

Student Support Services

ASSOCIATED STUDENTS ORGANIZATION

The Associated Students Organization of Los Angeles Southwest College is the authorized representative organization for the Student Body, established according to District BR9100 and Education Code Section 76060. The ASO has the responsibility of encouraging students to participate in the governance of the college in matters that have or will have a significant effect on [them/students] as [accorded/identified] [in/by] Title V regulation ss51023.7.

The ASO is governed, directed and regulated by its Student Council, which is comprised of up to 21 voting members, each charged with upholding [its/the] constitution and by-laws. Regular meetings follow the strictures of the Brown Act and parliamentary procedure as defined by Robert's Rules of Order. Five members of the council are executive officers who are voted into office annually by the officially enrolled student body.

Activities, including publications, assemblies, awards, holiday and historical recognition, co-curricular and extra-curricular are sponsored or, in collaboration with other organizations, co-sponsored by the ASO.

All college clubs are affiliated with and chartered by the ASO therefore; membership in the ASO is a prerequisite of membership in any other club.

Membership in the ASO is voluntary however, the organization relies primarily on membership fees to function and participation enables the optimal performance of the organization. The fee per semester is \$7.00 and \$3.00 for the summer session and winter intersession. In case of withdrawal from the College, the student receives a refund of their membership fee according to the Schedule of Classes [and must surrender their ID card].

ASO Office – SSC323 Telephone (323) 241-5253; FAX (323) 241-5289

Clubs and Organizations

Honorary Clubs - recognize and encourage outstanding achievement in scholarship and provide opportunities for developing leadership ability.

Service Clubs - recognize and honor students for outstanding achievement in citizenship and service to the College and provide opportunities for students to plan and execute programs of meaningful service to the college community.

Departmental Clubs - stimulate interest in activities related to courses and curriculum, encourage high standards of performance in academic work, provide experiences to complement classroom activities, and provide opportunities for service and leadership in areas related to course work.

Special Interest Clubs - provide opportunities for students with mutual interests to organize for the purpose of investigating, developing, or expanding their common concerns.

Membership in any College club and/or organization requires primary membership in the Associated Students Organization.

ATHLETICS

Home of the 2001-2002 Men's Basketball State Champions

The Department of Intercollegiate Athletics is the unit responsible for the supervision of intercollegiate athletic programs. The department sponsors a diverse program of intercollegiate athletics for both men and women at the Community College level, competing under the rules of the Commission on Athletics, South Coast Conference and the Western State Conference.

The College Athletics Program offers five sports programs. Women's varsity sport is basketball and Cross Country Track. Men's varsity sports include basketball, football. For both Men and Women's varsity sports include track and field.

If you wish to enroll in an intercollegiate athletic program, you must meet all eligibility requirements, as well as LASC admission requirements and deadlines. For more information, contact the Intercollegiate Athletic Secretary at (323) 241-5275 or Athletic Director, Henry Washington at (323) 241-5432.

BRIDGES TO SUCCESS

(Formerly the Citizenship Center)

The Bridges to Success Center is available to assist non-native English speaking students and Citizenship applicants. The Center has two major functions: bridging English as a Second Language classes into degree applicable and transfer level classes and offering Citizenship services. Assistance by the Center includes placement, orientation, registration, academic counseling, financial aid assistance, referral to campus service sites, translation, and student recruitment. The Center's staff conducts Citizenship orientations, workshops and review sessions open to all students and community members. The Center's activities are funded through the Adult Education and Family Literacy Act and the Title V Program.

For further information on the Center's activities students should contact the Center's staff at (323) 241-5281 or visit SSC 116.

CALWORKS

CalWORKs is a federally funded program made available to each state to assist recipients of TANF to be trained in a vocation so that they may become self-sufficient. TANF replaces the former AFDC Program. Our goal is to provide a learning community where students can reach their optimum in acquiring the skills they need to help them get a job, a better job, and a career.

CalWORKs provides coordination of program services, counseling, an educational pathway to a job, tutoring, books and materials, mentoring, internships/work study, job placement assistance, and community referrals. As a student, one must attend classes and all regularly scheduled activities, choose an educational pathway leading to full employment, and commit to a challenging but rewarding educational experience.

In addition to the vocational courses offered through the regular college degree and certificate programs, we also

offered WEX (Work Experience) in Gardening and Light Landscaping and Facilities Maintenance, Network Cabling and Fiber Optics, Banking and Office Careers, Customer Service and Floral Design.

CalWORKs in conjunction with Workforce Education and Economic Development administers the following services:

- **Center for Academic and Workforce Excellence** (third floor – Cox Bldg.) – A Workforce Readiness and Literacy Learning Resource Center.
- **The Writing Center** – A complete writing lab that offers instruction and tutorial assistance in English fundamentals to college level writing. The Writing Center is located within the Center for Academic and Workforce Excellence.
- **The VESL Café** (for ESL students within the CAWE) – A comprehensive job readiness program for TANF recipients whose first language is not English.
- **The Mathematics Connection** is an applied, academic and vocational mathematics laboratory located in Tech 185 and operates in conjunction with the Mathematics Department.
- **The Career Services Center** is a full service career and job placement assistance center. It is located in SSC 201

CHILD DEVELOPMENT CENTER

The Child Development Center is part of the Child Development Program and serves as a laboratory school for students enrolled at Los Angeles Southwest College majoring in Child Development or related disciplines. Child Development students are placed in the center to observe the application of developmentally appropriate practices in early childhood education; to gain “hands-on” knowledge of the implementation of daily lesson plans throughout the curriculum and to acquire field experience (student teaching) in a quality child development setting for toddlers, preschool and school age children. In addition, students majoring in Child Development and trying to meet requirements for the Child Development Permit career ladder matrix may apply for employment/training opportunities at the Center.

The Center is licensed to serve children 18 months to 5 years of age in the day program from 7:45 am to 3:00 pm Monday through Thursday and 7:45 am to 12:00 pm on Friday. The evening program accommodates children 2.11 to 12 years of age from 3:45 pm to 9:45 pm Monday through Thursday. Space is limited.

The Child Development Center accepts applications beginning the second week in April for the upcoming college year. For additional information call the Child Development Center office at (323) 241-5357.

COOPERATIVE AGENCIES RESOURCE FOR EDUCATION (CARE)

Cooperative Agencies Resource for Education (CARE) is an Educational Support Program for Single Parents designed to assist single parents receiving Aid to Families with Dependent Children (AFDC)/Temporary Assistance for Needy Families (TANF) in increasing their educational skills, to become more confident and self-sufficient, and to enhance their employability and transition from welfare to independence. For further information, contact the Care Program Office at (323) 241-5484 – SSC 223.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)

Extended Opportunity Programs and Services (EOP&S) is a support service program designed to identify and assist those who have the potential for college work, but who may be deterred by motivational, financial, or academic barriers. EOP&S encourages the formation of student networks to meet student needs. Career Guidance Counselor Assistants (CGCA), Program Assistants (PA's), Tutors, and Student Assistants join hands with instructors and administrators to form a helping learning relationship from which everyone benefits. Following is a list of EOP&S services offered:

1. Financial Aid - Book and Cash Grants
2. Tutorial Assistance
3. Group Counseling
4. Academic and Career Advisement
5. Employment Transition
6. Financial Aid Workshops
7. Four-year College Transfer Assistance
8. Cultural Enrichment and Field Trips

EOP&S Office – SSC223

For further information, contact the EOP&S Office at (323) 241-5484.

Office Hours-EOP&S:

8:00 a.m. to 7:00 p.m. Monday through Thursday

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

CENTER FOR RETENTION AND TRANSFER

The Center for Retention and Transfer (CRT) is a federal TRIO program, funded by the U.S. Department of Education. The CRT at Los Angeles Southwest College is designed to assist students transferring to a four-year college or university. Representatives from the University of California, the California State University system, private colleges, such as the University of Southern California, provide regular visits to campus and give up-to-date information to students.

College and university tours are arranged, and students may sign up for these tours at the CRT, located in SSC 216. All students planning to transfer are encouraged to use the CRT for information and assistance. College catalogs are available for students use. Academic advisement, tutoring, and university application assistance are available to program participants. Evening counseling is available by appointment. The telephone number is (323) 241-5397.

COUNSELING SERVICES

The Counseling staff is available throughout the calendar year to assist students in defining their objectives, planning a course of action, and continuing on the right path toward their educational goals. For success in college, students should see a counselor at least once each semester. Typical areas of discussion with a counselor will include:

- Review of requirements for the Associate Degree and certificates.
- Analysis of Los Angeles Southwest College courses which will meet lower division requirements at local universities and state colleges

- Suggestions of methods for overcoming academic difficulties
- Personal counseling for achieving a more meaningful college experience.

Counselors are available on a walk-in basis or by appointment.

Location: SSC 201

Telephone: (323) 241-5200

Hours: 9:00 am to 7 pm Monday through Thursday

9:00 am to 1:00 pm Friday

(Hours may vary when school is not in session.)

DISABLED STUDENTS

General Information

Los Angeles Southwest College assures accessibility of programs and activities to students with disabilities. The college's mission is to provide support services which contribute to student success. The Disabled Student Programs and Services has been established to provide supportive services to students with physical, psychological, and learning disabilities. The program objective is to assist disabled students in meeting their educational and vocational goals.

Qualifying students may receive the following services: registration assistance, special counseling and program planning, note taking services, alternative testing, reader assistance, tutoring, instructional liaison, adaptive computerized equipment, specialized equipment. Other services are provided as needed.

The Disabled Student Programs and Services also maintains liaison with the Department of Rehabilitation and other agencies. Location: SSC 102

Medical Parking

Any vehicle parked in a space designated for "disabled only" must display an authorized disabled placard from the Department of Motor Vehicles. Students should check the section in the catalog regarding additional parking information.

The DSP&S office is located in the Student Services Center 102 For information, contact DSP&S at (323) 241-5480, TDD, (for deaf only), (323) 241-5482 .

GREATER AVENUES FOR INDEPENDENCE (GAIN)

The Greater Avenues for Independence (GAIN) Program is California's welfare-to-work program, which was established in 1985 and is currently operating as the state's Job Opportunities and Basic Skills Training (JOBS) Program. GAIN provides educational services to individuals who qualify in either one of these categories: Adult Basic Education, GED Preparation, English as a Second Language and Vocational Education.

GAIN participants receive support services such as childcare, transportation, textbooks and supplies. Additionally, a full time counselor is available to assist students in acclimating to a new lifestyle of college and job preparation.

The Los Angeles Southwest College GAIN Program has been identified as an exemplary program and used by other institutions as a model for establishing, developing, and implementing similar programs.

Additional information is available by contacting the GAIN office at (323) 241-5477. Location: SSC 217

HEALTH SERVICES

A variety of health services are available in the Student Health Center located in SSC 118. The Center provides first aid, health assessment, counseling, health referrals, health information, pregnancy test and TB screening. Students can call (323) 241-5252 for an appointment.

Students who need medical assistance when the Student Health Care Center is closed should immediately contact the Deputy Sheriff at (323) 241-5311.

There is a Health fee of \$11.00 in the Fall and Spring semesters, and \$8.00 for the Summer and Winter Sessions.

LEARNING RESOURCES CENTER

A rapidly growing Learning Resources Center has been developed to augment and supplement classroom instruction. In an atmosphere carefully organized to be conducive to learning, a student can take advantage of the use of tapes, programmed instructional materials, and computer based learning. A student may also receive free tutoring in a variety of subjects, including English, ESL, Math, Biology, Spanish, and Word processing.

The newest component of the learning Center is the Writing lab, which coordinates writing with word processing so that the student may develop computerized skills along with his/her skills in writing.

The Learning Center has recently acquired new software in English and math called "Skills Bank" as well as Pentium computers.

The Learning Center is located in the west wing of the second floor of the Founders Library.

LIBRARY

Founders Library of Los Angeles Southwest College is located on the first and second floors of the Cox Building.

Attractively organized books, journals, newspapers, pamphlets, videos, DVD's and 5 photocopy machines are available to enhance student's educational and recreational endeavors. Opened in 1977, the library holds a collection of over 60,000 books, 190 periodicals, videos, DVD's and reserve textbooks for student use.

With remote access via the internet to the library book catalog, 40 specialized subscription electronic databases, and an electronic book library of nearly 7,000 titles, Los Angeles Southwest College Founders Library provides a state of the art library 24 hours a day, seven days a week at no charge to students. Visit the library web page at:

<http://lasc.edu/Library> for more information.

Two special library book collections – African-American and Hispanic – were developed with a focus on the needs and concerns of these communities. Founders Library continues to acquire a variety of current print and electronic materials in support of the Los Angeles Southwest College curriculum and to assist students and staff in the teaching/learning process. Our staff of Librarians, Technicians and student Library workers is here to help you with all your information needs.

EDUCATIONAL TALENT SEARCH

Educational Talent Search (ETS) is a federal TRIO program funded by the U.S. Department of Education. The ETS at Los Angeles Southwest College is a pre-college outreach program which serves 600 low-income, potential first-generation students who attend five local target schools: Washington Preparatory High School, Locke High School, Clay Middle School, Gompers Middle School, and Harte Middle School. ETS provides participants with services that will allow them to better understand and pursue educational opportunities and options and be competitive in their quest for post-secondary education and beyond. In addition to academic counseling, participants receive information about the college application process, financial aid and scholarships. Participants also have the opportunity to explore college campuses, have access to tutoring, go on cultural outings, and participate in academic and college and career awareness workshops. ETS is located in SSC 218. For further information contact the Educational Talent Search office at (323) 242-5523.

UPWARD BOUND

Upward Bound (UBP) is a federal TRIO program funded by the U.S. Department of Education. Nationally, Upward Bound originated from Title IV of the Higher Education Act of 1965, along with Educational Talent Search and Student Support Services. The mission of the Upward Bound program at Los Angeles Southwest College is to select and prepare low-income and first generation high school students in the college's target area for persistence through secondary education and matriculation onto institutions of higher education. Instruction in core academic areas, cultural field trips, tutoring, and mentoring are among some of the approaches the Upward Bound Program uses to accomplish its goals. Upward Bound is located in SSC 218. For further information contact the Upward Bound program at (323) 241-5378.

VETERANS SERVICES

Persons planning to attend Los Angeles Southwest College under one of the Veterans' bills should schedule an appointment with the Veterans' Representative, Yvette Tucker in SSC 121, as soon as possible. Several weeks are needed for the Veterans Administration to process subsistence payment applications. An early start with a Counselor on this campus is advisable.

Credit of 6 college units may be applied to veterans for time served in the armed services. Elective credits will be granted, when requested, along with the application for graduation.

All veterans receiving subsistence are cautioned that adequate academic progress is demanded by the Veterans Administration to continue receiving payments benefits.

Attendance Regulations - Each student is required to attend all meetings of every class in which he/she is registered. A student who is excessively absent may be dropped by the instructor when his/her hours of absence equal the number of hours the class meets per week, regardless of the reasons for the absences.

Withdrawal - It is the responsibility of the veteran to immediately inform the Veterans' Representative, of any reduction in unit load. The last day of a veteran's attendance

in class must be reported immediately to the Veterans Administration to avoid overpayments.

An excessive number of "W" units may lead to academic probation or disqualification. This will ultimately lead to discontinuance of G.I. benefits.

V.A. Certification - In order for a veteran to be certified for attendance, two criteria must be met: the veteran must be officially registered; and he/she must be in good academic standing.

Scholarship Requirements - A student will be placed on academic probation if any one of the following conditions occur:

1. The student's overall grade point average falls below 2.0, or the student's grade point average in any semester is below 2.0.
2. The student transfers from another college with an overall G.P.A. under 2.0.
3. The total number of W units exceeds the number of units completed.
4. All students who fail to maintain a C (2.0) grade point average for the semester are on probation, and are subject to disqualification.

Program Planning for Veterans - To be eligible for veterans' benefits, the veteran must select a major and choose courses from those listed under the major in the catalog. A veteran may elect to choose a number of remedial courses offered by Los Angeles Southwest College to enhance his academic background. The remedial courses will give him/her the necessary tools to do college level work. When a veteran chooses our remedial program, the units are not eligible for benefits. The units taken are also not transferable to a four-year college. For more information, visit the Counseling Office.

Graduation Unit Requirements - A veteran who has received the required minimum units to obtain an Associate of Arts Degree (60 units), but needs additional units to graduate, must have an overall evaluation of his complete records before he will be certified for benefit payments. The veteran must first go to the Counseling Office. He or she must then bring the evaluation sheet, properly signed by one of our Counselors. From this Evaluation, the Office of Veterans Affairs will certify only those classes which are deemed necessary for graduation.

