



YOUR FUTURE *starts here*



LAS POSITAS COLLEGE HANDBOOK 2019-2020

Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Vision Statement

Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaged and contributing members of the society.

Values Statement

Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning
2. Responding to the needs of the ever-changing workplace
3. Demonstrating civic, social and environmental responsibility
4. Promoting ethical behavior, tolerance and mutual respect in a diverse community
5. Fostering a climate of discovery, creativity and personal development
6. Holding firm to the belief that each of us makes an astonishing difference



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WELCOME TO LAS POSITAS COLLEGE!

We are so pleased that you have chosen our College to help you realize your educational and career goals. At Las Positas College, we understand our students arrive with many different plans that once completed will provide that extra advantage needed in this highly competitive world. Some of you are here for undergraduate work for transfer to a four-year university, some of you are here for an education that will assist you to enter the workforce in a challenging field and some of you are not quite certain just why you are here. Be assured—Las Positas College is the perfect place for all of you and we have a plan for your success!

Planning Tip #1—Utilize this handbook as an important resource in finding your path at the College. Get acquainted with who we are and with what we have to offer. In addition, you will find answers to questions related to topics ranging from managing your time to student's rights and responsibilities. Remember this handbook has been designed specifically for you—our student!

Planning Tip #2—Educational planning is the key to your success! Counselors are available to help you plan your courses in our counseling center. We encourage you to visit us as often as you can to update your education plan, to problem-solve challenges in your life and to obtain advice from these knowledgeable faculty. The counseling faculty also teach courses that can assist you in building skills towards academic success.

Planning Tip #3—Get involved in campus life. The College has many clubs, student government, athletics and performing arts opportunities. Studies have shown that the more time students spend on campus involved in events and community service activities, the better they perform academically. We look forward to your active participation! Welcome to LPC—your success is our number one priority! So make the most of your stay here by using all of the rich and vibrant resources available to you.

The Las Positas College Student Handbook has been published as a resource guide for Las Positas College students. Las Positas College took great care to ensure the handbook's clarity and precision. Complete information regarding academic requirements and policies is contained in the College Catalog and the Schedule of Classes. Although this publication was prepared on the basis of the best information available at the time, all information herein is subject to change without notice or obligation. ©

GET STARTED!

STUDENT EQUITY AND ACHIEVEMENT (SEA) PROGRAM

Student Equity and Achievement Program is a process that brings you and the College into an agreement for the purpose of achieving your goals. We ask you to enter into a partnership with us to ensure your success. In other words, we ask you to commit yourself to an educational goal, and we promise to help you succeed.

Student Equity and Achievement (SEA) Program is a program designed to help you succeed at Las Positas College. The program defines the responsibilities of both the college and you, the student. SEA requires that you complete orientation, assessment and a student educational plan (SEP) in order to receive priority registration at LPC. By completing these core services when you first start attending Las Positas College, you not only get priority registration, you also form a partnership with LPC to help you develop and realize your educational goals. SEA helps you from the moment you apply until you complete your studies at Las Positas College.



NEW STUDENT CHECKLIST

☐ Step 1: Admissions application

- Complete an application online at www.laspositascollege.edu. Select Admissions tab then click on “Steps to Enrollment” and follow the instructions.
- Create an account on OpenCCCApply before being directed to the application.
- Check your email in 2 days for confirmation of your application and your student identification number (SID # that begins with “W”).
- Be sure to keep your W number in a secure place.

☐ Step 2: Financial Aid application

- Apply for financial aid by filing a FAFSA (<https://fafsa.ed.gov/>) or, if undocumented and AB540-eligible, file a DREAM Application (<https://dream.csac.ca.gov/>).
- Completion of these applications will determine your eligibility for a Promise Grant Fee Waiver, State Cal Grants and other grants, and Federal financial aid such as Pell grants, federal workstudy and direct student loans (FAFSA applicants only).

☐ Step 3: Online Orientation

- All new students are required to complete the online orientation prior to registering for classes.
- Complete the online orientation as listed on Admissions tab at “Steps to Enrollment”.

☐ Step 4: Guided placement into English/math courses (AB 705)

- You may use your high school transcript to place into your English and math courses at LPC.
- To self-place into your courses and for more information, go to: <http://www.laspositascollege.edu/assessmentcenter/index.php>.
- If you want to take English as a Second Language (ESL) or Chem 1A courses, you need to complete the appropriate assessment tests.

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☐ Step 5: Program Planning (Educational Plan & Counseling)

- After you have identified your English/math courses, you will be scheduled for a group program planning session with a counselor to develop your 1st semester student educational plan
- Make an appointment with a counselor early in your 1st semester once classes have begun to create your student education plan for your academic goal(s). To make the most of counseling: submit official transcripts from other colleges to LPC's Admissions & Records office in advance and bring AP test scores.

☐ Step 6: Register for classes. Pay your Fees!

- You will be assigned a class registration appointment. You may register for classes any day and time following your class registration appointment.
- Register for classes at www.laspositascollege.edu Login to CLASS-Web.
- Enter your student ID (W#) and your PIN (6 digits) originally set to your DOB (MMDDYY).
 - Select Student Services tab. Click the Registration link.
 - Click the Add/Drop Classes link. Select the term and click the Submit button.
 - Enter the course registration numbers (CRNs) of your specific classes you want to add.
 - Click the Submit Changes button.
- You will be required to pay tuition and all other college fees, make payment arrangements via Nelnet, or apply for financial aid. You must pay your fees owed to the college to avoid being dropped from your classes. Pay your fees. Fees must be paid in full by the schedule payment due date or you will be dropped from your classes.

☐ Step 7: Attend Classes. Check Academic Calendar.

<http://laspositascollege.edu/admissions/academic-calendar.php>

- Refer to current Schedule of Classes on the [College website](#) for short-term or late-start classes and for "NGR," "P/NP," and "W" deadline dates. You will also find deadlines on "CLASS Web" or ask your instructor for specific course deadline information.
- Remember, it is your responsibility to withdraw from a class if you are no longer attending it.

GET STARTED!

CONTACT THESE RESOURCES IMMEDIATELY TO ENSURE YOUR SUCCESS

Financial Aid:

www.laspositascollege.edu/financialaid

or call 925-424-1580.

Disability Resource Center:

www.laspositascollege.edu/DSPS

or call 925-424-1510

EOPS:

www.laspositascollege.edu/EOPS

or call 925-424-1598

CalWORKS:

www.laspositascollege.edu/calworks

or call 925-424-1459

In carrying out our responsibility, we want to help you attain your goals. We provide information and guidance about the choices that are available. You, in turn, have a responsibility to follow your goals with respect for college standards and a sense of accountability in the use of the education provided. You are ultimately responsible for your own education.

The College agrees to:

- Assess your basic educational skills and career goals.
- Orient you to the College's programs, services, and policies.
- Provide top-quality instruction.
- Provide a wide variety of courses.
- Offer services to support your education.
- Follow-up on your progress toward your goal.

You agree to:

- Declare an educational goal.
- Attend classes.
- Work hard to complete assignments and courses.
- Meet with a counselor to discuss your choices.
- Seek out support as needed.
- Strive to make progress toward your goal.

Any student who believes he/she is eligible for exemption from any of the Student Equity and Achievement (SEA) Program components may obtain an Exemption Form from the Counseling Center, Building 1600.

Students who are exempt from one or more of the SEA components are encouraged to participate in this process to enhance their success while enrolled at the College. Please note: Exemptions are not a substitute/waiver for meeting course prerequisites. Students must present a transcript to the Counseling Center, Building 1600, indicating prerequisites have been met through prior course completion.

LEARN THE LANGUAGE

Academic renewal—A process by which a student can petition to eliminate previous substandard work from grade point calculation and credit. See a counselor for details.

Associate degree—Awarded by the community college upon satisfactory completion of an organized program—usually two years of full-time study in a college major. At Las Positas College the Associate Degree requires 60 semester units, including requirements in general education and a major field of study, plus a satisfactory (C) grade point average. See Las Positas College Catalog for specific details and degrees.

Baccalaureate degree (BA, BS, AB)—Awarded by a four-year college or university after satisfactory completion of an organized program of studies, including breadth requirements as well as requirements in the major field of study. A Baccalaureate Degree usually requires two additional years after an Associate Degree. However, not all community college courses are transferable.

Certificate programs—Occupational programs requiring fewer units of coursework to complete; they concentrate on those courses that are essential to prepare you for employment. Certificate programs typically take two to four semesters to complete. See page 34 of this handbook for a list of our programs.

Schedule of classes—A bulletin issued prior to the start of each semester and the summer session. The schedule gives specific information about each class offered.

The calendar page is especially important with critical information about add, drop, and withdrawal dates.

College catalog—A publication issued by a college describing the course offerings, majors, admission requirements, regulations, grade point system, and more.

Community College or Junior College—A postsecondary educational institution providing courses for transfer to a four-year college or university; courses in technical, occupational, and semi-professional fields of study; and opportunities for continuing education.

Concurrent enrollment for high school students—An option available to high school students allowing enrollment in college classes. See a high school counselor and LPC web page for details.

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Cross registration for LPC students—Las Positas has a cross registration enrollment program with UC Berkeley and Cal State East Bay. LPC students who meet specific criteria may attend LPC and enroll in a class at UCB (or CSU East Bay) concurrently and pay only LPC fees.

Curriculum—Refers to the classes offered by a college or classes offered in a particular subject.

Electives—Courses that are not required for general education or the major. Electives may help meet breadth requirements for general education or the major and may be transferable. You may take electives for unit credit in subjects of personal interest.

FAFSA—Financial aid application. Apply online www.fafsa.ed.gov

Fees—At registration students must pay all application fees. State mandated enrollment fees, non-resident fees, and the refund policy are described in the Schedule of Classes. Information regarding fee waivers is in the schedule or at Financial Aid in Building 1600.

Financial aid—Various forms of financial assistance offered to students to help meet the cost of attending college, including grants, loans, work study and scholarships.

Full time student—A student enrolled in at least 12 units.

General education or “Breadth” requirements—A specific group of courses required for the Associate Degree or the Baccalaureate Degree. Some courses are required in the general education pattern by state law; others are added by individual colleges. Because of this, each college’s requirements will vary. See the catalog or a counselor for further clarification.

Grading policy—See the catalog.

Student ID (identification) number— This is either your Social Security Number or your new “W” ID number issued by Admissions and Records. Your User ID should be entered as all 9 digits with no dashes or spaces.

Lower division—Freshman and Sophomore-level courses that may be taken at a community college or university.

Major—An educational objective upon which a specific course of study is based (such as accounting, history, automotive). See page 37 for our list of majors.

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Prerequisite—A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. Prerequisite courses must be completed with “C” or better. Prerequisites may be challenged. See a counselor for details.

Priority number—Continuing students are assigned registration priority number. This will determine when students register for classes. Review the schedule of classes for more information. Your priority registration date is determined by the completion of 3 core services: Assessment, Orientation and a Student Educational Plan. By accessing the “Check Your Registration Status” link on Class-Web or The Zone, students may obtain the latest information on their priority registration number and date.

Probation—The trial period in which a student must improve unsatisfactory grades. There are two types.

Academic probation—Once a student has enrolled in a cumulative total of 12 units or more, s/he will be placed on academic probation if the grade point average falls below 2.0 or ‘C’ average.

Progress probation—Once a student has enrolled in a cumulative total of 12 units or more, s/he will be placed on progress probation if the total number of units of Withdrawal “W”, Incomplete “I”, No Credit “NC”, or No Pass “NP”, make up 50% or more of all units attempted.

Registration—The official process of enrolling in classes.

Semester—Colleges on the semester system divide their school year into two terms—one starting in August or September and the other starting in January or February—plus a summer session. Any unit earned under the semester system is equal to 1 1/2 quarter units.

Student Educational Plan (SEP)—With a counselor, you will develop a Student Educational Plan that outlines your educational goal and lists courses and additional support services to help you begin to achieve your goal. Begin to develop your own Student Educational Plan.

Transcript—A copy of a student’s academic record at a college, including units completed and grades earned in all terms of attendance. See Admissions and Records for official and unofficial transcripts.

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Transfer courses—Transfer courses are accepted for credit toward a Baccalaureate Degree at four year colleges and universities. The California State University, University of California, and private colleges have different policies regarding which courses are acceptable for transfer credit. See Las Positas College Catalog or a counselor for the University of California Transferable Course List or the California State University Transferable Course List.

Transfer major—Students wishing to transfer to a four-year institution will pursue a transfer major. This consists of lower division requirements (GE and major preparation) for the particular institution. Major preparation courses can be found on the website www.assist.org. Click on the CSU or UC you are planning to transfer to and then click on Las Positas College. Then click on your major. Students transferring should meet with a counselor early and often to develop an educational plan and stay on track.

Unit—The value of college credit given to a course. In general, one hour of lecture per week equals one unit of credit. For example, a course that is scheduled for three hours per week equals three units. The unit value for each course is shown in the College Catalog and the schedule.

Withdrawal—The process by which a student officially drops a class. Consult the Class Schedule or College Catalog for information on withdrawal procedures and deadlines.

FREQUENTLY ASKED QUESTIONS

Where do I go to see a counselor, and what can a counselor do to help me?

On the first floor of Building 1600, you have access to see a counselor in the Counseling Department or through Disabled Students Programs and Services (DSPS). Located on the second floor, you can also see a counselor through Extended Opportunity Programs and Services (EOPS) and through CalWORKs, to find out about their eligibility and application process please visit their websites directly. General Counselors are available for appointments, quick questions and emergencies. Services include:

- Educational planning for AA/AS degrees, occupational certificates, and transfer to four-year schools.
- Evaluation of transcripts for graduation and transfer.
- Development of a Student Educational Plan.
- Career counseling.
- Help to improve study skills.
- Advice on academic problems.
- Personal counseling and referral to appropriate resources.
- Classes for personal development and guidance including Educational and Career Planning, Study Skills, and Interpersonal Relationships.

Do faculty have office hours?

Yes. Full-time faculty schedule five office hours each week. This schedule is posted outside the instructor's office and may be included in the course syllabus. Part-time faculty will make arrangements to see students individually. During office hours instructors have time to discuss the class, provide assistance with course work, provide insights into career opportunities, and offer encouragement, help, and direction in meeting students' educational goals.

How many units must I take to be considered a full-time student?

A full-time program consists of 12 or more units. Fifteen units is considered an average load for a student intending to complete an Associate Degree in two years.

What can I do if the classes I really want are all full?

You may use the waitlist option, if available, to increase your chances of getting into the course. You may be able to get into those courses by going to them the first day of school, and asking the instructors if they are willing to let you in. It is the instructor's decision to add you; if they can't add you, you'll have to choose other courses. Advice? Register early for the next term!

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What are pass/no pass classes?

Some classes must be taken for a letter grade. In other classes, you may choose the pass/no pass option. If you complete the course with a “C” or better, you will receive a grade of pass or “P” for the class. If you finish the course with a grade below a “C,” you will receive no pass, “NP” for the class. Some classes, especially short-term classes, are offered only on a pass/no pass basis. Check the Schedule of Classes to see which classes may be taken pass/no pass.

Do I have to repeat a class in which I received a “D,” an “F,” or a “NC” grade?

You are not required to repeat a class in which you received a “D,” “F,” or “NP” grade; however, you have the option to do so. If you choose to repeat such a class and you receive an improved grade, the most recent grade will be calculated into your grade point average instead of the original grade. Both grades will appear on the transcript with annotation designating the repeated class.

I’m considering enrolling in an online course. What do I need to know?

First of all, you need to determine whether you are the type of student who can succeed in an online course. If you are an independent learner, self-motivated, and have decent computer skills, you’re a good candidate to succeed. Conversely, if you are a procrastinator who relies heavily on the instructor for motivation and can’t use a computer too well, you probably should stick to on-campus

courses. Also, keep in mind that most online courses are not self-paced, meaning that you must adhere to due dates for assignments, exams, etc. Finally, understand that online courses are not easier than on-campus courses; successful students report spending more time, not less, in online courses.

Does Las Positas College offer English as a Second Language (ESL) courses?

Yes, LPC offers a complete ESL program with counselors to assist you. Free tutoring is available at The Tutorial Center & Integrated Learning Center (ILC).

How can I get involved in student life?

LPC has an active student government and many clubs. For more information ask a counselor or visit the Office of Student Life, located on the first floor of Building 1600.

How often must I attend class?

You are responsible to attend every class for the entire scheduled time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades.

How do I report absences?

Find out what procedure your instructor wishes you to follow for reporting absences. Some may want you to call or email them directly; others may prefer that you notify them on your return to school. The size of the college prevents telephone messages being given

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to instructors. Be sure you understand your instructor's policy regarding absences.

How can I drop/withdraw from a class?

Students may drop/withdraw from class by going to Admissions and Records, or on-line. Students are responsible for officially withdrawing from classes by the deadline dates listed in the current Schedule of Classes. Please take a minute to read the Academic Calendar of the schedule. Dates for dropping or withdrawing are listed here. Write those dates in this handbook's calendar to make sure you remember them. If you begin a class and need to drop right away, you may be able to drop by the "NGR", No Grade of Record deadline. The benefit is that nothing appears on your transcript—it's as if you never signed up for the class. If, however, you remain in the class and decide later you need to withdraw, you must withdraw BEFORE the "W" date. After the official withdrawal date, students may withdraw for extenuating circumstances only.

I can't finish the semester. What can I do?

After the Withdrawal date, which is the 12th week of the semester for classes that begin the first week of school, withdrawal is permitted only on the grounds of verified extenuating circumstances (accidents, illness, or matters beyond the control of the student). Students need to see a counselor who will assist in the petition process.

Do I have the right to review my college records?

Yes, you may review your records, files, and documents. These records are private and, unless excluded by state or federal law, will not be released to anyone without your permission. A brochure on "Privacy Rights of Students" is available from the Office of the Vice President of Student Services, Building 1600.

What regulations should I know about?

Las Positas College has regulations to ensure campus safety and order for students, staff, and community members using college facilities. Consult the College Catalog or the Office of the Vice President of Student Services for specific regulations regarding alcohol, narcotics, and dangerous drugs, hazing, secret organizations, pets on campus, use of facilities, parking, and more. You may not tape record lectures unless you have received your instructor's permission to do so.

Do the above regulations apply to classes that meet online?

Obviously, pets on campus and parking don't apply to students learning online, but all of the regulations governing behavior in on-campus classes apply online. The difference, of course, is that instead of acting inappropriately, students might make inappropriate postings. Here are some examples:

- Posting or emailing lewd or suggestive pictures in your class

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- Posting or emailing jokes that can be interpreted as offensive
- Posting or emailing racist, sexist, or other hateful comments
- Posting or emailing profanities

What are my rights and responsibilities?

In addition to the privacy of information mentioned above, you are guaranteed the right of freedom to learn. The college has developed procedures that spell out unacceptable conduct and the steps the college will take in addressing complaints of alleged misconduct. This information is available from the Office of the Vice President of Student Services, Building 1600, in the College Catalog, and is in this handbook.

What steps can I take if I believe my rights have been violated?

You are encouraged to pursue academic studies and other college-sponsored activities, and the college assures you that you will be free of unfair or improper action by any member of the academic community. If you believe you have been subjected to an unjust action or denied your rights, you can seek to correct this problem. The college has a Student Grievance Policy outlining actions that are grounds for student grievance and the procedures that are to be followed to address the grievance. This information is available from the Office of the Vice President of Student Services, Building 1600, in the College Catalog, and in this handbook.

I got caught cheating. What will happen now?

Academic honesty is expected from all Las Positas students. Our webpage www.laspositascollege.edu/facultystaff/honesty.php explains and defines cheating and plagiarism. You may also turn to page 16 in this handbook. Instructors may give you a zero on the paper or test, make you complete an alternate assignment, re-write assignments, write an essay on academic honesty and/or take all future exams under supervision. Instructors may drop you from the course. Instructors will report this to the Dean of Student Services who will meet with you. Be very careful not to plagiarize. Sometimes students do not know how or when to cite, but that is never an excuse. Instructors have computer software that will detect plagiarized papers. Learn the proper way to give credit.

I'm on probation! I can't sign up for classes. What does this mean?

For a definition of probation, turn to page 11. The reason you can't sign up for a class is because the computer blocks registration when you are on probation. All students must see a counselor to unblock the "Hold" you have on your student account, but more importantly, to discuss the reasons that led to probation. Counselors are available to help you get back on track.

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I've been dismissed. What will happen now?

Dismissal is the result of three continuous semesters of academic probation (Academic Dismissal) or three semesters of progress probation (Progress Dismissal). You will be blocked from registering as you were when you were on probation and you must see a counselor. The counselor will ask you to write about what led to dismissal. That information will go to a panel and they will decide how to proceed. Generally, students will need to meet again with the counselor. We will write up a student contract for readmission. You will need to abide by the contract. Your units will be limited, and you may need to take a study skills class and meet regularly with a counselor.

I am returning to Las Positas after many years. My early transcripts are awful and do not reflect the work I am doing now. Can I do anything about my old grades?

Yes. The process is called Academic Renewal. Think of this as an academic forgiveness policy, because we forgive (exclude from the

GPA) the old grades without your having to take the classes again. This is how it works. You must be currently enrolled here at Las Positas. At least two years must have elapsed since the completion of the coursework to be disregarded. If this is your case, see a counselor. If you have taken 12 units consecutively with 2.5 G.P.A. or better or 20 units with 2.0 G.P.A. or better, we will annotate your record. In other words, your old work is not reflective of your present level of ability or performance. All coursework remains on the transcript but with a notation. A maximum of 24 units may be renewed.

Where is the Counseling Office?

Building 1600, Room 1616.
www.laspositascollege.edu/counseling or call 925-424-1400.

Where is the Career/Transfer Center?

Building 1600, Room 1604.
www.laspositascollege.edu/transfercenter or call 925-424-1423.

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What is a GPA?

GPA stands for grade point average. Letter grades are given the following point values.

A = 4 B = 3 C = 2 D = 1 F = 0

Each class has a specific unit value.
For example, History 7 is a 3 unit class.

GPA =
$$\frac{\text{Total grade points}}{\text{Total units attempted}}$$

Example:

History 7
3 units x 3 grade points (B) = 9 grade points

Math 34
5 units x 3 grade points (B) = 15 grade points

PE 1WT
.5 units x 4 grade points (A) = 2 grade points
Totals = 8.5 units 26 grade points

GPA =
$$\frac{26 \text{ Total grade points}}{8.5 \text{ Total units attempted}} = 3.05$$

OK! It's your turn! Practice by computing your own GPA at the end of this semester.

Course	Units	Grade	Grade Points
	x	=	
	x	=	
	x	=	
	x	=	

TOTAL:

GPA =
$$\frac{\text{Total grade points}}{\text{Total units attempted}} =$$

Here's a Goal to Work Toward:

A 3.25 GPA in any semester in which you are enrolled in 12 or more units qualifies you for a place on the Dean's List.

Note:

- A full-time student earning below a 2.0 GPA is considered scholastically deficient and will be placed on probation.
- Units attempted that result in CR/ NC, W, I, IP or RD are not used in computing grade point average.
- Las Positas is on a semester system.

ACADEMIC HONESTY

Students must understand what academic honesty means and the consequences for violating our standards. In the back of this handbook, we explain what the procedure is if you get caught cheating or plagiarizing. Here, we want to define cheating and plagiarism, for all classes, whether they meet on campus or not.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment.

It may involve:

- Copying or attempting to copy from others during an examination or for an assignment;
- Communicating examination information to, or receiving such information from, another person during an examination;
- Preprogramming a calculator or computer to contain answers or other unauthorized information for examinations;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as: books, Web sites, prepared answers, written notes, or concealed information;
- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service;
- Allowing someone else access to your secure online classroom to complete assignments or portions of assignments;
- Gaining unauthorized access to another student's online classroom account;
- Altering examination answers after an assignment has been completed or altering recorded grades; and
- Resubmitting a previously written assignment for a new course without the permission of the instructor.

Plagiarism is defined as using another's work (whether printed, electronic, or spoken) without crediting him or her. Whereas cheating is almost always intentional, students sometimes plagiarize accidentally. It is vital, therefore, for students to understand the many different kinds of actions that constitute plagiarism:

- Submitting the whole of another's work as one's own is "cheating." See the definition. Cheating includes submitting another student's paper or a paper obtained from a commercial term paper service as one's own;

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- Using the exact wording of a source without putting that wording in quotation marks and citing it;
- Paraphrasing the wording of a source without citing it;
- Inadequately paraphrasing the wording of a source (not only the words, but the sentence structure of the original must be changed);
- Summarizing the ideas of a source without citing it; and/or
- Overusing the ideas of a source, so that those ideas make up the majority of one's work.

From discipline to discipline and course to course, students will find that instructors will sometimes use teaching tools like modeling (in which the student is asked to “model” his or her writing after another’s) or collaboration (in which students co-write or share ideas for an assignment) that seem very close to plagiarism. In cases like these, the instructor will be very careful to emphasize that the “use of another’s work” is occurring within the specific parameters of the assignment. Such use should not occur in other contexts or without the supervision and consent of an instructor.¹



¹Definition of plagiarism influenced in part by the academic honesty policies of Ohlone College, Fremont, California and Hamilton College, Clinton, New York; “What is Plagiarism,” Turnitin.com Oakland: iParadigms, 2003. 10 Feb. 2004; and by Robert Harris, *The Plagiarism Handbook* (Los Angeles: Pyczak Publishing, 2001).

SURVIVAL SKILLS

Go to class—You may hear from others that “you don’t have to go to every class”—**not true!** Some classes may seem boring, but college studies are not meant to entertain you. Learn to handle the grunt work, and you will be demonstrating a pattern of good work habits that can only enhance your achievements.

Know the college’s academic rules—You don’t need to memorize them but have the information available. Use this handbook, the College Catalog, and the Schedule of Classes. Ignorance is no excuse, and it tells a lot about a person. Don’t become one of those who say, “But nobody told me...”

Budget your time—This includes having a social life, but you must learn to plan your study time properly. Do not start to study for a test the night before it is given or start writing that report the day before it is due. And saying, “I work best under pressure” is an excuse offered by those who really have no choice but to do just that.

Being a student is a full-time job (even if you’re a part-time student)—You cannot work hard one day a week and hope that your grades will be acceptable. You need to focus not just on academics, but also on good social skills, interacting with others in college sponsored activities, and still know when to study. This is a job.

Be patient with yourself—You will make some mistakes. Please be assured that you are not doomed. You are here to learn. Correct mistakes and learn from them. If you don’t, it can lead to bigger problems. See a counselor early.

Make your own decisions—Seeking advice is always wise. Avoiding making decisions can lead to serious personal dissatisfaction. You must learn to take a chance when options are available and accept responsibility for your decisions.

Get acquainted with your instructors—While uncomfortable for many students, approaching faculty can be very advantageous. They want to know honestly and truthfully how you are doing. They may not know how to help other than listening, but that alone is essential to your well-being.

Read your mail and your Zonemail—Yes, everything we send you. It will make your life easier. All registration notices, Financial Aid and general college information will be emailed to your Zonemail account. Instructions on how to link your personal email account to your Zonemail account are on ClassWeb and the schedule of classes.

TIME MANAGEMENT

	# of hours
Week: 7 days x 24 hrs =	168
Subtract: 10 hours a day x 7 =	(70)
Total Time Available =	98

Personal Obligations	# of hours
Travel	
Work	
Housekeeping chores	
Family obligations	
Community service	
Other obligations	
Academic obligations	
Attend class	
Complete assignments	
Meet with instructors/tutors	
Study with others	
Clubs/Sports	
Other	
Total Personal Obligations Time	

Total Time Available (98 hours) – Total
Personal Obligation Time =
Remaining Free Time

Remaining Free Time =

The successful student is not necessarily the brightest but rather the best organized. The first step in organization is to survey your non-educational time commitments and then plan an educational program consistent with available time. In a one-week period you need to subtract 7 hours a day for sleeping, 2 hours a day for eating, and 1 hour a day for personal grooming and maintenance.

Determining your Workload

Study Time formula:

units x 2 = study time per week

12 units (full time student) = 24 hrs. of studying
12 + 24 = 36 of school work a week

If you work	Take no more than
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units*
5 – 15 hours per week	14 – 16 units

Usually, a three unit class will require three hours of classroom time and approximately six hours of homework per week. This is probably a big change from your high school work. Exceptions to this rule are short-term courses and classes with labs. These normally require more class time. Use the Weekly Activity Schedule as a guideline to complete your own schedule now.

* To be considered a full time student, you must be enrolled in at least 12 units.

GET HELP!

TIME MANAGEMENT

The following is an example of a well balanced schedule for a new, undecided major student. Note that the schedule allows for enough study time, college classes and work. The student is enrolled in 13 units and has twice that amount (26 hours) of study time per week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
7:30 am	MUS 13 7:30 – 8:45		MUS 13 7:30 – 8:45			
8:00 am						
8:30 am						
9:00 am		GDDM 51 9:00 – 10:15		GDDM 51 9:00 – 10:15		
9:30 am						
10:00 am	Study		Study			
10:30 am	Study		Study	Study		
11:00 am		Study		Study	Study	
11:30 am	Study	Study	Study		Study	
12:00 pm	Study		Study	Study	Study	Study
12:30 pm		Study		Study	Study	Study
1:00 pm	English 1A 1:00 – 3:45 <small>plus 1hr of lab</small>	Study	English 1A 1:00 – 3:45 <small>plus 1hr of lab</small>			Study
1:30 pm				Study	Study	Study
2:00 pm						Study
2:30 pm		Study		Study	Study	Study
3:00 pm		Study			Study	Study
3:30 pm						Study
4:00 pm	Study	Math 40 4:00 – 6:15 <small>plus 1hr of lab</small>	Study	Math 40 4:00 – 6:15 <small>plus 1hr of lab</small>	Study	Study
4:30 pm	Study		Study		Study	Study
5:00 pm	Study		Study		Study	Study
5:30 pm	Study		Study			Study
6:00 pm						
6:30 pm	WORK		WORK		WORK	
7:00 pm						
7:30 pm						
8:00 pm						
8:30 pm						
9:00 pm						

WEEKLY ACTIVITY SCHEDULE

Account for every minute of your time. Don't forget eating, sleeping, recreation, work, family, school, and commuting. *Be honest.***Study Time formula: # units x 2 = study time per week**

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
7:30 am						
8:00 am						
8:30 am						
9:00 am						
9:30 am						
10:00 am						
10:30 am						
11:00 am						
11:30 am						
12:00 pm						
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5:30 pm						
6:00 pm						
6:30 pm						
7:00 pm						
7:30 pm						
8:00 pm						
8:30 pm						
9:00 pm						

STUDY SKILLS

Like a healthy body, a healthy mind for studying requires plenty of exercise. Be an active learner—bend and stretch your mind. Plan and balance your classes to avoid overwhelming yourself. Stick to a schedule, arrive to class a few minutes early, make an appointment to meet with each of your instructors every semester, complete assignments, and write papers on time, learn how to be the best learner you can be.

To prepare for an exam:

- Avoid cramming.
- Distribute study sessions.
- Take breaks.
- Organize your study area.
- Spread out your study time.
- Summarize and condense notes.
- Make practice tests on your own or with a study buddy.
- Ask your instructor about the test format.

Taking the test:

- Relax the night before the exam.
- Be early and read and follow directions.
- Bring test equipment: pen, pencil, calculator, scantron, etc.
- Ignore other students in the room—focus on the exam.
- Skim over the test—gauge the time you have for the questions.
- Don't panic if your mind goes blank on a question. Move on and come back to it if you have time.

Strategies for answering multiple choice questions:

- Answers that have qualifying terms such as some, usually, probably, and many are more likely to be correct.
- Answers that have absolute terms such as none, never, always, and everyone are less likely to be correct.
- Long answers, particularly those that are qualified, are more likely to be correct or “true” than short, unqualified answers.
- If your instructor made up the exam, options located in the middle position are more often correct than options in the first or last position.
- If two multiple choice options are opposite in meaning, one of them is likely to be the correct answer.
- If you have difficulty choosing an option, read the question followed by each option in turn. Often grammatical agreement between question and answer can hint at the correct answer.
- In order for a true/false item to be “true,” all parts of it must be true. Mark an item false if you know that any part of it is false.

GET HELP!

- True/false tests frequently have more true answers than false ones. If you must guess, marking an item “true” is more likely to get you extra points.
- In order for a true/false item to be “true,” all parts of it must be true. Mark an item false if you know that any part of it is false.
- True/false tests frequently have more true answers than false ones. If you

must guess, marking an item “true” is more likely to get you extra points.

Strategies for answering essay questions:

- Stick to the question (points and facts that are relevant).
- Think and reason effectively.
- Give accurate information.
- Express thoughts clearly.
- Answer the questions completely.

TESTANXIETY: Causes and Eliminators

Cause: Trying to meet others’ expectations

Eliminator: Decide whether living up to these expectations is something you want to do for yourself. Set your own goals and live up to your own expectations.

Cause: Letting grades determine your self-worth.

Eliminator: Emphasize performance over grades. Take control by tracking performance to overcome weaknesses

Cause: Inadequate preparation and guilt.

Eliminator: So you weren’t prepared this time. Keep your goal in sight and resolve to do better

Cause: Feeling helpless, with no control over what happens.

Eliminator: The way to take control is to develop an internal locus of control. Improve your study habits. Prepare for your next test and observe the connection between the amount and quality of your studying and the grade you receive.

**Need help with Study Skills, course content assistance,
note taking, test anxiety or time management?**

Enroll in PCN 15-College Study Skills, or PCN 30-Student Success, or go to

www.laspositascollege.edu/tutorialcenter

and click under **Study Tips and Help**.

GET HELP!

<i>Compare:</i>	Examine the qualities of two things in order to reveal their similarities and differences.
<i>Contrast:</i>	Examine two items in order to highlight their differences.
<i>Criticize:</i>	Evaluate the good and bad points of an idea.
<i>Define:</i>	Explain the meaning of an item.
<i>Demonstrate:</i>	Show or prove that a statement is true through logic or evidence.
<i>Discuss:</i>	Examine in detail, considering pros, cons, or facts.
<i>Enumerate:</i>	List or state points one by one.
<i>Evaluate:</i>	Judge; give an opinion stating strengths and weaknesses.
<i>Explain:</i>	Give the reasons for or causes of; make something understandable.
<i>Identify:</i>	List terms that belong to a certain category.
<i>Illustrate:</i>	Give examples.
<i>Interpret:</i>	Explain the meaning of a term or concept.
<i>Justify:</i>	Prove or make a case for something using logic or facts.
<i>List:</i>	Present a series of terms or names; enumerate.
<i>Outline:</i>	Describe the main points or ideas in a brief form (not necessarily in outline form).
<i>Prove:</i>	Demonstrate that something is true; give evidence or logic supporting it.
<i>Relate:</i>	Show the connections between two ideas or events.
<i>State:</i>	Explain briefly and specifically.
<i>Summarize:</i>	Cover the main points of a topic.
<i>Support:</i>	Back up an argument with proof.
<i>Trace:</i>	Describe the development of a process; outline its major stages or events.

In summary, to build confidence, study carefully all through the course. Stay in shape, both physically and emotionally. Follow directions, and be sure of what is being asked. Plan your time carefully and stick with your plan. Learn from each test in order to do better on future tests.

Name five new study tips you learned that you did not know before:

GET HELP!

DISCOVER YOUR ATTITUDE TOWARD STUDYING

A positive attitude toward studying makes all the difference. Discover your own.

Key: Nearly Always - (NA) Often - (O) Sometimes - (S) Rarely - (R) Never - (N)		NA	O	S	R	N
1.	I am happy with my test scores on most exams.					
2.	If I do poorly, I step up my efforts and get help from the instructor, tutor, and a study partner.					
3.	When I have to, I can concentrate on my studies.					
4.	I like the challenge of taking study notes on difficult textbook reading.					
5.	Though busy, I am able to find priority time to study.					
6.	I attend class regularly and carefully prepare for class sessions.					
7.	I have a clear reason for going to school and know that study habits will get me closer to my career goal.					
8.	My moods or personal problems seldom prevent me from completing my work.					
9.	I can visualize myself graduating.					
10.	I know how to reward myself for finishing a hard assignment.					
11.	When I have an instructor I find boring, I realize I must work harder to make the material interesting.					
12.	I listen carefully while taking class notes, and I review them within 24 hours.					
13.	I consider challenges an opportunity to learn.					
14.	I use effort to overcome challenges.					
TOTAL for each column						

GET HELP!

Scoring Scale

Nearly Always	x 4 =
Often	x 3 =
Sometimes	x 2 =
Rarely	x 1 =
Never	x 0 =
Total:	

Attitude Yardstick

0	Seek help from a counselor
14	A beginning
28	OK, but more work required
42	You work hard. Good Job!

RESOURCES AT LPC

Go to www.laspositascollege.edu for all resources

Admissions and Records: To apply, enroll, drop/add a class, get ID photo, pay fees, order transcripts	Building 1600; Rm 1670	925.424.1500
Student Government and Office of Student Life: Student government, clubs, meetings, activities	Building 1600; Rm 1643	925.424.1494
Athletics: Intramurals, intercollegiate sports, classes	Building 2500	925.424.1274
Bookstore: Books buy/sell, supplies, computer card, snacks, go-print card	Building 1300	925.424.1812
	web: www.efollett.com	
CalWORKs: Housing scholarship, child care, CalWORKs jobs, mentoring programs	Building 1600; Rm 1668	925.424.1459
Career/Transfer and Employment Center: Career information, university representatives, workshops, internships/PT job opportunities	Building 1600; Rm 1604	925.424.1423
Counseling: Career, personal and academic counseling, transfer services, Student Educational Plans, course selection, degree requirements	Building 1600; Rm 1616	925.424.1400
Disability Resource Center (DRC): Disability accommodations	Building 1600; Rm 1615	925.424.1510

GET HELP!

Extended Opportunity Programs and Services (EOPS): Book grants, priority registration, counseling	Building 1600; Rm 1668	925.424.1598
Financial Aid: Grants, loans, federal work study, scholarships.	Building 1600; Rm 1650	925.424.1580
	web: laspositascollege.edu/financialaid	
Health Services: Mental/Physical/Sexual health screenings, examinations, nurse practitioner on-site, lab work, over-the-counter meds	Building 1700	925.424.1830
Instructional Technology Student Support/Computer Center: Technical assistance with Distance Education, online learning, Canvas, and computers for student use.	Building 800; Rm 803	925.424.1144
	web: laspositascollege.edu/onlinelearning/online_services/index.php	
Integrated Learning Center (ILC): Help with Math and English as a second language assignments	Building 600	
Library (Learning Resource Center): Computers for student use, Reference and Library Research Skills Classes	Building 2000	925.424.1150
Online Learning Web Site: Information and resources to help you succeed online	web: laspositascollege.edu/onlinelearning/online_services/index.php	
Open Math Lab: Drop-in help for any math class	Building 600	
Student Cafeteria: Food and coffee	Building 1600	
Tutorials Center: Free student tutors and instructor tutors.	Building 2400; Rm 2401	925.424.1450
Veteran's Office: Veterans educational benefits	Building 1310	925.424.1572
Writing Center/ Reading and Writing Center (RAW): Free drop-in tutoring for any writing assignment in any class	Building 2400; Rm 2401	

GET HELP!

Administrative Offices

President	925.424.1002
Vice President of Academic Services	925.424.1104
Vice President of Administrative Services	925.424.1631
Vice President of Student Services	925.424.1406
Dean, Arts & Humanities	925.424.1383
Dean, Business, Health, Athletics, & Work Experience	925.424.1274
Dean, Enrollment Services	925.424.1542
Dean, Science, Technology, Engineering, & Mathematics	925.424.1183
Dean, Social Sciences, Library, Public Safety & Career Education	925.424.1322
Dean, Student Services	925.424.1421
Director, Child Development Center	925.424.1575
Director, Disabled Student Program & Services	925.424.1519
Director, Research & Planning	925.424.1027
Director, Student Equity and Success	925.424.1418

PSYCHOLOGY-COUNSELING COURSES

PCN 5 Introduction to Social Work and Human Services (CSU transferable)

An introductory overview of social welfare and the societal institutions in the U.S. that structure the provision of social services. The course presents a historical perspective on the development of U.S. social work and human services. Special attention is given to the evolution of social welfare programs and institutions, major U.S. court decisions, contemporary social problems, current service delivery systems, policies, procedures, and the tasks of culturally responsive social workers and human service workers within those settings.

PCN 10 CAREER AND EDUCATIONAL PLANNING (CSU transferable)

Exploration of the concept of career, educational and life planning focusing on personal career development through self-assessment. Designed for those undecided or uncertain about their career and educational plans.

PCN 13 MULTICULTURAL ISSUES IN AMERICA (CSU/UC transferable)

Exploration of issues relating to the multicultural community in which we live. Focus on improving the individual's understanding of other cultures and how those cultures impact the American lifestyle.

PCN 15 COLLEGE STUDY SKILLS (CSU transferable)

Review of study skill techniques for success in college. Time management, personal learning style, active listening, note-taking and test-taking strategies. Modeling, practice, and evaluation of study skills techniques.

PCN 18 UNIVERSITY TRANSFER PLANNING (CSU/UC transferable)

Introduction to the resources and planning process needed to ease transition from community college to a four-year college or university. Recommended for those transferring to four-year colleges or universities.

PCN 30 STUDENT SUCCESS AND THE COLLEGE EXPERIENCE (CSU/UC transferable)

This course explores concepts, knowledge, and skills relevant to college success. Students will engage in critical analysis on a variety of topics, including motivation, decision making, interpersonal communication, multicultural awareness, and learning theory. Problem solving strategies will be applied to areas including goal setting, career development, wellness, and accessing campus resources.

GET HELP!

AA-Transfer Degree in Social Work and Human Services (starting in Fall 2019)

The major requirements for this degree are designed to ensure that students are well-prepared for transfer and for work in the human services field, providing students with the fundamental understanding of the principles of Social Work and Human Services as well as experience in the application of these principles. Participation in Social Work and Human Services courses develops critical thinking, personal growth, cultural sensitivity, active listening, problem sensitivity,

presentation skills, and an understanding of theories, perspectives, principles, and concepts behind Social Work and Human Services.

Students will have guaranteed admission to a California State University (CSU) campus in a similar major upon successful completion of the program requirements. Students should speak with a counselor to determine whether or not this degree is the best option for their transfer goals.



SETTING GOALS

Think of three types of goals you will work on simultaneously: Personal, Academic, and Career/Work related. Goals may be short-term or long-term. Goals are specific actions you want to take or accomplishments you wish to achieve. Think about the goals you have for yourself this semester and write them in the

space below. Look back at these mid-semester
and see how you are doing.

To be most effective, goals should be:

Specific, Measurable, Attainable, Realistic and Timely (SMART goals)

For () semester, I have set the following goals:

CAREER EXPLORATION

3 Critical Questions in Career Exploration

1 Who am I?

(Career Assessments)

- a. *Activities you like/would like*
- b. *Personal characteristics*
- c. *Temperament*
- d. *Skills*
- e. *Values*
- f. *Outstanding accomplishments*

2 Where am I going?

(Research and Goal Setting)

- a. *Examine career options*
- b. *Research*
 - i. *Education/degree requirements*
 - ii. *Labor market projections*
 - iii. *Salary trends*
 - iv. *Advancement potential*
- c. *Select a major*
- d. *Set personal and career goals*

3 How do I get there?

(Career Action Plan)

- a. *Identify obstacles*
- b. *Formulate strategies to overcome obstacles*
- c. *Determine skills you need to develop*
- d. *Select your degree (AA/AS degree and/or transfer to 4 year university)*
- e. *Target employment opportunities (AS degree)*
 - i. *Internships*
 - ii. *Work experience*
- f. *Market yourself*
 - i. *Resume & cover letter*
 - ii. *Networking*
 - iii. *Job search*
 - iv. *Interviewing*

GET FOCUSED!

Who Am I? Learn about Yourself

Identify career interests through assessments that relate your personality, interests, skills and values to various career fields. Las Positas College offers a class, Psychology-Counseling 10; Career Planning, to help you with this process.

Such assessments include:

- Myers-Briggs Type Indicator
- Holland Self-Directed Search
- Eureka Self-Assessments: Micro Skills and Occ-U-Sort
- Strong Campbell Interest Inventory

Where Am I Going? Learn about Career Fields

Explore the world of work through a wealth of online and hard-copy resources:

- Career & Job Search online, US Dept. of Labor www.CarrerOneStop.org
- Occupation Informational Network online www.onetonline.org
- Bureau of Labor Statistics-- Occupational Outlook Handbook: www.bls.gov/ooh
- Eureka Careers: Occupations and Career Paths www.eureka.org (Eureka Site ID Code for Las Positas College: KUXDKYS)
- California Career Zone www.cacareerzone.org

How Do I Get There? Develop a Plan for Action

Based on your assessments and new knowledge of career options, you can begin to develop a career plan. Understanding your decision making process will assist you. You can then select an area of study that will lead to your career decision.

Researching your major includes:

- Understanding career options related to your major: What can I do with a major in...? www.myplan.com
- Identifying colleges that offer your major and the courses required for transfer to that university www.Eureka.org/Education/Majors www.assist.org
- California Community Colleges & majors and how they link to 4 year university transfer programs www.adegreewithaguarantee.com
- Salary information on associate degree and certificate programs at California community colleges www.salarysurfer.cccco.edu/SalarySurfer
- Talk with faculty or people in the community with experience in your career or major. Find out their career preparation and educational path.
- Explore options for internships, or part-time or volunteer experience to gain experience in your career and major.
- Develop an educational plan with your counselor to take the appropriate classes for your intended degree or career objective.

HOW TO EARN A CERTIFICATE

Your Educational Options at Las Positas College

Many students begin at LPC with a clear educational goal and many others have not yet identified one. Community colleges are a great place to explore options and pursue various academic goals. And we encourage students who are undecided about their educational goals to take Psychology-Counseling 10, Career Planning. In this section of the LPC handbook, we will focus on educational options such as Career & Technical Education (CTE), Associate Degrees and preparation to transfer to a university for a goal of earning a Bachelor’s degree.

Complete a Career & Technical Education (CTE) Certificate

Career and Technical Education (CTE) certificate programs focus on training students in the technical and soft skills necessary to help them become a productive citizen. CTE programs prepare students for employment in current or emerging jobs. Hands-on training and relevant and engaging classes at LPC train student for a wide range of high-wage, high skill, high demand careers.

CTE offers valuable preparation for the world of work:

- Learning new skills for a rewarding career
- Advancing professional career skills
- Starting or expanding a business
- Changing a career
- Improving an employees’ performance

Las Positas College has 39 Certificate Programs and 65 related Associate Degrees, preparing students for jobs like:

Administrative Assistant	Accounting Technician	Automotive Technician
Computer Technician	Firefighter	Graphic Artist
Interior Designer	Preschool Teacher	Welder

View a detailed list of Career and Technical Programs at www.laspositascollege.edu by selecting Degrees and Certificates and then AA/AS Occupational Programs or Certificate Programs.

GET FOCUSED!

Certificate programs allow a student to enter a new career or enhance job skills. Certificate programs include only courses that directly relate to career technical skills. The requirements for the certificate vary with each program's curriculum. Many students begin with certificates and then work on general education requirements to earn a degree in their chosen field. A student is eligible for graduation with a Certificate of Achievement after satisfactorily completing the minimum of 20 semester units for the major with a G.P.A. 2.0 or higher. For a certificate from Las Positas College, a student must complete at least 80% of the program at Las Positas, including the last three units. A list of all certificates is shown below.

NOTE: Subject to change. Please consult the LPC catalog. Certificate Programs are designed for job entry. However, many courses in these programs are transferable to some four-year institutions. Students should consult a counselor or the LPC catalog for specific information.

CERTIFICATE OF ACHIEVEMENTS

Accounting Technician (Business)	– Digital Illustration
Administrative Assistant (Business)	– Graphic Arts
Administrative Medical Assistant	– Print Design
Athletic Training-Sports Medicine	– Web & Interaction Design
Automotive Chassis	Horticulture:
Automotive Drivability	– Landscape Design
Business Entrepreneurship	– Landscape Maintenance & Construction
Cisco Network Associate	– Ornamental Horticulture
[Computer Network Technology (CNT)]	– Nursery, Greenhouse, & Grower Operations
Computer Applications Software	Interior Design
Computer Programming [Computer Science (CS)]	Law Enforcement (Administration of Justice)
Computer Programming for the Web (CS)	Mass Communications:
Early Childhood Education:	– Journalism or Radio Communications
– Associate Teacher	Occupational Safety and Health
– Early Childhood Development	Retail Management (Business)
– Early Childhood Intervention Assistant	Retailing (Marketing)
Emergency Medical Services:	Supervisory Management (Business)
– EMT-Paramedic or EMS Technologies	Teaching Beginning Piano (Music)
Enology (Viticulture and Winery Technology)	Teaching Intermediate Piano (Music)
Fire Service Technology	Technical Theater
Graphic Arts & Digital Media:	Viticulture (Viticulture and Winery Technology)
	Welding Technology

EARN AN ASSOCIATE DEGREE

An Associate's Degree is the first level in the hierarchy of college degrees. You can earn an Associate Degree in Arts (AA) or Sciences (AS) at LPC. Some majors lead to AA and others lead to AS but they essentially are the same level degree. While beneficial, an Associate Degree is not required to transfer. For a complete list of our AA and AS Degrees see page 41 or check the LPC catalog. The requirements for an Associate Degree include:

1. General Education (GE) Requirements:
 - a. Associate in Arts GE Pattern: 25 units
 - b. Associate in Science GE Pattern: 19 units
2. Major Requirements: see LPC catalog for specific major course requirements.
3. Unit Requirement:
 - a. A minimum of 60 units is required for an Associate Degree. This may include classes used to meet GE, major, certificate requirements or electives.
 - b. And a Grade Point Average (GPA) of 2.0 (C average).

NOTE: *Subject to change. Please consult the LPC catalog.*

WHAT IS AN ASSOCIATE DEGREE FOR TRANSFER (ADT)?

The Associate Degree for Transfer (AA-T/AS-T) is designed to prepare students for transfer to the California State University (CSU) system and earn an Associate Degree using the same requirements. The degree is intended to make it easier for CSU-bound students to successfully transfer by using just one set of preparation courses for a major rather than having to meet different requirements for multiple campuses. The ADT offers a streamlined process for those transferring to the CSU system. There are other benefits as well:

- Guaranteed priority admission with junior status to a CSU campus with a “similar” major.
- G.P.A bump of .10 or .20 when applying to an impacted campus or major.
- Students can receive priority admissions to their local CSU campus

to a major deemed similar to the ADT major.

- After transfer to CSU, guaranteed degree completion within 60 semester units at the CSU.

Requirements for an ADT include:

- Completion of CSU GE pattern
- Completion of the courses required for the specific ADT major.
- Completion of 60 CSU transferable units.
- 2.0 G.P.A. (Note: student’s GPA will need to be more competitive if applying to an impacted campus or major.)
- The above requirements must be completed by the end of spring semester if transferring in fall.



ACADEMIC PROGRAMS AT LAS POSITAS

ASSOCIATE OF ARTS (AA) DEGREES

Administration of Justice
Administrative Assistant
(Business)
Art: Emphasis on Painting
Biology
Biology: Emphasis in
Allied Health
Business Administration
Business Entrepreneurship
Chemistry Education
Computer Information
Systems
Early Childhood Development
Early Childhood Intervention
English
Environmental Studies
Humanities
International Studies
Liberal Arts & Sciences:
Emphasis in Business
Liberal Arts & Sciences:
Emphasis in Computer
Studies
Liberal Arts & Sciences:
Emphasis in Humanities
Liberal Arts & Sciences:
Emphasis in Language Arts
Liberal Arts & Sciences:
Emphasis in Math
and Science
Liberal Arts & Sciences:

Emphasis in Social &
Behavioral Sciences
Marketing
Mass Communications
Music
Theater Arts
Visual Communications

ASSOCIATE OF SCIENCE (AS) DEGREES

Automotive Electronics
Technology
Business
Chemistry
Computer Information
Technologist
Computer Science
Emergency Medical Services –
EMT Paramedic
Engineering Technology
Enology
Environmental Science
Fire Service Technology
Horticulture – Landscape
Installation & Maintenance
Interior Design
Network Security and
Administration
Occupational Safety
and Health
Physics
Viticulture
Welding Technology

ASSOCIATE DEGREES FOR TRANSFER (ADT)

Administration of Justice
Anthropology
Biology
Business Administration
Communication Studies
Early Childhood Education
Economics
English
Geography
Geology
Global Studies
History
Journalism
Kinesiology
Mathematics
Music
Nutrition & Dietetics
Philosophy
Psychology
Public Health Science
Social Work & Human Services
Sociology
Studio Arts
Theater Arts

NOTE: *Subject to change.
Please consult the LPC catalog.*

GET ON TRACK AND TRANSFER!

EDUCATIONAL OPPORTUNITIES

UC's



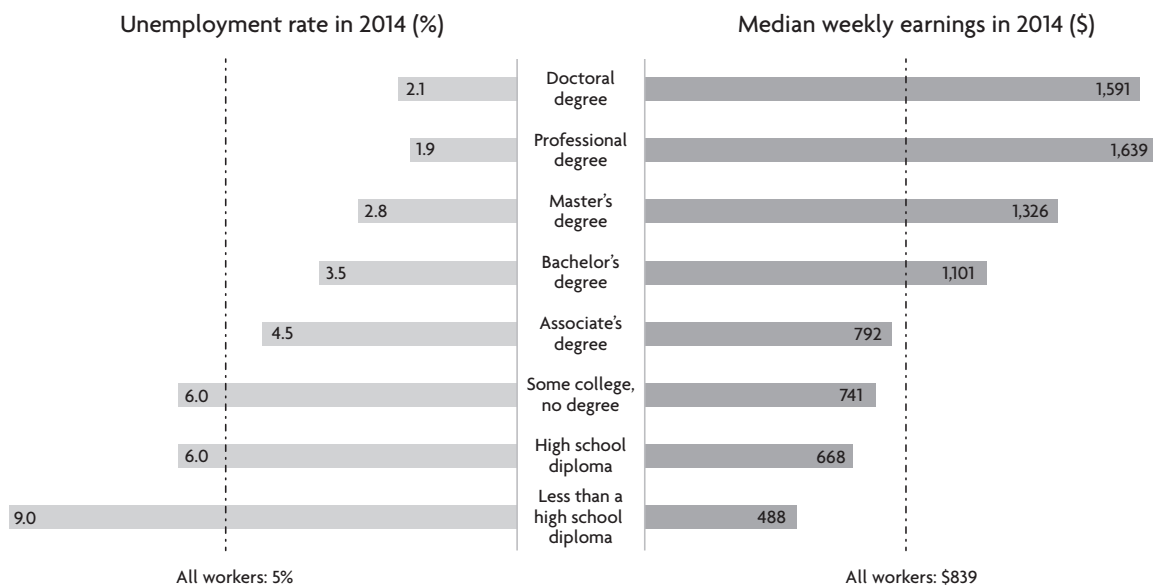
CSU's



GET ON TRACK AND TRANSFER!

*Higher Education leads to higher pay
and lower unemployment rates*

Earnings and unemployment rates by educational attainment



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.

Source: Current population Survey, U.S. Bureau of Labor Statistics, U.S. Department of Labor.

GET ON TRACK AND TRANSFER!

PREPARE TO TRANSFER

Transfer Options:		
The California Community Colleges (CCC) (115 colleges)	California State Universities (CSU) (23 campuses)	University of California (UC) (10 campuses)
Minimum Eligibility for Transferring Students:		
Open to all students who have either graduated from high school or are 18 years of age or older at the time of admissions.	<ul style="list-style-type: none"> • 60 transferable units • 2.0 GPA • “Golden 4”: all of area A: (Speech, English Composition, Critical Thinking) and B4 (Quantitative Reasoning) with “C” grade 	<ul style="list-style-type: none"> • 60 transferable units • 2.4 GPA • 2 English composition courses • 1 transferable math course • 4 courses from at least 2 of the following areas: arts & humanities, social & behavioral sciences, physical & biological sciences.
Recommended Transfer Guidelines:		
	<ul style="list-style-type: none"> • 60 CSU transferable units. • 39 CSU GE units completed and “certified”. • Lower division major preparation done. (www.assist.org) • 3.0 GPA; Impacted majors & popular campuses may use additional “selection criteria”, including higher GPA and specific major preparation. • Apply early in the CSU application period. 	<ul style="list-style-type: none"> • 60 UC transferable units • Lower division major preparation completed. (www.assist.org) • IGETC or the 7 course pattern of required GE courses for high unit majors. (see above) • 3.0+ GPA for California residents. (May be higher for impacted majors or campuses.) • Apply early in the UC application period.
Degrees Granted:		
Associate Degree	Bachelor’s, Master’s, Doctorate	Bachelor’s, Master’s, Doctorate, Professional

GUARANTEED TRANSFER PROGRAMS

Las Positas College provides transfer students with a variety of opportunities to participate in guaranteed transfer programs. Currently, there are programs that guarantee transfer to over 30 colleges and universities.

The University of California system has a Transfer Admission Guarantee (TAG) program at 6 of its campuses. Specific courses and grades are required. Students should meet with a counselor during their first year to complete a Student Educational Plan and to ensure eligibility for TAG. UC campuses that offer Transfer Admission Guarantees include:

- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz

The California State University system has an Associate Degree for Transfer (ADT) program that guarantees students admission to its campuses, based on major and impactation status. The ADT follows a prescribed pattern of courses for specific majors (AA-T and AS-T). LPC students may be guaranteed admission to 9 CSU campuses. For impacted campuses and majors, students with guaranteed transfer degrees are given additional consideration for transfer admission. (See ADT section on previous page). CSU campuses that guarantee admission for non-impacted majors with ADT include:

- CSU East Bay
- San Francisco State
- CSU Monterey Bay
- CSU Bakersfield
- CSU Channel Islands
- CSU Dominguez Hills
- CSU Humboldt
- CSU Maritime Academy
- CSU Stanislaus

GET ON TRACK AND TRANSFER!

Numerous private and out-of-state colleges and universities also have Transfer Admission Agreements (TAA). *Private universities that offer Transfer Admission Agreements (TAA) include:*

- John F. Kennedy University
- Saint Mary's College,
- University of the Pacific

Out of State Colleges include: Arizona State University and University of Arizona.

Currently, 37 Historically Black Colleges and Universities (HBCUs) offer California community college students who complete certain academic requirements guaranteed transfer to a participating HBCU. For more information:

extranet.cccco.edu/HBCUTransfer.aspx

The Transfer Center, room 1604, and the Counseling Office, room 1616, offer resources to assist you in planning for transfer. These include:

- Career and Transfer Workshops
- Transfer specific counseling
- University Representative Visits
- Transfer Day
- College and University Tours
- Transfer-oriented learning communities: Puente, Gateway to Success (HSI)
- Psychology-Counseling 18: Transfer Planning class



WWW.ASSIST.ORG

Semester

CRJA 2100	Elementary Criminal Law	(4)	AJ 60	Criminal Law	(3)
CRJA 2200	Basic Criminal Investigation	(4)	AJ 63	Criminal Investigation	(3)
CRJA 2400	Evidence in Corrections and Law Enforcement	(4)	AJ 61	Evidence	(3)
CRJA 2500	Administration of Justice	(4)	AJ 50	Introduction to Administration of Justice	(3)
CRJA 2600	Police Community Relations	(4)	AJ 70	Community Relations	(3)
PSYC 1000	General Psychology	(5)	PSYC 1	General Psychology	(3)
SOC 1000	Introduction to Sociology	(4)	SOC 1	Principles of Sociology	(3)
STAT 1000	Elements of Probability and Statistics	(5)	MATH 40	STATISTICS AND PROBABILITY	(4)

LEARNING COMMUNITIES

LPC Learning Communities: Academics + Counseling + Support

Learning community is a group of students who move through a sequence of classes together through linked courses. Learning communities support students' academic success by building community and provide support and opportunities for engagement. Currently, Las Positas has 3 learning communities Puente, HSI: Gateway to Success for STEM majors, and Umoja.

PUENTE

The Puente Project is for educationally disadvantaged students planning to transfer to four-year universities and earn a degree. Puente combines accelerated instruction, intensive academic counseling, and mentoring by members of the community. For more information contact Rafael Valle 925-424-1414 or visit our website at <http://www.laspositascollege.edu/puente/>

HISPANIC-SERVING INSTITUTION: Gateway to Success

As a Hispanic-Serving Institution (HSI), LPC is participating in a federal program designed to help colleges or universities assist first generation, majority low-income Hispanic students, to reach their educational and professional goals. Las Positas College "HSI: Gateway to Success" Program integrates academic and student support services designed to increase completion and transfer rates of high-need students in Science, Technology, Engineering and Math (STEM) fields. For more information contact Jared Howard 925-424-1482 or visit our website at <http://www.laspositascollege.edu/hsi/>

UMOJA

Two-semester college success program and learning community that provides a dedicated support system to help students reach their academic goals and life purpose. Students will have a dedicated counselor and a host of faculty who will be available to guide them. Students will experience college success and English curriculum focused on the African-American experience through literature, history, and artistic modalities. For more information, contact, Kimberly Burks 925-424-1437 or visit our website at <http://www.laspositascollege.edu/umoja/>

GET ON TRACK AND TRANSFER!

Engineering Technology

The Engineering Technology learning community is designed as a strong local employment pathway for individuals who want a hands-on engineering career with a focus on mechanical technology in an applied setting. Students receive foundational training in engineering, math, physics, welding, and machining, and develop skills in manufacturing and fabrication. These courses along with GE lead to an AS degree in Engineering Technology. Students also receive enrollment assistance, career-readiness and support services. For more information, contact Caryl Shill at 925-424-1306 or visit our website <http://www.laspositascollege.edu/engineering/eng-tech.php>

COLLEGE CATALOG

<http://www.laspositascollege.edu/class-schedule/catalog.php>

PERSONAL NEEDS

I need some food.

Las Positas College has a wonderful cafeteria in the Student Services & Administration Building (SSA), Building 1600. A wide variety of food is available. Additional vending machines are located in the courtyard near Building 800. The Bookstore also has a selection of snacks and drinks.

I need to see a nurse.

Feeling sick, depressed, just need a screening or exam. Visit a health practitioner, in the Health Center, Building 1700.

I need someone to talk to.

You never have to feel you are alone. The Counseling Department at Las Positas has counselors trained in career, academic and personal counseling, room 1616. Additional services for students in crisis, Building 1700.

I need to type a paper, and I don't own a computer. Also, I need to print copies.

Computers are available in the Computer Center, room 803 and the library. Purchase a Print Fee Card at the Bookstore (discounted). Print Fee Cards are also available at the Computer Center, room 803 or the library (not discounted). The card is for all paper usage.

I need to buy school supplies.

Our Bookstore has all the supplies you will need. The Bookstore is where you can purchase books, and at the end of each semester, they will (if possible) buy them back. Books can also be purchased online at: www.efollett.com. The staff is very helpful; don't hesitate to ask questions.

I need an escort to my car.

If you have evening classes and don't want to walk to your car alone, call LPC's Department of Campus Safety and Security, 925.424.1690 or extension 1690 from any college phone to arrange the escort. Or, you can always walk with a friend.

I need to get in shape.

Have you come to the right place!! Not only do we have many physical education classes, but also—The Price is Right! Las Positas College offers many levels of physical activity; one will surely meet your needs. You can swing dance, practice yoga, or compete on one of our intercollegiate teams.

I need to change my personal information. I need to order transcripts.

Students needing to change any personal information, pay any bills, get transcripts, or have them sent out, should go to Admissions and Records office, 2nd floor, room 1670, in Building 1600.

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Week of Oct 7, 2019

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Week of Oct 14, 2019

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Week of Oct 21, 2019

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Week of Oct 28, 2019

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Week of Nov 4, 2019

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Week of Nov 11, 2019

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Week of Nov 18, 2019

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Week of Nov 25, 2019

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December 2019

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Week of Dec 9, 2019

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Week of Dec 16, 2019

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Week of Dec 30, 2019

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Week of Jan 6, 2020

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Week of Jan 13, 2020

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Week of Jan 20, 2020

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Week of Jan 27, 2020

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February 2020

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Week of Feb 3, 2020

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Week of Feb 10, 2020

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Week of Feb 17, 2020

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Week of Feb 24, 2020

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Week of Mar 16, 2020

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Week of Mar 23, 2020

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Week of Mar 30, 2020

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Week of Apr 13, 2020

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Week of Apr 20, 2020

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Week of Apr 27, 2020

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KNOW YOUR RIGHTS

Non-Discrimination Policy

Age—Las Positas College complies with the Age Discrimination in Employment Act of 1974 which prohibits discrimination in employment on the basis of age.

Disability—Las Positas College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the regulation adopted prohibits such discrimination.

Race, Color or National Origin—Las Positas College complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall on the grounds of race, color, national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program of the College. Las Positas College complies with Title VII of the Act, which includes nondiscrimination on the basis of religion and sex. Limited language skills are not a barrier to occupational programs and services of the College.

Gender—Las Positas College does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit

discrimination on the basis of gender in education programs and activities operated by the College. Such programs and activities include admission of students and employment.

Student Rights and Responsibilities

Student Grievance Policy

The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other college-sponsored activities. In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community. The District accords every student the right of protection. Students, however, are responsible for complying with college and district regulations and for meeting the appropriate college requirements.

Student Grievance procedures have been developed by Las Positas College to provide students with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of rights and to insure that each student is fully accorded due process. Both 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.

CAMPUS AWARENESS

The general provisions and specific procedures related to this policy are available from the Office of the Vice President of Student Services, the Office of the Dean of Student Services, or the Student Life Office. You may also find this information online at: www.laspositascollege.edu.

Student Grievance Procedures

A student may file a grievance when s/he feels that there has been a violation of College or District policies and procedures. A grievance may be initiated against another student, an instructor, an administrator, or a member of the classified staff, pursuant to the procedures and grounds specified in Board Policy 5530 and Administrative Procedure 5530. Current Board Policies and Administrative Procedures are available at: <http://www.clpccd.org/board/activebps-aps.php>

For general provisions, specific procedures, and process regarding the student grievance procedures, please refer to the current Las Positas College catalog available at: <http://www.laspositascollege.edu/class-schedule/catalog.php>

Academic Honesty Statement

Las Positas College promotes student success by providing high quality instruction and learning resources. The primary factor in student success, however, is the student's devotion of considerable time and energy to the learning process. A high grade in a LPC course is, therefore, something of which both

the college and the student can be proud. It indicates mastery of the material achieved through hard work.

Any form of academic dishonesty, whether cheating or plagiarism, undermines the value of grades for the entire student body and the College as a whole. It is an affront to every student who has labored to achieve success honestly and a threat to the College's reputation for academic excellence. For these reasons, the College does not tolerate any form of academic dishonesty. Any student attempting to gain an unfair advantage in a course will be severely penalized, up to and including suspension from classes. The actions taken against the student will also be permanently entered in to the student's record in the case of repeated, flagrant, or serious incidents.

Student Conduct

All complaints of alleged misconduct made against a student by any person should be submitted to the Vice President of Student Service or designee, with a copy to the area administrator. These complaints must be made in writing, specifying the time, place, and nature of alleged misconduct. Identifying information for the complainant is also required. If the Dean or the Vice President of Student Services determines the complaint to be capricious, the complaint may be dismissed.

The Vice President of Student Services or designee (VPSS/Designee) shall conduct an

CAMPUS AWARENESS

investigation of the reported incident as is appropriate.

For more information including the Standards of Student Conduct, please refer to the current Las Positas College catalog available at: <http://www.laspositascollege.edu/class-schedule/catalog.php>

Student Discipline Procedures

The Chabot-Las Positas Community College District, Administrative Procedure 5520 - Student Discipline Procedures.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct. If the student wishes to proceed beyond the informal process described in Administrative Procedure 5500, then the following procedure applies. This procedure guarantees to the student or students constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Current Board Policies and Administrative Procedures are available at: <http://www.clpccd.org/board/activebps-aps.php>

Americans with Disabilities Act

In accordance with the 1990 Americans with Disabilities Act (ADA) the Chabot-Las Positas Community College District prohibits discrimination against students and employees with physical or mental disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected.

SECTION 508 of the Rehabilitation Act

Las Positas College is committed to providing access to its programs and services to all qualified individuals as mandated by Section 508 of the Rehabilitation Act. Students who have disabilities will have access to and use of technology information and services that is comparable to the access and use available to non-disabled students according to Section 508.

DEFINITIONS

Americans with Disabilities Act Coordinator—the individual charged with coordinating compliance efforts and investigating complaints is identified in public notices by name, with office address and phone number.

Complaint—an allegation that a student has been subjected to discrimination on the basis of disability.

Day—any day during which College/District offices are open for business. When action must be undertaken within a designated number of days, the action must occur by the close of business (5:00 p.m.) of the last day.

Qualified individual with a disability—any individual who meets the essential eligibility requirements to receive services, participate in programs or activities provided by the college, with or without one or all of the following accommodations:

- reasonable modifications to rules, policies or practices;
- removal of architectural, communication, or transportation barriers;
- provision of auxiliary aids and services.

Disability—(1) a physical or mental impairment that substantially limits one or more of the major life activities of an individual, (2) a record of such an impairment, or (3) being regarded as having such an impairment.

Major life activities—functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, and working.

Physical or mental impairment—any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine. Record of such an impairment: a history or misclassification of having a mental or physical impairment that substantially limits one or more major life activities, or an impairment which substantially limits major life activities only as a result of the attitudes of others toward such an impairment.

Substantially limits—being unable to perform or being significantly restricted with regard to the conditions, manner or duration under which an individual can perform a major life activity when compared to the average person.

CAMPUS SAFETY AND SECURITY

Las Positas College District is committed to a safe and secure work and learning environment. The Office of Campus Safety & Security prepares and annually updates a report of all occurrences reported to the Office of Campus Safety & Security and arrests for crimes that are committed on-campus and that involve violence, hate violence, theft or destruction of property, sexual misconduct including sexual harassment, illegal drugs, alcohol intoxication, and all occurrences of noncriminal acts of hate violence reported to campus authorities. Additional information and corresponding reports can be found online at: www.laspositascollege.edu.

established by the instructor for each course in which they are enrolled. The College shall ensure that the student is fully accorded due process as stated in the written procedures of the College.

Safety Escort Services

The Office of Campus Safety & Security offers escorts to the campus community to and from the parking lots. To arrange to have an escort accompany you from your classroom or office to your vehicle, call (925) 424-1690 or from any College telephone by dialing extension 1690, or by activating a nearby emergency call box..

Crime Statistics/Clery Act Disclosure/Annual Security Report (ASR)

The Office of Campus Safety & Security prepares a report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics may be found online at: <http://www.laspositascollege.edu/safety/statistics.php>. The full text of this report may be found online at: <http://www.laspositascollege.edu/safety/documents/clery.pdf>

The report is prepared in cooperation with the local law enforcement agencies. Campus crime, arrest, and referral statistics include those reported to the Office of Campus Safety & Security, designated campus officials including, but not limited to, administrators, faculty, classified professionals, advisors to students and student organizations, athletic coaches, and local law enforcement agencies.

SEXUAL ASSAULT, VIOLENCE AND ABUSE

The Chabot-Las Positas Community College District recognizes that sexual assault is a very serious issue, and will not tolerate acts of sexual assault on campus. Sexual assault includes, but is not limited to rape, sodomy, oral copulation, and penetration with a foreign object, sexual battery or threat of sexual assault. The college will investigate all allegations of sexual assault and take

CAMPUS AWARENESS

appropriate action in cooperation with the victim of sexual assault. The college will also make provisions to assist the victim in securing support services including medical aid, counseling services, legal assistance, and victim compensation through our strategic partners. The identity of victims of sexual assault can be made confidential pursuant to the California Penal Code section 293.

College discipline procedures for cases of alleged sexual assault are included in the Student Conduct and Due Process pamphlet. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

If you become a victim of sexual assault on or off campus do the following:

- Get to a safe place
- As soon as possible, contact the Department of Campus Safety, the local police department, College Health Center, or college staff
- Contact someone you can trust to support you
- Make every effort to preserve any physical evidence of the assault
- Do not wash, shower, bathe, douche, or change, destroy, or discard your clothing
- Do not clean up or rearrange the area of the crime scene
- A police officer will arrange for forensic medical services as appropriate
- Victims who report the sexual assault within 72 hours of the assault are eligible for victim's compensation

FOR MORE INFORMATION CONTACT:

On Campus:

Campus Security	(925) 424 – 1690 Bldg 1700
Crisis Counselor	(925) 424 – 1400 Bldg 1600
Health Center	(925) 424 – 1830 Bldg 1700

KEY TO BUILDINGS

100	Classrooms	1800	Science Technology Center 1
400	English Classrooms & Lab	1850	Science Technology Center 2
500	Fine Arts	1900	Information Technology Services (ITS)
600	Classrooms, ILC (Integrated Learning Center), Open Math Lab	2000	Library (Learning Resource Center)
600 A/B	Fire Service Technology Training	2100	Faculty Offices
700	Visual Communications, Photography Studio, Computer Lab	2200	Classrooms
800	Lecture Hall, Computer Labs, Auto & Welding Labs, Smog Referee Center, Horticulture Viticulture, Garden Classrooms, Greenhouse	2300	Child Development Center
1000	Classroom Building	2400	Multi-Disciplinary Education Building
1100	Central Utility Plant		2401 Tutorial Center
1300	Bookstore		2420 Lecture Hall
1310	Veterans Resource Center	2500	Physical Education Complex (Gym)
1600	Student Services & Administration Building	2600	Aquatic Center
	1690 Academic Services, Vice President's Office	2700	Campus Hill Vineyard
	1689 Administrative Services, Vice President's Office	3000	Maintenance & Operations Building
	1670 Admissions & Records	3100	Maintenance & Operations Building
	1642 Assessment Center	3200	Field House
	1620 Cafeteria	4000	Mertes Center for the Arts
	1604 Career/Transfer Center		4119 Main Theater
	1663 Community Education		4128 Black Box Theater
	1616 Counseling Center		
	1615 DSPS High Tech Center		
	1668 EOPS, CARE, CalWORKs		
	1650 Financial Aid		
	1658 International Student Program		
	1672 Online Service Center		
	1680 President's Office		
	1643 Student Government (ASLPC)		
	1669 Student Services, Vice President's Office		
	1643 Welcome Center		
1700	Campus Safety, Student Health Center, Copy Center, Mail Room		



dream big, reach high



LAS POSITAS
COLLEGE

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Livermore CA 94551-7623
(925) 424-1000
www.laspositacollege.edu