

- 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.

- 4) Shrink-wrapped books cannot be returned if the wrap has been removed.
- 5) Refunds/exchanges can only be performed at the main campus Bookstore in Pittsburg, regardless if the original purchase was made at the Brentwood Center or online.
 - No refunds/exchanges on reference books, supplies, food/drink & study aids.
 - Always save your receipt. Refunds/exchanges can only be processed with original cash register receipt.
 - SUMMER SESSION: Refunds/exchanges are issued only during the first 4 days of summer session.
 - SHORT-TERM SESSIONS: Refunds/exchanges are only issued when textbooks are returned within the first 24 hours of the first day of class.

Bulletin Boards

The Office of Student Life supervises and authorizes all campus publicity on official Student Life bulletin boards in the College Complex. All individuals or organizations wishing to post on these LMC bulletin boards must bring 10 copies of their postings directly to the Office of Student Life (GA-1) or through campus mail to mailbox #63, for approval and posting.

Business Services

Paychecks for all student employees are distributed after 12:30 p.m. on the tenth of each month at the Payroll Office. If the tenth of the month should fall on a Saturday or Sunday, the paychecks will be distributed the Friday before. After 5 business days, paychecks will be mailed to the address of record. Direct deposit stubs are mailed the first day after payday.

Paychecks are only available at the Payroll Window in Business Services Monday-Friday from 10:00 am – 4:30 pm for 5 business days.

Career Center

www.losmedanos.edu/student-services/career
925-473-7535

Career development and exploration services are available through LMC's Career Center. Students receive personalized assistance that includes career assessments in their areas of interests, personality, and values. Services also include job search assistance, resume writing and critique, mock interviewing practice, as well as major and career exploration. Workshops on various career-related topics are also offered throughout the year. To meet with Career Center staff, students can visit the center in CC2-224 or make an appointment via the website.

Mission Statement

The mission of the LMC Career Center is to provide comprehensive services and resources to students, enhancing their ability to successfully identify and pursue their academic and career goals.

Program Student Learning Outcomes

1. Students that attend a workshop focused on the job search process will learn techniques for improving their potential of finding employment.
2. Undeclared students that take career assessments and review the results with a career specialist will be able to choose a major and a career path.
3. After attending a resume workshop or after working with a career specialist on how to develop a resume, students will know how to create well-written and effective resumes.

Counseling Services

www.losmedanos.edu/counseling
925-473-7450
925-513-1625 (Brentwood Center)

The LMC Counseling Department is committed to providing the highest quality counseling services to every student in need of information, guidance and support to achieve her/his educational goal. It is a partner in the educational process that strives to integrate the intellectual, psychological, cultural and social development of students in the context of LMC vision, mission and core values. The department is committed to minimizing educational barriers, enhancing learning activities, and assisting students in exploring and identifying goals in order to achieve success.

Addressing the diverse needs of all students, the Counseling Department offers comprehensive services that promote the development process and foster intercultural competence. The mission of the department is to teach strategies that facilitate student learning so that individuals are better able to solve problems, make decisions, accept responsibility and modify behavior. This program facilitates the students' use of both college and community resources in achieving their goals. Services Provided:

- 1) Exploration of solutions to personal and educational problems
- 2) Exploration of vocational and career choices
- 3) Exploration of vocational majors offered at LMC
- 4) Exploration of majors offered at four-year colleges
- 5) Advice concerning general education requirements
- 6) Advice concerning major and transfer requirements
- 7) Assistance in adjusting to college
- 8) Assistance in developing good study habits and study skills.
- 9) Assistance in developing an educational plan
- 10) Orientation & college success courses such as Career Development and Transfer Planning

Mission Statement

The Counseling/Student Services Department embodies a comprehensive, student-centered approach. We believe in fostering the strengths of our diverse student population and working collaboratively with all student services to empower students in

their educational process. We believe in cultivating shared responsibility in navigating the educational system that results in positive student outcomes and personal growth.

Program Student Learning Outcomes

1. Students will be able to clarify their educational goals after meeting with a counselor during express counseling.
2. Students will understand how to reach their educational goals after meeting with a counselor to complete the educational plan.

Disabled Students Program and Services

www.losmedanos.edu/dsps

925-473-7471

TDD- 925-439-5709

The Disabled Students Program and Services (DSP&S) provides reasonable academic accommodations and auxiliary aids and specialized instruction to individuals with verified disabilities. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability that adversely affect equal educational opportunity.

Services include specialized instruction, adaptive equipment, assistive technology, sign language interpreting and captioning services, note takers, scribes, textbooks in audio and alternate format, instructional material in alternate format, testing accommodations (including alternate format), educational counseling and planning, and priority registration. All services are elective and must be requested by the student. Some accommodations require advance appointments.

Substitution Policy

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from LMC, despite an earnest effort on the part of the student to complete the course and despite provisions of academic accommodations and/or auxiliary aids, a course substitution shall be considered. Contact the Disabled Student Program & Services office for more information on policies and procedures.

Mission Statement

It is the mission of the Disabled Students Programs and Services to facilitate access for students with all disabilities to the educational programs, student services, and activities of Los Medanos College.

Program Student Learning Outcomes

1. Students attending a DSP&S orientation will demonstrate the ability to successfully use the Web Advisor system.
2. Students who utilize alternate media services will demonstrate a greater understanding of their course content.
3. Students with disabilities will demonstrate the ability to

successfully navigate college and community support systems.

4. Students with disabilities will demonstrate the ability to make progress toward their individual educational goals, such as associate degrees, certificates and transfer requirements.

E.O.P.S. & C.A.R.E.

Extended Opportunity Programs and Services

www.losmedanos.edu/eops

925-473-7480

The Extended Opportunity Programs and Services (EOPS) is a state-funded program which provides a variety of academic, financial and social support services to assist students in completing their educational goal. Services provided to EOPS students include: grants, book voucher, counseling, child care assistance, and priority registration.

Mission Statement

EOPS is a state-funded student support service program established to promote the enrollment, retention, persistence, and success of students from low-income, underrepresented backgrounds in higher education by offering services that are above, beyond, and in addition to services available to all Los Medanos College students.

Program Student Learning Outcomes

Students who have participated in EOPS for 2 consecutive semesters will be able to:

1. Demonstrate the ability to develop an educational plan that specifies an educational goal and outlines a sequence of courses needed to achieve the specified goal in six (semesters).
2. Establish student-instructor relationships that promote intellectual development.
3. Develop and increase academic support networks with, both LMC non-instructional staff and agencies external to the college.

C.A.R.E.

www.losmedanos.edu/care

925-473-3480

A component of the EOPS program, Cooperative Agencies and Resources for Education (CARE) assist students who are TANF/ CalWORKs (Temporary Assistance to Needy Families/California Work Opportunities and Responsibility to Kids), single head of household, with children under 14 years of age. CARE can assist students in completing college-level educational and training programs, and in becoming more employable and economically self-sufficient. Eligible students may receive Café Tix, auto maintenance, childcare, transportation and financial assistance through an educational grant. Specialized workshops, seminars and courses are offered to CARE students to ensure college success.

CalWORKs

925-473-3482

The LMC CalWORKs program is a state-funded program assisting TANF/ CalWORKs recipient students, and those in transition off of welfare, to achieve longterm self-sufficiency through coordinated student services. CalWORKs offers support services including: work study, job placement, child care, book voucher, counseling, and developmental workshops.

Mission Statement

The mission of the CalWORKS Program is to provide comprehensive academic support services that enable CalWORKS students to transition from welfare to long-term self-sufficiency.

Program Student Learning Outcomes

Students who participate in CalWORKS for two consecutive semesters will be able to:

1. Demonstrate the ability to develop a professional resume.
2. As a potential interviewee, define and demonstrate the techniques of effective interviewing.
3. Demonstrate self-advocacy when accessing external resources.

Financial Aid and Scholarship Program

www.losmedanos.edu/financiaid

925-473-7525

www.losmedanos.edu/scholarship

925-473-7520

Financial Aid

LMC has a comprehensive financial aid program, including grants, and on-campus parttime employment opportunities. Programs available include the Board of Governor's Fee Waiver, the Federal Supplemental Education Opportunity Grant, Federal Work-Study, Federal Direct Loans (Subsidized and Unsubsidized, and Cal Grant B & C).

Mission Statement

The mission of the Financial Aid Office is to provide quality financial assistance to the maximum pool of eligible students through the coordination of private, state, and federal funding. We strive to provide fast and courteous customer service to all financial aid recipients and the LMC community and to aid our students' completion of their desired goals.

Program Student Learning Outcomes

1. Students who attend the FAFSA Workshop will understand how to interpret their Student Aid Report (SAR).
2. Students who access the mandatory online video will demonstrate understanding of the Satisfactory Academic Policy (SAP).
3. Students who attend the scholarship workshop will demonstrate understanding of the scholarship application process.

4. Students who attend the Federal Work Study orientation will gain an understanding of eligibility criteria and application procedures for the Federal Work Study (FWS) Program.

Scholarship Program

Applying for scholarships is easier than you think! Find out about the latest scholarship opportunities on our website.

Food Service

925-473-7898

The LMC Cafe provides food service and is operated by Fresh & Natural. Service is available to the entire college population, as well as to college's student clubs, organizations, and for college-related activities and special events. For information regarding planning special events, please call the number listed above.

The LMC Cafe is open five days and four evenings a week during posted hours. It offers breakfast, lunch, and dinner. In addition, sandwiches, hamburgers, desserts, snacks, beverages, etc., are available.

There are vending machines available on the second floor of the college complex and in the vestibule next to the cafe. Snacks, soft drinks, as well as hot chocolate, tea and coffee are available. Refund requests can be obtained at the cashier's office.

Health Services Referral

Information on a variety of topics, including but not limited to, counseling, crisis intervention, family counseling, alcohol and drug abuse, and mental health, may be obtained from or the LMC Counseling Center at 925-473-7450.

It is the student's responsibility to assume all expenses involving injury or illness.

Students who have a medical problem that might require immediate action; e.g., diabetes, bee sting allergy, epilepsy, etc., should inform their instructors or contact Police Services, CC-1st floor, 925-473-7332.

InSite and InSite Mail (Student Email)

www.4cd.edu/webadvisor

InSite is the college's customized student portal to campus news, events and reminders, the LMC website, WebAdvisor, and even real-time local weather. Students can access their class schedule, financial aid information, grades, and holds. This is also where students can check for schedule changes, notification of eligibility to register from the waitlist, reminders of class start dates, and online payment receipts. Important alerts will be posted here, such as emergencies and closures.

InSite is the portal to access InSite Mail, the college's official email system to students. Students are responsible for reading and responding to official communications sent to their InSite mail account.

If a student wishes to have email forwarded to another email address), the student may do so, but at his or her own risk. The college district is not responsible for the handling of email by outside vendors. Having email forwarded does not change the individual's responsibility for reading and responding to official communications sent to their InSite mail account.

Matriculation Services

(See Admission and Course Enrollment Section)

Outreach, Information Center & Welcome Center Services

Mission Statement

The Student Outreach Office assists prospective and current students by introducing them to information, processes and resources that will increase their awareness of the college experience, inform them of educational options, and provide steps to help them reach their educational goals. The Office will provide the leadership to create and enhance outreach programs and efforts that focus on underrepresented and under prepared students.

Program Student Learning Outcomes

1. Prospective high school students that participate in the outreach college workshops will be able to complete the college application, English and math assessment, and the new student orientation.
2. Students that attend the new student orientations will enroll in the college and develop a first semester educational plan.
3. Students who access the Information Center for enrollment questions will acquire the knowledge about the matriculation process: Assessment, enrollment workshop and course registration.
4. Students who access the Information Center will learn to navigate the college online services.
5. Prospective Spanish-speaking students (and parents) that receive services from the Welcome Center will learn the enrollment process.

Parking

www.losmedanos.edu/parking

All vehicles parked on the campus, whether in a parking lot, gravel lot, or on any perimeter road must have a valid parking permit. Be aware that there are designated student parking areas, as well as faculty and staff parking areas. Parking permits are required for spring, fall and summer. Session-long permits can be purchased online through the InSite/WebAdvisor link, www.4cd.edu/webadvisor. Daily permits can be purchased at kiosks in the parking lots. Limited parking meters are provided.

Students who park in faculty/staff spaces will be ticketed. Students can park in staff lots after 5 p.m. except in Lot B. These defined areas are indicated on the campus map, which may be picked up at the information desk or in the Police Services Office, on the bottom level of the College Complex. Copies

of the college parking regulations are available in the Business Office and the Police Services Office. The College District assumes no responsibility for damage or loss to vehicles or persons using parking facilities.

Parking Enforcement

Parking regulations are enforced 24 hours a day, from 7:00 a.m. Monday through 5:00 p.m. Friday. Parking regulations are not enforced on weekends or holidays.

Important: To avoid a citation, a parking permit must be visible at all times, while parked on campus.

Police Services

www.4cd.edu/911

925-473-7332

College Complex, CC1-132

The police staff is available to assist in problems involving unsafe conditions, lost property, personal injury, theft, civil disturbance, etc.

Q Spot: LMC's GLBTQ* Center

www.losmedanos.edu/GandLcenter

925-473-7861

Q*Spot, LMC's LGBT Center, offers information and support to the LMC community on issues related to sexual orientation and gender identity. Q*Spot sponsors a collection in the LMC library featuring fiction, poetry and drama by LGBT people, biographies of famous LGBT people, and books addressing LGBT history, the coming out-process, religion and LGBT people, LGBT civil rights, and other issues. We also have a selection of LGBT-themed films available for check-out. In addition, Q*Spot provides referral information for outside resources, including counseling and support groups for LGBT youth. Q*Spot works to ensure that all members of the LMC community are valued and served with dignity and respect, regardless of sexual orientation or gender identity, and provides a safe and supportive place for LGBT people to meet at LMC.

* LGBT: Lesbian, Gay, Bisexual, Transgender

Student Life

Student Life Building, GA-1

www.losmedanos.edu/studentlife

925-473-7555

LMC offers a range of extracurricular activities for students. These activities help students make friendships, connect with faculty and staff outside of the classroom, and build their leadership skills in clubs and organizations.

The Office of Student Life provides leadership opportunities that support students in becoming agents of positive social change. Student Life is comprised of the following programs and services:

Mission Statement

The Office of Student Life provides leadership opportunities that support students in becoming agents of positive social change and responsible members of a diverse and global society.

Program Student Learning Outcomes

Students who participate in LMCAS (student government) will:

1. Be able to effectively use the LMCAS Bylaws and Parliamentary procedure during senate meetings.
2. Be able to actively engage in the shared governance process, through college committee involvement.

Students who participate in IMPACT (the student leadership retreat) will:

1. Develop an understanding of their own leadership style and how it relates to others.
2. Learn skills and strategies for being effective leaders in their programs, clubs, and organizations.

Leadership Programs

www.losmedanos.edu/leadershipprograms

The Office of Student Life provides a variety of leadership development programs and opportunities to support the many student leaders engaged throughout the fabric of LMC. These programs include orientations, workshops, courses for credit, campus retreats, trips to regional conferences, film discussions, and more. All LMC students are encouraged to participate in the many opportunities provided by the office.

Student Government (LMCAS)

www.losmedanos.edu/lmcas

The Los Medanos College Associated Students (LMCAS) is the official student government at LMC. Their primary purpose is to advance the welfare of all students. They do this by providing programs and services designed to meet the varied needs of students, sponsoring activities and events, and representing the student body on many College and District committees.

The LMCAS Student Senate holds open public meetings every week and members of the student government are regularly available for consultation in the Office of Student Life.

Clubs & Organizations

www.losmedanos.edu/clubs

Students are encouraged to organize and participate in clubs that reflect their interests. Each club is registered with the Student Life Office and has a faculty/staff advisor who helps organize meetings and plan activities.

The Office of Student Life provides support and advising to all LMC clubs by holding orientations and retreats for club leaders. In addition, the office advises and coordinates the Inter-Club Council (ICC), the coordinating body for many of the clubs. ICC members collaborate on joint club events and recommend the allocation of funds to support club activities. Contact the Office of Student Life to join a club or start one of your own!

Student Ambassadors

www.losmedanos.edu/ambassadors

Student Ambassadors are a select group of student leaders who represent the diverse population of Los Medanos College. These students assist with the outreach, recruitment, and retention of LMC students by hosting college events, providing information and directions during the beginning of each semester, leading campus tours, and holding information sessions for students throughout the year.

Transfer Center

www.losmedanos.edu/transfer
925-473-7444

The LMC Transfer Center provides a variety of services and information for students planning to transfer to 4-year colleges and universities. Support services are available to help students explore transfer opportunities and to assist students with the transfer process.

The LMC Transfer Center schedules regular visits by representatives from colleges and universities. Students can drop in for questions or schedule individual advising appointments with these representatives. Workshops are provided on topics such as completing UC, CSU, and private university admissions applications, general transfer information, writing for application essays and scholarships, and financial aid resources. The Transfer Center also coordinates tours of various transfer universities each semester.

The LMC Transfer Center also has an extensive library of information regarding UC, CSU, out-of-state and private institutions, historically black colleges and universities, and other reference materials. On-line access to transfer college information is also available.

Additionally, LMC coordinates many programs designed to facilitate the transfer process. Some examples are Transfer Admission Guarantees (TAG's), Concurrent Enrollment programs, "On-the-Spot" Admissions, and the LMC Transfer Academy.

The LMC Transfer Academy provides a dynamic academic experience with strong supports in and outside of the classroom, like academic counseling, academic support, workshops, leadership development, and campus tours. Benefits of the academy include blocked General Education (GE) classes with other Transfer Academy students, mentoring and academic counseling.

Mission Statement

The mission of the Los Medanos College Transfer Center is to continually increase student transfer rates from LMC to four-year colleges/universities. It is the Transfer Center's primary function to ensure that all students have access to necessary transfer information and provide programs and services needed for a successful transition. The Transfer Center works to inform students through

outreach, programs, and services to increase their awareness of the opportunities and resources available to achieve student success and transfer, and to assist students in successfully completing their transfer goals.

Program Student Learning Outcomes

Students who participate in an application workshop will:

1. Increase their knowledge of the university (CSU/UC/Private) transfer admissions application process.
2. Be able to define the minimum eligibility requirements for transfer to the UC and CSU systems.

Students who participate in university tours will:

1. Increase their knowledge of the application process, their major and the campus culture of the universities they visit.
2. Be able to make a decision about whether or not to apply to the universities they visit.

Instructional Services

Athletics

www.losmedanos.edu/athletics
925-473-7605

Los Medanos College has a proud tradition of winning teams and successful athletes, who have followed their dreams of college graduation, transfer to four year colleges and career success.

The Athletic Program supports seven intercollegiate teams competing among colleges throughout Northern California. Men's and women's basketball, football, women's soccer and women's volleyball participate in conference play in the fall. Baseball and softball teams compete in the spring. Successful teams compete in regional and state play-offs. To be eligible for intercollegiate sports, a student must be enrolled in 12 units for the first season and must complete 24 units and a 2.0 GPA before the second season of participation. Interested students should contact the appropriate coach or the Athletic Director before the practice season begins.

Biology Learning Center

Science Building, SC-103
www.losmedanos.edu/BLC
925-473-7695

The Biology Learning Center is an integral part of several courses in the biological science curriculum at Los Medanos College. Biology instructors assign learning materials that are found here to students as a regular part of classes. With a plethora of specimens and equipment, reference materials, several dozen student computer workstations, and live help from instructors and other staff, the Biology Learning Center helps students connect with the biological world and succeed in biology courses.

Center for Academic Support

Core Building, CO-300
www.losmedanos.edu/cas
925-473-7590

The Center for Academic Support provides quality academic support to all LMC students as they pursue their particular educational goals in a comfortable intimidation-free environment.

Reading and Writing Consultants

Our Reading and Writing Consultants offer individualized support with reading and writing assignments for all disciplines. Consultants will provide assistance during any phase of the reading and writing process such as reading comprehension, assignment clarification, prewriting, thesis development, organization and more.

Tutoring Services

The mission of LMC's tutoring services is to assist students in becoming critical thinkers as well as independent, self-reflective, lifelong learners. Our outstanding tutors provide general tutoring and subject specific tutoring available in various labs on campus, including the Center for Academic Support, the Math Lab, the Music Lab, and at the Brentwood Center.

The Professor Is In!

Students who are stumped by class concepts or need advice on tackling a difficult assignment can come see select professors who hold office hours in the Center for Academic Support.

Child Care Services

www.losmedanos.edu/childcare
925-473-7640

LMC provides a wide variety of childcare through the Child Study Center. Programs include:

- Full-day and half-day child care for Infants, toddler, preschool, pre-kindergarten and kindergarten children. Children aged 0 to 5 years may attend the part time child care program in 4-hour scheduled time blocks. The hours for this program are 8:00 AM to 4:00 PM, Monday through Friday.
- Enrollment is open to the children of LMC students, LMC employees, and community members. Children must attend the Center on a regular basis – no drop-in care is available. Hours are scheduled in minimum 4-hour time blocks. Highest priority is given to full time LMC student-parents who are continuing their education from semester to semester.
- A Parenting class is being offered and weekly participation of 1.5 hours is required for all students wishing to apply for partial scholarship options.
- For up-to-date information on schedules and cost, see the Child Care Center webpage: www.losmedanos.edu/childcare.