



**American Samoa Community College (ASCC)**  
**March 02, 2022**

**ASCC Online Services**

On the 22<sup>nd</sup> of February 2022, 12:00 a.m., the Governor elevated the Territorial COVID-19 Threat Level changing the Color-Coded System status from Code Blue to **Code Red**.<sup>1</sup> As of March 01, 2022, the Governor extended the COVID-19 risk level Code Red to expire at 12:01 a.m. on March 08, 2022.<sup>2</sup> The Ongoing Public Health Emergency and State of Emergency Declaration has been updated as of March 02, 2022, and the color-coded requirements shall be in effect until the 1<sup>st</sup> of April 2022.<sup>3</sup>

In response to the Code Red Territorial Declaration, the March 02<sup>nd</sup> approved College Action Plan has been established to comply with the Code Red requirements. The following College Action Plan of Online/Remote Services shall be effective immediately beginning on the 04<sup>th</sup> of March 2022, and enforced by the Vice President of Administration of Finance, Vice President of Academics, Community and Student Affairs, service administrator(s), and monitored by the Chief Information Officer.

It is important to note that College online services may be limited based on the nature/type of service that may be provided in adherence to the Executive Code Red Declaration requirements. Other service requests not listed may be requested directly through email at [info@amsamoa.edu](mailto:info@amsamoa.edu).

The implementation and accountability of online services rests with the respective unit, program, or department/division Administrator(s) during the Code Red temporary shutdown which, shall serve as the basis for all unit, program, department, and divisional plans. Administrators are key in assuring that College services as deemed necessary, are available to the community during the Code Red shutdown.

Please be informed that the College's [Self Service System](#) (Student finance, Advising, Financial Management, and Course Catalog) is now active online and fully accessible off-campus. Please contact the Chief Information Officer at [g.tulafono@amsamoa.edu](mailto:g.tulafono@amsamoa.edu) for access inquiries.

Provided below is a list of services offered, categorized by the type of services offered online or may be conducted remotely. Access to information directly from the [College Website](#) is available online. Contact information as well as service(s) request forms are listed below and are available online.

The American Samoa Community College is committed to its Mission and continues to ensures that services are available to meet the needs of the population it serves.

<b>Institutional Effectiveness Contact Information</b>			
<b>Names:</b>	<b>Title:</b>	<b>Email:</b>	<b>Mobile Number:</b>
1. Dr. Rosevonne Pato	President	<a href="mailto:r.pato@amsamoa.edu">r.pato@amsamoa.edu</a>	782-5050
2. Mr. Sonny J. Leomiti	Accreditation Liaison Officer	<a href="mailto:s.leomiti@amsamoa.edu">s.leomiti@amsamoa.edu</a>	782-5052

<sup>1</sup> [ASG Shutdown Due to COVID-19 Risk Level Elevated to Code Red, Governor's Memorandum 027-22](#)

<sup>2</sup> [ASG Covid-19 Risk Level Code Red Extended until March 08, 2022, Governor's Memorandum 031-22](#)

<sup>3</sup> [ASG Declaration of Ongoing Public Health Emergency and State of Emergency, March 02, 2022](#)



3. Mrs. Letupu Moananu	Assistant Accreditation Liaison Officer	<a href="mailto:l.moananu@amsamoa.edu">l.moananu@amsamoa.edu</a>	782-5051
4. Ma'auga Tauvela Fale	Executive Director of Institutional Effectiveness	<a href="mailto:t.fale@amsamoa.edu">t.fale@amsamoa.edu</a>	782-3381
5. Ms. Tafāimamao Tupuola	State Director, University for Excellence on Developmental Disabilities (UCEDD)	<a href="mailto:t.tupuola@amsamoa.edu">t.tupuola@amsamoa.edu</a>	
6. Dr. Fa'aletino Roberts	State Director, Adult Education Literacy Extended Learning (AELEL)	<a href="mailto:f.roberts2@amsamoa.edu">f.roberts2@amsamoa.edu</a>	

<b>Institutional Effectiveness: Institutional Services</b>			
<b>Service Type:</b>	<b>Description/Information/Link:</b>	<b>Accountability:</b>	<b>Email to:</b>
1. Accreditation Status and Reports	<a href="#">ASCC Accreditation Homepage</a>	Accreditation Liaison Officers	<a href="mailto:s.leomiti@amsamoa.edu">s.leomiti@amsamoa.edu</a> and <a href="mailto:l.moananu@amsamoa.edu">l.moananu@amsamoa.edu</a>
2. ACCJC Calendar of Events	<a href="#">ACCJC Updates</a>	Accreditation Liaison Officers	<a href="mailto:s.leomiti@amsamoa.edu">s.leomiti@amsamoa.edu</a> and <a href="mailto:l.moananu@amsamoa.edu">l.moananu@amsamoa.edu</a>
3. Public Information Requests	<a href="#">Public Information Release Form</a>	Executive Director	<a href="mailto:ie@amsamoa.edu">ie@amsamoa.edu</a>
4. Information Requests	<a href="#">Request for Information Form</a>	Executive Director	<a href="mailto:ie@amsamoa.edu">ie@amsamoa.edu</a>
5. ASCC Reports and Archives (Data Requests)	<a href="#">Email all report and data requests to the Office of Institutional Effectiveness</a>	Executive Director	<a href="mailto:ie@amsamoa.edu">ie@amsamoa.edu</a>
6. Media Requests	<a href="#">Institutional Effectiveness Media Form</a>	Executive Director	<a href="mailto:ie@amsamoa.edu">ie@amsamoa.edu</a>
7. Printing Requests	<a href="#">Printing Request Form</a>	Executive Director	<a href="mailto:ie@amsamoa.edu">ie@amsamoa.edu</a>
8. UCEDD service information requests	<a href="#">Email requests directly to the UCEDD Office.</a>	UCEDD State Director	<a href="mailto:t.tupuola@amsamoa.edu">t.tupuola@amsamoa.edu</a>
9. AELEL service/information requests	<a href="#">Email requests directly to the AELEL Office.</a>	AELEL State Director	<a href="mailto:f.roberts2@amsamoa.edu">f.roberts2@amsamoa.edu</a>

<b>Academic and Instructional Services Contact Information</b>			
<b>Names:</b>	<b>Title:</b>	<b>Email:</b>	<b>Mobile Number:</b>
1. Dr. Rosevonne Pato	President	<a href="mailto:r.pato@amsamoa.edu">r.pato@amsamoa.edu</a>	782-5050
2. Mrs. Letupu Moananu	Vice President of Academics	<a href="mailto:l.moananu@amsamoa.edu">l.moananu@amsamoa.edu</a>	782-5051
3. Dr. Siamaua Ropeti	Dean of Academics	<a href="mailto:s.ropeti@amsamoa.edu">s.ropeti@amsamoa.edu</a>	
4. Aufa'i Ropeti Areta	Director, Agriculture, Community and Natural Resources (ACNR)	<a href="mailto:a.aretta@amsamoa.edu">a.aretta@amsamoa.edu</a>	
5. Aiono Okenaisa Fauolo-Manila	Director, Samoan Studies Institution	<a href="mailto:o.fauolo@amsamoa.edu">o.fauolo@amsamoa.edu</a>	
6. Ms. Shirley De La Rosa	Program Director, Teacher Education / American Samoa Bachelors in Education Program	<a href="mailto:s.delarosa@amsamoa.edu">s.delarosa@amsamoa.edu</a>	
7. Mr. Frederick Suisala	Program Director, Trade and Technical Department	<a href="mailto:f.suisala@amsamoa.edu">f.suisala@amsamoa.edu</a>	
8. Ms. Lele Ah Mu	Program Director, Nursing Department	<a href="mailto:leleahmu@ymail.com">leleahmu@ymail.com</a>	
9. Mr. Frederick Suisala	Program Director, Trade and Technical Department	<a href="mailto:f.suisala@amsamoa.edu">f.suisala@amsamoa.edu</a>	252-9834



### Academic Services: **Instructional Services**

Service Type:	Description/Information/Link:	Accountability:	Email to:
1. Access to 2020-2022 Online Catalog Information	<a href="#">ASCC 2020-2022 Catalog</a>	Dean of Academic Affairs and Dean of Student Services	<a href="mailto:s.ropeti@amsamoa.edu">s.ropeti@amsamoa.edu</a> <a href="mailto:e.lei@amsamoa.edu">e.lei@amsamoa.edu</a>
2. Access to Moodle Online Courses	<a href="#">ASCC Moodle Courses</a>	Chief Information Officer	<a href="mailto:support@amsamoa.edu">support@amsamoa.edu</a>
3. Moodle Online Course Catalog	<a href="#">Moodle Course Catalog</a>	Chief Information Officer	<a href="mailto:support@amsamoa.edu">support@amsamoa.edu</a>
4. Moodle Technical Support	<a href="#">Email technical support requests to the MIS Office.</a>	Management Information Systems (MIS)	<a href="mailto:support@amsamoa.edu">support@amsamoa.edu</a>
5. Library Services	<a href="#">American Samoa Library Consortium</a>	Program Director, Library Services	<a href="mailto:f.afalava@amsamoa.edu">f.afalava@amsamoa.edu</a>
6. Academic Support and Information Requests	<a href="#">Email academic inquiries to info@amsamoa.edu.</a>	Chief Information Officer	<a href="mailto:info@amsamoa.edu">info@amsamoa.edu</a>

### Student Services Contact Information

Names:	Title:	Email:	Mobile Number:
1. Dr. Rosevonne Pato	President	<a href="mailto:r.pato@amsamoa.edu">r.pato@amsamoa.edu</a>	782-5050
2. Mrs. Letupu Moananu	Vice President of Academics	<a href="mailto:l.moananu@amsamoa.edu">l.moananu@amsamoa.edu</a>	782-5051
3. Dr. Emilia Le'i	Dean of Student Services	<a href="mailto:e.lei@amsamoa.edu">e.lei@amsamoa.edu</a>	
4. Ms. Annie Panama	Program Director, Counseling	<a href="mailto:a.panama@amsamoa.edu">a.panama@amsamoa.edu</a>	
5. Mrs. Fa'ailoa Afalava	Program Director, Library Services	<a href="mailto:f.afalava@amsamoa.edu">f.afalava@amsamoa.edu</a>	
6. Mrs. Elizabeth Leuma	Admissions Officer	<a href="mailto:e.leuma@amsamoa.edu">e.leuma@amsamoa.edu</a>	
7. Mrs. Shanell Tauiliili	Financial Aid Officer	<a href="mailto:shanell.tauiliili@amsamoa.edu">shanell.tauiliili@amsamoa.edu</a>	782-6355
8. Mrs. Sifagatogo Tuitasi (Acting Ms. Tupu Fatuesi)	Registrar / Records Officer	<a href="mailto:s.tuitasi@amsamoa.edu">s.tuitasi@amsamoa.edu</a> / <a href="mailto:t.fatuesi@amsamoa.edu">t.fatuesi@amsamoa.edu</a>	
9. Mrs. Ashley Felise	Student Government Association Coordinator	<a href="mailto:ashley.felise@amsamoa.edu">ashley.felise@amsamoa.edu</a>	

### Student Services: **Counseling Services**

Service Type:	Description/Information:	Accountability:	Email to:
1. Counseling Services	<a href="#">Academic Counseling,</a> <a href="#">Career Counseling,</a> <a href="#">Transfer/Alumni Counseling,</a> <a href="#">Personal Counseling,</a> <a href="#">Diversity and Tutorial Counseling,</a> <a href="#">Veterans Affair Counseling</a>	Program Director of Counseling	<a href="mailto:counseling@amsamoa.edu">counseling@amsamoa.edu</a>
2. Personal Counseling	<a href="#">You are not Alone Support Counseling</a>	Program Director of Counseling	<a href="mailto:a.panama@amsamoa.edu">a.panama@amsamoa.edu</a>
3. Tutorial Services	<a href="#">Academic Tutorial Services</a>	Student Lab Manager	<a href="mailto:ssls@amsamoa.edu">ssls@amsamoa.edu</a>



### Student Services: **Admissions Services**

Service Type:	Description/Information:	Accountability:	Email to:
1. Admissions Services	1. <a href="#">Admissions Requirements</a> 2. <a href="#">Admissions Application</a>	Admissions Officer	<a href="mailto:admissions@amsamoa.edu">admissions@amsamoa.edu</a>

### Student Services: **Records/Transcript Services**

Service Type:	Description/Information:	Accountability:	Email to:
1. Transcript Request(s)	<a href="#">Transcript Request Form</a>	Registrar / Records Officer	<a href="mailto:records@amsamoa.edu">records@amsamoa.edu</a>
2. Registration Services	1. <a href="#">Changes in Registration</a> 2. <a href="#">Withdrawals</a>	Registrar / Records Officer	<a href="mailto:records@amsamoa.edu">records@amsamoa.edu</a>
3. Graduation Information	<a href="#">Graduation Requirements</a>	Registrar / Records Officer	<a href="mailto:records@amsamoa.edu">records@amsamoa.edu</a>

### Student Services: **Financial Aid**

Service Type:	Link to Form(s)/Information:	Accountability:	Email to:
1. Financial Aid Verification Forms	<a href="#">Financial Aid Verification Forms</a>	Financial Aid Officer	<a href="mailto:faid@amsamoa.edu">faid@amsamoa.edu</a>
2. Other Forms	<a href="#">FAFSA Form, Dependency Status Appeal Form, Appeal Form, Request for Status Information Form</a>	Financial Aid Officer	<a href="mailto:faid@amsamoa.edu">faid@amsamoa.edu</a>
3. Financial Aid Inquiries	<a href="#">Email financial aid inquiries to the Financial Aid Office</a>	Financial Aid Officer	<a href="mailto:faid@amsamoa.edu">faid@amsamoa.edu</a>

### Administrative Services Contact Information

Names:	Title:	Email:	Mobile Number:
1. Dr. Rosevonne Pato	President	<a href="mailto:r.pato@amsamoa.edu">r.pato@amsamoa.edu</a>	782-5050
2. Mr. Sonny J. Leomiti	Vice President of Administration	<a href="mailto:s.leomiti@amsamoa.edu">s.leomiti@amsamoa.edu</a>	782-5052
3. Mr. Toetū Sali	Security Officer	<a href="mailto:t.sali2@amsamoa.edu">t.sali2@amsamoa.edu</a>	782-5053
4. Mrs. Grace Tulāfono-Asi	Chief Information Officer	<a href="mailto:g.tulafono@amsamoa.edu">g.tulafono@amsamoa.edu</a>	782-5054
5. Ms. Elsie Lesā	Finance Officer	<a href="mailto:e.lesa@amsamoa.edu">e.lesa@amsamoa.edu</a>	782-7253
6. Mrs. Jessie Su'esu'e	Procurement Officer	<a href="mailto:j.suesue@amsamoa.edu">j.suesue@amsamoa.edu</a>	782-3252
7. Mrs. Sereima Asifoa	Human Resources Officer	<a href="mailto:s.asifoa@amsamoa.edu">s.asifoa@amsamoa.edu</a>	
8. Mr. Lokeni Lokeni	Physical Facilities and Maintenance Officer	<a href="mailto:l.lokeni@amsamoa.edu">l.lokeni@amsamoa.edu</a>	782-7418
9. Mrs. Alofia Afalava	Bookstore Officer	<a href="mailto:al.afalava@amsamoa.edu">al.afalava@amsamoa.edu</a>	

### Administrative Services: **Security Services**

Service Type:	Link to Form:	Accountability:	Email to:
1. Access to College Campus	<a href="#">Essential Employees Access to Premises Form</a>	Unit, Program, Division/Department Administrator(s)	<a href="mailto:s.leomiti@amsamoa.edu">s.leomiti@amsamoa.edu</a>



**Administrative Services: Management Information Systems Services**

Service Type:	Link to Form/Information:	Accountability:	Email to:
1. Access to ASCC Domain and Email Account	<a href="#">Domain and Email Account Application</a>	Chief Information Officer	<a href="mailto:g.tulafono@amsamoa.edu">g.tulafono@amsamoa.edu</a>
2. Access to Colleague	<a href="#">Colleague User Access Form</a>	Chief Information Officer	<a href="mailto:g.tulafono@amsamoa.edu">g.tulafono@amsamoa.edu</a>
3. Technical Support	<a href="#">Technical online assistance services</a>	Chief Information Officer	<a href="mailto:support@amsamoa.edu">support@amsamoa.edu</a>
4. COVID Updates	<a href="#">Link to COVID Updates</a>	Chief Information Officer	<a href="mailto:info@amsamoa.edu">info@amsamoa.edu</a>

**Administrative Services: Finance Services**

Service Type:	Link to Form:	Accountability:	Email to:
1. Check Request Payments	<a href="#">Check Request Payment Form</a>	Finance Officer	<a href="mailto:finance@amsamoa.edu">finance@amsamoa.edu</a>
2. Payroll Deductions	<a href="#">Payroll Deduction Form</a>	Finance Officer	<a href="mailto:finance@amsamoa.edu">finance@amsamoa.edu</a>
3. Budget Transfers	<a href="#">Budget Transfer Form</a>	Finance Officer	<a href="mailto:e.lesa@amsamoa.edu">e.lesa@amsamoa.edu</a>

**Administrative Services: Procurement Services**

Service Type:	Link to Form:	Accountability:	Email to:
1. Purchase Requests	<a href="#">Purchase Requisition Form</a>	Procurement Officer	<a href="mailto:procurement@amsamoa.edu">procurement@amsamoa.edu</a>
2. Sole Source Purchasing Justifications	<a href="#">Sole Source Purchase Justification Form</a>	Procurement Officer	<a href="mailto:j.suesue@amsamoa.edu">j.suesue@amsamoa.edu</a>
3. Travel Requests	<a href="#">Travel Request/Authorization Form</a>	Procurement Officer	<a href="mailto:procurement@amsamoa.edu">procurement@amsamoa.edu</a>
4. Disposal and Transfer Requests	<a href="#">Disposal and Transfer Form</a>	Procurement Officer	<a href="mailto:procurement@amsamoa.edu">procurement@amsamoa.edu</a>
5. Sanitizing Supplies (hand sanitizers, disinfectant wipes, disposable masks)	<a href="#">Email requests directly to the Procurement Office</a>	Procurement Officer	<a href="mailto:procurement@amsamoa.edu">procurement@amsamoa.edu</a>

**Administrative Services: Human Resources Services**

Service Type:	Link to Form/Information:	Accountability:	Email to:
1. Personnel Time Sheet	<a href="#">Time Sheet Form</a>	Human Resources Officer	<a href="mailto:ascchumanresources@amsamoa.edu">ascchumanresources@amsamoa.edu</a>
2. Personnel 303 Request	<a href="#">Email requests in writing to the Human Resources Office.</a>	Human Resources Officer	<a href="mailto:s.asifoa@amsamoa.edu">s.asifoa@amsamoa.edu</a>
3. Recruitment	<a href="#">Personnel Action Request Recruitment (PARR) Form</a>	Human Resources Officer	<a href="mailto:s.asifoa@amsamoa.edu">s.asifoa@amsamoa.edu</a>
4. Leave Request	<a href="#">Leave Request Form</a>	Human Resources Officer	<a href="mailto:ascchumanresources@amsamoa.edu">ascchumanresources@amsamoa.edu</a>
5. Review of Classified Positions	<a href="#">Position Review, Compensation, and Classification Form</a>	Human Resources Officer	<a href="mailto:s.asifoa@amsamoa.edu">s.asifoa@amsamoa.edu</a>
6. Annual Performance Evaluations	1. <a href="#">Faculty Performance Evaluation Form</a>	Human Resources Officer	<a href="mailto:s.asifoa@amsamoa.edu">s.asifoa@amsamoa.edu</a>



	2. <a href="#">Staff Performance Evaluation Form</a> 3. <a href="#">Administrator Performance Evaluation Form</a>		
7. Resignation	<a href="#">Personnel Exit Form</a>	Human Resources Officer	<a href="mailto:s.asifoa@amsamo.edu">s.asifoa@amsamo.edu</a>

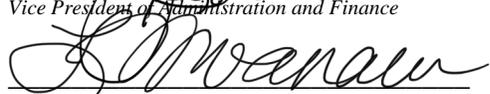
**Administrative Services: Physical Facilities and Maintenance**

Service Type:	Link to Form:	Accountability:	Email to:
1. Maintenance Services (Air Conditioners, facility maintenance and repairs)	<a href="#">Physical Facilities and Maintenance Job Order Form</a>	Physical Facilities and Maintenance Officer	<a href="mailto:l.lokeni@amsamo.edu">l.lokeni@amsamo.edu</a>

**Administrative Services: Bookstore Services**

Service Type:	Link to Form:	Accountability:	Email to:
1. Internal Purchase Order Requests	<a href="#">Internal Purchase Order Request Form – Requests can be submitted electronically via email for the availability of resources.</a>	Bookstore Officer	<a href="mailto:al.afalava@amsamo.edu">al.afalava@amsamo.edu</a>
2. Bookstore inquiries	<a href="#">Email requests directly to the Bookstore Office.</a>	Bookstore Officer	<a href="mailto:al.afalava@amsamo.edu">al.afalava@amsamo.edu</a>

The Vice President(s) shall work closely with divisional administrators to ensure that services continue during the Code Red shutdown. Procedures or services that require additional clarifications to support online/remote services shall be facilitated by the Vice President(s) and submitted for the approval of the President.

  
 Vice President of Administration and Finance  
  
 Vice President of Academics, Community, and Student Affairs

  
 ASGC President