“My goal is to inspire our students to aim high so I encourage them to apply to several universities they may have dreamed of attending but do not have the confidence to submit an application. Then they can compare offers and select the university with the best package. The challenge is to convince students that they are capable of succeeding; at a good university, in a rewarding career and at life in general. I tell them that I want to use their success story to inspire others to follow in their footsteps.”

ELAC’s Transfer Center offers students resources including counseling, assistance writing and revising personal statements for university admissions packets, university tours and scholarships. Information is available on the Summer Intensive Transfer Experience at UCLA as well as the Alliance Project Summer Research at UC Berkeley and other programs designed to introduce ELAC students to various public and private universities.
STUDENT & FACULTY EMAIL
Automated email system allows for communication between faculty and students.

WIRELESS
Campus-wide and South Gate Educational Center wireless for students, faculty, and staff.

LAPTOPS
Student may borrow a laptop for daily use at Student Activities at the main campus and South Gate Educational Center. Office Hours (M–TH 8–6pm, Fri 8–4 pm)

ACE COMPUTER LABS
Our ACE labs provide the latest software for students to use. To learn more about the available lab software please visit our website.

ACE PORTAL
Student & Faculty collaborate online with tools like syllabus/documents, calendar, assignment list(s), assignment uploads, grading, and videos.

GO GREEN
Upload all of your documents, and assignments in your ACE portal. Students can use the internet to log in and view them.

FOR MORE INFORMATION ABOUT OUR ACE, PLEASE CONTACT THE INFORMATION TECHNOLOGY DEPARTMENT.
http://infotech.elac.edu
Email: ithelpdesk@elac.edu

PHONE: 323.265.8700
Associated Student Union (ASU)
Get involved!

Membership supports the activities of the ASU and other student organizations including campus clubs. In addition to supporting student government, members receive the following benefits:

- **ASU Preferred Parking** (subject to space availability and regular parking fee paid)
- **Textbook Rental Program**! Save money on textbooks by renting them for $20 for the semester
- Graphing Calculator Rental Program
- **FREE**
  - Meals at ASU sponsored events (at least twice per semester)
  - Scantrons and Green Books during finals weeks
  - Snacks during finals week
  - Promotional items throughout the semester at ASU events.
  - Community Discount Card with discounts at local retailers and restaurants
- **FREE** or discounted admission to ASU events including fieldtrips, dances, barbecues, and concerts along with cultural and sporting events
- Limited number of free copies and $0.05 per copy thereafter
- Discounted coffee at the Huskie Store
- Discounted tickets for amusement parks including: Magic Mountain, Knott’s Berry Farm, Knott’s Scary Farm, Universal Studios, and Aquarium of the Pacific
- Discounted tickets for movie theaters including: AMC and Edwards Cinema
- Access to Student Clubs

For More Information
Contact the ASU/Student Activities Office at
(323) 260-8389

Associated Student Union (ASU) & Student Activities G8-119
The Associated Student Union is the official student government of the college. It is made up of executive officers, senators and commissioners. ASU advocates the needs of the student body at the college, district, and state levels. Students are encouraged to participate in student government by:

- Becoming a paid ASU member
- Becoming involved by joining a club, attending ASU and Club events and meetings.
- Running for elected office

Student government meetings are held biweekly and agendas are posted outside the student activities office with time and location.
For more information, please call (323) 265-8742.

Fees:
The ASU membership fee is $7.00 per semester for full and part-time students. Fees are used to fund activities on campus including social and cultural activities for students, and campus clubs.

Textbook Rental includes the following disciplines:
- Anatomy
- Biology
- CAOT
- Child Development
- Earth Science
- Economics
- History
- Math
- Spanish
(Not all books from each discipline are available.)

### ASU Fall 2009 Events:
- September 3: Pep Rally/ASU Munch Madness-free burgers/fries/soda
- September 8-10: Club Week
- September 23: International Food Festival
- October 7: ASU Munch Madness
- October 24: Halloween Event
- November 10: Trivia Games
- November 25: Thanksgiving Can Food Drive
- December 9: Battle of the Bands/Clubs Selling Food

**FINALS WEEK** (December 14-20): Free snacks, scantrons, green books

### ASU Spring 2010 Events:
- February 11: ASU Munch Madness-free burgers/fries/soda
- February 25: Black History Month Celebration-films in the student activities office/free Pizza
- March 11: ASU Munch Madness-Raspados
- March 25: Spring Fling
- April 8: Comedy Night
- April 22: Campus Beautification/Free Tote Bags/Plant-A-Patch
- May 27: Memorial Day Wall Signing

**FINALS WEEK** (June 1-7): Free snacks, scantrons, green books
COUNSELORS will assist you to plan your schedule, transfer to a university, develop study skills and figure out your career goals.

TUTORS will help you with math in the MENTE lab located in building F-5. Help is available to build English skills in our writing labs. The ELAC Learning Center will help you improve basic communications and math skills. The MESA Center (Mathematics, Engineering and Science Achievement) provides assistance for students in more advanced math and science courses.

DISABLED STUDENTS will find assistance at the DS DPS Center, Building C2-8.

STUDENT SERVICES INTRODUCTION

This section lists, in alphabetical order, the variety of student services and other support programs which the college provides to assist you in achieving the college's educational purposes. The list contains the location of the service and a brief description of what the service offers. You should consult this section to familiarize yourself with the many services the college provides which can be of considerable help in solving problems and making your stay at East Los Angeles College more productive and enjoyable.

For your convenience, the last few pages of this section also list the college's departmental offices, the department chairs, and the respective telephone numbers of each department. Phone numbers for day faculty members are also listed, as are the phone numbers for all student service and academic departmental offices. Student Right-to-Know information is available in the college catalog.

BOOKSTORE, D-7

The East Los Angeles College Bookstore is located in the lower level of the Student Center. Hours are 7:45 a.m. to 7:15 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. (Summer and vacations have shortened hours). Extended hours are posted during the beginning of each semester. Full returns on textbooks will be allowed during the first 15 school days of the Fall and Fall semesters, the first 5 days of the Spring semester and short term courses, if they meet the following conditions:

1. ALL RETURNS must be accompanied by a CURRENT CASH REGISTER RECEIPT. NO EXCEPTIONS.
2. New textbooks must be returned in new condition. Any marks, EVEN YOUR NAME, is a used book. New books that are refunded as used will receive 75% of the new price. We reserve the right to judge the condition of returned items.
3. Methods of refunds:
   a. CASH PURCHASES will be refunded in cash.
   b. CHARGE PURCHASES will be refunded by credit to your charge account.
   c. CHECK PURCHASES will receive a check in about four to six weeks after the date of purchase, unless the canceled check or copy (front and back) are presented to the Fiscal Office.
4. Textbooks purchased after the 15th school day must be returned within 24 hours and accompanied by a current dated cash register sales receipt.
5. NO REFUNDS will be given on any textbooks that have computer disks, recorded cassettes, or special packaged items clearly marked “NO REFUNDS IF OPENED.”
6. NO REFUNDS ARE PERMITTED ON PURCHASES MADE DURING THE LAST 10 DAYS OF CLASSES AND FINAL EXAMS.

For further information call (323) 265-8720 or 8722.

Instructional materials are available in alternative formats (Braille, large print, e-text, etc.) for disabled students. Please call the Disabled Students Program & Services at 323-265-8787 for additional information.

NEED HELP WITH ENGLISH OR BASIC SKILLS? Check out the Basic Skills computer lab located in building F-9, room 101 and our non-credit ESL program by phoning 323-780-6700.

STUDENT ACTIVITIES welcomes you to join student clubs, participate in student government and join your friends in the Student Center in G8-119. Read the Campus News for a schedule of college events. Visit the Transfer Center in building E-1 to sign up for trips to check out universities and request assistance to apply to transfer.

CALWORKS, Stadium Parking

CalWORKS (California Work Opportunity and Responsibility to Kids), previously GAIN, is an East Los Angeles College Program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC. These services include:

• Information
• Vocational Training
• Basic Skills Training: GED, ESL, Adult Basic Education
• Liaison with DPSS (Department of Public Social Services) regarding training programs and contracts
• Child Care Assistance and Referrals
• Work Study Assignments, on/off campus
• Job Development: Employment Skills, Resumes, Interview Skills, Job Opportunities
• Learning Assistance and Tutorial coursework

The CalWORKS Program, through DPSS, provides child care services, transportation, and textbooks.

Students: Please note that the CalWORKS Program at ELAC can assist you in meeting the new 32 hour per week work-study participation requirement. For further information telephone (323) 265-8998.

CAMPUS CHILD DEVELOPMENT CENTER, A1

NEW EVENING SESSIONS

Children ages 3 to 10 years

Monday thru Thursday 3:45 – 10:00 p.m.
The Campus Child Development Center provides care for children ages 3 – 5 1/2 years of age whose parents are enrolled in classes at ELAC and who meet specific requirements. The Center offers opportunities for parents to better understand their child’s behavior. The Center is also an instructional lab site for observers and practicum students from ELAC and other local campuses. A nominal fee is charged and prorated on the basis of family income and financial need. Parents may enroll their children in a morning, afternoon or an all day or evening session.

Applications are accepted for:
- Fall Semester Beginning May 1
- Fall Semester Beginning Nov.1
- Waiting Lists On an on-going basis

For further information and an application, contact (323) 265-8788.

CAMPUS VIPER* TEAM
*Violence Intervention, Prevention, and Emergency Response

COMMUNITY PROGRAMS AND SERVICES
If you have experienced relationship or sexual violence, it may feel as though you are alone and that no one will understand what is happening to you. This feeling is real, but it is not accurate. You are not alone. There are people on your campus and in your community who care and want to help.

RELATIONSHIP VIOLENCE AND SEXUAL ASSAULT HOTLINES
Relationship violence and sexual assault hotlines are staffed by counselors who can help you decide what is best for you. Referrals to other community resources are also provided. Hotlines are open 24 hours a day and call information is kept anonymous and confidential.

LA RAPE AND BATTERING HOTLINES
LACCAW (24-hour English and Spanish, Los Angeles area)
(213) 626-3393; (310) 392-8383
(626) 793-3385
Center for the Pacific Asian Family (provides counseling in various Asian languages)
(323) 653-4042

RAPE HOTLINES
Sexual Assault Crisis Agency (Long Beach area): (562) 597-2002
Valley Trauma Center (San Fernando, Santa Clarita area): (818) 866-0453

DOMESTIC VIOLENCE SHELTERS
Shelters are a safe place to stay when you want to leave a violent situation. Many shelters provide other services such as counseling and legal help. Shelter locations are kept confidential.
- 1736 Family Crisis Center
  (213) 745-6434
- Free Spirit Shelter – Chicana Service Action Center: (323) 937-1312,
  (800) 548-2722
- Family Violence Project of Jewish Family Services: (818) 505-0900;
  (310) 858-9344
- Haven Hills: (818) 877-6589

STALKING HOTLINE (877) 633-0044
STOP Partner Abuse

(LA Gay and Lesbian Center):
(323) 860-5806

CAMPUS ASSISTANCE:
For help on the East Los Angeles College campus, please contact any of the following people:
- Marilyn Ladd, WPE, Team Lead: 323-265-8920
- Al Cone, Athletics Dept.: 323-265-8913
- Cesar Ojeda, EOPS: 323-265-8797
- Deputy Frank Velasco, LA County Sheriff’s Dept.: 323-265-8674
- Sonia Lopez, Associate Dean of Student Activities: 323-267-3794; 323-260-8196
- Sonia Rivera, ELAWC: 323-526-5819

CAREER/JOBS PLACEMENT CENTER, E1 BUILDING
The Career/Job Placement Center offers many services and resources to assist students in the process of career exploration and employment opportunities.
- Job and internship listings are posted weekly, including part-time and full-time opportunities.
- Assessments and inventories are available for career exploration.
- Workshops on career related topics and job preparation skills are offered throughout the semester.
- The Career Library offers a collection of books, computer programs, and other resources on career related topics and job preparation skills.
• Career counseling appointments are for undecided individuals and are scheduled through the Counseling Dept. at (323) 265-8751.
For further information call (323) 415-4126 or (323) 265-8960

COMMUNITY SERVICES, F9-101
Community Services articulates the mission of the Los Angeles Community College District by offering short term educational programs for personal development, leisure, or recreation. Programs are designed for persons of all ages; adults with busy schedules, children who need enrichment activities, and young adults who wish to complement their schedules. Cultural activities and special interest programs are also offered through the department. The Swap Meet, scheduled every Sunday, and Traffic School, offered twice each month is offered through Community Services. Activities and classes are held on weeknights and weekends. For further information, please contact Community Services, K6 Bldg., (323) 265-8793

OFFICE HOURS:
Monday – Thursday, 10 am – 7 pm
Fridays – Sunday, 9 am – 3 pm
The Office of Community Services is self-supporting and all of its programs operate on a fee basis.

COUNSELING, E1 BUILDING
Counselors are available to assist students with program planning for careers and academic studies. Counseling is available on a walk-in question and appointment basis. Please come in or call (323) 265-8751 for an appointment. Appointments are scheduled one week in advance from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and Friday from 8:00 a.m. – 3:00 p.m. Please call (323) 357-6213 if you want to schedule an appointment at South Gate. Students are encouraged to see a counselor every semester and well in advance of registration periods.

DISABLED STUDENTS PROGRAM AND SERVICES, E1 BUILDING
Instructional materials are available in alternative formats (Braille, large print, e-text, etc.) for disabled students. Please call the Disabled Students Program & Services at 323-265-8787 for additional information. The goal of the DSP&S program is to assist disabled students to become fully integrated into the colleges’ regular programs. The program attempts to provide the types of activities and services that are commensurate with the unique needs of each student.

SERVICES:
• Counseling (Vocational, Academic, and Personal)
• Campus Transportation
• Tutors, Note Taking Assistance, Interpreters upon request
• Support Services and Equipment
• Mobility Assistance
• Registration Assistance
• Enrollment Coordination
• Test Facilitation
• Liaison with the Department of Rehabilitation
• High Tech Center (Computer Accessibility)
• Instructional Materials—Braille, large print, e-text, etc.

HIGH TECH CENTER HOURS (F5-111):
Monday – Friday: 9:00 a.m. to 4:30 p.m.
Thursday: 9:00 a.m. to 7:00 p.m.

DSP&S OFFICE HOURS (E1 BUILDING):
Monday – Friday: 8:00 a.m. to 5:00 p.m.
Tuesday: 8:00 a.m. to 6:00 p.m.
Information regarding services can be obtained from the Disabled Students Program:
(323) 265-8787 or (323) 265-8681 (Voice)
(323) 265-8746 (TDD)
(323) 265-8714 (FAX)
**EOPS PROGRAM, E1 BUILDING**

**WHAT IS EOPS?**

EOPS is a state funded program that serves educationally and financially challenged students. Our program is designed to go above and beyond other services offered on campus and provide services to students who have the potential to succeed in college. We at EOPS assist students in completing a certificate, an Associate of Arts/Science Degree (A.A., A.S.) and/or transferring to a four year university. Our professional, friendly EOPS staff provides a great support system to students, which facilitates their personal growth and helps them accomplish their educational goals.

**HOW DO I QUALIFY?**

- Must be a California resident for 1 year and 1 day
- Full time student (12+ units)
- Board of Governors Fee Waiver (BOGFW A or B)
- Fewer than 70 degree applicable units completed
- Student is educationally challenged
- Completed EOPS application forms

**EOPS SERVICES MAY INCLUDE:**

- Book Grant Program
- Bus Grant
- Registration Assistance
- Counseling
- Transfer Assistance
- Workshops
- Peer Advising
- Tutoring
- Cultural Events

**WHAT ABOUT FINANCIAL AID?**

EOPS students should apply for financial aid each year. East Los Angeles College Financial Aid offers four basic types of financial assistance. These types are: scholarships, grants, loans, and/or part-time employment (Federal Work Study). In addition, EOPS students may receive grants. The Financial Aid Express is located in E6-106.

**WHAT IS THE CARE PROGRAM?**

The Cooperative Agencies Resources for Education program (CARE) is for single parents who are receiving public cash assistance (TANF, AFDC, CalWORKS). The program assists students in achieving their academic goals and personal success. We understand the overwhelming feeling of trying to balance the responsibilities of an education and parenthood. The program assists qualified students balance those responsibilities by offering additional financial assistance and support services.

**WHO IS ELIGIBLE?**

Students may be eligible for the CARE program if they satisfy the following requirements:

- Eligible and in good standing with the EOPS program
- Single parent head of household
- Receive public cash assistance (TANF, AFDC, CalWORKS)
- Have at least one child under 14-years of age

For more information about EOPS please call (323) 265-8769.

**Office Hours:**

Monday – Thursday, 8:00 a.m. – 7:00 p.m.
Friday, 8:00 a.m. – 4:00 p.m.
1st Saturday, 9:00 a.m. – 1:00 p.m.

**FINANCIAL AID, E1 BUILDING**

The Financial Aid and Scholarship Office processes two types of financial aid. The office processes federal and state aid programs for low-income students.

The applications and processing are free. The federal application for financial aid is the Free Application for Federal Student Aid (FAFSA) and can be completed in less than 30 minutes.

The state applications for financial aid are the Board of Governors Fee Waiver Application (BOGFW), and the California Student Aid Program (Cal Grant). The BOGFW can be completed in less than 10 minutes.

The applications are available in the Financial Aid and Scholarship Office. You can apply for federal financial aid at www.fafsa.ed.gov, or in the Financial Aid Express Office on campus. You can apply for state aid in the Financial Aid and Scholarship Office or Financial Aid Express Office.

For faster processing it is highly recommended that the application be reviewed and submitted to Financial Aid Express Office in person.

**FEDERAL FINANCIAL AID**

- PELL Grants
- FSEOG Grants
- Federal Work Study
- ACG

You do not have to pay back the above grants.

- Federal Direct Loans
- Federal Perkins Loans

The above loans have to be paid back: The federal government uses a formula to determine the amount you will receive. The formula includes the cost to attend college based on the poverty level in the country. The formula is used for part-time and full-time students.

It is very important to apply early. You should apply six months (January to March) before the fall semester begins. You can apply at anytime during the academic (Fall and Spring) year. It may take two months to process by the government and campus. The PELL Grant is available throughout the year, but other grants have limited funding and may not be available if you apply late.

The U.S. Department of Education produces a Financial Aid - Student Guide.

**STATE FINANCIAL AID**

- BOGFW
- Cal Grant
- Child Development Teacher Grant
- CHAFEE Grant

You do not have to pay back the above grants:

The BOGFW waives the registration fee for classes. The enrollment fees are waived for students who are low-income or receiving public assistance (welfare), or determined by the federal financial aid formula. All students who qualify for BOGG must pay the mandatory health fee each semester.

The 2010-2011 income standards are based on 2009 income.

**2010-2011 INCOME STANDARDS**

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2009 Income</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$16,245</td>
</tr>
<tr>
<td>2</td>
<td>$21,855</td>
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<tr>
<td>3</td>
<td>$27,465</td>
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<td>6</td>
<td>$44,295</td>
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<tr>
<td>7</td>
<td>$49,905</td>
</tr>
<tr>
<td>8</td>
<td>$55,517</td>
</tr>
</tbody>
</table>

Each additional Family Member – $5,610

Effective January 1, 2004, Board of Governors Fee Waivers (BOGFW) are available for dependents of a Congressional Medal of Honor recipient or a dependent of a victim of the September 11, 2001 terrorist attack.

The Cal Grant has an application deadline of March 2. Students applying for a Cal Grant need grade point average verification.
The Los Angeles Community College District produces a Financial Aid - Student Guide.

Financial Aid and Scholarship Office Hours:
Mon – Thurs: 8:00 a.m. to 7:00 p.m.
Friday: 8:00 a.m. to 3:00 p.m.

Please call 323-265-8738 or visit the Financial Aid and Scholarship Office located in Building C2-3 or Financial Aid Express, building E6-105 for more information.

FINANCIAL AID DISBURSEMENT
Financial aid funds will be disbursed to financial aid students through their debit card from the Higher One account. All financial aid applicants will receive their card as soon as they submitted their financial aid packet. Once the application process is completed, through the financial aid disbursement process, funds will be deposited into their debit card account from Higher One.

FISCAL OFFICE, E1 BUILDING
Fiscal Office Hours:
Mon – Thurs: 8:00 a.m. to 7:00 p.m.
Friday: 8:00 a.m. to 3:30 p.m.
The Fiscal Office is the center for the collection of all fees on campus – enrollment and non-resident tuition, drop, audit, parking, ASU membership fees, child care and insurance fees, and material fees. The office is also responsible for financial aid check distribution, reimbursement checks for staff, and processing cash, check and credit card refunds to students.
The Fiscal Office is responsible for all accounting and record keeping for funds allocated to the college and for Associated Student Union club and trust accounts. In addition, the office provides personnel and payroll services to staff and faculty, and all handles all purchasing and budgeting for the campus.

FOOD SERVICES
Vending machines are located at Huskie Junction, the E-5 Building and the “A” Bungalow Complex.

HUSKY STORE (BUILDING G-8)
Monday – Thursday: 7:00 am – 8:00 pm
Friday & Saturday: 7:00 am – 12:00 pm
*Hours subject to change.

HEALTH SERVICES, G8-107
Student Health Services is located in G8-107. Through a partnership between East Los Angeles College and White Memorial Medical Center, Student Health Services promotes students’ physical, emotional, spiritual and social well being. It offers programs designed to help students meet their educational, career and personal goals by encouraging healthy attitudes and behavior, and for fostering students’ responsibility for their own health. Visit their location for a brochure. Call (323) 265-8651 to arrange an appointment to see a licensed board-certified physician, licensed psychologist and marriage-family-child therapist.

INTERNATIONAL STUDENTS OFFICE, E1 BUILDING (ENROLLMENT CENTER)
East Los Angeles College accepts students from around the world, and has some 700 International Students enrolled from over 50 countries. The International Student Program at East Los Angeles College offers unique opportunities for all students to share and understand other cultures. Full-time international students must carry a minimum of 12 units per semester with a grade point average of 2.00.
Specific counselor approval is required for enrollment in more than 18 units. An International Student must attend at least two semesters before requesting a transfer to another institution.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS
1. International Student Application

Application deadlines are:
Fall Semester July 1
Spring Semester Nov. 15
2. English Language Proficiency - TOEFL (IBT 45 or higher) or IELTS (5 or higher) or ITEP (3.5 or higher).
3. Academic Record (transcripts)
4. Photograph
5. Affidavit of Support
6. Bank Letter
7. Application Fee, U.S. $35.00

PERIODS OF COVERAGE
The International Student medical insurance fee will be charged at the time of registration. International Student registering for the Fall semester will be charged for and receive medical insurance from August 15 through January 31. International Student registering for the Spring semester will be charged for and receive medical insurance coverage from February 1 through August 31.

REFUNDS
Once International Student registration information is transmitted to the District’s International Student medical insurance provider, the District will not provide any refunds. If an International Student terminates his or her enrollment, any refunds must be arranged with the provider.

FEES
For the Spring 2011 semester, the International Student Medical Insurance fee is $474.00. This fee will provide the student with medical insurance coverage from February 1, 2011 through August 31, 2011.

ADDITIONAL INFORMATION:
Detailed information on this medical insurance is available from the college’s International Student Advisor.
For more information, please call the International Student Office at (323) 265-8796, or visit the office in E1 Building.

Office Hours are:
Mon–Thurs: 8:00 a.m. – 4:00 p.m.
Friday, 8:00 a.m. – 7:00 p.m.

LEARNING ASSISTANCE CENTER, E-7, 2ND FLOOR, EAST WING
The Learning Assistance Center is designed to assist all students in their pursuit of excellence at East Los Angeles College. All services focus on assisting community college students to become independent, responsible learners.
The central activity is peer tutoring for students in basic skills; reading, writing, mathematics, science, study and test taking skills and other college level courses. The Computer-Assisted Instruction Lab is available to supplement tutoring or to serve as an alternative learning mode. Workshops and study groups are also available.
Workshops for classes regarding the use of word processing and the internet are available. Also, E-mail access is available.
Students wishing to practice or improve their essay writing may make an appointment with the Writer’s Corner. Services are available by appointment and walk-in.
To register, students must fill out a tutoring request application and show ELAC ID with current semester sticker. The Learning Center is located in

BUILDING E7, 2ND FLOOR, EAST WING.
Office hours are Mon. – Thurs., 9:00 a.m. to 8:00 p.m. for tutoring and the CAI Lab. The Center is also open on Fridays, 9:00 a.m. to 1:00 p.m. and 3:00 to 5:30 p.m. Please call (323) 265-8762 for specific services offered.

SUPERVISED LEARNING ASSISTANCE
Students may also sign up for the following course in the Learning
**Supervised Learning Assistance I, (0)**

Note: concurrent course enrollment; referral by an instructor.

**TBA, 20 hours per semester.**

Upon faculty/ counselor referral, students will receive tutoring and computer assisted instruction in a designated subject area in the Learning Center. Cumulative Progress and attendance records will be maintained for this non-credit, open-entry/open-exit course. No tuition will be charged nor will grades be received for enrollment in this course. Learning Assistance I will not appear on the student’s transcript.

**Library, C1-128**

The Helen Miller Bailey Library is designed functionally and incorporates features for leisure reading, individual and group study, supervised research, and the use of audio-visual material by faculty arrangement.

You will find librarians ready to assist you in locating the reference materials you need. Private and group study rooms are available. Library Hours: Mondays through Thursdays, 8 a.m. to 9 p.m., Fridays, 8 a.m. to 1 p.m. The Library is open on Saturdays 9 a.m. to 2 p.m. Special hours will be posted for finals week. The Library requires you to display your photo ID to check out library materials. The Library staff cannot provide any research service over the phone. Research service will be provided in the Library in person.

**Los Angeles County Sheriffs Office, B5-104**

The Los Angeles County Sheriffs Office is located at the southwest corner of the stadium between tunnels 12 and 13. The Sheriffs Office is staffed 24 hours a day, 7 days a week, including holidays.

For emergencies or reporting a crime, the Sheriffs may be reached at (323) 265-8800 or by dialing “80 from any campus pay phone.

**Services Include:**
- Crime Reports: also available in the Office of Student Services
- Accident reports
- Fingerprinting Services
- Lost and Found
- Student’s Right to Know Brochure on personal safety available in the Student Services Office

For further information call the Sheriffs Office at (323) 265-8800.

**Lost and Found, B5-104**

Lost and Found items may be reported at the Los Angeles County Sheriffs Office. The Sheriffs Office will attempt to give notification if items turned in have identification. The Office reserves the right to dispose of items not claimed within 30 days. Lost and Found can be reached at (323) 265-8800 or by dialing “80 from any campus pay phone.

**Non-Credit Program, F9-101**

The Non-Credit Program offers Level I and Level II ESL classes (see Course Sequence, “English as a Second Language” in the class schedule), GED preparation classes and citizenship preparation classes, information, and testing. All classes are non-credit, and there are no fees required. All students are eligible.

For more information, please stop by the Non-Credit Program Office in F9-101, or call (323) 780-6700

**Ombudsman, G8-119**

(323) 265-8742

The ombudsman is responsible for investigating student grievances in the cases where the individual has not been able to resolve his/her difficulty, or when there are no established guidelines for resolution. All matters handled are strictly confidential. Student advocates are available to represent students.

**Parking Regulations**

The Board of Trustees of the Los Angeles Community College District, in compliance with the laws of California, have established regulations regarding traffic and parking on campus, including, but not limited to, the following:

1. Any motor vehicle parked at East Los Angeles College between the hours of 7:00 a.m. and 10:30 p.m. must display a valid parking permit either suspended from the rear view mirror (facing out) or on the driver’s side of the dashboard (facing up). Failure to display a valid parking permit will result in the issuance of a citation pursuant to California Vehicle Code (CVC) Section 21113(A).
2. It is the responsibility of the student/instructor to properly display their permit.
3. Purchasing a permit does not exempt a student from receiving citations.
4. Board Rule #7401 “The Board of Trustees or the District will not be responsible for damage, loss of vehicle or its contents unless the District is liable under the Government Codes 810 to 966.6 inclusive.
5. Vehicles parked in violation of campus or CVC regulations may be cited and/or towed away at owner’s expense.
6. Parking permits must be obtained at the Fiscal Office and are presently $20 per semester.
7. Students who have paid the ASU fees are allowed to purchase an “ASU” parking permit, which allows them to park in either the ASU (Northeast) Lot, Stadium Lot, or on the west end of the Access Road (Student stalls only). Students purchasing “Student” parking permits may only park in the Stadium Lot, and on the west end of the Access Road (Student stalls only). Purchasing a permit does not guarantee you a parking space, as spaces are on a first-come-first-serve basis. Failure to display a valid permit will result in the issuance of a parking citation (CVC Section 22507.8(A)).
8. Handicapped students are allowed to park in all student lots. There are designated handicapped parking stalls in every one of these parking areas. To park in these stalls, vehicle must display a valid handicapped placard, along with a valid parking permit. Any vehicle parked in a handicapped stall without displaying a handicapped placard will be fined (CVC Section 22507.8(A)).
9. All Faculty/Staff lots are restricted to Faculty and Staff only. Students are prohibited from parking in these designated lots (excluding handicap students displaying valid handicap permits).
10. “One Day permits may be obtained at the Administrative Services Office, A-10, for $2. Meter parking is also available on Avalanche Way (near Stadium lot).
11. The following permits are accepted on the Access Road:
   a. Guest permit
   b. Faculty/Staff Permit
   c. Student Permit (ASU or Student)
12. College fire roads are restricted from any vehicle traffic or parking unless authorized by the College Police.
13. Parking along city streets is subject to regulations of the City of Monterey Park. Residential parking permits are issued by the City of Monterey Park for residents of the immediate vicinity of the college. Regulations are strictly enforced by the Monterey Park Police Department.
14. Lost, stolen, or damaged permits will not be replaced. Students are responsible for their permits.
TO AVOID PARKING CITATIONS
students must simply:
1. Properly display a valid permit
2. Park in the appropriate lot
3. Legally park in a designated stall

TECH PREP, P1-112
Tech Prep is a program designed to assist students who participated in a designated Tech prep vocational program at their high school and to continue their participation in the same program at ELAC. Assistance in the form of specialized counseling, preferential registration, and subject credit for articulated courses completed in high school is available.

For more information, contact the Tech Prep Specialist at (323) 265-8859 or visit the office located in the Auto Technology Building, P1-112.

TRANSFER CENTER, E1 BUILDING
If you are planning to continue your education at a university, you are encouraged to visit ELAC’s Transfer Center. Located in A-8, the Transfer Center is here to help you make a smooth transition to a university by providing the following services.

- Publication of monthly calendar of activities
- One-to-one consultation with university representatives
- Workshops on all aspects of transfer
- University Application and Financial Aid Assistance
- University campus tours
- College Transfer Day and College Night Fairs
- Library of college catalogs, brochures, scholarships information and more

The Center is open Monday – Thursday, 8:00 a.m. – 4:30 p.m., and Friday 8:00 a.m. – 4:00 p.m. Call for information: (323) 265-8623.

THE WRITING CENTER, F5-104
Helps students with all writing assignments.
Our tutors are highly trained to help students develop and organize their thoughts, enhance their writing, and improve their grammar. We provide quality service to all students who wish to strengthen their writing and critical thinking skills. This assistance is available for all subjects including the Social Sciences, Nursing, Child Development, and English. Our tutors are dedicated to enhance student learning with guided personal input, and we encourage students to take advantage of the Writing Center’s one-on-one tutoring. We also offer group workshops, which cover topics such as brainstorming, developing and organizing ideas, writing thesis statements, analyzing texts, using proper punctuation, writing research papers, and researching in general.

Our purpose is to help students become stronger and more independent writers. However, the responsibility of making changes rests with students. During a tutoring session, tutors help students focus on their essay content while involving them in the learning process by having them reflect on their own work. When tutors read students’ essays, they primarily take a holistic approach by first concentrating on thesis development, paragraph structure, overall essay clarity, close reading of the text (if applicable), and then review grammar/syntax/punctuation error patterns. Tutors do not proofread; instead they patiently guide students through the writing process, offering detailed advice and explanations on the essay structure and grammar.

Because students are our priority, we open early in the morning and close late at night. The Writing Center also offers grammar support programs, which aid students in strengthening their grammar skills.

Since the Writing Center is a free and helpful campus resource, it is highly recommended that students visit at least once a week. Please make an appointment.

LOCATION:
F5-104

WEBSITE:
http://writingcenter.elac.edu

TELEPHONE NUMBER:
(323) 415-4147.

HOURS:
Monday Wednesday, 7:00 am - 9:00 pm
Thursday, 7:00 am - 7:00 pm
Friday & Saturday, 10:00 am - 4:00 pm

DIRECTOR:
Gisela Herrera (323) 415-4147