

# Associated Student Union (ASU)

## BE A STUDENT LEADER, GET INVOLVED!



The Associated Student Union (ASU) is the official student government of the college. The ASU board is made up of executive officers, commissioners and senators. ASU advocates the needs of the student body at the college, district, and state levels. ASU mainly focuses on being a source of encouragement and responsibility that will promote and increase the intellectual, physical, social, and cultural growth of East Los Angeles College. All students are encouraged to participate in student government. There are many positions available for students who want to participate. Apply today; come to F5-212 Student Activities!

All registered students at East Los Angeles College can join by paying the \$7.00 ASU fee. (\$3.00 for winter and summer sessions). Membership supports the activities of the ASU and other student organizations including campus clubs.

### WHAT ARE THE BENEFITS OF BECOMING AN ASU MEMBER?

- ASU Preferred Parking (subject to space availability and regular parking fee paid).
- Discounts at Local Retailers and Restaurants with FREE Community Discount Card.
- Free or Discounted Admission to ASU Events including field trips, dances barbecues, and concerts along with cultural and sporting events.
- Free or Discounted meals at ASU sponsored events.
- Free Promotional items throughout the semester at ASU events.
- Discounts on tickets for Magic Mountain, Aquarium of the Pacific, and Movie Tickets.
- Free Scantrons and Green Books during finals week for all semesters.
- Free Snacks during finals week for Fall & Spring Semester.
- Free use of Microwave ovens.
- Discounted coffee at the Husky store with valid ID and current ASU sticker for Fall & Spring Semester.
- Access to Student Clubs & Leadership Positions.
- Book Rental Program: Anatomy 1, Biology 3, CAOT 1, 2, 3, Child Development 1, Earth Science 1, Economics 1, 2, History 1, Math 110, 115, 125, 227, 241, 260, Spanish 1, 2, and Calculators T-83.
- Free copies; 20 for Fall & Spring and 5 for Winter & Summer.

JOIN US ON FACEBOOK FOR UPCOMING EVENTS: **ELAC Associated Student Union**

# Start at Elac... Get Help Every Step of the Way

**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 K-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 DSPS Center, E1-160.

## 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, F5

The East Los Angeles College Bookstore is located in the swimming pool parking lot. Semester Hours are Mon. – Thurs. 7:45 am to 7:15 pm, Fridays 8:00 am – 4:00 pm. Closed, Sat. & Sun. Intersession Hours are Mon. – Thurs. 7:45 am – 7:15 pm. and Friday, 8:00am - 2:00pm. Extended hours are posted during the beginning of each semester and intersession. Refunds on textbooks will be allowed during the first 10 days of the current semester and during the first 5 days of the current intersession if they meet the following criteria:

**CHILDCARE** is available at our state-of-the-art Children's Center for ages 3 to 5 ½.

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)** provides book grants, registration assistance and many other services. The EOPS office is located in E1-227.

**ELAC's Library** has books, reference materials and computers linked to the Internet, and is a great place to study. Professional librarians are ready to help you locate reference material.

1. All returns must be accompanied by a current register receipt. Must be original, no copies accepted. No receipt, no refunds
2. New textbooks must be returned in new condition. Any marks, or signs of wear/tear, will be refunded as "used". New books that are refunded as "used" will receive approximately 75% of the new price. We reserve the right to judge the condition of the returned items.
3. Supplies/Clothing must be in original package, tags still intact & free from wear & tear.
4. Sorry, no refund will be given on packaged/wrapped textbooks from vendors with computer disks, recorded tapes, web-tutors, passcodes, charts, loose leaf, etc... if unwrapped. Publishers require stores to return unsold packaged with all materials with original shrink wrap intact.
5. No Refunds on all study-aids/reference books, this includes dictionaries, charts, cd's, tape and access/pass codes.
6. No refunds allowed during the last two weeks of the regular semester and intersessions.

## METHOD OF REFUNDS

**Cash Purchase:** a cash refund receipt will be given. Receipt must be cashed within 15 days from the date of refund at the Fiscal Office. ELAC picture I.D. required. Sorry, no re-print on lost or misplaced refund receipt.

**CREDIT CARD:** Your account will be credited. May take up to 3 to 4 days to post. Please have bank card used available.

**CHECK PURCHASES:** a refund check will be mailed. May take up to 3 to 6 weeks from date of refund.

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

**NEED HELP WITH ENGLISH OR BASIC SKILLS?** Check out the Basic Skills computer lab located in building F-9, room 101 and our Noncredit 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.

*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.*

## 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**

The Campus Child Development Center offers its services to children 3-5 years of age. In order to qualify for the current school year, children must be 3 years old by September 1st.

Applications are received on a continuous basis for the current year. Applications for the following year will be accepted beginning the 2nd week of March.

Applications placed on the eligibility list are valid for one school year. Parents will need to reapply every year (2nd week of March).

Programs offered are (Fall through Spring):

**ALL-DAY AGES 3 -5 YEARS OLD**

*Monday-Thursday, 7:45 a.m. – 3:30 p.m.*

*Friday, 7:45 a.m. – 12:00 p.m.*

**MORNING AGES 3-4 YEARS OLD**

*Monday-Friday, 7:45 a.m. – 12:00 p.m.*

**AFTERNOON 3 – 5 YEARS OLD**

*Monday-Thursday, 12:00 p.m. – 4:00 p.m.*

Summer program is contingent upon available funding. All programs are subject to change without prior notice.

Note: A minimum of two days enrollment per week is required for All Day, Morning, and Afternoon Programs.

We offer breakfast, lunch, and a snack to all children enrolled in our program at no cost during the times they are enrolled. Nutritional services are provided by the California Department of Education Nutrition Services Division.

For more information, call (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:

- 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 AND JOB SERVICES CENTER, E1-176**

The Career and Job Services Center offer 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.

### COMMUNITY SERVICES

Community Services articulates the mission of 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.

Activities and classes are held on weeknights and weekends. For further information, please contact Community Services, (323) 265-8793.

### OFFICE HOURS & LOCATIONS, K7-107

Mon	8:30-4:45pm
Tues	8:30-3:00pm
Wed	8:30-4:45pm
Thurs	8:30-4:45pm
Fri	8:30-4:45pm
Sat	7:00-3:00pm
Sun	7:00-3:00pm

Community Services is a self-supported department and all of its programs operate on a fee basis.

### COUNSELING, E1-127

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, E1-160

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 (E1-160):

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 (E1-160):

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, E1-227

#### 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.

#### 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, E1-173**

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](http://www.fafsa.ed.gov). You can apply for state aid in the Financial Aid and Scholarship Office.

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

**FEDERAL FINANCIAL AID**

- PELL Grants
- FSEOG Grants
- Federal Work Study

**You do not have to pay back the above grants.**

- Federal Direct 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 Grants
- Child Development 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 2016-2017 income standards are based on 2015 income.

**2016-2017 INCOME STANDARDS**

Family Size	2015 Income
1 . . . . .	\$ 17,655
2 . . . . .	\$ 23,895
3 . . . . .	\$ 30,135
4 . . . . .	\$ 36,375
5 . . . . .	\$ 42,615
6 . . . . .	\$ 48,855
7 . . . . .	\$ 55,095
8 . . . . .	\$ 61,335

Each additional Family Member – \$6,240

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.

**South Gate Hours:**

Mon – Thurs: 8:00 a.m. to 4:00 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 E1-173 for more information.**

**FISCAL OFFICE, G1-107****Fiscal Office Hours:**

Mon – Thurs: 8:00 a.m. to 7:00p.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****HUSKY STORE (B1-101)****Hours**

Mon. – Thurs. 7:00 am – 7:00 pm

Fridays: 7:00 am – 1:00 pm

Weekends: Closed

Sandwiches, Hotdogs, Nachos, Soft drinks, Juices, Coffee, Frappes, Instant Soup, Chips, Candies, Cookies,

Blue books, Scantrons, Pens, Pencils

**HEALTH SERVICES, F5-302**

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, G1-101**

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

**Office Hours are:**

Mon – Thurs 9:00am – 6:00pm

Fridays 8:00am to 12:00pm

Phone: (323) 265-8796

Email: elac\_iso@elac.edu

Website: <http://www.elac.edu/departments/international/index.htm>

**LEARNING ASSISTANCE CENTER, E3-280**

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:

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 Assistance Center:*

**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 Noncredit, 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, F-3**

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 most Saturdays 9 am to 2 pm. 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 SHERIFF'S OFFICE, B5-104

The Los Angeles County Sheriff's Office is located at the southwest corner of the stadium between tunnels 12 and 13. The Sheriff's 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 Sheriff's Office at (323) 265-8800.

## LOST AND FOUND, B5-104

Lost and Found items may be reported at the Los Angeles County Sheriff's Office. The Sheriff's 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.

## MENTE LAB

Keep yourself from getting a math headache--come to the Mathematics Lab and get some relief. We can help out in many ways. Students can walk in at their convenience and receive tutoring at no charge. You can study alone or in groups. Students can use one of our 100 computers to access our math tutorial software, Microsoft Office, or the Internet. We are here for your success!

### LOCATION: G5-009

### TELEPHONE NUMBER:

(323) 415-4191 / (323) 415-4137

### HOURS:

Monday – Thursday, 11:00am- 7:00pm  
Friday & Saturday, 11:00am- 4:00pm

## NONCREDIT PROGRAM, E3-100

The Noncredit 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 Noncredit, and there are no fees required. All students are eligible.

For more information, please stop by the Noncredit Program Office in E3-100, or call (323) 780-6700

## OMBUDSMAN, E1-118

### (323) 265-8712

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 21113(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 handicap 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.

Replacement Parking Permits are charged at full price:

\$20 for Stadium Parking

\$27 for ASU Parking

(\$7 upcharge must be cash)

### 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, F5

If you are planning to continue your education at a university, you are encouraged to visit ELAC's Transfer Center. Located in E1-176. 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 Assistance
- College Transfer Day Fairs
- Library of college catalogs, brochures, scholarships information and more

### THE CENTER IS OPEN

Monday – Thursday, 8:00a.m.

7:00p.m., and Friday 8:00a.m. – 1:00p.m.

Call for information: (323) 265-8623.

### VETERANS & DEPENDENTS

All veterans and dependents who plan to use the benefits need to do the following:

- If applying for the first time must complete and submit a G.I. Educational Benefit application online at: [gibill.va.gov](http://gibill.va.gov). If received benefits before must complete VA form 22-1995.
- Must provide the Admissions office with a hard copy of the online application and Certificate of Eligibility.
- Have transcripts from all other colleges previously attended sent directly to the Admissions office. This applies even if the attendance was for a short time with no units completed.
- Must see a counselor and obtain a Student Educational Plan (SEP) declaring a major with courses needed to obtain your current objective. The VA will only pay for classes listed on your SEP.
- Must complete and submit an ELAC Veteran application packet for each semester for continuous VA Educational benefits.
- May repeat courses only if necessary. ("F" or "NP" grade)

For further information call (323) 265-8650 ext. 8525

### VETERANS RESOURCE CENTER, D7

The VRC serves all veterans, service members and their dependents, regardless of whether or not they are using Department of Veterans Affairs educational benefits. The center offers a computer lab, student lounge, study area, book loans, referrals, tutoring, peer mentoring, workshops, female vet support, active Student Veterans Organization/Club, and an academic counselor. The role of the center is to increase access, retention and completion rates, as well as to educate the campus community about student veterans' needs. These goals are targeted through academic guidance, wellness, camaraderie and faculty/staff development.

### HOURS

Monday - Thursday, 8:00am-6:30pm; Friday, 8am-4pm; Saturday/Sunday, Closed

Location: D7

Phone: (323) 415-5052

### THE WRITING CENTER, E3-220

*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

E3-220

### WEBSITE

<http://writingcenter.elac.edu>

### TELEPHONE NUMBER

(323) 415-4147

### HOURS

Monday, Tuesday, Thursday, 7:00am - 8:00pm

Wednesday, 7:00am - 7:00pm

Friday & Saturday, 10:00am - 4:00pm

### DIRECTOR

Gisela Herrera (323) 415-4147