

DRAFT

East Los Angeles College

Faculty Handbook



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SECTION 1 PURPOSE OF THE FACULTY HANDBOOK

The focus of the Faculty Handbook is to provide essential information that will help instructors teaching at East Los Angeles College and/or the South Gate Educational Center. The section on Student Support Services should be especially helpful in directing students to valuable resources available on campus.

Since there are numerous links in the handbook to resources and information available on the College or District websites, the best use of the Faculty Handbook is to access it online on the college website.

The Faculty Handbook has been produced through your Academic Senate/Professional Development Committee.

SECTION 2 EAST LOS ANGELES COLLEGE MISSION STATEMENT

Mission Statement

East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community and the world.

Goal 1: Increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies.

Goal 2: Increasing equity in successful outcomes by analyzing gaps in student achievement and using this to identify and implement effective models and programming to remedy these gaps.

Goal 3: Sustaining community-centered access, participation, and preparation that improves the college's presence in the community, maximizes access to higher education and provides outlets for artistic, civic, cultural, scientific and social expression as well as environmental awareness.

Goal 4: Ensuring institutional effectiveness and accountability through data-driven decision-making as well as evaluation and improvement of all college programs and governance structures.

In collaboration with the District's Mission, ELAC is committed to advancement in student learning and student achievement that prepares students to transfer, successfully complete workforce development programs, earn associate degrees, and pursue opportunities for lifelong learning and civic engagement.

Vision

Through our emerging focus on student-centered instruction, student-centered services, and integrated learning, East Los Angeles College will be an exemplary model for student academic achievement, skill development, and artistic expression.

Los Angeles Community College District

<http://www.laccd.edu/About/Pages/default.aspx>

Over the past seventy-seven years LACCD has served as educator to more than three million students. Affordable, accessible and practical, the LACCD offers opportunity to all. Our doors are wide open for a diverse student population eager for skills, knowledge and upward mobility. LACCD educates almost three times as many Latino students and nearly four times as many African-American students as all of the University of California campuses combined. Eighty percent of LACCD students are from underserved populations.

Our nine colleges offer educational opportunities to students in 40 cities and communities covering an area of more than 882 square miles.

Instructional Locations

East Los Angeles College has two sites at which students can earn 50 percent or more of a program, certificate or degree: the main campus and the ELAC South Gate Educational Center. The addresses are provided below.

East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

ELAC South Gate Educational Center
2340 Firestone Blvd.
South Gate, CA 90280

East Los Angeles College

<https://www.elac.edu/aboutelac/index.htm>

East Los Angeles College (ELAC) has an international, multicultural student body that complements the 14 communities comprising its primary service area. The college offers both academic transfer courses, which prepare students for admission to four-year colleges and universities, and occupational programs which prepare students for careers in two years or less.

Each year, ELAC helps more than 1,000 students transfer to the University of California and California State University systems. Forty-seven percent of our students are focused on transferring to a 4-year school and 18 percent are working toward career preparedness.

East Los Angeles College was fully accredited by the Accreditation for Community and Junior Colleges (ACCJC) in June 30, 2010 and will be going through its comprehensive review in spring 2016. An in-depth evaluation takes place every six years prior to a visit from an accreditation team.

<http://www.elac.edu/aboutelac/accreditation/index.htm>

South Gate Educational Center

<https://www.elac.edu/southgate/index.htm>

East Los Angeles College established the South Gate Educational Center in 1997 to better serve a growing student population that lives in the southern part of the college's service district. After several years at a site in Huntington Park, the college acquired a large, modern building on Firestone Blvd., a major transit corridor in the area.

Currently, the facility has 24 classrooms, a computer lab, book store, library and student support services. A wide variety of career and academic courses is offered and many students have successfully transitioned to universities and productive careers from the Center.

SECTION 3 ACADEMIC AFFAIRS AND INSTRUCTIONAL SUPPORT SERVICES

Academic Calendar

You will find important dates for a particular academic term:

<https://www.elac.edu/academics/calendar/index.htm>

Academic Freedom and Responsibilities

Visit the following link for a statement on your academic freedom and responsibilities as a faculty member:

<http://www.elac.edu/facultyStaff/committees/acadsenate/doc/policies/AcademicFreedomAndResponsibilitiesPolicy.pdf>

Add and Drop Period

<https://www.elac.edu/prospectivestudents/admissions/regulations.htm#adding>

Adding Classes before the Semester Begins: Students may add classes in-person or online until the Thursday before the start of the semester.

Adding Classes after the Semester Begins: Students must obtain approval from the instructor on the first day of class.

Add Permit

If space is available, students need to request an ADD PERMIT directly from the classroom instructor on the first day of class. The student must take the add permit immediately to the office of Admissions (E1 Building Room 115). All registration forms must be submitted to Admissions by the posted add deadline ([see semester calendar](#)).

Dropping Before and After the Semester Begins: Students may drop classes through the internet or in person until the last day to drop with a "W." There are three deadlines for

dropping courses:

- **Dropping without a "W"** - (No record - 20% of the term): Students who drop a course before the end of 20% of the term will not have the course recorded on their transcripts.
- **Dropping with a "W"** - (W is recorded - 75% of the term): Students who drop a course between 30% and 75% of the term will have the notation of "W" (withdrawal) recorded on their transcript for the dropped course. Excessive "W" grades may lead to academic dismissal.
- **Dropping with a "Grade"** - (Grade required - After 75% of the term): Students who remain in a course beyond 75% are not permitted to drop a class. Instructors of record shall record grades based on the grade average of the student during the period of attendance. Students may receive a failing grade in any course when they stop attending class and do not officially drop the class.
- **Dropping Short Term Classes:** All short term classes have shorter deadlines than a full term class. Please contact the admissions office about specific deadlines.

Cancellation of Classes

<https://www.elac.edu/prospectivestudents/admissions/regulations.htm#adding>

The College reserves the right to discontinue any class with insufficient enrollment.

Class Meeting Times and Breaks

Title 5, *California Code of Regulations* (Division 6, Chapter 9 – “Fiscal Support”, Subchapter 1 – “Attendance”) and the California Community Colleges’ *Student Attendance Accounting Manual*, establish the policies upon which community college districts can claim apportionment for student attendance.

Attendance Accounting calculations are based upon a 50-minute class (student contact) hour. Sufficient break time must be included and passing time outside of scheduled class time must be provided.

The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 consecutive minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing FTES, a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).

Passing Time/Break Each clock hour is composed of one class hour segment and a mandatory "passing time" or "break".

1. There will be one 50-minute class (student contact) hour within each scheduled whole clock hour, except for the final whole clock hour, and there will be one 10-minute break period within every scheduled clock hour, except that fractional part of a class hour beyond the last full clock hour and the class hour preceding it.
2. Break periods may not be accumulated and taken as a block at the end of the class session and will be exclusive of passing time.
3. If the fractional part of a class extends beyond the last full clock hour by less than 40 minutes, there will be continuous instruction/examination, and there will be no break.

Code of Ethics - Academic Senate Policy

<http://www.elac.edu/facultyStaff/committees/acadsenate/doc/policies/ELACEthicsPolicy>

ETHICS STATEMENT

Faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty and student. They avoid any exploitation, harassment, or discriminatory treatment of students. Faculty members recognize that their primary responsibility to their subject is to master its content and to represent it accurately. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty and are guided by a belief in academic freedom. As colleagues, faculty members have obligations that derive from their common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. In the exchange of criticism and ideas, faculty show respect for the opinions of others. Faculty members strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for their department and the governance of their institution.

Curriculum

<http://www.elac.edu/facultyStaff/committees/acadsenate/curriculumCommittee.htm>

A core function of faculty is the development of curriculum. This process is administered through the guidance of the Senate's Curriculum Committee.

Final Exams

<https://www.elac.edu/academics/schedules/>

The Final Exam schedule can be found in the schedule of classes.

Flex Calendar Obligations and Guidelines

<https://www.elac.edu/facultyStaff/resources/tlc/docs/Guidelines%20for%20PD%20NEW.pdf>

According to the LACCD/AFT 1521 agreement, those colleges who are on the 15 week calendar are obligated to complete a certain number of hours for the flexible calendar. Activities or

events used for flex must not conflict with regularly scheduled class activities or other regularly scheduled activities considered being part of the normal "workload".

General Catalog

<http://www.elac.edu/academics/catalog/index.htm>

The 2015-2016 Catalog is available to faculty online and in print. For more detailed information regarding courses and programs, please contact the Counseling Department at (323) 265-8751.

Pass/No Pass Grade Policies

http://www.elac.edu/academics/catalog/doc/ELAC_2015-2016_General_Catalog.pdf (pg. 52)

- The Pass/No-Pass is a form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F.
- A "P" is assigned for class work equivalent to a "C" or above. "NP" denotes work below a grade of "C."
- "P" and "NP" grades may be given only in courses authorized by the District Pass/No Pass Option and Credit by Examination Policies.

Repeatability of Courses

https://www.elac.edu/academics/catalog/doc/ELAC_2015-2016_General_Catalog.pdf (pg. 54)

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods. Enrollment in these courses is limited in any similar course to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.

SECTION 4 COMMUNICATIONS

Electronic Mail (E-MAIL)

Use the following form to create your admin email account (@elac.edu).

http://www.elac.edu/adminservices/it/doc/forms/EMAIL_Access_Request_Form.pdf

If you are a full-time faculty, you can access your admin email account at your workstation using Microsoft Outlook. Full-time or part-time, you may access your admin email account through a web or mobile apps:

<http://www.elac.edu/webmail/facultystaff.htm>

Here's how to access your academic email account (@faculty.laccd.edu).

1. Go to www.outlook.com/laccd.edu
Your username is the same as your SAP Portal account username + @faculty.laccd.edu
(i.e. SmithJo@faculty.laccd.edu)

2. Your temporary password is '8' + your 2-digit birth month (i.e. May = 05) + The first letter of last name (i.e. Lee) + The last 4 digits of SSN (i.e. ***-**-2345) = Ex:805L2345. The password is case sensitive.
3. You will be asked to reset your password at first login.

Please find a link to an FAQ page on the academic email below:

http://services.laccd.edu/districtsite/faculty_staff/office365-faculty-faq.pdf

If you have any questions about the academic email, please contact the webmaster at webmaster@email.laccd.edu or helpdesk@elac.edu.

For links on setting up access to your academic email on your mobile device, go the following link: <http://www.elac.edu/webmail/facultyacademicemail.htm>

Mailroom/Reprographics

Located in **G1-114 & G1-116**, the **Reprographics/Mailroom** provides resources to the faculty and staff of East Los Angeles College.

The Reprographics Department is responsible for a bulk of the printing done for faculty on campus. They have a high volume machine which produces much of the flyers, bulletins, syllabus, and course materials used on campus. They provide Instant Press, a service in which instructors can come in and instantly get their materials printed. The hours for Instant Press are from Monday - Friday: 8:30am - 11:30am and Monday - Thursday: 4:30pm - 7:00pm.

The Mailroom provides standard postal service for the campus. Mail from the US Post Office, Campus mail, Courier mail, and packages are handled through the mailroom. The hours of service are Monday through Thursday: 8:00am-8:00pm and Friday: 8:00am-5:00pm. For more information contact the Reprographics/Mailroom at (323) 265-8761.

On-Campus Telephone Directory

<https://www.elac.edu/academics/schedules/2015/fall/PhoneOfficesMaps.pdf>

This directory includes administrative offices, department offices, campus map, and evacuation map.

Telephones

https://www.elac.edu/adminservices/it/telephones_voipphones.htm

East Los Angeles College has implemented VoIP phones campus-wide. Basically, these phones allow for the delivery of voice communications over IP networks such as the Internet or other packet - switched networks. For assistance contact the IT HELP Desk at helpdesk@elac.edu or call 323-265-8700.

SECTION 5 FACILITIES

Campus Map

<https://www.elac.edu/adminservices/campusmap/generalmaps.htm>

Classroom desks, chairs, and other equipment

<http://facilities.elac.edu/helpdesk>

For requests, complete the online facilities request form or contact Plant Facilities.
(323) 265-8755.

College Bookstore

<https://bookstore.elac.edu>

The East Los Angeles College Bookstore hours are 7:45 a.m. to 7:15 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. (323) 265-8720.

Emergency Preparedness and Response

<https://www.elac.edu/adminservices/sheriff/EmergencyResponsePacket/index.html>

For information on what to do during an emergency see the **Emergency Preparedness and Response packet**

Entry to Building for Offices during Non-Operational Hours

The safety of students, staff, and faculty is a campus priority. Please contact the Sheriff's Department at (323) 265-8800 if you need an escort to your class or vehicle or if you need to enter any building during Non-Operational Hours.

Faculty/Staff Parking Permits and Guest Parking

Faculty are allowed to park in Parking Structure 3 and 4, West Access Road, Concourse, Child Development Center, and South Gate campus main lot. There is a \$20 fee for a replacement or additional permit payable at the Fiscal Office. To request a temporary parking permit for a visitor, contact the Sheriff's Station at (323) 265-8800.

Health Services Center (Emergencies)

<https://www.elac.edu/currentstudents/student-services/healthcenter/index.htm>

Faculty can refer students in need of health services to the **ELAC Student Health Center**. Call (323) 265-8651.

Keys and Room Security

<https://www.elac.edu/adminservices/facilities/>

The Plant Facilities Department is responsible for various services on campus, including: classroom and office security, key distribution, graffiti removal, incident fire and security alarm notifications, and general campus assistance.

The Plant Facilities Department is located in the K9 building and can be contacted by calling (323) 265-8764.

Room Reservations

For classroom reservations call Academic Affairs at (323) 265-8723.

For room reservations other than classrooms call Administrative Services at (323) 265-8669.

IT Work Orders

ELAC employees can call the IT Helpdesk for technical assistance related to the College's IT systems. The IT Helpdesk is the first line of technical support to faculty, and staff at East Los Angeles College. Visit <http://helpdesk.elac.edu/> and complete the request form. You can also call (323) 265-8800.

SECTION 6 FACULTY GOVERNANCE STRUCTURE

Academic Senate

<http://www.elac.edu/facultyStaff/committees/acadsenate/index.htm>

The Academic Senate of East Los Angeles College is the voice of the faculty in academic and professional matters. **The Senate meets on the second and fourth Tuesday of each month at 12:10 pm in the G1-301 A/B.** Visitors are always welcome.

Academic Senate Committees

<http://www.elac.edu/facultyStaff/committees/acadsenate/doc/committees/AcademicSenatesCampusCommitteeList.pdf>

For information on joining a campus wide committee visit the Academic Senate webpage.

AFT 1521 – The Los Angeles College Faculty Guild

<https://www.elac.edu/adminservices/aft/index.htm>

The Los Angeles College Faculty Guild is the exclusive bargaining agent for full-time and adjunct faculty working in the nine community colleges within the Los Angeles Community College District. The Guild has represented the district's faculty since the beginning of collective bargaining in California's community colleges in 1977, and is the largest local union of community college faculty in California.

AFT Committees

<http://www.elac.edu/adminservices/aft/ELACCommittees.htm>

The District and the AFT recognize that decision-making in an academic environment is generally made via committee. AFT committees may address union issues of wages, hours, and working conditions, or shared governance concerns such as facilities oversight, educational planning, resource allocation, and long-term strategic goal setting. Committees that are

negotiated as part of this Agreement shall include AFT and Academic Senate participation as designated. All committees should operate under the principles of participatory decision-making. In each instance where AFT committee membership is designated, the AFT chapter president shall select those faculty member(s) to serve. In each instance where Academic Senate committee membership is designated, the Academic Senate President shall select those faculty member(s) to serve.

Shared Governance Committee Webpages

You can find links to several shared governance committee webpages by using this link <http://www.elac.edu/facultyStaff/committees/index.htm>

SECTION 7 INSTRUCTIONAL INFORMATION AND PROCEDURES

Copyright Information for Instructors

https://www.elac.edu/adminservices/doc/PC-029-08-06-CopyrightQA_v3.pdf

Course Syllabi

Your syllabi are legal documents that serve as your contract with your students. At a minimum, syllabi should include class days, times, and place; the instructor contact information; attendance/tardy policy; and academic honesty policy; grading criteria/percentages/points; student learning outcomes; required/recommended textbooks; lab requirements.

To view a Syllabus Checklist go to this link:

http://www.elac.edu/facultyStaff/doc/checklist/Syllabus_Checklist.pdf

Distance Education

onlinehelp@elac.edu

Faculty can receive assistance with using multimedia in their classroom by contacting the Distance Education (DE) Program Office. The DE Office provides comprehensive services that empower faculty with skills that are essential to success in online/hybrid courses. DE helps faculty utilize instructional technologies to enrich the learning process. Call (323) 415-5313.

Exclusion Roster

How to view/obtain rosters; Exclude students or assign grades via the Internet:

To access the District Web Site log on the Internet

<http://laccd.edu/FACULTYSTAFF/services/Pages/default.aspx>

1. Enter Instructor User ID which consists of 8 characters (enter the first 6 characters of your last name and the first character of your first name, if you have a middle name, type the first character). For example: John Redding Gonzalez: GONZALJR. Click OK.

2. Enter Password: Type in your “DEC” password. If you do not have a DEC password enter your employee number as assigned to you by payroll.
3. Choose which action to perform: View roster, assign grades or exclude students.
4. Enter college, year and semesters (three data fields)
 - College: Mark East Los Angeles
 - Year: Type in the year of the semester.
 - Semester: Select either Winter, Spring, Summer, or Fall *Click on “View Roster”
5. Enter your course section number. The section number is listed in the class schedule or on any rosters you have received from admissions. Mark one bubble of your choice, most common is, “Name Sequence w/o grades.” Click “OK”

To Print: Go to “File” on toolbar and choose “Print”

***REMBEMBER** to save the electronic signature (4 digit pin number) at the end. This will be the only verification of the on-line process. It is no longer required to turn in the signature form to the Admissions Office for Exclusion Rosters and Grade Rosters.

Faculty/Staff Computer Center/Teaching & Learning Center

<https://www.elac.edu/facultyStaff/resources/tlc/index.htm>

The Teaching and Learning Center is dedicated to providing faculty with assistance. The services provided include: Scanning, Faxing, Color and B&W Printing (10 page limit), Poster-size printing (18” - 24”), Smart Classroom training, and Turnitin. Technical assistance and Professional Development workshops are available throughout the year. The TLC can be reached by calling (323) 265-8949.

Family Educational Rights and Privacy Act (FERPA)

<https://www.elac.edu/academics/catalog/> (pg. 29)

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records.

- Right to inspect and review their educational records.
- Right to request amendment of records a student’s beliefs to be inaccurate or misleading.
- Right to consent to disclosure of personally identifiable information from education records by an educational agency or institution.
- Education records and directory information (address, telephone number) may be disclosed to school officials (administrator, faculty and staff) without prior consent, unless a student wishes to refuse the release of directory information.
- Under federal law, the military is entitled to receive directory information for recruiting purposes. A student can refuse the release of directory information by completing a “Release of Directory Information” form and submitting it to the Admissions Office.

- The Los Angeles Community College District is committed to protecting student privacy and currently uses collection and storage systems to eliminate the use of social security numbers as the primary method of student identification.

Field Trips

<https://www.elac.edu/currentstudents/student-services/doc/NewProcedureStudentTravelsh.pdf>

A faculty member who wants to take a field trip should review the procedures for student travel. The instructor must submit *Instructor's Application for Excursion/Field Trip* and the student *Excursion/Field Trip Forms* must be completed and submitted two weeks prior to each field trip the class takes.

- Information for Field trip form – https://www.elac.edu/facultyStaff/doc/field_trip_waiver_form.pdf
- Instructor's application for excursion/field trip form - https://www.elac.edu/currentstudents/studentresources/asu/docs/forms/Instructors_Application_for_ExcursionField_Trip.pdf
- Student Travel Faculty Packet - <https://www.elac.edu/currentstudents/student-services/doc/NewProcedureStudentTravelsh.pdf>
- Student Travel form - <https://www.elac.edu/currentstudents/studentresources/asu/docs/forms/studentTravel.pdf>

There are different procedures for In State and Out of State trips:

In State Trips:

For all trips, a Conference Attendance Form must be filled out and signed. The appropriate account number, along with a description of the trip, should be included. This request should be submitted to the President's office for processing.

Next, the Instructor's Application for Excursion Trip should be filled out and signed. You must ask your students to read and completely fill out a Field Trip Waiver form. The instructor must turn in the completed packet to their respective dean. These forms should be turned in at least a month in advance of the proposed trip. Only the instructor or person in charge of the class should initiate the forms and go on the trip.

Out of State Trips:

For out of state trips, the Board must be notified and the trip must be approved ahead of departure. If there is no funding available and you are requesting that the Board provide payment for all or a portion of the trip, please fill out the "Guidelines for Out-Of-State Travel" form. This must be done at least a month in advance of the proposed trip. If the submission is late, the Board members must do a ratification of the request.

More useful forms for field trips:

- **LACCD Administrative Regulation E-20**
<http://www.laccd.edu/About/Documents/AdministrativeRegulations/E-20.pdf>
- **Field trip form**
https://www.elac.edu/facultyStaff/doc/field_trip_waiver_form.pdf
- **Instructor's application for excursion/field trip form**
https://www.elac.edu/currentstudents/studentresources/asu/docs/forms/Instructors_Application_for_ExcursionField_Trip.pdf
- **Student Travel Faculty Packet**
<https://www.elac.edu/currentstudents/studentresources/doc/NewProcedureStudentTravel.pdf>
- **Student Travel form**
<https://www.elac.edu/currentstudents/studentresources/asu/docs/forms/studentTravel.pdf>

Guest Speakers in Classroom

To review the entire article regarding LACCD Board Rules on campus visitors you can read Chapter IX-Campus Life; Article XII Campus Visitors. The document is located on this link <http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXII.pdf>

Article XII Section 91201 Campus Visitor Defined

An individual who is not a current student of a particular college, nor an employee of the Los Angeles Community College District assigned to that particular college, shall be considered in this and other sections of the Board Rules as a visitor to the campus whenever he/she enters the campus.

ARTICLE X Section 91004.10 Events and Activities of Students and Student Groups

An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give prior written notice identifying the speaker to the college president or his/her designated representative.

Holidays

Holidays are indicated in the **Academic Calendar**. See the **Schedule of Classes** <https://elac.edu/academics/schedules/> and/or the LACCD & AFT Agreement 2014 – 2017 (Appendix M) for information on exact dates.
<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

Office Hours

Office Hours (Adjunct)

Article 13 – Assignment (pg. 17)

<http://www.aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

Each adjunct faculty member assigned to teaching duties and receiving a salary differential for office hours under this Article shall maintain a schedule of office hours each week at a reasonable time for student consultation. The faculty member shall inform his or her students of the time and place of the office hours by including the schedule in the syllabus for each class that is a part of the faculty member's adjunct assignment. Upon request from the department chair or supervising administrator, the faculty member shall also furnish that person with a copy of the schedule. The schedule shall include ten minutes of office hour for each Standard Hour that is a part of the faculty member's adjunct assignment.

Office Hours (Contract)

LACCD & AFT Agreement 2014-2017

Article 13 – Assignment (pg. 26)

<http://www.aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

All monthly rate classroom faculty shall maintain a posted schedule of office hours per week at a reasonable time for student consultation. A copy of the office hours shall be given to the vice president of Academic Affairs. (See Article 15 for office hour obligations during intersessions.)

All monthly rate classroom faculty shall be available for student consultation by appointment, upon request by the student.

Student Conduct

<https://www.elac.edu/academics/catalog/>

Board rules, state law, and civility prohibit disruption of classes. In the unlikely event that it becomes necessary, disruptive students may be expelled from the session in question and the one following, but may not be excluded from the course except by administrative action. For help, call the Sheriff's Office at (323) 265-8800 and document the incident.

Rules for student conduct are listed in the Schedule of Classes each semester and in the College Catalog.

Students Auditing Courses

<http://www.laccd.edu/About/Documents/AdministrativeRegulations/E-70.pdf>

Persons who wish to audit a class must:

- a. Complete an application and be authorized to register in the college.

- b. Obtain the permission of the instructor of the class and agree that any participation in class activities by a student auditor will be solely at the discretion of the instructor, who may provide the auditor a written statement of the extent of participation allowed beyond observation.
- c. Pay an audit fee of \$15 per unit.
- d. Audit classes cannot be dropped and no academic credit will be received.

Tape Recording in Classrooms

Tape recording is allowed but only with the approval of the instructor.

Withdrawals (For Students from Class)

http://www.elac.edu/academics/schedules/2016/spring/ELAC_Spring_2016_Classes.pdf

In the past a student could withdraw from the same course up to 4 times, and in addition repeat the course up to two times to try to improve a grade of D or F. In other words, students could get a “W” in the same course 4 times and complete the course up to three times until attaining a grade of “C” or better. Now, a “W” counts as an attempt, and students only get three attempts for any one course.

When students have made three attempts at a class, with any combination of W, D, or F grades, they will not be able to register for the class again within the Los Angeles Community College District. They would have to try to take the class again at a college outside the LACCD.

- Students may petition for one more attempt, citing “extenuating circumstances;”
- If a student’s registration is blocked because of this rule, getting an add permit will not help. Faculty should notify students of the new policy regarding withdrawals from class.

SECTION 8 SHARED GOVERNANCE

Governance Policy Handbook: Shared Governance and Decision Making Processes and Procedures, 4th edition, Spring 2015.

<http://elac.edu/facultyStaff/committees/sharedgovernance/doc/GovernancePolicyHandbook-4thEdition2015.pdf>

The Governance Policy Handbook should be used as a reference guide for those who wish to participate in the shared governance system or develop the campus’s planning agenda. Each section describes the manner in which decisions are made and the committees that are responsible for each decision-making area. These processes include thorough and regular evaluation mechanisms for creating a cycle of continuous quality improvement in college practices. As such, this is a living document that will regularly adapt to any changes made in decision-making processes in an effort to continually improve college governance.

SECTION 9 NONCREDIT DEPARTMENT

<https://elac.edu/academics/workforce/noncredit/index.htm>

The mission of the Noncredit Department is to provide adults with skills that are critical to their ability to succeed in college and on the job. All the courses and services are free.

Courses help students to learn to:

- Speak, read, and write in English;
- Prepare for the GED test and credit courses in math and English,
- Obtain American citizenship, and
- Succeed in the work environment.

Location: E3-100 (323) 260-8174.

SECTION 10 PERSONNEL INFORMATION AND PROCEDURES

Absences (Faculty)

First day of Absence: Faculty are required to call the Office of Academic Affairs and the department chair to report absence for the day. Please call before class time so Academic Affairs staff can post signage in your classroom. Faculty must provide the Office of Academic Affairs the reason for the absence and complete an Absence Certification Form the following day. If the instructor is absent for 5 or more consecutive days, due to illness, the instructor must bring Physician Certification indicating fitness to return to work. Absences over 20 days require a Formal Leave of Absence. Absence Certification must be signed by the department chair and supervising dean.

Substitutes are not paid on the first day of an absence. Faculty cannot arrange for a substitute without prior approval from the supervising dean. Furthermore, substitutes must be arranged by the department chair, not the faculty member. All substitute reports for compensation must be accompanied by the Absence Certification.

- For a quick reference guide to filling out the form for requesting and certifying absences go to this link
<http://www.laccd.edu/FacultyStaff/forms/Documents/Tip-Sheet-Req-Cert-Abs.pdf>
- Absence Certification form:
<http://www.laccd.edu/FacultyStaff/forms/Documents/TA-1-Absence-Certification-Request.pdf>
- LACCD HR Guide HR W-210 Absence Reporting, Faculty
- <http://www.laccd.edu/Departments/HumanResources/Documents/HRGuides/HRGuide-W210-AbsenceReporting-Faculty-Salaried.pdf>

Change of Address or Telephone Number

<http://www.laccd.edu/FacultyStaff/forms/Documents/HR-35-Name-Change-Request.pdf>

This form should be used by the employee to change his or her legal name. Complete the information requested and attach a copy of documentation supporting the legal name change. Acceptable documentation includes: birth certificate, divorce decree, social security card, driver's license.

Forward the completed form and supporting documentation to SERVICES UNIT, DISTRICT OFFICE HUMAN RESOURCES, 770 WILSHIRE BLVD., LOS ANGELES, CA 90017.

Commencement

All monthly rate faculty should participate in the college's annual commencement ceremony. Temporary adjunct faculty are encouraged to attend as well. Faculty attendance at commencement will count toward their professional development obligation (flex). See LACCD & AFT Agreement 2014 – 2017 Article 13 Section 8.e.

http://aft1521.org/?zone=/unionactive/view_page.cfm&page=Contract or
<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

Conference Attendance

<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

The LACCD & AFT Agreement, Article 23, addresses the Professional Growth Committee, known at ELAC as the Conference/Tuition Committee. The committee determines policies and administers procedures related to tuition reimbursement. It is composed of faculty representing the Academic Senate and the AFT, and an administrator.

The Conference/Tuition Committee is responsible for allocation of conference reimbursement.

For information go to: <http://www.elac.edu/facultyStaff/conferencetuitionforms.htm>

Tuition reimbursement forms can be accessed by using this link:

<http://www.elac.edu/facultyStaff/doc/2014/forms/FullConferenceAttendace.pdf>

Basic Information on conference reimbursement:

- **Full Time Faculty:** \$750 maximum reimbursement per academic year. Reimbursement subject to change based on budget and number of applicants.
- **Adjunct Faculty:** Prorated upon percentage of a full time assignment, number of teaching units, and conference costs.

Enrollment in Classes

https://www.elac.edu/academics/catalog/doc/ELAC_2015-2016_General_Catalog.pdf (pg. 18)

Unless specifically exempted by law, every course for which state aid is claimed is fully open to any person who has been admitted to the college and who meets the appropriate academic prerequisites.

Equivalency Guideline

<http://www.laccd.edu/Departments/HumanResources/Documents/HRGuides/HRGuide-R101-FacEquivProcess.pdf>

Equivalency is the process by which a faculty member requests recognition that his or her academic preparation (disciplines requiring master's degree), or work experience and coursework (disciplines not requiring a master's degree) in a particular discipline are at least equivalent to the relevant State Minimum Qualifications to serve as a faculty member in that discipline.

It is the policy of the District to specify the criteria to be used in making an equivalency determination and to specify the procedure to be used whenever a current or prospective faculty member requests recognition of his or her qualifications to serve in a discipline on the basis of equivalency (LACCD Board Rule 10305). This equivalency process is separate and distinct from the employment process.

Evaluation of Faculty

LACCD & AFT Agreement 2014-2017

Article 19 – Evaluation

<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

The excellence of the institution depends on the quality of its faculty members. Faculty evaluation is a method of addressing faculty performance. Meaningful evaluations can enhance faculty performance and promote excellence by providing positive reinforcement, constructive advice, specific recommendations for improvement and professional growth. The evaluation process will follow the suggested evaluation plan time table and worksheet in Appendix C in the LACCD & AFT Agreement.

Formal evaluations shall be conducted and documented as prescribed in article 19. They shall occur at intervals that are at least as frequent as those prescribed in Sections B, I, C, D and E and can take the form of a basic evaluation, a comprehensive evaluation, an administrative evaluation, or a specialized evaluation, for example, a department chair evaluation.

- a. A basic evaluation is an evaluation that reviews a faculty member's performance with little, if any, structured data gathering, and without the establishment of a peer review committee.

- b. A comprehensive evaluation is an evaluation that reviews a faculty member's performance based on information derived from considerable structured data gathering under the supervision of a peer review committee.
- c. An administrative evaluation is a review of a faculty member's performance conducted by an appropriate vice president or designee.

Article 42 – Tenure Review and Evaluation of Contract (Probationary) Faculty

<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

The purpose of a probationary period is to give contract faculty members who are candidates for tenure the opportunity to demonstrate that they meet or exceed the needs and expectations of the college and are performing at a level that warrants the granting of tenure. As a consequence, tenure review is, in a sense, the conclusion of the selection process: continued review and rigorous evaluation leading to a recommendation to the Board of Trustees on whether to employ an individual as a permanent, tenured member of the faculty.

Family Medical Leave Act (FMLA)

Los Angeles Community Colleges Personnel Guide B415 Leave-Family Illness

<http://www.laccd.edu/Departments/HumanResources/Documents/PersonnelGuides/B415-19800820-Leave-FamilyIllness-C.pdf>

A family illness leave is one granted to an employee who is needed at home because a member of the immediate family is ill. (Board Rule 101018)

LACCD & AFT Agreement 2014-2017

<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

Family and Medical Leave (Mandatory)

1. Definition. A Family and Medical Leave is one granted to a faculty member who is compelled to be absent from duty because of the faculty member's own serious health condition which makes it impossible to perform essential job functions; the birth or adoption of a child, or receiving a child for foster care; caring for a sick spouse, registered domestic partner, child or parent with a serious health condition; or a qualifying exigency arising from a faculty member's family member being on active military duty or called to active military duty. In addition to those family members defined above, eligible family members for the purpose of this leave are limited to: a. biological, adopted and foster children under eighteen (18) years of age b. anyone under eighteen (18) years of age who is treated as the faculty member's child c. disabled children of any age — those who have a physical or mental impairment that would qualify as a disability under the Americans with Disabilities Act, and who require supervision or active help in performing several activities of daily living d. biological parents, and/or custodial parents and anybody who treated the faculty member as a son or daughter when the faculty member was under eighteen (18) years of age or disabled.

2. Requirement. STATUS: The faculty member must have contract or regular status in the District on the effective date of the leave.
3. Length of Leave. Leave shall be granted for a maximum of twelve (12) weeks per calendar year, taken continuously or intermittently or on a reduced leave schedule. It cannot be carried over from year to year. For a new child, Family and Medical Leave must be completed within twelve (12) months after the birth, adoption or placement for foster care. If a husband and wife both work for the District, and are both eligible for leave, they can have only twelve (12) weeks of leave for birth, adoption, foster care or caring for a sick parent, which they can split between them. However, both are entitled to the full twelve (12) weeks for their own illness, or caring for a sick child or spouse.

Fingerprinting

Employee Tip Sheet – Meeting Fingerprint Requirements

<http://www.laccd.edu/Departments/HumanResources/Documents/NewEmployee/MeetingFingerprintRequirements.pdf>

State law and District policy require that all “new hire” employees be fingerprinted before processing of their assignment is considered complete. All fingerprints taken are screened by the Department of Justice. FBI screening is required for student employees, professional experts, or community services teachers whose work involves supervision or association with minors under 18 years of age. Fortunately, getting your fingerprints taken is easy and can be done at no cost to you.

All fingerprints are taken using the Live Scan processing system adopted by the California Department of Justice at a State of California authorized Live Scan facility. These facilities are located throughout California. Some facilities can even be found at a District location. Use the Live Scan facility designated by your local personnel office.

Step Advancement

Step advance shall be granted each year in accordance with Board Rules 10529-10534.

LACCD HR Guide – HR H – 511

<http://www.laccd.edu/Departments/HumanResources/Documents/HRGuides/HRGuide-H511-StepAdvanceFaculty.pdf>

It is the policy of the District to grant or withhold faculty earned step advancements annually.

Upon initial employment, full-time faculty shall be granted salary credit for full-time paid experience in a capacity which directly relates to his/her assignment in the academic (classroom and non-classroom) and vocational disciplines listed in Tables A and B in Article 13 and for the service position of College Nurse (listed in Table B).

Experience credit for rating in purposes shall be granted in the following manner as indicated in Appendix A, one additional step for every two years of experience up to the limit set by the column placement, except that new employee experience as a faculty member in an accredited college or university, or as an academic employee in a public or private school shall be granted on the basis of one year of experience for each step on the salary schedule.

Health Benefits

LACCD & AFT Agreement 2014-2017

<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf> (pg. 110)

Master Benefits Agreement

The District's "Health Benefits Program" consists of group benefit plans recommended by the Joint Labor/Management Benefits Committee (JLMBC) and approved by the District's Board of Trustees (the "Board) under which eligible District employees (and their eligible dependents) receive hospital, medical, dental, and vision care coverage.

LACCD Health Insurance Benefits

<http://www.laccd.edu/Departments/HumanResources/healthbenefits/Pages/default.aspx>

The Health Benefits Unit handles dental, medical, and vision benefits for active employees, including full-time faculty members, and adjunct faculty members and their qualified dependents. We offer both District-paid and voluntary life insurance benefits to our active employees and full-time faculty members.

Active Employees, Retirees, Adjunct Faculty, and COBRA participants may contact the Health Benefits Unit for assistance with questions or problems regarding health benefits and Life Insurance.

Phone: (888) 428-2980 Fax: (213) 891-2008

Hiring

LACCD HR Guide HR R – 120

<http://www.laccd.edu/Departments/HumanResources/Documents/HRGuides/HRGuide-R120-FacultySelectionTenTrack.pdf>

Education Code Section 87400. Governing boards of community college districts shall employ for academic positions, only persons who possess the qualifications therefore prescribed by regulation of the Board of Governors. It is contrary to the public policy of this state for any person or persons charged, by those governing boards, with the responsibility of recommending persons for employment by those boards to refuse or to fail to do so for reasons of race, color, religious creed, sex, sexual orientation fail to do so for reasons of race fail to do so for reasons of race, color, religious creed, sex, sexual orientation, gender identity, gender expression, or national origin of those applicants for that employment.

LACCD Board Rule - Chapter X. Article III. Section 10301

SELECTION AND ASSIGNMENT OF FACULTY. It is the policy of the District to employ faculty members who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Those individuals must be sympathetic and sensitive to the racial and cultural diversity of the populations the colleges serve, and they should generally reflect that diversity themselves. In addition, they must be well prepared to respond to the educational needs of all the special populations served by the District's colleges.

Selection and assignment of faculty shall be based on job-related factors which include qualifications and capabilities. The use of any degree of personal, political, or social influence to secure selection or assignment to a faculty position, or the urging of any consideration other than fitness for the work as a ground for selection or assignment is unprofessional conduct and is strictly forbidden.

Injury on the Job/Workplace Safety

<http://www.laccd.edu/Departments/HumanResources/Documents/PersonnelGuides/B417-19840208-Leave-IndustrialAccidentProcedure-C-CL.pdf>

LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE B 417 INDUSTRIAL ACCIDENT PROCEDURES:

The California Workers' Compensation laws provide that employees who suffer injuries or illnesses which have arisen out of and in the course of their employment be provided benefits as prescribed by those laws. The Los Angeles Community College District is "self-insured" for the costs of Workers' Compensation Claims and the administration of the program; this means that all Workers' Compensation costs are charged directly to the District's budget, and are not covered by insurance policies.

Leaves of Absence

It is the policy of the District to grant leaves of absence in an equitable manner to eligible employees within federal and state law, District rules and regulations, and collective bargaining provisions and in a manner that supports the educational programs of the District.

See Employee forms:

<http://www.laccd.edu/FacultyStaff/forms/Documents/HR-P-400A-Leave-of-Abs-Request.pdf>

General Policy on Leaves of Absence

1. Definition. A leave of absence is an authorized absence from duty, for a specific period of time and for an approved purpose, with the right to return to a position in the same classification at the conclusion of the leave.

See LACCD & AFT Agreement 2014-2017 for more information.

<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf> (pg. 84)

Medical Leaves

Family and Medical Leave (Mandatory)

Definition. A Family and Medical Leave is one granted to a faculty member who is compelled to be absent from duty because of the faculty member's own serious health condition which makes it impossible to perform essential job functions; the birth or adoption of a child, or receiving a child for foster care; caring for a sick spouse, registered domestic partner, child or parent with a serious health condition; or a qualifying exigency arising from a faculty member's family member being on active military duty or called to active military duty.

Requirement: The faculty member must have contract or regular status in the District on the effective date of the leave.

Faculty members on Family and Medical Leave shall be covered by District Hospital-Medical, Dental, Vision Group Coverage, and Group Life Insurance as though they were in active service.

b. Time on Family and Medical Leave does count as service in meeting requirements for other types of leaves.

LACCD & AFT Agreement 2014-2017

<http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf> (pg. 99)

Los Angeles Community Colleges Personnel Guide B 433

Leave – Illness Procedures

<http://www.laccd.edu/Departments/HumanResources/Documents/PersonnelGuides/B433-19770223-Leave-IllnessInformal-C.pdf>

Procedures for Illness Leaves of Absence

A formal illness leave is a leave granted to an employee for a period of more than 20 consecutive working days because the employee is unable to work due to personal illness, injury or quarantine or to quarantine due to another person's illness.

An informal illness leave is a leave which is granted to an employee for a period of 20 working days or less because the employee is unable to work due to personal illness, injury or quarantine or to quarantine due to another person's illness.

Minimum Qualifications for Employment

<http://www.laccd.edu/Departments/HumanResources/Documents/HRGuides/HRGuide-R100-AcademicMinimumQualifications.pdf>

In accordance with Education Code 87400 Governing boards of community college districts shall employ for academic positions, only persons who possess the qualifications therefore prescribed by regulation of the board of governors. It is contrary to the public policy of this state for any person or persons charged, by those governing boards, with the responsibility of recommending persons for employment by those boards to refuse or to fail to do so for reasons

of race, color, religious creed, sex, sexual orientation, gender identity, gender expression, or national origin of those applicants for that employment.

Name Changes

<http://www.laccd.edu/FacultyStaff/forms/Documents/HR-35-Name-Change-Request.pdf>

This form should be used by the employee to change his or her legal name. Complete the information requested and attach a copy of documentation supporting the legal name change. Acceptable documentation includes: birth certificate, divorce decree, social security card, driver's license.

Forward the completed form and supporting documentation to SERVICES UNIT, DISTRICT OFFICE HUMAN RESOURCES, 770 WILSHIRE BLVD., LOS ANGELES, CA 90017.

Personal Information (Changes/Updates)

<http://www.laccd.edu/FacultyStaff/forms/Pages/default.aspx>

You can find forms using the link provided to request personal changes.

You can contact the HR Help Desk at (213) 891-2080.

The Human Resources Division of LACCD provides services to all prospective, current and past employees. Whatever your question you can contact the HR Division

<http://www.laccd.edu/Departments/HumanResources/Pages/default.aspx>

Professional Development

<https://www.elac.edu/facultyStaff/resources/tlc/index.htm>

The purpose of Professional Development and the Flexible Calendar Program is to provide time for faculty to participate in development activities related to “staff, student, and instructional improvement.” Professional Development and the Flexible Calendar Program allow full-time and part-time faculty the time to work individually and with groups. (Title 5, Section 55724)

The Los Angeles Community College District and the Los Angeles College Faculty Guild, Local 1521, AFT, have agreed upon a Flexible Calendar Program. The role of East Los Angeles College Academic Senate is to develop and implement policies for faculty professional development activities per Title 5, Section 53200.

Full-time instructors are obligated to complete a total of 33.5 hours of Professional Development activities per fiscal year July 1 – June 30).

Adjunct, part-time or hourly instructors are obligated on a per course basis per fiscal year (July 1 – June 30).

State Teachers Retirement System (STRS)

www.calstrs.com

The California State Teachers' Retirement System was established by law in 1913 to provide retirement benefits to California's public school educators from prekindergarten through community college.

CalSTRS provides retirement, disability and survivor benefits for full-time and part-time California public school educators through its Defined Benefit, Defined Benefit Supplement and Cash Balance Benefit programs.

As with Social Security withholdings, the amount withheld from employee paychecks is based on a percentage of pay as specified by law. To contact payroll or the retirement services division at LACCD call:

- Payroll Services, District Office Phone: (213) 891-2209
- Retirement Services, District Office Phone: (213) 891-2016

For additional retirement information see Article 22 – Retirement in LACCD & AFT Agreement 2014-2017 <http://aft1521.org/docs/Faculty%20Contract%202014-2017.pdf>

Substitutes

Substitute Faculty Assignment Limitations:

1. The Education Code limits both the length of time a substitute assignment may be made and the length of time a person may serve in a long-term substitute assignment.
2. To assure compliance with education code requirements, the LACCD has adopted the practices detailed in Section C, Day to Day Substitute Assignments (20 days or less) and Section D, Long Term Assignments (21 days or more).

For details see:

<http://www.laccd.edu/Departments/HumanResources/Documents/HRGuides/HRGuide-R140-FacultySubstitutes.pdf>

Tuition Reimbursement

Policy, procedures and forms can be found at:

<http://www.elac.edu/facultyStaff/doc/2014/forms/FullTuitionReimbursement.pdf>

Tuition reimbursement shall be awarded for a course, workshop, or other organized activity completed in an accredited institution. The course(s) must adhere to one of the following and result in a final transcript, certificate, official institute letter, or other approved documentation.

- Discipline
- Related Discipline
- Curriculum Methods
- Retraining as approved by the college President.

Full Time Faculty can receive a \$500 maximum reimbursement for two semesters per academic year. If funds permit and eligibility requirements are met, a supplemental reimbursement may be submitted for faculty who qualify.

Adjunct Faculty can receive a prorated percentage of a full time assignment, number of teaching units, and tuition costs.

Tuberculosis Exam

http://www.laccd.edu/hr/Documents/TipSheet_MeetingTBExamRequirements.pdf

Tuberculosis examinations are a condition of employment.

All Academic and Classified employees and those Unclassified employees and volunteers working with minors must furnish evidence of freedom from active tuberculosis. This examination is considered so important that it is considered a condition of initial employment under California Education Code Section 87408.6. Your employment cannot be processed until the requirement is met. Fortunately, the process for fulfilling the requirement is such that it can be completed between the time you accept an offer of employment and the day you are scheduled to begin work.

Unemployment Insurance

<http://www.laccd.edu/Departments/HumanResources/Documents/HRGuides/HRGuide-P301-UnemploymentInsurance.pdf>

It is the policy of the District to provide information on unemployment insurance to employees and, upon authorization by the employee, the employee's designated exclusive representative in the event the employee files for unemployment insurance benefits.

The Los Angeles College Faculty Guild (AFT 1521) has information for adjunct faculty on unemployment insurance.

http://aft1521.org/?zone=/unionactive/view_article.cfm&HomeID=251273&page=Adjunct20Faculty

SECTION 11 STUDENT SUPPORT SERVICES

Admissions and Records

<https://www.elac.edu/prospectivestudents/admissions/>

The Admissions and Records Office provides information to faculty regarding application, registration, student enrollment records and academic policies. The office is located in E1-105 (323) 265-8966.

Articulation

An articulation agreement is an agreement between two college campuses that ensures the transferability of courses to meet major and general education requirements.

East Los Angeles College maintains articulation agreements with all campuses of the University of California and California State University systems. These agreements can be accessed at <http://www.assist.org/>

Assessment Center

<https://www.elac.edu/prospectivestudents/admissions/assessment/index.htm>

The purpose of the Assessment Placement Process is to properly identify your English, Reading, and Math skill levels. East Los Angeles College uses carefully selected assessment instruments to appropriately assess student skill levels. Accurate course placements will enable students to successfully complete courses, and complete the appropriate course skills sequence, to meet their educational goals.

Location: E1-183 (323) 415-4141.

Associated Student Union (ASU)

<https://www.elac.edu/currentstudents/studentresources/asu/>

The Associated Student Union (ASU) is the official student government of East Los Angeles College. The ASU board is made up of executive officers, commissioners and senators which seek to represent its' constituents. ASU advocates the needs of the student body at the College, District, and State levels.

Athletics

<http://athletics.elac.edu/landing/index>

East Los Angeles College's athletic facilities provide an outstanding venue for collegiate sports. Weingart Stadium seats 22,000 spectators. The stadium also includes a jumbo screen scoreboard with seven camera capability, (the only one of its kind in a California community college stadium). There is also an indoor swim stadium with two state of the art pools, two gyms, a brand new softball facility and a new all turf baseball field providing ELAC students and athletes with excellent facilities that support physical education courses and competitive intercollegiate teams.

CalWorks

<http://www.elac.edu/academics/workforce/calworks/index.htm>

CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is a program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC. Location: A5 (stadium parking lot) (323) 265-8998.

Career Services

<https://www.elac.edu/currentstudents/student-services/jobplacement/>

The Career & Job Service Center assists students with career goals, finding a job or choosing a major to clarify their career path. Several career assessments and inventories are available to help students with career decisions. An abundance of resources are also available at the center, such as books on majors, occupations, scholarships, internships, universities, job search skills, interviewing skills, resumes on cover letter techniques. Career counseling appointments, workshops, & career courses are also available to help with their career search. Location: E1 – 176 (323) 415-4126.

Child Development Center

<https://www.elac.edu/currentstudents/student-resources/childdevelopment.htm>

The Campus Child Development Center offers its services to children 3 - 6 years of age. School-age children up to the Kindergarten are accepted. (Fall - Spring only) Applications are received on a continuous basis for the current school year. Applications for the following year (Summer, Fall, Winter, and Spring Semesters) will be accepted beginning the third week of March. Location: A1 (323) 265-8788.

Counseling

<https://www.elac.edu/prospectivestudents/counseling/>

The Counseling Department empowers students to achieve their educational goals, expand their individual potential, and successfully pursue their aspirations for a better future for themselves and their community. The goal of the department is to increase student success and academic excellence through student-centered instruction and support services. Location: Building E1 – 127. (323) 265.8751. South Gate Educational Center: (323) 357.6213.

Disabled Student Programs and Services

<https://www.elac.edu/currentstudents/student-services/dsps/>

If a student experiences difficulties due to a verified learning or physical disability, a faculty member can inform the student about the Disabled Students Program & Services (DSP&S). Location: E1-160. (323) 265-8787.

EOPs/CARE

<https://www.elac.edu/currentstudents/student-services/eops/>

E.O.P.S. is a state funded student support program that helps students who have not done well in school in the past, or thought that they did not have the money or language skills to attend college. The programs and services are designed to help students successfully take the best steps necessary to pursue and achieve their goals.

Location: E-1 Building, 2nd Floor-Room 227. (323) 265-8769.

Financial Aid Office

<https://www.elac.edu/currentstudents/financialaid/mission.htm>

Students who wish to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA). This application will allow students to apply for most of the federal and state aid. The application can be found at www.fafsa.ed.gov

Location: E1 - 173. (323) 265-8738.

First Year Experience/Adelante

<https://www.elac.edu/academics/programs/adelante/>

The Adelante First Year Experience Program began in 2006 as a comprehensive program that seeks to improve student preparation, retention and transfer through collaboration among instructors, student-tutors, counselors, and Adelante staff. Today, the Adelante program continues to serve first year students by providing the necessary academic support to succeed. Our focus is on students who place into English 21.

Location: B2 107 (323) 780-6795.

Honors

<https://www.elac.edu/academics/programs/honors/>

The East Los Angeles College (ELAC) Honors Program is designed for students with a minimum 3.00 GPA who plan on transferring to a four year college or university. It is the college's premier transfer program consisting of academically enriched general education courses in which extensive critical analysis, discussion, writing, and research are required. To facilitate this level

of interaction, enrollment is limited to twenty-five students per class. Honors courses are offered in a wide range of subjects, on a rotating basis.
Location: E3 270 (323) 265-8784.

International Students

<https://www.elac.edu/prospectivestudents/international/>

East Los Angeles College International Student Program provides Associate Degrees in various majors and transferable university credit courses. Location: E1-206 (323)265-8801 or (323)265-8796.

Fax: (323)260-8192 or (323) 260-8192

Learning Assistance Center

<https://www.elac.edu/currentstudents/academicsupport/learningassistancecenter.htm>

The Learning Assistance Center welcomes all instructors by inviting them to participate in the following activities:

- Class Visitations
- Supplemental Tutoring
- LAC Tour

Location: E3-280 (323) 265-8762.

Library

<http://www.elac.edu/library/>

The Helen Miller Bailey Library provides workshops for entire classes. To request a library presentation, visit their website and click on “**Request an Orientation**” and complete the request form. An Instructional Librarian will contact you via-email to confirm the date and time of the presentation. Be sure to include your research paper prompt and any pertinent details so that the instructional librarian can tailor the workshop to meet your students’ needs.

Location: F3 (323) 265-8758.

Math Tutoring Center

<https://www.elac.edu/academics/departments/math/mathlab/index.htm>

The Math Tutoring Center is equipped with computers with Microsoft Office, Internet access, and mathematical software. To use the Math Tutoring Center, an East Los Angeles College student identification number (SID) is required.

Location: K5-104 (323) 415-4191.

Ombudsperson

<https://www.elac.edu/currentstudents/studentresources/ombudsperson.htm>

Ombudsperson is a person who helps students receive equitable resolution to complaints. For more information call (323) 265-8712.

Outreach

https://www.elac.edu/currentstudents/student-services/outreach_offsite/

The Office of Offsite Education and Outreach serves as a linkage of higher education activities to high schools, and community and local governmental agencies.

Location: E1 - 118 (323) 265-8642 Fax: (323) 267-3787.

Puente

<https://www.elac.edu/currentstudents/student-services/transfercenter/puente/>

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Puente is open to all interested students.

Interested students must sign up for Puente with Dorothy Teola (323) 267-3763 or Carlos Centeno (323) 780-6713 or **email** at teoladv@elac.edu or centenc@elac.edu

STEM Program

<https://www.elac.edu/academics/programs/stem/index.htm>

The STEM faculty at ELAC have a rich and diverse set of experiences they wish to share with ELAC students. East Los Angeles College launched a STEM Mentor Program, which pairs STEM students one-on-one with an assigned STEM mentor. The goals of the STEM mentor program are to train STEM faculty, providing detailed and comprehensive professional development on the higher education transfer pipeline, and resources addressing the key factors affecting student achievement specifically in STEM fields, so that in turn, the faculty can mentor students accordingly.

Location: E7-210B (323) 780-6730.

Transfer Center

<https://www.elac.edu/currentstudents/student-services/transfercenter/>

Transfer Center provides a variety of services, resources, and programs designed to assist students every step of the way in their transfer process. Whatever their transfer destination; University of California (UC) campuses, California State Universities (CSU), California Private/Independent Colleges, or out-of-state universities, the Transfer Center is committed to helping make them their transfer goal a reality.

Location: E1 – 176 (323) 265-8623.

The Writing Center

<http://elacwritingcenter.org/>

The Writing Center offers on-going workshops, which are small-group discussions that focus on a particular topic such as thesis development, essay outlining, close reading of texts, and MLA formatting. Other workshops focus on grammar issues like run-on sentences and fragments.

Location: E3-220 (323) 415-4147.

South Gate Educational Center (323) 357-6248.

Veterans Center

<https://www.elac.edu/currentstudents/student-services/veterans-services/index.htm>

The Veterans Center Department is dedicated to providing veterans and active military personnel with assistance to enroll in East Los Angeles College and obtain access to benefits and resources. The staff at East Los Angeles College's Veterans Center Department is committed to providing an environment where associate military persons may find commandership, connect with resources, and receive academic support.

Location: E1 – 104 (323) 265-8650 Ext 8525.

DRAFT

**APPENDIX
APPENDIX A
BOARD POLICY & ADMINISTRATIVE REGULATIONS**

Attendance Accounting and Grade Collection - Administrative Regulation E-13

**LOS ANGELES COMMUNITY COLLEGES
ADMINISTRATIVE REGULATION E-13
TOPIC: Attendance Accounting and Grade Collection**

I. POLICY

Attendance accounting is the basis for state apportionment and is a legal procedure for which both the District and individual colleges are accountable and subject to audit. The District is required by both federal and state agencies to maintain accurate auditable records of student enrollment and attendance. Faculty members at individual colleges provide the principal basis for ensuring that the District fulfills its attendance reporting responsibilities. Attendance reporting is critical in that it relates directly to the funding the District receives for its instructional programs and general operations. This administrative regulation defines faculty responsibilities in this area. Faculty members are responsible for the timely submission of mandated records. Many, but not all, of these documents are submitted online.

II. DEADLINES AND REQUIRED DOCUMENTS

The types of records required vary according to the individual attendance accounting method for each class. At a minimum, faculty must record attendance for the required period and must exclude non-participating students as described below. Effective the Spring 2013 semester, the following deadlines and documents apply.

A. Deadlines

Mandatory exclusion rosters are due eight (8) business days after census.

Active Enrollment Rosters are due the day before the last day to drop with a "W."

Grades and positive attendance hours are due five business days after the last day of class. Attendance records for positive attendance are due to the Admissions Office five (5) business days after the last day of class.

B. Required Documents (by type of class)

- 1. Census Classes** (DSCH, WSCH, Independent Study, Work Experience) – instructors must record attendance through census, and submit Mandatory Exclusion Roster(s) at census, even if no students are to be excluded. Instructors must also submit the Active Enrollment Roster before the last day to drop with a “W”, and final grades within five business days after the end of the final class period.
- 2. Positive Attendance Classes** – instructors are required to record the actual hours each student attends the class and turn in that record. Final hours and grades are to be submitted at the end of the class.
- 3. TBA forms** - instructors of WSCH classes with TBA time must submit a record of the time scheduled for each student and documentation that the student attended prior to census. Both forms are due eight (8) business days after census. Certain WSCH with TBA classes may require recording of attendance for the entire length of the class in place of individual student schedules. Attendance records for such classes are due five (5) business days after the end of class.

III. DEFINITIONS

Add-Permit – instructors may allow students to add using this form. It includes a certification of whether a student attended prior to census. Instructors may not add students whose first day of attendance is on or after census day.

Accounting Method - is the means by which FTES is calculated for a given section. WSCH, DSCH, independent study, and work experience are based on census enrollment. Positive Attendance is based on actual hours of attendance.

Active Enrollment Roster – applies to census classes only. Students listed on the roster are active in the class. Instructors must review the roster for accuracy and use it to remove students who stopped participating in the class. The Active Enrollment Roster must be submitted for all census classes the day before the last day to drop with a “W.”

Attendance Record – this refers to any of a number of methods by which a faculty member substantiates a student’s attendance in a class. Census attendance records must be recorded until census, then retained by the instructor. Positive Attendance is recorded for the entire term and due at the end of the class. WSCH classes with TBA have additional requirements.

Census Date – attendance calculation is based on enrollments on this day. Monday of the third week is the census date for a 16-week primary term. Census for short-term courses, or those that fall outside the primary term, will vary.

Census Enrollment – student enrollment that is active on census day and counted for apportionment. Students who begin attendance on or after the census date are not counted for apportionment.

Drop (Student) – students drop themselves from a class. An instructor *excludes* a student.

DSCH - Daily Student Contact Hour classes are regularly scheduled (i.e., on the same day/time throughout the semester) but have a different start and end than the primary term. Each DSCH class has a unique census date. Faculty must keep student attendance records through the census date.

Exclusion – the removal of a student from active status by the instructor. Exclusion is mandatory for students who are 'no-shows' or inactive as of census date. This includes, but is not limited to, excessive unexcused absences. These students cannot be claimed for apportionment. In general, students are responsible for dropping themselves after census. However, instructors may make additional exclusions using the supplemental exclusion roster through the course mid-point. The decision to excuse absences, regardless of the extenuating circumstances, is at the discretion of the instructor.

FTES - Full Time Equivalent Student is the student enrollment measure for state apportionment funding.

Independent Study – is an accounting method used for certain classes with irregular schedules but whose enrollment is based on a census day. Instructor verification of student participation prior to census is required.

In Lieu of Grade Cards – are used to assign a grade to a student whose name does not appear on the grade roster due to an enrollment error. This form requires certification of attendance prior to census for WSCH and DSCH classes, an explanation of the enrollment error, and the grade earned. Evidence of work performed and proof of student attendance shall be attached to the In Lieu card.

Last Day to Add – the day before census is the last date on which a student can be added to a class and be counted for apportionment. This is also the last effective date to drop or exclude students who are not to be counted for apportionment.

Last Day to Drop with "W" – the last day on which a student can drop or be excluded from a class and still have a "W" appear on his/her transcript. After this date, no drops or exclusions will be processed and grades are required for any student still enrolled in the class.

Mandatory Exclusion – applies to census classes only. Students who never attended ("no show"), or are no longer participating as of census, must be excluded prior to the census date. A mandatory exclusion roster must be submitted for all census classes within eight days after census, whether or not any students are actually being excluded.

No Penalty Drop Date – the last day a student can drop the class without it showing on his/her transcript or fees being incurred.

No Show – an enrolled student who has not attended any class meetings at any time.

Positive Attendance Class – these classes do not have a census date. Apportionment is based upon the total number of hours each student attends. Faculty members must keep a record of the hours students attend throughout the entire class.

To Be Arranged (TBA) – these sessions have individually arranged meeting times. Documentation is required for WSCH courses with TBA time to substantiate that students have TBA time regularly scheduled and have attended the TBA session prior to census.

WSCH – Weekly Student Contact Hour classes are full term Fall or Spring classes. Their apportionment is calculated by the number of students enrolled on the official college census date. Faculty must record daily attendance for WSCH classes through the census date. WSCH classes with TBA have additional requirements.

Original Issue Date: August 15, 1979

*Date of Changes: May 21, 2009; January 19, 2012; July 18, 2013;
April 30, 2015*

Initiated by: Educational Support Services

References: Title 5, CCR, sections 58003.1, 58004

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LOS ANGELES COMMUNITY COLLEGE DISTRICT **ADMINISTRATIVE REGULATION E-87**

TOPIC: **Admission of Young Students (K-12)**

I. GENERAL

In order to provide educational enrichment opportunities for a limited number of eligible students, a Los Angeles Community College President (or designee) may admit elementary and secondary school students (grades K-12) as special part-time students or special full-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001.

Special part-time students or special full-time students must submit a supplementary application for each semester or summer session in which they wish to enroll, and students may only enroll in those courses specifically approved by the college for that term.

Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students. The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Students admitted as special part-time or special full-time students will not be afforded any special consideration or supervision as a result of their special admission status. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes and if or when a class is cancelled and/or dismissed early. Parents or guardians will not have access to a student's records (including grades and transcripts) without the student's written consent, the student's minor status notwithstanding.

Students shall receive credit for the community college courses completed. Arrangements for receiving high school credit for course work completed must be made with students' respective high schools.

II. ADMISSIONS PROCEDURES

- A.** To be considered for admittance as a special **part-time student**, the student must meet the eligibility standards as established in Education Code sections 48800 and 76001, and the Los Angeles Community College Board Rule 8100.01. Admission is subject to seat availability. The student must submit:

- (1) District Application for Admission;
- (2) written and signed parental or guardian consent;
- (3) written and signed approval of his or her principal*;
- (4) demonstration that the student is capable of profiting from instruction; and
- (5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

***Note:** A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The Chief Instructional Officer or designee has the authority to make the final decision as to whether a student can benefit from instruction.

B. To be considered for admittance as a special **full-time student**, the student must meet the eligibility standards as established in Education Code section 48800.05, and the Los Angeles Community College Board Rule 8100.04. Admission is subject to seat availability. The student must submit:

- (1) District Application for Admission;
- (2) Written and signed parental or guardian consent;
- (3) Written and signed acknowledgment of his or her principal*;
- (4) Demonstration that the student is capable of profiting from instruction;
- (5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12"; and
- (6) Written approval of the governing board of the school district of attendance.

***Note:** A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

C. To be considered for admittance as a special summer session student, the student must meet the eligibility standards as established in Education Code section 76001 and the Los Angeles Community College Board Rule 8100.02. The student must submit:

- (1) Written and signed parental or guardian consent;

- (2) Written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance;*
- (3) Demonstration that the student has adequate preparation in the disciplines to be studied; and
- (4) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

***Note:** A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

III. DETERMINATION

All required documents shall be sent to the Chief Instructional Officer or designee.

A. High School Students

For students attending High School, the Chief Instructional Officer or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College. This determination may be done by:

- (1) a review of the material submitted by the student;
- (2) meeting with the student and his or her parent or guardian;
- (3) consultation with the Chief Student Services Officer;
- (4) consultation with the faculty;
- (5) consultation with counseling staff;
- (6) consideration of the welfare and safety of the student and others; and/or
- (7) consideration of local, State and/or Federal laws.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit

from instruction at the college, except in the case of highly gifted and talented pupils as defined in Section IV.

B. Middle and Lower School Students

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, or designee, and composed of the Chief Student Services Officer, and representatives from the office of Admissions and Records, and faculty from the appropriate department, as identified by the local senate. The parent or guardian of the Middle and Lower School students must submit a petition for his or her child to be admitted for enrollment in college courses. This petition must include an explanation of how the student can benefit from these specific college-level courses and must be accompanied by previous school transcripts or, in the absence of transcripts, any supporting documentation that can be used in lieu of transcripts. If the student is attending public school the petition must be signed by the school's principal or designee, indicating that he or she concurs with the parent's opinion that the student can benefit from these college level courses. The committee will review the petition and determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:

- 1) a review of the materials submitted by the student;
- 2) meeting with the student and his or her parent or guardian;
- 3) consultation with counseling staff;
- 4) consideration of the welfare and safety of the student and others;
- 5) consideration of local, State and/or Federal laws;
- 6) consultation with appropriate faculty/specialists;
- 7) review of the content of the class in terms of sensitivity and possible effects on the minor;
- 8) requirements for supervision of the minor;
- 9) times the class(es) meet and the effect on the safety of the minor;
- 10) and/or consultation with campus police.

The decision of the committee shall be final, except in the case of highly gifted and talented pupils as defined in Section IV.

Upon completion of the review process, each member of the committee shall sign the petition indicating their participation in the review.

Once a decision has been made, the student, his or her parent or guardian and the school Principal shall be informed of the decision.

IV. HIGHLY GIFTED AND TALENTED STUDENTS

A. Admission of Highly Gifted And Talented Students

The Admission of Highly Gifted and Talented Students shall follow the same Admissions and Determination Procedures stated herein, except:

- (1) Highly gifted and talented pupils must achieve a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by certified licensed personnel or demonstrate extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal.
- (2) In the cases where a parent or guardian of a highly gifted and talented pupil who is not enrolled in a public school petitions the President (or designee) to authorize attendance as a special part-time or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college, an intelligence assessment test must be administered by certified, licensed personnel, and the highly gifted and talented pupil must achieve a measured intelligence quotient of at least 150 points.

B. Right To Appeal Denial For Special Part-Time Or Full-Time Enrollment

Following a written denial for special part-time or special full-time enrollment of a highly gifted and talented pupil, the parent or guardian of the highly gifted and talented pupil may appeal the denial directly to the Board pursuant to Board Rules 8100.07 and 8100.08.

C. Appeal Procedure

- (1) Within 30 days after a request for special enrollment for a highly gifted and talented pupil has been submitted, the Chief Instructional Officer (or designee) shall issue a written decision to the parent or guardian of the highly gifted and talented pupil. In the case of a denial, the written decision shall include the findings and the reasons for the denial.
- (2) Within 30 days after a written denial has been issued to the parent or guardian of the highly gifted and talented pupil, the Board must take action to either confirm or reject this denial at a Board meeting which takes place within 30 days after the denial has

been issued. The parent or guardian of the highly gifted and talented pupil will have an opportunity to appeal the denial directly to the Board during this Board meeting.

- (3) In order to facilitate this appeal, the Chief Instructional Officer (or designee) who issued the written denial shall immediately forward a copy of the written denial to the Chancellor and the Senior Director of Instructional and Student Programs so that this matter can be placed on a subsequent Board meeting agenda.

V. FEES

A. Enrollment Fees

Enrollment fees for special part-time will be waived pursuant to Board Rule 8100.07 and Education Code section 76300 (f). Special Full-Time Students (i.e., K-12 students enrolled in more than 11 units) are required to pay enrollment fees.

B. Nonresident Tuition Fees

Special part-time students are exempt from the nonresident tuition fee pursuant to Board Rule 8100.03 and Education Code section 76140(a)(4).

C. Other Fees

The Los Angeles Community College District charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

VI. BOARD RULES

The following Board Rules set forth requirements for admission of students, who are in the age group of Kindergarten through 12th grade, to any college in the Los Angeles Community College District:

- 8100.01 (Admission of Elementary and Secondary Students Grades K-12 as Special Part-Time Students)
- 8100.02 (Admission to Summer Session - Students Grades K-12)
- 8100.03 (Fee Exemption for Special Part-Time Students Grades K-12 (effective July 1, 1986))
- 8100.04 (Admission of Elementary and Secondary Students Grades K-12 as Special Full-Time Students)
- 8100.05 (Residency Classification for Children of Undocumented Immigrants)
- 8100.06 (Definition of Highly Gifted and Talented Students)
- 8100.07 (Admission of Highly Gifted and Talented Students Grades K-12 As Special Part-Time Students)

- 8100.08 (Admission of Highly Gifted and Talented Students Grades K-12 As Special Full-Time Students)

Original Issue Date: March 12, 1996

Initiated by: Educational Support Services

Dates of Changes: June 17, 2003; September 29, 2008; February 10, 2009; December 8, 2009, August 17, 2015

References: Board Rules 8100.01, 8100.02, 8100.03, 8100.04, 8100.05, 8100.06, 8100.07, 8100.08. Education Code 48800, 48800.5, 76001.

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

ADMISSION: Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student in grades K-12 who has met the LACCD's admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48800, 48800.5, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

FEES: Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300(f), LACCD Board Rule 8100.03.) Special part-time students are exempt from the nonresident tuition fee (Education Code section 76140(a)(4), LACCD Board Rule 8100.03.) The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

CONDITIONS: The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student's high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.

K-12 STUDENT INFORMATION

Student Name: _____ Birth Date: ____/____/____
Last First MI Mo Day Year

Student Address: _____
Street City State ZIP

Phone No.: _____ E-mail address: _____ Student I.D. No.: _____

Student Grade: _____

COLLEGE ENROLLMENT INFORMATION

(to be completed by the K-12 school official)

Term: Fall Semester Winter Intersession Spring Semester Summer Session **Year:** _____

College: _____ **Enrollment Status:** Part-time (11 units or less) Full-time (more than 11 units)

- | | | |
|---|---|---|
| 1. _____
College Course Subject/Number | 2. _____
College Course Subject/Number | 3. _____
College Course Subject/Number |
| 4. _____
College Course Subject/Number | 5. _____
College Course Subject/Number | 6. _____
College Course Subject/Number |

I have met and counseled the student and recommend the courses listed above to be taken for credit *(for K-8 students, please enclose the student's transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college)*. If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year's graduating class.

COLLEGE APPROVAL

(to be completed by the College's Chief Instructional Officer (or designee))

Approved to Attend Not Approved to Attend _____

Important LACCD Webpages

ADA (Americans with Disability Act) Webpage

<https://www.laccd.edu/ADA/Pages/default.aspx>

Discrimination and Harassment Policy

<https://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Documents/discrimination-harassment-policy.pdf>

New Faculty Information

The LACCD provides new employees with information to get you started – from your first day, through your first few weeks. It has the forms you need, your payroll calendar, benefits, collective bargaining agreements, the history of the District and more.

<https://www.laccd.edu/Departments/HumanResources/Pages/New-Employees.aspx>

LACCD On-Line Faculty Services: Class Rosters and Grades

http://albacore.laccd.edu/attendance_accounting/documents/On-Line-Faculty-Services.pdf

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