



# Le-Jao Center Faculty Newsletter



14120 All American Way, Westminster, CA 92683  
Office: 714-241-6184  
ESL Office: 714-431-3601

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Coastline Community College • 11460 Warner Avenue • Fountain Valley, CA 92708

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## Welcome to the Fall 2015 Semester

Semester Start Date: August 23, 2015

Last Day: December 13, 2015

1<sup>st</sup> 8 week grades due: Thursday, October 22 by 5:00 p.m.

Mid 8 week grades due: Thursday, November 19 by 5:00 p.m.

16 week & 2<sup>nd</sup> 8 week grades due: Thursday, December 17<sup>th</sup> by 5:00 p.m.

### Le-Jao Center Office Hours

Office: Monday – Thursday 8:00am – 9:00pm; Friday 8:00am – 5:00pm

ESL: Monday – Thursday 8:00am – 9:00pm; Friday 8:00am – 4:30pm

Offices Closed Saturday & Sunday

### CHANGE OF ADDRESS & TELEPHONE NUMBERS

Instructors can update their address and phone numbers through the MyCCC portal.

*PLEASE report any change of address or phone number (home and/or business)  
immediately to the Office Staff at the Le-Jao Center.*



## All College Meeting

Friday, September 18, 2015  
Rose Center/Le-Jao Center

**Important Fine Print:** If you cannot attend, please notify the Dean in writing by September 16, 2015.