

General Campus Information

BOOKSTORE

The Bookstore provides textbooks and instructional materials at a reasonable cost. The Bookstore also carries a wide selection of general reading/study aids, greeting cards, gifts, and Los Angeles Southwest College imprinted clothing.

Refund Policy

A. TEXTBOOKS are eligible for full refund under the following conditions:

1. All returns must be accompanied by a current LASC Bookstore cash register receipt. **NO EXCEPTIONS!!**
2. Textbooks must be returned within the **first 15 school days** of fall and spring semesters and within the first 5 school days of the summer and winter semester and short-term classes. (Holidays and weekends are not counted.)
3. Textbooks must be in the same condition as when purchased. (New books must be free of any markings, underlining, soil marks or erasures and all pages must be intact). Determination of condition of a textbook will be made by the Bookstore Manager or Assistant Manager.
4. New textbooks returned with minor markings or damage may be refunded at the used book price of 75% of their retail price.
5. To be eligible for a refund, all textbooks purchased after the 15th school day (5th school day for summer, winter and short term classes) must be returned within **24 hours and accompanied by a LASC Bookstore Cash Register Receipt.**
6. To be eligible for a refund, shrink-wrap syllabi must be sealed in their unopened original packaging. The Bookstore may consider a refund for opened syllabi under the following conditions: all pages must be accounted for, all sheets must be in as-purchased condition, and there will be a 25% fee charged for resealing.
7. To be eligible for a refund, all books in a shrink-wrapped set must be returned in their original condition. A condition of deterioration in any book in the set will affect the return of the whole set. (See number 9 below for accompanying information).
8. The following items will only be refunded in NEW condition: spiral bound books, study guides, books with fill-ins, books with perforated pages and packets of instructional materials; i.e.. Accounting practice sets, typing sets, textbooks in shrink-wrapped sets.
9. All shrink-wrapped texts that include as part of their package either computer disks or audio tapes must be returned in the original, unopened, shrink-wrapped package.
10. All textbooks must have original price stickers still in place to be considered for a refund.

B. SUPPLIES and NON-TEXTBOOK items:

1. All non-textbook and supply items; i.e., calculators, clothing, trade books, and other items not listed in this example, are only refundable if they are their original unopened package, in new condition, accompanied by a sales receipt, are returned within 24 hours of purchase. **Trade books, dictionaries and other study aids are non-refundable!!**
2. No refund can be given on athletic supporters, swimsuits, safety goggles, dust masks, and other items not listed which are governed by California health laws.

C. CHECK POLICY:

LASC Bookstore does not accept personal checks.

D. CREDIT CARD PURCHASES:

No cash refund will be made by the Bookstore. A credit will be issued to the credit card agency.

E. BUYBACK POLICY:

No refunds will be given during buyback periods (finals). Buybacks are scheduled during the last 2 weeks of classes in spring and fall, and the last week of winter and summer semesters. Actual dates and times will be posted. Buyback is based solely on the basis of current bookstore needs. Bookstore buyback rate is approximately 50% of the purchase price. The wholesale company running the buy may offer less than 50% for books not purchased by bookstore. **There is no guarantee that the bookstore will buy your books back!!**

SAVE YOUR RECEIPT

Bookstore Hours

Monday & Tuesday 8:00 a.m. – 7:00 p.m.
Wednesday – Friday 8:00 a.m. – 4:00 p.m.

Extended hours will be posted when applicable.

COMMUNITY SERVICES

Community Services is one function of the Community College. The Community Education Program at Los Angeles Southwest College offers a variety of non-traditional activities for the purpose of meeting the individual and community needs not served by the College degree or certificated programs. There are no transcripts or grades.

Offerings include educational, cultural and recreational activities as well as seminars and workshops. The Community Services programs for adults (18 and over) include short-term, non-credit activities in personal development and skill improvement. Special programs have been designed to meet the needs of youth (ages 6-17) in the skills improvement area, and activities are offered for enrichment in such areas as languages and performing arts; however, a small fee is charged for some activities. The Community Services Program establishes linkages with related college and community programs to supplement and coordinate other than existing offerings. For further information call (323) 241-5288.

Foster/Kinship Care Education (FKCE)

Come to FKCE When You:

- Take care of a relative's child

- Think you would like to care for a child in the “system”
- Need to complete mandated state foster care education
- Care for another’s child and want to improve your parenting skills

Because you make a difference, our job is to help you make that difference.

Update your caregiving skills and knowledge at Los Angeles Southwest College Foster/Kinship Care Education Program Department. For more information, contact us at (323) 241-5260.

Independent Living Program (ILP)

This program provides independent living skills training to Los Angeles foster youth, ages 16-18, through 18 area community colleges. DCFS Independent Living Program Coordinators refer foster youth to CCCF-ILP for the training. Foundation Outreach Advisors personally recruit foster youth to participate in the program, and college Program Directors coordinate the program at the college level. For more information, contact us at (323) 241-5291.

Model Approach to Partnership in Parenting (MAPP)

A 36 hour Group Preparation and Selection (GSP) parenting class that will guide you as you consider how best to care for a foster child/children. MAPP is an educational experience that the Department of Children and Family Services (DCFS) requires you to complete before DCFS can place a foster child in your home.

KEPS (Kinship Education Preparation)

This class is designed for KSSP staff to conduct training workshops to help relative caregivers deal with some of the issues that they face. These workshops are designed by professionals working with relative caregivers and by relative caregivers themselves. They provide practical tips and tools to help relative caregivers work through the maze of service systems they face, and to empower them to meet their own practical and emotional needs and those of their relative children.

Early Start to Emancipation Preparation (ESTEP)

This class provides training to youth in foster care, ages 14 – 15, through an interagency agreement with the Los Angeles County Department of Child and Family Services. Classes include information on Relationships, Self Esteem, Dating, Sexuality, Teen and Peer pressure. There will be many guest speakers to encourage and motivate students.

AmeriCorp

Los Angeles Southwest College is recruiting dedicated individuals, who want to help youth and serve their community as mentors or tutors to youth. By becoming a member of our Pathfinder Academy, you will have many opportunities to be of service, earn college credit, obtain marketable skills and experiences, and receive funds to go toward school or pay for student loans. We invite you to learn more and receive an application at our Info Session scheduled at various times.

PUBLICATIONS

Current College publications include the Academic Affairs Welcome Bulletin, College Catalog, Schedule of Classes, President’s Bulletin, and Community Services Schedule.

DEPUTY SHERIFF’S SERVICES

The Los Angeles County Deputy Sheriffs serve Los Angeles Southwest College. The Deputy Sheriffs are sworn law enforcement officers under California Penal Code Section 830.1 and, in compliance with state law, meet the Peace Officer Standards and Training requirements mandatory for all California law enforcement officers. In addition, college police officers undergo training especially designed to meet the needs and problems of a contemporary college.

Deputy Sheriffs provide the campus population with patrol, traffic control, accident investigation, emergency first aid, and lost/found property service.

To contact the Deputy Sheriff and report a problem or make an inquiry students may call any of the following numbers: (323) 241-5311, (323) 241-5269, and (323) 241-5265.

From any public telephone on campus, students can pick up the receiver and dial #30. No money is required and you will be immediately connected to the college police.

If there is an emergency and the Deputy Sheriffs are unavailable, call 911 for outside emergency response.

Personal Safety Tips

We all share the responsibility for making Los Angeles Southwest College the safest possible place in which to work and learn. We need your help in reporting crimes and in practicing preventive measures to reduce crime. Report promptly any actions that look suspicious. Don’t wait for a crime to occur. Let us check it out. You might prevent a crime.

Some things you can do:

- Learn where the Deputy Sheriffs are located.
- Prevent delays in reporting crime.
- Don’t walk alone. Use the “buddy system” when walking to your car or other points in the area.
- If you must walk alone, stay alert; be observant. Don’t let your guard down. Don’t fall into the “immunity syndrome.”
- Walk with confidence and at a steady pace.
- Don’t take shortcuts. Stay on well-lit, well-traveled streets and walkways.
- When going to your car, have your car keys in hand before leaving a building.
- Give your car a quick “once-over” before entering, with a critical eye for signs of break-in or persons in the rear seat or floor area.
- Dress for freedom of movement and be prepared to drop books, etc. and get away fast if followed or approached. Head for open businesses or groups of people.
- Personal property (purses, briefcases, textbooks, etc.) should never be left unattended. Take such items with you if you are leaving the classroom or study area.
- Print your name neatly in pencil on the edge of your textbooks. You will lose money on resale, but that is better than buying another if lost or stolen.
- Make a record of the serial numbers of your personal property. If there is no serial number, engrave your

drivers' license number on it followed by the state of issuance.

- Engrave your driver's license number on your vehicle battery for I/D.
- If you don't have a lock on the hood of your car, have one installed or put a chain and padlock on it.
- Keep your car locked.
- Never leave the keys in the ignition. Don't use a hide-away key — thieves know all the hiding places.
- If you lose something, check with the Deputy Sheriffs located in CPU at Western Avenue.

As required by law, the following statistics are published for your information and to heighten your awareness:

Statistics for On-Campus Crimes

	2003	2004	2005
Murder	0	0	0
Rape	0	0	0
Robbery	1	2	0
Aggravated Assault	0	2	2
Burglary	14	20	8
Motor Vehicle Auto Theft	6	3	5
Theft from Vehicle	1	1	1

Arrest Statistics for the Following On-Campus Crimes

	2003	2004	2005
Liquor Law Violations	0	0	0
Drug Abuse Violations	3	2	0
Weapons Possessions	3	0	1
Sex Crimes	0	0	0
Disturbing the Peace	2	2	0
Robbery	3	2	0

Lost and Found

Lost and found is located in the Deputy Sheriff's Office, Bungalow 932.

PARKING REGULATIONS ON CAMPUS

Parking in areas marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit.

L.A. Southwest College Traffic Regulations for Student Parking – Permit and Citation Information

I. AUTHORIZATION

Section 72247 of the California State Education Code Board Rules, Chapter II, Article II 2309

II. PERMIT AND FEES

- A. The parking permit is a license to park a specific vehicle and is NON-TRANSFERABLE. Purchase of a student-parking permit does not guarantee a parking space.
- B. ASO preferred parking for \$27.00 per vehicle for Fall & Spring semesters (\$8 for Summer), will allow a student to park in the student portion of Lot "F" and Lots "A, C, D, " Southwest Drive (see map).

- C. General parking for \$20.00 per vehicle for Fall & Spring semester (\$5 for summer), will only allow a student to park in Lots "D" and "G".
- D. Permits may be purchased through the Business Office (SSC 213).
- E. Staff permits may be obtained for those who qualify through the Deputy Sheriff's Office. An application must be completed for each permit. Permits are NON-TRANSFERABLE. No permanent permits will be issued without Employee I.D. card and verification of employee's status. Please bring your vehicle's plate or VIN number with you, no permits may be issued without it.
- G. Carpool parking permits are also available to staff members who wish to take advantage of our Rideshare Program and use marked "Carpool" spaces on campus. Permits must be renewed each semester. An application must be completed in the Community Service Office (SSC 116), and verification brought to the Deputy Sheriff's Office to obtain the permit. Persons parking in this area without the proper permit can be cited.
- H. Student/Visitors wishing to park on campus for short-term stays are welcome to use the yellow parking meters located on both the Western Ave. and the Imperial Hwy. entrances. Fees and parking areas for these all day permits are as follows:
 - \$1.50 Student/Visitor Parking Permits – valid in student portions of Lots: A, D, and G.,
 - \$1.00 Special Event permits are valid in Lots D and G only (unless otherwise directed by the Deputy Sheriffs).
 These permits may be purchased from our cadets at the gates or in the Deputy Sheriff's Office, Bungalow 932, if meter is not working.
- I. Multi-Day (four week) parking passes for \$10 are available for students taking short-term classes. These passes are valid in Lots: A, C, D, and G. Contact the Deputy Sheriff's Office (323-241-5311) for Departmental Purchase forms or student applications.

Students are always required to have a parking permit, including when parking is free of charge.

III. REFUNDS

- A. Refund of parking fee will be granted only if the parking permit is returned in reusable condition or removed from the vehicle by Campus Police personnel. THERE WILL BE NO REFUND IF THE PERMIT IS LOST OR STOLEN. Refunds shall be granted according to the following schedule:
 - First two weeks of class 100%
 - After two weeks NO REFUND
 Refunds are made in the Business Office (SSC 213), Odessa Cox Building.
- B. ABSOLUTELY NO REFUNDS FOR ASO STUDENT PARKING FEES OR ONE DAY PARKING PERMITS.

IV. PARKING REGULATIONS

- A. A valid parking permit **must be visibly displayed** on any vehicle parking on campus, except in the 30-minute visitor parking area, WHICH IS MONITORED & CITED.

- B. All vehicles must be parked clearly within a designated parking stall.
- C. All vehicles shall be parked heading into the parking stall.
- D. "No Parking" signs must be observed.
- E. Any vehicle parked in a space designated for "Disabled or Handicapped Only" must display a valid handicapped permit or placard, as well as a student parking permit.
- F. NO VEHICLE SHALL BE PARKED OVERNIGHT ON CAMPUS.
- G. Any vehicle repeatedly in violation of parking regulations may be towed away at the owner's expense.
- H. NO vehicle shall be parked between buildings on campus without expressed permission of the Deputy Sheriff's Office; and those who do so will be CITED and/or TOWED at owner's expense.
- I. Areas marked "RESERVED" located in Lot B, are to be utilized by our President, Vice Presidents, and Deputy Sheriffs only; all others who park there are subject to be cited and/or towed at owners expense.

V. CITATIONS AND PAYMENT

- A. Persons parking illegally on campus will receive a parking citation (\$30 - \$340), as authorized by Section 21113A of the California Vehicle Code.
- B. Persons parking illegally in the Disabled Person's parking area will be cited (\$340) by Section 22507.8b of the California Vehicle Code.

- C. These citations will be payable through the L.A. Southwest College Parking Citation Services Center, and can be resolved in accordance with the Administrative Review Process. See "Parking Citation Complaint".
- D. Consumers with citation disputes have **21 days** only from the date of the citation for their complaint to be heard. Please come in or call the Deputy Sheriff's Office to obtain an Administrative Review form. (Deputy Sheriff's Office, (323) 241-5311.)

VI. PARKING CITATION COMPLAINT

- A. Consumers not in agreement with a parking citation have the right to contest the citation by filing an Administrative Review, a request for an Administrative Hearing, and if necessary a Municipal Traffic Court Appeal. Complaints must be filed within 21 days of citation or hearing results. Contact the Deputy Sheriffs Office for more information.

VII. STUDENTS PARK AT THEIR OWN RISK

- A. The L.A. Community College District is not responsible for students' vehicles or their contents while parked on the campus.