

GNOMON RESOURCE GUIDE

BFA AND DP PROGRAM STUDENTS

HOURS

ADMINISTRATIVE OFFICES:
MONDAY – FRIDAY FROM 9AM – 6PM

ACADEMIC MENTORING CENTER (AMC):
Monday – Friday from 9AM – 6PM (by appointment)

FRONT DESK:
Monday – Friday from 9AM – 6PM

GNOMON STORE:
Tuesday, Wednesday, Thursday from 10AM – 4PM

LABS & TECHNICAL SUPPORT SPECIALISTS:
Monday – Sunday from 9AM – 1AM

LIBRARY:
Monday – Thursday from 10 AM – 7 PM
Friday, 1PM–6PM

STUDENT AFFAIRS OFFICE:
Monday – Friday from 9AM – 6PM

*HOURS ARE SUBJECT TO CHANGE

ACADEMIC MENTORING CENTER (AMC)

Tutoring, Homework Advice, Request Help with Managing your Course load

The AMC is populated by tenured, full-time faculty with decades of industry and educational experience. Monday-Friday from 9AM-6PM (by appointment)

CONTACT: Academic Mentoring Center | AMC@gnomon.edu

ADMISSIONS

In-person Tours, Admissions or Re-Entry Requirements

CONTACT: Admissions | Admissions@gnomon.edu

BEST OF TERM

Best of Term Inquiries

CONTACT: Best of Term | Bestofterm@gnomon.edu

DISABILITY SERVICES

Disability Services or Accommodations Requests

CONTACT: Student Affairs | Studentaffairs@gnomon.edu

EDUCATION

Course Grids, Areas of Study, Curriculum, Instructors, Classes, & Grading

CONTACT: Education | Education@gnomon.edu

EQUIPMENT CHECKOUTS

Media and equipment checkouts

The Technical Support Specialists' Office is open for media and equipment checkouts from 9 AM – 12 AM (midnight) Monday-Sunday. All equipment borrowed from the Technical Support Specialists' Office must be used on the premises and returned the same day to avoid overdue charges

CONTACT: Technical Support Specialists
Visit the Technical Support Specialists Office
EMAIL: System.engineer@gnomon.edu

FACILITIES

Report Campus Maintenance Issues or Requests

CONTACT: Facilities | Facilities@gnomon.edu

FRONT DESK

General Questions, Campus Maps, Location Filming or Photography for Course Assignments, Lost and Found

CONTACT: Front Desk | Frontdesk@gnomon.edu

INTERNATIONAL STUDENT ADVISING

Maintaining Visa Status, International Health Insurance, Optional Practical Training (OPT), STEM (OPT), Student Visas, Travel Signatures

CONTACT: Executive Director of Student Affairs and Services & Title IX Coordinator | Carmen.munoz@gnomon.edu

LANGUAGE ARTS WRITING LAB

The Language Arts Writing Lab helps students with a variety of writing projects for most General Studies' courses. Get help with brainstorming paper topics, developing thesis statements, and ensuring assignments meet MLA guidelines.

CONTACT: General Studies Instructor, Monica Gonzalez
monica.gonzalez@gnomon.edu OR library@gnomon.edu

LIBRARY AND LEARNING RESOURCES

Learning Resources, Research Help, Textbooks, Online Materials, Citation Guidelines, Gnomon Workshop

CONTACT: Library and Learning Resources:
Library@gnomon.edu

LEARNING RESOURCES:
<https://www.gnomon.edu/campus/library-and-learning-resources>

LIBRARY ONLINE CATALOG:
<https://www.librarycat.org/lib/GnomonLibrary>

PLACEMENT AND ALUMNI SERVICES

Career Opportunities, Resume and Portfolio Development, Job Search, Professional Connections

CONTACT: Placement & Alumni Services | Placement@gnomon.edu

REGISTRAR'S OFFICE

Transcript Requests, Leave of Absence or Withdrawal, Add or Drop a Class, Schedule Changes or Questions, Student Records

CONTACT: Registrar | Registrar@gnomon.edu

STUDENT ACCOUNTS

Student Account Inquiries, Tuition Payments & Receipts, Student ID Replacement, Parking Pass Purchase, Parking Key Cards

CONTACT: Student Accounts | Studentaccounts@gnomon.edu

STUDENT AFFAIRS

Student Events and Organizations, Filing a Student Grievance, Housing and Wellness Resources

CONTACT: Student Affairs | Studentaffairs@gnomon.edu

STUDENT ORGANIZATIONS

Learn about Student Council or Clubs

CONTACT: Student Council | StudentCouncil@gnomon.edu
OR Studentaffairs@gnomon.edu

TITLE IX REPORTING OPTIONS

Report Sexual Assault

CONTACT: Executive Director of Student Affairs and Services & Title IX Coordinator | Carmen.munoz@gnomon.edu
OR StudentAffairs@gnomon.edu

• Make a report with local law enforcement. LAPD Hollywood Division
Address: 1358 Wilcox Ave, Los Angeles, CA 90028: Open 24 hours
Phone: 1-213-972-2971

• If you or someone you know is in danger and/or needs immediate assistance, please call 911.

• Seek medical attention. Call the Rape Treatment Center, 24 hours a day, 7 days a week, at Rape Treatment Center 1-424-259-7208. Sexual assault examinations are provided at no cost to victims. The Rape Treatment Center at Santa Monica UCLA - Medical Center can provide medical treatment and evidence collection. A confidential counselor from the Rape Treatment Center will be available at that time, free of charge.

• **FOR MORE INFORMATION VISIT:** [Title IX Policies and Disclosures](#)

TECHNOLOGY

Submit a Tech Support Ticket, Email Issues, System or Software Questions

CONTACT: Gnomon Knowledge Base Site
<https://gnomononline.uservoice.com/knowledgebase>

(Select Contact Support) These issues will be monitored by our support specialist who will quickly respond to any issues you may have.

CONTACT: Technical Support Specialists
system.engineer@gnomon.edu

Note: If you are on campus and having Technical Issues with any Gnomon Workstation, please click on the Yellow Helpdesk Icon on your Gnomon Workstation.

IMPORTANT LINKS

• [IMPORTANT DATES](#) • [2024 STUDENT CATALOG](#)

CONNECT WITH US:

 [Like Us on Facebook](#)

 [Follow Us on Instagram](#)

 [Subscribe on YouTube](#)

 [Watch Us on Twitch](#)

 [Join the Mailing List](#)



ADDITIONAL RESOURCES

COVID-19 SYMPTOMS OR POSITIVE RESULTS

To Report Covid-19 Positive Results or Symptoms

CONTACT: Student Affairs | Studentaffairs@gnomon.edu

COVID-19 UPDATES AND PREVENTATIVE MEASURES

Covid-19 Updates, Protocols, and Preventative Measures

CONTACT: Covid-19 Compliance Officer | Chris.strompolos@gnomon.edu

OR VISIT: <https://www.gnomon.edu/news-and-events/news/covid-19>

DEPARTMENT OF MOTOR VEHICLES

California ID, Driver License, Car Registration

VISIT: 803 Cole Avenue, Hollywood CA, 90038

Schedule an appointment at:

<https://www.dmv.ca.gov/portal/appointments/select-appointment-type/>

GNOMON WELLNESS RESOURCE: TIMELYCARE

Gnomon program students can take full advantage of TimelyCare's offerings by accessing their user-friendly webpage or smartphone app. This platform provides access to an extensive range of virtual care options, offered by licensed physicians and counselors spanning all 50 states. Importantly, these services are available to students at no cost.

THE SERVICES AVAILABLE THROUGH TIMELYCARE INCLUDE:

1. Talk Now: Access to 24/7 on-demand mental health support.
2. Appointment-based virtual mental health counseling, with up to 12-visits allowed per year.
3. MedicalNow: Instant access to on-demand medical care.
4. A wealth of digital self-care content.
5. On-demand yoga and meditation sessions.
6. Inclusion in a supportive peer community.
7. Access to a diverse network of healthcare providers.

TimelyCare operates as a secure and HIPAA-compliant platform, ensuring the privacy and confidentiality of all users.

Visit: [Timelycare.com/Gnomon](https://timelycare.com/Gnomon) to download the TimelyCare app.

HEALTH INSURANCE

Health Care Coverage Options

VISIT: <https://www.healthcare.gov/>

HEALTH INSURANCE PLANS FOR INTERNATIONAL STUDENTS

International Student Health Insurance Plans are available for international students to consider. For more information visit [International Student Health Insurance Plans](#) and review plan brochures for comparison.

CONTACT: International Student Insurance | 1-(877) 758-4391

EMAIL: info@internationalstudentinsurance.com

WEBSITE: [International Student Health Insurance Plans](#)

Disclaimer: Gnomon does not endorse any particular health insurance plan, healthcare provider, or health care facility. Any information or links to external websites, contacts, and/or non-Gnomon information provided are provided as a courtesy. It is a student's responsibility to obtain a health insurance plan and seek care that meets their needs.

HOUSING RESOURCES

VISIT: [Gnomon Housing & Visitor's Guide](#) for more information OR <https://kaphousing.com/gnomon/>

Disclaimer: Listings appearing in the Gnomon Housing and Visitor's guide are not endorsed or guaranteed by Gnomon. Gnomon has no direct control over any apartment property. Students are solely responsible for their choice of landlord and rental unit. All prospective tenants are encouraged to use good judgement when evaluating prospective units. Gnomon does not own, operate, or control any campus or non-campus student housing, including Kapi Residences.

LOCAL URGENT CARES & CLINICS

• **CONTACT:** [Hollywood Walk-in Clinic](#) | 1-(323) 848-4522
6430 Selma Avenue, 1st Floor, Hollywood, CA 90028

• **CONTACT:** [Hollywood Urgent Care](#) | 1-(323) 957-2273
5717 Melrose Ave., Hollywood, CA 90038

Disclaimer: Gnomon has no affiliation with the health care clinics listed above and is not responsible for their services, terms of services, or privacy practices. All information is provided as a courtesy. Please make sure to consult with your health care provider.

LOS ANGELES POLICE – HOLLYWOOD DIVISION

1358 WILCOX AVE, LOS ANGELES, CA 90028

HOURS: Open 24 hours

CONTACT: 1-(213)-972-2971

FOR EMERGENCY ASSISTANCE CONTACT: 911

TRANSPORTATION

The Los Angeles Department of Transportation site includes more information about city buses, metro stations, and safe navigation of the city.

CONTACT: [Metro.net](https://metro.net)

To apply for a reduced fare TAP card and view enrollment requirements, visit: [Reduced Fare Tap Card](#)