



DIRECTORY OF STUDENT SERVICES



**Los Angeles
Valley College**

WELCOME TO LOS ANGELES VALLEY COLLEGE

Please familiarize yourself with the services and resources highlighted in this brochure. We are here to help you reach your educational and career goals. Additional information can be found on the campus website: www.lavc.edu and the Student Services homepage: www.lavc.edu/student-services.



STUDENT SUCCESS AND SUPPORT SERVICES

Admissions & Records

www.lavc.edu/admissions

Most transactions can be done online. Students apply online at www.lavc.edu. To add and drop classes, view registration dates, fees, check grades, and unofficial transcripts, student can access the menu on the Student Information System. In person, students can make information changes to residency, name and address changes, order transcripts and submit petitions.

Assessment Center

www.lavc.edu/assessment

The Assessment Center offers computerized assessments in English as a Native Language (ENL), English as a Second Language (ESL), and Mathematics to help place student in classes appropriate to their skill level. All new students are required to take part in the Assessment, Orientation, and the Counseling Department's Student Educational Planning sessions.

Career/Transfer Center

www.lavc.edu/transfer

The Career/Transfer Center provides a wide variety of services to help students choose a major and career, and to transfer to a four-year college to obtain a Bachelor degree. Services include: workshops, career counseling, resource library, appointments with university representatives, and computers with internet access for career and transfer exploration.

Counseling

www.lavc.edu/counseling

The Counseling Department assists students in achieving their educational and career goals; whether the educational goal is to take one course, job training, earn a certificate, an associate degree or transfer to a four-year institution. Counselors provides students with assistance in creating Student Educational Plans (SEP), selecting appropriate classes, exploring educational and career options, and identifying the skills and resources critical to student success.

Financial Aid

www.lavc.edu/financialaid

The Office of Financial Aid is open year round to assist with the applications, processing and delivery of federal, state and other sources of aid. Students can explore options by searching through various links and watching videos provided by Financial Aid TV, reading about updates on our Facebook page and periodically checking the home page.

International Students

www.lavc.edu/international

International Student Program provides a supportive environment and comprehensive academic counseling/advising to assist international students with completing their program of study in a timely manner. Services include: conducting special international student orientation sessions that help guide international students through a smooth transition in their academic life at LAVC; developing an individualized, comprehensive student educational plan for every international student in the program; advising on and facilitating compliance with U.S. immigration regulations, and serving as primary campus liaison to U.S. government agencies (Department of Homeland Security, Department of State, Student and Exchange Visitor Program) in issues relevant to F1.

Outreach/Recruitment

www.lavc.edu/outreach

The office of Outreach/Recruitments works with the community and local high schools to provide information and services to potential students to make their transition to college as smooth as possible. Information sessions, on campus placement testing, application workshops, and enrollment assistance are some of the provided services.

Service Learning

www.lavc.edu/servicelearning

Los Angeles Valley College's Service Learning Program links students as volunteers with volunteer opportunities. Through volunteer service, students gain valuable practical experience that can be related to any class. Many Valley College instructors incorporate Service Learning into their courses enhancing opportunities for learning, while allowing students to gain hands-on work experience in the community. Most requirements are about 15 to 20 hours of volunteer service per semester. Students must also maintain a "reflection journal," challenging them to think, write, and talk critically about (and thereby learn from) their experiences. For more info, see Mr. Rick Brossman in the Counseling Department at brossmrs@lavc.edu.

TAP (Transfer Alliance/Honors Program)

www.lavc.edu/tap

The Los Angeles Valley College Transfer Alliance/Honors Program (TAP) is designed to help first time college students* who plan on transferring to a four-year college or university. It consists of academically enriched transfer general education courses in which both written expression and the critical analysis of ideas are stressed.

The TAP/Honors sections will provide academically motivated students the opportunity to learn in a challenging and stimulating learning environment. More than 85% of our TAP applicants have been accepted by UCLA over the last five years. Typically less than 30% of non-TAP applicants to UCLA have been admitted to UCLA over this same period. Our TAP transfers at UCLA have a better academic performance than non-TAP transfers and native UCLA students. Contact the TAP/Honors Director Laura Scott at scottlc@lavc.edu or Dr. Michael Gold, TAP/Honors Counselor at goldmc@lavc.edu.

Veteran Services

www.lavc.edu/veterans

The Veterans Resource Center (VRC) provides a supportive environment to eligible veterans to enable them to successfully transition to academic life. Students are provided with assistance towards meeting their educational and career goals and are provided with veteran benefits and financial aid information, academic, career and personal counseling and referrals to services on and off campus.



OFFICE OF OMBUDSPERSON

www.lavc.edu/student-services/office-of-ombudsman

The Office of Ombudsman provides a prompt and equitable forum for resolving student(s) grievances under Administrative Regulation E.55. In addition to assisting students with grade grievances and/or other issues, the Office of Ombudsman provides information and resources to Los Angeles Valley College students, faculty, and staff.



SPECIAL PROGRAMS

CARE

www.lavc.edu/eops/care

Cooperative Agencies Resources for Education

CARE (Cooperative Agencies Resources for Education) supports the unique needs of EOPS students who are single parents by promoting self-sufficiency and academic success through tailored workshops, additional counseling, educational materials and financial assistance for child care related expenses.

EOPS

www.lavc.edu/eops

(Extended Opportunity Programs and Services)

EOPS (Extended Opportunity Programs and Services) assists eligible students who have historically experienced economic and educational challenges. To increase access, retention and goal completion, EOPS provides the following “over and above” services: counseling, tutoring, textbook vouchers, workshops, priority registration, progress monitoring, and other services.

GUARDIAN SCHOLARS/CAFYES (FOSTER YOUTH)

www.lavc.edu/eops/guardian-scholars

The Guardian Scholars and CAFYES Programs are designed to provide support for current and former foster youth attending Valley College. The program joins together the efforts of all campus student support services to assist students in reaching their academic goals.

Mosaic Center

The Mosaic Center houses specially-funded support programs including Veterans, Black Scholars, and Mi Comunidad-Dream Center. We provide assistance to eligible students who have been disproportionately impacted and identified in the Student Equity Plan. We provide targeted outreach, counseling, tutoring, workshops, cultural celebrations and connecting students to other available resources on campus.

SSD

www.lavc.edu/ssd

(Services for Students with Disabilities)

The SSD program provides support services, specialized instruction, and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. A Student Educational Contract (SEC) is developed for each student which links that student’s goals, curriculum program, and academic accommodations to his/her specific disability-related educational limitation.

TRIO/STUDENT SUPPORT SERVICES

www.lavc.edu/trio

The TRiO Program is a support system designed for first generation, low income and/or disabled students. Individual counseling, individual tutoring, academic workshops, cultural activities, transfer information, computer labs, and complimentary school supplies are provided free of charge and exclusively to TRiO students.

TRIO/UPWARD BOUND/ UPWARD BOUND MATH-SCIENCE

www.lavc.edu/upwardbound

TRiO/Upward Bound was established at LAVC in September of 2007. The program, funded by the U.S. Department of Education, offers high school students academic enrichment during the regular school year and a six week summer program to increase the rate at which high school graduates pursue post-secondary education. In addition to increasing competency in core subjects, English, Social Science, and Foreign Language, the TRiO/Upward Bound Math-Science program offers enrichment in Mathematics and Science.



STUDENT LIFE

Associated Student Union

www.lavc.edu/asu

The Associated Student Union (ASU) is a student run organization that represents student interest here at Los Angeles Valley College. It is comprised of two branches: the Executive Council (a board of student elected and appointed positions), and the Inter-Club Council (a board of representatives from all the clubs on campus). The ASU provides opportunities for leadership, inclusion, and team building in addition to providing fun activities on campus.

Student Engagement

www.lavc.edu/StudentEngagement

The office of Student Engagement is located on the second floor of the Student Union Building. Student Engagement serves as the hub to engage students in various ways: cultural events, leadership workshops and personal development. The office encourages safe, positive, and inclusive opportunities for students to experience involvement and engagement during their time at LAVC. Student Engagement works closely with all campus departments to promote student-centered activities and opportunities.

Child Development Center

www.lavc.edu/childdevelopmentcenter

The Los Angeles Valley College Campus Child Development Center is a licensed childcare facility that provides developmentally appropriate programs for the children of students, staff, faculty and the community. The Center operates on the academic calendar. During the fall and spring semesters, the following programs are available: Day Preschool Program, Afternoon After-Kindergarten Program, and Evening School Age Program.

Student Health Center

www.lavc.edu/studenthealth

Los Angeles Valley College students have access to health services on campus for your physical well-being. Students are treated with skill, care and compassion with respect to your privacy and confidentiality. Medical assessments, examinations, and short-term treatment for illness and minor medical problems are available. No cost services include physical exams, health assessments, and blood pressure checks. On campus services also include reduced-cost lab tests and immunizations.

Psychological Services

www.lavc.edu/studenthealth

We all have problems at times in our lives. Students often experience academic and personal stress and deal with numerous personal situations. The Psychological Services office is staffed by experienced clinical psychologists who can help students discuss problems, explore ideas for resolving problems, and help find workable solutions. All students are eligible for up to 12 visits per semester at no cost. A student's experience at the Student Psychological Services will be private and confidential. No information regarding counseling will be revealed to anyone without written permission from the student, or as mandated by law.

Title IX

www.lavc.edu/titleix

Title IX is a powerful tool for combating campus violence. The law requires colleges and universities receiving federal funding to combat gender-based violence and harassment, and respond to survivors' needs in order to ensure that all students have equal access to education. Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of District policies and regulations. These violations are subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.



LIBRARY AND LIBRARY ACADEMIC RESOURCE CENTER (LARC)

Library and Library Academic Resource Center (LARC) Library

www.lavc.edu/library

The Los Angeles Valley College Library provides library materials and services to support, implement, and enrich the college experience. Staffed by five faculty librarians and seven full-time support staff, the library holds more than 130,000 printed books and provides access to nearly 170,000 eBooks. The Library also has more than 60 public computers with Internet access and Microsoft Office for currently enrolled students. Additionally, there are numerous textbooks on reserve for student use.

Library Academic Resource Center (LARC) Computer Commons

www.lavc.edu/computercommons

The Computer Commons has 100 computers available for student use. These computers have Internet access and Microsoft Office. Students can print copies for a fee.

General Tutoring Center

www.lavc.edu/generaltutoring

General Tutoring provides drop-in tutoring. Tutoring is available in most subjects, such as, chemistry, physics, statistics, accounting, and economics.

Math Lab

www.lavc.edu/math/mathlab

The Math Lab provides drop-in tutoring. Students can be helped with all levels of math homework. Three to four tutors are available at any given hour to work with students on a one-on-one basis for short periods of time as needed.

Reading Center

www.lavc.edu/readingcenter

The Reading Center is for students enrolled in Developmental Communications 22. In the Reading Center you will find a range of modular, multi-media, self-directed programs that teach and reinforce phonics, vocabulary, reading comprehension, grammar, spelling and study skills.

Writing Center

www.lavc.edu/writingcenter

The Writing Center provides walk-in and appointment tutoring for students to receive individualized help with any kind of writing, reading, or critical thinking assignment. Students can receive assistance through one-to-one and group tutoring sessions, writing workshops, and instructive handouts.



CalWORKS

CalWorks California Work Opportunity & Responsibility To Kids

www.lavc.edu/calworks

CalWORKS is a program for students on Temporary Assistance to Needy Families (TANF). The goal is to provide students with the academic and vocational skills which lead to meaningful employment. The program offers assistance with counseling, classes, childcare, books, paid work-study, and more.



CITIZENSHIP CENTER

Citizenship Center

www.lavc.edu/continuinged/service

The Citizenship Center welcomes prospective U.S. citizens. The center provides Department of Homeland Security (DHS) citizenship preparation, noncredit Civics, English as a Second Language classes, and assistance with immigration information and applications.



STUDENT SERVICES CENTER BUILDING

First Floor: Information Desk, Outreach, Admissions & Records, Financial Aid
Second Floor: Assessment Center, Multi-Purpose Room, Special Programs, Mosaic Center



STUDENT SERVICES ANNEX BUILDING

Counseling, Career Transfer Center, Services for Students with Disabilities



STUDENT UNION

First Floor: Health Center, Psychological Services, Cafeteria, Business Office, Bookstore, Lion's Café

Second Floor: Student Life Office, Lion's Den, and Associated Student Union



LIBRARY AND ACADEMIC RESOURCE CENTER (LARC)

First Floor: Library

Second Floor: Computer Commons, General Tutoring Center, Math Lab, Writing Center, Reading Center



THE ADMINISTRATION & CAREER ADVANCEMENT BUILDING (ACA)

First Floor: CalWORKS, Continuing Education, Citizenship Center, TAP/Honors Program

Second Floor: President's Office, Academic Affairs, Administrative Services, Office of Ombudsperson



The Office of Student Services is located on the second floor of the Student Services Center building.

You are welcome to visit us or call us at 818.947.2543.

lavc.edu/student-services

LOS ANGELES VALLEY COLLEGE

5800 Fulton Avenue Valley Glen, CA 91401

818-947-2600

Available in Alternate Formats