

Directory

A

Academic Senate
Room S1-101, Main Building
Phone: 408.855.5413

ACCESS Program
Room C1-110, Main Building
Phone: 408.855.5192

Administrative Offices

Community Education
Room S1-202, Main Building
Phone 408.855.5109

Evening Administrator
Lobby Office, Main Building
Page: 408.210.3552

Facilities and Budget
Room E1-604, Main Building
Phone: 408.855.5230

**Instructional Technology
and Distance Learning**
Room W2-401A, Main Building
Phone: 408.855.5360

Library Services
Room 226, Library
Phone: 408.855.5164

**Marketing, Public Relations,
and Graphic Design Services**
Room W2-304, Main Building
Phone: 408.855.5125

Office of Instruction
Room S1-301, Main Building
Phone: 408.855.5180

Office of Student Services
Room 222, Campus Center
Phone: 408.855.5197

President's Office
Room E1-602, Main Building
Phone: 408.855.5123

Workforce and Economic Development
Room S1-301, Main Building
Phone: 408.855.5109

Admissions and Records
Room E1-501, Main Building
Phone: 408.855.5000
Hours: See posting on office door.

Anatomy and Physiology Lab
Room SCI-220, Science Building

Art Gallery
Room W1-601, Main Building

Assessment/Testing Center
Room E1-101, Main Building
Phone: 408.855.5099
Hours: See posting on office door.

Associate (Part Time) Faculty Center
Room SE2-101, Main Building

Associated Student Body (ASB)
Room 202, Campus Center
Phone: 408.855.5407 or 408.855.5406
Hours: See posting on office door.

Associated Student Body Clubs
Room 202, Campus Center
Phone: 408.855.5406

Astronomy Lab
Room Sci-160

**Audio and Video Equipment
(Faculty/Staff)**
Room 152, Telecommunications Building
Phone: 408.855.5135 or 408.855.5132

B

Biology Lab
Room SCI-230, Science Building

Bookstore
Campus Center
Phone: 408.855.5080
web: <http://www.mc.bkstore.com>
Hours: See posting on office door.

C

Cafeteria
Campus Center
Phone: 408.855.5117
Hours: See posting on cafeteria door.

Career Resources Network
CalWORKs, VATEA and WIA Programs
Room C1-114, Main Building
Phone: 408.855.5228
Hours: See posting on office door.

**Cooperative Agencies Resources
for Education (CARE)**
Room E1-403, Main Building
Phone: 408.855.5060
Hours: See posting on office door.

Career and Transfer Center
Room E1-201, Main Building
Phone: 408.855.5114
Hours: See posting on office door.

Cashier's Office
Room E1-501, Main Building
Phone: 408.855.5029
Hours: See posting on office door.

Chemistry Labs
Rooms Sci-260, 280, 270, Science Building

Child Development Center
Between Campus Center
and Parking Lot B
Phone: 408.855.5173

Community Education Office
Room S1-202, Main Building
Phone: 408.855.5105
Hours: See posting on office door.

Computer Applications Lab
Room E2-302 & E2-303, Main Building

Computer Network Electronics Technology
Rooms MT-19 through MT-24
Phone: 408.855.5337

**Corporate Education
and Training Office**
Portable Building in parking Lot E
Phone: 408.855.5200

Copy Machines for Students
Outside Career and Transfer Office.
Inside Library.

Counseling
Room E1-301, Main Building
Phone: 408.855.5030
Hours: See posting on office door.

D

Dance Studio
Room W2-502, Main Building

Design Drafting
Room N1-301, Main Building

**Disability Instructional
Support Center (DISC)**
Room S2-201 & S2-101, Main Building
Phone: 408.855.5085
TTY: 408.727.8243
Hours: See posting on office door.

Distance Learning
(Online & Television Classes)
Phone: 408.855.5235

Division/Department Locations

Applied Sciences
Room W2-402, Main Building
Phone: 408.855.5374
*Fire Technology
Health Occupations*

Commerical Services & Technology
Room E2-402, Main Building
Phone: 408.855.5335

*Accounting
CIS
CNET
Computer Applications
Drafting and Manufacturing
General Business
Hospitality Management
Instructional Technology & Services
Marketing and Management
Nutrition
Real Estate
Retail Floristry*

Communications, Mathematics, ESL
Room S2-402, Main Building
Phone: 408.855.5295
*Communication Studies
English
ESL
LATC
Mathematics
Reading*

**Cultural and Technical Arts (CATA),
Natural Sciences, Social Sciences**
Room N2-402, Main Building
Phone: 408.855.5255

*Art
Art History & Humanities
Biological Sciences
Chemistry
Child Development
Economics
Engineering
Foreign Language
Graphic Arts
Graphic Design
History & Geography
Music
Philosophy
Physical Education
Physics
Political Science
Psychology
Sociology & Anthropology*

Duplicating Services (Faculty/Staff)
Room S1-601, Main Building

E

Elevators located in Main Building
Located outside North-701, East-701,
South-701, and West-701. Refer to
Campus Locator at the back of the
schedule.

Engineering Labs
Rooms Sci-170, 180, Science Building

Escort Service (Police)
Phone: 408.855.5435

**Extended Opportunity Program
and Services (EOPS)**
Room E1-403, Main Building
Phone: 408.855.5055
Hours: See posting on office door.

F

Financial Aid Office
Room E1-401, Main Building
Phone: 408.855.5065
Hours: See posting on office door.

Fire Protection Technology
Room W2-402, Main Building

First Aid (Student Health Services)
Room W1-303, Main Building
Phone: 408.855.5140

G

Graphic Arts Lab
Room S1-502, Main Building

Graphic Design Lab
Room S1-501, Main Building

Graphic Design Services
Phone: 408.855.5127

Grades
T-Reg: 408.741.8734

H

Health Services
Room W1-303, Main Building
Phone: 408.855.5140
Hours: See posting on office door.

Hospitality Management
Northeast of Main Building
Phone: 408.855.5245

I

Information Desk
Lobby Information Desk, Main Building
Phone: 408.855.5004

International Students Center
Room S1-202, Main Building
Phone: 408.855.5110
Hours: See posting on office door.

Internships Office
Room C1-114, Main Building
Phone: 408.855.5170
Hours: See posting on office door.

J

Job Placement Center
Room C1-110, Main Building
Phone: 408.855.5101
Hours: See posting on office door.

K

Keyboarding Lab (CA Lab)
Room E2-302, Main Building
Phone: 408.855.5336

L

Language Lab
Room S2-501, Main Building

Learning Assistance and Tutorial Center (LATC)
Room S2-201, Main Building
Phone: 408.855.5085
Hours: See posting on office door.

Lecture Hall (Sorenson Hall)
Room SE2-104, Main Building

Library
Building between Main Building and Parking Lot A
Phone: 408.855.5151
Hours: See posting on entrance doors.

Locker Rooms, Men's
Behind Gymnasium

Locker Rooms, Women's
Behind Gymnasium

M

Manufacturing Lab
Room N1-405, Main Building

Math Lab
Room S2-301, Main Building
Phone: 408.855.5320

Math Engineering Science Achievement (MESA)
Phone: 408.855.5041
Hours: See posting on office door.

Computer Lab
Room 132, Science Building

Study Center
Room C1-118, Main Building

Tutorial Center
Room C1-120, Main Building

Microbiology Lab
Room Sci-216, Science Building

Music Lab
Room W1-101 and W1-201, Main Building

N

Nursing Lab (Allied Health)
Room W2-502, Main Building

O

Orientation Hotline
Phone: 408.855.5030

Owl Cove Cafe
Hospitality Management Building
For reservations call 408.855.5245
Fax: 408.855.5452
Hours: See posting on cafe door.

P

Parking & Parking Citations (Police)
Police Business Office, Campus Center
Phone: 408.855.5435

Part Time (Associate) Faculty Center
Room SE2-101, Main Building

Physical Education Office (PE)
Room E2-402, Main Building
Phone 408.855.5335

Physics Labs
Rooms Sci-160, 180, and 170, Science Building

Police - Emergency Response
To report an emergency or possible criminal activity on or near the campus: Any pay phone or cell phone, dial 9-1-1; Any campus phone, dial 9-9-1-1. To request assistance for a non-emergency activity requiring a police officer response on or near the campus: Any pay phone or cell phone, call (408) 299-2311; Any campus phone, call 9-(408) 299-2311.

Police - Business Office
Police Office, Campus Center
Phone: 408.855.5435 (non-emergency)
Hours: See posting on office door.

Press Room/Printing Lab
Room S1-503 & S1-602, Main Building

Public Relations
Phone: 408.855.5126

R

Rape Crisis Center of Santa Clara County
Phone: 408.287.3000

Restrooms

Located on either side of each entrance on the first floor of the Main Building, and either side of the staircases on the second floor. One restroom is available at the back of the South East (SE) corner of the third floor. Restrooms located outside the Main Building are clearly marked.

S

Science Building
The Science Building is located between the Main Building and Parking Lot D.

Sorenson Hall (Lecture Hall)
Room SE2-104, Main Building

Staff Development Office
Room S1-601, Main Building
Hours: See posting on office door.

Student Health Services
(See Health Services)

Study Center
Room C1-118, Main Building
Hours: See posting on office door.

Switchboard (Colleges' Main Number)
Phone: 408.988.2200

T

Tech Prep
Room N1-405, Main Building
Phone: 408.855.5349

Technology Center
Room 240, Campus Center
Phone: 408.855.5359
Hours: See posting on office door.

Telecommunications Office
Telecommunications Building

Telephone Registration (T-Reg)
Phone: 408.741.8734

Television Classes
Phone: 408.855.5235

Television Studio (MCTV)
Telecommunications Building

Testing Center
(See Assessment/Testing Center)

Transfer Center
(See Career and Transfer Center)

V

Veterans Affairs Office
(See Admissions & Records)

W

Weight Training Lab
Room W1-301, Main Building

Work Experience
Room C1-114, Main Building
Phone: 408.855.5170
Hours: See posting on office door.

World Wide Web Address
<http://www.missioncollege.org/>