# Lansing Community College

# Arts & Sciences Division

SUBSTITUTION AVAILABILITY **Return to Arts & Sciences Division Office** via:

* + - electronic to: [ASD-DIV-SERVICE@lcc.edu](mailto:ASD-DIV-SERVICE@lcc.edu)
    - mail to: Arts & Sciences Division, Lansing Community College, 419 N. Washington Square, A&S 103, Lansing, MI 48901
    - deliver to: Arts & Sciences Building, Room 1117

| **Name:** | **Department:** |
| --- | --- |
| **Home Phone #:** | **Cell Phone #:** |
| **I am interested in substitute teaching this semester:**  Yes  No | **In which academic areas are you requesting to substitute:**  BSE  IE (Int ENG)  SSH  CMA  MCS  SCI |

| **I am willing to substitute at the following off-campus locations:**  LCC East  Livingston Center/Howell HS  LCC West  Mason  Eaton Rapids  Okemos Chippewa Middle School  Grand Ledge  Portland  Haslett  Holt |
| --- |
| **List course codes within your discipline(s) for which you believe you ARE qualified and are willing to substitute:** |

**Please check ONLY the times that you are AVAILABLE to substitute:**

|  | monday | tuesday | wednesDAY | thursDAY | friday | saturDAY |
| --- | --- | --- | --- | --- | --- | --- |
| 8:00 – 9:00 a.m. |  |  |  |  |  |  |
| 9:00 – 10:00 a.m. |  |  |  |  |  |  |
| 10:00 – 11:00 a.m. |  |  |  |  |  |  |
| 11:00 – 12:00 p.m. |  |  |  |  |  |  |
| 12:00 – 1:00 p.m. |  |  |  |  |  |  |
| 1:00 – 2:00 p.m. |  |  |  |  |  |  |
| 2:00 – 3:00 p.m. |  |  |  |  |  |  |
| 3:00 – 4:00 p.m. |  |  |  |  |  |  |
| 4:00 – 5:00 p.m. |  |  |  |  |  |  |
| 5:00 – 6:00 p.m. |  |  |  |  |  |  |
| 6:00 – 7:00 p.m. |  |  |  |  |  |  |
| 7:00 – 8:00 p.m. |  |  |  |  |  |  |
| 8:00 – 9:00 p.m. |  |  |  |  |  |  |
| 9:00 – 10:00 p.m. |  |  |  |  |  |  |