



Los Angeles Mission College

CAMPUS RESOURCES

What Will I Find Inside?

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


NEVHC Student Health Center

LAMC cares about the stress and mental health of its' students! The Student Health Center (SHC) has a great team available to help ease the pressure of academic commitments, relationships, jobs, family commitments and much more. The SHC Team cares about your emotional and physical well-being and they encourage you to stop by to make an appointment. Remember, physical and emotional health is crucial to academic success!

Location: Campus Services Building

Phone: 818-367-2340

Please Call to Schedule an Appointment

Monday: 10:00 am—6:30pm 

Tuesday-Friday: 8:00 am—4:30 pm

Department Specific:

Medical Services: Monday-Thursday

Behavioral Health: Monday-Friday

Insurance Enrollment: Thursday & Friday

Campus Safety

Los Angeles Mission College-

Campus Sheriffs

Location: Classroom Bungalow Area

Phone: 818-364-7843

**Please add to your contacts list*

**To request escort service please call
the office.**

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

Lost and Found is with Campus Safety



Our Mission Is Your Success!

Admissions & Records

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

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

**Location: Student Services Wing
(Instructional Building)**

Phone:

818-833-3322 (General)

818-364-7773 (Metropolitan College)

818-364-7885 (Online Applications)

Monday—Thursday: 8:00 am—6:30 pm

Friday: 8:00 am—12:00 pm

LAMC Catalog:

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

<http://www.lamission.edu/schedules/LAMC-Catalog-2017-2018.pdf>

Important Dates:

To view Academic Calendar visit:

<http://www.lamission.edu/schedules/LAMC-Fall-Schedule-2017.pdf>

Full Semester (16-weeks) Class Deadlines to Add/Drop

Refund	September 10
Add In-Person	September 10
Drop w/o a W	September 11
Drop w/ a W	November 19
Classes End	December 17

NOTE: Short term classes have different Add and Drop dates. Please follow-up with your instructor for specific dates.

Final Exams are given the week of December 11—17. Times and dates are to be announced by your professors.

Assessment Center

Please plan about 2 hours and 30 minutes to take the test. No appointment is necessary, just have a picture ID with you.

Location: Campus Center, Lower Level
Room: 1532

Phone: 818.364.7613

Monday-Thursday 8:00 am—6:00 pm

Business Office

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

Phone Number:

818-364-7600

ext: 7110

Location:

Campus Services Building

Office Hours:

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

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

Friday - 9:00 am to 4:00 pm

For Fee Information:

<https://www.lamission.edu/services/businessoffice/fees.aspx>



ASO

Associated Student Organization

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

ASO Member Benefits

Free Scantrons

Free Printing (10 per day)

LAMC Folder

Free Pencil

Internet Access

ASO T-Shirt

Free ASO Events

Join a School Club/Charter a School Club

Eligibility To Run For Office*

Location: Campus Center, Lower Level

Phone: 818-364-7600 ext. 7124

Monday-Friday: 9:00 am—5:00 pm

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



Bookstore

Hours vary, for a calendar of hours please visit:

<https://eagleslanding.lamission.edu/>

Phone: 818-364-7768

CalWORKs

Location: Inst. Building Rm: 1007

Phone: 818-364-7760

Office Hours: Monday-Friday:
8:00 am—4:30 pm



For more information visit:

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

Career Center

Location: Learning Resource Center
Room: 222

Phone: 818-833-3403



Office

Hours:

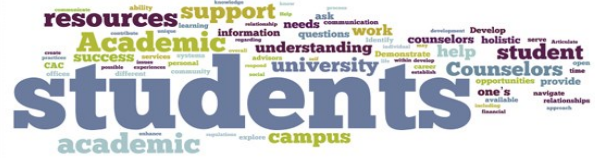
Monday-Thursday: 8:00 am—4:30pm

Friday: 8:00am—1:00pm

For More Information visit:

Counseling

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



Location: Instructional Building-Student Services Wing

Phone: 818-364-7655

Office Hours:

Monday-Thursday 8:00 am—6:00 pm

Friday: 8:00 am—12:00 pm

For More Information visit:

<http://www.lamission.edu/Counseling/Home.aspx>

DSP&S

Disabled Students Program & Services

Location: Instructional Building-1018

Phone: 818-364-7732

Office Hours:

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

Tuesday/Wednesday: 8:00 am-7:00 pm

Friday: 8:00 am-12:00 pm

For More Information visit:

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

EOP&S/CARE

Extended Opportunity Program & Services

Location: Instructional Building Student Services Wing

Phone: 818-364-7645

Office Hours:

Monday/Thursday: 8:00 am—4:30 pm

Tuesday/Wednesday: 8:00 am—6:30 pm

Friday: 8:00am-12:00pm

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

Foster Youth/CAFYES

Location: Instructional Bldg. Rm 1007

Phone: 818-364-7736

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



Financial Aid & Scholarships

Location: Instructional Building Student Services Wing

Phone: 818-364-7648



Office Hours:

Monday/Tuesday/Thursday:

8:00am-5:00pm

Wednesday:

8:00am-6:30pm

Friday:

8:00am-12:00pm

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

FAFSA:

<https://fafsa.ed.gov/>

Dream Act:

<https://dream.csac.ca.gov/>

For More Information visit:

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

Fitness Center

Location: East Campus-Gymnasium

Phone: 818-364-7891

Gym Hours:

Monday-Friday 7:00 am—9:00p m



Learning Resource Center (LRC) and Library

Along with computer access, the Learning Resource Center provides tutors for Math, English and Science. These resources are free to current LAMC students who need assistance with their assignments. The library also provides various guest



Computers and textbooks for you to use while you visit.

Location: Learning Resource Center
Tutors– First Floor

Library- Second floor

Phone: LRC – 818-364-7754

Library – 818-364-7600

ext. 7105/7106

Hours:

Library/LRC:

Monday-Thursday: 9:00 am—4:00 pm

Friday: 9:00 am—1:00 pm

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

International Students Program

Location: Campus Center-Lower Level

Phone: 818-364-7741

Office Hours:

Monday-Thursday 9:00 am—4:00 pm

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

International Students



Complaints & Grievances

Academic Affairs Office:

818-364-7635

Student Services Office:

818-364-7766

President's Office:

818-364-7795

ITV:

818-833-3594



Student Support

Services (TRIO)

First Generation Students

Location: Campus Center-Lower Level

Phone: 818-364-7823

Office Hours:

Monday-Thursday: 8:00 am—5:00 pm

Friday: 8:00 am—12:00 pm



Student Success Center

Need Help registering for classes?

Did you forget your password for your portal?

Seeking general guidance?

Visit the Student Success Center!

Phone: 818-364-7700

Location: Campus Center-Lower Level

Office Hours:

Monday-Friday; 8:00 am—4:00 pm



Title V/METAS

Location: Main Campus Bungalow 8

Phone: 818-364-7600 ext. 3420

Office Hours:

Monday-Thursday: 9:00 am—5:00 pm

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



Transfer Center

Get on a path to find a University
that suits you!

Location: Campus Services Building

Phone: 818-364-7827

Office Hours:

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

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



Veterans Resource Center (VRC)

Location: Campus Center-Lower Level

Phone: 818-364-7658

Office Hours:

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

Tuesday/Thursday: 8:00am-6:00pm

Friday: 8:00am-2:00pm

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



FOR STUDENTS in 2017 COURSES

LoginID/UserID:

Student ID number, example: 881234567

Password:

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

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

Student Email Access

Student Login Name and Default Password Format

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

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

- Student default passwords will consist of: ○ **88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)**

- *For Example, Jane Doe, who was born on July the 4th, her default password would be:*

88@D0704