

# Academic Affairs

## 2011 SPRING Bulletin

### Los Angeles Southwest College



Spring 2011 Semester  
February 7, 2011 to June 6, 2011

Academic Affairs Office Hours

<b>Monday-Thursday</b>	<b>7:30 a.m. – 9:30 p.m.</b>
<b>Friday</b>	<b>7:30 a.m. – 4:00 p.m.</b>
<b>Saturday</b>	<b>7:45 a.m. – 1:00 p.m.</b>





Attention all faculty!!!!

Copy Cards are now being issued in Reprographics/Mailroom (Cox 009). Please make arrangements with Reprographics if you can not come during their regular window hours.

Academic Affairs is unable to make copies for classroom use. All copies should be done in Reprographics!!!! Please feel free to contact them @ (323) 241-5365.



Evening and weekend faculty may ask Reprographics to drop off copy orders in Academic Affairs.

Thank you.



# TABLE OF CONTENT

GREETINGS .....	6
SECTION I.....	7
ACADEMIC AFFAIRS .....	7
ADMINISTRATIVE RESPONSIBILITIES .....	7
ADMINISTRATIVE & CLERICAL STAFF.....	8
ADMINISTRATORS ASSIGNED FOR EVENING AND SATURDAY COVERAGE .....	8
FACULTY MAIL & ROSTER DISTRIBUTION.....	8
ATTENDANCE ACCOUNTING .....	8
Due Dates for Admissions and Records .....	9
POLICY AND PROCEDURES FOR LATE ATTENDANCE ACCOUNTING AND GRADE FORMS.....	10
CENSUS DAY .....	10
HOLIDAYS - VACATIONS CLASSES ARE NOT IN SESSION.....	11
Faculty (New) .....	11
Flex Obligation.....	11
FACULTY ASSOCIATIONS.....	11
Academic Senate .....	11
AFT .....	12
SECTION II.....	13
INFORMATION REGARDING DEPARTMENT SERVICES.....	13
Academic Success Center.....	13
Bridges to Success Center (formerly the Citizenship Center) .....	13
CalWORKs/GAIN/CAWE .....	14
Career Center .....	14
Distance Learning-Online Courses.....	15
English Writing Center .....	15
Instructional Television (ITV).....	16
Library.....	15
Math Connection Lab.....	16
Student Services .....	16
Admissions and Records.....	17

# TABLE OF CONTENT

C.A.R.E. ....	17
EOPS. ....	178
Matriculation .....	18
Student Discipline .....	19
SECTION III.....	19
REMINDERS .....	20
Absence: Illness or Personal Emergency .....	20
Conference Attendance .....	21
Jury Duty .....	21
Substitutes .....	21
CLASS LOCATION .....	22
CLASS SCHEDULE .....	22
CLASSROOM FURNITURE .....	22
CLASSROOM REGULATIONS.....	22
COURSE SYLLABI .....	22
CURRENT ADDRESS INFORMATION.....	23
Field Trips .....	23
FINAL EXAMINATIONS .....	23
INSTRUCTOR EMAIL/INFORMATION SYSTEM .....	24
PARKING POLICY.....	24
POSTING OF FLYERS .....	24
PRIVACY ALERT .....	25
ROOM CHANGES .....	25
SALE OF TEXTBOOKS .....	25
STUDENT PAPERS .....	25
TEST SCORING SERVICE.....	25
SECTION IV .....	26
LOS ANGELES SOUTHWEST COLLEGE OFFICE HOURS .....	26



## *ACADEMIC AFFAIRS BULLETIN*

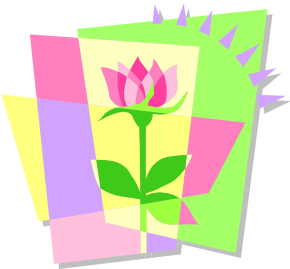
Spring 2011

### ***GREETINGS***

The Spring Semester begins February 7, 2011 and ends June 6, 2011. We have included essential information to assist faculty with answers to frequently asked questions, college policies, important dates, hours and location of campus services and general information. Please keep this booklet for quick reference. Note the dates to expect forms from Admissions and due dates on page 8. **It is very important each faculty member receives and submits all required forms by the specified dates.**

### FACULTY ORIENTATION

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



# SECTION I

## *ACADEMIC AFFAIRS*

### *ADMINISTRATIVE RESPONSIBILITIES\**

*\*Please note: Administrative responsibilities are current as of the date of publication and are subject to change. Please contact Academic Affairs (323) 241-5284 for updated information.*

<b><u>Dr. Jack E. Daniels, III</u></b> <b><u>College President</u></b>	<b>Ext 5273</b>	<b>Cox 408</b>
<b><u>Ms. Trudy J. Walton</u></b> <b><u>Executive Vice President</u></b>	<b>Ext 5409</b>	<b>Cox 412</b>
<b><u>Ms. Stephanie Brasley</u></b> <i><u>Department Chairperson</u></i>	<b>(323) 242-5512</b> <i>Ext.</i>	<b>Cox 417</b> <i>Area of Responsibility</i>
Mr. Albert Cowart	5371	Arts & Humanities
Dr. Tamura Howard	5612	Behavioral and Social Science
Dr. Sharon Maselli	5219	English and Foreign Languages/ Learning Assistance
Vacant	5235	Library
Ms. Marian Ruane, Coordinator	5281	Non-Credit
<b><u>Dr. Elmer Bugg, Dean</u></b> <i><u>Department Chairperson</u></i>	<b>Ext. 5388</b> <i>Ext.</i>	<b>Cox 411</b> <i>Area of Responsibility</i>
Ms. Catherine Azubuike	5461	Nursing
Ms. LaShawn L. Brinson	5517	Child Development
Ms. Nouha Toure	5383/5210	Business
Ms. Shirley Lockridge, Director	5406	Career Center
Ms. Joni Collins, Manager	5288	Community Services
Ms. Marian Ruane, Coordinator	5281	Bridges To Success
<b><u>Dr. Michael Sutliff</u></b> <i><u>Department Chairperson</u></i>	<b>Ext. 5329</b> <i>Ext.</i>	<b>Cox 413</b> <i>Area of Responsibility</i>
Mr. Glenn Yoshida	5296	Natural Sciences, Health & Physical Education
Dr. Lernik Saakian	5366	Mathematics
<b><u>Dr. Daniel Walden, Dean</u></b> Institutional Effectiveness	<b>(323) 242- 5512</b>	<b>Cox 411</b>

**ADMINISTRATIVE & CLERICAL STAFF**

Ms. Maria E. Cortez, Administrative Aide	5287	Cox 411
Ms. Angelica Ramirez, Administration Intern	5373	Cox 411
Ms. Traci Tippens, Senior Secretary	5232	Cox 413
Ms. Tisa Maxwell, Senior Office Assistant	5231	Cox 413



**ADMINISTRATORS ASSIGNED FOR EVENING  
& SATURDAY COVERAGE**

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

**Faculty Mail & Roster Distribution**

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



**Mailboxes for Full-time faculty** are located in Cox 009.

**Mailboxes for Adjunct faculty** are located in the Office of Academic Affairs' Evening Division (Cox 411).

**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.

A copy of the **Attendance Accounting Manual** is available on the district website: [www.laccd.edu](http://www.laccd.edu) or upon request in the Academic Affairs office. Because attendance

accounting is a significant part of each instructor's responsibilities, please familiarize yourself with this document.

**Students attending classes must be properly registered in the appropriate section number. Do not allow students who are not enrolled to remain in your class.** Please send all students who are not properly enrolled to the Admissions Office (SSB 102) with an Add Permit by the last day to add (Thursday, February 17, 2011 for semester long Spring 2011 classes). Students who are not properly enrolled by the last day to add 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 or dropped. Instructors may use the Instructor Information System (<https://services.laccd.edu/wfac/>) to drop or exclude students.

**Please note: Instructors using the web system for exclusions are required to print and submit a signed copy of their exclusions to Admissions.**

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

### Due Dates for Admissions and Records

<b>Rosters and Grade Collection Forms</b>	<b>Due in Admissions*</b>
Census Date	<i>Monday, February 21, 2011</i>
Census Rosters Due in Admissions	<i>Wednesday, March 2, 2011</i>
Exclusion Rosters Due in Admissions	<i>Wednesday, March 2, 2011</i>
DSCH/PA Exclusion Roster Due in Admissions	<i>8 Calendar Days after Distribution</i>
Grade Collection Forms	<i>5 college working days after the last day of Finals</i>

\* Note: Dates above are for semester-long classes. Census dates for short term classes vary and are printed on the Census Rosters. Census Rosters and Exclusion Rosters for short term classes are due in Admissions and Records 5 calendar days after the printed census date.



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

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

*\*Faculty are not required to return the Multipurpose Roster to Admissions. However, Faculty should maintain attendance for their own records. \*\**

# **Late Attendance Accounting**

## **POLICY AND PROCEDURES FOR LATE**

### **ATTENDANCE ACCOUNTING AND GRADE FORMS**

Submission of attendance accounting and grade forms by specified timelines is a faculty responsibility. Specific due dates to submit attendance accounting and grade forms are provided to faculty along with rosters.

A week after the due date, the admissions' supervisor sends a list of outstanding forms to Department Chairs, Deans, the Executive Vice President and the College President. The Department Chairs make the first notification to the delinquent faculty. Academic Deans assist in contacting faculty as well. If forms are not submitted to Admissions within three to five days of the notification, the Executive Vice President will send a letter to the faculty member. The letter indicates that failure to submit attendance accounting materials and/or grades may result in salary warrants being withheld and/or issuance of a less than satisfactory performance evaluation. This policy has been collegially consulted with and agreed upon with the campus AFT leadership. A copy of the delinquent letter is sent to the College President, Academic Dean and Department Chair.

A policy has been established by the Office of Academic Affairs that faculty members whose name appears on the delinquent list for the first time receive the non-compliance letter from the Executive Vice President. Appearing on the list for a second time will produce an unsatisfactory performance evaluation for the faculty. The reason for the unsatisfactory performance will be listed as dereliction of duty and non-compliance of college regulations in terms of attendance accounting and grade submission.

College Administration will discipline faculty who persist with non-compliance of submission of admissions records and forms on an individual basis.

### **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 college to receive DSCH funding. Students registering in semester length classes after this date do not generate state funding.

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

## SPRING 2011 HOLIDAYS & VACATIONS

### CLASSES ARE NOT IN SESSION

Presidents Holiday	Friday, February 18, Saturday, February 19 & Monday, February 21, 2011
Cesar Chavez	Thursday, March 31, 2011
Spring Break	Monday, April 18, 2011 – Monday April 25, 2011
Memorial Day	Monday, May 30, 2011



### *Flex Obligation*

Every instructor has a contractual obligation to participate and report professional development activities. Full-time teaching faculty flex obligation for an academic year is 33.5 hours of professional development. For hourly teaching assignments, the professional development obligation for an academic year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment. Failure to submit a complete Flex Report by the established deadline will result in docking of pay.

\*\*If you have questions, please contact your Department Chair or Dr. Sharron Maselli, Staff Development Coordinator at (323) 241-5219\*\*



## *FACULTY ASSOCIATIONS*

### Academic Senate

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

Dr. Allison Moore, Academic Senate President   Cox 418   Ext. 5386

## **AFT**

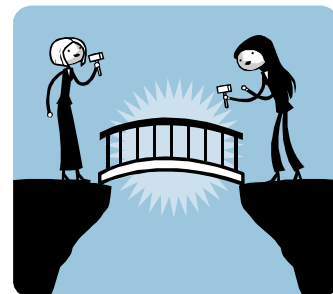
AFT (American Federation of Teachers, Local 1521) is the faculty bargaining agent. The collective bargaining agreement (contract) covers faculty rights in employment; work environment, benefits, salaries, leaves, hourly seniority, summer priority, grievance, and the academic calendar, among other issues.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

Dr. Sandra Lee, AFT Chapter President LL 333

Ext. 5224

## SECTION II

# DEPARTMENT SERVICES



### **Bridges to Success Center (formerly the Citizenship Center)**

**Ms. Marian Ruane    Student Services Building 205    Ext. 5281**

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

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

The Bridges to Success Center also staffs the **BTS Computer Lab (LL208)** shared with the English and Foreign Languages department. The lab is available on a walk-in basis for student, faculty and staff use for word processing, Internet, and instructional software programs.

Bridges to Success Hours: (SSB 205)	Monday–Thursday	8:00a.m. - 7:00p.m.
	Friday	8:00a.m. - 1:00p.m.
	Saturday	8:00a.m. - 1:00p.m.

BTS Computer Lab: (LL 208)	Monday–Thursday	11:00a.m. - 1:00p.m. 5:00p.m. - 6:30p.m.
-------------------------------	-----------------	---

### **CalWORKs/GAIN**

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

The program assists TANF (Temporary Assistance to Needy Families) recipients achieve long-term self-sufficiency through coordinated services including: work study (on and off-campus), job placement, child care, and coordination. All CalWORKs students should see one of the program counselors in order to meet the mandates of the TANF requirements. All verification forms, student progress reports, etc. must be completed and signed by a CalWORKs counselor according to the regulations of the Department of Public Social Services. We serve SIPs (Self-Initiated Participants) and Non-SIPs. SIPs are students who enrolled in a community

college prior to their appraisal by the county welfare department. Non-SIPs are students who have been assessed by the local welfare department prior to enrolling in a community college.

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

### **Career Center**

Ms Shirley Lockridge SSB 228 Ext. 5406

The Career Center is open to all students and offers assistance with job placement. In addition to maintaining a list of job openings, and coordinating job fairs on campus, the Career Center also hosts workshops on subjects such as resume writing and interview skills. Ms. Shirley Lockridge coordinates all activities for the center.



Monday	Closed
Tuesday – Thursday	8:00 a.m. - 5:00p.m.
Friday	8:00 a.m. – 1:00p.m.

### **Distance Learning-Online Courses**

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

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



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

### **English Writing Center**

Cox Building Library 1st Floor, Ext. 5451

The English Writing Center is located on the first floor of the Cox Building (the floor above the ground floor), toward the back of the library. The English Writing Center is where English 21 and English 28 students fulfill the required lab component of these courses. We provide a friendly, comfortable atmosphere for these students to use online lab assignments to improve their reading and writing skills. We also help promote English Department events and publications. Our goal is to be a support system and encouraging environment for basic skills English students.

English Writing Center (Ext. 5451)  
 Monday-Thursday 9:30 a.m. - 1:30 p.m.  
 & 4:30 p.m. - 6:00 p.m.  
 Saturday 9:00 a.m. - 12:00 p.m.

**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.



**Library**

Cox Building 1st Floor, Ext. 5235

The Founders Library is located on two floors of the Cox building and is accessible to the physically limited. It offers nearly 60,000 volumes and more than 1800 periodical subscriptions (magazines and newspapers) both print and online, making it the campus research center. Computer databases provide access to the most current information. Articles may be printed or emailed.

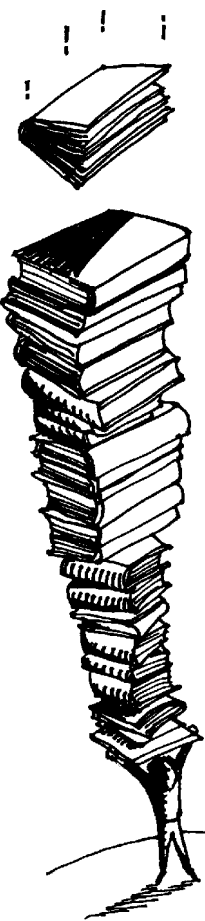
Materials are grouped throughout the facility for easy use in the Reference, Reserve and Periodicals area, as well as in the stacks. Books and videos are accessible both on and off campus via the Internet. A select video collection is also available on various subjects. The online computerized catalog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

Monday–Thursday	8:00 a.m. -- 8:00 p.m.
Friday	8:00 a.m. – 1:00 p.m.
Saturday	9:00 a.m. – 12:00 noon

**Math Connection lab (Ext. 5374)**

**Dr. L. Saakian, Tec 281, Ext. 5366**

The Math Connection Lab (TEC 170/190) is a comprehensive math lab operating in conjunction with the Math Department. The lab is open to all students who need assistance with math courses.





## **Admissions and Records**

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

Admissions and Records will not process add permits after the last day to add without signed approval from the appropriate academic dean. Academic deans review requests for "late adds" on a case-by-case basis and only approve those with extenuating circumstances. The last day to add for semester-long Fall 2010 classes is Monday, September 13, 2010. Please contact Admissions and Records for the last day to add deadline for Short-Term Classes.

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

<u>ADMISSIONS OFFICE</u>	SSB 102	Ext. 5321
Monday & Tuesday		8:00a.m.-5:00p.m.
Wednesday & Thursday		8:00a.m.-7:00p.m.
Friday		8:00a.m.-1:00p.m.
Selected Saturdays (2/5; 2/12; 2/26)		8:00a.m.-1:00p.m.

## **CARE**

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

## **EOPS (Extended Opportunity Programs and Services)**

EOPS (Extended Opportunity Programs and Services) is a state-funded support program designed to provide academic support, financial assistance, and counseling for eligible students. In order to qualify students must have an economic and educational disadvantaged. Students must be enrolled in 12 units and have a BOGG

fee waiver. Funds are limited and on a first-come first-served basis. Information regarding EOPS can be obtained from the EOPS/CARE Office, located in SSB 218 or by calling (323) 241-5484

**Matriculation** administers computer-based “walk-in” English and Mathematics assessment tests. An electronic prerequisite checking system is in place for English 21 through English 101 and Math 115 through Math 267. The Matriculation/Assessment Center is located in the Student Services Building, room 204.





## **Student Discipline**

The removal of students from the class by the 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. The removal of a student from the class for more than the day of the incident will require the instructor to submit a notice of disciplinary action to the Department Chair, the Chief Instructional Officer and the Chief Student Services Officer. The “Unsatisfactory Notice” form used for this purpose is available in the Office of Student Services in SSB 209.

Instructors may discipline students for more than the “48” hour time period. Due process requirements for the more serious violations require hearings for suspensions of 10 days or more. 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 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.





## SECTION III

### REMINDERS

#### Absence: Illness or Personal Emergency

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

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

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

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

#### ABSENCE REPORTING POLICY

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

You may call your Department Chair or Director directly or upon calling Academic Affairs, ask to be transferred to your Department Chair or Director.

Below is a list of Department Chairs and their extensions:

Mr. Cowart Albert	(323) 241-5371
Ms. Katherine Azubuike	(323) 241-5461
Ms. LaShawn Brinson	(323) 241-5023
Mr. Albert Cowart	(323) 241-5371
Dr. Tamura Howard	(323) 241-5312
Dr. Sharon Maselli	(323) 241-5250
Ms. Marian Ruane	(323) 241-5281
Dr. Lernik Saakian	(323) 241-5362
Mr. Nouha Toure	(323) 241-5223
Mr. Glenn Yoshida	(323) 241-5296



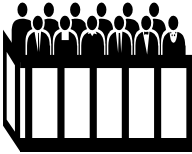
## Conference Attendance

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

## Jury Duty

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

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

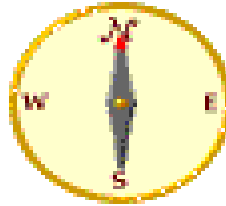


## Substitutes

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

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





## CLASS LOCATION

Classes are to meet in assigned rooms as scheduled. You may **not** hold your class away from assigned room unless an administrator in the Office of Academic Affairs has given you prior authorization.

To request a room change, please contact, Ms. Maria Cortez (323) 241-5287.

## CLASS SCHEDULE

The Class Schedule is on-line at [www.lasc.edu](http://www.lasc.edu). Free copies are also available throughout campus.

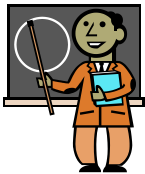
## CLASSROOM FURNITURE

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 REMIND YOUR STUDENTS OF THESE REGULATIONS.*



## COURSE SYLLABI

All instructors are to prepare and submit a course syllabus for each course assigned and submit a copy to their department chair and to Academic Affairs. Syllabi should be distributed to students on first day the class meets.

The Syllabus does not have to be lengthy but should contain at a minimum the following information:

1. Course Title
2. Semester
3. Instructor
4. Instructor's office hours and location (full-time faculty only)
5. Textbooks (Required and Supplemental)
6. Objectives of the Course/Student Learning Outcomes (SLO's)
7. A brief outline of the course activities. (This can be a statement, list, weekly calendar, etc.)
8. An explanation of grading standards and approximate examination dates

9. Assessment/exams, mid-term and final
10. Attendance/missed assignment/class—when and how to contact
11. Keys to success: Use of tutoring, library, etc.

Also, please include the process listed below that a student should follow to make a complaint about an instructor:

1. Instructor
2. Department Chair
3. Dean
4. Executive Vice President

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

### CURRENT ADDRESS INFORMATION

\*\*\*VERY IMPORTANT\*\*\*

Please confirm that the college has your most current address and phone number on file (Otherwise we are unable to reach you with pertinent information).

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

### Field Trips



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

### FINAL EXAMINATIONS

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

Final examinations must be held on the date and time listed in the Schedule of Classes. No Class or Student is exempt from the final exam. For the Spring 2011, finals are scheduled between Tuesday, May 31, 2011 and Monday, June 6, 2011. Please refer to page 13 in the Spring 2011 Schedule of Classes for the Final Exam Schedule. **Requests for changes to the printed final schedule must be in writing and authorized by an administrator in the Office of Academic Affairs before May 27, 2011.**



## INSTRUCTOR EMAIL/ INFORMATION SYSTEMEM

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

Upon approval of your assignment at the District office, you are also authorized to access your rosters online, exclude and enter grades through the Instructor Information System. To view your rosters online go to [WWW.LACCD.EDU](http://WWW.LACCD.EDU), click on the 'Faculty & Staff Resources' button on the top of the page, then click on the 'View your Class Rosters' link listed in the middle of the webpage under "Faculty Services – Instructor System."

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

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



## PARKING POLICY



College parking spaces are identified as student or staff spaces. Faculty and staff must park in "staff" designated spaces; parking violation citations will be issued. Similarly, students parking in faculty spaces will be cited.

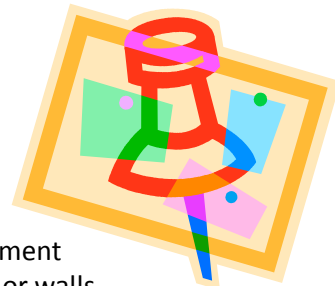
A valid staff parking permit is required starting the second week of the semester. Part-time instructors may pick-up a Spring 2011 parking permit in the LASC Sheriff's Office.

Weekend and evening faculty please call (323) 241-5311 to make arrangements.

## POSTING OF FLYERS

Bulletin boards are located in each building to provide designated spaces for recruitment flyers and other notices. **DO NOT** post flyers and notices on easels, doors, windows or walls.

**To post an item, you must obtain approval from the Dean of Student Services, SSB 209.**



## 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.

## 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.



## SALE OF TEXTBOOKS

**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.



## STUDENT PAPERS

The staff of Academic Affairs is not responsible for receiving or date stamping class papers to be placed in instructors' mailboxes.



## TEST SCORING SERVICE

Scantron scoring machines are available for use by faculty in the Academic Affairs office and in the English Department, Lecture Laboratory Building Room 233.



## SECTION IV

# LOS ANGELES SOUTHWEST COLLEGE

## OFFICE HOURS



ACADEMIC AFFAIRS                      Cox 411/413                      (323) 241-5284  
Monday-Thursday                      7:30a.m.-9:30p.m.  
Friday                                      7:30a.m.-4:00p.m.  
Saturday                                    7:45a.m.-1:00p.m.

ABSENCE REPORTING                      (323) 241-5284  
Monday-Thursday                      7:30a.m.-9:30p.m.  
Friday                                      7:30a.m.-4:00p.m.  
Saturday                                    7:45a.m.-1:00p.m.

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

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

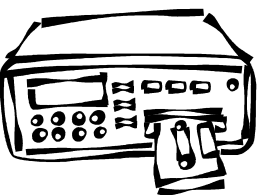
ADMINISTRATIVE SERVICES                      Cox 403                      Ext. 5314  
Monday-Friday                                      8:00a.m.-4:30p.m.

ADMISSIONS OFFICE                      SSB 102                      Ext. 5321  
Monday & Tuesday                                      8:00a.m.-5:00p.m.  
Wednesday & Thursday                                      8:00a.m.-7:00p.m.  
Friday    8:00a.m.-1:00p.m.  
Selected Saturdays (2/5; 2/12; 2/26)                                      8:00a.m.-1:00p.m.

ASSESSMENT CENTER/Rose Calderon                      SSB 204                      Ext. 5361  
Monday & Thursday                                      8:00a.m.-7:00p.m.  
Tuesday & Wednesday                                      8:00a.m.-5:00p.m.  
Friday    8:00a.m.-1:00p.m.

\*\*Please note: Last test given two hours prior to closing.

AUDIO VISUAL                                      Cox 410                                      Ext. 5079  
Monday-Thursday                                      8:00a.m.-6:30p.m.



Friday Closed\*\*  
 \*\* Please contact IT Help Desk (X5075) with any urgent A/V Request on Fridays, however, making prior arrangements will ensure the availability of equipment.



BOOKSTORE Cox 009 Ext. 5227  
 Monday-Thursday 8:00 a.m. - 5:00 p.m.  
 Friday 8:00 a.m. - 3:00 p.m.  
 \*\* Bookstore is open the first 2 Saturdays of each semester\*\*

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



BTS COMPUTER LAB SSB 204  
 Monday & Thursday 8:00 a.m. - 7:00 p.m.  
 Tuesday & Wednesday 8:00 a.m. - 5:00 p.m.  
 Friday 8:00 a.m - 1:00 p.m.

BUSINESS OFFICE SSB 103 Ext. 5301  
 Monday - Thursday 8:00 a.m. - 6:00 p.m.  
 Friday 8:00 a.m. - 1:00 p.m.  
 Selected Saturdays (2/5, 2/12, 2/26) 8:00 a.m. – 1:00 p.m.



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

CAMPUS SHERIFF’S STATION Ext. 5311 24 HOURS  
 From campus phones, dial the extension 5311.  
 From off-campus phones, dial (323) 241-5311.

CAREER CENTER/Shirley Lockridge SSB 228 Ext. 5406  
 Monday Closed  
 Tuesday – Thursday 8:00 a.m. - 5:00 p.m.  
 Friday 8:00 a.m. - 1:00 p.m.

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

Saturday 9:00 a.m. - 2:00 p.m.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGY LAB LL 206 Ext. 5210

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

Friday 8:00 a.m. - 12:00 p.m.

For students enrolled in CAOT courses. Enrolled students who wish to use lab may do so by paying lab fee.

COMPUTER SCIENCE LAB/James Hicks Tech 250 Ext. 5345

Monday-Thursday 8:00 a.m. - 9:30 p.m.

Friday 8:00 a.m. - 3:00 p.m.

Saturday 8:00 a.m. - 3:00 p.m.

COUNSELING/Reggie Morris SSB 227 Ext. 5200

Monday-Tuesday 8:30 a.m. - 5:00 p.m.

Wednesday/Thursday 8:30 a.m. - 6:30 p.m.

Friday Closed

DISABLED STUDENTS SSB 117 Ext. 5480

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

Tuesday 8:00 a.m. - 6:00 p.m.

Wednesday 9:00 a.m. - 6:00 p.m.

Thursday 8:00 a.m. - 3:00 p.m.

Friday 8:00 a.m. - 12:00 p.m.

EOPS/CARE SSB 218 Ext. 5484

Monday & Tuesday 8:00 a.m. - 4:30 p.m.

Wednesday & Thursday 8:00 a.m. - 6:30 p.m.

Friday 8:00 a.m. - 12:00 p.m.

FINANCIAL AID/Kathleen Stiger SSB 104 Ext. 5338

Monday & Tuesday 8:00 a.m. - 5:00 p.m.

Wednesday & Thursday 8:00 a.m. - 7:00 p.m.

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

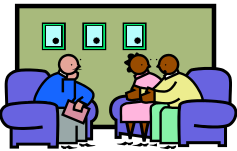
HEALTH CENTER SSB 116 Ext. 5252

Mondays, Wednesdays, Thursday 9:00 a.m. - 3:00 p.m.

Information Technology Department Cox 1<sup>st</sup> Floor Help Desk: Ext 5075

Manager, College Information Systems: Ms. Vibha Gupta ext 5072

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



Friday 7:00 a.m. - 4:30 p.m.

INTERNATIONAL STUDENTS OFFICE SSB 116  
*Mr. Darren Grosch, Coordinator/Director, PDSO*

Ext. 5277

Monday - Wednesday  
Thursday

9:00 a.m. - 4:00 p.m.  
12:00 p.m. - 7:00 p.m.

LIBRARY SERVICES

Cox 107

Ext. 5235

Monday–Thursday  
Friday  
Saturday

8:00 a.m. - 8:00 p.m.  
8:00 a.m. – 1:00 p.m.  
9:00 a.m. – 12:00 noon

MAIL ROOM/Reprographics

Cox 009

Ext. 5365

Monday-Thursday  
Friday

7:00 a.m. - 6:30 p.m.  
7:00 a.m.- 3:30 p.m.

MATRICULATION/Rose Calderon

SSB 204

Ext. 5361

Monday & Thursday  
Tuesday & Wednesday  
Friday

8:00 a.m.-7:00 p.m.  
8:00 a.m.-5:00 p.m.  
8:00 a.m.-1:00 p.m.

MIDDLE COLLEGE HS  
Wanda Moats, Principal

323-820-9343

PAYROLL/Edward Francis  
Monday-Friday

Cox 403

Ext. 5282

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

PERSONNEL/Lorraine Bell  
Monday-Friday

Cox 403

Ext. 5283

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

PRESIDENT’S OFFICE/Dr. Jack E. Daniels, III  
Monday-Friday

Cox 408

Ext. 5273

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

RECEIVING/Brian Robinson  
Monday-Friday

M & O Building

Ext. 5063

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

RECRUITMENT/Johnel Barron

SSC 218

Ext. 5325

Monday –Thursday  
Fridays

9:00a.m.- 4:30 p.m.  
8:00a.m.- 12:00 p.m.

\*Tours, Event Presence and Presentations Scheduled Upon Request



STUDENT SERVICES

Monday-Friday

SSB 209

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

Ext. 5279

STUDENT SUCCESS CENTER

Cox Building Library 2nd Floor

Mondays – Tuesdays

8:00 a.m. – 4:00 p.m.

Wednesday - Thursdays

12:00 p.m. – 8:00 p.m.

Fridays

12:00 p.m. – 1:00 p.m.

Saturdays

9:00 a.m. – 12:30 p.m.

Ext. 5455

TRIO SCHOLARS (formerly CRT)/Erika Miller-Washington

SSB 229

Ext. 5392

Monday & Wednesday

8:00 a.m. – 4:30 p.m.

Tuesday

8:00 a.m. – 5:30 p.m.

Thursday

8:00 a.m. – 4:30 p.m.

Friday

8:00 a.m. – 12:00 p.m.

TRIO STEM Project/Yvette Moss

Monday-Thursday

SSB 209

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

Friday

8:00a.m.-12:00p.m.

Ext. 5392





HAVE A  
GREAT  
SEMESTER!!!