

Las Positas College
Faculty Handbook

Student Services Information

Table of Contents

Assessment Center..... Page 3

Associated Students of Las Positas College..... Page 3

California Work Opportunity & Responsibility to Kids..... Page 3

Career & Transfer Center..... Page 3

Class Schedule..... Page 4

Classification of Students Based on Unit Load..... Page 4

College Transcripts..... Page 4

Commencement..... Page 4

Cooperative Agencies Resources for Education..... Page 4

Counseling..... Page 5

Cross Registration with California State University, East Bay..... Page 5

Cross Registration with University of California, Berkeley..... Page 5

Disability Resource Center..... Page 6

Eligibility for Admission..... Page 6

Engineering Technology..... Page 6

Exemptions for Nonresident Tuition..... Page 6

Extended Opportunity Programs & Services..... Page 6

Fees and Tuition..... Page 7

Financial Aid & Scholarships.....	Page 7
Health Services Fee.....	Page 7
Hispanic-Serving Institution Gateway to Success.....	Page 8
Inter-Club Council.....	Page 8
Limitation of Unit Load.....	Page 8
Open Enrollment.....	Page 8
Print Fee Cards.....	Page 8
Priority Registration.....	Page 8
Puente Project.....	Page 9
Student Activity Fee.....	Page 9
Student Conduct & Due Process.....	Page 9
Student Grievance Procedures.....	Page 9
Student Health & Wellness Center.....	Page 9
Student Identification Card.....	Page 10
Student Representation Fee.....	Page 10
Title IX.....	Page 10
Tutorial Center.....	Page 10
Umoja.....	Page 10

Please note that this faculty handbook in no manner replaces, substitutes, or supersedes the information noted on the college catalog, class schedule, board policies, administrative procedures, and applicable federal and state law. The faculty handbook is intended to facilitate the distribution of pertinent information to new and returning faculty members.

Assessment Center

The Assessment Center provides assessment tests in English, English as a Second Language (ESL), Mathematics, Chemistry, French, and Spanish. Assessment test results help counselors draft Student Educational Plans (SEP) that properly place students in appropriate courses to help them succeed in attaining their educational goals.

Associated Students of Las Positas College

Associated Students of Las Positas College (ASLPC) is the campus student government, providing opportunities for students to participate in the governance of the college by serving on numerous college committees. ASLPC members also provide advocacy on community college student interests at the local, state, and national levels. The ASLPC is located on the first floor of the Student Services & Administration Building.

California Work Opportunity & Responsibility to Kids

The California Work Opportunity & Responsibility to Kids (CalWORKs) program is designed to serve students who are on a welfare-to-work plan issued by a county. The CalWORKs program provides support services including priority registration, counseling, child care, work study, career advisement, transportation assistance, workshops, and coordination and advocacy with the Department of Social Services. The CalWORKs program is located on the second floor of the Student Services & Administration Building.

Career & Transfer Center

Career planning is an integral part of the educational process. Current students may research majors and occupations by using free online software on computers located in the Career & Transfer Center. Student may schedule an appointment with a counselor for career exploration. Students may also be referred to the Tri-Valley One-Stop Career Center located in Dublin, California.

Transfer services include, but are not limited to, counseling sessions, appointments with four-year college and university admission representatives, access to a library of college and university catalogs both in print and online, coordination of the Transfer Admission Guarantee (TAG), assistance with online services and admission applications, fieldtrips to four-year colleges and universities, and transfer related events including the annual Transfer Fair.

The Career & Transfer Center is located on the first floor of the Student Services & Administration Building.

Class Schedule

Before the beginning of each semester or term, a Class Schedule is published indicating courses to be offered – the time, the instructor, and the room assignment. Important instructions and information regarding admissions and registration are included in this publication. The Class Schedule is posted on the Las Positas College website and is available at the Bookstore.

Classification of Students Based on Unit Load

The following classifications have been established based on unit load:

Full-time student: Registered for 12 or more units

Three-quarter time student: Registered for 9.0 to 11.5 units

Half-time student: Registered for 6.0 to 8.5 units

College Transcripts

Students who desire transcripts of their academic record must submit a written and signed request to the Admissions & Records Office indicating the student's name used while attending, the student identification number, and the number of transcripts requested and name and address of the designated recipient, if applicable. Transcripts are provided only in response to a written request and signed by the student. Official transcripts will be mailed directly to the designated recipient.

Copies of transcripts received from other colleges and universities cannot be forwarded to a third party. Students desiring such transcripts must request them directly from the issuing institution.

Commencement

Commencement is scheduled for Saturday, May 26, 2018. Additional information regarding commencement is sent to faculty throughout the spring semester by the Office of the Vice President of Student Services.

Cooperative Agencies Resources for Education

The Cooperative Agencies Resources for Education (CARE) program is a support program designed to assist single parent students in achieving their educational goal to become economically self-sufficient. CARE program support services include priority registration, counseling, child care, stipends, book certificates, transportation assistance, job search

assistance, tutoring, and peer advising. The CARE program is located on the first floor of the Student Services & Administration Building.

Counseling

Counselors assist students with selection of courses based upon the student's assessed skills, their selected career and/or the institution to which they plan to transfer. Students are encouraged to meet with a counselor in their first semester of enrollment to develop a Student Educational Plan (SEP) to assure their path meets their individual goals. Online counseling services are now available to Distance Education students.

Counselors assist students in self-assessment and career selection processes. Students will be encouraged to examine their skills, interests, and aspirations and to research career possibilities that offer opportunities for utilizing their unique skills and personal qualities.

Counselors also provide individual and group counseling to students. Short-term confidential personal counseling is available to help students discuss ways to remove personal barriers to their academic progress. Referral to community resources is available for those requiring long-term personal counseling.

The Counseling Department is located on the first floor of the Student Services & Administration Building.

Cross Registration with California State University, East Bay

Students who have completed 20 transferable units at Las Positas College or Chabot College with a 2.0 cumulative grade point average may be eligible to cross-register with California State University, East Bay while completing coursework at Las Positas College. Students who elect to cross-register may enroll in courses at CSU East Bay which are not offered at any time by Las Positas College (including upper division courses). Students must be enrolled in a minimum of 6 units at Las Positas College and 12 units between the two campuses. For further information, contact the Admissions & Records Office or the Counseling Department.

Cross Registration with University of California Berkeley

Students who have completed one semester as a matriculated student at Las Positas College with a 2.0 cumulative grade point average and are currently enrolled in a minimum of six units, may be eligible to cross-enroll with University of California, Berkeley. A maximum of one course per term at UC Berkeley is allowed, and enrollment is on a space available basis. Additional requirements apply. For further information, please contact the Counseling Department.

Disability Resource Center

The Disability Resource Center (DRC) also known as the Disabled Students Programs & Services (DSPS) provides support services to students with physical, communication, learning and psychological disabilities. Support services include priority registration, academic, career and disability-related counseling, new student orientation, interpreters, note takers, test-taking facilitation, and community referrals. The DRC is located on the first floor of the Student Services & Administration Building.

Eligibility for Admission

Any person who is a high school graduate or equivalent thereof, or who is eighteen years of age or older and who can benefit from the instruction offered, is eligible to apply for admission to Las Positas College.

Engineering Technology

The Engineering Technology program at Las Positas College is a two-year degree pathway resulting in an Associate of Science (A.S.) in Engineering Technology. This cohort-based learning community is designed as a strong local employment pathway for military veterans and others who want a hands-on engineering career with a focus on mechanical technology in an applied setting.

Exemptions from Nonresident Tuition

Assembly Bill 540 (AB 540) and Assembly Bill 2000 (AB 2000) do not grant residency, but require that certain nonresident students be eligible to pay in-state tuition. Students are determined to be eligible if they attended three years of high school (public or private) in California for three or more years; or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years; and must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam); and must file an affidavit with the college stating that he/she has filed an application to legalize his/her immigration status or will file an application as soon as he/she is eligible to do so.

Extended Opportunity Programs and Services

The Extended Opportunity Programs and Services (EOPS) program provides support services to low-income and educationally disadvantaged (first generation) students to help them succeed in college level coursework. Support services include priority registration, textbook assistance, grants, counseling, fieldtrips, and cultural enrichment activities. The EOPS program is located on the second floor of the Student Services & Administration Building.

Fees and Tuition

California residents, except those exempt by law, will be charged an enrollment fee of \$46 per unit for classes at Las Positas College.

Non-residents of California are required to pay a tuition of \$245 per unit in addition to the \$46 enrollment fee and other college fees.

International students, non-immigrant aliens, and students on other types of visas is \$245 per unit in addition to the \$46 enrollment fee and other college fees. International students (F1 and M1 visas student holders) are required to enroll and maintain a minimum of 12 units per semester.

Updates to fee information will be made available on the college website or by contacting the Admissions & Records Office. Enrollment fees are regulated by the California State Legislature. The college reserves the right to collect enrollment fee increases approved by the California State Legislature from all students including those who have paid fees prior to the implementation of new rates.

Financial Aid & Scholarships

Las Positas College participates in the federal student aid program through the U.S. Department of Education and the state financial aid program through the California Student Aid Commission. Students who intend to apply for financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA), the California Dream Act (CADAA) for eligible non-residents, or the paper-based Board of Governors Fee Waiver (BOGFW) application. Additional information is available online on the college website or by visiting the Financial Aid Office located on the second floor of the Student Services & Administration Building.

The Las Positas College Foundation raises funds to award in the form of scholarships for eligible students based on a number of factors including, but not limited to, grade point average, major, athletic ability, and career interest. Additional information is available online on the college website or by visiting the Financial Aid Office located on the second floor of the Student Services & Administration Building.

Health Services Fee

Las Positas College provides health services for students through the Student Health and Wellness Center. All enrolled students are charged a mandatory Health Service Fee of \$17 per semester and \$14 for summer session. The semester will increase to \$20 and the summer session fee will increase to \$17 effective spring 2018. In accordance with state education code,

exemptions from this fee are granted for specific reasons. To qualify for exemption, a student must provide written documentation to the Dean of Enrollment Services or designee.

Hispanic-Serving Institution Gateway to Success

The Hispanic-Serving Institution (HSI) Gateway to Success program is a new, integrated approach to academic and student support services designed to increase completion and transfer rates of at-risk students in Science, Technology, Engineering, and Math (STEM) fields. The program utilizes a cohort learning model to provide additional services and resources to students. Please contact the HSI Gateway to Success office for additional information.

Inter-Club Council

Inter-Club Council (ICC) is the representative body that coordinates club activities and funds. The ICC promotes communication and cooperation among clubs on-campus. The ICC is comprised of a voting representative from each club, representing cultural, educational, honorary, philanthropic, and social interests. The ICC is located on the first floor of the Student Services & Administration Building.

Limitation of Unit Load

Eighteen (18) units per semester are considered to be a maximum load for a student. In order to take more than the maximum, an approval form must be obtained from a counselor. The college reserves the right to place unit limit restrictions due to fiscal constraints.

Open Enrollment

In accordance with Chabot-Las Positas Community College District policy, all classes are open to enrollment and participation by any person who meets the academic prerequisites of the class and who is otherwise eligible for admission to Las Positas College.

Print Fee Cards

Use of a college computer lab requires the purchase of a Print Fee Card obtained from the Las Positas Bookstore or vending machines in the Library and Computer Center, Room 803. Discounted Print Fee Cards may be purchased in the Bookstore.

Priority Registration

Registration priority group and registration date will be determined by the completion of the three core services (orientation, assessment testing, and student education plan), the number of units completed and in progress at Chabot-Las Positas Community College District, and maintenance of good academic standing.

Puente Project

The Puente Project is a national award-winning program which provides support for students to achieve their personal, academic, and career goals. Its mission is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and return to their communities as mentors and leaders for future generations. Additional information about the Puente Project may be obtained by contacting the Counseling Department.

Student Activity Fee

Students are charged an optional fee of \$10 each semester to support the student government, student clubs and organizations, and support student life activities.

Student Conduct and Due Process

In joining the academic community, the student enjoys the right of freedom to learn and shares the responsibility in exercising that freedom with other members of the academic community. It is the policy of the Chabot-Las Positas Community College District not to impose student discipline for acts occurring away from the college and not connected with college activities unless the student's conduct affects the function of the college. When a student is charged with violating the student conduct code (e.g., plagiarism, forgery, disruption, theft, etc.), the charge shall be processed in accordance with the policy and procedures in order to protect the student's rights and the college's interests. A student may be expelled, suspended, placed on probation, or given a lesser sanction, as deemed appropriate by the Dean of Student Services or designee. The Student Conduct Code is posted online on the college website and included in the college catalog.

Student Grievance Procedures

Student Grievance procedures have been developed to provide students with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of rights and to ensure that each student is fully accorded due process. The Student Grievance Procedures and the Student Conduct and Due Process Procedures outline the process for seeking resolution, and develop the procedure for filing and processing complaints, including timelines and decision-making authority. Student Grievance information is found online on the college website and included in the college catalog.

Student Health and Wellness Center

The Student Health and Wellness Center is comprised of a team of medical, behavioral health and wellness providers to provide high quality healthcare services that promote physical and psychological well-being. Center personnel treat minor health issues, provide preventative

public health services, and promotes healthy lifestyles. The Student Health & Wellness Center is located in Building 1700.

Student Identification Card

All students are required to carry a valid photo identification card with current validation sticker. This card is essential for use of library, computer lab, bookstore, and other campus services. Cards may be obtained at the Online Service Center, Building 1600, and should be carried at all times. The first card is free. A replacement fee of \$2.00 will be charged for lost or stolen cards.

Student Representation Fee

Students are charged a mandatory fee of \$1 per semester to support student advocacy activities.

Title IX

Title IX of the Educational Amendments of 1972 is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault. Colleges and universities that receive federal financial assistance may be held legally responsible when it knows about and ignores sexual harassment or assault in its programs or activities. Colleges and universities may be held responsible in court whether the harassment is committed by a college employee or student. Title IX related concerns and complaints of possible violations of Title IX should be reported to the Vice President of Student Services.

Tutorial Center

The Tutorial Center is located in the Study, Tutoring, and Reading Room of the Multidisciplinary Building, Room 2401. The Tutorial Center is dedicated to providing support and assistance to students to help them successfully complete their course work and develop good study skills. Scheduled and drop-in tutoring in specific content areas, study skills assistance, online tutoring, and reading and writing help, and a quiet place to study are provided free of charge. Student tutors are recommended by faculty members for their positions, receive course credit for tutor training, and can be paid or volunteer to tutor. Students are invited to request tutoring, seek positions as tutors, or use the study facilities at any time during the fall and spring semesters.

Umoja

The Umoja program is a learning community with the aim to empower students, implement culturally responsive practices, and prepare students to transfer to four-year colleges and universities. The Umoja program will help address disproportionate impact on historically

underrepresented groups with an emphasis on African-American students. Additional information about the Umoja program may be obtained by contacting the Counseling Department.