



LAS POSITAS

COLLEGE

Student Services Monthly Newsletter

May 2020

STUDENT RESOURCE GUIDE

Las Positas College has compiled a Student Resource Guide to help students learn of free or low-cost services available to help them achieve their educational goals while ensuring a safe learning environment, achieve personal well-being, and obtain the necessary tools needed to be successful. The Student Resource Guide is being provided to students for their convenience and informational purposes only. Inclusion of an organization or program on the list does not imply endorsement, nor is the College liable for any errors of omission in publishing this guide. The direct link to the Student Resource Guide has been posted onto the ribbon that serves as the main header to every Las Positas College webpage. A big thank you to Danielle Donohoe, Amanda Ingold, and Tim Druley for their work on this important project.

TECHNOLOGY FOR STUDENTS

Las Positas College recognizes that student access to technology in light of the transition of face-to-face instruction and support services moving online as a student equity issue. Las Positas College is committed to helping students who are having difficulty acquiring computer hardware, software, and internet access. Students are encouraged to contact their instructors for assistance and to provide a referral for technology resources. Students who participate in a learning community, state categorical program, or other cohort are encouraged to contact their program coordinators for assistance.

COMMENCEMENT 2020 UPDATE

In response to the online survey sent to students and the feedback provided by the Las Positas College Student Government (LPCSG), Las Positas College has decided to create a new webpage to honor the LPC Class of 2020. The webpage will be highlighted and linked from the homepage and will feature student graduate photos, congratulatory speeches, a musical tribute, and helpful links. Note that this is not an effort to host an online or virtual commencement but rather to create a college website where we can celebrate this year's graduates.



IMPORTANT DATES & DEADLINES

- **May 6th**
Town Meeting
- **May 7th**
LPCSG New Officer
Swearing In Ceremony
- **May 16th - May 22nd**
Finals
- **May 25th**
Memorial Day



COUNSELING APPRECIATION

I would like to thank and congratulate the Counseling Department for their work to help our students during the shelter-in-place and subsequent transition to online instruction and support services. The entire team not only met the challenge but succeeded in ensuring the continuation of counseling services during this critical time. I would like to recognize the following individuals: Gabriela Discua and Chris Lee for their leadership on helping transition to providing online counseling; Jared Howard for this technology expertise in helping us convert our forms to fillable PDF documents; Kimberly Burks for leading the new student program planning project; Celeste Rowe for continuous monitoring of incoming telephone calls and e-mail messages to connect students to resources and personnel; Joel Gagnon and Mike Schwarz for their leadership as our Counseling Department Coordinators especially during the temporary absence of our Dean of Student Services; Jane Medeiros for her dedication to ensuring that all employee timesheets and financial documentation was submitted accurately and on-time in a new working environment; our counseling interns who have shared and helped implement best practices to serve students online; and Elizabeth David for her work to acquire the necessary technology resources and training to allow our counseling team to work remotely. Thank you and congratulations on a job well done.

PIN RESET

Did you know that students are able to reset their Personal Identification Number (PIN) on CLASS-Web? Students who have forgotten their PIN need to go to CLASS-Web, enter their student identification number also known as the “W” number, and click on “Forgot PIN.” This will prompt students to answer security questions in order to reset their PIN. Students will have up to five (5) attempts to correctly enter their student identification number and PIN before the account becomes disabled. Students with disabled accounts should be directed to send an e-mail to lpc-admissions@laspositascollege.edu.

THE ZONE

The Zone is a web portal that provides students a single point of access to a variety of content and college services like online course registration, Zonemail, and much more. The Zone is customized for students to quickly find information and have access to tools and resources used on a regular basis. Students who need help should be referred to e-mail the Help Zone at helpzone@clpccd.org.

LIFTING OF STUDENT HOLDS

Holds have been temporarily lifted for students who are on academic or progress probation or dismissal in order to allow them to register for summer and fall semester 2020. Students on probation are able to register for as many units as they want per established guidelines. Students who were dismissed will be limited to 9 units per term. Students were notified of this decision and are encouraged to meet with an academic counselor. Students will have a special notation in Banner in order to replace the hold and provide counseling services in the future.

NEWS FROM THE TEAM

Do you have an upcoming event, a new initiative, or news that you would like to share with our Student Services team? I am happy to consider your recommendations for future editions of our newsletter. Please e-mail your information to wgarcia@laspositascollege.edu.

William L. Garcia
Vice President of Student Services



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