

Student Services Connection

Los Angeles City College

Welcome

Spring 2008

Welcome to the first volume of the Student Services Connection. This publication is presented with you in mind. It is the result of an initiative from two members of the student services division: Marilyn Frontanez-Loza, TRIO/SSS Counselor/Director, and Luisa Cortez-Ortiz, EOP&S Counselor. Thanks to their efforts, this communication brings you information about services and students who have benefited from them. Use this information to enhance your experience at LACC and pass the information on to others who might be interested. The more informed we are as a college and student body, the better we can help you meet your needs and reach your educational goals.

Call on us. We are here to serve you.



Myra B. Siegel
Vice President, Student Services

The Office of Special Services making a difference in students' lives.

Jonathan De Jesus, an OSS student, was infected with viral meningitis in January of 2005. After being hospitalized for 5 days he began to notice a change in his vision and within one month permanent damage was caused to his retina. This resulted in his losing some of his eye sight. At that time he decided to move from Virginia to Los Angeles in pursuit of additional medical advice and restorative surgery for his eyes.

While Jonathan waited for surgery he decided to enroll at LACC. Initially, he struggled academically because he was unaware of the possible academic accommodations he was eligible for due to his disability. The following semester he registered with the Office of Special Services and his academic success began to turn around. Jonathan now maintains a 3.6 grade point average and credits a lot of his success to the helpful staff and services provided by the Office of Special Services at LACC.

Jonathan shares, "With a team such as OSS I know that learning to deal with my disability will not be such a difficult task. We as humans always learn to adapt, so with the right tools and help I can see a bright future ahead of me."

Volume 1, Issue 1

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Financial Aid scholarships creating opportunities for students.

Ms. Dixon is a financial aid recipient at LACC who is working towards transferring to UCLA or USC as a pre-law major. As a full time Dean's Honor student every semester, she has proven that her academics are a huge priority. Although she has faced financial hardships Ms. Dixon has not allowed these difficulties to get in the way of her long term goal to become a civil rights lawyer. In addition to receiving financial aid, Ms. Dixon was awarded a financial aid scholarship which has

allowed her to persevere academically. Ms Dixon will be transferring at the end of this school year.

Ms. Franco, a business major with a passion for cinema has had her share of financial barriers. In 2005-2006 she decided to stop working full time and focus on her studies. Through the help of financial aid and a financial aid scholarship she has been able to focus on her academics. Currently Ms. Franco is doing an internship at a movie production facility

where she is gaining valuable hands on experience in her chosen field. Ms. Franco believes that education is vital at this stage in her life.



Ms. Dixon accepting her scholarship award.

Got Supplemental Instruction?

The Supplemental Instruction (SI) program at LACC was awarded an increase in funding this academic school year due to the student academic success rate in the class sections with mentors. Supplemental Instruction is a form of peer tutoring and mentoring offered to all students enrolled in historically difficult courses. It is an academic assistance program that increases student performance and retention. It has proven to be effective in helping students earn higher

final course grades than students not participating in the program. SI won an "Honorable Mention" in the State Senate's Exemplary Award program in December of 2004. The SI mentor is a student selected by the instructor who previously took the course and demonstrated proficiency in the

"SI has proven to be effective in helping students earn higher final course grades than students not participating in the program"

subject matter. The SI mentors provide students with supplemental information on lectures, tests and assignments by meeting in study groups 3 to 5 times per week. Sections are notated in the schedule of classes with "special tutorial assistance available for section 0000" for all SI courses. Encourage students to take advantage of this great resource. For more information please contact the SI Coordinator Sandy Parsakar at ext. 2320.

The Child Development Center helping students with children.

Yelgy Parada attended LACC while her daughter Sandra was enrolled in the Child Development Center. During this time she was also working in a clerical position at the Office of Special Services. As a student and employee of LACC, she found comfort in having her daughter so close by at the accredited Child Development Center. This service allowed her

to work and pursue her education. After transferring and earning both her Bachelor's and Master's degrees, Yelgy returned to LACC as a professor of Spanish. Her daughter also completed her Associate's degree at LACC and successfully transferred to a university in pursuit of her Bachelor's degree.

This is one way our Child Development Center is helping

our students accomplish their educational goals.



Dates to Remember

Spring 2008 Semester Feb 4 — June 2
Final Exams May 27 — June 2

Last Day To:

Add Traditional Classes Feb 16
Drop classes with a refund Feb 19
Drop classes w/o a "W" Feb 29
Drop classes with a "W" May 2
File for Fall 2008 Graduation May 2



Campus Labs



Computer Lab

Location: FH 201
Phone: (323) 953-4000 ext. 2047
Open to all students

The lab provides personal computer access to students and faculty. Equipment includes IBM and Mac personal computers, printers and connection to the campus network.

Computer Science Information Technology Lab

Location: AD 321
Phone: (323) 953-4000 ext. 2676
Open to students enrolled in Computer Science Courses only.
The lab provides usage of computers for course assignments. Tutoring is also available.

Math Lab (Pi Shop)

Location: JH 311
Phone: (323) 953-4000 ext. 2810
Open to students enrolled in Math 100 and 202 only.
The lab provides tutorial assistance in math courses. Computer programs available include MathXL and EduCo.

Learning Skills Center

Location: Library Building 108
Phone: (323) 953-4000 ext. 2770/2772
Open to all students

The lab provides tutorials for students to improve their basic study skills in math and language arts. Registration is open to the 14th week of the semester.

Writing Lab

Location: JH 302
Phone: (323) 953-4000 ext. 2700
Open to students enrolled in English 67, 68 and 69 only.
The lab provides usage of computers for course assignments. Tutoring is also available for assistance in revision and editing of papers.

FAST Lab

Location: Main Floor of Library
Phone: (323) 953-4000 ext. 2023
Open to students that apply for financial aid. Assist students with applying for financial aid online.

Spring Events

\$\$ Financial Aid Workshops \$\$

<u>Workshop</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Cash for College Day	Feb. 2	9:00 am	Franklin Hall 101
Cash for College Day	Feb. 23	9:00 am	Franklin Hall 101
Scholarship 101	March 4	1:00 pm	EOP&S Orientation Room
Orientation	March 11	1:00 pm	EOP&S Orientation Room
You Can Afford College	March 18	1:00 pm	EOP&S Orientation Room
Money Management	April 1	1:00 pm	EOP&S Orientation Room
Financial Aid Forum	April 8	1:00 pm	EOP&S Orientation Room
You Can Afford College	April 15	1:00 pm	EOP&S Orientation Room

Financial aid priority filing period for the state of California is March 2, 2008. Applications can be filed online at www.fafsa.ed.gov

University Transfer Center Activities

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Cal State, Dominguez Hills Day at LACC	March 4	9:30 — 1:00 pm	Quad or Breezeway
Cal State, Los Angeles Admissions Update Day	April 2	9:00 — 1:00 pm	University Transfer Center
Evening Transfer Fair	April 21	TBA	University Transfer Center
Transfer Transitional Success Workshop	End of May & 1st of June	TBA	University Transfer Center

EOP&S/CARE/TRIO Achievement Ceremony

This annual collaborative event is for all EOP&S, CARE, and TRIO Student Support Services students who will be graduating and/or transferring. EOP&S scholarships are awarded to students at the ceremony.

Spring Events

Explore L.A.

This is a funded program that brings classroom curriculum into the community. For more detailed information, please contact Eric Peters at ext. 2450.

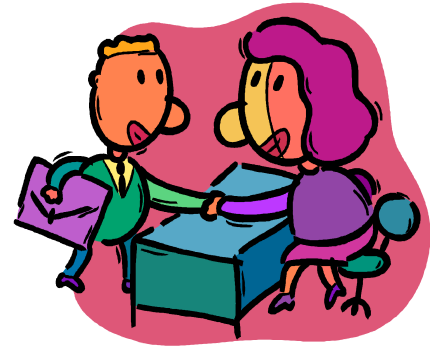
Upcoming Activities:

1. Subway System Tour
2. The Color Purple Play
3. Disney Concert Hall

Welcome Days

People will be stationed in the quad and at main campus entrances to assist students as they arrive on campus.

February 4 - 6 8 am to 12pm



Career & Job Development Center Workshops

Please call ext. 2210 for workshop locations

Topic

Date & Time

When and How to Make a Career Decision

2/11 @ 1:00 pm; 2/12 @ 5:00 pm

Internships: Making the Best of Them (e7)

2/20 @ 1:00 pm

What Career Color Are You?

2/21 @ 1:00 pm; 2/19 @ 5:00 pm

An Introduction to Discover

3/03 @ 1:00 pm; 3/04 @ 5:00 pm

Writing a Winning Resume

3/10 @ 1:00 pm; 3/18 @ 5:00 pm; 3/20 @ 1:00pm

Effective Interviewing Skills/Preparation

4/02 @ 1:00 pm; 4/08 @ 5:00 pm

Setting and Accomplishing Career Goals

4/15 @ 1:00 pm & 5:00 pm

EUREKA as A Tool for Your Success!

4/17 @ 1:00 pm; 4/22 @ 5:00 pm

Matching your Personality Type to a Possible Career

5/08 @ 1:00 pm

Time Management as a Career Virtue

5/13 @ 1:00 pm

Counseling Appointments Moved

All counseling appointments are now scheduled at the Assessment Office in AD 103.

Club Rush

Don't forget Club Rush will happen in early February, for more detailed information please visit the ASO office in Clausen Hall 126.

Student Services at a Glance

Assessment

Coordinator/Counselor: Kalynda Webber

Location: AD 103

Phone: (323) 953-4000 ext. 2264

Hours: Mon - Thurs 8:30 am- 7:00 pm, Fri 8:30 am - 2:00 pm

Services: Provide Math and English assessment for students, as well as the Chemistry Readiness Exam.

Campus Child Development Center

Director: Jane Melton

Location: 4311 Melrose, just west of the Golf Driving Range

Phone: (323) 953-4000 ext. 2220

Child Care Hours: Mon-Thurs 8:30 am -4:30 pm, Fri 8:30-1:30 pm

Services:

- Preschool program: Mon-Thurs 7:50 am-5pm, & Fri 7:50 am-12pm – half day and full day schedules are offered
- School-age program: Mon-Thurs 3pm-9:50 pm, closed Fri

Eligibility:

- Preschool program: Child 2yrs 10mos to 5yrs old
- School-age program: 5yrs (kindergarten) to 10 yrs old
- Priority to student-parents attending LACC

Career & Job Development Center

Director/Counselor: Emma Garcia Salas

Location: AD 109

Phone: (323) 953-4000 ext. 2210

Hours: Mon, Wed, Fri 9:00 am – 2:00 pm

Tues, Thurs 9:00 am - 6:30 pm

The Career and Job Development Center provides students with individual academic and career counseling, career assessments and resources. A Career Counselor is available to assist students in developing skills for self-assessment, information gathering, decision-making, and goal setting as part of their career development and planning.

Services:

Career counseling, Computerized career assessments, Career library, Job development, Career field trips, Employment/internship opportunities, Career fairs

Counseling

Chair: Boris Lopez

Location: AD 108

Phone: (323) 953-4000 ext. 2250

Hours: Mon—Thurs 8:30 am – 7:00 pm, Fri 9:00 am - 2:00 pm

Counseling departments provide academic/vocational and personal counseling to all LACC students.

EOPS/CARE

Dean: Belinda Acuna

Location: CH 111B

Phone (323) 953-4000 ext. 2300

Hours: Mon—Thurs 8:30 am -6:30pm, Fri 9:00 am-4:00 pm

EOP&S is a state funded program for nontraditional students who are affected by educational and economic barriers. The program motivates students in reaching their career and educational goals by providing the following services

- Academic, career and personal counseling
- Initialized tutoring
- Priority registration
- Transfer assistance
- Book vouchers
- Educational workshops

CARE is a support service program for single parents receiving TANF/CalWORKs subsidies. CARE students are eligible for all EOP&S services plus childcare referrals, meal tickets, parking permits, auto gas card and parenting/job preparation seminars. For further information please call ext. 2311.

Financial Aid

Associate Dean: Jeremy Villar

Location: CH 111A

Phone: (323) 953-4000 ext. 2025

Hours: Mon – Wed 8:30 am – 7:00 pm

Thurs 8:30 am –2:00 pm & 4:00 pm - 7:00 pm

Fri 8:30 am - 2:00 pm, Sat 9:00 am -1:00 pm

Services:

Financial assistance – grants, work-study, loans and scholarships

Eligibility:

- A U.S. Citizen or an eligible Non-Citizen
- Enrolled as a regular student in an eligible program and taking at least one (1) unit per semester
- Demonstrate financial need
- A high school graduate or pass a high school proficiency examination, GED or Ability to Benefit Test
- Making satisfactory progress in course of study
- Have a valid social security number

Student Services at a Glance

First Year Experience

Counselor/Coordinator: Reri Pumphrey

Location: AD 108

Phone: (323) 953-4000 ext. 2258

The First Year Experience Learning Community is a pilot program that allows freshmen students an alternative approach to learning relationships with peers and instructors. The student will be part of a cohort group with a network of fellow students and faculty to support and encourage each other.

Student Assistance Center

Coordinator/Counselor: Kalynda Webber

Location: AD 105

Phone: (323) 953-4000 ext. 2455

Hours: Mon - Thurs 8:00 am - 7:00 pm Fri 8:00 am - 4:00 pm

Services: Provide new and continuing students with pertinent information about campus resources, assistance with online and telephone registration; the first point of entry for new students.

Supplemental Instruction

Coordinator: Sandy Parsakar

Location: Clausen Hall 111B

Phone: (323) 953-4000 ext. 2320

Supplemental Instruction (SI) is a form of peer tutoring and mentoring offered to students enrolled in historically difficult courses.

An SI mentor (a student selected by the instructor who has previously taken the course and demonstrated proficiency in the subject matter) provides students with supplemental information on lectures, tests and assignments. Mentors attend every class session and conduct three to five, fifty minute study groups a week at times convenient to the majority of students to review lecture material.

SI courses are identified in the schedule of classes by the following, "*special tutorial assistance available for section 0000*".

Office of Special Services

Dean: Randy Anderson

Location: Clausen Hall 109

Phone: (323) 953-4000 ext. 2270

Hours: Mon-Thurs 8:00 am-5:00 pm, Fri 8:00 am - 2:30 pm

The Office of Special Services (OSS) is designed to provide educational support and access programs to currently enrolled students. Various programs and services are available for students with disabilities, providing them with the opportunity to fully participate in LACC's programs. Services:

Counseling, ASL, tutoring, Hi Tech Center and Learning Disability services, referrals, Advocacy and Liaison, Sign Language interpreters, readers, note takers and Braille transcription.

University Transfer Center

Director/Counselor: Cheryl Armstrong-Turner

Location: AD 109

Phone: (323) 953-4000 ext. 2215

Hours: Mon, Tues, Thurs 9:00 am - 4:30 pm, Wed 9:00 am - 6:30 pm
Fri 9:00 am - 1:00 pm

The UTC provides updated transfer information to students. Questions on the transfer process, admissions requirements and procedures, financial aid, majors and student services are answered. The UTC also provides workshops.

TRIO/Student Support Services

Director/Counselor: Marilyn Frontanez-Loza

Location: CH 116

Phone: (323) 953-4000 ext. 2466

Hours: Mon - Wed 9:00 am—7:00 pm Thurs 9:00 am - 5:00 pm,
Fri 9:00 am - 1:00 pm

TRIO/Student Support Services is a federal program designed to assist those transferring to a 4 year college or university.

Eligibility: Students should be low income, first generation, college students and/or students with disabilities evidencing academic need. Students should have a GPA in the "C" range and not have completed an Associate's degree. Participants must be U.S. citizens or permanent residents.

Services: Academic, career and personal counseling, educational workshops, free cultural events and field trips, usage of computer lab and laptop/calculator loan program.

Health & Wellness Center

Dean: Randy Anderson

Location: Holmes Hall 1 and 2

Phone: (323) 953-4000 ext. 2485

The Center services all currently enrolled students. It offers basic primary and non-emergency care, emotional and behavioral counseling, family planning, referrals, TB test and other laboratory tests and immunizations.

A mandatory student health fee of \$11.00 per semester is payable at the time of registration.

Office of Student Life

Leadership Development, Explore L.A. Program, Student Grievances, Student Activities

Associate Dean : Earic Peters

Location: CH 117

Phone: (323) 953-4000 ext. 2450

Hours: Mon-Thurs 8:30 am - 5:00 pm, Fri 8:30 am -4:30pm

Associated Student Organization

President: Arsen Mkrtchyan

Location: CH 126

ASO members receive free weekly blue books, scantrons, copies, access to computers and internet, and free entry to selected events.

Los Angeles City College

855 North Vermont Avenue
Los Angeles, CA 90028

Phone: 323-953-4000

Fax: 323-953-4013

Program Highlight — CARE

The CARE Program is designed to assist single parents pursuing their educational goals under the TANF/CalWORKs Program. CARE stands for **C**ooperative **A**gencies **R**esources for **E**ducation and is housed and works in conjunction with the EOP&S program. Students in CARE must be members of EOP&S.

During the spring semester there will be a CARE Empowerment Conference where students are motivated to continue towards making positive choices for a better future. This past December the students' children were able to receive free gifts donated by Toys for Tots which brought lots of smiles to the children and parents alike.

In order to become a member of CARE, the eligibility criteria are the following:

- ✦ Acceptance into the EOP&S Program
- ✦ Be a single head of household
- ✦ Be officially approved for TANF/CalWORKs
- ✦ Have at least one child 13 or under
- ✦ Pursue an educational/vocational program which leads to a certificate, degree or employment.

Now accepting applications
Visit CH 111B or call ext. 2311

