



# LOS ANGELES SOUTHWEST COLLEGE

## *STUDENT SERVICES INFORMATION SHEET*

PROGRAM INFORMATION	PURPOSE	SERVICES
<b><u>Admissions and Records Office</u></b> SSB 102 • (323) 241-5321 Kimberly Carpenter	Maintain student records from the point of admission, registration, course schedule adjustment, grade collection and adjustment, enrollment and degree verification to degree conferral.	Admissions application processing, course registration and schedule adjustment, official transcripts, enrollment and degree verification, diplomas and certificates, veterans certification, and residency reclassification.
<b><u>Assessment and Matriculation</u></b> SSB 204 • (323) 241-5361	Provide a process that enhances student access to the college and that promotes the efforts of students to be successful in their educational endeavors.	English, Math, & ESL assessments, Ability-to-Benefit Testing (English and ESL), free student IDs, prerequisite clearance, and prerequisite petitions.
<b><u>Associated Students Organization</u></b> SSB 118 • (323) 241-5253 Dean Oscar Cobian	ASO represents all students and sponsors activities including publications, assemblies, awards, student services, and club and social activities.	Offers free scantrons and school supplies to paid ASO members, the opportunity to start and join ASO clubs, discounted fee for ASO-sponsored events, and access to computers in ASO office.
<b><u>Bridges to Success (BTS)</u></b> SSB 205 • (323) 241-5281 Marian Ruane	Provide second-language learners and citizenship applicants with support to achieve their educational goals. The noncredit program is based in the BTS Center.	Student outreach, placement, orientation, registration, financial aid assistance, referrals to campus and community services, citizenship classes and assistance with the process, Basic Skills, computer literacy, and ESL classes.
<b><u>Business Office</u></b> SSB 103 • (323) 241-5301 Edward Hebert	Process documents for payments and manage ASO accounting and records.	Collects payments for enrollment fees, parking, and ASO. Provides students with class printouts and receipts for transactions.
<b><u>CalWORKs/GAIN</u></b> SSB 217 • (323) 241-5477 Blanca Barajas	Assist TANF recipients and those transitioning off welfare achieve self sufficiency. Provide educational services in Adult Basic Education, GED Preparation, ESL, and Vocational Education.	Academic advisement, completion of county program documents, on-campus child care assistance, on/off-campus work study, referrals to community resources, and textbook & school supply supplements.
<b><u>Career Center</u></b> SSB 228 • (323) 241-5406 (or (323) 242-5527) Shirley Lockridge	A comprehensive Center that provides students the optimum in skills and job preparation and with all of the tools needed to enhance their careers. Coordinate intern job recruitment on Wednesdays.	Provides assistance in career decision-making, internship/cooperative education placement, and the job search process. Offers EUREKA assessment testing, job searches, resume & cover letter writing, and "Dress for Success" and interview tips.
<b><u>Community Services</u></b> SSB 206 • (323) 241-5288 Joni Collins	Provide quality programs and services to meet the personal, professional, and physical development needs of our community.	Offers an array of classes of interest to the community including Self Development, Business, Fitness, Recreation, and Foster/ Kinship Care Education.
<b><u>Cooperative Agencies Resource For Education (CARE)</u></b> SSB 218 • (323) 241-5484 Michelle Williams	Educational support program for single parents receiving Temporary Assistance for Needy Families (TANF).	Assists single parents increase their educational skills and enhance their employability in order to transition from welfare to independence.
<b><u>Counseling Services</u></b> SSB 227 • (323) 241-5200 Reggie Morris	Assist students in defining their objectives and planning a course of action to continuing on the path toward their educational goals.	Reviews requirements for Associate Degrees and certificates and assists students in class selection. Suggests methods for overcoming academic barriers. Provides personal counseling for achieving a meaningful college experience.
<b><u>Disabled Students Program &amp; Services (DSPS)</u></b> SSB 117 • (323) 241-5480 Celeste Phelps	Provide academic services and accommodations to students with verified disabilities based on disability limitations.	Priority registration, registration assistance, academic counseling, testing accommodations, LD assessment, high-tech center, special courses, and liaison with Dept. of Rehabilitation.
<b><u>Educational Talent Search (ETS)</u></b> SSB 208 • (323) 242-5523 Sidney Cosby	A pre-college outreach program which serves 600 low-income, potential first-generation students from local target schools.	Provides advising and education services to middle school and high school students to ensure success through high school graduation and matriculation to post-secondary education.
<b><u>Extended Opportunity Programs and Services (EOPS)</u></b> SSB 218 • (323) 241-5484 Rose Calderon	Help low-income and educationally disadvantaged students transfer to a 4-year college, obtain an Associate Degree, or prepare for a vocational career.	Counseling, academic and career advisement, financial aid assistance, employment transition, and four-year college transfer assistance.



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<b><u>Financial Aid Office</u></b> SSB 104 • (323) 241-5338 Kathaleen Stiger	Assist students through the financial aid process to ensure financial barriers do not hinder a student's ability to obtain a college education.	Financial aid application assistance and processing, determination of financial aid eligibility and awards, and distribution of financial aid awards including fee waivers.
<b><u>Health Center</u></b> SSB 115 • (323) 241-5252	Provide students with a variety of health services.	Offers first aid, health assessment, health counseling and referrals, health information, and TB screening.
<b><u>Honors Transfer Program</u></b> SSB 227 • (323) 241-5399 Lisa Ford	Coordinate honors courses and quality learning support for students with a minimum 3.2 GPA who plan on transferring to a 4-year college or university.	Provides students with challenging classroom experiences, specialized counseling services, one-on-one contact, field trips to colleges, and cultural outings.
<b><u>International Student Program</u></b> SSB 116 • (323) 241-5277 Darren Grosch	Provide the opportunity to residents of foreign countries to study in the United States. Promote and implement global experience programming for faculty and students. Provide on- and off-campus cross-cultural activities for students.	Offers workshops and activities to assist current international students maintain F-1 visa status, to inform them of potential transfer and employment opportunities, and to assist with in-country immersion. Promotes global citizenship.
<b><u>Outreach and Recruitment</u></b> SSB 218-K • (323) 241-5325 Johnel Barron <i>For workshops &amp; tours email:</i> <a href="mailto:outreach@lasc.edu">outreach@lasc.edu</a>	Provide information to potential students, K-12 partners, and the community at large about the various programs and services offered at LASC.	Conducts presentations, workshops, events, and tours about LASC programs and resources. Assists high school counselors and community workers with disseminating information and the application process.
<b><u>Passage Program</u></b> SSB 227 • (323) 241-5389 James Mackey <a href="mailto:lascpassageprogram@lasc.edu">lascpassageprogram@lasc.edu</a>	Increase the success rate (retention, graduation, and transfer) of male students of color at LASC.	Academic support includes: counseling, tutoring, mentoring, and community service opportunities along with transferable classes specifically designed to meet participant needs.
<b><u>Puente Program</u></b> SSB 227 • (323) 241-5201 Daniel Ortega	Increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations.	Offers year-long cohort of English and Personal Development classes (with extra writing skills support), counseling, mentoring, and activities such as educational field trips, motivational conferences, and community service projects.
<b><u>Student Success Center</u></b> Cox Building, 4 <sup>th</sup> Floor (323) 241-5455 Kimberly McBride	Offer learning support to students in multiple disciplines.	Provides individual and small group peer tutoring as well as computer access for academic support. Facilitates the instructor-led laboratory and supplemental learning activities for students.
<b><u>Transfer Center</u></b> SSB 229 • (323) 241-5392 Tangelia Alfred	Assist students with transferring to any university or college. Serve as a resource for the LASC community in all facets of the transfer process.	Provides information on transfer programs, general education requirements, advising, and application assistance. Helps students contact local college & university representatives.
<b><u>TRIO Scholars Program</u></b> SSB 229 • (323) 241-5392 Erika Miller-Washington	Identify and increase the number of low-income, disabled, and first-generation college attendees interested in transferring to 4-year institutions.	Provide counseling and academic advisement, tutoring, transfer workshops, field trips to universities, cultural activities, and assistance with the transfer application process.
<b><u>TRIO STEM Project</u></b> SSB 229 • (323) 241-5392 Yvette Moss	Partner with faculty to support students who are interested in pursuing majors in science, technology, engineering, mathematics, or allied health.	Provides counseling and academic advising, supplemental instruction in math and science courses, field trips to 4-year colleges, and assistance with transfer application process.
<b><u>Upward Bound</u></b> SSB 207 • (323) 241-5378 Michael Harris	Provide academic support for low-income and first generation high school students in the target area to ensure persistence through high school and matriculation to higher education.	Academic support includes academic advising and tutoring, cultural and recreational field trips, and a six-week summer academic academy.
<b><u>Veterans Services</u></b> SSB 102 • (323) 241-5440 Yvette Tucker	Assist veterans or dependents of veterans use the Montgomery GI Bill for financial assistance. Liaison between veterans and the Dept. of Veteran Affairs to ensure payment.	Provides counseling and assists students with educational plans, degree requirements and/or transfer to a university, employment, and medical information.