



CONSUMER INFORMATION

STUDENT RIGHTS

Notice of Student's Right to Cancel

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the seventh day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

LA campus

Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the Registrar
Angeles College
3440 Wilshire Blvd. Suite 310
Los Angeles, CA 90010

City of Industry campus (New Campus in 2013/2014)

Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the Registrar
Angeles College
17595 Almahurst Unit 101-3
City of Industry, CA 91748

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by

completing a complaint form, which can be obtained on the bureau's Internet Website at <http://www.bppe.ca.gov>

Student's Right to Privacy (FERPA)

Angeles College (AC) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by AC. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through AC's Registrar's Office.
2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. AC is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by AC at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

AC is authorized to provide access of student records to AC officials and employees who have legitimate educational interests. These are persons who have responsibilities in AC academic, administrative, service or research functions.

A copy of AC's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of AC's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available in the front office).

Non-Discrimination Policy

Angeles College (AC) does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin, residence or sexual orientation from participating in any of the school's activities. AC will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

Educational Safety Environment

Due to requirements set forth by the Occupational Safety and Health Administration (OSHA), proper attire including shoes, eyewear and other articles should be worn during all class hours.

Americans with Disability Act (ADA)

Angeles College recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring AC to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the school's ADA Compliance Officer. Communication with faculty or other staff members does not constitute in itself fulfilling the ADA accommodation requirements.

Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. AC's ADA Compliance Officer will review documentation for accommodation consideration. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against AC for its non-compliance with the policy.

Equal Opportunity

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation and compliance issues, inquiries should be directed to the following individual:

Compliance Officer/Chief Operations Officer at (213) 487-2211, for the following matters:

- Sexual Harassment
- Discrimination – Education/Race
- Discrimination – Workplace – Hiring/Promotion
- Training
- ADA
- EEO – Hiring/Promotion
- Gender Equality

Student Grievance Policy

The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The programs offered at Angeles College are difficult and demanding programs. Students enrolled in these programs may sometimes experience problems. The school will make every effort to help resolve these problems when made aware of them. The following procedure is designed to assist students to resolve any problems they identify.

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Director of Academics if you and the instructor were unable to resolve the problem.
3. If the problem is still not resolved, the student will make an appointment to discuss the matter with the School Director.
4. If the problem involves the VN program, you may contact the Board of Vocational Nursing and Psychiatric Technicians.

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833

T: 916-263-7800 Web: www.bvnpt.ca.gov E-mail: bvnpt@dca.ca.gov

5. For other problems, you are able to contact:

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

T: 888-370-7589 Web: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia 22043

T: (703)917-9503 Web: www.abhes.org E-mail: info@abhes.org

Right to Appeal

Students may submit a written appeal for any decisions that negatively affect their ability to complete a course or program, such as failure, suspension, or termination. All such appeals must be submitted within 30 days of notice to the School Director/Assistant Director. It is the responsibility of the student to submit all relevant documents or statements of support with their appeal letter. Appeals should be brought or mailed to:

LA campus

Angeles College
Attn: School Director/ Assistant Director
3440 Wilshire Blvd, Suite 310
Los Angeles, CA 90010

City of Industry

Office of the Registrar
Angeles College
17595 Almahurst Unit 101-3
City of Industry, CA 91748

In all cases of student grievances, if the complaint cannot be resolved after exhausting the school's procedures, the student may file an external complaint.

STUDENT RESPONSIBILITIES

Student Conduct

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of AC's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse. Angeles College reserves the right to suspend or terminate any students whose conduct is deemed unacceptable. Such conduct includes excessive number of absences or tardiness, failure to maintain satisfactory academic standing, failure to achieve satisfactory clinical performance, inappropriate behavior toward fellow students, faculty, staff or affiliates, failure to abide by school rules and other conduct deemed inappropriate.

Standards of Student Conduct

Students are responsible for learning all required material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State and Federal.

Student conduct must conform to AC rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations include, but are not limited to, the following:

- Uniforms not worn in class in accordance with uniform policy, if applicable
- Harassment of any kind
- Disruptive behavior that hinders or interferes with the educational process
- Any act or statement which threatens or violates the personal safety of any member of the faculty, staff or student body
- Violation of the student Code of Conduct
- Failure to comply with any reasonable directive from faculty or school officer
- Carrying weapons on campus
- Falsification or invention of any information citation or document, lying during a school investigation, or plagiarizing any piece of writing
- Helping another student cheat, fabricate, plagiarize or unlawfully acquire or use copyrighted works
- Violation of any state, federal, or school laws, regulations or rules

Discipline Procedures

If a student is in violation of a rule or regulation, the issue will be investigated immediately. The student will be notified of the issue and investigation. A committee will review the investigation, discuss the findings and make recommendations to the School Director/Assistant Director. The student will be afforded the opportunity to address the committee to plead his/her case. If a violation is found, the student will receive sanctions relative to the seriousness of the violation. The sanctioning decision will be made by the School Director/Assistant Director, who will report this decision to the student. If the student feels the decision was in error, the student may request an appeal within 10 days of the decision. The student must submit an appeal in writing to the Committee who will review the appeal and make a decision. The decision of the Committee is final.

CAMPUS SECURITY AND FIRE SAFETY POLICY*

**Statistics below are based on the LA Campus and City of Industry campus areas. The contents below are only applicable to students who enrolled at the LA or CI Campus only. Statistics for the GG are not available after 2014 due to closing.*

Angeles College is committed to assisting all members of the community in providing for their safety and security. The 2013 Angeles College community consists of approximately 60 students plus 15 faculty and staff. Being situated within the cities of Los Angeles (LA Campus) and the City of Industry (CI Campus), Angeles College shares many of the same interests and concerns as each city, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, your actions and behaviors can significantly reduce your risk of personal harm.

At Angeles College, we understand the concern everyone has about campus safety. Our desire is for students, faculty and staff to enjoy their academic years free from threats to their safety or well-being. The purpose of this publication is to share with you information relating to the safety and security of campus facilities, the office involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act)

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants a detailed report of crime statistics for the prior three years. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

Geography: Location

The Los Angeles campus of Angeles College occupies 8,879 square feet on the 3rd floor of Central Plaza, LLC located at 3440 Wilshire Boulevard, Suite 310, Los Angeles, California. The building is one of three identical structures that occupy the south side of Wilshire Boulevard, between Mariposa Avenue and Normandie Avenue.

The City of Industry campus (*Opened in 2013/14*) occupies 4,981 square feet on the 1st and 2nd floor. Located in the business center of the City of Industry along with the cities of Rowland Heights and Hacienda Heights intersecting. The campus is

located at 17959 Almahurst St., Suite 101-3, City of Industry, California. All classes held at this location are considered Non-Main Campus courses.

The Garden Grove campus (*Closed in 2013*) of Angeles College occupies 7,906 square feet on the 2nd floor of AR Galleria, a multi-store shopping center occupying 57,400 square feet, and is located at 9618 Garden Grove Boulevard, Suite 211, Garden Grove, California.

For purposes of Clery Act data collection and reporting, the following definitions apply:

- **Campus:** Areas of buildings which are leased, owned or controlled by Angeles College, including any classrooms, administrative offices, faculty offices, along with any hallways, lavatories, storage areas, stairwells, elevators or other areas used exclusively by Angeles College staff, faculty or students.
- **Non-Campus Property:** All other areas of campus buildings that are not otherwise included in the definition of "campus" (above), including any hallways, elevators or outdoor areas owned or controlled by the building/development owners and routinely used by Angeles College's students. These areas are considered part of the "campus" for the purposes of the statistics above.
- **Public Property:** Any public thoroughfares, streets, alleys, sidewalks and/or public parking facilities that is immediately adjacent to, and accessible from, the campus.

Annual Campus Security Report – LA Campus

Angeles College is committed to assisting all members of the Angeles College community in providing for their safety and security. The annual security compliance document is available on the Angeles College website at <http://www.angelescollege.edu>

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or properties owned or controlled by Angeles College; and on public properties within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Angeles College administration office which is located in front of the 3rd floor elevators. If you would like to receive the Annual Campus Crime Statistics Report that contains this

information, you can stop by the Angeles College Administration Office at 3440 Wilshire Blvd., Suite 310, Los Angeles, CA 90010 or you can request that a copy be mailed to you by calling (213) 487-2211.

Campus Crime Statistics - Los Angeles, Garden Grove (Closed) & City of Industry Campus

The detailed statistics in this policy reflect the number of crimes reported and referrals made for Angeles College - Los Angeles Campus, Garden Grove Campus (closed), and City of Industry for the past three calendar years (2012-2014). Those cases are as follows:

2013-2015 Clery Campus Crime Statistics for LA/GG/CI Campuses

Total Crimes:

OFFENSE	YEAR	ON CAMPUS		NON CAMPUS		PUBLIC AREA	
		LA	CI	LA	CI	LA	CI
Murder/Non-negligent Manslaughter	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Negligent Manslaughter	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Rape	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Fondling	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Incest	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Statutory Rape	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Robbery	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Aggravated Assault	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Burglary	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	1	0	0	0	0	0
Motor Vehicle Theft (Includes theft attempts)	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0

Arson	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Liquor Law Arrests	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Drug Arrests	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Weapon Law Arrests	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Hate Crimes	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0

Violence Against Women Act (VAWA) Offenses

OFFENSE	YEAR	ON CAMPUS		NON CAMPUS		PUBLIC AREA	
		LA	CI	LA	CI	LA	CI
Domestic Violence	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Dating Violence	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Stalking	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0

Disciplinary Actions:

OFFENSE	YEAR	ON CAMPUS		NON CAMPUS		PUBLIC AREA	
		LA	CI	LA	CI	LA	CI
Weapons: carrying, possession, etc	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Drug Abuse Violations	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Liquor Law Violations	2013	0	n/a	0	n/a	0	n/a
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0

For more information, please visit:

Los Angeles AREA: http://www.lapdonline.org/crime_mapping_and_compstat

City of Industry AREA: <http://shq.lasdnews.net/CrimeStats/LASDCrimeInfo.html>

Garden Grove AREA: <http://www.ci.garden-grove.ca.us/police/CrimeReports>

Timely Warning

In addition to the required Annual Campus Crime Statistics Report, Angeles College will provide a timely warning to the campus community of any occurrences of crimes considered to represent serious or continuing threats to students and employees, whether they are reported to campus officials or the local police agencies. Crimes that Angeles College views as serious include but are not limited to:

- homicide
- sex offense
- robbery
- burglary
- aggravated assault
- motor vehicle theft
- arson
- hate crimes
- arrests for liquor/drug or weapons violations
- campus discipline for liquor/drugs/weapons

If the school is aware of such a crime, and the management of the school feels that a serious and continuing threat to students and employees exists, the Campus Security Director will post appropriate warning notifications in various locations throughout the campus, including all entrance/exit doors of the campus buildings. These warning notifications will remain in place for ten days or longer if school management feels that a continuing threat remains.

Security of Campus Facilities

Angeles College campus facilities are private property. All visitors must report to the reception desk and be admitted to the campus grounds/buildings. Any unauthorized visitation or other trespassing on Angeles College's facilities, including trespassing by students during non-business hours, is strictly prohibited.

Campus Law Enforcement

Angeles College does not maintain a law enforcement department or employ a security force. However, the building in which Angeles College facilities are housed does maintain security personnel. All crimes and other emergencies will be handled by the building security or local law enforcement agencies appropriately. The building security officers patrol the campus around the clock. Foot and vehicle patrols enable officers to monitor and maintain security on campus, and promote contact between the campus community and building security officers.

Drug, Alcohol and Tobacco Policies

It is the policy of Angeles College to provide a safe and productive environment for all its students. The goal of this policy would be severely compromised by drug or alcohol abuse. Angeles College requires that every student be free of alcohol, illegal drugs and controlled substances.

Angeles College prohibits following: possession of controlled substances which would constitute a violation of the California Health and Safety Code Section 11350 or the Business and Professions Code Section 4230; use of alcoholic beverages while on any property owned or used by Angeles College. The "controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants and cocaine.

Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff and/or administrator. Smoking is only allowed at locations outside the main building in designated smoking areas.

Sexual Assault Prevention/Reporting

Angeles College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to accommodate each student's need. Any crime, including sexual assault, on or off campus, should be reported immediately to the local police department or other appropriate law enforcement agency.

However, Angeles College realizes that the decision to report a rape or sexual assault can be a difficult one. We do, however, strongly encourage immediate reporting of these crimes to appropriate agencies. A rape or sexual assault is a serious crime and the reporting of the incident may prevent another unsuspecting individual from becoming a victim. Victims are encouraged to call any law enforcement agency by dialing "9-1-1" immediately for criminal investigation, medical treatment, and referral to crisis counseling and legal advocacy services. Victims may request the entire reporting process remain confidential.

If both the victim and the suspect are enrolled students, a college disciplinary action may be sought. In this event, the accuser and the accused are entitled to same opportunities to have others present during a campus disciplinary proceeding held by school committee. Both parties shall be informed of the proceeding outcomes after a decision has been made by the committee. If found to be in violation of Angeles College's Code of Student Conduct, the offender may be placed on probation, suspended, expelled, and/or excluded from the campus. If certain circumstances the victim may request changes in academic arrangements.

If you become a victim of a sexual assault on or off campus:

- Go to a safe place
- Immediately contact the local police department
- Contact someone you trust to be with you or ask the police department dispatcher to do so for you
- Do not shower, bath, douche, change or destroy your clothing
- Do not clean or straighten up the area

A police officer will arrange for forensic and medical services as appropriate and a report will be accepted in confidence through a 3rd-party or anonymously.

Firearms and Weapons Policy

Angeles College does not authorize the possession or use of weapons and firearms on the College's campuses or on any property owned or controlled by the College. This also includes ammunition for weapons, guns, beebie (BB) guns, stun guns, chemicals, bombs, hazardous materials, explosive devices, knives, incendiary devices and any item capable of inflicting serious injury.

No one (personnel, students or visitors) except law enforcement officers of either the State of California or of a Federal Law Enforcement Agency shall be authorized to possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while upon campus or other properties owned or controlled by the College, without the prior knowledge and consent of the School Director.

Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense, or prosecution under appropriate city, state or federal laws. Individuals should immediately report any knowledge he or she may have regarding the possession, use or display of weapons and firearms to the School Director.

Potentially Infectious Agents and/or Hazardous Materials Policy

It is the policy of Angeles College that all students who are exposed (i.e. needle stick, inhalation, mucus membrane or skin exposure or percutaneously to infectious agents and/or hazardous materials including radiation, blood-borne pathogens) while engaged in a educational program seek and obtain prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary.

Hate Crimes and the Law

Angeles College is mandated to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Anyone committing such acts can be referred to the Angeles College Administration for disciplinary action, as well as facing prosecution under the California law.

Distribution of Report/Policy

A notice of this report and policy statement will be given to all students and employees annually. Those wishing a printed copy of this report may print directly from our webpage, or may contact any member of the Angeles College administration for a printed copy sent by mail or picked up.

Crime Prevention

Angeles College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to reduce the likelihood of crime during school hours. Students and employees are encouraged to be vigilant and observant when in the non-campus or public areas, and to protect themselves and each other by reporting suspicious or illegal activity to proper authorities immediately. To help students and employees protect themselves and their property, Angeles College develops and makes available to students an updated crime log and safety tips.

Daily Crime Log

The Clery Act requires academic institutions with internal security maintain a daily crime log. This log may be publicized as a hard copy log and will be accessible on campus. The crime log for the "most recent 60-day period" must be available for public review during normal business hours. Any requests to view logs older than the 60 day recent period must be made available within two business days of the request for public inspection.

A hard copy of the daily crime log for Angeles College is maintained in the administration office. Angeles College does not make available an electronic version of the daily crime log. The business hours for access and further information are M-F, 9:00 a.m.-6:00 p.m. Furthermore, security is provided as part of the college's lease terms and as part of the Clery requirements, crimes are primarily registered with them at each campus location.

Emergency Notification

Angeles College Alerts will deliver messages using some or all of the following channels:

- The Angeles College homepage;
- Broadcast e-mail to all Angeles College students;
- Blackboards in classrooms;

- Phone Alerts;
- Classroom/hallway alarms.

Safety Tips

Effective policing is a community activity. Protect yourself against crime by taking the following common-sense precautions.

✓ Emergencies

- Fire: Leave the building and call 911
- Health/Medical: call 911

✓ On Campus

- Report unusual or suspicious activities to the Angeles College Administration Office in person or call (213) 487-2211 (LA Campus) or (714) 636-2211 (GG Campus).
- Keep small valuable items (jewelry, cash, wallets, purses, etc.) out of sight or in a closed/locked backpack.
- Small electronics such as iPods, mp3 players, cell phones, thumb drives, and laptops are easily taken by thieves and *must* be secured.

✓ Parking Lots

- Do not walk alone to your car.
- Lock your car at all times.
- Take your valuables with you or lock them in the trunk.
- Use anti-theft and safety devices, including remote key access for lighting, car alarms, and steering wheel locks.

✓ Personal Safety

- Always let someone know where you are.
- Never walk alone at night, always walk with a friend.
- Do not leave a party or bar with a casual acquaintance.
- Never leave drinks of any type alone, when at a social gathering.
- Report any rape or sexual assault, even if you know the assailant. It's still a crime.
- Report unusual or suspicious activities to the Angeles College Administration Office immediately at (213) 487-2211 (LA Campus) or (714)636-2211 (GG Campus).
- In Your Car
 - Do not signal breakdowns or request help from strangers.
 - Check the back seat before entering your car.
 - Do not open your window more than an inch if you respond to strangers who approach your car.

✓ **In General**

- Be aware of your surroundings.
- Keep your door locked at all times.
- Don't walk alone late at night.
- Keep your valuables locked up in a safe place.
- Don't leave your laptop computer unattended.
- Mark your valuables with your name.

✓ **Notice, Remember and Report**

- License plate number
- Which way the car or person went
- Anything left at the scene by the assailant or the victim
- Description of car (color, number of doors, rust)
- Description of person, including
 - approximate age, weight, height, and build
 - gender
 - color and length of hair
 - color of eyes
 - color of skin
 - clothing
 - distinctive marks including scars, tattoos
 - distinctive accessories including rings, earrings, piercings

✓ **Your Identity**

- Don't give out personal information on the phone, through the mail, or on the Internet unless you initiated the contact or are sure you know who you are dealing with.
- Don't carry your SSN card in your wallet; store it in a secure place.
- Keep your purse or wallet in a safe place; do the same with copies of administrative forms that have your sensitive personal information.

✓ **Preventing Fires**

Fire prevention and safety programs at Angeles College include:

- Fire drills (Building Services)
- Inspection and maintenance of fire-detection and fire-fighting equipment (Campus Services)
- Routine checks of emergency firefighting equipment (Campus Services)

✓ **Preventing Fire-Related Crimes**

The following activities are illegal:

- Causing a false alarm
- Maliciously activating building fire alarm system
- Discharging a fire extinguisher mischievously
- Tampering with fire-detection and fire-prevention equipment (smoke detectors, sprinklers)
- arson

Any student who commits these crimes will be referred to the College Disciplinary Board. Criminal charges may also be filed.

✓ **In Case of Fire Drill**

When the alarm sounds:

- Always leave the building immediately. Never assume the alarm is a false alarm.
- Continue to evacuate the building even if the alarm stops.
- Use the nearest exit. If the nearest exit is blocked by fire, heat or smoke, go to another exit.
- Always use the stairs. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside. Never use an elevator. If the power fails, you will be trapped.

✓ **When to use 9-1-1 versus 7-digit telephone lines**

- Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic. Always call 9-1-1 when there is a medical problem or something that requires the Los Angeles Fire Department to respond, because they do not have non-emergency lines.
- When there is a situation that requires police response but is not an emergency, use non-emergency dial 1-877-ASK-LAPD (1-877-275-5273) or The Los Angeles Police Department (LAPD) Olympic Community Police Station 1-213-382-9102.

It is a misdemeanor under California Penal Code Section 148.3 for any person to willfully use the 9-1-1 system for any purpose other than reporting an emergency. It is a felony if someone is injured or dies as a result of emergency service response to a false call.

Important Security/Safety Phone Numbers

Angeles College LA Campus - Campus Security Department
3440 Wilshire Blvd. Suite 310
Los Angeles, CA 90010
(213) 487-2211

Angeles College CI Campus – Campus Security Department
17595 Almahurst. Unit 101-3
City of Industry, CA 91748
(626) 965-5566

(CLOSED) Angeles College GG Campus – Campus Security Department
9618 Garden Grove Blvd. Suite 211
Garden Grove, CA 92844
(714) 636-2211

The Los Angeles Police Department (LAPD) -LA Campus
Olympic Community Police Station
1130 S. Vermont Ave.
Los Angeles, CA 90006
(213) 382-9102
Or Main Number 1-877-ASK-LAPD (1-877-275-5273)

The City of Industry Sheriff Dept. (Industry Station) – CI Campus
150 North Hudson Ave. City of Industry, CA 91744
(626) 330-3322

◆ **Please Remember to Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic.**

Note: This information is also available in the school catalog.
<http://angelescollege.edu/SchoolCatalog.pdf>