

STUDENT ISSUES	CONTACT PERSON (in sequence listed)	ADMINISTRATIVE AREA	OFFICE LOCATION	RESPONSIBLE ADMINISTRATOR
Registration / Residency	Ashley Dunn- Registrar Anna Cheshmedzhyan – A&R Senior Supervisor	Admissions & Records	Student Services Center – First Floor, 818.947.2553	Dr. Sorangel Hernandez Dean, Student Success and Support Services
Academic Advisement / Ed Planning	Clive Gordon - Counseling Chair	Counseling Department	Student Services Annex, 818.947.2546	Dr. Sorangel Hernandez Dean, Student Success and Support Services
Assessment / Placement	Gabriel Hernandez – Assessment Center Coordinator	Enrollment Services	Student Services Center –2 nd Floor, # 242 818.947.2587	Dr. Sorangel Hernandez Dean, Student Success and Support Services
International Students	1)Liana Aselesyan 2)Margaret Sarkisyan Counselor	1) Admissions & Records 2) Counseling	1) Student Services Center – First Floor, 818.778.5517 2) Student Services Annex	Dr. Sorangel HernandezDean, Student Success and Support Services
Grades and Instructional Matters	1) Course Instructor 2) Department Chairperson 3) Dean of Academic Affairs	Academic Affairs	1) Instructional Department 2) ACA Building – 2 nd Floor 818.947.2326	Karen Daar, VP Academic Affairs
Student Grievances/Grades Grievances based on LACCD District E.55 Regulation	Annie G. Reed, Assoc. Dean Student Services	Student Services/Ombudsperson	Call for an appointment.- 818.947.2320	Dr. Barry Gribbons College President
Grievances-Journalism (only)	Review Board (Journalism Grievances)	Office of College President	ACA Building – 2 nd Floor 818.947. 2321	Dr. Barry Gribbons College President
Financial Aid	Vernon Bridges, Manager Silvia Diaz, Supervisor Jennifer Lopez, Supervisor	Financial Aid	Student Services Center – First Floor, 818.947.2412	Dr. Sorangel Hernandez Dean, Student Success and Support Services
Fees / Refunds	Business Office Robert Medina, CFO	Business Office	Student Union Building – First Floor 818.947.2318	Mike Lee VP Admin. Services
Textbooks	Mary John – Asst. Bookstore Manager	Bookstore	Student Union Building- First Floor 818.947.2313	Sarah Song, Assoc. VP Admin. Services
Student Success & Support Program Procedures	Dr. Sorangel Hernandez - Dean, Student Success and Support Services	Enrollment Services	Student Services Center – First Floor 818.947.2324	Florentino Manzano, VP Student Services
Classroom Discipline Student Interactions and Altercations	Annie G. Reed, Assoc. Dean Student Services	Student Services	Call for an Appt.- 818.947.2320	Dr. Barry Gribbons 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 818.947.2681	David Green, Assoc. Dean

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Child Care	Jennifer Guevara, Child Development Center, Director	Child Development Center	Child Development Center, 818.947.2931	Dr. Elizabeth Negrete, Dean, Student Services
Athletics	Jim Fenwick, Athletic Director	Physical Education Dept.	South Gym, 818.947.2508	Karen Daar VP Academic Affairs
Student Health/ Psychological Services		Student Health Center	Student Union Bldg. – 1 st Floor 818.947.2918	Dr. Elizabeth Negrete, Dean, Student Services
Student Government and Club Activities	1) Assoc. Student Union President 2) Dr. Elizabeth Negrete, Dean, Student Services	1) Assoc. Student Union 2) Student Services	Student Union Bldg. – 2 nd Floor 818.778.5516	Dr. Elizabeth Negrete, Dean, Student Services
Foundation Scholarships	Raul Castillo, Foundation	Foundation Office	ACA Bldg. - #2201 - 818.947.2619	Raul Castillo, Foundation Executive Director
Community Services	Mike Atkins	Community Services	Field House, 818.947.2577	Sarah Song - Assoc. VP Admin Services
Extension Programs	Jonathan Arnold	Extension	Job/Training – ACA Building – 1 st Floor - 818.997.0967	Doug Marriott - Dean, Academic Affairs
Use of Free Speech Area	Florentino Manzano	Student Services – VP Office	Student Service Center – #236 818.947. 2688	Florentino Manzano, VP Student Services
Compliance Discrimination/Harassment	District - LACCD Compliance Officer	Office of Diversity Programs Los Angeles Community College District	213.891.2315 213.891.2317	Dr. Albert Roman, Diversity Office
Sex Discrimination Sexual Harassment Sexual Violence	Dr. Elizabeth Negrete	Dean of Student Life	Student Union Bldg. – 2 nd Floor 818.778.5516	Florentino Manzano, VP Student Services
On-Campus Injuries	Deputy Pastrano	Sheriff's Office	Maintenance & Operations Bldg, 818.947.2911	Mike Lee VP Admin. Services
Criminal Activity / Violence/Vandalism/ Assaults/Suicidal Students	Deputy Pastrano	Sheriff's Office	Maintenance & Operations Bldg, 818.947.2911	Mike Lee VP Admin. Services
Lost and Found	Deputy Pastrano	Sheriff's Office	Maintenance & Operations Bldg, 818.947.2911	Mike Lee VP Admin. Services
Parking Citations	1) Deputy Pastrano 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,	Mike Lee VP Admin. Services
Facilities Request and Rental	Cyndi Maddren	Master Calendar Office	ACA Building – 1 st Floor 818.947.2421	Sarah Song, Assoc. VP Admin. Services
Hazardous Materials	Tom Lopez, Facilities Manager	Plant Facilities	Maintenance & Operations Bldg., 818.947.2301	Mike Lee VP Admin. Services
Physical Environment	Tom Lopez, Facilities Manager	Building & Grounds Facilities	Plant Facilities, 818.947.2301	Mike Lee VP Admin. Services
Flyers / Posters Need Approval for Posting	Florentino Manzano	Student Services	Student Service Center – #236, 818.947.2688	Florentino Manzano, VP Student Services