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# LOS ANGELES SOUTHWEST COLLEGE FALL 2021 FACULTY HANDBOOK

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August 30, 2021 – December 19, 2021

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# ACADEMIC AFFAIRS FALL 2021 HANDBOOK

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## Greetings

The Fall 2021 Semester begins August 30, 2021 and ends December 19, 2021. 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

Dr. Seher Awan College President	Ext. 5273	Annex
Jose Gallegos, Dean Institutional Effectiveness	(323) 242- 5511	Annex 152
Dr. Lawrence Bradford Vice President	Ext. 5280	COX 507
Dr. Jamail Carter, Dean	Ext. 5218	COX
Katrina Taylor	5565	Arts & Humanities
Maisha Jones	5513	Behavioral and Social Science
LaShawn L. Brinson	5023	Child Development
Dr. Kristi Blackburn, Dean	Ext. 5297	COX 520
Dr. Jeffrey Bohn	5597	English and Foreign Languages
Parisa Samaie	5410	Library
Ms. Laura Perez, Interim Dean CTE/Workforce	Ext. 5388	SOCTE 142
Dr. Allison Moore	5386	Business
Damien Danielly, Director	5406	Career Center
Dr. Tangelia Alfred, Dean, Curriculum	Ext. 5333	SOS 104E
Dr. Todd Roberts	5215	Natural Sciences, Health, Kinesiology
Dr. Lernik Saakian	5366	Mathematics
Dr. Catherine Azubuike	5461	Nursing
Ms. Laura Perez, Dean, Non-Credit	Ext. 5552	SSEC 116
Susan Lyons	Ext. 5281	NACES

### ACADEMIC AFFAIRS ADMINISTRATIVE SUPPORT STAFF - COX 507

Ms. Maria Cortez, Administrative Aide	<a href="mailto:cortezm@lasc.edu">cortezm@lasc.edu</a>	(323) 241-5287
Ms. Sinchell Nelson, Administrative Secretary	<a href="mailto:nelsonsm2@lasc.edu">nelsonsm2@lasc.edu</a>	(323) 241-5256
Ms. Cassaundra Walker, Academic Scheduling Specialist	<a href="mailto:walkeraci@lasc.edu">walkeraci@lasc.edu</a>	(323) 241-5473

### 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. Please see tentative evening and Saturday coverage for Fall 2021 on the next page.

ADMINISTRATOR COVERAGE FOR FALL 2021 (LOS ANGELES SOUTHWEST COLLEGE)

MONDAY – THURSDAY EVENING (5:00 PM – 8:00 PM) AND SATURDAY (8:00 AM – 1:00 PM)

2021		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	2021
MON							01	Hall			MON
TUES							02	Davis			TUES
WED			01	Bradford			03	Davis	01		WED
THUR			02	Bradford			04	Davis	02		THUR
SAT			04	Bradford	02	Magee	06	Blackburn	04	Hall	SAT
MON			06	HOLIDAY	04	Gallegos	08	Hall	06	Blackburn	MON
TUES			07	Bradford	05	Magee	09	Perez	07	Blackburn	TUES
WED			08	Irvin	06	Alfred	10	Perez	08	Blackburn	WED
THUR			09	Irvin	07	Carter	11	HOLIDAY	09	Sanford	THUR
SAT			11	Irvin	09	Alfred	13		11	Blackburn	SAT
MON			13	Gallegos	11	Gallegos	15	Hall	13	Sanford	MON
TUES			14	Irvin	12	Magee	16	Perez	14	Sanford	TUES
WED			15	Irvin	13	Alfred	17	Perez	15	Sanford	WED
THUR			16	Irvin	14	Carter	18	Perez	16	Sanford	THUR
SAT			18	Gallegos	16	Blackburn	20	Perez	18	Sanford	SAT
MON			20	Gallegos	18	Blackburn	22	Hall	20		MON
TUES			21	Magee	19	Blackburn	23	Awan	21		TUES
WED			22	Alfred	20	Alfred	24		22		WED
THUR			23	Magee	21	Carter	25	HOLIDAY	23		THUR
SAT			25	Davis	23	Carter	27		25		SAT
MON	30	Bradford	27	Gallegos	25	Hall	29	Awan	27	HOLIDAY	MON
TUES	31	Bradford	28	Magee	26	Davis	30	Awan	28		TUES
WED			29	Alfred	27	Davis			29		WED
THUR			30	Carter	28	Carter			30	HOLIDAY	THUR
SAT					30						SAT

Sheriff's Office—LASC X5311 from any Campus Phone or (323) 241-5311

Monday –Thursday Evening Location (5:00 pm – 8:00 pm)

Alfred (SOS 104E) Ext.5333  
 Awan (ANNEX 156) Ext. 5276  
 Blackburn (SOS 104D) Ext. 5297  
 Bradford (COX 507) Ext. 5280  
 Carter (COX 520A) Ext. 5218  
 Davis (SSB 228) Ext. 5261  
 Gallegos (ANNEX 152) Ext. 5511  
 Hall (ANNEX 143) Ext. 5467  
 Irvin (SSB 209) Ext. 5328  
 Magee (SSB 209) Ext. 5274  
 Perez (SSEC 116A) Ext. 5552

Saturday Location (8:00 am – 1:00 pm)

Alfred (SOS 104E) Ext. 5333  
 Awan (ANNEX 156) Ext. 5276  
 Blackburn (SOS 104D) Ext. 5297  
 Bradford (COX 507) Ext. 5280  
 Carter (COX 520A) Ext. 5218  
 Davis (SSB 228) Ext. 5261  
 Gallegos (ANNEX 152) Ext. 5511  
 Hall (ANNEX 143) Ext. 5467  
 Irvin (SSB 209) Ext. 5328  
 Magee (SSB 209) Ext. 5274  
 Perez (SSEC 116A) Ext. 5552

AV =Academic Village / ANNEX = COX Annex / COX= Cox Building / SSB = Student Services Building / SOCTE= School of Career & Technical Education Building / SSEC=Student Success Education Center / SOS=School of Science

1600 W Imperial Hwy | Los Angeles, CA 90047 | <http://www.lasc.edu> | 323-241-5284

## FALL 2021 HOLIDAYS

(CLASSES ARE NOT IN SESSION)

Non-Instruction Day (No Classes)	Sat.-Sun., August 28-29, 2021
Labor Day (Campus Closed; No Classes)	Mon., September 6, 2021
Veteran's Day (Campus Closed; No Classes)	Thur., November 11, 2021
Thanksgiving (Campus Closed; No Classes)	Thur.-Fri., November 25-26, 2021
Non-Instruction Day (No Classes)	Sat.-Sun., November 27-28, 2021
Non-Instruction Day (No Classes)	Mon.-Thur., Dec. 20-23, 2021
Holiday (Campus Closed; No Classes)	Fri., Dec. 24, 2021
Non-Instruction (No Classes)	Sat.-Sun. Dec. 25-26, 2021
Holiday (Campus Closed; No Classes)	Mon., Dec. 27, 2021
Non-Instruction Day (No Classes)	Tue.-Wed., Dec. 28-29, 2021
Holiday (Campus Closed; No Classes)	Thur.-Fri., Dec. 30-31, 2121
Non-Instruction (No Classes)	Sat. – Sun., January 1-2, 2022

## 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  
Work Environment Committee Chair

Dr. Kristine Wright    SSEC 216N                      Ext. 5542  
LASC Grievance Officer

## ROSTER MANAGEMENT

### **How to Print Your Attendance Roster**

- Download the help guide on [Printing Your Attendance Roster](#) (PDF)
- Watch the [Attendance Roster video](#) (YouTube).

### **How to Issue and Record Permission Numbers (Electronic Add Permits)**

- Download the help guide on [Permission Numbers](#) (PDF)
- Watch the [Permission Numbers video](#) (YouTube).

### **How to Create a Mandatory Exclusion Roster (MER)**



*The MER is due eight days after census. It must be submitted even if you have no students to exclude.*

- Download the help guide on [Mandatory Exclusions](#) (PDF).

### **How to Schedule a TBA**

- Download the help guide on [TBA Schedules](#) (PDF).

### **How to Enter and Post Grades and Incompletes**

Download the help guide on [Submitting Grades and Incompletes](#) (PDF).

### **How to Record Positive Attendance**

*The District is required to maintain accurate records of student enrollment and attendance. Attendance records are reported to the State for funding purposes.*

Download the help guide on [Recording Positive Attendance](#) (PDF).

For more SIS Help please visit <https://www.lasc.edu/about-lasc/faculty-staff/Information> and then look for the "SIS Guides and Help" headline (about 2/3 the way down the page).

### *Admissions & Records Deadlines*

Deadline to Add a Class (Permission Numbers REQUIRED)	September 12, 2021
Deadline to drop without a "W"	September 12, 2021
Deadline to Drop with full refund or no fees	September 12, 2021
Deadline to Drop and receive a "W"	November 21, 2021

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 2021 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 12, 2021. Students who are not officially enrolled (i.e. whose names do not appear on your roster) by the census date, Monday, September 13, 2021, 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 21, 2021.

### *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 12, 2021.**

**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 @

[https://ousearch.omniupdate.com/taxis/search/redir.html?query=absence+certification&pr=lasc&prox=page&rorder=500&prox=750&rdfreq=500&rwfreq=750&rlead=750&rdepth=31&sufs=1&order=r&uq=&u=https%3A//www.lasc.edu/Documents/Absence-Certification-Request-for-Faculty-and-Classified-Employees\\_fillable%2520051517.pdf%23search%3Dabsence%2520certification&link](https://ousearch.omniupdate.com/taxis/search/redir.html?query=absence+certification&pr=lasc&prox=page&rorder=500&prox=750&rdfreq=500&rwfreq=750&rlead=750&rdepth=31&sufs=1&order=r&uq=&u=https%3A//www.lasc.edu/Documents/Absence-Certification-Request-for-Faculty-and-Classified-Employees_fillable%2520051517.pdf%23search%3Dabsence%2520certification&link)

##### 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\*\****

*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.*

*The above information for an absence can also be emailed to Cassaundra Walker [walkerci@lasc.edu](mailto:walkerci@lasc.edu), Maria Cortez [cortezm@lasc.edu](mailto:cortezm@lasc.edu), or Sinchell Nelson [nelsonsm2@lasc.edu](mailto:nelsonsm2@lasc.edu).*

##### *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 or Directors and their extensions:

Catherine Azubuike <a href="mailto:azubuic@lasc.edu">azubuic@lasc.edu</a>	(323) 241-5461	Parisa Samaie <a href="mailto:samaiep@lasc.edu">samaiep@lasc.edu</a>	(323) 241-5410
LaShawn Brinson <a href="mailto:azubuic@lasc.edu">azubuic@lasc.edu</a>	(323) 241-5023	Susan Lyons <a href="mailto:lyonssk@lasc.edu">lyonssk@lasc.edu</a>	(323) 241-5310
Jeff Bohn <a href="mailto:bohnjl@lasc.edu">bohnjl@lasc.edu</a>	(323) 242-5597	Lernik Saakian <a href="mailto:saakial@lasc.edu">saakial@lasc.edu</a>	(323) 241-5366
Katrina Taylor <a href="mailto:taylorkl@lasc.edu">taylorkl@lasc.edu</a>	(323) 242-5565	Allison Moore <a href="mailto:mooreap@lasc.edu">mooreap@lasc.edu</a>	(323) 241-5386
Maisha Jones <a href="mailto:jonesmn@lasc.edu">jonesmn@lasc.edu</a>	(323) 242-5513	Kang Kim <a href="mailto:kimk@lasc.edu">kimk@lasc.edu</a>	(323) 241-5341

## 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 07/01/2020 – 06/30/2023, 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/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.

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](#). 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 your 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 <https://www.lasc.edu/about-lasc/administration/administrative-services/information-technology>.

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 three weeks 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 at <http://laccd.edu/Departments/BusinessServices/Risk-Management/PropertyLiability/Documents/Excursion-Field-Trip-Form.pdf>

## 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 2021, finals are scheduled between **Monday, December 13, 2021 through Saturday, December 18, 2021. Any change from the approved Finals Examination Schedule must be approved by the Office of Academic Affairs by December 6, 2021.** All classes are to meet on a regular basis through **Friday, December 10, 2021.**

The Fall 2021 final schedule is listed below and on page 2 of the Fall 2021 Schedule of Classes. Please note that for classes which begin at/after 4:00 pm during that week, final examinations will be from 5:00 pm to 7:00 pm on the first day the class meets. Examinations for evening classes beginning at 6:30 pm will be given from Monday, December 13, 2021 through Thursday, December 16, 2021.

# FINAL EXAM SCHEDULE

## FALL 2021

**Monday, December 13, 2021 - Saturday, December 18, 2021**

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 6, 2021. All classes are to meet on a regular basis through **Friday, December 10, 2021.**

Students in Kinesiology classes that begin before 7:45 am 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 18, 2021.***

	Monday December 13	Tuesday December 14	Wednesday December 15	Thursday December 16	Friday December 17
8:00 am to 10:00 am	Classes which begin at 8:00 am-9:25 am M, MW MTWTh	Classes which begin at 8:00 am – 9:25 am T, TTh	No Exams Schedule	No Exams Schedule	Classes which begin at 8:00 am – 9:25 am F, FS
10:15 am to 12:15 pm	No Exams Schedule	No Exams Schedule	Classes which begin at 9:35 am – 11:00 am M, MW, MTW MTWTh	Classes which begin at 9:35 am – 11:00 am T, TTh	Classes which begin at 9:35 am – 11:00 am F, Sat
12:30 pm to 2:30 pm	Classes which begin at 11:10 am-12:35 pm M, MW MTWTh	Classes which begin at 11:10 am–12:35 pm T, TTh TWTh	Classes which begin at 12:45 pm – 2:10 pm M, MW	Classes which begin at 12:45 pm – 2:10 pm T, Th	Classes which begin at 11:10 am – 12:35 pm F, Sat
2:45 pm to 4:45 pm	No Exams Schedule	No Exams Schedule	Classes which begin at 2:25 pm – 3:55 or 2:45 pm – 3:55 pm M, MW, MTWTh	Classes which begin at 2:25 pm – 3:55 or 2:45 pm – 3:55 pm T, TTh	Classes which begin at 2:45 pm – 3:55 pm F, Sat
5:00 pm to 7:00 pm	Classes which begin at 4:00 pm – 5:25 pm M, MW MTWTh	Classes which begin at 4:00 pm – 5:25 pm T, TTh	Classes which begin at 4:00 pm – 5:25 pm W	No Exams Schedule	No Exams Schedule
7:15 pm to 9:15 pm	Classes which begin at 6:30 pm – 9:40 pm M, MW, MTWTh	Classes which begin at 6:30 pm -9:40 pm T, TTh, TWTh	Classes which begin at 6:30 pm – 9:40 pm W	Classes which begin at 6:30 pm – 9:40 pm Th	No Exams Schedule

# Incompletes

LOS ANGELES SOUTHWEST COLLEGE

## PROCESS FOR ASSIGNING INCOMPLETES AT THE END OF THE TERM

Per Board Rule 6700 (LOS ANGELES COMMUNITY COLLEGE DISTRICT BOARD RULES, CHAPTER VI ARTICLE VII ACADEMIC STANDARDS 6700: GRADE SYMBOL DEFINITIONS AND CONDITIONS FOR USE) Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

Effective beginning Spring 2018, once a faculty member assigns an Incomplete to a student a package shall be submitted to the respective department chair containing all of the student's grades to date, the course syllabus, and the required final assignment(s) to complete the class along with the grading key. The department chair will retain this information and if the faculty member is not available when the student requests to complete the course requirements the department chair can administer (or accept) the final assignment(s) and if necessary, assign the final grade on behalf of the instructor.

Further, after grades are submitted each semester the Registrar will provide each department chair with a list of all incomplete grades assigned to students in their department. This list will enable chairs to ensure that all required documentation has been acquired.

Approved by Los Angeles Southwest College Academic Senate

March 13, 2018

## 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 the sheriff at (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.

**All flyers must be approved by LASC's Vice President (VP) of Student Services Office prior to posting them on campus.** This rule applies to all requesters (faculty, staff, students, student clubs/organizations as well as individuals not affiliated with a student club/organization and/or the College). If a requester is interested in posting flyers, he/she must stop by the Student Services Office in Student Services Building, Room 209, to receive official approval. Only one copy of each flyer should be submitted for approval and all copies should be made from the approved original.

## 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. Stephanie Burrus, Staff Development Coordinator at [burrussd@lasc.edu](mailto:burrussd@lasc.edu) \*\*

**FLEX REPORT FORMS CAN BE TURNED IN TO MS. BURRUS 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 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.

## 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.** 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 DSPTS Services (See “DSPTS 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 Student Services (Ombudsmen)**

## 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 any 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 2021 classes is Sunday, September 12, 2021, at 11:59 pm 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 12, 2021, should not be allowed to remain in your class.

Saturday classes begin **September 4, 2021** and the deadline to add Saturday classes is **Sunday, Sept. 12, 2021**. Please issue Permission Numbers on September 4, 2021 to allow students time to process them before the next class meeting. Admissions and Records will be open Saturday, Sept. 4 and Sept. 11 to assist students with processing permission numbers.

#### Office Hours

	Open Office Hours	Virtual Hours
Student Services Building, Room 103	10 a.m. to 2 p.m. Mondays and Tuesdays	8 a.m. to 4:30 p.m. Mondays to Fridays

#### CalWORKs/GAIN

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

	Open Office Hours	Virtual Hours
Student Services Building, Room 217	10 a.m. to 2 p.m. Mondays and Tuesdays	8 a.m. to 4:30 p.m. Mondays to Fridays

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 am to 4:30 pm

## California Agencies Resources for Education (CARE)

Ms. Rachele Thomas-Green, SSB 218, 241-5484

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

**CARE Qualifications:** must qualify for EOPS, *be enrolled in 9-12 units on acceptance*, have a dependent child, receive CASH AID (CalWorks or TANF).

CARE Program Office Hours:

Monday	8:00 am – 6:00 pm
Tuesday	8:00 am – 6:00 pm
Wednesday	8:00 am – 7:00 pm
Thursday	8:00 am – 6:00 pm
Friday	8:00 am – 1:00 pm

## Career Center

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. The AJCC (America's Job Center of California) city and county services are also located in the Center and available to our students that qualify for a variety of support services.

## Counseling

Dr. Kathy Wilson SSB 227, 241-5200

### Open Office Hours Virtual Hours

Student Services Building, Room 227 None

8 a.m. to 4:30 p.m. Mondays to Fridays

The Counseling office is committed to assisting all students with achieving their academic goals. The counselors are committed to providing a positive college experience through several counseling methods. From a certificate of achievement, Associates degree, transfer from LASC to a university, or personal counseling/development we are here to support you!

## Distance Learning/Online Courses

Travis Dubry SSEC 2160, 323-242-5507

Distance learning offers help and resources for instructors teaching online and hybrid classes and for instructors using Canvas to support their face-to-face courses.



- The LASC Online website has more information and resources for students and faculty at: <https://www.lasc.edu/services/online-learning>
- The Canvas site called LASC DE Resources has training information, workshop and webinar resources, and much more at: <https://ilearn.laccd.edu/enroll/B8EREY>
- The Distance Education Handbook can be found at <https://www.lasc.edu/Documents/DE-Handbook-2017-2018.pdf#search=distance%20education>
- For more information on the Distance Education Committee, including agendas and minutes, please visit: <https://studentlaccd.sharepoint.com/sites/lasc/committees/Distance-Education/SitePages/Home.aspx>

For all questions, please contact Travis Dubry at [dubryta@lasc.edu](mailto:dubryta@lasc.edu)

## 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 disadvantage. 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.

EOPS/ CARE/CAYFES Program Office Hours:

Open Office Hours	Virtual Hours
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Student Services Building, Room 218	None
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8 a.m. to 4:30 p.m.	Mondays to Fridays
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## LASC “Founders” Library

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

<https://www.lasc.edu/services/library>

### **About:**

The LASC Founders Library mission is to provide opportunities to build and enhance the educational skills of our diverse student body by providing reference services and access to current print and electronic materials conducive to study, research and life-long learning.

### **Research Instruction/Orientation:**

The library offers workshops and orientations for entire classes upon request. To request a library workshop or orientation, visit the library website, click on “**for faculty => library instruction request form**” and complete the form. A Faculty Librarian will contact you via email to confirm the date and time of your request.

### **Library Resources:**

- 48 computer stations for student use, including two MAC computers and one with disability access software.
- Wireless access
- Photocopy machines
- Study rooms
- Laptops, tablets, calculators

- Print and electronic books, reference materials, periodicals, and online databases with remote access.

**Course Reserves (textbooks):**

- To place your materials on reserve for library use fill out the textbook reserve form and turn it in to the library. Materials on reserve are for library use only.

**Copyright Laws:**

The American University Library published a document in 2010 titled [What Faculty Need to Know about Copyright for Teaching](#). For educational purposes, it is possible to use materials under the “Fair Use” act; however, there are limitations. The above document provides details.

**Operating hours:**

Fall 2021

Open Office Hours Virtual Hours

Cox Building, Second Floor None

10 a.m. to 4 p.m. Mondays to Fridays

**Contact:**

- Circulation Desk x5235
- Reference Desk x5236

Library Department Chair x5410

**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.

**Math Lab**

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\*:

Open Office Hours

Technical Education Center, Room 185 11 a.m. to 5 p.m. Mondays to Fridays (By appointment only)

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

## Next Up (CAFYES)

Angelica Arauza SSB 218, 241- 5484

Next Up (CAFYES) is a supplemental component of EOPS – Intended to encourage the enrollment, retention, and transfer of current or former foster youth attending 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, academic and personal counseling, tutoring assistance, books and supplies, student success workshops, housing and 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

Also, Next Up (CAFYES) cooperates with local county child welfare departments, county probation departments, local educational opportunity and services programs, and the community college district.

Next Up Program Office Hours:

Open Office Hours Virtual Hours

Student Services Building, Room 218 None

8 a.m. to 4:30 p.m. Mondays to Fridays

## Noncredit Adult & Continuing Education Services (NACES)

SSEC 116A 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:

Open Office Hours

Virtual Hours

Student Services  
Education Center, Room  
116A

8 a.m. to 7 p.m. Mondays to Thursdays  
as well as from 8 a.m. to 1 p.m. Fridays

8 a.m. to noon Mondays to Fridays as well  
as 3 p.m. to 7 p.m. Mondays to Thursdays

## Student Services Retention and Services Center (SSRSC)

SSB 204, Ext. 5361

Open Office Hours

Virtual Hours

Cougar Retention Services  
Center

10 a.m. to 2 p.m.  
Mondays and Tuesdays

8 a.m. to 4:30 p.m.  
Mondays to Fridays

Please call 323-241-5361 for more information.

## The Student Success Center

COX Library, 3<sup>rd</sup> Floor, Ext. 5455

<https://www.lasc.edu/services/tutoring>

### Services Offered:

- Open Computer lab, Internet, Microsoft Office Suite
- Tutoring in multiple subjects (individual and group settings)
- Learning labs for Spanish 1 & 2
- Micro Biology Lab
- Student Lingo – Online Student Success Workshops
- Student Empowerment Workshops (academic and non-academic)
- Private Study Rooms (2-hour limit when others are waiting)
- Text Book Borrowing (with current student ID)
- Graphing Calculator Rentals (in bookstore)
- Student-centered environment

### Fall Hours

Open Office Hours Virtual Hours

Cox Building, 3rd and 4th floors None

10 a.m. to 4 p.m. Mondays to Fridays

## Transfer Center

SSB 229, Ext. 5399

The Transfer center assists students with successfully transitioning from Los Angeles Southwest College to a four-year institution. We provide a learning environment that encourages students to successfully transfer to any university. We provide resources and support to empower students to become experts of their transfer educational goals and transition to a four year institution.

Open Office Hours Virtual Hours

Student Services Building, Room 227 None

8 a.m. to 4:30 p.m. Mondays to Fridays

## 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:

Open Office Hours Virtual Hours

Student Services Building, Room 229 None

8 a.m. to 4:30 p.m. Mondays to Fridays

## TRIO STEM (Science, Technology, Engineering, Math) Scholars Program

Dr. Angelita Salas, SSB 229, 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.

As the only TRIO STEM Program in the LACCD, it 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 at LASC. 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:

Open Office Hours Virtual Hours  
 Student Services Building, Room 229 None 8 a.m. to 4:30 p.m. Mondays to Fridays

## SECTION IV OFFICE HOURS\*\*

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

***ABSENCE REPORTING*** ***(323) 241-5285***

\*\*Please call the above number to report absences or emergency situations. \*\*

Absences can also be emailed to Cassaundra Walker [walkerci@lasc.edu](mailto:walkerci@lasc.edu) Maria Cortez [cortezm@lasc.edu](mailto:cortezm@lasc.edu)  
 Sinchell Nelson [nelsonsm2@lasc.edu](mailto:nelsonsm2@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.**

Office	Ext	Location	Open Office Hours	Virtual Hours
President's Office	5273	Cox Annex		
<b>Academic Affairs</b>				
Office	Ext	Location	Open Office Hours	Virtual Hours
<a href="#">Academic Affairs' Vice President Office</a>	5284	Cox Building, Room 507	8 A.M. To 4:30 P.M. Mondays To Fridays	N/A
<a href="#">Career And Technical Education</a>	5388	SOCTE Building, Room 142	8 A.M. To 4:30 P.M. Mondays To Fridays	8 A.M. To 4:30 P.M. Mondays To Fridays
Computer Applications & Office Technology Lab	5210	SOCTE 202, 204, Cox 523, & Tec 250		
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	5345	Tec 250		
<a href="#">Liberal Arts Division</a>		Cox Building, Room 520A	8 A.M. To 1 P.M. Mondays To Wednesdays By Appointment. Schedule An Appointment By Emailing <a href="mailto:Carterjd2@Lasc.Edu">Carterjd2@Lasc.Edu</a>	8 A.M. To 4:30 P.M. Mondays To Fridays

<a href="#">Library</a>	5235	Cox Building, Second Floor	None	10 A.M. To 4 P.M. Mondays To Fridays
			By Appointment Only. Schedule An Appointment With Your Department By Clicking The Links Below	
<a href="#">Mathematics; Natural Science, Health, &amp; Kinesiology; And Nursing Department Division</a>		School Of Science, Room 104 E	<ul style="list-style-type: none"> <li>• <a href="#">Nursing</a></li> <li>• <a href="#">Math</a></li> <li>• <a href="#">Natural Science, Health And Kinesiology</a></li> </ul>	8 A.M. To 4:30 P.M. Mondays To Fridays
Math Lab	5374	Technical Education Center, Room 185	11 A.M. To 5 P.M. Mondays To Fridays (By Appointment Only)	N/A
<a href="#">Noncredit Adult And Continuing Education Services</a>	5281	Student Services Education Center, Room 116A	8 A.M. To 7 P.M. Mondays To Thursdays As Well As From 8 A.M. To 1 P.M. Fridays	8 A.M. To Noon Mondays To Fridays As Well As 3 P.M. To 7 P.M. Mondays To Thursdays <a href="#">Here</a>
NACES Computer Lab	5360	SSEC 110A		
<a href="#">Student Success Center</a>	5455	Cox Building, 3rd And 4th Floors	None	10 A.M. To 4 P.M. Mondays To Fridays
<b>Administrative Services</b>				
<b>Office</b>		<b>Location</b>	<b>Open Office Hours</b>	<b>Virtual Hours</b>
<a href="#">Administrative Services' Vice President Office</a>	5314	Cox Building Annex, Room 143	8 A.M. To 4:30 P.M. Mondays To Fridays	N/A
Audio Visual Please Contact It Help Desk (X5075) When Not Able To Reach Av	5079	Cox Annex		
<a href="#">College Store</a>	5091	Student Services Building	9 A.M. To 2 P.M. Mondays To Wednesdays	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Business Office</a>	5301	Student Services Building, Room 103	10 A.M. To 2 P.M. Mondays And Tuesdays	1 To 4:30 P.M. Mondays To Fridays
<a href="#">Information Technology</a>	5075	Cox Building, Room 131 A-G	None	8 A.M. To 4:30 P.M. Mondays To Fridays

Mail Room/Reprographics	5365	COX 1st FLOOR		
Payroll	5282	Cox Annex 151		
Personnel	5283	Cox Annex 135		
Receiving	5063	M & O Building		
Campus Sheriff's Station 24 Hours	5311		From Campus Phones, Dial The Extension 5311.	From Off-Campus Phones, Dial (323) 241-5311.

### Student Services

Office		Location	Open Office Hours	Virtual Hours
<a href="#">Student Services' Vice President Office</a>	5298	Student Services Building, Room 209	10 A.M. To 2 P.M. Mondays And Tuesdays	N/A
<a href="#">Admissions &amp; Records</a>	5321	Student Services Building, Room 103	10 A.M. To 2 P.M. Mondays And Tuesdays	8 A.M. To 4:30 P.M. Mondays To Fridays
Assessment And Testing	5361	SSB 204		
<a href="#">Associated Students Organization</a>	5253	Student Services Building, Room 118	None	8 A.M. To 4:30 P.M. Mondays To Fridays
Cougar Retention Services Center	5361		10 A.M. To 2 P.M. Mondays And Tuesdays	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Calworks</a>	5477	Student Services Building, Room 217	10 A.M. To 2 P.M. Mondays And Tuesdays	8 A.M. To 4:30 P.M. Mondays To Fridays
Career Center	5406/5527	SOCTE 115		
<a href="#">Counseling</a>	5200	Student Services Building, Room 227	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Disabled Students Program &amp; Services (DSPS)</a>	5480	Student Services Building, Room 117	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Dream Resource Center</a>	5051	Student Services Building, Room 116	None	8 A.M. To 4:30 P.M. Mondays To Fridays



<a href="#">EOPS/CARE</a>	5484	Student Services Building, Room 218	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Health Services</a>	5252	Student Services Building, Room 115	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Housing</a>		Student Services Building, Room 218	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Financial Aid</a>	5338	Student Services Building, Room 104	10 A.M. To 2 P.M. Mondays And Tuesdays	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Foster Youth</a>		Student Services Building, Room 218	None	8 A.M. To 4:30 P.M. Mondays To Fridays
International Students	5278	SSB 102E		
<a href="#">Nextup</a>	5484	Student Services Building, Room 218	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Outreach/Recruitment</a>	5325	Student Services Building, Room 209	10 A.M. To 2 P.M. Mondays And Tuesdays	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">PUENTE</a>	5484	Student Services Building, Room 209	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Promise</a>	5390	School Of Career And Technical Education (Socte) Building, Room 138	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Transfer</a>	5339	Student Services Building, Room 227	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Trio Scholars</a>	5392	Student Services Building, Room 229	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Trio STEM</a>	5392	Student Services Building, Room 229	None	8 A.M. To 4:30 P.M. Mondays To Fridays

<a href="#">Trio Talent Search</a>	5521	Student Services Building, Room 229	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">UMOJA</a>	5307	Student Services Building, Room 205	None	8 A.M. To 4:30 P.M. Mondays To Fridays
<a href="#">Veterans</a>	5277	Student Services Building, Room 207	None	8 A.M. To 4:30 P.M. Mondays To Fridays
Welcome Center		Student Services Building, Room 118	10 A.M. To 2 P.M. Mondays And Tuesdays	8 A.M. To 4:30 P.M. Mondays To Fridays
MIDDLE COLLEGE HS Betty Washington, Principal	323-418- 4700	Next to Pool		

## INSTRUCTOR ASSIGNMENT CARD

Academic Affairs Copy

<b>Name:</b>		<b>Semester &amp; Year</b>	
<b>email:</b>		<b>Employee No.</b>	
<b>Signature</b>		<b>Cell Phone</b>	
		<b>Home Phone</b>	
Section #	Course	Time & Day	Room
1			
2			
3			
4			
5			
6			
7			

## INSTRUCTOR ASSIGNMENT CARD

Department Chair Copy

<b>Name:</b>		<b>Semester &amp; Year</b>	
<b>email:</b>		<b>Employee No.</b>	
<b>Signature</b>		<b>Cell Phone</b>	
		<b>Home Phone</b>	
Section #	Course	Time & Day	Room
1			
2			
3			
4			
5			
6			
7			

## INSTRUCTOR ASSIGNMENT CARD

Post on your office door

<b>Name:</b>		<b>Semester &amp; Year</b>	
<b>email:</b>		<b>Office Hours</b>	
<b>Signature</b>		<b>Office Location</b>	
		<b>Office Phone</b>	
Section #	Course	Time & Day	Room
1			
2			
3			
4			
5			
6			
7			