

**LOS ANGELES PIERCE COLLEGE**  
**Fall Semester 2017**  
**OFFICE HOURS**

August 28, 2017 to December 17, 2017

Office/Service/Facility	EXTENSION	LOCATION	Time		
			Monday to Thursday <sup>2</sup>	Friday	Saturday
Academic Affairs Office	(818) 719-6444	Alder 1016	7:30 a.m. to 4:30 p.m.	7:30 a.m. to 4:30 p.m.	CLOSED
Academic Affairs Evening/Saturday Office (moves to HR Office in the evening)	(818) 719-6444	CSB - Human Resources	4:30 p.m. to 8:30 p.m.	CLOSED	8:00 a.m. to 12:00 p.m.
Admissions & Records :  For the first two weeks of the Fall 2017 semester, Admissions and Records will be open from 8:30 a.m. to 7:00 p.m. Monday through Thursday, and Friday from 8:30 a.m. to 12:00 p.m.	(818) 719-6404	SSB - 1st Flr	Regular Hours starting September 11, 2017  8:30 a.m. to 6:30 p.m.	Regular Hours starting Sept 11, 2017  8:30 a.m. to 12:00 p.m.	Admissions and Records will be open on Saturday, Sept 2 & 9, 2017 9am-1pm  CLOSED
Administrative Services Office	(818) 610-6504	Alder 1024	8:00 a.m. to 4:30 p.m.	8:00 a.m. to 4:30 p.m.	CLOSED
Assessment Center	(818) 719-6499	SSB - 1000H	9:00am-5:00pm.	9am - 4pm	If scheduled
Bookstore (during first week of the semester)	(818) 719-6420	CSB	7:30 a.m. to 8:30 p.m.	7:30 a.m. to 4:00 p.m.	Bookstore Open August 26 <sup>th</sup> & Sept 2, 9, 16, 23rd 8:30 a.m. to 2:30 p.m.
Bookstore (second week of the semester)	(818) 719-6420	CSB	7:30 a.m. to 8:00 p.m.	7:30 a.m. to 4:00 p.m.	
Bookstore (third week through end of the semester)	(818) 719-6420	CSB	7:30 a.m. to 7:00 p.m.	7:30 a.m. to 3:30 p.m.	
Brahma Café	(818) 610-6501	CSB	7:30 a.m. to 7:15 p.m.	7:30am to 3:30pm	Open Sept 9 & 16 from 9:00 a.m. to 1:00 p.m.
Business Office	(818) 719-6432	CSB	8:00 a.m. to 7:30 p.m.	8:00 a.m. to 4:00 p.m.	On Saturday Sept 2 & 9, 2017 Business Office will be open from 9:00 a.m. to 1:00 p.m.
CalWORKs	(818) 719-6400	SSB 234	8:00 a.m. to 5:00 p.m. <sup>1</sup>	8:00am - 3:00pm	CLOSED
Career & Transfer Center	(818) 710-4126	SSB 1st floor	8:00 a.m. to 7:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Center for Academic Success	(818) 719-6414	Library - 1st Flr	9:00 a.m. to 5:30 p.m.	10:00 a.m. to 2:00 p.m.	CLOSED
Copy Tech Services	(818) 710-4422	CSB	7:30 a.m. to 6:30 p.m.	7:30 a.m. to 3:30 p.m.	CopyTech Open Sat. Sept 9 9:00 a.m. to 1:00 p.m.
Counseling	(818) 719-6440	SSB - 1st Flr	8:00 a.m. to 7:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
ENCORE	(818)710-4163	Village 8310A	8:00am -4:30pm	8:00am -4:30pm	CLOSED
EOP&S	(818) 719-6422	SSB - 235	Mon 8:00a-6p, Tues- Thurs 8a-5p	8:00 a.m. to 4:00 p.m.	CLOSED
Extension	(818) 719-6425	Village 8200	10:00 a.m. to 6:00 p.m.	9:00 a.m. to 1:00 p.m.	CLOSED
Financial Aid / Scholarship / Foster Youth (First week of semester)	(818) 719-6428	SSB - 2nd Flr	8:00 a.m. to 6:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Financial Aid / Scholarship / Foster Youth (after first week of semester: Monday and Tuesday)	(818) 719-6428	SSB - 2nd Flr	8:00 a.m. to 4:00 p.m. Mon and Tues	8:00 a.m. to 12:00 p.m.	CLOSED
Financial Aid / Scholarship / Foster Youth (after first week of semester: Wednesday and Thursday)	(818) 719-6428	SSB - 2nd Flr	8:00 a.m. to 6:00 p.m. Wed & Thus	8:00 a.m. to 12:00 p.m.	CLOSED
First Year Experience	(818) 610-6508	Library - 1st floor	8:00 a.m. to 7:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Food Court (Hours Subject to Change)		Library - 1st Floor	7:30am to 8:00pm	7:30am to 2:00pm	CLOSED
Foundation Office	(818) 710-4206	SSB - 3rd Flr	8:30 a.m. to 4:30 p.m.	8:30 a.m. to 4:30 p.m.	CLOSED
Health Center (Medical Clinic and Counseling)	(818) 710-4270	SSB - 2nd Flr	8:30 a.m. to 7:00 p.m.	8:30 a.m. to 2:00 p.m.	CLOSED
Health Center (Counseling appointments)	(818) 710-4270	SSB - 2nd Flr	8:30 a.m. to 7:00 p.m.	8:30 a.m. to 4:00 p.m.	CLOSED
Honors Office	(818) 710-2603	Alder 1001	7:30 to 12:00 p.m.	7:30 to 12:00 p.m.	CLOSED
Information Technology	(818)719-6496, internal x6415	Building 600	8:00 a.m. to 10:00 p.m. <sup>1</sup>	8:00 a.m. to 3:45 p.m.	CLOSED
Information Desk	(818) 710-3390	SSB - 1st Floor	8:00 a.m. to 7:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
International Students	(818) 719-6417	SSB 271	8:00 a.m. to 5:30 p.m. <sup>1</sup>	8:00 a.m. to 4:30 p.m. <sup>1</sup>	CLOSED
Library	(818) 719-6409	LLC 5200-2nd Floor	7:30 a.m. to 8:30 p.m.	9:00 a.m. to 3:30 p.m.	10:30 a.m. to 3:30 p.m.
Mail Room Clerk Service (from August 28 to September 11, 2017)	(818) 719-6426	CSB	7:30 a.m. to 7:30 p.m.	7:30 a.m. to 4:00 p.m.	8:00 a.m. to 3:00 p.m. Door Open Only
Mail Room Clerk Service (from September 12 to December 17, 2017)	(818) 719-6426	CSB	7:30 a.m. to 4:00 p.m.	7:30 a.m. to 4:00 p.m.	8:00 a.m. to 3:00 p.m. Door Open Only
Media Center	(818) 719-6496	Bldg 600	8:00 a.m. to 10:00 p.m. <sup>1</sup>	8:00 a.m. to 3:45 p.m.	CLOSED
PACE	(818) 719-6485	1000 Alder, 1000B/1000C	8:00 a.m. to 6:30 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Payroll	(818) 719-6403	CSB	8:00 a.m. to 5:30 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Personnel	(818) 719-6407	CSB	8:00 a.m. to 8:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
President's Office	(818) 719-6408	Alder 1019	8:00 a.m. to 4:30 p.m.	8:00 a.m. to 4:30 p.m.	CLOSED
Special Services	(818) 719-6430	SSB - 208	9:30 a.m. to 6:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Student Engagement / ASO Offices	(818) 710-2215	LLC 5100	9a-4p Mon thru Thurs	9:00 a.m. to 3:00 p.m.	CLOSED
Student Services Office	(818) 719-6418	SSB 3rd floor	8:00 a.m. to 4:30 p.m.	8:00 a.m. to 4:30 p.m.	CLOSED
Veterans Services	(818) 710-3316	SSB - 208	8:00 a.m. to 4:00 p.m.	8:00 a.m. to 12:00 p.m.	CLOSED

Notes

1 – Due to staffing limitations the office may be closed at 12:00/12:30 noon for one hour.

2 – Except as noted

SSB = Student Services Building

CSB = College Services Building

8-Sep-17