



Student Services

THE MISSION OF STUDENT SERVICES IS TO SERVE, GUIDE,
AND EMPOWER STUDENTS TO SUCCEED.

Admissions/Records

Assessment

Child Development
Center

Counseling

Discipline/Student
Success Initiative

Extended Opportunity
Programs & Services
EOPS

Financial Aid

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Veterans

Dear Faculty:

The new academic year presents us with new challenges and opportunities. We are faced with higher student demand and fewer resources. However, Student Services continues to have a strong commitment to our partnership with faculty to work together to ensure student success. We will be making necessary adjustments to our service schedule to maximize opportunities for students to get assistance. We have also engaged in a discussion on how we can best meet student demand by restructuring our delivery modes and "peak" demand service staffing.

This newsletter contains some important highlights from many of our unit areas. I invite you to visit my office if you have any questions. The office is located in the new, two-story, Student Services Center Building, on the second floor near the elevator. Have a great year.

Sincerely,

Florentino Manzano
Acting Vice President
Student Services

Important Dates

Monday, September 5	Labor Day
Friday, September 9	Last day to challenge prerequisites Last day to ADD
Monday, September 12	Last day to drop classes without incurring fees/with a refund
Friday, September 23	Last day to drop classes without a "W"
Tuesday, October 25	College Fair Day—Day Students
Thursday, October 27	College Fair Day—Evening Students
Friday, November 11	Veterans Day
Friday, November 18	Last day to drop classes with a "W"

Admissions/ Records

Ashley Dunn, Registrar
818.778.5518

Admissions and Records is here to help you manage your class enrollment and assist you to record grades/Positive Attendance hours.

To assist you, contact:

Veronica Mosqueda
mosquevc@lavc.edu
818.947.2664
(A Shift)

Juan Avalos
avalosjf@lavc.edu
818.947.2661
(B Shift)

To ensure the security of the college's records, be prepared to show a picture ID (preferably your Valley College Faculty ID) before conducting any transactions with our office.

The only paper roster you will receive is the Census Roster.

Use it to record attendance up to the **Census Date**, which is **September 12, 2011** for all full-term fall classes.

Use the WebFaculty System for everything else including:

- View Roster
- Assign Grades
- Exclude Students
- Alert Students
- Record Positive Attendance

Call Duane Martin (x2341) if you are having difficulty accessing the system.

Counseling

Barbara Goldberg, Chair

818.947.2647

Welcome Back

Fall 2011

On behalf of the Counseling Department faculty and staff, I would like to welcome everyone back for the Fall semester. Our office has been extremely busy assisting new and returning students over the summer. Despite not offering a regular summer session this year, our counselors have been busier than ever, particularly helping frustrated students find appropriate classes that had open seats.

Our department is undergoing many changes and challenges. We were sad to say goodbye to three of our counselors who retired in June after many years of service to the college: Dr. Bruce Thomas (former Department Chair), Dr. Synthia Saltoun (former Director of Career/Transfer Center), and Dr. Kathleen Sullivan (General Counseling). These departures followed the retirement of Mr. Louis Garcia (General Counseling) last year. On a happier note, I am pleased to announce that Mr. Clive Gordon is our new Transfer Center Director, effective July 1, 2011. Please stop by to visit us in our new building, which we have been settling into during the past year.

As with many departments on campus, the number of fulltime faculty in Counseling has been shrinking. Our greatest challenge is discovering new and innovative ways to maintain as much student access to counseling services as possible. As the new department chair, I am very proud of the great work our department has been doing and I look forward to a very productive year.

A few highlights from our department include the following plans:

- Full implementation of our new student online orientation and advisement
- Institute new modes of reaching students to include online and telephone advising
- Create a new interactive webpage for Counseling with answers to common questions
- Increase outreach to students via classroom visitations and activities, such as our highly successful May Mega Counseling event that we piloted this past Spring.
- Invite faculty from all disciplines, particularly CTE, to update counselors on their programs, new majors and courses.

These are just a few of many new developments to come. Our focus will continue to be student success and providing access to the many crucial services offered by our department.

Child Development Center

Terry Teplin, Director

818.778.5551

Preschool Program: 2 1/2—5 years of age—Monday-Friday 7:45am to 5pm

School Age Program: Kindergarten to 13 —Monday-Thursday 2:30 to 10:20 - Friday- 2:30 to 5

The LAVC Child Development Center is a licensed childcare facility providing developmentally appropriate programs for the children of students, staff, faculty and the community. Low income, student-parents have priority. The Center operates on the academic calendar of the campus. Call 818.947.2931 for applications for childcare services.

The new Child Development Center, opened in July 2010, includes a lending library, a parent room, a multi-purpose room, industrial kitchen, hands-on kitchens in each classroom and three wonderful nature based play yards.

LAB SCHOOL:

Students, particularly Child Development majors, participate in our program under the direct supervision of a Lead Teacher. Lead Teachers supervise practicum students and assistant teachers, who have completed a required number of Child Development units.

Discipline/Student Success Initiative

Dr. Annie G. Reed, Associate Dean

Campus Center—Call For Appointment

818.947.2320

Student Discipline Boot Camp Goes Virtual through Etudes!

The "NEW" online Boot Camp has arrived just in time for Fall 2011. Any faculty member can enter as a "guest" 24/7 to interact with colleagues by post or live chat, receive quick replies from Dr. Reed or "check out" our growing collection of faculty resources. All guests sign in as LAVC FACULTY so posts are anonymous. The **Boot Camp** is highly interactive with new topics posted often—and—interesting guest speakers will join in throughout the semester. Faculty is also able to earn **One (1) hour of Flex Credit** through the college's *Professional Development Department*. Please contact Deborah Kaye (Kayedr@lavc.edu) for more details.

For additional online assistance, please go to *For Faculty and Staff/Faculty Resources* on the college website where faculty can access the Fall 2011 *Student Discipline & Complaint Worksheet*, the *Notice of Charges (SD5)* form and the *LACCD Board Rules for Student Discipline*. Please note that it is important to document all incidents of bad student behavior for our records—and—for the faculty who follow you.

Thank you LAVC Faculty for assisting us in keeping a safe and honest college environment. We look forward to developing more efficient and effective ways to streamline the process for answering your student discipline and grade grievance concerns.

Extended Opportunity Programs and Services **EOPS/CARE**

Dr. Sherri Rodriguez, Associate Dean
818.947.2726

EOPS/CARE: Contributing to Student Success!

Please let us share a few highlights of the many successful students that EOPS serves....

- After earning her BA at UCLA, **Eboni Haynes** is going to Harvard for her Master's degree.
- **Hayk Matevosian** was accepted to both UCLA and USC film schools.
- Single mom, **Vianey Galdamez** transferred to Cal State LA.
- A recent immigrant, **Elizabeth Alexander** worked two jobs while going to LAVC. She starts UCLA this fall.
- Single dad, **Dieu Donne Biyoti** was accepted to the Nursing program at Cal State LA.
- **Anthony Garcia**, once on academic probation, is now transferring to CSUN to major in history.

EOPS' Five Keys to Student Success...

1. **Personalized counseling**—Students must meet with their EOPS counselor three (3) times per semester to develop and review their educational plan, select their classes and discuss their progress.
2. **One-on-one tutoring**—Students benefit from individual tutoring in English, math and sciences.
3. **Progress monitoring**—Students must return a progress card so that EOPS can monitor their grades and recommend tutoring, if necessary. Thank you faculty for completing the EOPS progress cards!
4. **Informative workshops**—Students on academic probation must complete an academic success workshop. EOPS offers workshops regarding time management, study skills and math anxiety.
5. **Textbook vouchers**—Students who complete their contacts, receive up to a \$200 textbook voucher to help offset the cost of textbooks.

To be eligible, students must be low-income and educationally disadvantaged. For more information, please visit the EOPS/CARE office in the Student Services Center building (2nd Floor) or call 818.947.2432 or visit our website at www.lavc.edu/eops.

Financial Aid

Silvia Diaz
A Shift Supervisor
818.778.5560

Lorena Soriano
B Shift Supervisor
818.947.2924

Program Highlights:

- Students who completed their 2011-2012 FAFSA by March 2 and submitted all required forms to the office by May 1 have met the priority deadline and can expect their financial aid awards the first week of the semester provided that they met satisfactory progress standards.
- Effective Fall 2011, a new Satisfactory Academic Progress (SAP) Policy states that progress will be measured each semester, instead of yearly.
- The Satisfactory Academic Progress Standard: Cumulative GPA 2.0, fewer than 90 attempted units, and completion of 67% cumulative units attempted. Students who do not meet SAP standards at the end of each semester are disqualified and must submit an appeal petition.
- In 2010-2011, more than 7,000 LAVC students received close to \$23 million in Pell Grant disbursements.
- The Financial Aid Computer Lab is open for students to complete their on-line FAFSA applications and student loan counseling.
- The Financial Aid office provides presentations and classroom visits at the request of faculty to promote financial aid awareness to students.

Project YESS

S. Khaled Hussain, Director
Bungalow 82 — 818.778.5812

Valley College's Youth Empowerment Strategies for Success (YESS) is a comprehensive and integrated program that unites community partners and academic leaders to empower foster youth to successfully transition into independent living. The YESS program works in collaboration with the LA County Department of Children and Family Services (DCFS) and is hosted on campus. The YESS program provides mentoring, tutoring, and life-skills training to transitioning foster youth.

Student Activities

Elizabeth Ortiz, Associate Dean
818.947.2702

The Student Activities office organizes the campus receptions, Commencement, Student Government/Associated Student Union and campus clubs. We promote academic and social involvement through the various events organized throughout the year. These events include: Welcome Week, Latino Heritage Celebration, Black Heritage Celebration, Armenian Genocide Remembrance Day, a Fine Arts Festival and Club Days. The Dean's Receptions are hosted in both fall and spring to honor students who obtain a GPA of 3.5 or higher.

More than 20 campus clubs are available for students to join and to take on leadership positions. These clubs always need faculty sponsors, so please consider joining us.

The ASU also enhances student learning by providing supplemental funding to campus programs and departments for tutoring, commencement, field trips, transfer activities, scholarships, and more. Students are encouraged to pay their \$10 semester ASO fee to continue funding for these services.

Student Health Center

Located in the North Gym
818.947.2918

Hours:

Monday, Tuesday, Thursday 8:30-4:30
Wednesday 8:30—7:00
Friday 9:00—1:00

Psychological Counseling

Dr. Carl King—By Appointment
818.778.5504

The Student Health Center serves as a resource for students who are in need of medical evaluations, treatment, labs, medication for acute and minor illnesses, and psychological services. Staffed by licensed professionals, the center is open to students by appointment or on a drop-in basis (time permitting). Most of the services and supplies are provided at no cost to students and are paid for by the \$11 student health fee. When payment is required, it is generally at a substantial discount.

The student Psychological Services helps students manage the daily challenges they face which may impede their academic success. Faculty/staff are welcome to use the center as resource for referrals or workshops for students.

Services for Students with Disabilities (SSD)

**David Green, Associate Dean
Student Services Annex
818.947.2679**

The mission of the Services for Students with Disabilities (SSD) office is to promote and provide equal access for students with disabilities to educational programs and activities offered by the college. Students may be eligible for one or more services, depending on the functional limitations imposed by their disability. These services may include: proctoring, interpreter services, note-taking, and adaptive technologies. Accommodations and services are determined in consultation with the student and based on disability-related educational limitations of the student.

The SSD office now has enhanced capacity to assess students for learning disabilities. If you have a student who is struggling, and you think they might have a learning disability, please consider referring them to our office. Dr. Melkonian, the Learning Disability Specialist, is available to meet with students to discuss their learning difficulties, and when appropriate assess for learning disabilities. If you would like information on disability accommodations or SSD services, please contact the SSD office at x2681. Faculty may also request a copy of the SSD Faculty Handbook, and department chairs can request presentations regarding services and accommodations, learning disabilities in the classroom, or ADA/504 Legal Rights for department meetings.

TRiO/ Student Support Services

Barbara Schneider, Director
818.947.2483

The TRiO/SSS grant was renewed for another five years! TRiO/SSS is a federally-funded program that provides services to low income, first generation and/or disabled college students. Our population is charged to serve 160 students. To assist these students to be able to graduate and/or transfer to a four-year university, we provide counseling, tutoring, field trips, and workshops.

We also have a successful mentoring program. In addition to peer mentors, we always have need for faculty mentors. Please consider joining us as a faculty mentor! Contact Aleida Gomez (x2793) or Barbara Schneider (x2483).

Thank you for all your help in referring students to our program and for completing the necessary progress reports.

Veterans

Trish Gonzalez, VA Coordinator—818.778.5627

Rick Brossman, Veteran Counselor

The Veterans program provides Veterans Administration (VA) services to eligible veterans and their dependents in order to assist them towards meeting their educational and career goals. The program has grown from 200 to 400 students. The program's new Advisory Committee is addressing issues affecting the educational, personal and career goals of veteran students. Additionally, the program offers workshops on the new GI Bill, invites the VA Department to participate in Club Days to inform veterans about their health benefits, and organizes a VA Department Job Fair. Last year, the program also added a Professional Development Workshop where community agencies like the Soldiers Project discussed issues such as PTSD among veteran students.

The Veterans club is very active volunteering with "Operation Gratitude." Members of the club assemble care packages for soldiers serving overseas. Club members also organize shoe drives for "Soles for Souls" for tragedies such as victims of the tsunami in Japan. The Veterans Club won the "Club of the Year" by the LAVC ASU.