

**LOS ANGELES PIERCE COLLEGE**

**Winter Semester 2018**

**OFFICE HOURS**

January 2, 2018 to February 3, 2018

Office/Service/Facility	EXTENSION	LOCATION	Office Hours		
			Monday to Thursday	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	HR	4:30 p.m. to 8:30 p.m.	CLOSED	CLOSED
Admissions & Records	(818) 719-6404	SSB - 1st Floor	8:30 a.m. to 6:30 p.m.	8:30 a.m. to 12:00 noon.	CLOSED
Administrative Services Office	(818) 610-6504	Alder 1024	8:00am - 4:00pm	8:00am - 4:00pm	CLOSED
Assessment Center	(818) 719-6499	SSB - 1000H	9:00 a.m. to 5:00 p.m.	9:00 a.m. to 4:00 p.m.	CLOSED
Brahma Café	(818) 610-6501	CSB	7:30 a.m. to 3:30 p.m.	7:30 a.m. to 12:30 p.m.	CLOSED
Bookstore	(818) 719-6420	CSB	7:30 a.m. to 7:00 p.m.	7:30 a.m. to 3:30 p.m.	CLOSED
Business Office	(818) 719-6432	CSB	8:00 a.m. to 7:30 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Brahma Café	(818) 610-6501	CSB	7:30 a.m. to 3:30 p.m.	7:30 a.m. to 12:30 p.m.	CLOSED
CalWORKs	(818) 719-6400	SSB 234	8:00 a.m. to 5:00 p.m.(1) <i>Late afternoon appts are available for full-time working students</i>	8am - 3:30pm	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 Floor	9:30 a.m. to 5:00 p.m.	CLOSED	CLOSED
Child Development Center	(818) 719-6494	Near the entrance on Mason	7:45 a.m. to 4:00 p.m.	7:45 a.m. to 4:00 p.m.	CLOSED
Copy Tech Services	(818) 710-4422 (818) 719-6435	CSB	7:30 a.m. to 6:30 p.m.	7:30 am - 3:45 pm	CLOSED
Counseling	(818) 719-6440	SSB - 1st Floor	8:00 a.m. to 7:00 p.m.	8:00 am to 4:00 pm	CLOSED
ENCORE	(818)710-4163	Village 8310A	8:00am - 4:30pm	8:00am - 4:30pm	CLOSED
EOP&S	(818) 719-6422	SSB - 235	Monday 8:00a.m. to 6:00p.m. Tuesday - Friday 8:00 a.m. to 4:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Extension	(818) 719-6425	Village 8200	Week of Jan 3rd 9:00 a.m. to 3:00 p.m. After January 9th 10:00 a.m. to 6:00 p.m.	9:00 a.m. to 1:00 p.m.	CLOSED
Financial Aid / Scholarship / Foster Youth (hours after January 22: The first 3 weeks of January the office will be closed at 4pm. Mon thru Thurs)	(818) 719-6428	SSB - 2nd Floor	Monday and Tuesday 8:00 a.m. to 4:00 p.m. Wednesday and Thursday 8:00 am to 6:00 pm	CLOSED	CLOSED
First Year Experience		Library - 1st Floor	8:00 a.m. to 7:00 p.m.	8:00 a.m. to 4:00 p.m.	CLOSED
Food Court		Library - 1st Floor	7:00 a.m. to 7:00 p.m.	CLOSED	CLOSED
Foundation Office ( See Business Office hours for all transaction requests. Call the Foundation Office for all other needs.)	(818) 710-4206	SSB 3rd Floor	By Appointment	CLOSED	CLOSED
Health Center (Medical Clinic)	(818) 710-4270	SSB - 2nd Floor	Monday 9:00 a.m. to 4:00 p.m. Tuesday to Thursday 9:00 a.m. to 6:00 p.m.	CLOSED	CLOSED
Health Center (Counseling appointments)	(818) 710-4270	SSB - 2nd Floor	Monday 9:00 a.m. to 4:00 p.m. Tuesday & Wednesday 9:00 a.m. to 6:00 p.m.	CLOSED	CLOSED
Honors Office	(818) 710-2888	Village 8340	7:30 a.m. to 12:00 p.m.	7:30 a.m. to 12:00 p.m.	CLOSED
Information Technology	(818) 719-6496	Old Library 1st Floor	8:00 a.m. to 5:00 p.m.(1)	8:00 a.m. to 3:45 p.m.	CLOSED
International Students	(818) 719-6417	SSB 271	8:00 a.m. to 4:30 p.m.(1)	8:00 a.m to 4:30 p.m.	CLOSED
Library	(818) 719-6409	CCL 2nd floor	M/Tu/Th 8:30a-4:30p, Wed 8:30a-7:30p	CLOSED	CLOSED
Mail Room Clerk Service Doors to Mail Room lock at 11:00 p.m.	(818) 719-6426	CSB	7:30 a.m. to 4:00 p.m. Extended hours 1st week to 7:00 p.m.	7:30 a.m. to 4:00 p.m.	CLOSED
Media Center	(818) 719-6496	Old Library 1st Floor	8:00 a.m. to 10:00 p.m.(1)	8:00 a.m. to 3:45 p.m.	CLOSED
PACE	(818) 719-6485	Village 8340	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	Building 1900	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 - 175	8:00 a.m. to 5:00 p.m.	CLOSED	CLOSED
Student Life / ASO	(818) 710-2934	New Library 1st floor	9:00 a.m. to 4:00 p.m.	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.	CLOSED	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

CSB = College Services Building  
SSB = Student Services Building