

LOS ANGELES PIERCE COLLEGE



STUDENT HANDBOOK

LOS ANGELES PIERCE COLLEGE MISSION STATEMENT: ENGAGE. ENRICH. EMPOWER.

LA Pierce College is committed to providing caring, equitable services to help our diverse student population achieve their academic goals & thrive in a rapidly changing world.

GOALS

1. To assist students with disabilities in successful transition towards educational goals.
2. To identify & provide appropriate & reasonable accommodations & services needed for successful matriculation.
3. To promote confidence & self-advocacy to assist students in successfully fulfilling their educational goals.
4. Provide support for first time students with disabilities to ensure successful transition.
5. To provide awareness & information to the campus in regards to Pierce AAC.
6. To facilitate access & training to appropriate Assistive technology.

STUDENT LEARNING OUTCOMES

1. Students will be able to identify the appropriate assistive technology that will assist them in being successful.
2. Students will be able to identify their disability & advocate for appropriate accommodations.
3. Students will have knowledge & demonstrate the ability to use skills for transition.
4. Students will have the knowledge of & access to support services on campus.

INTRODUCTION

The members of the Academic Accommodations Center would like to take this opportunity to welcome you to our program. It is our sincere hope that our support services will enhance your educational development & help you successfully meet your academic goals.

Advising, counseling, note-taking assistance (note takers are volunteers & not guaranteed), testing accommodations & other support services are available, but you must request these services.

We strongly encourage you to take this opportunity to review the information in this Student Handbook & use it in conjunction with information from the Pierce College Catalog & Schedule of Classes. If you have any questions or need further assistance, please contact the AAC at 818-719-6430 or by email at AAC@piercecollege.edu

ESTABLISHING ACADEMIC ACCOMMODATIONS

The first step in establishing academic accommodations is to schedule a New Intake appointment online with one of our AAC counselors & complete the New Intake Process. Once you have scheduled your New Intake appointment, you will need to complete the New Student form & Test-taking Contract/Agreement online & provide your verification of disability (see Verification of Disability on the next page). The New Intake Process is completed during your appointment & your approved academic accommodations will go into effect immediately.

ASL INTERPRETER REQUEST: ESTABLISH & RENEW

The first step is to complete the New Intake Process (See Establishing Academic Accommodations). The student will need to provide an audiogram (within the last three years) & meet with one of our AAC Counselor. It is the student's responsibility to request services in a timely manner. Students should be requesting services before the semester begins.

Student absence: The student will give the AAC office at least 24 hours' advance notice of their absence when possible. You can call or email the AAC office to report your absence.

Student tardiness: The students should try their best to be on time for class. Please be aware if you are late, the ASL Interpreter will leave after waiting

- 10-15 minutes (for 1-1.5-hour classes)
- 20-25 minutes (for 2-3-hour classes)

Adds, Drops, or Other Class Changes: The student must notify the AAC office immediately of ANY changes in their class schedule in a timely manner.

Behavior: The student will not have a conversation with the interpreter while they are interpreting class. The student will work professionally with their interpreter. The student must follow the LA Pierce College Cod if Student Conduct.

RENEWING ACADEMIC ACCOMMODATIONS

Each semester you will need to renew your already approved academic accommodations. You can renew your accommodations by checking in with the AAC front desk in-person, by phone, or by email. Additionally, you will need to complete the Continuing Student form & Test-Taking Contract/Agreement online. Please be sure to do this before the semester begins.

TEST-TAKING CONTRACT/AGREEMENT

The following statements are the test taking contract agreement rules & regulations.

- No student is ever given unlimited time to take any test.
- Each semester it is the student's responsibility to re-new already approved academic accommodations.
- Notes, books, calculators, etc. are not permitted when taking tests except as allowed by instructors.
- Cell phones, electronic devices, backpacks, or purses are not permitted in the testing room when taking tests except as allowed by instructors.
- Students must start & finish each test in the same session. Students will NOT be able to start a test, leave, & come back to finish the test.
- Students must take each test ON OR BEFORE THE DAY & TIME THE REST OF THE CLASS TAKES THE TEST. If the test is scheduled outside of our office hours, the student will need to contact their professor(s) to arrange a time to take the exam (either with the professor or during our office hours).
- It is the student's responsibility to schedule a test appointment (for in-person classes only) 3 days in advance if possible.
- The student is required to bring a photo ID to ALL test taking appointments.
- I understand that cheating is a form of academic dishonesty & I agree to conduct myself ethically & honorably.
- If caught cheating, the test will stop immediately; the test will be sent back to the professor with a note indicating that the student was caught cheating, which will also include any unauthorized materials the student was using.
- If the student is authorized to audio record lectures, they agree that they will not copy or release any audio recordings or transcripts of classes. The student will use the audio recordings solely for the student's own educational needs. If requested by the professor, the student is to delete all recordings at the end of the semester.

VERIFICATION OF DISABILITY

Eligibility for disability services is based on an individual's condition which must 1. Fall within the diagnostic categories listed below. & 2. Impair a major life activity, & 3. Pose an educational limitation for which accommodation is required & appropriate.

LA Pierce College uses this information requested for the purpose of determining a student's eligibility to receive authorized academic accommodations. The definitions here per the State of California Administration Code, Title 5, Section 56932 to 56944.

| Disability | LACCD Definition | Qualified Professional(s) | Important Notes |
|-----------------------------------|--|---|--|
| Physical Disability | Visual, mobility, or orthopedic impairment | Medical Doctor, O.D. | |
| Blind or Visually Impaired | Total or partial loss of sight: in best eye, with best correction, 20/20 = legal blindness or 20/70= partial sight | M.D., Ophthalmologist, Optometrist | |
| Physical Mobility | Serious limitation in locomotion or motor function | M.D. O.D, see comments | |
| Deaf | Requires use of communication mode other than oral, including sign language | Audiologist, M.D. | Audiogram within the last (3) years. |
| Hard of Hearing | Loss of hearing which impedes the communication process essential to language, educational, social, &/or cultural interactions. | Audiologist, M.D. | Audiogram within the last (3) years. |
| Learning Disabilities | To be categorized as LD, a student must exhibit: <ul style="list-style-type: none"> a. average to above-average intellectual ability (ID); b. severe processing deficit(s); c. severe aptitude achievement discrepancy(ies); & d. measured achievement in an instructional or employment setting | PhD / PsyD Psychologist, College LD Specialist, Other appropriate professional | LAPC currently does not have an LD Specialist (As of 4/2020) |
| Acquired Brain Injury | Deficit in brain functioning caused by external or internal trauma, resulting in loss of cognitive, communicative, motor, psychosocial &/or sensory-perceptual abilities | M.D. Neurologist, Neuropsychologist | Submit recent Neuropsych Report, if available. Not applicable: conditions induced or present at birth, or progressive &/or degenerative in nature. |
| ADD/ ADHD | Meets DSM diagnostic criteria & poses an educational limitation | Psychiatrist; PhD. Psychologist, LMFT or LCSW (indicate license #) | |
| Psychological Disability | <ul style="list-style-type: none"> • persistent psychological or psychiatric disorder, or emotional or mental illness • moderate to severe on Axis I or II in the DSM • interferes with major life function • poses an educational limitation | Psychiatrist; PhD. Psychologist, LMFT or LCSW (indicate license #) | Not qualified: developmental disorders, sexual behavior disorders, compulsive gambling, kleptomania, pyromania, & psychoactive substance abuse disorders resulting from illegal use. |
| Other Disabilities | Health conditions that <ul style="list-style-type: none"> • limit major life activity • present an educational • require support services or instruction | Licensed Certified Professional who is legally qualified to diagnose the disability in question | Examples include, but are not limited to heart conditions, autoimmune diseases, renal failure, tuberculosis, AIDS, diabetes |

STUDENT RESPONSIBILITIES

1. Students shall demonstrate appropriate adaptive/self-help behavior.
2. Students receiving special services (interpreters, testing accommodations, etc.) are responsible for following up every semester & intersession with the AAC in requesting academic accommodations.
3. Every student must meet academic standards established by the college.
4. Students are to assume personal responsibility for taking any medication.
5. The individual students shall be responsible for the provision of personal attendant.
6. Students shall comply with the Student Code of Conduct adopted by the district as written in the college catalog.
7. Students shall be responsible in their use of academic accommodations. Misuse of services &/ or inappropriate behavior as identified in the District's Student Code of Conduct may result in termination of services. A student seeking to appeal the termination of services should appeal to the Dean over the area of the AAC. If, after consulting with the Dean, if the student is still not satisfied, s/he may appeal to the Vice President of Student Services.

STUDENT RIGHTS

As a college student with a disability, you have the right to "reasonable accommodations" based upon your educational limitations under Section 504 of the Rehabilitation Act of 1973.

Provisions of the law states that: "No otherwise qualified person with a disability in the United States shall, solely by reason of disability, be denied the benefits of, be excluded from participation in, or be subject to discrimination under any program or activity receiving federal financial assistance."

Colleges & universities receiving federal financial assistance must not discriminate in the recruitment, admission, or treatment of students.

Under the provision of Section 504, colleges & universities may not:

- *Limit the number of students with disabilities admitted.*
- *Make pre-admission inquiries as to whether an applicant is disabled. ("Legal Guide for College Students with Disabilities")*
- *Use admission test or criteria that inadequately measures the academic qualifications of students with disabilities because special provisions were not made for them.*
- *Exclude a qualified student with a disability from any course of study.*
- *Limit eligibility to a student with a disability for financial assistance, or otherwise discriminate in administering scholarships, fellowships, internships, or assistant ships based on disability.*
- *Counsel a student with a disability towards a more restrictive career.*
- *Measure student's achievement using modes that adversely discriminates against a student with a disability*
- *Establish rules & policies that may adversely affect students with disabilities.*

NONDISCRIMINARY POLICY

Los Angeles Pierce College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin or other similar factors, for admission to the College, enrollment in classes, student services, financial aid & employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 (45CFR 86), Section 504, Rehabilitation Act of 1973 (PL 93112), & the Americans with Disabilities Act of 1990. The AAC coordinates & provides academic accommodations & support services to enrolled students who are eligible for such services. Eligibility for program participation is established in accordance with guidelines created by the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, & Title V (California Education Code).

STUDENTS RIGHT TO APPEAL

The student has the right to appeal the suspension or termination of service decision to the Vice President of Student Services. Any termination of service should not be construed as indicating expulsion or termination from the college itself.

GRIEVANCE PROCEDURE FOR FACULTY REFUSAL TO PROVIDE APPROVED ACCOMMODATIONS

It is the obligation of the Los Angeles Pierce College (LAPC or the College) faculty to render accommodations approved by the Academic Accommodations Center (AAC) professionals in accordance with State & Federal laws, as applicable. The following process applies if a student is not receiving approved accommodations from any course of study at LAPC. LAPC takes all matters of disability-related discrimination seriously & will respond promptly. LAPC prohibits any form of retaliation, intimidation, or harassment against any individual who has filed or otherwise participated in the filing or investigation of a complaint, & any individual who believes he/she/they have been subjected to retaliation may file a complaint under the formal resolution procedure below.

INFORMAL RESOLUTION OF FACULTY REFUSAL TO PROVIDE APPROVED ACCOMMODATIONS

If a LAPC faculty member is not implementing an accommodation approved by the AAC, an aggrieved student may engage in the informal resolution procedure described in this section. Students are not required to engage in the informal resolution procedure before filing a formal complaint for disability-related discrimination (see below). Throughout the implementation of informal resolution procedure, if an aggrieved student pursues formal resolution, the accommodation originally approved by the AAC will be provided to the student.

1. Contact the AAC office for assistance, specifically the counselor, the Director, &/or the Dean over the area of AAC. Email: AAC@piercecollege.edu or call 818-719-6430.
2. Upon notification by the student that a member of the faculty is not implementing an AAC approved accommodation, an AAC team member will attempt to resolve the matter within five (5) calendar days.
3. The AAC will communicate with the instructor &, if needed, the Department Chair &/or Dean of the department for resolution.
4. If there is no resolution within five (5) calendar days, the AAC will inform the student in writing of their rights to file a formal grievance for disability-related discrimination with LAPC through the formal resolution procedure (see below).
 - a. The LACCD Office of Diversity, Equity, & Inclusion office:
www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/default.aspx
 - b. The Department of Education, Office of Civil Rights
www2.ed.gov/about/offices/list/ocr/index.html

STUDENT CODE OF CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty & administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions & opportunities in the classroom & on the campus. As members of the College community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained & independent search for truth; & to exercise their rights to free inquiry & free speech in a responsible, nonviolent manner. Students shall respect & obey civil & criminal & shall be subject to legal penalties for violation of laws of the City, County, State & Nation. Student conduct in all the Los Angeles Community Colleges must conform to District & College rules & regulations. (See Los Angeles Pierce Catalog on Standards of Conduct; Board Rules: 9803.10 – 9806).

LOS ANGELES COMMUNITY COLLEGE DISTRICT DISCRIMINATION POLICY

It is the policy of LAPC to provide an educational, employment & business environment free from all forms of discrimination on the basis of race, color, national origin, ethnic group identification, ancestry, religion, creed, sex or gender (including sexual harassment), FORMAL RESOLUTION OF COMPLAINTS ALLEGING DISABILITY DISCRIMINATION pregnancy, marital status, medical condition, sexual orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category & veteran status. All programs & activities of LAPC shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the district &/or the College who engage in any form of discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to & including discharge, expulsion, or termination of contract. If you feel you have been discriminated against by a student or a college employee, faculty, staff, or administrator, you may contact the Los Angeles Community College District (LACCD) Office of Diversity, Equity, & Inclusion to file a complaint.

CAMPUS RESOURCES



ACADEMIC COUNSELING (GENERAL COUNSELING)

Academic Counselors assist students with many of your educational needs, including academic advising, student education plans (SEP), petitions to graduate, & more!

Location: First floor of the Student Services Building (SSB)

Email: onlinecounseling@piercecollege.edu

Website: www.piercecollege.edu/offices/counseling_center/

ADMISSIONS & RECORDS (A&R)

Admissions & Records (A&R) help students with a variety of forms & petitions, in addition to the admissions process to enroll as a Pierce College student. A&R assists students with processes such as transcripts, form submissions, & authorizations to release information to other educational institutions, & many more!

Location: First floor of the Student Services Building (SSB)

Contact: <https://laccd.craniumcafe.com/group/admissions-&-records-lapc/lobby>

Website: www.piercecollege.edu/admissions/index.asp

BOOKSTORE

The Pierce College Bookstore provides the sale of books & supply requirements connected with the college's academic programs. Some, but not all, textbook information is available online. On campus, the bookstore has LAPC apparel, snacks, & supplies for classes.

Location: College Services Building (CSB) 2100

Phone: (818) 719 - 6420

Website: www.lapiercecollegestore.com/

BRAHMA PANTRY & BASIC NEEDS OFFICE

The Brahma Pantry & Basic Needs Program provides students with access to food, ongoing motivational support & referrals to agencies that are designed to meet students' basic needs i.e., physical, psychological/emotional, & economic needs. The main goal is to alleviate stressors to help students be successful at the college & beyond!

Location: First floor of the Library & Learning Crossroads (LLC), Room 5100

Email: corwind@piercecollege.edu

Website: www.piercecollege.edu/students/pantry/index-1.asp

BUSINESS OFFICE

The LAPC Business Office goal is to assist students to achieve their academic goals by making the fee payment process as simple & efficient as possible.

Location: College Services Building (CSB), Room 2100

Phone: (818) 719 - 6432

Website: www.piercecollege.edu/offices/business_office/

CENTER FOR ACADEMIC SUCCESS (CAS) – TUTORING CENTER

CAS provides one-to-one tutoring, small-group tutoring, & workshops in a variety of subjects offered by the college. English, math, & English as a second language (ESL) tutoring is provided during all hours of operation. Workshops & tutoring in all other subjects have schedules that are available on the website or in the CAS. **All services are FREE & available on a walk-in basis.** No appointments are necessary, but please call ahead for wait times, schedules, changes.

Location: First floor of Library & Learning Crossroads (LLC), Room 5130

Phone: (818) 719 – 6414

Email: cas-helpdesk@outlook.com

Website: www.piercecollege.edu/departments/academic_success/

CHILD DEVELOPMENT CENTER (CDC)

The LAPC Child Development Center (CDC) provides free or low-cost child development services to the campus community. The center provides a comprehensive, developmentally appropriate preschool program designed to foster optimum growth of the whole child in a safe & nurturing setting for all children. The CDC also provides an observational work setting for college-level students studying child development, psychology, & nursing.

Location: Child Development Center (3900)

Phone: (818) 719 – 6494

Email: brisbom@piercecollege.edu

Website: www.piercecollege.edu/offices/child_development_center/index.asp

COPY TECH

LAPC High-Tech Document Production Center is a location where students can make, print, & copy. Copy Tech also issues picture ID cards to new students upon presentation of proof of enrollment (registration/fee receipt).

Location: College Services Building (CSB) 2100

Phone: (818) 710 – 4422

Website: www.piercecollege.edu/offices/copytech/index.asp

EXTENDED OPPORTUNITIES, PROGRAMS, & SERVICES (EOPS)

EOPS is designed to assist qualified low-income & educationally disadvantaged students in completing their educational goals with the assistance of financial & student support services. It is an invitational program open to those who qualify & commit to participate in the program.

Location: Second floor of the Student Services Building (SSB)

Phone: (818) 719 – 6422

Email: aivazoa@piercecollege.edu

Website: www.piercecollege.edu/offices/EOPS/

FINANCIAL AID & SCHOLARSHIPS

Financial Aid provides students with resources to make educational expense decisions, such as fees, non-resident tuition, books, supplies, transportation, & housing.

Location: Second floor of the Student Services Building (SSB)

Contact: <https://laccd.craniumcafe.com/group/financial-aid--lapc/lobby>

Website: www.piercecollege.edu/offices/financial_aid/

LIBRARY

The Pierce College Library serves all currently enrolled students, faculty, & staff. Come to the library for a quiet place to study, to get help with research, to use a computer or printer, or to just relax. A reference librarian is always available to assist you with your research needs.

Location: Second floor of the Library & Learning Crossroads (5100)

Email: library@piercecollege.edu

Website: <https://library.piercecollege.edu/home>

STUDENT HEALTH CENTER

The Student Health Center is committed to delivering expert medical care to students. Each student is given professional & cost-effective medical attention. All registered students, regardless of insurance, are eligible for the same no charge or low-cost care. Personal counseling is also available to all currently enrolled students. The Student Health Center staff is committed to providing care to support students' academic & personal well-being.

Location: Second floor of the Student Services Building (SSB)

Phone: (818) 710 – 4270

Website: www.piercecollege.edu/offices/health_center/

VETERAN'S OFFICE

The mission of the Veterans Office is to provide a supportive environment for veterans & to assist them with the services needed to receive VA benefits & to successfully complete educational goals. The Veteran's Office is designed as a liaison between you as a veteran & the Veterans Administration. Our veteran's staff will forward all documents required by the Veterans Administration directly to the Muskogee Regional Office.

Location: Second floor of the Student Services Building (SSB), located in the Financial Aid

Phone: (818) 710 – 3316

Email: pierce-veteran@piercecollege.edu

**Website: http://www.piercecollege.edu/offices/Veterans/va_vs.asp
<http://www.piercecollege.edu/offices/veterans/>**

EXTERNAL RESOURCES

ASSIST

"ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another" ("Welcome to ASSIST!")

www.assist.org

IGETC INFORMATION

The IGETC provides undergraduate students with a general overview of the major subject areas that are required to transfer to colleges in the UC system. It also provides the number of units that transfer candidates will need to complete in each major subject area. However, please make sure to review all transfer plans with a counselor to ensure that courses align with transfer requirements.

<https://admission.universityofcalifornia.edu/counselors/transfer/advising/igetc/>

LACCD SIS PORTAL

The LACCD SIS Portal is the student information system that allows students to access valuable information such as enrollment date, personal information, enrollment dates, & other information. It also provides students with quick access to a variety of services & resources such as Canvas, course enrollment, online student services, & much more.

<https://sso.laccd.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=csprd.laccd.edu>

GRADGURU APP

GradGuru is an award-winning mobile platform that increases community college student persistence & completion by delivering free nudge notifications, & so much more.

GradGuru: The Personal Community College Advisor in Your Pocket

<https://www.gradguru.org/>