







- Our Division offers the following degrees:


- Associates of Arts in Liberal Arts
- Associates of Arts in Liberal Arts with a Fine Art Specialization
- Associates of Science in General Studies
- Associates of Science in Social Science with Specialization in Education
- Associates of Applied Science in Criminal Justice

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- Main Office – 857.7271 – Fax: 540.857.6096, Monday – Friday; 8:00 a.m. to 4:30 p.m.
 - Angela Webb-Administrative & Office Specialist III 857.6249
 - Sue Clark- Administrative & Office Specialist II 857.6685
 - Amy Anguiano, Dean- 857.7271
 - [LASS website](#)
 - Mailing A2 Tm 0 0.122 0.37bT C
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- You will be issued a classroom key, which will give you access to classrooms, general usage faculty offices, copy machines, fax machines and printers. This key opens all spaces except the MAC labs, photo lab and art gallery
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- Art Faculty

- Faculty offices are located in H-213B (857-6382).

- This space includes a MAC computer and telephone. Flat

- Office hours for full-time faculty are to be posted outside of your office door.
 - For the fall and spring semesters, all full-time faculty should schedule ten office hours per week. During a 5-week summer class, 2 hours per week for each course should be scheduled. If you are teaching a 10-week summer class, 1 hour per week for each course should be scheduled.
 - For the fall and spring semesters, all adjunct faculty should schedule 1 hour per week for each course taught. During a 5-week summer class, 2 hours per week, distributed over at least two days, for each course should be scheduled. If you are teaching a 10-week summer class, 1 hour per week for each course should be scheduled.
 - You may choose to hold 2 hours as virtual office hours.
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- Office supplies (such as pens, pencils, grade books, etc.) are available from the main office. These can be found in either H-111 or D-100.
- Please do not hesitate to ask for what you need, but use all supplies wisely. Reuse and recycle when possible. You may email suppl

- Each course has a departmental textbook. These are books chosen by the faculty for each course. Chosen textbooks must be used for a minimum of 3 years. Every faculty member teaching that course (that uses a book) must use the assigned textbook. You are not required to use a book, but if you use one it must be the departmental one.



- Follow these simple steps when requesting printing jobs:
 - Complete Printing Services Form
 - Submit your request to Print Services via I/O mail or take it to Webber 225.
 - Submit your request via email, noting all necessary deadlines and requirements for the job.
 - Remember:
 - Allow 2-3 days for return of print jobs.
 - Division office staff will pick up printing ock up printing1072 RG [(n)g 0 G pq968 nock
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