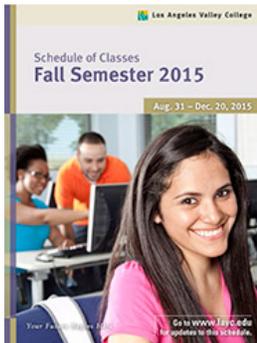




# Los Angeles Valley College

## LAVC College Bulletin August 9-15, 2015

### This Issue's News & Events



#### **LOOKING FOR AN OPEN SEAT? CHECK THE LAVC FALL 2015 OPEN CLASSES LIST**

*The LAVC Academic Affairs Office has posted an open classes listing for Fall Semester 2015 on the [LAVC Schedule of Classes Web Page](#). This regularly updated list notes all the Fall Semester 2015 class sections with available seats. *Please note: The open classes list information is not live, therefore some class sections may be closed by the time a student registers for the class.* Students who wish to add a class that is listed as full can attempt to add the class by attending the first day of class and asking the instructor for an add card. For more information, visit the "Open Classes List" under the Fall Semester 2015 on the [LAVC Schedule of Classes Web Page](#).*



#### **CALLING ALL NEW STUDENTS! THE LAST CHANCE TO REGISTER FOR LAVC'S WELCOME FAIR IS AUGUST 12**

*The LAVC Student Services Office will be offering its annual Welcome Fair for new students on Wednesday, August 19 from 10 a.m.-2 p.m. in Monarch Hall in Campus Center. The last day to register is Wednesday, August 12. The [LAVC Welcome Fair](#) will give new students tips and tricks on getting ready for school and making the best of their Monarch experience. Participants will be welcomed by LAVC's faculty and staff, and gain an understanding what professors expect with an "Intro to the Classroom" workshop. In addition, they will be able to ask questions to a student/faculty panel, get to*

buy their textbooks, meet with a counselor, and check out our exciting Information Fair with clubs, departments, and programs! Space is limited. New students should [RSVP today](#) to reserve their complimentary "success kit". For more information, visit the [Welcome Fair Web page](#).



#### **WANT TO TAKE THE HISET? AUGUST 12 IS THE LAST DAY TO SIGN UP FOR THE AUGUST PAPER-BASED HISET TEST; PRACTICE TESTS ALSO AVAILABLE ON AUGUST 14**

*The LAVC CalWORKs Office will be offering the paper-based HiSET® (High School Equivalency Test) on Friday-Saturday, August 21-22; the last day to register is August 12. In addition, the computer-based test will be offered by appointment only. It will offer the next HiSET practice test on Friday, August 14, and also by appointment. The HiSET is the new alternative to the GED; the CA State Board of Education approved the HiSET for individuals to earn a California High School*

Equivalency Certificate. To be eligible to take the HiSET, you must be a California resident, be 18 years or older, have a valid government issued identification, and not be currently enrolled in high school. The fee for the full

(paper-based or computer-based) test is \$150.00, and additional fees may apply (non-refundable). Space is limited and pre-registration is required. The HiSET practice test, which will give you an idea of how well you may score on the official HiSET test, are offered at 9 a.m. on designated Fridays (August 14, 21, September 4, 11, 18, 25, October 2, 9, 16, 23, and 30) in Bungalow 14; check-in at 8:45 a.m. The practice test is also available by appointment. Dates are subject to change without notice. The fee for the test is \$10.00 (non-refundable). For more information on HiSET® Official and Practice Testing, including registration information and all upcoming test and practice test dates and times, visit the [LAVC CalWORKs Web page](#).



### **DID YOU KNOW? STUDENT SERVICES OFFICES ARE OPEN DURING THE SUMMER**

*The Admissions & Records Office, Financial Aid Office, Veteran and International Student Services Office, Outreach/Information Desk, Assessment Center, and Counseling Office will be available to assist students during the Summer 2015.* LAVC understands how important student support services are to our students' academic goals and how it helps them to be more successful. To better serve our students, the following services in the LAVC Student Services Center and Annex will be open during the summer:

- [Admissions & Records](#), [Financial Aid](#), and [International Student Services/Veterans Student Services](#) Office, which are located on the first floor of the Student Services Center, are open Monday-Thursday from 8 a.m.-7 p.m. and Friday from 8 a.m.-1 p.m.
- [Counseling](#), which is located in the Student Services Annex, is open Monday-Thursday from 8 a.m.-7 p.m. and Friday from 8 a.m.-2 p.m.
- [Assessment Center](#), which is located on the second floor of the Student Services Center, is open Monday-Thursday from 8:30 a.m.-7 p.m. and Friday from 8:30 a.m.-1 p.m.

For more information, visit the [LAVC Student Services Web page](#).



### **EARN COLLEGE CREDIT FOR YOUR JOB! LAVC COOPERATIVE EDUCATION NOW ENROLLING FOR FALL 2015**

*The LAVC Cooperative Education Office is accepting enrollment applications for the Fall 2015 semester. Students who are working or interning during the Fall may be eligible for up to 4 units of college credit for the hours completed at your job or internship through the LAVC Cooperative Education Office.* Students must be enrolled at Los Angeles Valley College, complete a Fall 2015 Cooperative Education enrollment application, and schedule an appointment to meet with the Cooperative Education Director. Enrollment into the program is by add slip only. Space is limited! The last day to enroll is Friday, September 11. For more information and to download the Fall 2015 application, please visit the [Cooperative Education Web Page](#).



### **DID YOU KNOW YOU CAN FOLLOW DR. ENDRIJONAS ON TWITTER?**

Dr. Erika Endrijonas, LAVC college president, is staying more connected to the campus community and the community-at-large through social media. LAVC students, faculty, staff, administrators, and college friends can now follow her on Twitter to learn what's going on at Valley College. She posts regular updates on the fun and exciting things that are happening at LAVC throughout the year. To find out what's going on with our College President, follow [@LAVCPrez](#) on Twitter today!



### **GOT GOOD NEWS TO SHARE? LAVC'S PR OFFICE CAN HELP YOU SHARE IT**

*The LAVC PR Office is available to assist college departments, programs and services with promoting its news and events in the College Bulletin, on the electronic marquees, in the online calendar, on the campus news Web page, and on LAVC's Facebook and Twitter pages.* The LAVC Public Relations (PR) Office oversees the college's internal and external communications, media relations, publications, campus construction special events, and emergency notifications to students, faculty, staff. The PR Office can provide LAVC departments, programs and

services with [promotional assistance](#) for on-campus events and news. It publishes a weekly internal newsletter (called the [College Bulletin](#)), and maintains the [campus news and information](#) on the college Web site, an [online](#)

[college calendar of events](#), and the college's electronic marquees. The department also manages the college's official social media sites (such as [Facebook](#), [Twitter](#), [Instagram](#), and [LinkedIn](#)), and assists college departments and programs with creating social media sites for their department, program or service. In addition, the Public Relations Office oversees usage of the [college logo](#), maintains the [LAVC Graphic Standards and Style Guide](#), and the college's photo archive. For more information or to submit a PR Request, visit the [LAVC PR Office Web Page](#).

Additional news and events are posted online at [www.lavc.edu/campusnews/index/News-Blog.aspx](http://www.lavc.edu/campusnews/index/News-Blog.aspx).

## Announcements for Faculty/Staff

**[Faculty/Staff—Don't Forget to Update Your Information in the LAVC Phone & Email Directory.](#)** The LAVC Administrative Services Office is asking all department chairs, supervisors, faculty and staff to review their departmental and faculty contact information on the online [LAVC Phone/Email Directory](#). If an employee finds that his/her information is inaccurate or missing, he/she should send the following information to his/her department chair or supervisor, who upon verification and approval will send the information to Arlene Stein in Administrative Services at ([steinar@lavc.edu](mailto:steinar@lavc.edu)):

- (1) employee's full name,
- (2) nickname (if applicable),
- (3) title,
- (4) department,
- (5) building location with room number
- (6) LAVC phone number or voice mail extension,
- (7) fax number,
- (8) LAVC email address, &
- (9) secondary phone number or email address (if applicable)

Arlene will notify the employee's supervisor when the information has been updated online. If you have any questions, contact Arlene Stein at [steinar@lavc.edu](mailto:steinar@lavc.edu) or by calling extension 2336.

**[Attention Adjunct Faculty! Sign Up Today for Adjunct Faculty Orientation.](#)** LAVC Professional Development will be offering a "Fall into Fall: Adjunct Faculty Orientation" on Saturday, August 29 from 8:30 a.m.-12 p.m. in Library & Academic Resource Center 200. This orientation will give new faculty and those needing a refresher an opportunity to learn about college processes, resources, and information to help make their teaching experience successful. Participants will learn about:

- How to handle students who cheat
- How to report exclusions and submit grades
- What services the college offers to help students
- How to qualify for seniority rights and health benefits
- How classroom teaching is evaluated
- How to find out about full-time teaching openings

In addition, adjunct faculty will be able to connect with colleagues, and discover ways to be part of the college community. A continental breakfast will be served. Professional development credit is available. Please RSVP by August 17 to (818) 947-2712 or [profdev@lavc.edu](mailto:profdev@lavc.edu), or visit the [LAVC Professional Development Web page](#) for more information.

## Activities this Week

The following is a list of selected campus events and meetings that are scheduled to take place at LAVC. Please contact the listed department/contact person for more detailed information. A complete list of campus activities is posted on the online LAVC calendar at [www.lavc.edu/calendar/](http://www.lavc.edu/calendar/).

**[LAVC Calendar of Events for August 9-15, 2015](#)**

**Sunday, August 9**

**Monday, August 10**

**All day          Fall Semester 2015 - Concurrent Enrollment Admissions Application  
Deadline to Petition for 14 Years Old and Under Students**  
*Calendar: Academic Dates & Deadlines*

**All day          Fall Semester 2015 - Deadline to Petition for Reinstatement**  
*Calendar: Academic Dates & Deadlines*

**Tuesday, August 11**

**Wednesday, August 12**

**Thursday, August 13**

**Friday, August 14**

**9am - 12pm      HiSET Practice Test sponsored by the LAVC CalWORKs (California Work  
Opportunities and Responsibility to Kids) Office**  
**Where:** Bungalow 14  
**Contact:** LAVC CalWORKs Office, (818) 947-2976, <http://www.lavc.edu/calworks/hiset.aspx>; Cost: \$10  
(non-refundable)  
*Calendar: Community Events*

**Saturday, August 15**

**MISSION STATEMENT**

*Los Angeles Valley College serves as a leader in student success, with pathways for certificates, degrees, transfer, and continuing education. We enable students to advance their education, personal development, and quality of life, empowering them to be productive and engaged members of the global community.*

**VISION STATEMENT**

*Los Angeles Valley College inspires, educates, and enriches our diverse community, developing critical and creative thinkers and lifelong learners.*

**For the LAVC Mission and Vision Statements and Core Values, visit [www.lavc.edu/vision-mission/](http://www.lavc.edu/vision-mission/)**

***The LAVC College Bulletin is distributed to the campus community every Wednesday  
for the following week's activities and events.***

***Available in alternate media formats***

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