thursday<br>Friday   | <b><u>SSB 209</u></b><br>8:00 a.m. - 5:00 p.m.<br>8:00 a.m. – 1:00 p.m.  | <b>Ext. 5392</b>    |

**Veterans Services/ Yvette Tucker**  
Monday & Thursday  
Tuesday & Wednesday

**SSB 207**  
8:00 a.m. - 5:00 p.m.  
8:00 a.m. - 6:00 p.m.

**Ext. 5277**