

STUDENT

HANDBOOK

1975 - 76



LANEY COLLEGE

WELCOME FROM THE PRESIDENT OF LANEY COLLEGE



It is a privilege of extreme delight for me to extend sincere and warm greetings to those who may be sufficiently interested in the philosophy, programs, policies and opportunities at Laney College to explore the pages of this publication.

Laney is an almost unique community college in the extent to which it strives to fulfill the ideal mission of such institutions. Not only does Laney College provide as much educational opportunity as its resources will permit for all the sons and daughters of all the people, but of all the people themselves. It is an institution which regards education as a life-long process and one that serves every age and level of life. And, it does this well.

Laney College has a faculty of vast and varied talents and a strongly committed administration.

The community served by Laney makes possible an array of students of every economic and social level and almost every racial, ethnic and cultural identity. Hence, its approaches become its own cultural cosmos. Further, Laney College senses and responds to the need to extend its offerings and

services to the off-campus community which it does through a variety of programs and services.

I encourage those interested to actively engage in the area of student activities whether through its clubs, student government or athletic programs.

As we strive for excellence, your participation in student affairs will enhance the total college program and make your involvement a meaningful collegiate experience.

ASSOCIATED STUDENT BODY PRESIDENT



On behalf of the Associated Students I would like to greet and welcome both new and returning students.

It is very easy sometimes, to forget the task of our being here, so I encourage you to get involved in a student club, and above all read our handbook. IT'S FOR YOU.

PEOPLE

TO

KNOW



Flora Luster

Dean,
Student Personnel



Richard Hooker

Dean,
Special
Services

Coordinator,
Student
Activities



Henry Fort

Assistant Dean,
Student Personnel

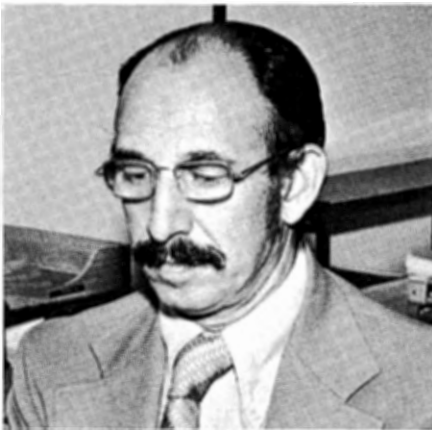


Remo Arancio

Dean,
Office of
Instruction



Edward Alfaro



Coordinator,
Community
Services

Richard Ricca

STUDENT SERVICES

College Library - Use it!!!

The library as the learning resource center of the college campus, provides books, pamphlets, newspapers, periodicals, vocational information and audio-visual materials to supplement classroom activities.

Housed on the main floor are the reference and circulation departments, reserve books, periodicals and a browsing collection. Quiet study rooms, a listening center, the tutoring service, and a lounge are also available.

Circulating materials are considered overdue when not returned at the time or date stamped on the materials. Library users are responsible for returning materials on time and for replacing lost materials. Failure to do so, forfeits students' grades, transcripts, diplomas, and registration privileges or any combination thereof. Grades, transcripts, diplomas and registration privileges shall be released from the prescribed restriction when the student either (a) returns the overdue library materials, or (b) pays the charge for replacement of the materials if lost.



Health Services

Mary Hollis, College Public Health Nurse; Dr. Thomas W. Browne, College Physician.

The college physician is available for consultation on Tuesday mornings preferably by appointment.

With the exception of first aid, the services are preventive, consultative and educational. Treatment, such as dispensing medicine is not provided.

All Laney students and staff are eligible and there is no charge.

General Health Services

1. Evaluation of individual health problem. Referral to the college physician, private doctor or community resource as indicated.
2. Information on health questions.
3. Referrals to Bay Area health and social agencies.
4. Information and referrals for immunization, tuberculosis tests and sickle cell testing.
5. Hearing tests are done upon request and referrals for further tests when needed.
6. Vision tests are done upon request and referral to private or part-time resources when indicated.
7. Referral to part-pay dental resources when indicated.
8. Assistance with securing a private physician, dentist, optometrist.
9. Hypertension tests: ask anytime.

Mental and Emotional Problems

Problems are discussed and evaluated with the student. For further assistance, the student is referred to the college Counseling Department's personal counseling service or to resources in the community.

Problems Associated with Human Sexuality

Information, referral to private or community resources for pregnancy testing, family planning, birth control, abortion, vasectomy rap sessions for men, and sex information is also available in the health service office. Location: Tower 250.

Hours: Monday and Tuesday 8 a.m. - 12 noon

1 p.m. - 3 p.m.

Thursday -

8 a.m. - 12 noon

1 p.m. - 2:30 p.m.

Phone: 834-5740 ext. 460.

Campus Emergencies

All injuries other than those superficial and minor should be reported to instructor in charge. If in an area where there is no instructor, for an illness or injury call college Health Services ext. 460 or 461, college Safety Services ext. 886 or 465-3456.

Associated Students Bookstore

The college bookstore, on the first floor of the Student Center, offers textbooks, scholastic supplies and sundries. It is operated under the direction of the Associated Students bookstore committee composed of staff and student representatives. The committee is responsible for the formulation of policies for the operation of the bookstore. All profits from the college bookstore

go to the Associated Students of Laney College.

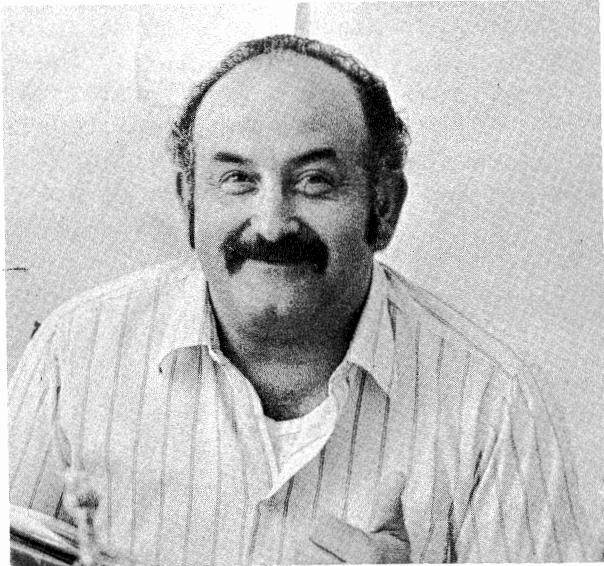
Veteran Affairs

Laney College is fully prepared to assist veterans in securing all the educational benefits due them. A comprehensive brochure provides to each veteran information on eligibility, application procedures, current forms and specialized assistance. Copies of this brochure are made available in the Veteran Affairs Office. See Mr. Robert Peeler, Tower bldg. room 414.



Foreign Students

Foreign students initially seeking admission to Laney College may obtain a "Request for Application" from the Foreign Student Advisor. The number of F-1 visa students accepted is limited and it is therefore necessary to set a quota for each semester. Fifty percent of the quota will be held for applicants from overseas. For general requirements see Mr. Nick Garedakis, the Foreign Student Advisor, who will provide foreign visa students and citizens to be, with information and orientation to the college and the community, and assist them with adjustments.



Counseling and Guidance

In recognition of the need for professional guidance and counseling, Laney counselors are available to help students in planning classes, selecting careers, meeting transfer requirements, getting general information, and working out personal and other problems. Students may call 834-5740 ext. 474, or come to the third floor of the Tower and make an appointment with any counselor they choose. Vocational interest tests and other tests are available free, and there is a vocational library as well as a catalog of four year schools.

The Counseling Center is open from Monday -
Thursday 8 a.m. - 4:30 p.m.
 5:30 p.m. - 8:30 p.m.
Friday 8 a.m. - 4 p.m.

Counselors also offer basic encounter groups during the day and evening. Groups of 8-15 students meet for two hours weekly. Purpose of the groups is to get to know yourself and other people better and to improve communication. Groups are listed in the schedule under Psychology 80.

Occupational exploration groups (Psychology 81) are also offered in which a student may take vocational interest tests, discuss his interests and values with other students, and gather information on fields of interest to him.

Placement Center

Laney College provides free employment service for full or part-time positions in cooperation with business, industrial and community service organizations. Close liaison is maintained with local offices of the California State

Employment Development Department. For information, see a Placement Counselor on the third floor of the Student Center.

Child Care

Laney College provides child care during the day session at no charge for preschool children of full-time students who would not ordinarily be able to attend college without this type of service.

The Child Care Center is administered by Oakland Public Schools and funded by the Department of Health, Education and Welfare through the Alameda County Welfare Department. An advisory board consisting of parents whose children attend the Child Care Center, the Director of the Center and representatives from the college administration, established the structure and sets policies for the operation of the Center.



Students who wish to enroll their children in the Child Care Center should make application directly to the Center.

WOMEN'S RE-ENTRY EDUCATIONAL PROGRAM

THE LANEY COLLEGE WOMEN'S RE-ENTRY PROGRAM provides the educationally disadvantaged woman with a flexible, accessible and realistic educational program.

Educational opportunities are provided for women whose formal education has been interrupted.

The program is sponsored by the Office of Community Services.

Who is Eligible?

Women, over 18, of all racial and ethnic backgrounds, who have not completed their formal education. There are no prerequisites for entry into the program.

Priority is given to women who are referred through any of the social agencies and who meet the following criteria:

1. Demonstrate an interest and desire in returning to school.
2. Low income.
3. Heads of households (one-parent families).
4. Limited education.
5. Limited communication skills.
6. Reside in Peralta Community College District (Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont counties).

What are Some Services Provided by the Program?

Orientation classes, blocked registration and class scheduling, familiarizing students with college admission and registration procedures.

Special counseling and guidance--both individual and group, for educational, personal, career and vocational needs.

Financial services--the Office of Community Services will assist enrollees in obtaining child care, books and other materials necessary in attending school and will help them through financial aids application procedures if they apply for aid.

What Type of Educational Courses are Available?

Courses will be provided in vocational and general educational fields. All completed classes may be credited towards the Associate degree or toward transfer to four year institutions. Courses offered include:

- Consumer Finance
- Basic Encounter (Psychology)
- Math (Arithmetic Workshop)
- English (Spelling & Word Structures)
- Social Problems
- Sociology of Urban Development
- Occupational Exploration
- Speech
- Typing

How Long Does it Take to Complete the Program?

The Women's Re-Entry Educational Program is based on a two year curriculum. Enrollees attend classes daily, 9 a.m. to 1 p.m.

When Can I Apply?

Applicants for the Women's Program are accepted at the beginning of the Fall and Spring semesters.

Where Can I Get Additional Information?

Contact Frankie Arrington at 834-5740, ext. 331, or better yet, come by to see her at the Office of Community Services at Laney College, 900 Fallon Street, Oakland, CA 94607. Her office is in room 807 of the Tower building.

COOPERATIVE EDUCATION

Cooperative Education is a program of employment and classroom study in which a student learns the relationship between theoretical and practical application. The objective is to (1) provide students the opportunity to become productive, responsible individuals through supervised employment experience; and (2) establish technical skills and competency in an occupation.

Cooperative Education classes meet one hour each week. Students must be employed, either paid or unpaid, a minimum of five hours per week. Courses in Cooperative Education as organized at Laney College include two types of work experience. To receive credit for 64, you must be enrolled in five units and your job is not related to your major. In this area you may earn from 1-3 units per semester. A maximum of 6 units may be earned for the entire time at Laney. To receive credit for 65, you must be enrolled in four units and your job MUST be related to your major. In this area, you may earn from 1-4 units per semester. A maximum of 16 units may be earned for the time at Laney.



MALL AREA

The mall area or free speech area, is a place where political meetings, discussions, and debates as well as entertainment are held.

It is located in the center of the campus surrounded by the Student Center, Theater, Library and

Gym. The mall area does not include the college's food service and dining area.

Non-college speakers may address students in the mall area upon invitation by a recognized college group. No activity in the mall area or any where else on campus shall interfere with the educational process. All activities shall be conducted in accordance with established procedures including pertinent provisions of the Educational Code. Respect for the rights of others is expected during the use of the mall.

For further information on the use of the mall area, contact the office of Student Activities, rm. 414, Student Center building.

USE OF FACILITIES

Student requests to use college facilities for approved group activities are processed through the office of Student Activities and the office of Community Services.

Facilities include the Student Center, Theater, Gym, the Forum and classrooms. In certain instances fees may be assessed for custodial or security coverage.

A student group must request the use of facilities at least two (2) weeks in advance of the activity, and the request must bear the name of the group's faculty sponsor. For forms and information go to the office of Student Activities in the Student Center, rm. 414.

BULLETIN BOARDS

Both indoor and outdoor campus bulletin boards are available for student use. Such items as want

ads, and college activity flyers are normally acceptable for posting.

All items must be approved by the office of Student Activities, rm. 414 of the Student Center or the Dean of Student Personnel, T813, prior to actual posting.



LOST AND FOUND

Articles found on campus are normally turned in at the custodial office in the Tower basement. Owners must appear in person to identify and claim lost articles.

TUTORING

There are various special tutoring programs on campus, as well as a tutoring center in the

basement of the Library. Math tutoring is available on the fifth (5th) floor of the Tower building.

READING LAB

For students needing help with reading, there is a reading lab in B260 or B261. A writing lab, which has open enrollment, can be found in B266.

STUDENT FINANCIAL AID

Applicants for financial aid must submit to the Financial Aids Office a Laney College Application and Family Financial Statement from the American College Testing Service. (The ACT assists the College in assessing each student's financial need.) Regardless of the type of financial aid requested, all students must submit the Family Financial Statement. Students who wish to be considered for financial aid should submit their applications as soon as possible since processing of the Family Financial Statement by the American College Testing Service may take six weeks or more.

Following are the programs administered by the Financial Aids Office:

<u>Basic Educational Opportunity Grant Program</u>	
Eligibility	Full-time student entering college for the first time after 4/1/73.
Type	Grant program from the Federal government to the student.
Application	Special BEOG applications available in the Financial Aids Office, E251.
Apply	End of the spring semester for first consideration for the following academic year.
Amount	Amounts vary, depending on Congressional appropriation.

Supplemental Educational Opportunity Grant Program

Eligibility	Eligibility for this program is based on financial need, but amount may not exceed more than half of the educational expenses for attendance at Laney. A Laney student must have completed less than 60-65 units, and not have completed more than five semesters of attendance.
Type	Grant program from the Federal government to the student.
Application	Family Financial statements and institutional applications available in the Financial Aids Office, E251
Apply	End of the spring semester for first consideration for the following academic year.
Amount	\$200 to \$1,500 per year.

National Direct Student Loan Program

Eligibility	Full-time and part-time students are given consideration for this program.
Type	Long-term, low interest (3%) loan from the College.
Application	Family Financial Statements and Institutional Applications available in the Financial Aids Office, E251.
Apply	End of the spring semester for first consideration for the following academic year.
Amount	Up to \$2,500 for two years attendance at Laney.

College Work Study Program

Eligibility	Same as for the Supplemental Educational Opportunity Program and the National Direct Student Loan Program.
Type	Part-time jobs on campus.

Application Family Financial Statements and institutional Applications available in the Financial Aids Office, E251.

Apply End of the spring semester for first consideration for the following academic year.

Amount Varies with the wage rate and number of hours worked. Normally, student can earn between \$1,000 and \$1,500 per year.

Federally Insured Student Loan Program

Eligibility Eligibility for the maximum amount varies, depending on institution lending money. Student may apply when carrying at least half the normal load.

Type Long-term, low interest (7%) loan from the student's bank.

Application Insured Loan Application, and if interest benefits are applied for, student must complete the Family Financial Statement. Student must also file a notarized statement to the effect that these funds are to be used for educational purposes. Insured Loan Applications and Family Financial Statements available in Financial Aids Office, E251.

Amount Up to \$2,500 for two years of undergraduate study at Laney.

Extended Opportunity Programs And Services

Eligibility Full-time student with a family income of \$6,000 or less for a family of four \$750 added for each dependent. Student must come from a disadvantaged background.

Type Grants, tutorial assistance and peer

counseling are provided for grant students accepted under this program.

Application Family Financial Statements and Institutional Applications available in the Financial Aids Office, E251.

Apply End of the spring semester for first consideration for the following academic year.

Amount \$600 maximum grant.

Local Programs - Meal Ticket Program

Eligibility Student must be enrolled as full-time student. Status must be determined periodically by having instructors sign form stating student is enrolled in his class.

Type Program which provides meals to students.

Application Program is open until funds are depleted. Applications available in the Financial Aids Office, E251.

Amount Tickets are issued for a two-week period for \$15. Tickets issued only after date stamped on back of booklet.

Emergency Loans

Eligibility Student must be registered as full-time student. He must be on workstudy payroll to receive a Sears Loan.

Type Loans to students to cover emergency situations.

Application Applications accepted between 8:30 and 10:00 a.m., Monday through Friday, when funds are available. Application available in the Financial Aids Office E251.

Amount Faculty Senate Loan has a maximum of \$25. Sears Loan has a maximum of \$125. Monies loaned from the Sears Loan must

be repaid before another loan is approved.



STUDENT ACTIVITIES OFFICE

The operational hub of all extra curricular on campus is the Student Activities Office, room 414 of the Student Center. Its staff is fully equipped to assist individual students and student groups in coordinating activity projects.

STUDENT ACTIVITIES

Section 5.45 of the Peralta Board Policy Manual recognizes in its division of Student Personnel Services that Student Activities is an integral part of the college curriculum, and that the activities engaged in are considered workshops in which many classroom concepts are put into practice.

In so doing, the Board has authorized Laney College to provide activity programs designed to afford students with experiences that have educational value for them as individuals in social relationships and in the exercise of their responsibilities as citizens.

The official language of the Board concerning implementing student activity programs states: "An official organization of the student body will be established at each college, to be known as the Associated Students, _____ College. This organization is empowered to develop its structure of government, its fiscal policy, privileges of membership, election code, code of ethics and the regulation of clubs. In so doing, it will establish controls to insure compliance with all sections of the Education Code which apply to student government and student activities, including those dealing with membership and initiation, and with financial and accounting procedures."

Embodied in the Preamble of the Constitution of the Associated Students of Laney College is its Statement of Purpose which reads "We, the students of Laney College, in order to stimulate the academic and social life of the students, promote the welfare of the students and, in accordance with the laws of the State of California, to represent Laney College in its relations with the Faculty Senate, Administration, and the community, hereby establish the Associated Students of Laney College and the constitution by which this Association is to be governed."

At Laney College the administration and faculty endorse the concept of student activities as an important college function and feel that the experience students gain as elected representatives to administer practical programs which concern them

will enhance their effectiveness as productive citizens after they leave Laney.

Student Participation in College Policy. The Peralta Board states that "it is the policy of the District that in general, each college shall provide for representation from the Associated Students on college wide committees." Laney embraces this policy by admitting students to such vital committees as the budget committee, curriculum committee, school safety committee, and others. The most impressive involvement is the President's Cabinet, which is an advisory group to the college President, which consists of the deans of the college, department chairmen, faculty senate, representatives and members of the student council.

The essence of the President's Cabinet is to afford students knowledge of decisions that are made administratively and to allow discussion of them by students. The rationale for this posture is the knowledge that problems generally arise with students not because of the decisions that administrators have made, but because of the manner in which students find out about them.

Elections. In compliance with the Board Policy which allows the Associated Students to develop its structure of government and establish its election code, the following is extracted from the Associated Students' Constitution which delineates its election policies. "All nominees and appointees excepting the faculty and administrative council will be members of the Associated Students of Laney College and must own a valid student body card. All nominees will be required to present a petition with the signatures of fifty (50) registered students to the recorder of the judicial council. All nominees shall show evidence of

minimal 2.0 grade average for the semester preceding his term of office. If any member of the student government falls below the 2.0 grade average, said members shall be subject to a recall.

Financing of Student Activities. Consistent with the State Education Code which denies mandating student fees at the community college level, excepting those for parking or health, is the Peralta Board Policy statement that "Neither the administrative officers nor the Associated Students, of each college may require the purchase of student body membership as a condition of enrollment in the institution. The colleges are authorized to encourage the sale of such membership and the Associated Students may require such membership of student participation in activities using Associated Students funds, facilities, supplies, equipment and property."

Co-Curricular Co-Educational Programs. The basic concept behind any student organization is to create an outlet for nonacademic pursuits. A total college education is more than just academic development. Our goal here at Laney Community College is to create an atmosphere conducive to a non academic as well as academic involvement.

Student Governance:

The official organization of the Laney student body recognized by the State Board of Education and the Peralta Board under which activities are established.

Established procedures to insure compliance of all sections of the Educational Code which applies to Student Activities including those dealing with membership and financial accounting procedures.

Student Organizations:

Asian Student Union, Black Student Union,

C.J.C.A.

Meaningful student representation at regional level of this vital policy making board.

P.C.C.

Student participation at the District level affords insight into administrative responsibilities of the Peralta District.

Loans

Provides emergency loans to poor students who do not meet criteria for financial aid and matching funds NDSL.



INTERCOLLEGIATE ATHLETICS

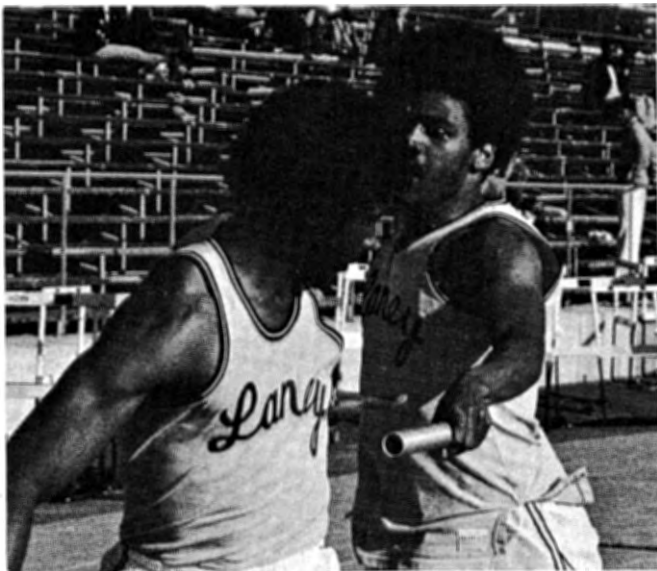
Laney is a member of the Golden Gate Conference and offers students the opportunity to participate in the following sports: football, basketball, cross country, water polo, track, baseball, swimming, tennis and golf.

Football Schedule 1975

<u>Date</u>	<u>Opponent</u>	<u>Place</u>	<u>Time</u>
9/20	El Camino	Laney	1:00 pm
9/26	*West Valley	Buck Shaw	7:30 pm
	(Univ. of Santa Clara)		
10/3	*De Anza	Laney	7:30 pm
10/10	Merritt	Laney	7:30 pm
10/18	*CC of S. F.	S. F.	1:00 pm
10/24	*Chabot	Laney	7:30 pm
11/1	*San Mateo	San Mateo	1:00 pm
11/7	*Foothill	Laney	7:30 pm
11/15	*Diablo Valley	Diablo V.	7:30 pm
11/21	*San Jose City	Laney	7:30 pm

State playoffs -- date pending

*Golden Gate Conference games



Basketball Schedule 1975-76

<u>Date</u>	<u>Opponent</u>	<u>Place</u>	<u>Time</u>
1/6	Diablo Valley	Home	8:00 pm
1/9	DeAnza	Away	8:00 pm
1/13	San Mateo	Home	8:00 pm
1/16	Chabot	Away	8:00 pm
1/20	West Valley	Home	8:00 pm
1/23	San Jose	Away	8:00 pm
1/27	CC of S. F.	Home	
2/3	Foothill	Away	8:00 pm
2/5	Diablo Valley	Away	8:00 pm
2/7	DeAnza	Home	8:00 pm
2/10	San Mateo	Away	8:00 pm
2/13	Chabot	Home	8:00 pm
2/18	West Valley	Away	8:00 pm
2/20	San Jose	Home	8:00 pm
2/24	CC of S. F.	Away	8:00 pm
3/2	Foothill	Home	8:00 pm



RULES AND GUIDELINES

Animals on Campus.

The college does not approve of students bringing animals on campus except seeing eye dogs and animals to be used for instructional purposes.

Oakland Municipal Ordinances requires all animals to be under the immediate care and control of its owner at all times, and is enforced throughout the campus. No animals (except those noted above) are allowed in any college building.

Roaming or unattended animals will be controlled by the college Safety Service Office and transferred to the local SPCA.

Class Attendance

All students enrolled at Laney College are expected to be punctual and attend classes regularly. Absence due to illness or emergency may be accepted as excused absence for a limited period of time.

Guideline for Student Conduct

The Associated Students of Laney College, as members on an institution of higher education, believe that our special contribution to the achievement of the ideal of social justice and academic excellence is to provide a setting in which ideas may be freely explored and objectively examined. We believe that "justice for all" can be achieved only when each person recognizes the right of others to study, to learn to develop and grow. The process of free exploration of ideas must be kept free from interference. Neither coercion nor intimidation nor disruption

may be allowed to interfere with the educational process.

All students enrolling at Laney College assume an obligation to conduct themselves in a manner compatible with the college function as an educational institution. These regulations apply on campus and at all college sponsored activities or at activities sponsored by college clubs.

In compliance with the Educational Code all students are to adhere to a specific code of conduct. A copy of this code may be obtained in the Student Activities Office or may be found in the college catalog.

Following are some of the major categories of misconduct for which students are subject to disciplinary actions:

1. Obstructing or disruption of teaching, research, administration or college activities, or other authorized activities on college premises.
2. Physical or verbal abuse of any person on college owned property or at college sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.
3. Theft of or damage to property of the college or that of persons on campus.
4. Unauthorized entry to or use of college facilities including, but not limited to, property, buildings, supplies and equipment.
5. Use, possession, or distribution of alcoholic beverages, narcotics or dangerous drugs, except as expressly permitted by law.
6. Failure to comply with directions of college officials acting in the performance of their duties.
7. Disorderly conduct, or lewd indecent or obscene conduct or expression on college owned or

controlled property, or at a college sponsored or supervised activity.

8. Unauthorized use of listening or recording devices.

9. Attendance at any session of any class by a student or person who is not officially enrolled in that class, except with permission of the instructor of the class.



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This handbook was prepared by the Associated Students of Laney College. Special thanks to Miss Sue Moran and Mrs. Irma Hill for an outstanding job.