

# Campus Resource Guide

LOS ANGELES MISSION COLLEGE

*Finding a Path for You*



13356 Eldridge Ave  
Sylmar, Ca 91342  
818-364-7600  
[www.lamission.edu](http://www.lamission.edu)

What will you find?

Inside this booklet, you will find important campus resources to help you be a successful student. Make sure you SAVE THIS to ensure you have immediate access to phone numbers, office hours and other helpful information about your campus.

## NEVHC Student Health Center

LAMC cares about the physical and mental health of its' students! The Student Health Center (SHC) has a great team available to help ease the pressure of academic commitments, relationships, jobs, family commitments and much more. The SHC Team cares about your emotional and physical well-being and they encourage you to stop by to make an appointment. Remember, physical and emotional health is crucial to academic success! We provide services such as General Screenings, Acute Care, Reproductive Health Services, Behavioral Health Counseling, Immunizations, Tuberculosis Screenings, Referrals and Health Insurance Enrollment.

**Location: Campus Services Building**  
**Phone: 818-362-6182**

### **Please Call to Schedule an Appointment**

Students are required to bring LAMC Photo ID and Insurance Information at time of Appointment  
Discount Program Eligibility Screening available on site for low cost services

**Monday: 10:00am – 6:30pm**  
**Tuesday-Friday: 8:00am – 4:30pm**

### **Department Specific:**

**Medical Services, Behavioral Health Services and Insurance Enrollment Available Monday-Friday**

## Campus Safety

Los Angeles Mission College  
Campus Sheriffs

Location: Classroom Bungalow Area  
Phone: 818-364-7843

**\*Please add to your contacts list\***  
To request escort service please call the office.

**For medical, criminal or fire emergencies please call 911.**

Lost and Found is with Campus Safety



## LAMC Catalog

To view a list of the Degrees and Certificates offered at LAMC visit:

*<http://www.lamission.edu/schedules>*



## Admissions & Records

Petitions for Academic Renewal, Repeated Course Work, and General Petitions, transcripts, change of name or address or anything related to student records must be done through Admissions and Records.

Processing does take up to 48 hrs. not including weekends or holidays.

Location: Student Services Wing  
(Instructional Building)

Phone: 818-833-3322 (General)  
818-364-7773 (Metropolitan College\*)

\*For Veterans prior to 1984  
818-364-7885 (Online Applications)

Office Hours:

Monday/Thursday: 8:00am-4:30pm

Tuesday: 8:00am-6:00pm

Wednesday: 8:00am-2:00pm

Friday: 8:00am-12:00pm

## Athletics

### INTERCOLLEGIATE ATHLETICS

818.364.7727 | [www.lamcathletics.com](http://www.lamcathletics.com)

The athletic programs of Los Angeles Mission College provide men and women with an equal opportunity to participate in intercollegiate athletics. The college teams, which include men's soccer, women's volleyball, men's baseball, women's softball, and men's and women's cross country compete in the Western State Conference. Each sport is taught by highly qualified instructors, and individual attention is given to each student-athlete.

All questions pertaining to athletic programs should be directed to the Director of Athletics, Steve Ruys.

***Come soar with the Eagles!***

## ASO

### Associated Student Organization

Enjoy the benefits of ASO by paying your ASO Fee  
(Only \$7)

#### ASO Member Benefits

**Free** Scantrons

**Free** Printing (10 per day) LAMC Folder

**Free** Pencil, Internet Access, ASO T-Shirt

**Free** ASO Events, Scholarships

Join a School Club/Charter a School Club

Eligibility to Run For Office\*

\*Food Pantry-ASO Conference Room #2

Location: Campus Center, Lower Level

Monday-Friday: 9:00am – 5:00pm

<http://lamission.edu/Associated-Student-Organization/Home.aspx>

## Assessment Center

***ESL Placement only.***

No appointment is necessary,  
just have a picture ID with you.

Location: Learning Resource Center (LRC)

Phone: 818-364-7613

Monday-Thursday: 8:00am-1:00pm

## AB705

***You have the right to access transfer-level coursework in English, math, and credit English as a second language (ESL) at all California Community Colleges.***

For more information, visit the Assessment page,  
<http://www.lamission.edu/Assessment/Home.aspx> or  
speak to a counselor in General Counseling,  
818-364-7655

## Business Office

Pay your health fee, parking pass, student fees and obtain your picture ID here!

Phone Number: 818-364-7600 ext. 7110

Location: Campus Services Building

Office Hours:

Monday/Wednesday: 9:00am-6:00 pm

Tuesday/Thursday: 9:00am-7:00pm

Friday: 9:00am-4:00pm

For Fee Information:

<http://lamission.edu/services/businessoffice/default.aspx>



## CalWORKs

Location: Inst. Building, room 1007

Phone: 818-364-7760

Office Hours:

Monday-Friday, 8:00am – 4:30pm

<http://www.lamission.edu/calworks/>

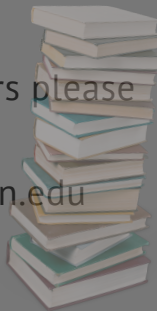


## Bookstore

Hours vary, for a calendar of hours please visit:

<https://eagleslanding.lamission.edu>

Phone: 818-364-7768



## Child Development Center

*Need child care while you attend school?*

Location: Child Development Center

Phone: (818) 364-7863

Office Hours: Monday-Friday: 7:30am-4:30pm

We are licensed through the state of California

Department of Social Services

Infant License: 197415856

Preschool License: 197415855



## College Culture Reentry Hub (Post-Release Probation)

The College Culture Reentry Hub (CCRH) provides services for formerly incarcerated students. CCRH will promote a college-going culture by connecting students to on-campus programs/services and community resources.

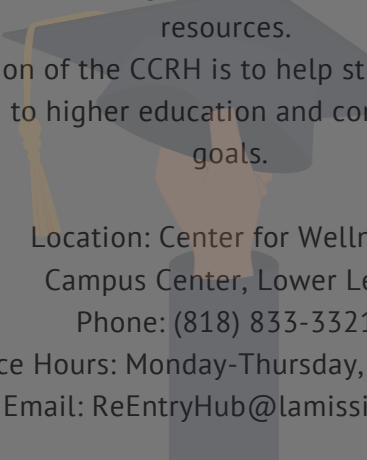
The mission of the CCRH is to help students make the transition to higher education and complete academic goals.

Location: Center for Wellness,  
Campus Center, Lower Level

Phone: (818) 833-3321

Office Hours: Monday-Thursday, 10am-3pm

Email: [ReEntryHub@lamission.edu](mailto:ReEntryHub@lamission.edu)



## Complaints & Grievances

Academic Affairs Office:

818-364-7635

Administrative Services

818-364-7780

Student Services Office:

818-364-7643

President's Office:

818-364-7795



## Career Center

The Career Center can help you:

- \*Choose a Major\*
- \*Get information on various Careers and Majors\*
- \*Look for Jobs/Internships\*
- \*Create a Resume/Cover Letter\*

Attend our career workshops on:  
Resume Writing, Interview Skills, Networking & LinkedIn

Location: Student Success Center, Campus Center, Lower Level  
Phone: (818) 833-3403

Office Hours:

Monday: 8:30 am – 5:00 pm  
Tuesday: 8:30 am – 5:00 pm  
Wednesday: 8:30 am – 5:00 pm  
Thursday: 8:30 am – 4:00 pm  
Friday: 8:30am – 2:00 pm

<http://www.lamission.edu/CareerCenter>  
email: [www.careercenter@lamission.edu](mailto:www.careercenter@lamission.edu)



## Counseling

*Stay on track to graduate, declare your major and develop a Student Educational Plan at the Counseling office.*

Location: Instructional Building-Student Services Wing

**Office Hours:**

Monday/ Thursday: 8:00am-4:30pm  
Tuesday: 8:00am-6:00pm  
Wednesday: 8:00am-2:00pm  
Friday: 8:00 am-12:00 pm

**Offices that provide counseling:**

General Counseling: 818.364.7655  
EOPS: 818.364.7645  
DSPS: 818.364.7732  
TRIO: 818.364.7821  
STEM: 818.364.7600 x4161  
CalWORKs: 818.364.7760  
Veterans: 818.364.7658  
International: 818.364.7741

For More Information visit:  
<http://www.lamission.edu/Counseling/Home.aspx>

## Center for Wellness

The LAMC Center for Wellness supports students' well-being by providing:

Location:  
Student Success Center,  
Campus Center,  
Lower Level

**Immediate Food Assistance**  
**Financial Assistance**  
**Short-Term Emergency Housing**  
**Legal Assistance**  
**Mental Health Counseling and Case Management**

Office Hours:

Monday: 8:00am – 4:00 pm  
Tuesday: 8:00am – 4:00 pm  
Wednesday: 8:00am – 4:00 pm  
Thursday: 8:00am – 4:00 pm  
Friday: 8:00am – 1:00 pm

## Dream Center

Our goal is to provide a welcoming and supportive environment for all students, regardless of immigration status. We hope to improve student experiences, build leadership skills, and promote civic and community engagement.

Location: Center For Wellness,  
Campus Center-Lower Level  
Phone: 818-364-7112

Office Hours: Monday-Thursday, 9:00am -2:00pm  
Fridays: Appointment Only  
<http://lamission.edu/dreamcenter/>

## DSP&S

### Disabled Students Program & Services

Location: Instructional Building-1018  
Phone: 818-364-7732

Office Hours:

Monday/Thursday: 8:00am-4:45pm  
Tuesday/Wednesday: 8:00am-7:00pm  
Friday: 8:00am-12:00pm

For More Information visit:  
<http://lamission.edu/DSPS/Home.aspx>



## EOP&S/CARE

### Extended Opportunity Program & Services

Location: Instructional Building Student Services Wing

Phone: 818-364-7645

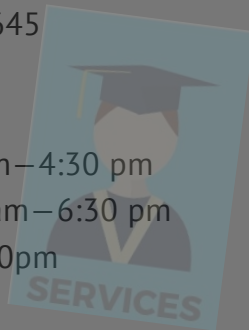
Office Hours:

Monday/Thursday: 8:00 am–4:30 pm

Tuesday/Wednesday: 8:00 am–6:30 pm

Friday: 8:00am-12:00pm

<http://lamission.edu/EOPS/Home.aspx>



## Financial Aid & Scholarships

Location: Instructional Building- Student Services Wing  
Phone: 818-364-7648

Office Hours:

Monday/Tuesday/Thursday:

8:00am-4:30pm

Wednesday:

8:00am-12:00pm

Friday:

CLOSED



Remember to fill out your FAFSA or California Dream Act at:

**FAFSA:**

<https://fafsa.gov/>

**California Dream Act Application:**

[www.caldreamact.org](http://www.caldreamact.org)

For More Information visit:

[https://www.lamission.edu/](https://www.lamission.edu/Financialaid/Home.aspx)

[Financialaid/Home.aspx](https://www.lamission.edu/Financialaid/Home.aspx)

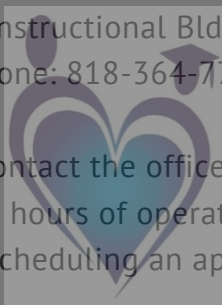


## Foster Youth/CAFYES

Location: Instructional Bldg. Rm 1007

Phone: 818-364-7736

Please contact the office for more Information on hours of operation and how to go about scheduling an appointment.



## Fitness Center

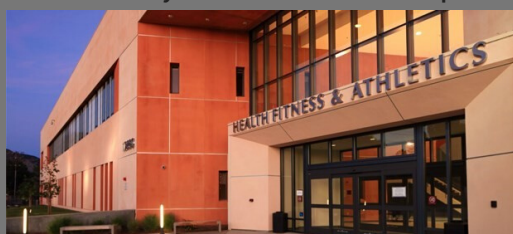
Location: East Campus-Gymnasium

Phone: 818-364-7891

Gym Hours:

Monday-Friday 7:00am-9:00pm

Saturday: 7:00am–12:30pm



## UCLA Transfer Alliance/Honors Program (TAP)

If you are interested in transferring to UCLA, we have a specific honors transfer program called UCLA Transfer Alliance/Honors Program (TAP).

TAP offers participating students priority admissions to UCLA and additional opportunities at other universities.

Program Information for the UCLA Transfer Alliance/Honors Program (TAP):

<https://www.lamission.edu/Honors/Home.aspx>



## International Students Program

Location: Student Success Center,  
Campus Center- Lower Level

Phone: 818-364-7741

Office Hours:

Monday-Thursday, 9:00am -4:30pm

International Students



## Learning Resource Center

The Learning Resource Center is a hub of activities designed for student success. If you are currently enrolled in courses at LAMC the Learning Center is here to support you. We offer a variety of services free of charge. We offer tutoring and workshops for writing, science, mathematics, economics, accounting, and more.

Location: Library Building – Main Floor

Phone: (818) 364-7754

Hours:

Monday - Thursday: 8:00 am – 6:00 pm

Friday: 8:00 am – 4:00 pm



## Library



Increase your skills in using Library Resources. Attend workshops on Databases, MLA and Research Strategies. Enroll in Library Science 101-Library Research Methods. Use our online tutorials and research guides. Take advantage of the small private study rooms and access to books/textbooks. Ask a librarian for assistance.

Location: Library Building – Top Floor

Phone: 818.364.7600 x7106

Hours:

Monday-Thursday, 8am-8pm

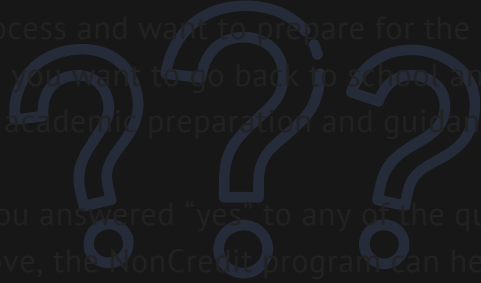
Friday, 8am-2pm

Saturday, 10am-2pm

[www.lamission.edu/library](http://www.lamission.edu/library)

# Noncredit Program

- Do you need to learn to speak English to advance your personal and career goals?
- Do you want to get your GED or need help passing the CAHSEE exams?
- Are you beginning your US citizenship process and want to prepare for the exam?
- Do you want to go back to school and need academic preparation and guidance?



If you answered "yes" to any of the questions above, the NonCredit program can help you.

Location: Learning Resource Center, room 208

Phone: 818-364-7774

Office Hours:

Monday-Thursday: 9:00am-5:00pm

Friday: 9:00am-1:00pm



# Student Success Center

- Need help registering for classes?
- Did you forget your password for your portal?
- Seeking general guidance?
- Visit the Student Success Center!



Phone: 818-364-7700

Location: Campus Center-Lower Level

Office Hours:

Monday-Thursday: 8:00 am-5pm

Friday: 9:00am-1:00pm

# STEM

## Science, Technology, Engineering & Math

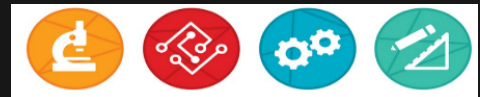
College STEM program is to provide students majoring in Science, Technology, Engineering & Math with support to help achieve goals to graduate with an associate degree, transfer to a four-year university, or prepare for graduate school. Through support services, activities, and presentations from professionals in the field, we aim to promote the development of academic mastery and enhance a student's career success.

### STEM Office Hours

Monday – Thursday 8-5 pm

Center for Math & Science (CMS) 014

To schedule an appointment with the STEM counselor or for more information regarding STEM, call the STEM Office (818) 364-7600 ext. 4161 or General Counseling (818) 364-7655.



# Student Support Services (TRIO)

## First Generation Students

Location: Learning Resource Center (LRC),

Lower Level

Phone: 818-364-7823

Office Hours:

Monday-Thursday: 8:00 am—5:00 pm Friday:



## Title V/ METAS

Mission's Excellence towards the Advancement of Students, METAS, is a student success program for first year college students that will assist you in your journey of transferring to a four year university.

Location: Student Success Center,  
Campus Center-Lower Level

Phone: 818-833-3420

Office Hours:

Monday-Thursday: 9:00am – 4:00pm



## Veterans Resource Center (VRC)

Are you or someone you know a military veteran?

Location: Student Success Center,  
Campus Center-Lower Level

Phone: 818-364-7658

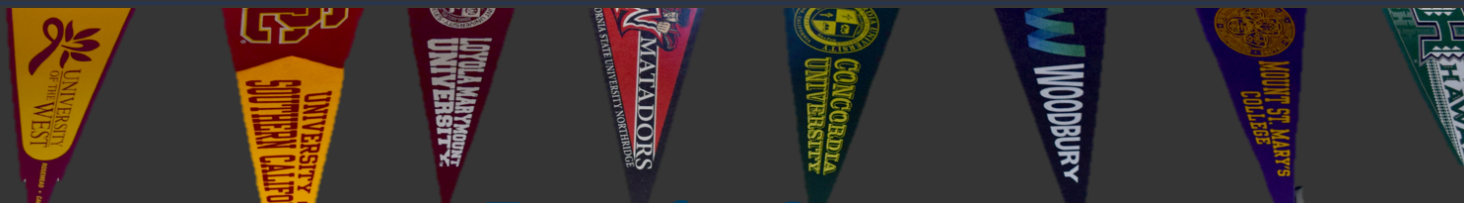
Office Hours:

Monday/Wednesday/Thursday:  
8:00am-5:00pm

Tuesday: 8:00am-6:00pm

Friday: 8:00am-12:00pm

<https://www.lamission.edu/vrc/>



## Transfer Center

Find your Transfer  
Pathway!

Location: Campus Services Building Phone:  
818-364-7827

Office Hours:

Monday, 8:30-4, Tuesday, 8:30-6,  
Wednesday, 8:30-4, Thursday: 8:30-4, &  
Friday: 9-12

<https://www.lamission.edu/Transfer-center>



**FOR STUDENTS in 2019 COURSES**

**LoginID/UserID:**

Student ID number, example: 881234567

**Password:**

8888mmdd or 8888 + month + day you were born.

Example: 88880101 for Jan 1 birthday UNLESS a student already changed their SIS PIN. Then it is 8888 before the SIS PIN. Example: 88881995

**Student Email Access**

*Student Login Name and Default Pass- word format*

- Student username is your Student ID number or your @student.laccd.edu email address.

*Example student ID's:* 881234567 or 991234567 or smithj1234@student.laccd.edu

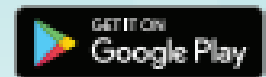
- Student default passwords will consist of:
  - o 88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)
  - o *For Example,* Jane Doe, who was born on July the 4th, her default password would be: 88@D0704



Deadline Questions **ANSWERED!**  
Campus Confusion **SOLVED!**

GradGuru keeps YOU organized at LA Mission College.

Download the FREE app now.



Register with your college ID for daily customized messages.

Personalized for you by

