

- What kind of financial help is available, including information on all federal, state and college financial aid programs, not just loans.
- About the deadlines for submitting applications for each financial aid program and how recipients are selected.
- How your financial need is determined: including how costs for tuition, fees, housing, food, transportation, books, supplies, personal and miscellaneous expenses are considered in your cost of attendance.
- What resources (such as parental contribution, private scholarships, personal assets) are considered in the financial need calculation, and how much of your financial need (as determined by the college) is met.
- To explain the various elements in your financial aid package and how and when you will receive your aid.
- To reconsider your financial aid application, if you believe you have been treated unfairly.
- How much of your financial aid must be paid back, and what portion is grant or gift aid. If you are offered a loan, you have the right to know the interest rate, the total amount that must be repaid, repayment methods, scheduling payment with Department of Education, not Los Medanos College.
- How to apply for additional aid, if your financial circumstances change.
- About the effect outside scholarships may have on your financial aid award.
- For its statistics on crimes committed on and off campus, and for campus safety policies and procedures.
- Know and comply with the deadlines for applications or reapplications for aid, and understand the school's refund policies.
- Repay your student loans, even if you don't complete your education, can't get a job or aren't happy with your education.
- File for a deferment or forbearance, or change repayment plans if you are at risk of default.
- Complete entrance counseling before you receive your first loan disbursement-and exit counseling before you leave school.
- Report in writing to your college financial aid office all additional financial aid resources you receive.

Student Services

Philosophy

LMC recognizes that student services is an integral part of the student's educational experience from the initial recruitment through the attainment of educational goals.

Student success depends on the collaboration and cooperation of instructional areas and student services, which fosters appreciation of the ethical, cultural, and aesthetic heritage of humanity.

Goals

- We encourage student awareness and their full use of student services to help define and achieve their goals.
- We foster student engagement, respect, socially responsible behavior and self-advocacy in a supportive learning environment.
- As Student Services leaders we collaborate with campus and community partners to ensure consistent and quality services.
- As educators and advocates we are committed to understanding and addressing the needs and goals of our students.

Objectives

- Sponsor activities that complement academic programs, enhance personal development, provide opportunities for leadership development, reflect cultural diversity and contribute to the general enrichment of the student and the college community.
- Assist students in exploring career options and defining an educational plan to achieve career and transfer goals.
- Provide leadership, coordination, and collaborative efforts among instructional areas, student services, other institutions and community agencies to meet the needs of a diverse population.

Student Responsibilities

Students have a responsibility to:

- Review and consider all information about the college's programs before enrolling.
- Compare your anticipated monthly student loan payments and other expenses to your expected income pay after college.
- Complete the financial aid application accurately and submit it on time at www.fafsa.ed.gov. Intentional misrepresentation on an application for federal financial aid is a violation of law and a criminal offense subject to penalties.
- Read and keep copies of all forms and agreements you sign.
- Respond promptly and provide all required documentation, verification, corrections or new information to the appropriate office.
- Notify the college and lender promptly of changes in your name, permanent mailing address, telephone number or enrollment status.

- Conduct ongoing research, planning and evaluation to ensure that the student services mission is being accomplished.

Admissions & Records

www.losmedanos.edu/admissions
925-473-7500

Admissions & Records assists students with admission and registration-related activities, processes incoming and outgoing transcripts, evaluates coursework for degrees and certificates, and processes faculty rosters. The international student program, military veterans services, and nursing program applications are also handled through this office.

Mission Statement

The Admissions & Records Office staff strive to provide quality and efficient services to students, faculty and community members. By focusing on student learning and success, we aim to help students build their abilities and competencies as life-long learners.

Program Student Learning Outcomes

1. New students will be able to complete and successfully submit the online application.
2. Upon completion of the college application, new students will understand the next steps leading to course enrollment.
3. LMC students, (faculty and staff) will understand the process and timelines for adding and dropping classes.
4. Students who use the early graduation application process leading up to the last semester of their program will use the early registration appointment to be able to get the classes they need to graduate.

Assessment Center

www.losmedanos.edu/assessment
925-473-7431

The Assessment Center offers an English and math assessment process, required for all students who plan to earn an associate degree or certificate, to transfer to a four-year college, or to enroll in certain courses with a prerequisite of English 90 or Math 25 or higher. The assessment process is taken on a computer and is available by appointment during scheduled testing hours.

Bookstore at LMC

www.lmcbookstore.net
925-473-7543
925-439-2056

The LMC Bookstore is a self-supporting, institutionally owned enterprise. A percentage of gross sales are distributed to the Associated Students (LMCAS) for events and activities, and bookstore profits are to be used for the general benefit of the student body. Thank you for supporting your bookstore!

The LMC Bookstore is your place for official Los Medanos College textbooks, gear and supplies. Buy, sell and rent used

and new textbooks, find official LMC clothing, and purchase supplies and gifts. The bookstore is located next to the Cafeteria on level 3 of the College Complex. To view textbook information related to specific classes, order books and other materials online, visit our website.

Textbook Rental Program – over 100 book titles and over 1000 books are available for rent. A valid picture ID, student ID #, e-mail address and Visa or MasterCard are required to rent books.

Payment for Purchases

Purchases may be paid for with cash, MasterCard or Visa. Personal checks are not accepted. An ATM is located in the bookstore for your convenience.

Buy-Back Policy

During the last week of each semester a textbook buy back will be held. The days and hours will be posted online and in the store.

Up to fifty percent of the purchase price per book will be given unless:

- the instructor has dropped the text for next semester.
- the publisher has printed a new edition.
- the store is overstocked for the next term.
- the book is not in resalable condition in the bookstore's judgment.
- the course will not be offered the next term.
- the instructor has not notified the store of the book(s) that will be required.
- the book is a one-time use item such as a workbook or loose leaf.
- the book retails for less than \$3.95.

You are urged to:

- Read signs regarding buy-back policies before selling any books.
- Ask how much is being offered for each book.
- Keep any books that may be used again (in or out of class).
- Not sell your books if you feel the amount offered is not a fair return.

Refund Policy

During the first week of each semester the bookstore will accept textbook returns and refund the cost to students, provided:

- 1) Textbooks were purchased at the beginning of the current semester.
- 2) The original cash register receipt received at the time of purchase is submitted with the refunded book.
- 3) New textbooks are returned in new condition. If books are marked with any highlighting or names, the refund allowance may be at the USED book purchase price. Used books must be in resalable condition.