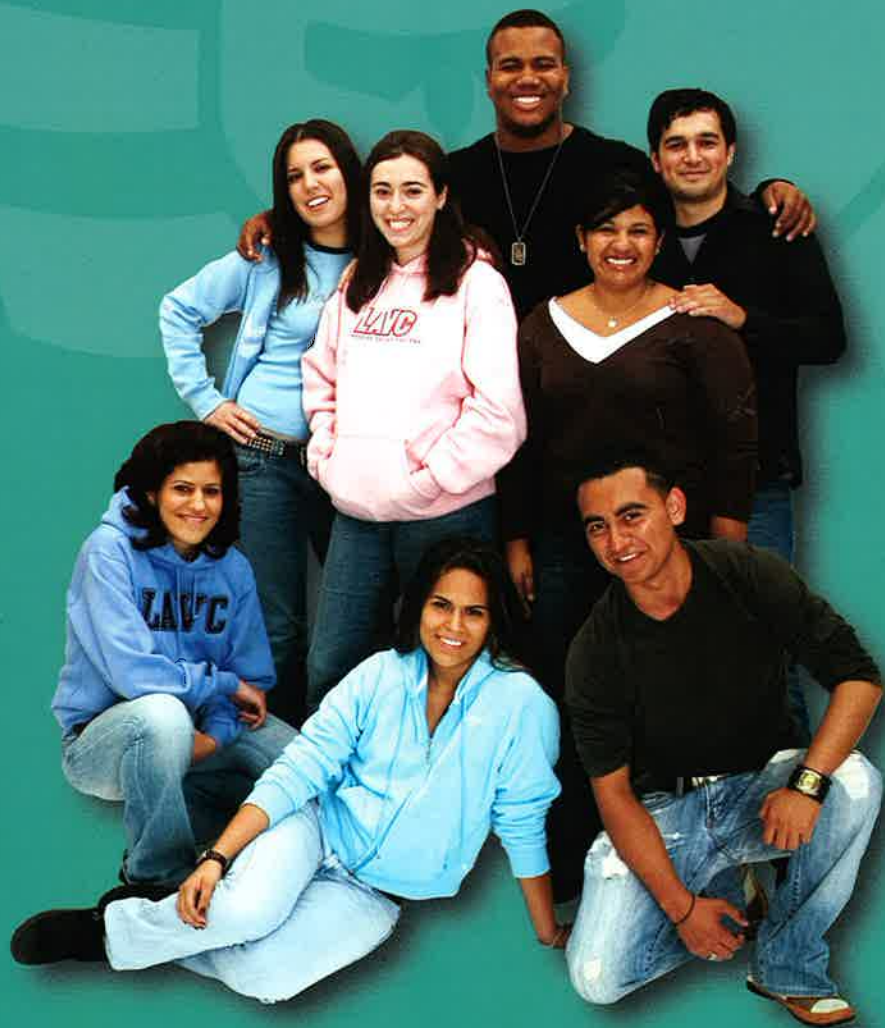


YOUR  
FUTURE  
BEGINS HERE  
DIRECTORY OF  
STUDENT SERVICES



Los Angeles Valley College

# LOS ANGELES VALLEY COLLEGE STUDENT SERVICES

Los Angeles Valley College offers a variety of support services to assist our students. Take time to familiarize yourself with our resources. You might wish to use one or more of them to help you reach your educational goal(s).

## ADMISSIONS & RECORDS

818.947.2553

[www.lavc.edu/admissions](http://www.lavc.edu/admissions)

Admissions and Records is where you apply, add and drop classes, request transcripts, get enrollment verifications, and submit Pass/No Pass Petitions. You can also make information changes to your residency, name and address. A&R is the place to submit requests for Cal State University or UC transfer certifications and to file Academic Renewal and Grade Forgiveness Petitions. The Admissions & Records Office is located in Student Services Center, 1st Floor.

## ASSESSMENT CENTER

818.947.2587

[www.lavc.edu/assessment](http://www.lavc.edu/assessment)

The Assessment process is designed to help place students in classes appropriate to their skill level. The Assessment Center offers computerized assessments in English as a Native Language (ENL), English as a Second Language (ESL) and Mathematics. The Assessment Center also provides the Computerized Ability to Benefit Exam for students who are at least 18 years old, but do not have a high school diploma or GED. The Ability to Benefit Exam qualifies these students for financial aid. The Assessment Center is located in the Student Services Center, 2nd Floor.

## ASSOCIATED STUDENT UNION

818.778.5516

[www.lavc.edu/ASU](http://www.lavc.edu/ASU)

The Associated Student Union (ASU) is an excellent way to become involved at Los Angeles Valley College. It consists of two branches: the Executive Council and the Inter Club Council (ICC). The Branches work together to create a student centered environment. You can join a club or develop valuable leadership skills by becoming an officer. For \$10.00 a semester your ASU membership funds a variety of events, programs and departments including: bus trips to universities, musical events, graduation, homecoming, the Dean's Reception, International Arts Festival, Black History Celebration, Chicano/Latino Celebration, and guest speakers. The Associated Student Union office is located in the Student Services Center, 2nd Floor.



## BOOKSTORE

818.947.2313

[www.lavcbookstore.com](http://www.lavcbookstore.com)

The college Bookstore sells books and supplies for your classes. You may also purchase snacks, LAVC merchandise, gifts and more. You may view and purchase your textbooks online at [lavcbookstore.com](http://lavcbookstore.com). The bookstore is located on the west side of the Campus Center.

## BUSINESS OFFICE

818.947.2318

[www.lavc.edu/businessoffice](http://www.lavc.edu/businessoffice)

The Business Office is the last step in the student registration process and is located behind the cafeteria. The office collects all registration fees including student parking permit fees and issues students' Registrations Receipts.

## CalWORKs - CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS

818.947.2976

[www.lavc.edu/calworks](http://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. For more information, please contact CalWORKS in Bungalow 14.

## CAREER/TRANSFER CENTER

818.947.2646

[www.lavc.edu/transfer](http://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 of Arts or Bachelor of Science degree. The Career Transfer Center is located in the Student Services Annex.

### SERVICES INCLUDE:

- Workshops
- Appointments w/university reps
- A resource library
- Computers w/internet access for career and transfer exploration
- Career counseling
- Trips to 4-year colleges and special events

## CARE - COOPERATIVE AGENCIES RESOURCES FOR EDUCATION

818.947.2432

[www.lavc.edu/eops/care.html](http://www.lavc.edu/eops/care.html)

CARE is a special program within EOPS that provides additional educational support for EOPS students who are single parents. Services include: allowances for child-care related expenses; special counseling; workshops and supplies. CARE is located in the Student Services Center, 2nd Floor, Room 215.

## CHILD DEVELOPMENT CENTER

818.947.2931

[www.lavc.edu/childdevelopmentcenter](http://www.lavc.edu/childdevelopmentcenter)

The LAVC Child Development Center is a licensed childcare facility for the children of LAVC students, staff, and faculty, as well as community members. Student-parents have priority for use of its childcare services. The center offers programs for preschool (ages 3-5) and school-age children (6-13). The center is located near Oxnard Street and Campus Drive and operates during the academic year. Applications are available in the Child Development Center.

## CITIZENSHIP CENTER

818.947.2600 ext.4168

[www.lavc.edu/continuinged/services](http://www.lavc.edu/continuinged/services)

The Los Angeles Valley College 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, assistance filling out the citizenship application, and immigration information. The Citizenship Center is located in Bungalow 13.

## COUNSELING

818.947.2546

[www.lavc.edu/counseling](http://www.lavc.edu/counseling)

This office helps students develop an Educational Plan that is tailored to their academic/vocational needs and goals. The staff also assists students with career counseling by evaluating personal interests and abilities and exploring occupational areas. The office is located in the Student Services Annex.

## EOPS - EXTENDED OPPORTUNITY PROGRAMS & SERVICES

818.947.2432

[www.lavc.edu/eops](http://www.lavc.edu/eops)

EOPS is funded by the state of California to increase the access and success of low-income and educationally-disadvantaged students. EOPS provides counseling, tutoring, priority registration, transfer assistance and book vouchers. The office is located in the Student Services Center, 2nd Floor, Room 215

## FINANCIAL AID & SCHOLARSHIPS

818.947.2412

[www.lavc.edu/financialaid](http://www.lavc.edu/financialaid)

This office provides information about sources of financial assistance for eligible students including grants, scholarships, employment, and loans. Students are required to complete the Free Application for Federal Student Aid (FAFSA) and meet basic eligibility criteria to be considered for financial aid. Students are encouraged to use the Financial Aid Computer Lab to get assistance with the online application process. The Financial Aid Office is located in the Student Services Center, 1st Floor.

## INTERNATIONAL STUDENTS OFFICE

818.778.5517

[www.lavc.edu/international](http://www.lavc.edu/international)

The International Student Office provides assistance to students from abroad who want to study in the United States on an F-1 Visa. The International Student Office is located in the Student Services Center, 1st Floor. Our office:

- Processes admissions applications
- Issues I-20s for admitted students
- Provides students with information about applying for a F-1 Visa in their home country
- Provides information on the Change of Status process for students who are already in the U.S.
- Hosts orientations, health insurance and immigration advisement sessions to ease the transition to college
- Helps students maintain their F-1 status while at Los Angeles Valley College
- Provides academic counseling

## THE LEARNING CENTER

818.947.2744

[www.lavc.edu/learningcenter](http://www.lavc.edu/learningcenter)

Tutoring is available for all students currently enrolled at LAVC. Although we cannot guarantee a tutor for every subject, we strive to meet the needs of all students. For more information about the services available, stop by the Learning Center located behind the Cafeteria. Drop-in tutoring is available in:

- Chemistry
- Physics
- Accounting
- Statistics
- Economics

## LIBRARY

818.947.2425

[www.lavc.edu/library.html](http://www.lavc.edu/library.html)

The College Library, one of the largest in the San Fernando Valley, houses more than 125,000 books and subscribes to about 250 magazines and newspapers. It offers a complete range of library services and resources available for students. The Library's home page provides a link to the online catalog, full text journals, databases, and indexes. Your student ID card is also your library card.

The library is located behind the Cafeteria.

## MATH LAB

818.947.2863

[www.lavc.edu/mathlab](http://www.lavc.edu/mathlab)

The Math Lab is a drop-in tutoring lab where students can get help with their math coursework. There are 3 to 4 tutors available at any time. Tutors walk around and help each student for 5 to 10 minutes at a time. The Math Lab also offers workshops to supplement classroom instruction. Students can use textbooks, calculators and videotapes in the lab. Online worksheets are also available. The Math Lab is located in the Math/Science Bldg, Room 106.



## SERVICE LEARNING

818.947.2642

[www.lavc.edu/servicelearning](http://www.lavc.edu/servicelearning)

The Service Learning Program links students with volunteer service to gain valuable practical experience that can be related to any class. Many LAVC instructors incorporate Service Learning into their courses by offering extra credit for volunteer work with community non-profit agencies. 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. The office is located in the Student Services Annex, Room 151H.

## SSD - SERVICES FOR STUDENTS WITH DISABILITIES (formerly DSPS)

818.947.2681 TTY 818.947.2680

[www.lavc.edu/SSD](http://www.lavc.edu/SSD)

SSD provides special services, accommodations, and courses for students with verified disabilities. Special services may include priority registration, sign language interpreters, alternate text production, assistive technology, note-taking and test-taking assistance, campus and community referrals, and/or liaison with the Department of Rehabilitation. Courses offered include Adapted Physical Education, Learning Skills, and Personal Development. The SSD office is located in the Student Services Annex, Room 175.

## STUDENT HEALTH CENTER

818.947.2918

[www.lavc.edu/studenthealth](http://www.lavc.edu/studenthealth)

The Student Health Center offers an array of medical services to currently enrolled students. Medical care is provided by a medical professional for general health care at no cost. Various labs and screening tests are also available at a low cost. Bring your student ID and a copy of your registration indicating that your health fee was paid for the current semester. Call to schedule an appointment. Psychological counseling is also available by appointment. Call Dr. King at 818.778.5504. The Student Health Center is located in the North Gym.

## TITLE V - ACCELERATED COMMUNITY COLLEGE EDUCATION FOR STUDENTS SERVICES ONLINE (ACCESSO)

818.947.2657

This program provides the college with funding to offer certificates, an Associate degree, prerequisites for nursing and transfer/general education requirements in either a fully online or hybrid (partially online) format. In 2010, the program will begin a laptop loan program for students enrolled in Virtual Valley classes for two semesters or more. ACCESSO is located in Bungalow 82.

## TRIO/STUDENT SUPPORT SERVICES

818.947.2487

[www.lavc.edu/TRiO](http://www.lavc.edu/TRiO)

TRiO is funded by the U.S. Department of Education to help low-income, first-generation college students and disabled students achieve a college education. If you meet the necessary requirements for this program, you will be eligible for free services such as: tutoring, counseling, workshops, and trips, etc. that are geared toward your academic success. Students eligible for Pell Grants with unmet need may be able to receive additional grant funds. TRiO is located in the Student Services Center, 2nd Floor, Rooms 228, 229, 230.

## VETERANS STUDENT SERVICES

818.778.5627

[www.lavc.edu/veterans](http://www.lavc.edu/veterans)

This office acts as a liaison between veterans and the Veterans Administration (VA) by helping veterans process and obtain their educational benefits as well as the benefits available to their dependents. Other assistance includes registration and enrollment, completing VA forms and applications, serving as a liaison between student, faculty, and staff, assisting with personal or academic problems, and finding employment on campus. The office is located in the Student Services Center, 1st Floor.

## VCAP - VALLEY COLLEGE ACCELERATED PROGRAM

818.947.2455

[www.lavc.edu/vcap](http://www.lavc.edu/vcap)

Designed for the working adult student, VCAP can help you earn an Associate degree and/or transfer to a University. VCAP consists of a unique selection of academic courses in an accelerated format. Most classes meet one night per week for two hours and half day every Saturday. Courses are conducted in eight-week sessions with two sessions per semester in the fall and spring and one session in the summer. Students can take up to two classes each session. Weekend College classes meet on Fridays and Sundays, or Saturdays. Students can combine VCAP course with regular classes. The office is located in the Campus Center Bldg, Room 215.

## VICE PRESIDENT OF STUDENT SERVICES

818.947.2543

[www.lavc.edu/studentServWebsite](http://www.lavc.edu/studentServWebsite)

Oversees student support services:

Admissions and Records	Extended Opportunities Program and Services (EOPS)	Student Discipline
Advanced College Enrollment Assessment Center	Financial Aid	Student Health Center
Associated Student Union (ASU)	International Student Services	TRIO/Student Support Services
Career-Transfer Center	Outreach and Recruitment	Veterans Student Services
Child Development Center	Services for Students with Disabilities (formerly known as DSPS)	Title V
Counseling		Upward Bound

The office of the Vice President of Student Services Office also handles all complaints or concerns about any of these student support services. The office is located in the Student Services Center, 2nd Floor

## WRITING CENTER

818.947.2810

[www.lavc.edu/WCweb](http://www.lavc.edu/WCweb)

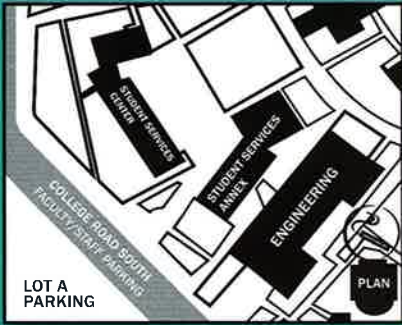
The Writing Center, located in Humanities, Room 100, offers one-to-one tutoring to all LAVC students who bring in writing or reading related homework assignments, study questions, and essay topics from any class they are taking at LAVC. Writing workshops, instructive handouts, and Internet access are provided. The Center also offers three laboratory courses: English 67, a writing lab; English 68, a reading lab; and English 69, a class to help students practice writing and revising on the computer. In addition, online tutoring is available.



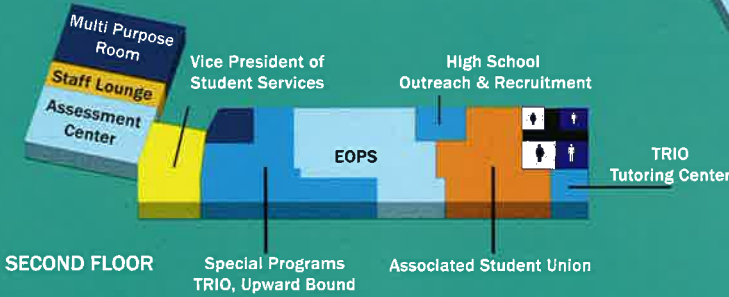
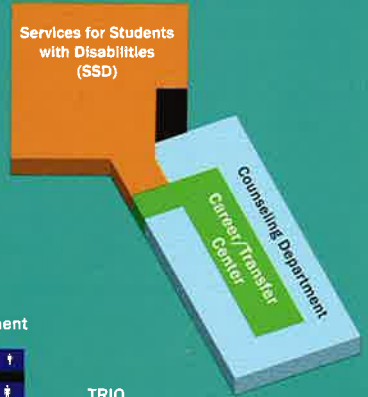
# MISSION STATEMENT

Los Angeles Valley College is a comprehensive community college located in the center of the San Fernando Valley. The College serves the community by providing transfer, degree, career, technical, foundational, transitional and continuing education programs in an attractive and accessible learning environment that fosters student success. Embedded in these programs are the greater goals of critical thinking and life-long learning which are necessary for success in the workplace and for advancing one's education, personal development and quality of life.

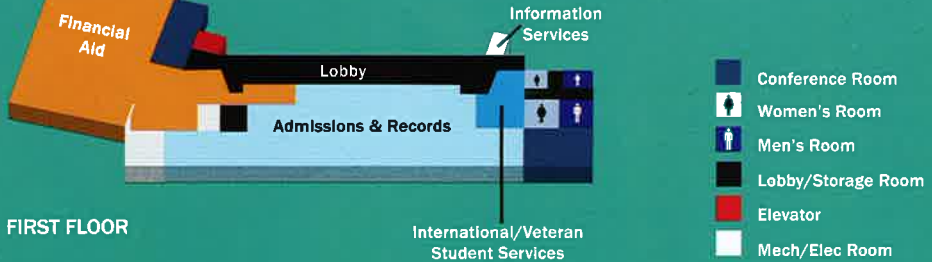
## STUDENT SERVICES MAP



## STUDENT SERVICES ANNEX



## STUDENT SERVICES CENTER



Los Angeles Valley College, 5800 Fulton Avenue, Valley Glen, CA 91401, 818.947.2600. [www.lavc.edu](http://www.lavc.edu)

Available In Alternative Formats