

A close-up, vertical photograph of a guitar neck. The dark wood of the fretboard is visible, with several metal frets and strings. A single orange dot is visible on the fretboard. The background is a warm, out-of-focus orange and yellow light.

# STUDENT SERVICES

STUDENT LIFE & ENGAGEMENT  
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LEARNING RESOURCE CENTER  
STUDENT EMPLOYMENT OPPORTUNITIES  
STUDENT SUPPORT SERVICES  
INTERNATIONAL STUDENT SERVICES  
ALUMNI & POST GRADUATION SERVICES  
STUDENT LIVING

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## **Student Services**

[studentservices@lacm.edu](mailto:studentservices@lacm.edu)  
[www.lacm.edu/student-services](http://www.lacm.edu/student-services)

## **International Student Services**

[international@lacm.edu](mailto:international@lacm.edu)  
[www.lacm.edu/international-student-services](http://www.lacm.edu/international-student-services)

## **Career Services**

[careercenter@lacm.edu](mailto:careercenter@lacm.edu)  
[www.lacm.edu/career](http://www.lacm.edu/career)

## **Housing & Roommate Connection**

[housing@lacm.edu](mailto:housing@lacm.edu)  
[www.lacm.edu/housing](http://www.lacm.edu/housing)

## STUDENT LIFE & ENGAGEMENT

### Student Life

Los Angeles College of Music (LACM) believes that many of the most impactful and meaningful moments for students will occur outside of and in supplement to the academic program(s) and classes. LACM provides ongoing opportunities for social interaction, community involvement, peer support, industry networking, professional development and engaging activities designed to bring the student body together in fun and encouragement. Each quarter, students are also given the opportunity to attend multiple live performances on campus, music industry master classes, instrument-specific clinics, creative workshops, industry panels, and special events. Every student is invited to participate and become connected to each other and the greater LACM community, through the involvement in both social and industry-related events alike. These will be the experiences and relationships that will sustain beyond graduation, while building an active and thriving network of support as each student moves into their career in the music industry.

### Engagement

LACM is a community that values inclusivity, productive discourse, creativity and collaboration.

Student Activities is a group comprised of LACM staff, faculty and student representatives with a common goal to bring opportunities for social and interactive community-building events on campus. Activities might include Open Mics and Jam Sessions, Culture Outings (Museums, Theater, Concerts, etc.), Health and Wellness Events (Yoga, Sports, Meditation Groups, etc.), Non-Profit Volunteer Opportunities (LACM Gives Back, Area Organizations), Movie Nights and Field Trips. Such activities enhance the culture developed organically on campus, by nature of the collaborative music performance and creation focus inherent in the academic programs at LACM.

370 Music Group is a student-run record label project that allows each participant to either play a critical role in the administration of the label releases or be represented artistically with full marketing, promotion, and major distribution support.

LACM Gives Back is an organization affiliated in partnership with the LACM Foundation, giving opportunities to students and alumni to collaborate with area non-profit organizations. Such organizations might include Notes for Notes, Villa Esperanza, Cancer Support Center, Pasadena Humane Society, Little Kids Rock, and more. Participants experience the value of giving to

individuals in need of support in the community, whether through offering music instruction and performance or simply volunteering in service to an event or activity. LACM encourages all students to participate throughout their academic program and beyond.

## ACADEMIC ADVISING

The LACM Office of Academic Advising works closely with currently enrolled students to support successful degree completion in a timely, reasonable, and efficient manner through the provision of numerous services, programs, tools, and communications. The use of the services provided is not mandatory, but emphatically recommended. LACM is not responsible for students who neglect to utilize these services, and does not guarantee specific outcomes therefrom.

LACM's Office of Academic Advising is available to answer questions and offer the best solutions for students.

Specific services include:

- Registration
- Academic Planning
- Study Skills/Organization
- Time Management
- Workshops
- Tutoring Programs\*
- Federal Work Study
- General Academic Advice
- Student Status Change
- Leave of Absence
- Withdrawal
- Re-admission
- Academic Grievance
- Change of Program/Major

*\*Student tutoring programs are available to students in need of extra assistance outside of class. Any student interested should contact the Office of Academic Advising for more details.*

## CAREER SERVICES

LACM offers all current students and alumni the opportunity to receive professional development support from the on-campus Career & Learning Resource Center. On a drop-in and/or advance appointment basis, students can receive guidance and experience in various areas including:

- Resume/CV/Artist Bio Coaching
- Social Media Strategy
- Media Content Creation
- Marketing/Promotion Materials
- Mock Auditions
- Internship Placements

- Job Interview Preparation
- Music Industry Workshops and Seminars
- Industry Networking Events
- Gig Booking Services

Individualized Career Counseling is available to all students and alumni on a weekly basis, by appointment only. Workshops and seminars on special topics related to the music industry are ongoing throughout each term, with a focus on career development and industry readiness.

### GrammyU

Also included in each student's LACM tuition and sustaining for two years post-graduation, is a membership in the esteemed Recording Academy's Grammy U organization. This is an organization devoted to college students who are studying in the focus of music, as a supplemental resource providing industry networking, creative workshops, special events, career development opportunities, and more. Each quarter, multiple events occur that are designed to extend each student's impact and experience beyond their school campus. LACM encourages students and alumni to take full advantage of this resource while enrolled and up to two years post-graduation. For more information about Grammy U, please visit: <https://www.grammy.com/recording-academy/membership/recording-academy/about/chapters/grammy-u>

## CAREER & LEARNING RESOURCE CENTER

The Los Angeles College of Music (LACM) Career and Learning Resource Center serves the entire LACM community including current students, faculty, staff, and alumni. Located in the commons areas of the North campus building, the Career and Learning Resource Center boasts a diverse collection of traditional and non-traditional information resources, as well as computers, turntables and the student printer and photocopier. The center features academic resources that supplement the LACM learning environment such as books, periodicals, scores, digital reference materials, and a collection of over 3000 vinyl records. All LACM students, staff and faculty have access to the NAXOS Music Library. This digital library features the complete catalogs and/or selected recordings of over 800 record labels, spanning many diverse musical genres and eras.

In addition to the resources listed above, the LACM Career and Resource Center provides career development services for all current students and alumni. Such services include Career Counseling, Resume Coaching, Music Media & Marketing Support, Mock Interviews, Audition Prep, Gig

Booking Assistance, Job and Internship Placement, and more. Customized resources regarding music publishing, copyright, music entrepreneurship, industry contacts, job opportunities, and more, are provided within the LACM Career and Resource Center as well. All Career Development resources remain available to LACM Alumni permanently, in addition to current students and faculty.

Visit the LACM student information system (SIS) to learn more about the Career and Learning Resource Center's collections, circulation procedures and hours of operation.

## STUDENT EMPLOYMENT OPPORTUNITIES

### Job Placement

Los Angeles College of Music (LACM) recognizes that many students seek to secure employment while attending school. To this end and in support of this effort, there are two primary avenues for current LACM students to participate in employment opportunities:

- **On Campus:** There are multiple departments at LACM that employ qualified student workers to support campus projects and activities. Examples of these opportunities might include Live Event Production, Career Service and Outreach, Facilities Tech and Staging Support, Admissions Ambassadors and Campus Outreach Events.
- **Off Campus:** LACM's Career Center seeks to source part-time community job opportunities for current students and is committed to assisting students in this effort. In addition, paid internships that are more focused toward procuring experience specific to the music industry are sourced and arranged per request and qualification.

### Federal Work Study

The FWS program provides funds for part-time jobs, which allow students to earn money needed to pay for educational expenses. FWS awards are a form of federal financial aid. In order to be eligible, students must have completed a current FAFSA, have remained "unmet need", be a permanent resident or U.S. citizen, be in good academic standing and be enrolled at least half-time. Currently, all available positions are on campus. Students are encouraged to find positions that provide work experience in their field of study or provide valuable service to the community. The student's wages are funded by the federal budget, with the college contributing a percentage of matching funds.

### Internship Policy

Los Angeles College of Music recognizes the vital



importance of students and graduates alike to receive internship opportunities that will further their knowledge, skill sets and ability to be competitive in the music industry. It is a core value of the institution to prepare students to achieve a minimum foundation of entry-level skill and knowledge competence to qualify inclusion in a variety of workplace environments, based on specific academic focus and program. To this end, the Career Center at Los Angeles College of Music seeks to place all students who are interested and qualify in a “for credit” professional training internship opportunity within the music industry in the Greater Los Angeles area. The Career Center also seeks to assist LACM Alumni with internship placements in a “post-graduate” framework. These opportunities are equally granted to all LACM Students and Alumni who qualify and meet the requirements noted in the procedure.

Regardless of Student or Alumni status, each individual is required to adhere to a professional code of conduct when in the workplace. Students and Alumni will be held responsible to adhere to the LACM Student Code of Conduct. Should an intern sponsored by LACM be accused of impropriety, criminal behavior, unethical or unprofessional conduct, or any other unbecoming behavior or attitude of concern, Los Angeles College of Music reserves the right to withdraw support and supervision of the internship. In addition, a student must complete the required hours in good standing in order to earn credit for the course. Withdrawal from an internship placement for any reason will result in a loss of the course credit and may disqualify the student from future internship opportunities.

## STUDENT SUPPORT SERVICES

Every student enrolled at LACM has free and open access to the Student Support staff and services. Individualized and confidential counseling offers support in areas such as:

- Time and Money Management
- Stress Management
- Substance Use Moderation & Harm Reduction Techniques
- Drug & Alcohol Addiction Support
- Special Accommodations Support
- Community Resources Referrals
- Food & Housing Insecurity Counseling and Resources
- Health & Wellness Balance Coaching
- Conflict Resolution Support

LACM recognizes that each student is a person in need of a strong foundation of health, before they are a musician or music industry member. As such, a high priority is placed on individual wellbeing and providing support for areas of concern or challenge for each student.

## INTERNATIONAL STUDENT SERVICES

### New Student

**Understanding M and F Visas:** In order for international students to study at LACM, they need to have a valid non-immigrant visa status. Most international students admitted to LACM obtain F-1 or M-1 visas.

**F-1, M-1 Student Visa & I-20:** The F-1 (AA & Bachelor) visa is the most common student visa type and is issued to students who are admitted to a full-time academic or language program at a US institutions. M-1 visa are issued to students enrolled in diploma programs. The International Office at LACM issues Form I-20, the official three-page document that is endorsed by a designated school official, to admitted students. Once students receive their Form I-20, they can apply for the F-1 or M-1 visa at a US embassy/consulate in their home country. For questions regarding the I-20 issuance, see procedure or contact the International Office.

*See Document I-20 Requirements and International Student Check List*

**F-2 Dependents:** Students who plan to have dependents (spouse and/or children only) accompany them during their studies must request dependent F-2 Dependent I-20 to the International Office.

### Transfer Students

F-1 students who are currently in the US and are transferring their SEVIS records from their previous school to LACM must complete a Notice of Intent to Transfer.

### Traveling

Students may travel internationally during scheduled school breaks. Students returning to the US from a temporary break should ensure they have the required documents to re-enter.

- Required Documents for Re-entry to the US
  - Valid Passport (valid for at least 6 months beyond the date of the re-entry to the US.)
  - Valid F-1 visa in passport (except students from Canada)
  - I-20 with a valid travel signature from International Office
- Recommended Supporting Documents.
  - Financial support documents (proof of funding)
  - LACM acceptance letter (students)
  - Paper receipt of Form I-901 Sevis fee payment
  - Students only: Copy of LACM transcript and/or proof of course registration

- Contact info for LACM International Office.
- Emergency Contact Information During School Break
  - Emergencies at US Port of Entry: (626) 568-8850
  - International Office email account ([international@lacm.edu](mailto:international@lacm.edu)) will be checked periodically during university breaks. Please note that only inquiries requiring immediate attention will receive a response.

### Annual Vacation

F-1 students are eligible to take an annual vacation after completing an academic year (three quarters). Please submit to the Annual Vacation Form to the International Office. Talk to your designated school official, DSO, before taking your annual vacation. Your DSO will confirm your eligibility for vacation and sign your Form I-20, "Certificate of Eligibility for Non-immigrant Student Status," if you plan to travel outside the USA. LACM's pacing takes students for more than a calendar year before the first Annual Vacation, Fall enrollments take their annual vacation after seven (7) quarters. Winter enrollments take their first annual vacation after six (6) quarters. *If you are not eligible for annual vacation, you must enroll in a full course of study.*

If you have questions about what constitutes a full course of study during your school's summer term, speak with your DSOs. They will verify that your class schedule qualifies as a full course of study. If you are taking your annual vacation in the summer but would still like to take classes, you do not need to meet full course of study requirements.

### International Student Leave of Absence (LOA)

F-1 international students who wish to take a quarter off during the academic year (fall, winter, spring or summer (quarters) and not enroll in courses must receive authorization for an International Leave of Absence (LOA) from the International Office and their academic advisor.

#### Eligibility Requirements:

1. Student must be in good academic standing when requesting an LOA
2. Student must be outside the U.S. during the LOA
3. Students who withdraw from all of their classes in their first quarter are NOT eligible for a LOA. They must either depart the US within 15 days of the withdrawal or request the transfer of their SEVIS record to another school in the US. Students who need to withdraw from their courses in their first quarter must schedule an appointment with an International Office advisor immediately to discuss next steps.

#### Application Instructions:

1. Student schedules an appointment with an International Office advisor to discuss LOA
2. Download and complete the International LOA Form

3. Schedule appointment with academic advisor to discuss eligibility to return to academic program
  - Get approval signature on International LOA form from Academic Advisor and International Office.
  - Academic advisor will have student complete the International LOA process for their academic department. Please check with the academic advisor directly.
4. Student will be considered with an "Authorized Early Withdrawal" in their SEVIS record. The SEVIS record will be suspended during the LOA.

**Returning from a LOA:** Student must contact the International Office at least 30 days prior to their return to the USA. This will give the International Office enough time to "re-activate" their SEVIS record. Returning to the USA without notifying the International Office, may result in being denied at the port of entry.

#### LOA Exceeding Five Months:

1. Students who will be outside the U.S. for longer than five months for an LOA must obtain a new LACM I-20 with a new SEVIS ID number in order to re-enter the U.S. and return to LACM. The current I-20 will be invalid after being outside of the U.S. for more than five months. A new SEVIS ID will nullify any OPT time earned.
2. It is the student's responsibility to contact the International Office Advisor at least two months prior to returning to LACM to request the new I-20.
3. Students will need to use the new I-20 to pay the SEVIS fee and apply for a new F-1 visa, even though they may possess an unexpired visa associated with their previous I-20 SEVIS ID number.
4. Students must bring the following documents to the appointment:
  - New International Student/Scholar Information Form
  - Copy of LACM I-20
  - Copy of valid passport
5. Print out of I-94 Arrival/Departure record
6. Copy of F-1 visa in passport

#### Optional Practical Training (OPT)

OPT is a type of work authorization that permits F-1 students to gain work experience in their field of study while in the United States. OPT is not a visa; rather, it is a type of employment benefit for F-1 students who are maintaining their visa status. Students must first apply for OPT recommendation from their DSO in the International Office. Then students mail documents to the United States Citizenship and Immigration Service (USCIS) for adjudication. There are two types of OPT that are explained below.

**Pre-completion OPT:** Work experience that is permitted

during the student's academic program (before the student's program end date that is printed on the I-20)

**Post-completion OPT:** Work experience that occurs after the student's academic program ends. Students who wish to apply for OPT, please contact the International Office for information at least one-quarter before their graduation date.

## STUDENT LIVING

LACM offers aid for students who need assistance in housing placement. LACM partners with private housing and apartment options, including student living apartments.

## ALUMNI & POST GRADUATION SERVICES

All LACM Alumni receive continued support and access to Career Services, Seminars, Workshops, Concerts and Master Classes. This support is critical for maintaining continued professional development, networking opportunities, and career support. Continued services include job opportunity and auditions leads, gig booking services, resume coaching, business plan creation, internship placements and music media marketing counseling.

In addition, the LACM campus facilities remain accessible to alumni on evenings and weekends. This allows the alumni to rehearse free of charge, in addition to utilizing the recording studios and DAW labs.

Alumni networking events occur periodically and in various locations across the world, in keeping with the international community of students and alumni at LACM.

### Standard Occupational Classification

The Bureau of Labor Statistics classifies workers into occupational categories for the purpose of collecting, calculating and disseminating data. The system used is called the Standard Occupational Classification (SOC) system. All workers are classified into one of 867 occupations according to their occupational definition. From this, detailed occupations are compiled to form broad occupation groups.

LACM prepares students for careers in the greater music industry which encompasses many diverse occupations. The SOC codes related to such occupations are as follows:

- 13-1011 Agents and Business Managers of Artists, Performers and Athletes
- 25-1121 Music Teachers
- 27-2040 Musicians, Singers and related workers
- 27-2041 Music Directors and Composers
- 27-2042 Musicians and Singers
- 27-4014 Sound Engineering Technicians