

Referral Guide for Student Solutions

STUDENT ISSUES	CONTACT PERSON (in sequence listed)	ADMINISTRATIVE AREA	OFFICE LOCATION	RESPONSIBLE ADMINISTRATOR
Registration / Residency	Ashley Dunn / Margaret Redmon - A&R	Admissions & Records	Student Services Center – First Floor, 818.778.5518/818.947.2673	Florentino Manzano, Acting VP Student Services
Academic Advisement / Ed Planning	Barbara Goldberg, Chair, Counseling Dept.	Counseling	Student Services Annex # 151-D, 818.947.2647	Florentino Manzano, Acting VP Student Services
Assessment / Placement	Raquel Sanchez, Assessment Center Coordinator	Enrollment Services	Student Services Center – # 242, 818.947.2587	Florentino Manzano, Acting VP Student Services
International Students	1)Ashley Dunn 2)Joyce Romero	1)Admissions & Records 2)Counseling	1) Student Services Center – First Floor, 818.778.5518 2) Student Services Annex #151-H, 818.947.2644	Florentino Manzano, Acting VP Student Services
Grades and Instructional Matters	1) Course Instructor 2) Department Chairperson 3) Dean of Academic Affairs	Academic Affairs	1) Instructional Department 2) Administration Bldg. #101, 818.947.2325	Dr. Sandy Mayo, VP Academic Affairs
Grade Grievances (Academic) Within 120 days on which the grievance is based (E.55 Regulation)	Annie G. Reed, Assoc. Dean Student Services	Student Services	Campus Center Building – Call for an appointment.- 818.947.2320	Dr. Susan Carleo, College President
Grievances-Journalism (only)	Review Board (Journalism Grievances)	Office of College President	Administration Bldg. #116, 818.947. 2321	Dr. Susan Carleo, College President
Financial Aid	Silvia Diaz/ Lorena Soriano	Financial Aid	Student Services Center – First Floor, 818.778.5560/818.947.2924	Florentino Manzano, Acting VP Student Services
Fees / Refunds	Business Office	Business Office	Modular Trailer behind Cafeteria, 818.947.2318	Tom Jacobsmeyer, VP Admin. Services
Textbooks	Mary John – Asst. Bookstore Manager	Bookstore	Campus Center, 818.947.2313	Raul Gonzalez, Assoc. VP Admin. Services
Matriculation Procedures	Raquel Sanchez, Assessment Center Coordinator	Matriculation	Student Services Center – # 242 818.947.2587	Florentino Manzano, Acting VP Student Services
Classroom Discipline Student Interactions and Altercations	Annie G. Reed, Assoc. Dean of Student Services	Student Services	Campus Center Building Call for an Appt.- 818.947.2320	Dr. Susan Carleo, College President
Academic and Physical Accommodations	1) Course Instructor 2) David Green , Assoc. Dean of SSD	1) Instructional Department 2) Services for Students with Disabilities Office	1)Instructional Department 2) Student Services Annex # 175 ext. 2679 or 947-2681	David Green, Assoc. Dean

STUDENT ISSUES	CONTACT PERSON (in sequence listed)	ADMINISTRATIVE AREA	OFFICE LOCATION	RESPONSIBLE ADMINISTRATOR
Child Care	Terry Teplin, Child Dev. Director	Child Development Center	Child Development Center, 818.947.2931	Florentino Manzano, Acting VP Student Services
Athletics	D. Stark, Athletic Director	Physical Education Dept.	South Gym, 818.947.2508	Tom Jacobsmeyer, VP Admin. Services
Student Health	Sonia Nodal, Physician Assistant	Student Health Center	North Gym, 818.947.2917	Elizabeth Ortiz, Assoc. Dean of Student Services
Student Government and Club Activities	1) Norvan Berkezyan Assoc. Student Union President 2) Elizabeth Ortiz, Assoc. Dean, Student Services ASU	1) Assoc. Student Union 2) Student Services	Student Services Center – # 205, 818.947.2698 Student Services Center – #205, 818.947.2702	Elizabeth Ortiz, Assoc. Dean, Student Services, ASU
Scholarships	Raul Castillo, Foundation Director	Foundation Office	Administration Bldg. #100, 818.947.2618	Dr. Carleo, College President
Community Services & Extension	Mike Atkins	Community Services	Field House, 818.947.2577	Raul Gonzalez, Assoc. VP Admin Services
Use of Free Speech Area	Florentino Manzano	Student Services	Student Service Center – #236, 818.947. 2688	Florentino Manzano, Acting VP Student Services
Student Grievances Sexual Harassment Discrimination	Charmagne Shearrill, Compliance Officer	Office of College President	Campus Center Bldg. # 108 818.947.2463	Dr. Susan Carleo, College President
On-Campus Injuries	Deputy Rick Baker	Sheriff's Office	Maintenance & Operations Bldg, 818.947.2911	Tom Jacobsmeyer, VP Administrative Services
Suicidal Students / Sexual Assault on Campus	Deputy Rick Baker	Sheriff's Office	Maintenance & Operations Bldg, 818.947.2911	Tom Jacobsmeyer, VP Admin. Services
Criminal Activity / Violence	Deputy Rick Baker	Sheriff's Office	Maintenance & Operations Bldg, 818.947.2911	Tom Jacobsmeyer, VP Admin. Services
Lost and Found	Deputy Rick Baker	Sheriff's Office	Maintenance & Operations Bldg, 818.947.2911	Tom Jacobsmeyer, VP Admin. Services
Parking Citations	1) Deputy Rick Baker 2) Admin. Hearing Committee 3) Small Claims Court	1) Sheriff's Office 2) Assoc. VP, Admin. Services	1) Maintenance & Operations Bldg., 818.947.2911 2) Administration Bldg. #108, 818.947.2336	Tom Jacobsmeyer, VP Admin. Services
Facilities Request and Rental	Cyndi Maddren	Master Calendar Office	Administration Bldg. #104, 818.947.2421	Raul Gonzalez, Assoc. VP Admin. Services
Hazardous Materials	Tom Lopez, Facilities Manager	Plant Facilities	Maintenance & Operations Bldg., 818.947.2301	Tom Jacobsmeyer, VP Admin. Services
Physical Environment	Tom Lopez, Facilities Manager	Building & Grounds Facilities	Plant Facilities, 818.947.2301	Tom Jacobsmeyer, VP Admin. Services
Flyers / Posters Need Approval for Posting	Florentino Manzano	Student Services	Student Service Center – #236, 818.947.2688	Florentino Manzano, Acting VP Student Services