

## LATTC Campus Resources

**Academic Senate** (A239, ext. 7167, [http://www.lattc.edu/lattc/aca\\_sen/index.htm](http://www.lattc.edu/lattc/aca_sen/index.htm)). The primary function of the Academic Senate, is to make recommendations to the administration and to the governing board of a district with respect to academic and professional matters. The Academic Senate is your voice in the following areas:

- Curriculum, including establishing prerequisites and placing courses within discipline
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self study and annual reports
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

**Admissions and Records** (R102, ext. 5300 (general) or ext. 5311/5312, <http://www.lattc.edu/dept/TADR/admissions.htm>). Contact Admissions and Records for assistance with attendance accounting, grades, and rosters. Also more information is available on their website.

**AFT Faculty Guild** (<http://www.aft1521.org/index.cfm>). 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. Each campus has a president and grievance representative. Contact the local president for more information on AFT resources and activities. Also, extensive information about the AFT Guild is available on their website.

**Associated Students Organization** (C101, ext. 7200, <http://www.lattc.edu/lattc/aso/home.htm>). The major opportunity for campus student participation and leadership is the LATTC Associated Students Organization (ASO) and the other student groups it supports, including:

- [Black Student Union](#)
- Computer Club
- Gay Straight Alliance
- Soccer Club
- Students In Free Enterprise (SIFE)

The ASO has one representative on the College Council. A student representative sits on the equipment block grant committee (convened in 1996 to establish priorities for purchasing state instructional equipment during this fiscal year). In addition, many of the vocational departments such as culinary arts, fashion design, and cosmetology sponsor student clubs and organizations.

**Business Cards.** Faculty may request LATTC business cards in limited quantities. Request forms are available in Administrative Services (A108, ext. 7040) and on the Academic Senate website.

**CalWorks/Gain** (A134, ext. 7109). Hours: Monday – Friday, 8:00 a.m. to 4:00 p.m. and posted evening hours. The GAIN/CalWORKs staff provides extensive services for the participants receiving Temporary Aid for Needed Families (TANF). Our highly trained staff provide academic, career and personal counseling and case management. Job development, work study, work experience, community service and post employment services are also available. Childcare is provided through our campus Child Development Center. The collaborative services with the Department of Public Social Services include: Child Care, Transportation, Text Books and Supplies, Progress Reports, Training Verifications and Contracts. Also our collaborative services with the Employment Development

Division and DPSS include: Job Fairs, Job Assistance, Employment Skills Workshops and CalJOBS. We work closely with Worksource and Work Force Investment Boards, other support agencies and our CalWORKs Advisory Board. The ultimate program goal is to provide quality training and service to all eligible students in their transition from welfare-to-work.

**Campus SPOC.** The campus SPOC (Single Point of Contact) is the individual at the college who has the primary responsibility for assisting faculty and staff with payroll problems. For more information on the SPOC see the Payroll section in this document.

**Career Center** (A232, ext. 7104). Hours: Monday – Friday, 8:30 a.m. to 4:00 p.m. The Career Center's mission is to promote effective career planning for students. Experienced staff will assist with career options and provide the testing and interpretation of career assessments, career guidance, and develop the student's awareness of the educational opportunities available. The Myers/Briggs Personality Assessment, the COPS-COPESCAPS career inventory, the EUREKA Career Information System, a library with Career Books, and videotapes and pamphlets are available to assist students with career and job opportunities.

**College Committees** (<http://www.lattc.edu/lattc/committees/index.htm>). The college has a number of shared governance committees. All faculty are required to participate in college activities and college committees are an excellent choice! Committee descriptions, meeting proceedings, and a calendar of standing committee meeting times is available on the College committees website.

**Computing Services and Assistance.** For assistance with computing services and issues, contact the MIS department at ext. 7007.

**Cooperative Work Experience** (D222, ext. 3640). Cooperative Work Experience Education (CWEE) combines on-the-job experience with regular classroom instruction. It is designed to expand students' skills and knowledge, and to improve self-understanding by integrating classroom study with supervised work experience. CWEE is based on the principle that well educated individuals develop most effectively through the incorporation of related education and work experience. By providing structured work experiences in business, industry, government and human services settings, LATTTC provides enrichment to college studies which enhance the student's total development.

**Copy Machine and Copy Center** (C100 ext. 3798). Most departments have copy machines and policies and procedures on their use (check with your department chair). In addition, for those departments without a copier or for larger copying jobs, the Copy Center is available for faculty use. The Copy Center is located in C100 (ext. 3798). A "blue" form allows you to make 1-30 copies instantly. A "pink" form is needed for 31 or more copies. There may be a turnaround time of one day for this service. Color copy services are available upon prior approval. Any single request for over 1,000 images for student use is considered a "Course Packet" and will be referred to the campus bookstore. On the blue and pink forms you will be required to provide an Activity Code. The activity code for each department is unique, therefore check with your department chair or staff person to obtain Copy Center forms and the department's Activity Code. The Copy Center hours are Monday-Thursday 8:00 am – 7:15 pm and Friday 8:00 am to 4:15 pm. Please contact Bill Gasper, 213 763-7040 with any concerns.

A copy machine is also available for faculty use in the open computer lab located in C109. You will be asked to provide LATTTC staff identification to use this copy machine.

You also have the option to send your copy requests to the Copy Center via campus email. Send an email to [copycenter@lattc.edu](mailto:copycenter@lattc.edu) and attach documents for copying. In the body of the email include instructions as to the number of copies and special requests (back-to-back, collate, staple, color of paper, cutting, drilling, laminating, etc.

**Disabled Student Services** (E110, ext. 3773). Hours: Monday – Thursday, 8:30 a.m. – 4:30 p.m., Friday, 8:30 a.m. – 3:00 p.m. The services provided by the DSP&S program are designed to minimize the effect a disability may have on a student's academic, social and cultural performance while attending Los Angeles Trade-Technical

College. A primary goal of the statewide Disabled Students' Program and Services is to assure an equal educational opportunity for students with disabilities. DSP&S is an integral part of the college and provides the following support services to students with long-term and short-term disabilities:

- Specialized counseling and advisement for students with disabilities.
- Priority Registration - Assistance provided in scheduling classes and completing the registration process.
- Assessment for Learning Disability eligibility to meet California Community College criteria.
- Parking - issued to students with medical documentation of a physical disability or health impairment.
- Special accommodations: Sign Language Interpreters, tutors, test proctoring, readers, and note takers available upon request.
- Materials available in alternate media format upon request.
- Liaison with the college's instructional staff.
- High Tech Computer Center lab that offers computer-assisted instruction in a format accessible to students with disabilities. The tables and computer keyboards can be adapted, and text may be enlarged and /or read out loud. Voice activated systems are available for students who may not be able to use a keyboard. The computers may be used for coursework or skill-building activities.
- Internet access is also available.
- Liaison with the State Department of Rehabilitation and other agencies serving the disabled.

**EOPS** (A133/ A137, ext. 7097/7117, <http://www.lattc.edu/dept/teop/eops-care.htm>). Extended Opportunity Program and Services (EOPS) is designed to supplement existing college programs and to provide assistance to aid financially and educationally disadvantaged full-time students. To be eligible, EOPS students need to apply for financial aid, have a BOGG A or B (fee waiver), enroll in at least 12 units, have less than 70 college units total, not more than 6 consecutive semesters in the EOPS program and be a California resident for 1 year and 1 day. The Extended Opportunity Program and Services includes the following:

- Book Grant (amount varies)
- Counseling (academic, career, personal)
- Priority Registration
- Tutoring
- Film Series (Health and Cultural)
- Field Trips to Universities
- Personal Development 2: Volunteer Program
- Personal Development 2: Interpersonal Relationships
- Personal Development 4: Career Planning

The EOPS program is managed and operated by professional staff with specialized skills in counseling and instruction. EOPS provides excellent training and placement opportunities for students through their Volunteer Program. In addition, EOPS provides personal development, cultural and health awareness activities. CARE is a special program for a unique group of EOPS students. Administered through the EOPS office, the CARE program provides additional services to students who are single parents, head-of-household, receive public assistance (AFDC) and have at least one child age 14 or younger. Services offered:

- Assistance with childcare expenses
- Counseling
- Educational and developmental workshops
- Access to community resources
- Meal tickets
- Transportation assistance

**Faculty and Staff Development Lab** (LRC265, ext. 3971). The Staff Development Lab is located in the Learning Resources Center, second floor, northeast corner, Room 265. All adjunct and full-time faculty have access to the Staff Development Lab, which houses 11 computers, printers, and other technology resources for faculty. If the lab is locked, one can go to the reserve desk on the second floor and ask for a key. All we ask is that if you use the lab, sign in and turn off your computer before leaving. Due to a limited budget, we ask all faculty (full-time and adjunct) to limit their copying to 10 pages per day. The lab will be scheduled for various training meetings. If there is a meeting in progress, please ask before using a computer. Also, an Open Computer Lab is available for faculty use when this lab is not available. See Open Computer Lab section of this document for more information.

**Faculty and Staff Development Office** (LRC265, ext. 3971, <http://www.lattc.edu/lattc/staffdev/welcome.htm>). The Faculty and Staff Development Office provides professional development assistance for faculty such as: travel and conferences, workshops, Flex training, tuition reimbursement, and more. Call or visit their website for more information.

**Faxing** (A127, 213.763.5393). Some departments have fax machines, check with your department chair for policies and procedures. Additionally, correspondence may be faxed to faculty using the campus fax—the number is 213.763.5393. The fax is located in A127. Be sure to provide the sender with your contact information and request that they use a cover sheet including this information. Instructors will be notified when they receive a fax.

**Financial Aid** (A130, ext. 7082, [http://www.lattc.edu/lattc/financial\\_aid.htm](http://www.lattc.edu/lattc/financial_aid.htm)). The goal of the Financial Aid Program is to provide access to various types of post-secondary education for those who otherwise would be unable to start or continue their schooling and/or training. More information, on the types of financial aid services available to our students, is on the department's website.

**Information Center** (R100, ext. 5337) Hours: Monday – Thursday, 8:30 a.m. – 7:00 p.m Friday, 8:30 a.m. – 1:00 p.m. The College Information Center is the place to visit! The Center provides information about the campus, various programs, and provides assistance to all students who plan to enroll at the college. Bilingual assistance is available.

**Instructional Media Services** (M174, ext. 3684, [media@lattc.edu](mailto:media@lattc.edu)). Instructional Media Services support staff are available to assist faculty with instructional technology such as: checking out media equipment, duplicating or transferring instructional media materials; requesting available programs to be viewed in the Library Pit, Media Theaters, or to be recorded; and scheduling a teleconference or video conference. In addition, tutorials for using Smart Classrooms, the LRC Media Theaters, and a laptop with a video projector are available on the IMS website.

**Instructional Resources Lab** (IRL) (C107, <http://www.lattc.edu/dept/tlsc/irl.html>). Call the Learning Skills Center for hours of operation at ext. 3738. The Instructional Resources Lab (IRL) offers several types of multimedia assistance to supplement college courses. The lab contains books, tapes, CDs, and videos for math, reading, writing, anatomy and physiology, biology, automotive, and other subjects placed on reference reserve by faculty for use by students.

**Keys.** Keys to offices, classrooms, labs, and other instructional facilities are issued by the department chair. Contact your department chair to process a key request. All keys must be returned to the Physical Plant upon discontinued assignment or resignation. In an emergency or if you forget your key, the Sheriff's Department may assist (D150, ext. 3600).

**Learning Skills** (C102, ext. 3738, <http://www.lattc.edu/dept/tlsc/lse.html>). Hours: Monday – Thursday 8 am – 8 pm, Friday 8 am – 2 pm, Saturday 8 am – 1:30 pm. The Learning Skills Center is the home of the new Learning Skills and English as a Second Language (ESL) Department and the Teaching and Learning Support Services Department. The Center's mission is to provide academic instruction and support services in a caring environment to help students to be successful in their classes and stay in school. The Learning Skills Center focuses on responding to the individual needs of students and provides courses, tutoring, computer access, and instructional resources to all students to help ensure success in their academic, career, and personal goals. If there is a need for classes or services that are not currently offered, they will make every effort to design a learning program just for your students.

**Library** (LRC, ext. 3950 (Circulation Desk), <http://library.lattc.edu> (Main Page), <http://library.lattc.edu/libdatabases.html> (Library Research Databases)). FALL/SPRING Library Hours: Monday-Thursday: 8:00am-6:50pm Friday: 8:00am-1:00pm Saturday: 9:00am-12:50pm Closed Sunday, and School Holidays. Winter/Summer Library Hours: Monday-Thursday: 8:00am-2:00pm; 4:00pm-6:50pm Friday: 8:00am-1:00pm Closed Saturday, Sunday, and School Holidays.

**Library Checkout.** You need a Library Card to check out materials from the library. Contact the Library at ext. 3950 for procedures. You may also reserve the Media Theatres in LRC-107 or 110 by calling the same number.

**Lost Articles.** Lost keys, wallets, equipment, books, and other lost/found articles are forwarded to the Sheriff's Department (D150, ext. 3600).

**Mail Boxes.** Each department has faculty mailboxes and most correspondence from and to the chair and staff of the department will be done via the department mailboxes. In addition, campus mail boxes are located in A121 and are used for correspondence related to campus-wide information, activities, and more. All faculty members are entitled to mailboxes, including adjunct faculty. Special services and departments such as Payroll/Personnel have separate mailboxes near the main counter in the mailroom. Adjunct faculty mailboxes are on the east side of the mailroom. If you do not have a mailbox, see your department chair. Make sure you check you department, campus, and email inboxes regularly.

**Matriculation** (R100, ext. 5348, <http://www.lattc.edu/dept/tmat/matriculation.htm>). Matriculation is a process that enables students to pursue their educational goals and dreams. It includes the following processes: application, assessment, pre-requisites, orientation, counseling, registration, and recruitment. For more information on Matriculation and the activities and services of the department visit their office or website.

**Media Theaters.** The Media Theatres in LRC 107 and 110 are equipped with most A-V features, including internet access from your laptop. Please contact MIS on ext. 7007 if you encounter difficulties accessing the internet. These rooms must be scheduled through the Circulation Desk of the Library, ext. 3950.

**Open Computer Lab** (C109, ext. 7208). Hours, Fall and Spring: Monday thru Thursday 8:00a.m- 7:45pm, Fridays 8:00am-1:45pm, Saturday 9:00am-1:45pm. Hours, Winter and Summer: Monday thru Thursday 8:00a.m- 7:45pm, Fridays 8:00am-1:45pm, Saturdays Closed. This computer lab is available for both student and faculty use. To use the computers designated for faculty, in the User name Field enter the name "Instructor" if it is not already there. In the Password field enter the password "c109lab".

**Parking.** (Sheriff's Office, D150, ext. 3600). All vehicular parking at Trade-Tech is by valid permit only and in designated parking lots as posted. All California Vehicle Sections apply on campus. A copy of the College's parking rules and regulations is printed in the College Catalog, the Schedule of Classes, and may also be obtained by contacting the College Sheriff's Office. For rideshare information we suggest you visit the [Southern California Rideshare](#) website.

**Payroll.** Payroll problems may happen from time to time. Refer payroll problems to the department chair including any overpayments---**do not delay in reporting problems.** Payroll problems should also be reported to the campus SPOC, Claudia Mata, at ext. 7028, who will provide assistance with resolving them.

**Physical Plant** (D 152, ext. 3612, <http://www.lattc.edu/dept/TPHP/TPHP.htm>). Trade-Tech's Physical Plant department not only provides maintenance and/or routine repairs, but also engages in project specific activities necessary to maintain a well-managed and highly efficient facility. Forms and work orders for the Physical Plant requests are available on their website.

**Safety Systems.** Fire extinguishers, fire alarms, emergency evacuation, and support materials are available from your department chair or the Vice President of Administrative Services Office (A108, ext. 7040).

**Student Employment Center** (A140, ext. 7124) Hours: Monday and Thursday, 8:00 a.m.-1:00 p.m. and 3:00 p.m.- 6:00 p.m. Friday, 8:00 a.m. – 1:00 p.m. The Student Employment Center helps students find full-time, part-time or temporary jobs. It also provides information on internships, working abroad and summer employment, as well as employment information for alumni. The Center maintains a file of current job bulletins from city, state, county and federal government agencies, as well as school districts and private industry. Individual employment advising is available by appointment, as well as assistance with resumes and cover letters. Computers and printers

are available for students to use for job search and completing their resume and cover letter. The Center is located in the east wing of the Administration building in Room A140. Appointments may be made in person or by phone.

**Student Health Center** (E102, ext. 3764) Hours: Fall and Spring: Monday–Wednesday, 10:00 a.m. – 6 p.m., Tuesday – Thursday, 8:00 a.m. – 4:00 p.m. Friday: 8:00 a.m. – 12:00 p.m. Hours: Summer and Winter: Monday, 10 a.m. – 6 p.m. , Tuesday –Thursday: 8 a.m.-4 p.m. Friday, Closed. The LATTC Student Health Center in partnership with White Memorial Health Center provides many services for enrolled students. The LATTC Student Health Fee provides the majority of services free of charge.

- Non-emergency care, including health screenings, general physical exams and limited treatment of illnesses
- Health and nutrition Information; health education literature
- Free immunizations
- Laboratory tests
- TB skin tests
- Mental health and substance abuse counseling
- Women's health services

**Tutoring Center** (C100, ext. 3738, <http://www.lattc.edu/dept/tlsc/tc.html>). The mission of the Tutoring Center is to encourage and assist students in developing their potential and improving in their coursework. Tutors are trained to engage and encourage students in sharing ideas and solutions, utilizing various tutoring strategies, and facilitating students toward learning and understanding. Comprehensive tutoring services are available to all Los Angeles Trade-Tech College students and they are free of charge. Tutoring provides individuals and small groups with assistance in specific courses. Tutors are scheduled at a variety of convenient times throughout the week in the Learning Skills Center.

Students must be referred by an instructor or a counselor to receive tutoring. The [Tutoring Referral Form](#) can be completed electronically, sent via campus mail, or hand delivered to C-102. Students may also self-refer and directly contact a Learning Skills instructor. Instructors also have the option of completing a referral form for each student or for an entire class. [The Tutoring Referral Form – For a Class](#) may also be filled out electronically and e-mailed. Attach a class roster with student identification numbers in the e-mail (or attach it on the back of the form if you are printing it) to request tutoring for an entire class. For specific questions about tutoring hours and the availability of tutors, students may visit the Tutoring Center in C-100 or call ext. 3738.

**Voicemail.** Faculty should contact the department chair to establish this service.

**University Transfer Center** (H133 in the cafeteria, ext. 7154). Hours: Monday, 8:30 am – 4:00pm Tuesday, 8:30 am – 4:00pm Wednesday, 8:30 am – 4:00pm Thursday, 8:30 am – 6:30pm Friday, 8:30 am – 1:00pm. The University Transfer Center's primary purpose is to assist students interested in transferring to a four-year college or university. The Center serves as a valuable resource to students who have questions regarding course preparation, admission requirements, college and university searches, articulation agreements, financial aid, housing, and other transfer issues. Representatives from the University of California, the California State University, as well as private institutions such as USC, visit the Center to provide up-to-date information to students via workshops or individual appointments. Catalogs, brochures and applications are available for the UC, CSU, and private institutions, including a wealth of on-line resources.

**Writing Center** (C100, ext. 3797, <http://www.lattc.edu/dept/tlsc/wc.html>). Hours: Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 p.m.. The Writing Center provides assistance to all LATTC students interested in improving their writing skills. In the form of one-on-one peer tutoring, students receive guidance in all stages of the writing process from topic selection to final proofreading and editing.