



American Samoa Community College (ASCC)
March 02, 2022

ASCC Online Services

On the 22nd 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**.¹ 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, 2022.² 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 1st of April 2022.³

In response to the Code Red Territorial Declaration, the March 02nd 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 04th 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.

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 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.

Institutional Effectiveness Contact Information			
Names:	Title:	Email:	Mobile Number:
1. Dr. Rosevonne Pato	President	r.pato@amsamoa.edu	782-5050
2. Mr. Sonny J. Leomiti	Accreditation Liaison Officer	s.leomiti@amsamoa.edu	782-5052

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

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

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



Student Services: **Admissions Services**

Service Type:	Description/Information:	Accountability:	Email to:
1. Admissions Services	1. Admissions Requirements 2. Admissions Application	Admissions Officer	admissions@amsamoa.edu

Student Services: **Records/Transcript Services**

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

Student Services: **Financial Aid**

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

Administrative Services Contact Information

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

Administrative Services: **Security Services**

Service Type:	Link to Form:	Accountability:	Email to:
1. Access to College Campus	Essential Employees Access to Premises Form	Unit, Program, Division/Department Administrator(s)	s.leomiti@amsamoa.edu



Administrative Services: Management Information Systems Services			
Service Type:	Link to Form/Information:	Accountability:	Email to:
1. Access to ASCC Domain and Email Account	Domain and Email Account Application	Chief Information Officer	g.tulafono@amsamo.edu
2. Access to Colleague	Colleague User Access Form	Chief Information Officer	g.tulafono@amsamo.edu
3. Technical Support	Technical online assistance services	Chief Information Officer	support@amsamo.edu
4. COVID Updates	Link to COVID Updates	Chief Information Officer	info@amsamo.edu

Administrative Services: Finance Services			
Service Type:	Link to Form:	Accountability:	Email to:
1. Check Request Payments	Check Request Payment Form	Finance Officer	finance@amsamo.edu
2. Payroll Deductions	Payroll Deduction Form	Finance Officer	finance@amsamo.edu
3. Budget Transfers	Budget Transfer Form	Finance Officer	e.lesa@amsamo.edu

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

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



	2. Staff Performance Evaluation Form 3. Administrator Performance Evaluation Form		
7. Resignation	Personnel Exit Form	Human Resources Officer	s.asifoa@amsamo.edu

Administrative Services: Physical Facilities and Maintenance

Service Type:	Link to Form:	Accountability:	Email to:
1. Maintenance Services (Air Conditioners, facility maintenance and repairs)	Physical Facilities and Maintenance Job Order Form	Physical Facilities and Maintenance Officer	l.lokeni@amsamo.edu

Administrative Services: Bookstore Services

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

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

ASCC President