



## Office of the President

Date: April 9, 2020

Good Morning LACC Family:

I apologize that I missed sending this to you yesterday. It is the first time I have missed communicating with you each day. Yesterday was a very sad day for LACC. We lost one of our own, our IT Manager Kabwe Chanda passed away yesterday morning. It is with profound sadness that I deliver this news, and I ask you to please keep his family in your thoughts and prayers. And also please keep our LACC IT Staff in your thoughts and prayers as well, as they dealt with another loss, IT Manager Juan Mendoza just a little over a year ago.

There is much information I need to share with you today.

We have some websites to share that are a wealth of information and resources for you:

- 1) [www.FindHelp.org](http://www.FindHelp.org) You just enter your zip code when you land on this site and it takes you to resources to find food assistance, help paying bills, goods, transportation, money, care, work, and other free or reduced cost programs, including new programs in the zip code area.
- 2) In order for students and/or your families to get any of the federal assistance for the COVID-19 pandemic, students and their families need to file their taxes. There are several options that are free, and it can all be done online.
  - <https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>
  - <https://www.getyourrefund.org/> This is the website Code for America has put together via VITA (volunteer income tax assistance) partnerships across the state.
  - <https://www.myfreetaxes.org/> This is a partnership between United Way Worldwide and HR Block. Just an FYI, it seems there is an up-charge if someone has a 1099.

**Laptop distribution:** If you have applied for a laptop, please check your student email account regularly. The distribution of Chromebooks is happening now (500 or more per day, direct shipment to students) but requires that students confirm an address via their LACCD email. Homeless students may use the address of a shelter - this is already happening and is working well.

### ***From Academic Affairs***

You all received a message from Vice Chancellor Corner yesterday regarding pass/no pass grading:

#### **PASS/NO PASS Grade Option**

Students will be able to submit a petition to execute a pass/no pass grade option for any class this term and the process will be approved based on the request. Petitions were made available online on Tuesday April 7, 2020 at <http://laccd.edu/Students/Pages/Student-Forms.aspx> Here is some important information regarding Pass/No Pass grades:

- Most transfer institutions do not compute a GPA for a Pass/No Pass course; however, in some instances a passing grade is computed at a 2.0 level, potentially adversely affecting a student's overall GPA score.
- Private and out of state universities have different policies on use of Pass/No Pass.
- Most transfer institutions—including CSU, UC, and graduate or professional schools—require courses for the major to be completed with a letter grade. A Pass grade may result in a student needing to retake a course either before or after transfer.
- The UC has waived the limitation on total number of units allowable by Pass/No Pass, but has not waived requirements for local transfer requirements or major courses to be taken by letter grade.
- A transfer, professional or graduate institution may restrict the allowable transfer units taken as Pass/No Pass. Nursing program course prerequisites may require a letter grade.
- Students are strongly encouraged to speak with a Counselor to discuss their options for taking a course Pass/No Pass and the impact it may have on their academic standing, admissions and financial aid, among other areas.

#### **ADOBE CREATIVE CLOUD IS NOW AVAILABLE TO STUDENTS**

As a result of campus closure, student access to Adobe Creative Cloud in labs and classrooms is not available. Adobe has provided temporary at-home access for impacted students and faculty, so that you can continue their work remotely. This access is currently available through May 31, 2020. The District IT team has worked to allow for single sign-on for accessing Adobe Creative Cloud. Please follow the instructions below to enable access to Creative Cloud Desktop Apps on your personal device.

1. Visit <https://creativecloud.adobe.com> and use your school credentials to sign in. You will need to use your @student.laccd.edu email account.
  2. You will be redirected to the Microsoft logon to enter your school credentials again. Enter your @student.laccd.edu again and click Next. You will be redirected to the LACCD logon page. Enter your LACCD Password to continue.
  3. From the Creative Cloud website, browse for and download your desired app. Click Apps on the top of the page to view all apps.
- For more information on how to download or install apps, see Download and Install Creative Cloud apps.

For Higher Education students to continue developing skills, Adobe offers free "Daily Creative Challenges." These are guided projects where participants receive creative

prompts and connect with pros, mentors, and other students for feedback and support. Click on the app name to learn more: Photoshop, XD and Illustrator. Also, for inspiration and over-the-shoulder learning, watch pros share their creative process on Adobe Live daily at [www.behance.net/adobelive](http://www.behance.net/adobelive).

**The summer schedule** will be posted online on Monday, April 20. We will have three sessions: two 5-week sessions and one 8-week session. Registration for summer will begin on May 5<sup>th</sup>. Some classes are scheduled as synchronous meetings, meaning in the schedule it will be noted the times and days the class “meets” virtually.

We do not have a specific timeline for the posting of the Fall 2020 Schedule of Classes. We will be waiting several more weeks to see the progression of the pandemic in our area before we establish dates that the Fall 2020 Schedule of Classes will be completed.

#### *From Student Services*

Students will receive their second financial aid disbursements on April 22, 2020. We hope that students are settled in by then and are navigating remote learning successfully. If you still need assistance with the transition to virtual learning, please email [hotline-students@lacitycollege.edu](mailto:hotline-students@lacitycollege.edu) our welcome center staff will assist you. Students have until May 10 to petition for a pass/no pass grade. You also have until May 10 to withdraw from a class and receive an EW (emergency withdrawal) that will not affect their satisfactory progress or count against the number of attempts at a class.

Finally, the college administrators and staff will go back to their regularly scheduled campus committee meetings next week. This means I will need to change my town hall meetings so that they are not at the same time. Starting next week, we will have a Town Hall on Tuesday and Thursday afternoons at 12:30.

**REMEMBER:** Next Monday, April 13, is a non-instruction day. Faculty and students get a nice long weekend. Enjoy your day off and get some rest.

BELIEVE ACHIEVE SUCCEED! As we march on...

Be well and be safe,

Mary

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Para ver este mensaje en español, favor de visitar el sitio web de [LACC](#)