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|  Happy Midterms!*Spring 2023*In this issue, we will cover the following topics:* Ongoing OSS Spring Reminders
* General upcoming reminders
* Fresh Success/City Cares Network Information

**Contact Us**Los Angeles City College855 N. Vermont AvenueLos Angeles, CA 90029*Office of Special Services**Student Services Bldg., 1st fl.**Phone: (323) 953-4000 ext. 2270 (TTY/TDD)**Email:* *oss@lacitycollege.edu*[***OSS Cranium Café:***](https://tinyurl.com/w7zhpu75)[*https://tinyurl.com/w7zhpu75*](https://tinyurl.com/w7zhpu75)[***OSS Website:***](https://tinyurl.com/2xfekjbx)[*https://tinyurl.com/2xfekjbx*](https://tinyurl.com/2xfekjbx) | OSS Student Newsletter*As mid-terms approach, we wanted to reach out to remind you of some of the supports in place in OSS! We’re here to help, so please let us know if you need assistance.*HOW TO WRITE AN EMAIL TO YOUR PROFESSOR:1. Be respectful. Start your email with Dear Professor (their name) and use complete sentences and to-the-point language.
2. Identify yourself with your name and student ID number and the class you are taking with its section number. My Name is John Smith (student ID #88888888) and I’m enrolled in your Chemistry 101 class, Section 10111.
3. Use a subject line that signals why you are writing. A subject line that reads: Question about homework due Wednesday or Having difficulty understanding quadratic equations is much more productive than Help or I don’t get it.
4. Sign off politely with a Thank You or Sincerely and your name.

OSS COUNSELING AND LD SPECIALIST *Have you reached out to your counselor/LD Specialist for your accommodation letters? Are you enrolled in late-start 8-week classes?* Contact your counselor or specialist today to request your accommodation letters. Counselors and LD Specialist will be available both online and in-person, Mondays-Fridays (specific days per counselor/LD specialist will vary). Student last names, A – L, email Robert Dominick: **DominiRT@laccd.edu** Student last names, M – Z, email Houa Lee: **LeeH7@laccd.edu** Students with learning disabilities, email Donna Morley: **MorleyDA@laccd.edu** **TIP: Always include your student ID number with any emails or phone messages. This helps us to serve you more quickly.**HIGH-TECH CENTER The OSS HTC is open for in-person drop-ins 9:00am-4:00pm, Monday-Thursday. You can also set up an appointment with our HTC Lab staff by emailing **osshtc@lacitycollege.edu** or visit us on [**Cranium Café**](https://tinyurl.com/w7zhpu75).OSS TUTORINGWe’re offering in-person and online Math, Writing and English tutoring. Contact **osstutor@lacitycollege.edu** for more information. Be sure to include:* Your Name
* Student ID
* Class Name
* Professor Name
* Times you are available for tutoring
* Preference for either in-person or online tutoring

ALTERNATIVE TESTINGFor most exams in online classes, you’ll be able to take your exams remotely with the rest of your class. Make sure that you’ve seen your counselor or specialist to request your accommodation letter be sent to your instructor. It’s also a good idea to remind your instructor a few days before the exam about your accommodations, so that they’ll remember to adjust the timer, etc. If you have an in-person class, please remember to reach out at least 3 days prior to the exam to set up your appointment**. For midterms, we suggest 5 days’ notice is best.** * To make a testing appointment, please use the [**OSS Test Request Form**](https://forms.office.com/r/vmKXJpfXZm).
* Email **ossexams@lacitycollege.edu** with any questions

SUMMER AND FALL 2023 - REMINDERS • The Summer 2023 class schedule comes out Wednesday, March 22 and summer enrollment begins the week of Monday, April 17. • The Fall 2022 class schedule comes out Monday, April 10 and fall enrollment begins the week of Monday, April 17. FRESH SUCCESS/CITY CARES NETWORKConnect with essential resources for success! Need assistance with textbook, food, transportation, housing, and other college and living expenses? [**Contact City Cares online at: https://lacitycollege.edu/Resources/LACC-Cares/Department-Home**](https://lacitycollege.edu/Resources/LACC-Cares/Department-Home) You can also email them at: **caresnetwork@lacitycollege.edu**  |