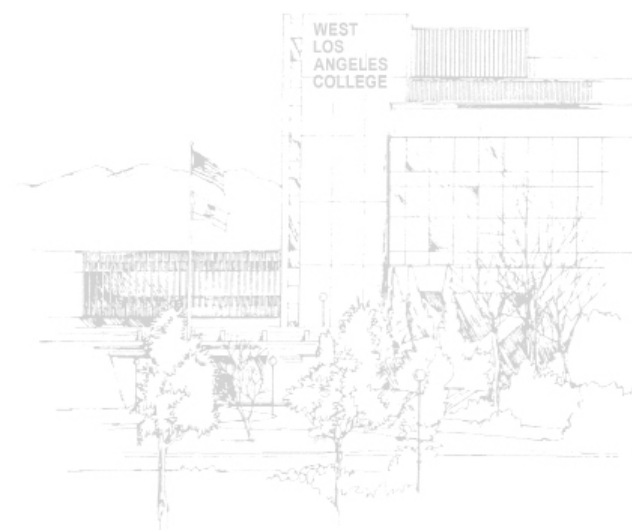


WEST LOS ANGELES COLLEGE CATALOG INFORMATION

A full catalog in PDF form is not available from the college. Go to www.wlac.edu to view the college catalog online.



PRESIDENT'S MESSAGE

Our motto at West Los Angeles College is "Go West. Go Far."

This past June, at my first commencement ceremony at West, I recited this motto with our graduates from the ceremonial podium. This act summed up a forty-four year tradition of collective support and mutual dependence in our academic community. We are here as a community of faculty, staff and administrators with a single-minded, common purpose: to help, guide and challenge our students to identify and pursue their educational and career goals – and to achieve them. We do this as part of the larger community that we serve in West Los Angeles, with a purposeful eye on providing quality programs that are balanced between the diverse student interests – and community needs. We support our students to pursue university transfer, to complete career and technical education that leads to sustainable jobs, and to develop a sense of purpose and a personal practice of civic engagement.

Our diverse palette of traditional transfer curricula includes business, art, science and social science majors. And we offer several programs that are uniquely connected to our surrounding area. These include our aviation technician, film/television production, computer science, and administration

of justice programs among many others. Also, we offer our highly sought after dental hygiene program and American-Bar-Association-accredited paralegal program.

In addition to outstanding instruction, we pride ourselves in having the feel of a small liberal arts college with the cost of a California Community College. We are now building the facilities that will give West the look to match that feel. Last Spring, we opened two new modern four-story buildings to support instruction and student services. And we finally abandoned the majority of the temporary buildings in which the college was founded in 1969. I like to say "if you haven't been to West for a few months, bring a map with you because you won't recognize the place." More importantly, if you haven't been to West for a few months, please come by for a visit. You will be delighted with the changes you will see.

Welcome to West!

Nabil Abu-Ghazaleh
President



2012–2013 COLLEGE CALENDAR

FALL SEMESTER 2012

Residency Determination Date	Aug 26, 2012
Labor Day Holiday (Observed)	Sept 3, 2012
Instruction Begins	Aug 27, 2012
Veterans' Day Holiday (Observed)	Nov 12, 2012
Thanksgiving Holiday (Observed)	Nov 22-25, 2012
Final Examinations.	Dec 10-16, 2012
Fall Semester Ends	Dec 16, 2012
Winter Break	Dec 17, 2012 - Jan 1, 2013

WINTER INTERSESSION 2013

Residency Determination Date	Jan 1, 2013
Instruction Begins	Jan 2, 2013
Martin Luther King's Birthday (Observed)	Jan 21, 2013
Final Examinations	The last day of class
Winter Intersession Ends	Feb 3, 2013

SPRING SEMESTER 2013

Residency Determination Date	Feb 3, 2013
Instruction Begins	Feb 4, 2013
Lincoln's & Washington's Birthdays (Observed)	Feb 15 & 18, 2013
Spring Break	Mar 29 - April 5, 2013
Cesar Chavez Day (Observed).	April 1, 2013
Memorial Day Holiday (Observed)	May 27, 2013
Final Examinations	May 28 - Jun 3, 2013
Spring Semester Ends	Jun 3, 2013

SUMMER 2013

Summer Session Begin (Instruction Dates Vary)	Jun 10, 2013
Independence Day	Jul 4, 2013
Summer Sessions End	Aug 18, 2013

NOTE: Dates subject to change.

2013–2014 COLLEGE CALENDAR

See 2013 - 2014 Schedules of Classes for dates.

ABOUT THE DISTRICT



THE CATALOG

The West Los Angeles College (West) Catalog describes the courses, programs and services of the college that are planned for the 2012-2014 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current and complete information may be obtained from the appropriate department or administrative office or from the WLAC website at www.wlac.edu.

THE COLLEGE

West Los Angeles College, located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 12,000 students attending day, evening and weekend classes. West serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students represent a rich mixture of nationalities and cultures.

Administration

West Los Angeles College's president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. They all carry out the vision of the college: "West: A gateway to success for every student."

Academic Divisions

The college features thirteen divisions which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are: Allied Health; Aviation, Travel and Hospitality; Behavioral and Social Sciences; Business; Communication, Entertainment and Media Arts; Computer Science and Applications; Counseling; Dance, Health and Physical Education; Humanities and Fine Arts; Language Arts; Library and Learning Resources; Mathematics; and Science.

Support Services

Support services of the College include: the Child Development Center (CDC), Disabled Students Programs and Services (DSP&S), Distance Learning, Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE), Matriculation, Student Services, Counseling, Financial Aid, and the Workforce Development Center.

Accreditation

The college is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and offers a wide range of transfer and vocationally-oriented programs. The American Dental Association and the Federal Aviation Administration also recognize the vocational curricula offered at West Los Angeles College. The American Bar Association has given full approval to the Paralegal Studies Program.

THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

The Los Angeles Community College District, the largest in California, serves approximately 150,000 students and is governed by a publicly-elected seven-member Board of Trustees. The District's administrators, a Chancellor, Senior Vice Chancellor, and other senior staff members are appointed by the Board of Trustees. A non-voting student member who is nominated by the Associated Students Organizations of all nine campuses also sits on the Board.

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GENERAL INFORMATION

EDUCATIONAL PHILOSOPHY

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to the provision of education, which benefits students and enables them to contribute to society.

Our colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide the means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges' communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education

OUR VISION

WEST: A gateway to success for every student.

OUR MISSION

West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

A West, education enriches students with the knowledge and skills needed to earn certificates and degrees, to transfer, to build careers, and to pursue life-long learning.

OUR VALUES

Excellence

West envisions each student and employee striving for excellence in and out of classes, laboratories, libraries, studios, playing fields and offices.

Ethics

We hold ourselves and others to the highest standards in personal as well as intellectual responsibilities. This informs relationships among students, staff, faculty and administration.

Empowerment

At West, everyone – students, staff, faculty, and administration – is empowered by high expectations, respect and acknowledgement in all pursuits, from single lessons to completed degrees, from daily encounters to formal policy deliberations.

Engagement

To be fully engaged – academically, locally and globally – is to embrace learning with passion, commitment and energy.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

West Los Angeles College uses student learning outcomes to continually assess student learning and institutional improvement. Student learning outcomes are used to measure achievement of course goals, programs, and degrees. Assessment data provide information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, student learning outcome assessment assists programs, departments and the college in accreditation by providing evidence of quality teaching and learning.

- A. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- B. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- C. **Quantitative Reasoning:** Identify, analyze, and solve problems that are quantitative in nature.
- D. **Self-awareness/Interpersonal:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- E. **Civic Responsibility:** Apply the principles of civility to situations in the contexts of work, family, community and the global world.

- F. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.
- G. **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
- H. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.
- I. **Aesthetics:** Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life.

NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability or veterans status (*Board Rule 1202*).

Inquiries regarding equal opportunity at West Los Angeles College should be directed to the College Equal Opportunity Officer.

ACADEMIC FREEDOM STATEMENT

15002. ACADEMIC FREEDOM. The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow sexual harassment. The discussion of sexual ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute sexual harassment. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Adopted 02 22 95

SUMMARY OF SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including

discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15 (*Board Rule 15001*). The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from Sherron Rouzan, Advocate for Students at (310) 287-4527; or by calling the Office of Diversity Programs at (213) 891-2315.

Any member of the college community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of the college. Every employee has the responsibility to report such conduct when the conduct is aimed at students.

Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

STUDENT ID SYSTEM AND SOCIAL SECURITY NUMBER

The Los Angeles Community College District is committed to protecting student privacy and has worked to change existing data collection and storage systems to eliminate the use of Social Security numbers as the primary method of student identification.

During July 2006, in accordance with state legislation, the college switched to a new student identification system. At the time the new student ID system was introduced, current students were sent a letter informing them of their new identification number. New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers "88" to make it easy to identify. For additional information, visit our college website at: www.wlac.edu, or visit the Admissions Office in SSB.

ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every effort to make this catalog accurate and may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies and/or procedures as provided by law. Please refer to the online catalog addenda for the most current version of this publication at <http://www.wlac.edu/academics/catalog.html>

INFORMACIÓN GENERAL

¿QUIÉN PUEDE MATRICULARSE?

- Una persona que terminó la preparatoria, o
- Una persona que tenga 18 años, y pueda beneficiarse de una educación
- Un estudiante de 18 años y que no terminó la preparatoria bajo unos programas especiales.

¿CÓMO PUEDE MATRICULARSE?

1. Obtenga un formulario en Admissions Office - Bldg SSB o por medio de la red electrónica ("Internet").
2. El formulario tiene que ser presentado en persona o a través del Internet con una fotografía. También, traiga un comprobante de su número de seguro social. Si usted no tiene un número de seguro social, usted puede pedirle a la escuela un número de identificación.

¿COMO PUEDE USTED MATRICULARSE EN LAS CLASES?

Nuevos Estudiantes: Después de entregar su solicitud, usted recibirá una cita para matricularse. Usted podrá matricularse en las clases por medio del uso del el Internet a cualquier hora después de la fecha/hora de su cita.

Si es necesario, las computadoras estarán disponibles en la escuela para inscribir a los estudiantes.

La mayoría de los estudiantes tendrán que hacer una cita para que se les evalúe el nivel académico. La evaluación ayuda a determinar el nivel apropiado de las clases que los estudiantes pueden tomar.

Nosotros recomendamos que los estudiantes nuevos participen en una orientación, antes de matricularse en clases.

Estudiantes matriculados: Si usted ha tomado clases en WLAC en los últimos dos semestres, usted recibirá una cita para matricularse por correo electrónico. Usted puede matricularse para las clases por el Internet a cualquier hora/fecha después de su cita para matricularse. Las computadoras están disponibles para los estudiantes..

Estudiantes que quieran re-inscribirse: Si han pasado mas de dos semestres desde que tomo clases en WLAC usted tendrá que re-inscribirse.

Para matricularse por el Internet, visite la pagina: www.wlac.edu.

COSTO DE INSCRIPCIONES:

Residentes de CA: \$26.00 por unidad

No-residentes:

\$186.00 por unidad (residentes fuera del estado)

\$204.00 por unidad (estudiantes extranjeros)

Estudiantes extranjeros tambien tienen que pagar \$26.00 de la matriculación por cada unidad.

AYUDA FINANCIERA:

Usted tiene que ser un ciudadano estadounidense o residente permanente para recibir ayuda económica. La ayuda económica incluye "grants" (ayuda federal o estatal y becas que usted no tiene que pagar) y préstamos de bajo interés. La ayuda le puede asistir a usted a pagar por la matriculación, libros y costo de vivienda.

PASO 1: Llene y someta la forma FAFSA. La forma está disponible en el Internet (www.fafsa.gov) o en la oficina de Ayuda Financiera, SSB.

PASO 2: Varias semanas más tarde, usted recibirá un Informe De Ayuda Estudiante (Student Aid Report - "SAR") por correo electrónico. Tráigalo a la Oficina de Ayuda Financiera para empezar un fichero y hablar sobre cualquier problema con su solicitud.

PASO 3: La Oficina de Ayuda Financiera repasará su solicitud y procesa automáticamente la matricula con excepción financiera para los estudiantes que califican bajo este criterio.

PASO 4: La Oficina de Ayuda Financiera le mandará a usted una Carta de Notificación que le explicará la ayuda que usted va a recibir.

PASO 5: Los cheques de ayuda financiera, serán enviados por correo o enviados electrónicamente a la cuenta de banco del estudiante durante el año. Típicamente su primer cheque llegará después de dos semanas después de que reciba la carta de notificación, pero puede tardar más tiempo.

LA MATRÍCULA CON EXCEPCIÓN FINANCIERA (FEE WAIVER)

Si usted es un residente de California con ingresos bajos, usted puede calificar para la matrícula con excepción financiera, la cual cubre la matrícula. Esta no cubre libros y mantenimiento (gastos). Para esto usted necesita llenar la solicitud de FAFSA para saber si usted puede calificar en estas áreas.

NOTA: Cuando usted someta la solicitud de FAFSA automáticamente es considerado para la matrícula con excepción financiera. Si usted necesita la matrícula con excepción financiera inmediatamente tendrá que llenar la solicitud respectiva. Estas formas están disponibles en la oficina de ayuda financiera, SSB.

APPLICATION FOR ADMISSION

Applications are available on the college website (www.wlac.edu), or at the Office of Admissions and Records, Student Services Building SSB. (If applying on campus, a photo ID must be submitted with the application for admission.) From that point on, the Los Angeles Community College District and the college use a computer-generated number (not the social security number) to identify student records.

ADMISSION ELIGIBILITY

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for any public California two-year community college. Persons who do not possess a high school diploma or its equivalent, but who meet additional criteria, are also eligible for admission. Additional eligibility criteria include:

1. Being eighteen (18) years of age or older.
2. Being an apprentice, as defined by Section 3077 of the California Labor Code.
3. Being in grades K through 12, under special circumstances.

International F-1 Visa students may be required to show acceptable proof of ability in English and to provide other documents, as outlined in the international student application. See the college website at www.wlac.edu and click on International Students.

REGISTRATION MATERIALS

Students continuing from the prior semester will automatically receive registration materials. New and returning students are issued registration information when the application for admission is processed.

Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

READMISSION

Students who have not attended West for two or more semesters must file a new application. Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

Information regarding other eligibility criteria and/or admissions procedures is available in the Office of Admissions and Records.

RESIDENCY REQUIREMENTS

California Residence Requirements

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is that day immediately preceding the opening day of instruction of the semester or session. Residence is defined as a union of act and intent. F-1 Visa students, by virtue of their non-resident status, do not meet this requirement.

NON-RESIDENT

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residency Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the State. Certain non U.S. citizens are permitted to establish residency and others are not. Check with the Admissions Office regarding your particular status. A student classified as a nonresident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

NON-RESIDENT TUITION FEE

Effective Summer 2009, nonresident students who are admitted as "Special Part-time Students Grades K-12" will be charged nonresident tuition fees for all units taken. The tuition fee for non-resident students must be paid at the time of registration.

NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE

A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below.

Non-resident refunds will be computed as follows:

CLASS TYPE	DATE REQUEST TIME STAMPED	REFUND
Regular Length	Through second week of instruction.	Full Tuition
(Fall, Winter, Spring, Summer)	After second week of instruction.	No Refund
Short Term	Through 10 percent of class length.	Full Tuition
(Less than regular length)	After 10 percent of class length.	No Refund

AB 540 EXEMPTIONS

On October 12, 2001 the Education Code was modified to exempt certain non-resident students who attended and graduated from California high schools from non-resident tuition. This change (Education Code, Section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g., *EOP&S*, *BOG Fee Waiver*). The exemption tuition is mandatory; if the District finds that a student meets all requirements in the law, non-resident tuition may not be charged.

The student must meet all of the following eligibility requirements to be eligible for the exemption:

1. The student must have attended a California high school (grades 9 through 12) for three or more years.
2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).
3. Except for non-immigrant aliens, any non-resident student who meets the requirements contained in "1" and "2" shall be exempt from non-resident tuition even if he/she is a U.S. citizen or lawful immigrant.
4. Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form, which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.

INTERNATIONAL (F-1) VISA STUDENTS/ADMISSIONS

West Los Angeles College is an institution approved by the U.S. Citizenship and Immigration Services to issue certificates of eligibility for non immigrant (F-1) student status. West Los Angeles College accepts a number of qualified international students each semester who wish to pursue occupational, transfer, and Associate degree curricula.

All applicants must meet the following admissions criteria:

1. Diploma/transcripts from a secondary school (high school) or diploma/transcripts from a U.S. high school or diploma/transcripts from a foreign university
2. English language proficiency to begin academic program OR start program at West Language Academy for language training.

Proficiency is verified by one of the following:

- West Language Academy assessment
 - WLAC ESL assessment level 5 or above
 - English is your native language
 - Attendance at a U.S. high school for a minimum of two years
 - Attendance at a U.S. college or university with a passing grade in English 101 or equivalent
 - International Baccalaureate with an English Language score of 3 or better
 - TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964
 - IELTS minimum score of 4.5
 - iTEP minimum score of 4
 - STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass
 - Cambridge Certificate of Proficiency in English (CPE) score of "C" or better
 - Cambridge General Certificate of Education reflecting A Level Placement
3. Demonstrate the ability to pay the nonresident tuition and fees and personal living expenses estimated at \$16,500 per year (fees subject to change). Fees include mandatory Medical Insurance provided by LACCD with no substitution of other medical insurance coverage.

International students must maintain a full time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and Summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring) and Learning Skills Center, and an international student organization. Information is available in the International Student Services Office located in Building SSB.

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

International students attending a college in the Los Angeles Community College District under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of \$250,000 maximum benefit, with per incident maximum benefit of \$100,000;
2. Repatriation of remains in the amount of \$15,000;
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$50,000; and
4. A deductible not to exceed \$500 per accident or illness. \$25 co-pay for physician and urgent care visits. \$100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expenses is \$2,500 if out-of-network medical services are used.

STUDENT IDENTIFICATION NUMBER

The Los Angeles Community College District maintains a student record system that uses a computer-generated number to identify an individual. For legal and privacy reasons, it no longer uses the social security number. Changes in a student's ID number may be made only in the Admissions Office.

STUDENT RECORDS AND DIRECTORY INFORMATION AND FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college. At the same time, the District has a responsibility to fulfill public information needs (e.g., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the District may release directory

information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college records officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the records officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically exempt by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the records officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (*Requests for transcripts should be made at www.wlac.edu.*)

No student records, other than directory information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the records officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the college may be released or withheld at the discretion of the records officer.

No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding student records, directory information, and policies for records access, release, and challenge should be directed to the records officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

TRANSCRIPTS

Upon written request by the student, a copy of the student's academic record shall be forwarded to the student, or his or her designated addressee, promptly by U.S. mail or other responsible forwarding agency. A student or former student shall be entitled to two free copies of the transcript of his or her record. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3 per copy. Students may request special processing to expedite their request for an additional fee of \$10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be submitted to the Office of Admissions. Transcripts from another institution are not available for copying (*Board Rule 8401.10*).

The student's transcript may be withheld if:

1. Any library books or other college property are charged to the student or are unreturned, or
2. There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

Submitting Academic Transcripts

- Official copies of academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail.
- No transcripts will be accepted directly from students.
- This recommended policy shall remain in effect until further notice. (6/2/05)

We advise that official transcripts mailed directly from the last high school attended and from each college attended be submitted. However, this is not a requirement for admission. All transcripts become the property of the college and cannot be returned to the student.

TYPE OF FEE	Summer /Winter	Fall /Spring
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$46/unit	\$46/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$46* per unit enrollment fee)	\$190/unit	\$190/unit
Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the \$46* per unit enrollment fee)	\$212/unit	\$212/unit
Application Fee	\$35	\$35
SEVIS Processing Fee	\$25	\$25
International Student Medical Insurance (IMED)	\$237/128	\$498
Audit Fee	\$15	\$15
Health Services Fee (Mandatory)	\$8	\$11
Associated Student Organization (ASO) Membership Fee (Optional)	\$3	\$7
Student Representation Fee (Mandatory)	\$1	\$1
Parking Fee All Student Lots	\$7	\$20
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes
Other Fees (All fees owed must be paid before transcripts or verifications will be released.)		
Emergency Processing of Transcripts (CSU/IGETC Certification is not available with Rush Transcript requests)		
First 2 transcripts ever requested	\$7	\$7
Additional Rush Transcripts	\$10/copy	\$10/copy
Verification of Enrollment/Transcripts		
First 2 transcripts ever requested	Free	Free
Additional copy	\$3/copy	\$3/copy

STUDENT FEES

Note: the fees listed below were accurate at the time this catalog went to print in August 2012, but are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Payment Methods

There are several ways to pay fees depending on the student's personal convenience and physical access to the college:

In Person: Pay by cash, check or credit card at the following Cashier's Window:

Business Office, Building SSB:
 Monday and Thursday 8:30 a.m. - 5:00 p.m.
 Tuesday and Wednesday 8:30 a.m. - 7:00 p.m.
 Friday 8:30 a.m. - 1:00 p.m.

U.S. Mail: Make check or money order payable to West Los Angeles College. Send to WLAC Business Office, 9000 Overland Ave., Culver City, CA 90230. Be sure to provide your Student ID number, current address, and phone number with your check.

On-Line: Pay by Visa, MasterCard, American Express, Discover Card

If you pay your fees by check, you authorize the College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account as soon as the same day and you will not receive a cancelled check back from your financial institution. A \$10 handling fee will be charged for each check returned as not payable by the bank.

Enrollment Fee

The Enrollment Fee Section 72252 of the Education Code requires community colleges to charge an enrollment fee to each student enrolling in college. All students are required to pay the enrollment fee after they have registered for classes. A hold will be placed on the student's permanent record until fees are paid by the time of registration each semester.

Board of Governors' Waiver and Enrollment Fee Assistance

West Los Angeles College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The Board of Governors (BOG) Enrollment Fee Waiver is available to a student whose family is receiving Temporary Assistance for Needy Families (TANF) / CalWORKs, Supplemental Security Income/State Supplemental Program, General Assistance/General Relief, or who meet the qualifying income standard. In addition, dependents of Veterans/ National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and dependents of deceased law enforcement /fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

An Automatic Fee Waiver will be processed for eligible California residents who have filed a Free Application for Federal Student Aid (FAFSA) with the College Financial Aid Office. All other students must contact the Financial Aid Office to obtain a Board of Governors Fee Waiver (BOGFW) Application.

See Board of Governors Fee Waiver Program under "Financial Aid."

Enrollment Fee Refund Policy

For full term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that date, unless the student must drop a class due to cancellation or rescheduling by the college administration.

For short term courses: The student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that date, unless the student must drop a class due to its cancellation or rescheduling by the college administration.

1. All refund of fees paid MUST BE requested through the Business Office. Refund must be accompanied with the original copy of the register receipt and credit card slip. A picture I.D. is also required.
2. A waiting period of 15 working days for check payment will be observed before cash or check refund will be given. A cancelled check will be required to obtain an earlier refund. Refunds for payment processed by electronic check can be processed after a 10 working day waiting period upon presentation of an electronic payment receipt.
3. Non-resident tuition fee refund will be made by check.

Non-Resident Tuition Fee

(See Residency Requirements).

Audit Fee

Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.

Health Services Fee

The Board of Trustees shall require that each campus collect a mandatory fee for the administration of a college health program to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702 (*Board Rule 8502*).

Associated Students Organization (ASO) Fee

This student activity fee supports scholarships, enrichment programs and student events on campus.

Student Representation Fee

This is a mandatory per semester fee to provide support for representatives to state student view points before various governmental offices and agencies.

Parking Fee

Parking fee information is available at www.wlac.edu. All College parking areas are designated "Permit Parking Only" and are restricted to vehicles displaying a valid permit.

Parking passes can be ordered online at www.wlac.edu/BusinessOffice.

Instructional Materials

Students may be required to provide their own additional instructional or other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Other Fees

Please visit www.wlac.edu/admissions/transcripts.html or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification.

MATRICULATION

ADMISSION, ASSESSMENT, ORIENTATION, COUNSELING, REGISTRATION, FOLLOW UP

Matriculation is a process that assists the student in achieving his or her educational goals. It is an agreement between the college and student who enrolls for credit and non-credit. Here is how the matriculation process works:

1. **ADMISSIONS:** Complete the West application On-line at www.wlac.edu or in person at the Admissions office Building SSB.
2. **ASSESSMENT:** Because reading, writing, and mathematics skills are essential for learning and understanding all subjects, it is helpful for students to know their level of performance in these areas. Testing in these subjects, as well as in English as a Second Language, will show your educational strengths and needs and can provide useful information for planning a course of study at West Los Angeles College. Testing is not conducted to keep you out of college or specific classes. Your test results, along with your high school records, educational and employment experiences, current work schedule, and motivational level, can be used to help you plan your classes. Your West Los Angeles College counselor can provide interpretation of test results and work with you to prepare a Student Educational Plan (SEP). The Assessment Office can provide information about the types of testing available and its testing schedule.

Students can take the test once per semester. Accommodations will be made available for students with special needs. Please contact the Assessment Center at (310) 287-4462 for more information.

ENGLISH AND MATHEMATICS:

All students wishing to enroll in English, ESL, or Mathematics classes are required to be assessed, and there is no charge for assessment. In order to be assessed, students must first file a WLAC Application for Admission with the Admissions Office. Assessment appointments can be made online at www.wlac.edu or in person at the Student Entry Center on the Assessment Appointment Computers. WALK-IN Assessment is available throughout the year. Math and English Practice Tests are available in the Student Entry Center or online: www.act.org/compass/sample/index.html. Please bring your student ID and a valid picture ID. Students may not need to take an Assessment Exam if they have taken the test in the last two years, or have acceptable test and placement information from another college as approved by a West Los Angeles counselor.

For additional Information on Assessment Testing, please call (310) 287-4462.

ENGLISH AS A SECOND LANGUAGE:

A special English assessment is available to students whose native language is not English, and who wish to enroll in ESL classes.

MATRICULATION PROCEDURES FOR CHALLENGING PRE/COREQUISITES AND LIMITATIONS ON ENROLLMENT:

Prerequisites to all Mathematics and English courses are enforced. Prerequisite/Corequisite Challenge Petitions are available in Counseling, Admissions Offices and in the Assessment Center. See the information in the Academic Policies section of this catalog for additional data about prerequisites.

- Complete the prerequisite and corequisite challenge petition. These forms are available in the Admissions and Counseling Department.
- Submit the completed petition and supporting documentation to the department chairperson.
- Your request will be evaluated by the department and a written/verbal response will be available from Admissions and Records within five (5) working days (except during school holidays, winter session, and summer session). This form must be submitted to the Department Chair no later than the last date to add classes, which is published in the schedule of classes for the semester you would like to enroll.
- You are allowed to enroll in the course if the challenge is upheld.

- An appeal may be filed with the Dean of Academic Affairs or designee if necessary.
- No units will be granted for successfully challenged courses by this request. To challenge a course for credit, refer to the process for earning credit by examination in the college catalog.
- Some courses are limited to students who must audition or tryout in order to be accepted in the course (*e.g., athletics, or performance courses*).

If a course has not been offered in the last three semesters and the student believes their progress in attaining their educational goal will be delayed, a course may be considered “not reasonably available.”

Some other grounds for challenge require that you support your challenge with documentation. You may be requested to provide specific information to the Department Chair or Dean of Academic Affairs. Failure to do this may result in delayed resolution. See below for additional information about supporting documentation.

SUPPORTING DOCUMENTATION:

To support your challenge where required, the following kinds of documentation may be submitted:

- Copy of high school/college transcript.
- Written documentation of work or related experience from employer.
- Doctor’s statement.

TITLE V REGULATIONS (SECTION 55201):

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and if the challenge is upheld, the student shall be permitted to enroll in the course program in question. A student may challenge any prerequisite or corequisite on one or more of the grounds listed below:

- The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites.
- The prerequisite or corequisite is in violation of this article.
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The student has knowledge or the ability to succeed in the course program despite not meeting the prerequisite or corequisite.

- The student will be subject to undue delay in attaining the goal in his/her educational plan because the prerequisite or corequisite course has not been reasonably made available; and
- Such other grounds for challenge as may be established by the district governing board.

Prerequisite/Corequisite challenge petitions are available in the Student Entry Center, Counseling and Admissions Offices, Building SSB, and in the Assessment Center, Building SSB. Assistance with the challenge process can also be found in the Counseling Offices.

- 3. ORIENTATION:** The purpose of the West Los Angeles College Orientation is to provide students with information concerning college programs, college services, student rights and responsibilities. Currently, the College Orientation is offered to students online at www.wlac.edu or directly before or following their completion of the Assessment Test in Building SSB. Orientation is also available to students who have completed or are exempt from the assessment test on a walk-in basis except during heavy registration periods (two weeks before and one week after the first day of classes). For information concerning Orientation, please call (310) 287-4462.
- 4. COUNSELING AND ADVISEMENT:** Counseling is a major component of Matriculation. Students are encouraged to make an appointment with a counselor to prepare a Student Educational Plan (SEP). Students will be advised regarding selection of courses and information regarding transfer, certificates, degree programs, majors, SEPs, and more. Students seeking assistance with career planning are encouraged to enroll in Personal Development courses and visit the Online Career and Personal Development Center at the college website at www.wlac.edu/matriculation/Career.html. Counseling appointments may be made online at www.wlac.edu or in the Student Entry Center on the Counseling Appointment computers.
- 5. REGISTRATION:** Taking advantage of Steps 1 through 4 will facilitate your registration. Use the college web site, www.wlac.edu to register.
- 6. FOLLOW-UP:** Each semester you are encouraged to meet with a counselor to review completed classes and to update your Student Educational Plan. To stay on target, continue meeting with a counselor at least once each semester.

Online counseling is also available. DegreeWorks is a valuable resource for educational planning. For additional information, visit www.wlac.edu/counseling/counselor.html.

COLLEGE’S RESPONSIBILITIES UNDER THE MATRICULATION PROCESS:

- In general, provide orientation for new and nonexempt students.
- Orient you to West programs, services and policies.
- Assess your educational skills and career goals.
- Counsel and advise you on developing your Student Educational Plan (SEP). This process assists students from the time they enroll until the time they complete their studies at any of the campuses of the Los Angeles Community College District.
- Deliver top-quality instruction.
- Provide a wide variety of courses.
- Offer services to support your education.
- Track progress toward your goal.

STUDENT’S RESPONSIBILITIES UNDER THE MATRICULATION PROCESS:

- Express a general educational intent initially, and after a reasonable period of time, declare a specific educational goal.
- Attend class and complete courses while making reasonable progress toward achieving an educational goal, meeting the standards established by the college and the State of California. You agree to:
 - 1) Declare an educational goal.
 - 2) Meet with a counselor to discuss your choice.
 - 3) Attend classes.
 - 4) Complete assignments and courses.
 - 5) Strive to make progress toward your goal.
 - 6) Seek support services as needed.

EXEMPTION CRITERIA FOR MATRICULATION:

The matriculation process is strongly recommended to any student who has the following educational goal on the college application:

- A vocational certificate
- An Associate degree
- Transfer to a four-year university
- Undecided about your specific goals and considering one of the above options.

Exempt criteria:

- You are not considering one of the above educational goal options and have completed fewer than 16 units of courses for personal interest.
- You have completed an Associate degree or higher
- You have participated in the Assessment Placement Process within the last two years or course equivalency at another California Community College or four-year institution with a grade of “C” or higher and present “Official Transcripts with grade or interpreted test results” from the respective college or four-year institution. Some colleges are unable to provide course/placement results that can be used for exemption; if this occurs, the student will need to take the WLAC Assessment test.

If you have been declared exempt, you will be notified at the admissions station that you are covered by an exemption. You will also be given the opportunity to elect whether or not to participate in the matriculation process or any part of the matriculation process. Students who do not wish to participate in various components of the Matriculation process may request a “Waiver” from the Matriculation Coordinator. All students enrolling in credit and non-credit courses are requested to participate in the Matriculation process unless exempt. However, even though exempt, students may choose to participate in any matriculation component. In addition, students wishing to challenge specific matriculation services will be informed of their rights to participate in all other non-disputed components, and will be asked to sign a statement waiving their right to the matriculation services, thus providing acknowledgment to the college of receipt of the information above.

COMPLAINT OF UNLAWFUL DISCRIMINATION:

A student who feels that a matriculation practice has been used to unlawfully discriminate against him or her may file a petition with the Matriculation Coordinator. The student may also appeal that decision through the college grievance procedure.

VETERANS

Admissions Requirements for Veterans

Veterans are required to follow these procedures:

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.
2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.
3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.
5. File VA Form 22-1995 (*Request for Change of Program or Place of Training*) if you are a transfer student.
6. Apply each semester for continuous VA educational benefits.

Program Planning For Veterans

Veterans should select their major and choose courses from those listed under that major in the catalog. It is advisable to make an appointment with a counselor for academic assistance. The VA will not pay for courses that do not fit into a veteran's selected major.

Elective Credit for Military Service

Through the general petition process, the college will maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that the student has received appropriate credit for previous education and training, with the training period shortened proportionally. The student and the VA will also be notified of this process. Students must include a copy of their DD21 4, school transcripts, and/ or course documentation with their petitions, and submit them to the Office of Admissions and Records.

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive 6 units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

Adds and Drops For Veterans

Add permits or drop cards must be submitted to the Admissions Office, and the Veterans Clerk must be notified of program changes. Failure to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Academic Probation

In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

For additional information pertaining to academic status, see the Veterans Clerk in the Admissions Office, Building SSB.

STUDENT PROGRAMS & SERVICES

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The ASO General Council represents students in the shared governance process. The ASO emphasizes student leadership and self-governance to enable students to develop and express initiative in terms of the common good. Governed by the Executive Council, the Associated Student Organization conducts activities on behalf of the students. The General Council represents the student body's interests at the college, district, regional, state, and federal levels. On behalf of the Vice Presidents of Student Services, the ASO Advisor oversees the Associated Student organization Executive Council, Finance Committee, and Inter-Club Council.

In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of ASO.

A \$7 student activity fee supports enrichment programs and student events on campus. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees.

I. LACCD Administrative Regulation E-22 (Eligibility for Student Association Officers) pertains to the following standards:

Note: the following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization (ASO) officers must be met:

- A. The candidate or officer must be a currently paid member of the ASO at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
- B. The candidate may seek only one campus office within the District.
- C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.

- D. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10
- E. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students who forfeit office for failing to meet this unit requirement will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
- F. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student who exceeds the requisite 80 degree- applicable unit maximum must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
2. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree- applicable unit maximum.

II. A candidate or officer is ineligible for ASO office:

- A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.

- B. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
- III. An officer may serve a fifth semester if eligible at the time of assuming office, with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).**
- IV. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.**
- V. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Chapter IX, Article VIII, Sections 9801-9806).**
- VI. Any candidate or officer with a disability may request an accommodation for the requirements of section I (E):**
- A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of Disabled Students Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, as appropriate.
- B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/ officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of 5 units throughout his/her term in accordance with Education Code section 76071.
- C. Procedures for requesting an accommodation under E-22:
1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.

2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

VII. Students enrolled in college credit and/or noncredit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually. Each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

Student Clubs and Organizations

Believing that students will enrich their college experience by participation in extracurricular activities, the College is proud of its active club program. Principal support for club programs comes from the Inter-Club Council, composed of a representative from each campus club and chaired by the vice president of the ASO.

In conforming to the California Education Code, the only recognized clubs are those chartered by the ASO. Thus, the college assumes no responsibility for activities of uncharted groups, including off-campus social organizations that consist of students or former students. State law prohibits membership in secret organizations.

Recognized Clubs and Organizations

- Alpha Gamma Sigma Honor Society
- American Criminal Justice Association
- Anthropology Club
- Art Club
- Cheer Club
- Chess Club
- Christian Club
- Club Latino United for Education
- Criminal Justice Club
- Dental Hygiene Club
- Economics Club
- EOPS/CARE Club
- Fitness Club
- International Student Club
- Paralegal Club
- Phi Beta Lambda (Business)
- Phi Theta Kappa (International Honor Society)
- Political Club
- Puente Club
- Social Justice Alliance
- The Student Voice – WLAC Newsletter
- Umoja Black Student Movement
- Value Creation Buddhists Association
- WLAC Walking Club

Colors and Mascot

The college colors, selected by the students of West Los Angeles College in 1969, are royal blue and gold. The original college nickname was the "Oilers," which was selected because the campus neighbors an oil field on one side. Teams were referred to as the "Oilers." However, in 2008 as part of the college's 40th anniversary celebration, the students and faculty selected a new mascot – the Wildcats.

The motto "Go West. Go Far" was also adopted near the time of the 40th anniversary celebration. It speaks to the success of our alumni and the mission of our faculty and staff – to help our students realize their goals and go far in life.

CHILD DEVELOPMENT CENTER

The Child Development Center is a nurturing place for children of WLAC student-parents. It is licensed by the DPSS Community Care Licensing. The Center provides services which are free or low cost, are safe, and foster a positive learning environment for students' children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for their elementary education.

Applications are available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole. For additional information phone (310) 287-4357. Applications are also available on the college web site.

Hours and Days

The Center offers services day and evening. It is open Monday – Thursday from 7:45 a.m. to 4:00 p.m. for Toddlers and Preschoolers. The Center offers a meal program to participants of the day program.

Ages of Children

• Children aged 2-5 years are accepted into the Monday – Thursday 8:00 a.m. – 4:00 p.m. program.

Children must attend a minimum of two sessions a week in the day program and one session per week in the evening program. Tuition is based on a sliding scale ranging from \$1.00 to \$2.50 an hour for student families. Qualifying families may be placed on a grant from CalWORKS, State Preschool, or General Child Care to reimburse tuition (different grants assist different age groups of children).

The Center is a teacher training program for students wishing to pursue a career in working with young children.

COMMENCEMENT

Commencement Information

Commencement occurs at the end of the Spring semester. Students may petition to graduate if they anticipate completion of the requirements for an Associate Degree or Certificate of Achievement.

Certificate of Achievement candidates may petition at any time during the year using a Certificate Petition; however, the deadline for Spring certificate petitions must be the same as the graduation petition deadline in order to invite everyone to the ceremony in a timely manner.

Students must file within the deadlines to be invited to West's Commencement ceremony.

Graduation petitions are accepted throughout the academic calendar year during the Spring, Summer, Fall, and Winter semesters.*

**Please refer to the Academic Calendar in the current schedule of classes for exact dates and deadlines.*

Graduation Petition Process

Students who anticipate graduation must complete a Graduation Packet:

Step 1

To ensure you are eligible for graduation with an Associates Degree, please confirm that the following items are in progress or have been completed:

- 12 units of residency completed at West
- A minimum 2.0 cumulative grade point average
- A "C" or better in English 101* and Math 125*
- A "C" or better in all major courses
- 60 degree applicable units

** Continuous enrollment prior to Fall 2009 may have catalog rights to English 28 & Math 115*

Step 2

Students may choose a General Education Plan from the following:

- Plan A – For majors with a minimum of 18 units
- Plan B – For majors with a minimum of 36 units
- Plan CSU* - For all majors
- Plan IGETC* - For all majors

**Students are still required to fulfill the Health and PE requirements.*

Step 3

Official transcripts from all colleges/universities that you have attended must be on file in the Office of Admissions and Records, except for Los Angeles Community College District campuses. Transcripts must be mailed directly from the institution to West.

Step 4

A transcript evaluation petition must be completed for courses taken outside of the Los Angeles Community College District.

Step 5

Submit the completed Graduation Packet to the Office of Admissions and Records. It is highly recommended that you submit a Graduation Checklist Worksheet from DegreeWorks.

Graduation Information can be found at our website:
www.wlac.edu/graduation/index.html

COUNSELING CENTER

The Counseling Department at West Los Angeles College assists students in making decisions regarding educational, career, and personal concerns. Counseling is available for educational, transfer and career exploration by appointment. These services are provided by professional counselors through individual counseling, group workshops and referrals to appropriate resources on and off campus.

1. The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals. To make appropriate academic decisions, to develop self-confidence and self direction, and to build self-esteem.
2. An academic counseling session begins with educational goal-setting, exploring education options and opportunities, evaluating the student's educational background, and providing the student with clear, concise, up-to-date educational information. Counselors can assist individuals to assess their interests, strengths, abilities, and values; to set goals; to make plans to accomplish those goals; and to address personal challenges or barriers that impede plans to fulfilling those educational goals.
3. A counseling session will also assist individuals in selecting appropriate programs of study relative to their chosen objectives. Individual student/counselor conferences are available by appointment.

Brief counseling is available on a walk-in basis. Counseling appointments may be made online at www.wlac.edu, or in the Student Entry Center or by calling the Counseling Center directly at (310) 287-4257 / 4399.

4. Entering (first year) students are encouraged to enroll in Personal Development courses (PD 5, 17, & 40). Returning students and second year community college students are strongly encouraged to enroll in PD 4, 8, and 20. These courses are designed to help students become better acquainted with the educational opportunities at West Los Angeles College and will assist students in developing programs of study that will help them attain their educational and career objectives.
5. The Counseling Center is available to students 8:30 a.m. to 5:00 p.m. Monday and Thursday and, 8:30 a.m. to 7:00 p.m. Tuesday and Wednesday. The Counseling Center is open 8:30 a.m. to 1:00 p.m. on Fridays.

Students can obtain additional information by calling (310) 287-4399/4257, or by visiting the West Los Angeles College web site (www.wlac.edu). The Counseling Center is located in the Student Entry Center, Building SSB.

Summary of Counseling Services

- Assist in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).
- Work with students to develop individualized student educational plans for academic, transfer and career goals
- Explain requirements necessary to earn Associate Degrees, Certificates, and transfer to four-year colleges and universities.
- Assist students in making career choices and provide an understanding of the different majors and certificate programs offered at West Los Angeles College.
- Provide limited personal counseling and referrals on and off campus when appropriate.

Additional Counseling Services

Additional counseling services are also available through EOP&S/CARE and DSP&S programs.

DISABLED STUDENT PROGRAMS & SERVICES

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with disabilities. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified students with disabilities pursuing a college education. All services and equipment are provided free of charge to any qualifying student with a disability.

The DSP&S Office is located in Building SSB. Office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 1:00 p.m. Early morning and evening appointments can be made by special arrangement. The telephone number is (310) 287-4450.

The following services are offered:

- Note taking assistance.
- Classroom accommodations for students with disabilities.
- Registration assistance.
- Academic and career guidance counseling.
- Adaptive equipment and technology aids.
- Adapted computer labs
- Test proctoring and related accommodations.
- Instructor liaison.
- Learning strategies and study skills classes

The DSP&S Office also maintains a liaison with the California Department of Rehabilitation and other public agencies such as the Regional Center and Westside Center for Independent Living.

Learning Disabilities Program

Assessment, special services, and individual instruction are available for students with learning disabilities. Students wishing to improve skills such as reading, writing, memory, arithmetic and other areas in order to succeed in their classes may be eligible for this program.

- Liaison with the Recording for the Blind and Dyslexic (*books on tape*).

- Alternate media and assistive technology (electronic text)
- Test proctoring and related accommodations.
- Special classes, such as Learning Skills 40: Introduction to Learning Disabilities and Learning Skills 41 (A-C): Study Strategies for the Learning Disabled.

Students who qualify may receive support services, special classes or both. For eligibility information, contact the Disabled Student Programs and Services Office at (310) 287- 4450.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S) / COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The EOP&S program is a state-funded program of support services which are designed to be above and beyond the scope of other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.

Who Is Eligible?

Students may be eligible for the EOP&S program if they satisfy the following requirements:

- Full-time student (*12+ units*).
- Board of Governors Fee Waiver (*BOGFW*) eligible under Method A or Method B.
- Application for Financial Aid is on file with WLAC.
- Student is educationally disadvantaged under Title V, Article 2, and Section 56220(e) of the California Code of Regulations.

To Apply:

- Complete an EOP&S Application.
- Attend an EOP&S Orientation.
- Meet with an EOP&S Counselor.

Quality Services

Every student has the right to receive quality services. Our office is committed to excellence and takes pride in its ability to serve students in a timely, efficient and effective manner. It is our goal to continue maintaining the highest level of services to the students we serve.

Priority Registration

EOP&S students have an opportunity for registration prior to regular telephone registration for all students. With this service, participating students are reasonably assured of the appropriate classes at the right time, allowing for the accommodation of other needs and responsibilities (e.g., child care, work, family needs, community services).

Transfer Assistance

EOP&S students interested in transferring to the University of California (UC) or the California State University (CSU) system may qualify for a transfer application fee waiver. In addition, students applying to one of these universities can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

Workshops

Student Success Workshops are designed to enhance student personal development and success in higher education. All workshops are scheduled in advance, and students may attend without an appointment.

Book Voucher Program

EOP&S students in good standing are given a book voucher to purchase books for authorized classes during the semester. Authorized classes are those listed in the Student Educational Plan/syllabus and approved by the EOP&S counselor.

Counseling

The EOP&S counselor is an important resource, and all EOP&S students are eligible to receive individualized counseling. Participating students are required to meet with an EOP&S counselor at least three times per semester to update or revise the Student Educational Plan.

In addition to assisting students with class selection, counselors provide information on job preparation skills whether the student plans to complete a certificate of achievement or certificate of completion, an associate degree, or transfer to a college or university.

Cooperative Agencies Resources For Education (CARE)

CARE is a special program for a unique group of EOP&S students. Administered through the EOP&S office, the CARE program provides additional services to students who are single parents, head-of-household, and receiving public assistance from CalWorks or TANF. Students who qualify for the CARE program are eligible to receive additional services in addition to those available under EOP&S.

Who Is Eligible?

Students may be eligible for the CARE program if they satisfy the following requirements:

- Full-time student (12+ units).
- Single parent head of household.
- Current recipient of CalWorks/TANF.
- Have at least one child under 14 years of age.

FINANCIAL AID

Financial Aid is monies made available by the federal and state governments and private sources in the form of grants, employment, scholarships and loans. These monies are available to make it possible for students to continue their education beyond high school even if they and/or their family cannot meet the full cost of the post-secondary school. The basis for such programs is the belief that parents have the primary responsibility of assisting their dependents to meet educational costs, and that financial aid is available only to fill the gap between a family's contribution and the student's yearly academic expenses.

How to Apply

Students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The college code for West is #008596.

Who Is Eligible?

To be considered for financial aid, a student must meet the following minimum requirements:

1. Be a U.S. citizen or eligible non-citizen. Eligible noncitizens are permanent U.S. residents who have documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Show that they have financial need.
3. Demonstrate satisfactory progress in a course of study leading to an A.A. or A.S. degree, an occupational certificate, or transfer to a baccalaureate degree program.
4. Not be in default on a Perkins Loan or Federal Stafford Loan at any school they have attended.
5. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant.
6. Be registered with the Selective Service if required (*males only*).
7. Have a high school diploma or its equivalent, or provide documentation of "Ability to Benefit." See "Satisfactory Academic Progress Policy for Financial Aid Recipients" later in this section, for further information about the requirements for students who do not have a high school diploma or its equivalent.

When to Apply

Deadline and priority filing dates change each academic year. Students should consult the current financial aid publications for specific deadline dates. The Los Angeles Community College District has established one priority filing date for summer school and one for fall and spring semesters each year. West Los Angeles College will give first priority to completed applications received by the priority dates within the guidelines set by federal and state regulations. Students who have missed the priority deadline dates are encouraged to apply, as surplus funds may be available.

If in doubt, call or visit your college Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms. Keep in mind that it takes a minimum of 6-8 weeks between the time you apply for aid and the time your award is completely processed.

Determining Financial Need

The number and amount of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the total of a parent's resources, and/or the student's own resources. Resources may include, but are not limited to salary or wages, veteran's benefits, Social Security benefits, or parent and/or student contributions. Resources are then measured against the institution's student expense budget to determine financial need.

A student's resources are determined by reviewing the financial aid application submitted by the student. Documentation of resources, including the 1040/Federal Income Tax return of the parent and/or student may be required. All information is confidential.

Types of Financial Aid Available

GRANTS

- FEDERAL PELL GRANT
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
- BUREAU OF INDIAN AFFAIRS GRANT (BIA)
- CAL GRANTS:
 - 1) CAL GRANT A
 - 2) CAL GRANT B
 - 3) CAL GRANT C
- CHAFEE GRANT
- BOARD OF GOVERNORS FEE WAIVER (BOGFW)

SCHOLARSHIPS

- LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS

LOANS

- FEDERAL PERKINS LOAN
- FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)
- FEDERAL STAFFORD LOAN PROGRAM
- BOOK LOANS

Federal Pell Grant

The Federal Pell Grant is a federally-funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from \$200 to \$5500 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal Pell Grant Program, and is in most cases based on the previous year's income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In this case, the student will need to contact the Financial Aid Office for assistance.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards at West Los Angeles College generally range from \$200 to \$400 per academic year. FSEOG is available for as long as it takes to complete the first undergraduate degree within the time frame coinciding with LACCD's Satisfactory Progress Standards. When students apply for financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging

**** STUDENT ALERT! ******There is a Federal law about paying back money if you leave school.**

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

Based on the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have earned.

Note: *If you withdraw after you have earned 60% of your grant, you do not owe any repayment.*

If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program. If you receive WORK money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

If you are Thinking of Withdrawing or Just Leaving - Please, Think Again!

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses.

Maybe there are services (*e.g., tutoring, personal support*) that will help you stay. Talk to your instructors; see what advice and help they can offer.

Don't Leave Unless You Must - But, If You Must, Take Care of Business Before You Go.

Go to the Financial Aid Office immediately. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it is important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will place a national HOLD on your student aid eligibility.

policies.

All applicants must file the Free Application for Federal Student Aid (FAFSA) before the priority deadline date in order to be considered for this program.

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the cost of education for students of American Indian heritage. Students may apply if they:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or a tribal group serviced by the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
5. Have completed all of the application requirements. Amounts of the grants vary and are set by the individual agencies of the BIA.

Applications are available through the office of the Bureau of Indian Affairs or at the Central California Agency, Vocational Grants, 1824 Tribute Road, Suite J, Sacramento, CA 95815. For Higher Education Grant applications, write to the Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825.

Cal Grants

The State of California, through the California Student Aid Commission, sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty, and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through the California Student Aid Commission.

To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizen, obtain a Social Security number, and be attending (or plan to attend) an eligible school or college in California. Students can receive only one Cal Grant, Cal Grant A, B, or C.

Cal Grant A

Although this grant is used at four-year colleges, students are encouraged to apply for one while attending the Los Angeles Community Colleges. Cal Grant A helps low- and middle-income students with tuition costs. Grant recipients are selected on the basis of financial need and grade point average.

Students who qualify for a grant and who want to attend a public community college can have the Student Aid

Commission hold their award until they transfer to a four-year college. The grant can be held to two years, but not for more than two years, provided that the student continues to qualify financially.

To be eligible for a new (first-time) Cal Grant A award, students must have a minimum of one full academic year of school work remaining and must be enrolled in at least 6 units of course work.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date.

Cal Grant B

This grant provides a living allowance for entering college freshmen that come from very low-income families. Because this grant is intended for students who would be unable to attend college without such help, all new Cal Grant B awards are available to students.

There are several special Cal Grant B awards for community college students transferring to four-year colleges. The special award requires enrollment on at least a half-time basis at an eligible four-year tuition/fee charging college in the fall of the semester the funds will be received. The applicant's last school of attendance must be a community college. Those who have already transferred to a four-year college are not eligible for a special Cal Grant B. At a community college the grant can range from \$100 to \$1,551 per academic year.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date.

Cal Grant C

This grant is intended for students who desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs because they are from low- to middle-income families.

Grants are limited to \$576 at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units and demonstrate occupational achievement or aptitude in the chosen field.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date. The applications are available from the campus Financial Aid Office.

Chafee Grant

The California Student Aid Commission (CSAC) has a new program entitled the California Chafee Program (CCGP). This program provides up to \$5,000 of free money to former foster youth for college courses or vocational school training expenses.

You must complete the FAFSA and be enrolled at least halftime in an eligible program at WLAC.

You may complete the Chafee Grant Application online and receive additional information at www.chafee.csac.ca.gov.

Law Enforcement Personnel Dependents Scholarships

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (*Chiefs of Police, Police Officers, Sheriffs, Deputy Sheriffs, Marshals, Deputy Marshals, etc.*) who have been killed or totally disabled in the line of duty.

For more information and application material contact California Student Aid Commission Phone: (888)224-7268, #3. Web site: www.specialized@csac.ca.gov.

Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver (BOGFW) is offered by the California Community Colleges to help low-income students pay enrollment fees. Fees paid for students under this program include enrollment charges for the academic year and for summer session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this waiver. The fee waiver does not require repayment. For further information, please see "Board of Governor's Waiver and Enrollment Fee Assistance" (in the "Admissions Policies and Information" section).

Note: The Admissions Office makes the determination of whether a student is a California resident or a non-resident. Non-Resident students are not eligible for BOGFWs.

Federal Family Education Loan Programs (FFELP) Federal Perkins Loan Program

This loan is a long-term loan repayment program to help students with exceptional need meet their educational expenses. Students may borrow up to \$4,500 at the community college level, and up to \$9,000 to complete their undergraduate degrees. A Perkins Loan is available to students showing "exceptional need."

Repayment of Loans

Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student, and can be extended to ten years and nine months after such date. During the repayment period, 5% interest is charged on the unpaid balance of the loan principal.

Students who are interested in the terms and conditions of the loan prior to applying for aid should come to the Financial Aid Office and ask for a copy of the promissory note.

Federal Stafford Loan Program

Eligibility for the Stafford Loan Program is based on financial need. The interest rate on these loans varies. Interest rates may vary from year to year. Students with outstanding 7-8% loans will continue borrowing at that rate (contact lender about consolidation programs). The federal government pays the interest while the student is enrolled on a half-time basis in an eligible educational institution, and for a six-month grace period afterwards.

These loans are available through participating banks, savings and loan associations, and credit unions to California residents or non-residents who will attend a Los Angeles Community College, and also to California residents who attend institutions outside of California for the period of enrollment in school. The loans are guaranteed by the State of California and insured by the federal government.

In order to apply, applicants must submit a Stafford Loan Application as well as a Free Application for Federal Student Aid (FAFSA). To be eligible, a student must be enrolled in at least 6 units for the entire loan period. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Stafford Loan. The school which the applicant will attend must certify the Stafford Loan Application before it is submitted to the lender.

Students should refer to the Financial Aid Handbook for the loan limits set by the Los Angeles Community College District in an effort to emphasize and promote prudent debt management.

OTHER SOURCES OF FINANCIAL AID

Employment - Federal Work-Study Program (FWS)

The FWS program is a Federal program which enables students to earn part of their financial aid award through part-time employment. To be eligible, students must be U.S. citizens or eligible non-citizens, enrolled in the appropriate number of units, and must maintain good academic standing while employed under the program. Hourly wages vary with the type of work, work experience, and the number of units completed.

Additional Information

The Student Financial Aid section of this catalog is intended to give students an overview of the financial aid programs at West Los Angeles College. A financial aid handbook, "Financial Aid Guide," is available from the Financial Aid Office. It was written specifically to inform West Los Angeles College students about matters pertaining to financial aid on this campus, and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

How Student Financial Aid Is Determined

Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{NEED}$$

A parent's or student's contribution is determined from the information reported on the FAFSA and may be verified by a Federal Income Tax Return (1040), and by agencies providing non-taxable income to the family.

Once the student's financial need and eligibility are established, a 'package of aid' is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan monies.

The LACCD prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

Satisfactory Academic Progress Policy for Financial Aid Recipients

To be eligible to receive financial aid, a student must meet all of the following criteria:

Initial Eligibility

In order to establish initial eligibility when applying for financial aid, students must be enrolled in a minimum number of units and are expected to meet all standards of satisfactory progress based on course work that is part of the Los Angeles Community College District's official student records.

If applicants have one semester in which progress was substandard, they will be placed on probation and considered for aid. Applicants with two or more semesters of substandard progress are not eligible and are expected to go through the appeal process to be considered.

Educational Goal

Each student must have an educational goal or objective that can be met at the institution from which financial aid is requested. Within the LACCD, having an educational goal is defined as:

1. Being enrolled in an eligible program or course of study leading to an Associate of Arts or Associate of Science Degree;
2. Being enrolled in a course leading to a Certificate upon completion; or
3. Being enrolled in a transfer program leading to a baccalaureate degree program.

Application of Standards

Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring semester(s) for students on probation.
3. Review of the 90-unit limit will occur at the beginning of the student's first semester of attendance. Students with fewer than 90 units within the LACCD at the time of review will be considered eligible for the remainder of that academic year as long as all other standards are met.

Failure to Meet the Standards of Satisfactory Progress

Students failing to meet any one or more of the standards will be disqualified from financial aid. Students must be notified of their status.

Disqualification

Students who are ineligible for financial aid at any LACCD college are ineligible at all colleges within the LACCD.

Satisfactory Progress Standards

1. Students must maintain a semester and cumulative GPA of 2.00.
2. Students must have completed fewer than 90 units within the LACCD at the start of the academic year. The college may make exceptions for students who may require additional units to complete their educational goal.
3. Eligibility for financial aid for classes of Instructional Television (ITV) must meet the same standards of regular courses.

Type of Class	Financial Aid		Eligibility
	Yes	No	
Pass/No Pass	X		
ITV	X		
Audited Classes			X
ON-LINE	X		

4. Students are allowed 90 units within the LACCD in which to complete their educational goal. Attending full time (12 or more units per semester), students would be expected to complete their program in three years.
5. Students must complete more than 67% of semester units attempted with a grade of A, B, C, D, F, or P each semester.

NOTE: *Students should refer to this catalog for rules relating to repeatability of certain classes. Continued eligibility is based on progress at the institution from which aid is requested, except for total unit limitation.*

Determination of Disqualification

1. Students who have met their educational goal are ineligible for further financial aid.
2. Students who have completed 90 units with the LACCD are ineligible for further financial aid beyond the academic year in which the 90 units were completed.
3. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the academic year must be disqualified.

Appeals

Students may appeal financial aid probation or disqualification by submitting a written appeal to the College Financial Aid Office. The College Financial Aid Office establishes deadline dates for submission of appeals through administrative channels established at the College. Students may be reinstated when they have met all of the satisfactory progress standards or by an appeal; however, awards cannot be paid retroactively.

Ability to Benefit

Students who have any of the qualifications listed below demonstrate the "Ability to Benefit" from a college education in accordance with applicable Federal Regulations:

1. Have received a high school diploma.
2. Have received a certificate of General Education Development (GED), or Certificate of State Equivalency of High School.
3. Have successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree.

The Financial Aid Office is located in Building SSB, telephone (310) 287-4532. The Assessment Office is located in Building SSB, telephone (310) 287-4462.

HEALTH CENTER

The Student Health Center in Bldg. SSB offers free or low cost healthcare services to all currently-enrolled students. All medical services are provided by a certified Nurse Practitioner. An On-call Physician is available for medical consults. The student health center is closed weekends and all official holidays.

The mandatory Student Health Fee of \$11 per semester (\$8 during the Summer and Winter Intersession, and subject to change) underwrites our health services and is payable at the time of registration.

The Student Health Center offers mental health counseling services (by appointment only) to students on campus. For more information on this service please call (310) 287-4535.

The Student Health Center requests everyone with serious medical emergencies on campus to call 911 immediately, and then contact the Campus Sheriff at (310) 287-4314 in Lot 5, for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area.

For more information please call (310) 287-4478, or go to: www.wlac.edu/services/brochures/healthcenter.pdf

HONORS

Honor Societies

Alpha Gamma Sigma / Phi Lambda Kappa

Alpha Gamma Sigma (AGS) is an honor society whose purpose is to promote and recognize scholastic achievement, cultural activities, leadership, scholarship, and to emphasize good character among students. The West Los Angeles College chapter of AGS, Phi Lambda Kappa, is involved in many campus activities and achieves community outreach through its charitable donations and service work at the college. Members of AGS assist with major college events such as the Dean's Honor Reception, the Scholarship Reception, and Commencement. Visit the web site for more info: www.geocities.com/ags_wlac/ags.

Phi Theta Kappa – International Honor Society

The purpose of Phi Theta Kappa (PTK) is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides an opportunity to develop leadership through service for an intellectual climate in which to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Students must have earned and maintain a 3.5 grade point average to be a member of PTK. Membership is open to full time, part-time, and international students. PTK currently meets once per month. For further information, please see Thomas Harjuno in the MSB Bldg.

Transfer Honors Program

The Transfer Honors Program provides priority consideration for admission to selected prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton, CSU Stanislaus, LMU, Occidental College, Pepperdine University, Pitzer College, Pomona College, San Diego State University, University of Judaism, and Whitman College.

Program Benefits:

- Transcripts reflect participation in the program with "Honors" designation.
- Access to an Honors Counselor.
- Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
- Priority in application for Transfer Alliance Program scholarships.
- Participation in the annual Honors Student Research Conference at UC Irvine.
- Bus trips and tours to Alliance universities.
- Opportunities for interaction and individual conferences, and mentoring.

To Qualify for the Transfer Honors Program:

- Minimum of 3.0 Grade Point Average (GPA) from high school in subject A-G courses; or if currently a student at West, the completion of 12 **transferable** college units with a minimum 3.0 GPA or better;
- Eligible for English 101 through West assessment or completion of English 28 or ESL 8 at West with grade of "A".

To Apply:

- If you have met the qualifications, obtain a Transfer Honors Application from the Transfer Honors counselor, or download from the WLAC website;
- Present your official high school transcript or West transcript, application and personal essay to the Transfer Honors Program Director;
- The Transfer Honors Program Director will notify you regarding your acceptance.

Contract Honors Courses:

Students in the Transfer Honors program can select any UC/CSU transferable course(s) for Honors contract credit with instructor agreement.

The student must earn an “A” or “B” in the course in order to have the Honors credit granted.

Honors Certification:

- Complete at least 18 units of Honors at West;
- Maintain a minimum of 3.2 GPA or above for all college transfer courses including those in your major.

For More Information please contact:

- Helen Young, Program Director
(310) 287-4289 | transferhonors@wlaac.edu
SSB - 3rd Floor
- Andrea Frederic, THP Counselor
(310) 287-4260
SSB - 3rd Floor

Dean’s Honor

West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Dean’s List and remain there from semester to semester by maintaining a 3.5 grade-point average. Part-time students are placed on the Dean’s List after they have accumulated 12 units of work with a grade-point average of 3.5 or better and additionally for each semester’s increment of 6-11 units for which a grade point average of 3.5 is maintained.

Notation of Dean’s List achievement is made on the students’ permanent records. Further recognition is given these students at a reception in their honor and by means of a personal letter from the Deans. Students of outstanding personality, scholarship and leadership are recognized through the yearly presentation of awards within the various college divisions. Award recipients are determined through divisional procedures.

Honor Cords

Braided gold honor cords are awarded to those students who graduate “Summa Cum Laude” with a GPA of 3.70-4.0. Braided gold and blue honor cords are awarded to those students who graduate “Magna Cum Laude” with a GPA of 3.50-3.69. Braided blue honor cords are awarded to those students who graduate “Cum Laude” with a GPA of 3.00-3.49. Honor cords are presented only to students who qualify and participate in Commencement. Students who already possess an Associate in Arts or Science or equivalent, or an advanced degree are not eligible for these awards.

INTERCOLLEGIATE ATHLETICS

West Los Angeles College is a member of the Western State Athletic Conference. Other member institutions include Allan Hancock College, Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Oxnard College, College of the Canyons, Cuesta College, Moorpark College, and Santa Monica College. The Western State Conference, the California Community College Athletic Association/ Commission on Athletics (CCCAA/COA), constitution and codes govern competition and eligibility.

Intercollegiate competition for men is offered in basketball cross-country, track & field, football, and baseball. Competition for women is offered in basketball, cross-country, track & field, volleyball, and soccer.

All questions pertaining to athletic eligibility should be directed to the Director of Intercollegiate Athletics, Mr Steve Aggers at (310) 287- 4513. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students to Mr. Jawell Samilton, the West Los Angeles College Athletic Academic Counselor, at (310) 287-4273.

INTERNATIONAL STUDENTS

International F-1 Visa Students/Admissions

West Los Angeles College is an institution approved to issue certificates of eligibility (I-20) for non immigrant student status. West Los Angeles College accepts qualified international students who wish to pursue occupational, transfer, and A.A. degree curricula. Refer to Page 10 for details about admissions criteria.

Students with F-1 visa status must maintain a full time academic load of 12 or more units each Fall and Spring semester. Student services include counseling, instructional support (tutoring) and a learning skills center, a student organization and an international student club. Information is available at www.wlaac.edu/international/f1visa.html

**INTERNATIONAL STUDENT
MEDICAL INSURANCE FEE**

International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of \$250,000 maximum benefit, with a per incident maximum benefit of \$100,000.
2. Repatriation of remains in the amount of \$15,000.
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$50,000.
4. Deductible not to exceed \$500 per accident or illness. \$25 co-pay for physician and urgent care visits. \$100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expense is \$2,500 if out-of-network medical services are used.

PARKING

CAMPUS PARKING, TRAFFIC, AND SAFETY REGULATIONS

The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads. All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A. CVC grants the President of West Los Angeles College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard, or are abandoned with no license towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away – no exceptions. Please check fences and curbs for tow-away signs. **ALL POSTED CAMPUS TRAFFIC AND PARKING REGULATIONS WILL BE ENFORCED.** Parking on campus is a privilege, and permission to park may be revoked at any time.

West Los Angeles College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

Students may only park in the following Parking Lots:

- South Parking Structure and its overflow lot
- Parking Lot 5 Entry on Freshman Drive

Free parking is available on Stocker Street.

METERED PARKING STALLS ARE USED PRIMARILY FOR VISITORS. STUDENTS WITH A PERMIT MAY USE THE METER, BUT THEY MUST PAY.

A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES. A STUDENT'S WEST LOS ANGELES COLLEGE PARKING DECAL IS VALID AT EACH LOS ANGELES COMMUNITY COLLEGE DISTRICT CAMPUS AT WHICH THE STUDENT IS CURRENTLY ENROLLED IN CLASSES.

Student parking permits are issued in the Business Office, Building SSB, upon payment of the student parking fees.

Parking passes can be ordered online at www.wlac.edu/BusinessOffice.

See STUDENT FEES section in this college catalog for more details.

A two week grace period to purchase parking permits is given for the Fall/Spring semesters.

SCHOLARSHIPS

Throughout the year, West Los Angeles College receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, some require financial need, and some are awarded to students majoring in specific areas of study. The Student Activities Office will post these announcements on its bulletin boards as well as make general announcements in campus media.

Updated information and scholarship applications will be available in the Student Activities Building (A5); the Student Services Office (SSB 440); and the Financial Aid Office (SSB 210).

The following scholarships may be offered through West Los Angeles College:

1. AAUW SANTA MONICA BAY BRANCH LOCAL SCHOLARSHIP FUND

\$1000 scholarships will be awarded to women who are full-time West students, are U.S. citizens, and who reside on Los Angeles' Westside. Open to Healthcare or Education majors only. Minimum GPA is 3.0.

2. ALBERT D. SANCHEZ SCHOLARSHIP

One award of \$250 is granted to a full-time student who has completed at least 15 units in the Aviation Maintenance Technician (AMT) or Aviation Electronics Technology (AET) Program. The student must have a GPA of 3.0 or above, both in the major and in general education courses.

3. ALPHA GAMMA SIGMA (AGS) ACADEMIC AWARD

This \$100 award is granted to an AGS student who has demonstrated outstanding scholastic achievement during the previous year. Minimum GPA is 3.5. Students may have more than 70 units completed.

4. ALPHA GAMMA SIGMA (AGS) LEADERSHIP AWARD

This \$100 award is granted to an AGS member who has demonstrated leadership skills for two semesters. Minimum GPA is 3.00. Students may have more than 70 units completed.

5. ALPHA GAMMA SIGMA (AGS) SERVICE AWARD

This \$100 award is granted to an AGS member who has shown consistent community service for two semesters. Minimum GPA is 3.00. Students may have more than 70 units completed.

6. ANNA CHIANG COMPUTER SCIENCE TECHNOLOGY SCHOLARSHIP

\$300 scholarships will be awarded to students who have completed at least four computer science (CO SCI) courses and have passed an industry certification exam from Microsoft, CISCO, CompTIA, or CISSP within the past 2 years. Minimum GPA is 3.5 for CSIT units only. Students who have received this scholarship within 2 years will not be considered.

7. CHARLES S. REMY JR. MEMORIAL AWARDS

\$500 scholarships are granted in honor of the first student body president of West, and are awarded to students who have exhibited outstanding leadership on campus or in the community.

8. CHARLES S. REMY JR. MEMORIAL AWARDS

\$500 scholarships are granted in honor of the first student body president of West, and are awarded to students who have exhibited outstanding leadership on campus or in the community.

9. CULVER MARINA BAR ASSOCIATION

\$500 scholarship given to a student studying law Related fields who is pursuing a career as a legal assistant, paralegal or lawyer. Minimum GPA is 2.0.

10. DAVID RODRIGUEZ MEMORIAL SCHOLARSHIP

\$500 scholarships are granted in honor of the first student body president of West, and are awarded to students who have exhibited outstanding leadership on campus or in the community.

11. DENTAL HYGIENE ALUMNI AWARD

This \$200 award is presented to the graduating student who demonstrates outstanding professionalism. The recipient will have provided compassionate and caring therapy to patients, and maintained integrity and respect in his or her relationships with patients, classmates and faculty. Minimum GPA is 3.0.

12. DON LEIFFER AWARDS

Awards of \$500 are granted to recognize outstanding academic achievement by students representing each of the college's eleven academic divisions. Minimum GPA is 3.0. Must have completed English 101 and one speech course. Must be paid ASO member.

13. DOROTHY C. KAHN-GALLOWAY CHILD DEVELOPMENT TEACHER'S TRAINING SCHOLARSHIP

Applicants must have completed 15+ units in Child Development at WLAC. The purpose of this scholarship is to assist Child Development students in their quest to complete teacher preparation. The recipient of this scholarship must show evidence of real commitment to the enhancement of the lives of young children, and show evidence of commitment to his or her scholastic endeavors. Minimum GPA is 2.5.

14. DOROTHY G. GIBSON AWARD

This \$1000 award is granted to a student who has been out of college at least two years and has returned to WLAC in the last year to continue his or her education. The student must also have a demonstrated financial need. Minimum GPA is 3.0.

15. EDWIN & DOROTHY PACKHAM MEMORIAL AWARD

These \$200 to \$400 awards are granted to students working in enterprise activities based on scholarship, educational goals, unmet financial need and service to the college community. Minimum GPA is 2.75.

16. EUGENE PHELPS MEMORIAL ACHIEVEMENT AWARD

This \$500 award is granted in honor of Eugene N. Phelps, long-time professor of American Culture. It is awarded to a student who has completed History 41 and/or History 42 and will be transferring to a four-year college or university in the Fall Semester. Demonstrated community service is desirable; financial need may be a consideration. Minimum GPA is 3.25.

17. HENRY KUBO MEMORIAL AWARD FOR EXCELLENCE IN MATHEMATICS

This \$250 award is granted annually to an outstanding student in Mathematics in honor of Henry Kubo, long time professor of Mathematics. Minimum GPA is 3.0.

18. IRVING R. TANNENBAUM MEMORIAL AWARD

This \$250 award is granted to a second-year student who intends to transfer to a four-year college or university to continue studying Physical or Biological Science. The award is made in honor of Irving R. Tannenbaum, long-time professor of Chemistry. Minimum GPA is 3.0.

19. ISABEL SHANE MEMORIAL AWARD

One \$250 award is granted to an outstanding Art or Music major. The award may be made in the areas of design, ceramics, history, painting, choral music, instrumental music, piano, multi-media or computer graphics. Minimum GPA is 3.0.

20. JAN NATHAN MEMORIAL SCHOLARSHIP

This award is granted to any student returning to college at least 15 years after high school. Minimum GPA is 2.5.

21. JOAN VAN STELLE TEACHING SCHOLARSHIPS

Two scholarships of \$500 each will be granted to assist second-year students who intend to transfer to four-year colleges or universities to major in Education. Minimum GPA is 2.0.

22. LATINA LEADERSHIP NETWORK OF LACCD SCHOLARSHIP

\$300 given to a female candidate who has exhibited active involvement in community service and college activities demonstrating leadership, achievement and mentorship. All majors will be considered. Minimum GPA is 2.5.

23. LYDIA VERA SORRENTO AWARD

This fund provides a \$250 award for a student who achieves academic excellence in foreign languages. Minimum GPA is 3.5.

24. MALACHI & EZEKIEL SCHOLARSHIPS

Awards of \$125 each will be granted to students who are single parents (male or female). Minimum GPA is 3.0.

25. MICHAEL SCHWARTZ SCHOLARSHIP

Award of \$500 given to a student who has earned 10 units in Music (including Harmony in the 200 series, 4 units in Performance and 3 units in Music History). Classes in the 100 series count towards the 10 units. Minimum GPA is 3.0.

26. MATHEMATICS DEPARTMENT AWARDS

Awards of \$200 each will be granted to students who have demonstrated diligence of effort. Students must have completed Math 125 or Math 128, or be enrolled in Math 200 or higher. Minimum GPA is 2.0.

27. MORRIS J. HELDMAN CHEMISTRY AWARD

This \$250 award, in memory of West's Founding President. Student must have completed at least 15 units prior to the Spring Semester at WLAC. Must have completed or be currently enrolled in Chemistry 2. Minimum GPA is 3.0.

28. PRESIDENT "Q" AWARD

This \$500 scholarship is awarded to a student who has exemplified the qualities of strength of character, leadership and concern for fellow students. Students must also demonstrate creativity and community service. Minimum GPA is 2.5.

29. RABBI SIDNEY J. JACOBS MEMORIAL SCHOLARSHIP

This \$200 scholarship is awarded to a student who volunteers time helping people, animals or the environment. Students should be able to provide documentation of community service. Minimum GPA is 3.5.

30. ROBERT LENCH HONORS MEMORIAL SCHOLARSHIP

One award of \$1000. Completion of at least 18 units in the Honors Program. This scholarship provides the student with assistance to complete his or her baccalaureate degree. Minimum GPA is 3.5.

31. SELMA MORLEY MEMORIAL ANTHROPOLOGY AWARD

This \$300 scholarship is awarded to a student who has shown interest in the topic as determined by course instructor, and is a former or current member of the Anthropology Club. Minimum GPA is 3.0.

32. WLAC ALUMNI SCHOLARSHIP

This award of \$200 is granted to a student who participates in campus activities and demonstrates leadership qualities. Minimum GPA is 2.5.

33. WLAC FACULTY/ACADEMIC SENATE SCHOLARSHIP

Three scholarships of \$300 is awarded to a students who has completed at least 24 units and is on a transfer track to a four-year college or university. The student must demonstrate leadership skills or involvement in school government, community, or extracurricular activities. Minimum GPA is 3.5.

34. WLAC FALL FEST VENDORS AWARD

This \$100-\$200 award is granted to any student returning to college at least 15 years after high school; who is enrolled for two semesters in a Business or Liberal Arts major; has a minimum GPA of 2.5; and has completed 35 units but less than 60 units. Minimum GPA is 2.5.

35. WLAC FOUNDATION SCHOLARSHIPS

Awards of \$1000 and \$2000 are granted to students of any major who have completed at least 45 units at WLAC and have demonstrated excellence in the classroom. Minimum GPA is 3.75.

36. WLAC “OUTSTANDING ATHLETE” AWARD

\$200 awards, one to a male and one to a female, are given to scholar athletes who have demonstrated outstanding leadership on and off the playing surface and have completed a minimum of 36 units. Minimum GPA is 3.0.

TRANSFER CENTER

Building SSB | (310) 287- 4353
Monday – Thursday: 8:30am - 5:00pm
Friday 8:30am - 1:00pm

Helen P. Young
Director of Transfer Center & Honors Program
(310) 287-4289

Andrea Frederic
Transfer Honors Counselor | (310) 287-4260

Darrell Roberson
Student Services Assistant | (310) 287-4542

The West Los Angeles College Transfer Center is a valuable resource for students interested in a four year university. It is a place to relax and interact with other students who have similar goals. Staff and student workers are available to assist you regarding the transfer process. UCLA peer advisors share transfer experiences, providing motivation and encouragement. Students can meet with university representatives who can answer questions and provide information to increase transfer success. Students can browse through literature and computer programs for transfer and career exploration. The Transfer Center is your connection to your future.

Resources available include:

- Brochures, catalogs and other material outlining universities and transfer requirements.
- Opportunities to have one-on-one advising sessions with university representatives.
- Access to computer-based programs such as EUREKA to explore career and transfer options.
- Computer workstations provide students access to online transfer applications, transfer eChat and other transfer information
- Transfer fair highlighting the UC/CSU system as well as private and out of state universities.

- Transfer Preparedness Workshops facilitated by Counseling staff.
- Field Trips to 4-year colleges and universities.

The goal of the transfer center is to engage students in the transfer process; therefore producing a successful transfer student.

TRANSFER HONORS PROGRAM

See Honors Section on Page 29.

VETERANS SERVICES

West Los Angeles College programs are approved for veterans, enabling the College to work in close cooperation with the Veterans Administration by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

In order to be eligible to receive assistance, students must apply to the college, meet all admission requirements, and complete the necessary “Veterans Educational Benefits” forms (obtained from and returned to the Veterans Affairs Office). Veterans receiving assistance are responsible for knowing and strictly observing the regulations regarding a change of objectives, withdrawing from classes, overpayments, program planning, and the 60-unit rule.

The Veterans Affairs Office is located in the Admissions Office, Building SSB, and provides information and services for all veterans.

Withdrawals

It is the responsibility of veterans to immediately inform the Office of Veterans Affairs of any changes in enrollment status (changes in units taken). The last day of a veteran’s attendance in class must be immediately reported to the Veterans Administration in order to avoid overpayments. An excessive number of units of “W” may lead to academic probation or disqualification. Completing the appropriate form or giving written notice to the Admissions Office represents official withdrawal from a class.

Selective Service

Under Veterans Affairs, according to Duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

ACCELERATED COLLEGE TRANSFER (ACT)

The Accelerated College Transfer (ACT) program is a two-year sequence of coursework designed for the highly motivated student who is interested in a non-traditional pathway to degree completion and/or transfer. The ACT program offers multiple two-year pathways to complete the following Associate of Arts degrees while simultaneously fulfilling IGETC requirements for transfer to UC and CSU campuses:

- **Business Administration**
- **Liberal Arts and Sciences: Arts & Humanities**
- **Liberal Arts and Sciences: Behavioral and Social Sciences**
- **Liberal Arts and Sciences: Health Professions**
- **Liberal Arts and Sciences: Math, Science and Computer Science**

The ACT program also offers pathways for vocational training:

- **Certificate of Achievement in Real Estate**
- **Prerequisite coursework for West's Dental Hygiene program**
NOTE: Completion of prerequisite coursework does not guarantee admission into the WLAC Dental Hygiene program. Please visit www.wlac.edu/alliedhealth/dental/, or contact the Allied Health division at (310) 287- 4457, for additional information regarding admission requirements.

The ACT program features hybrid (classroom-based and online instruction) in 8-week sessions to offer flexible degree and certificate pathways for individuals with demanding schedules that conflict with traditional weekday course offerings*. The two-year pathways also include fully online courses to enable students to complete 15+ units in any given semester. The mixed format of the ACT program grants students the flexibility to complete entire degree/certificate programs during evenings, on the weekend, and online! Please visit the website at www.wlac.edu/act for details.

* Some courses (including Math) are scheduled fully online for 16 weeks. Science courses with lab components are scheduled as fully classroom-based for 16 weeks.

BOOKSTORE

The Bookstore offers a variety of services to students, faculty and staff at West Los Angeles College. It is open five days a week, Monday through Thursday from 9:30am- 7:00pm and Friday 9:30am- 2:00pm. Hours of operation may vary at the beginning of semesters and during semester breaks.

The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids and computer software. The Bookstore recently launched a textbook rental program which saves students an average of 60% or more off the new textbook purchase price. The store also operates the PAWS 4 Snacks & Stuff convenience store which stocks a wide variety of snacks and beverages.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring terms. The Bookstore telephone number is (310) 287-4560. Additional information on the Bookstore and services provided can be found at www.wlac.edu/bookstore/.

COMPUTER SCIENCE AND APPLICATIONS DIVISION COMPUTER CENTER

The Computer Science Information Technology (CSIT) department provides a number of computer labs in order to support the various instructional programs. Labs, in general, are organized by curriculum or training program.

Primary labs includes; a CISCO/VMware lab (25 workstations), a Linux lab (30 workstations) supporting the cloud computing and virtualization curriculum, three general purpose computing labs consisting of approximately 130 computers. The general purpose labs support our programming, web design & development, Microsoft system & application, and Oracle database courses.

Students also have access to a general purpose lab that provides access to a wide range of software resources including; Microsoft Office, Microsoft Visual Studio, Adobe Web Premium, Legal Solutions Plus, WordPerfect, and SharePoint. Lab computers generally run the latest Microsoft operating system version.

Apple computers are available, as well. Students have access to Mac minis, iMac's, and Mac Pro's.

Labs and classroom resources are often provided through one of many industry alliances established by the CSIT department. Key academic alliances

are with Microsoft, CISCO, VMware (virtualization), EMC (information storage), Oracle (Database), Apple (Apple University Alliance) and CompTIA (Computer A+ Security+ certification). Through these alliances students and faculty have access to software and training resources free of charge or at significant discounts.

See the department website at www.wlac.edu/csit/index.html for the CE-101 Computer Lab hours. Students not enrolled in Computer Science or Computer Applications classes may use the open computer lab in the Heldman Learning Resource Center (HLRC).

DISTANCE LEARNING PROGRAM

Anytime, anywhere, education is online at West Los Angeles College! Get connected with West's comprehensive Distance Learning Program and earn college credit in a variety of online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient for you. Online and hybrid classes feature the same content and offer the same transferability as on-campus classes. For transferability information, check out the "Hybrid and Online Classes" section of the current Schedule of Classes or visit the West Los Angeles College Distance Learning Program web site at www.wlac.edu/online.

Online classes are fully interactive, and most do not require any campus visits. Students have the flexibility of accessing course work 24 hours a day, 7 days a week from any up-to-date computer with Internet access. Students are also welcome to access online classes using the Library Instructional Research Lab (LIRL) on the 2nd floor of the Library. Hybrid classes have an on-campus requirement; see the current Schedule of Classes or visit the Distance Learning Program web site at <http://www.wlac.edu/online> for specific course requirements.

Please visit www.wlac.edu/online for a list of current hybrid and online class offerings, online student services and more. For questions, or to request additional information, contact Eric Ichon, Dean of Distance Learning & Instructional Technology, at (310) 287-4305 or by email at ichone@wlac.edu.

Degrees Available Completely Online

- Accounting
- Anthropology
- Business
- Business Administration
- Computer Network and Security Management Option
- Computer Science Information Technology
- English
- Fire Technology
- Liberal Arts
- Marketing
- Real Estate

Degrees Available Primarily Online

- Administration of Justice
- Child Development
- Computer Application and Office Technologies
- Computer Web Support / Database Administration
- Economics
- History
- Hospitality
- Management – Small Business
- Philosophy
- Political Science
- Spanish
- Travel

Certificates of Achievement Available Completely Online

- Computer Network and Information System Security
- Computer Network Management
- Computer Science Information Technology
- Computer Web Support and Administration
- Fire Technology
- Hotel Front Desk and Back Office Operations

Certificates of Achievement Available Primarily Online

- Business Application and Database Management
- Child Development
- Computer Web Support & Database Administration
- Event and Convention Planning
- Hospitality
- Hotel Sales and Marketing
- Management – Small Business

Skill Certificates Available Completely Online

- Accounting
- Basic & Advanced Travel
- Business
- Child Development – Administration and Supervision of Early Childhood Programs
- Child Development – Health, Nutrition, Safety and Food Sanitation of Early Childhood Programs
- Computer Applications and Office Technologies
- Computer Network Management
- Computer Network Security
- Computer Network and Security Management
- Entrepreneurship
- Fire Technology
- Jewish Studies
- Real Estate

Skill Certificates Available Primarily Online

- Child Development – Observation, Assessment, and Guidance in Early Childhood Programs
- Director/Private Pre-School
- Teacher/Private Pre-School

FOOD SERVICE

Café West, operated by Lovebirds award-winning Lovebirds Café & Bakery offers affordable in-door, out-door and to-go dining for students, faculty, staff and guests throughout the year. Chinese, Italian and Mexican entrees are available in addition to burgers and fries, salads and deli sandwiches. Pastries and a breakfast menu are also offered.

When classes are in session, the café is typically open from 7:00am - 9:00pm, Monday - Thursday and 8:00am - 2:00pm, Friday and Saturday.

In addition, the Bookstore provides a wide variety of hot and cold “grab and go” food and beverages. The PAWS convenience store also offers an assortment of snacks and beverages for students on the go.

HOUSING

The college does not provide residence facilities. Rooms and apartments are available in nearby communities.

JUMPSTART PROGRAM

JUMPSTART provides high school students the opportunity to earn transferable college credits, begin preparing for a career, and earn credits toward high school graduation through participation in a supportive academic experience.

Students may enroll in college level classes offered at West or in specifically designated courses offered at their high school.

Students must obtain written permission from their parents and high school counselors to participate in JUMPSTART.

For more information, please visit www.wlac.edu/highschool or call (310) 287-4451.

LIBRARY AND LEARNING RESOURCES

The Library and Learning Resources Division actively seeks to help students in achieving their ultimate educational goal: academic success. Thus, it seeks to accommodate and to support the variety of learning styles that students develop to achieve that success. A student, for example, may want to study either alone or in a group; accomplish research in the traditional method or learn about new online methods of research; polish basic skills in English or Math or supplement subject-content courses (e.g., Chemistry, Foreign Language, History, Political Science) in a computer-assisted instructional environment; or seek tutorial assistance. Any student can accomplish any combination of these modes of learning in the Division of Library and Learning Resources.

The Division consists of two departments: the Library, and the Learning Center. The Division occupies the Heldman Learning Resource Center (HRLC) building. The Library is located on the 2nd and 3rd floors, and the Learning Center is located on the ground level.

Free Wi-Fi access is available to all West students and staff. Wi-Fi access points are strategically located throughout the Library building to allow Internet access anywhere within the building.

Operational hours vary from semester to semester, so please contact the Library Circulation Counter (x4408), Learning Center (x4404), Reference Desk (x4269), or visit the Divisional web site www.wlac.edu/library for current information.

LIBRARY

24/7 Online Reference Services

West Los Angeles College Library offers 24/7 online live chat reference services to answer research question 24 hours a day, 7 days a week.

Audio-Visual and Multimedia Services

Library staff will assist faculty and students to access and use the audio-visual & multimedia resources in the Library.

Book Collection and Other Library Resources

The library collection consists of approximately 67,000 print titles and two e-book collections of approximately 15,000 titles. Most of the print titles are available for general circulation. Others are held either in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include a collection of serials or periodicals of approximately 70 titles. The Library also maintains an instructional media collection of DVDs, video tapes, CDs, and audio recordings. Remote access is provided for all electronic resources, including several periodical and reference databases.

Information Competency (IC)

According to the American Library Association, Information Competency “is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.” The UCs, CSUs, and the Academic Senate of the Community Colleges of California, among others nationwide, all endorse information competency as a priority for college students. The Western Association of Schools and Colleges names information literacy, among other priority competencies, specifically in their Handbook of Accreditation:

Baccalaureate programs ensure the development of core learning abilities and competencies including, but not limited to, college-level written and oral communication; college-level quantitative skills; information literacy; and the habit of critical analysis of data and argument.

To address this core competency the Library provides Library Science courses and orientations. Students participate in a teacher-sponsored class-orientation. More ambitious students may want to undertake one of the for-credit Library Science courses, many transferable to CSU and/or UC. Please consult the current Schedule of Classes for the Library Science courses.

Library Lab and Classroom

Library Science courses are taught online, and the workshops are conducted in the Library Internet Research Classroom (LIRC -- HLRC 218). All of the Library's online resources are available in LIRC for students undertaking Library Science coursework or other formal instruction in information competency.

These resources are also available at the larger Library Instructional Research Lab (LIRL) which is the school's college-wide computer lab. Both PC and Mac computers are available at LIRL. Together LIRC and LIRL provide over 150 student computers, offering access to the online catalog, periodical and research databases, the Internet, and selected Microsoft applications.

Reference and Circulation Services

The Reference Desk is staffed by librarians who respond to all research and reference queries, assisting students with effective strategies to obtain information. Instructional and bibliographical aids are available in print and on the library web site. At the Circulation Counter, books, textbook reserves, periodicals, and other materials may be checked out for prescribed periods of time.

LEARNING CENTER

Learning Skills

The Library and Learning Resources Division offers Learning Skills classes that address basic skills in language acquisition and mathematics and provide support for other subject area courses. Learning Skills courses are offered via computer-assisted instruction in an open-classroom laboratory environment, as well as via traditional in-class instruction. Basic skills courses include classes on language acquisition (grammar, vocabulary, reading fundamentals, essay writing) and mathematics (basic math to intermediate algebra). Other Learning Skills courses support and foster student success in such subjects as Chemistry, and Political Science. Learning Skills courses can also assist students in studying for the math, reading, and essay assessment exams for nursing programs, GED and CBEST. Students enroll in one-half or one unit open entry/open-exit, self-paced, individualized courses.

Tutorial Services

A campus-wide, free Tutorial Services Program provides assistance in many subjects. Tutoring is provided only for courses taught at West Los Angeles College. Peer tutoring is available on a drop-in basis; arrangements may be made for group tutoring. Please consult the current tutoring schedule for availability of tutors and times.

Learning Center

Located on the first floor of the HLRC, the Learning Center provides an active learning center. It includes computer-assisted instruction facilitated by Learning Skills staff, as well as peer and group tutoring. Included in the Learning Center are the Language Lab and the Writing Lab. Hours of operation vary from semester to semester, please contact extension 4404, or visit the library web site.

Joyce Jaffe Writing Lab

The Writing Lab services are available on a drop-in basis to any student wanting help with organizing, developing, writing, and revising class papers for courses at West Los Angeles College (e.g., English, Health, Psychology) and with preparing essays for scholarship and transfer applications.

Language Lab

Foreign language lab courses are held in the foreign language lab. Students use interactive multimedia computer tutorials to enhance listening, reading, and writing skills in a foreign language. The lab activities allow the students to review, drill, and master vocabulary and grammar material presented in the lecture course. Foreign language video, audio-cassettes and software keyed to the textbook are available for lab use only. Students taking Spanish online should take the lab course offered online.

SHERIFF'S SERVICES

The Los Angeles Community College District maintains a Sheriff's Department on campus. The Deputy Sheriffs in this department are peace officers of the State of California and are trained at the Los Angeles County Sheriff's Department Academy, as are the Security Officers. They exceed all requirements necessary for police employment.

The Sheriff's Department is located in Building C-3 on Freshman Drive by Lot 5. The College Sheriffs are on campus 24 hours each day throughout the year. The Sheriff's Department handles criminal complaints and personal injuries. The Sheriffs also handle lost and found property and general assistance relating to the campus. The telephone number for the Sheriff's Department is (310) 287-4314.

General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
8. Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. Motorcycles, motor scooters and motorized bicycles must park in motorcycle areas of lot No. 1 or 7. MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.
9. Always lock your car and set brakes when parking.
10. If you feel you have received a parking citation in error, see the College Sheriff between the hours of 7:00 a.m. - 9:00 p.m., Monday – Thursday and 8a.m.-4p.m., Friday –Saturday (excluding holidays). Sheriff's Office open 24 hours. For emergency calls: (310)287-4314, or (310)287-4315.

Bicycle Safety Rules

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.
2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.
3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.
4. If bicycles are chained to poles outside classrooms they must be parked so as not to obstruct sidewalks.
5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code.
6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.
7. Riding on grass is prohibited.

Roller-skates, in-line skates and skateboards are not permitted on campus.

Dogs are not permitted on campus.

Except for seeing eye dogs.

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Monday-Thursday, 6:00 p.m. to 6:00 a.m. Friday-Saturday, closed on Sunday.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation and any person driving a personal vehicle who is not an agent of the District.

WESTSIDE EXTENSION **(West Community Services)**

Westside Extension offers an array of elective, not-for-credit classes, workshops and one-day seminars in a wide variety of topics, including arts and crafts, computers, business, personal finance, performing arts, writing and personal development. Extension classes are taken for career development, personal growth or simply enjoyment, and there are usually no tests or homework. A class may meet just once during a semester, or for several sessions, depending on the topic.

The Extension Program is self-supporting, with all revenues generated from class registration fees. Financial assistance is not available. Three times a year, a Westside Extension brochure of classes is mailed to local residents to promote upcoming classes. Registrations and payment of class fees are handled through the Extension Office only.

The office is located in Parking Lot 5. See the web site for office hours, as they vary throughout the year.

You can view Westside Extension's offerings at <http://westside.wlac.edu>, contact them by emailing westside@wlac.edu or calling 310-287-4475.

WORKFORCE DEVELOPMENT CENTER

CalWORKs and TRiO Programs

The Workforce Development Center (WDC) administers the CalWORKs/TANF program that supports GAIN participants attending the college. Supportive services such as advisement, workshops, work study, and job placement are provided.

The WDC also includes a TRiO cluster of programs serving students from middle school, high school (Talent Search and Upward Bound), and community college (Educational Opportunity Center and Student Support Services). The TRiO programs provide experiences such as visits to college and university campuses, cultural events, counseling, tutoring, and assistance with financial aid, career counseling, and job placement. Programs also assist students with test performance on the ACT and SAT examinations.

The WDC includes job placement services to assist students with internships, part and full-time jobs, job counseling, resume assistance, and interview preparation.

The Workforce Development Center can be reached at (310) 287-4261.

RULES, REGULATIONS & POLICIES

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Article VIII - Conduct on Campus

Board Rule 9803.10 Willful Disobedience

Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 9803.11 Violation of College Rules and Regulations

Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12 Dishonesty

Dishonesty, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13 Unauthorized Entry

Unauthorized entry to or use of the College facilities.

Board Rule 9803.14 College Documents

Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15 Disruption of Classes

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.
Board Rule 9803.16 Theft of or Damage to Property
Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.
Board Rule 9803.17 Interference with Peace of College
The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18 Assault or Battery

Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19 Alcohol and Drugs

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by the same; or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District, or while participating in any District or college-sponsored function or field trip. "Controlled substances" as used in this section include, but are not limited to, the following drugs and narcotics:

- A. opiates, opium and opium derivatives
- B. mescaline
- C. hallucinogenic substances
- D. peyote
- E. marijuana
- F. stimulants and depressants
- G. cocaine

Board Rule 9803.20 Lethal Weapons

Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

Board Rule 9803.21 Discriminatory Behavior

Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

Board Rule 9803.22 Unlawful Assembly

Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23 Conspiring to Perform Illegal Acts

Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24 Threatening Behavior

A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25 Disorderly Conduct

Conduct that may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26 Theft or Abuse of Computer Resources

Theft or abuse of computer resources including but not limited to:

- A. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- B. Unauthorized transfer of a file.
- C. Unauthorized use of another individual's identification and password.
- D. Use of computing facilities to interfere with the work of a student, faculty member or College official, or to alter College or District records.
- E. Use of unlicensed software.
- F. Unauthorized copying of software.
- G. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
- H. Use of computing facilities to interfere with the regular operation of the College or District computing system.

Board Rule 9803.27 Performance of an Illegal Act

Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Student Discipline Procedures

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Conduct (see above).

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Article IX - Freedom Of Speech

Board Rule 9901

COLLEGES AS NON-PUBLIC FORUMS. The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.
Board Rule 9902

FREE SPEECH AREAS. The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints expressed in Free Speech Areas.

Board Rule 9902.10

RESPONSIBILITIES OF PERSONS USING FREE SPEECH AREAS. All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

Board Rule 9902.11

DISTRIBUTION OF MATERIALS. Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

- A. Such distribution shall take place only within the geographical limits of the Free Speech Area;
- B. Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;
- C. Persons distributing material shall not impede the progress of passersby, nor shall they force or coerce passersby into taking the proffered material.

Board Rule 9902.12

FORMS OF SPEECH. Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

- A. No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;
- B. No person using the Free Speech Area shall physically touch, strike or impede the progress of passersby, except for incidental or accidental contact, or initiation of such contact by a passerby;
- C. No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Students Organization or Club.

TIME ALLOTMENTS FOR SPEECH. The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

Board Rule 9903

STUDENT EXERCISE OF FREE SPEECH IN AREAS OUTSIDE OF DESIGNATED FREE SPEECH AREA. The president of each college may designate areas outside of the Free Speech Areas where students, faculty and staff may exercise freedom of expression subject only to reasonable time, place and manner restrictions.

Board Rule 9903.10

BULLETIN BOARDS. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10.

All materials displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the college president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

Board Rule 9903.11

POSTING AREAS. The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Student use of classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this Article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

Board Rule 9905

VISITOR USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

Article X - Events And Activities of Students And Student Groups

Board Rule 91002

PRESIDENT'S AUTHORITY TO CREATE ADDITIONAL RULES. The president of each college may adopt and approve rules not set forth in these rules for the purpose of governing the use of the college's facilities. The president shall not approve any rules which are inconsistent with this Article.

Board Rule 91004.12

NON-CENSORSHIP OF LECTURERS AND SPEAKERS. Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Drug-free Campuses

West Los Angeles College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

Legal Sanctions - Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

Health Risks - Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Other Risks - Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, and co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Counseling, Treatment and Rehabilitation

Students should contact the campus Counseling Office or the Student Health Center for assistance and referrals. Employees should contact the Los Angeles Community College District Employee Assistance Program.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by non-smoking students.

STUDENT DISCIPLINE PROCEDURES

Violation of the above Board Rules shall result in student discipline imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101.

Discipline includes warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, expulsion subject to reconsideration, and permanent expulsion.

Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, State, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct. The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

STUDENT GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to provide a prompt and equitable means of resolving student grievances. The procedure enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission who believes a college decision or action has adversely affected his or her status, rights, and/or privileges as a student. Education Code Section 76224(a) governs grievances relating to course grades.

STUDENTS RIGHT TO KNOW

In compliance with the Students-Right-to-Know and Campus Security Act of 1990 (Public Law 101 -542), it is the policy of the Los Angeles Community College District and West Los Angeles College to make available its completion and transfer rates to all current and prospective students. Beginning in fall 1996, a cohort of all certificates, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. These rates do not represent the success rates of the entire student population at West Los Angeles College, nor do they account for student outcomes occurring after this three-year period. The completion rate numbers for West Los Angeles College can be found at:
<http://srtk.cccco.edu/index.asp>.

Section 76224(a) provides:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

Before filing a grievance, each student with a complaint should first try to resolve the problem informally by contacting and discussing the matter with the person involved. If that effort fails and the complaint involves a faculty member, the student should contact the appropriate department chairperson next and then contact the appropriate Dean of Academic Affairs if the matter is not resolved.

If the complaint involves a staff member and is not resolved after discussing the matter with the staff member, the student should contact the person's immediate supervisor or manager.

STUDENT RESPONSIBILITY

The college believes that education requires the concentrated effort of both the instructor and the student. Consequently, the student is held responsible for providing the time and personal effort and motivation necessary to meet the requirements of all his or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

ACADEMIC POLICIES

ENROLLMENT AND ATTENDANCE DISTRICT POLICIES

Open Enrollment

Unless specifically exempt by law, every course for which state aid is claimed is fully open to any person who has been admitted to the college and who meets the appropriate academic prerequisites.

Units of Work/Study Load

Study List Limitations

Maximum and minimum unit requirements may apply, as follows:

Unit Maximum: The maximum study load is 18 units during a regular semester and 7 units during a Summer or Winter Intersession. This includes enrollment at other LACCD campuses. The normal class load for students in the Fall or Spring Semester is from 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units must obtain approval from a counselor.

Students who will be employed while attending college should consider reducing their unit load accordingly. It is suggested that students who are employed full-time should enroll in no more than one or two classes, or 9 units maximum.

Unit Minimum: A student must be enrolled in at least one course per term.

Attendance Statement

Only students who have been admitted to the college and are in approved active status may attend classes.

Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences.

If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class. Students are encouraged to advise their instructors of anticipated absences.

Note: Students are responsible for officially dropping a class that they stop attending. See "Adding/Dropping/Section Transfer of Classes" below.

Auditing

Students may be permitted to audit a class under the following conditions:

1. Single audit classes require a fee of \$15 per unit. There is no withdrawal from an audit or refund of the audit fee.
2. Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.
3. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
4. Priority in class enrollment shall be given to students desiring to take the course for credit.
5. Permission to enroll in a class on an audit basis is at the instructor's discretion.
6. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation. (*Board Rule 6706.00*)
7. Financial Aid may not waive any fees for audited courses.

Concurrent Enrollment

A student may simultaneously enroll at both West Los Angeles College (West) and a high school or another college.

The following, however, are not permitted:

- Concurrent enrollment in more than one section of the same course during a semester, with the exception of certain Physical Education classes on a limited basis.
- Enrolling in classes scheduled or conducted during overlapping times.

Violation of this regulation will result in exclusion from class and denial of course credit in both courses/sections. (In addition to exclusion from both classes and denial of credit, violators will be subject to disciplinary action. See the "Student Conduct" section in this catalog.)

A limited number of eligible elementary and secondary school students (grades K-12) may be admitted as special part-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001. Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students.

Special part-time students:

- Will submit the “Supplemental Application for Admission for Students in Grades K-12” and additional documents requested by Admissions & Records prior to enrollment.
- Will not exceed 11 units per semester across the Los Angeles Community College District. Exceeding the enrollment limit forfeits special part-time status and will result in tuition fees for all units taken.

The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Special part-time admits will not be afforded any special consideration or supervision as a result of their special admission status.

Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, and if or when a class is cancelled and/or dismissed early.

Parents or guardians will not have access to a student’s records (including grades and transcripts) without the student’s written consent, the student’s minor status notwithstanding.

FINAL EXAMINATIONS

The college assumes that a student registers in good faith for a full semester’s work inclusive of all course requirements. The College Calendar clearly indicates the beginning and the end of each semester, and the instructional program is predicated upon this time plan.

All students, as a part of their course work, are required to take final examinations in all subjects in accordance with an examination schedule made available each semester by the Office of Academic Affairs. No student will be excused from final examinations.

No special final examinations are given at times other than scheduled except through the Office of the Vice President of Academic Affairs, and no such examination will be offered before the scheduled examinations.

ADDING/DROPPING/SECTION TRANSFER OF CLASSES

Adding Classes

Only students who have been admitted to the college and are in approved active status may add or attend classes. Students who want to add a course after the end of the first week of class must obtain an add permit from the instructor.

Dropping Classes

Students wanting to drop one or more classes must do so through the Student Information System (SIS) at www.wlac.edu.

Please refer to the current schedule of classes for semester drop date deadlines.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases with extenuating circumstances. After the last day of the 12th week for a 16-week semester (or 75% of the time the class is scheduled, whichever is less), students may withdraw from class upon petition demonstrating extenuating circumstances, and after consultation with appropriate faculty.

Section Transfer

Students may transfer from one section of a class to another section of the same class in the same semester with the approval of the instructor of the class being transferred to in addition, the class must have the same start and end dates.

Withdrawal from the College

The college recognizes that a student does not leave college for superficial reasons. Students in need of advice should see a counselor prior to withdrawal.

Official withdrawal requires that a student drop one or more classes through the online Student Information System (SIS) at www.wlac.edu. A student who does not comply with these requirements may receive failing grades. See the College Calendar in the current schedule of classes for the deadlines for withdrawal. Information on class withdrawal policy is included under “Grading Symbols and Definitions Policy” below.

Please see “Limit of 3 Attempts” course repetition policy on page 48.

COURSE FOR PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s).

Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course.

Violation of this regulation will result in exclusion from class and denial of course credit.

TRANSFER CREDIT POLICY

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official transcripts. Please have your school(s) mail them directly to our Graduation Office.

CREDIT BY EXAMINATION

Students may receive credit for courses (on the list that follows) by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination must be submitted to the Admissions Office. The petition to receive credit by examination must be approved by the subject's department chairperson. (Board Rule 6704)

Eligibility:

1. Be currently registered and have a minimum cumulative grade point average of 2.0
2. Have completed 12 units within the Los Angeles Community College District and cleared all holds.
3. Not be currently enrolled in, nor have completed a more advanced course in this discipline.

Credit by examination request forms are available in the Admissions Office. Students may petition for credit by examination for only the subjects that are listed on the current approved list of Credit by Examination Courses (Board Rule 6704).

Approved Credit by Examination Courses:

Allied Health Division

- Dental Hygiene 103
- All Health Occupations
- All Pharmacy Technician

Aviation Maintenance

- *(Limited - must meet FAA rules)*

Behavioral and Social Sciences Division

- Administration of Justice 1, 2, 3, 4, 5, 6, 7, 8, 14, 15, 67, 75, 98, 101
- Anthropology 101, 102

Business Division

- Business 1, 38
- Law 1
- Real Estate 1, 3, 5, 7, 9, 21

Humanities and Fine Arts Division

- Architecture 161, 162, 172, 173, 180, 201, 202
- Art 101, 102
- Foreign Language
- Humanities 1
- Music 101, 201, 211, and 321
- Philosophy 1

Science Division

- Astronomy 1
- Biology 3A
- Environmental Science 1 and 2
- Geology 1
- Oceanography 1

Limitations on Petitioning for Examination

The maximum number of units for which a student may petition for credit by examination at the College is 15 units (Board Rule 6704.10). The same 15-unit maximum applies toward meeting graduation requirements (Board Rule 6704.11). Units for which credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence (Board Rule 6704.12). No more than one challenge per course will be permitted.

The student's record shall be annotated "Credit by Examination", and Credit by Examination grades shall be entered on the student's record as "P" for passing and "NP" for not passing (Board Rule 6704.13). A student who does not pass the exam for a course may not repeat the exam. (Board Rule 6704.14). Students may need to enroll in a special Credit by Exam course to obtain credit, and students will be responsible for any tuition fees.

Credits acquired by examination are not applicable to meeting such unit load requirements as selective service deferment, veterans, or Social Security benefits.

COURSE REPETITION

Dropping / Withdrawing & Repeating Classes

Limit of 3 Attempts -- Effective July 2012, Title V regulations limit the number of times a student can enroll in a non-repeatable credit course to three (3) attempts. Opting for a "W" in a class or earning a grade of "D" or "F" all count as attempts. If a class is dropped prior to the "No Penalty" withdrawal date so that no "W" is received, it will NOT count as an attempt at the class.

For more information on this policy, exceptions, and how to petition, visit www.WLAC.edu/admissions/policies.html. The web page also addresses making wise class selections and deciding when and whether to drop a class.

Dropping Classes

Students should use the online Student Information System to drop a class or classes they no longer plan to attend. Students should write down the confirmation number for their records or print it. It is the students' responsibility to drop a class. Failure to drop a class in a timely manner may result in a "W" or an "F" on your academic record. You may also be held accountable for payment of all fees whether you attend or do not attend class. Deadlines for dropping a class with no "W" or with a "W" are published in the class schedule every semester and online at www.wlac.edu.

Repeating Classes

If you are enrolling in a class in Music, Art, Dance Techniques, Physical Education (Kinesiology) or Theater, please read this first!

Course Families

Effective Fall 2013, students enrolled in 'active participation courses' in physical education, visual arts or performing arts are limited to 4 enrollments per 'family'. Failures and withdrawals all count as enrollments.

If you are a student enrolling in classes in one of these areas, please check the academic department website at <http://www.wlac.edu/academics/index.html> for updates on which restrictions apply to courses in your area.

Special Circumstances

Repetition of courses for which a grade of "C" or better has been recorded shall be permitted only upon advance petition of the student, and with written permission of the college president or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

To Improve Substandard Grades

Students may repeat coursework in which substandard grades ("D," "F," or "NP") were awarded in the District. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Other institutions may differ, and students planning to transfer to another college should contact the institution regarding its policy. Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade-point-average, apply for up to 15 units of credit courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. Credit for Military Service

Students who are currently serving in or have served in the military may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

2. Elective Credit for Military Training

Six units of elective credit for military service will be approved upon petition for graduation if the following conditions are met:

- A. Complete a minimum of 12 units at West Los Angeles College.
- B. Are currently enrolled.
- C. Serve 181 days or more in the armed services.
- D. Present an Honorable Discharge (DD 214) form.

Elective credit for military service will not include subject credit for a physical education activity or Health Education 10 class. No grade points will be given for military credit.

3. Credit for Law Enforcement Academy Training

Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

- A. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- B. Credits granted by an institution of higher education for basic recruit academy training under the above provisions shall not be identified as equivalent to any required course in the major.

CREDIT FOR COURSES TAKEN AT INSTITUTIONS OF HIGHER LEARNING OUTSIDE THE US

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.

2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service** approved by the California Commission on Teacher Credentialing. **NOTE: Please see the Evaluation Office in Admissions and Records for a list of approved agencies.
4. Course descriptions along with topics covered, hours, and prerequisites, if applicable, must also be included.
5. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:
 - A. No course taken outside the US may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication Requirement.
 - B. No course taken at institutions of higher learning outside the US may be used to satisfy Associate Degree's American Institutions requirement.
 - C. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements may petition to receive elective credit.

This evaluation is only valid in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Those wishing to transfer should consult with their prospective transfer institution.

CATALOG RIGHTS

A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or
2. at the time of graduation.

The college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or
2. require a student changing his/her major to complete the major requirements in effect at the time of the change;

3. allow students to select an intervening catalog in years between time student began continuous attendance and time of graduation.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

CONTINUOUS ATTENDANCE

"Continuous attendance" means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession. Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

GRADES AND GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading Symbols and Definitions Policy. The determination of a student's grade by the instructor is final in the absence of error, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the college president or designee after the grievance procedure is completed.

See "Student Grievance Procedure" under the "Student Conduct" section.

GRADING SYMBOLS AND DEFINITIONS POLICY

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, certificate, or license.

Grades shall be averaged on the basis of point equivalencies to determine a student's Grade Point Average (GPA), using the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Passing (Less than Satisfactory)	1.00
F	Failing	0.00
P	Pass (At least satisfactory - units not counted in GPA)	0.00
NP	No Pass (Less than satisfactory - units not counted in GPA)	0.00

(P and NP grades may be given only in courses authorized by the District, Pass/No Pass Option and Credit by Examination Policies.)

The following non-evaluative symbols may be entered on a student's record:

“INC” **Incomplete**

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “INC” symbol being entered in the student's record. The condition for removal of the “INC” shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the “INC” and the grade assigned in lieu of its removal. This record shall be given to the student with a copy on file in the college Admissions Office until the “INC” is made up or the time limit has passed. A final grade shall be assigned when work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “INC” symbol shall not be used in calculating units attempted or for grade points. THE “INC” MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an incomplete (“INC”) may not be repeated unless the “INC” is removed and has been replaced by a grade of “D” or “F.” This does not apply to courses which are repeatable for additional credit.

“IP” **In Progress**

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. “IP” indicates that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry/open-exit” course is assigned “IP” at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign a grade as specified above to be recorded on the student's permanent record for the course.

“W” **Withdrawal**

It is the student's responsibility to withdraw from class if he or she stops attending class. Students cannot rely upon faculty to exclude them. Withdrawal from a class or classes shall be authorized through the last day or 75% of the time the class is scheduled to meet. No notation (“W” or other) shall be made on the record of a student who withdraws during the first 2 weeks of the time the class is scheduled.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a “W,” except in cases of extenuating circumstances.

After the last day the withdrawal is allowed, the student may withdraw from class only upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student. Withdrawal which has been authorized in extenuating circumstances shall be recorded as a “W.”

The “W” shall not be used in calculating units attempted or for the student's grade point average.

How to Calculate a Grade Point Average:

1. Add all units attempted for courses.
2. Add all grade points earned for courses completed.
3. Divide the total number of grade points earned into the total number of units attempted. Carry out to three decimal places.

PASS/NO PASS OPTION

The college president may designate courses in the college catalog wherein all students are evaluated on a "Pass/No Pass" basis, or wherein each student may elect no later than the end of the first 30% of the term, whether the basis of evaluation is to be "Pass/No Pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the Pass/ No Pass option.

1. USAGE FOR A SINGLE PERFORMANCE

STANDARD The Pass/No Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned.

A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No Pass (NP) shall be assigned for failure to do so.

2. ACCEPTANCE OF CREDITS

All units earned on a "Pass/No Pass" basis at accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

3. RECORDING OF GRADE

A student who is approved to be evaluated on the "Pass/No Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No Pass" (NP) grade.

4. GRADE POINT CALCULATION

Units earned on a "Pass/No Pass" basis shall not be used to calculate grade point averages. However, units attempted for which "No Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.

5. STANDARDS OF EVALUATION

The student who is enrolled in a course on a "Pass/No Pass" basis will be held responsible for all assignments and examinations required in the course, and must meet the standards of evaluation which are identical for all students.

6. COURSE REPETITION

A student who has received a grade of "No Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades policy.

Regulations for Pass/No Pass or Pass/Fail

Not all courses will be offered on a "Pass/No Pass" basis. Determination of courses will be made by the appropriate divisions. A maximum of 15 units of "Pass/ No Pass" work may be used towards the A.A. degree. A maximum of one course per semester may be taken for "Pass/No Pass." However, this restriction does not apply to students who already possess a bachelor's or higher degree.

"Pass/No Pass" may not be used for courses required toward a certificate, A.A. degree major or transfer preparation for a major and/or certification, or as a prerequisite for another course.

English 101 may not be taken for "Pass/No Pass." CSU will allow no more than 30 units total "Pass" graded courses toward the bachelor's degree.

A limited number of units of "Pass/No Pass" can be applied toward transfer to UC campuses. Please consult a West counselor or the Transfer Center for specific information.

Students must notify the Admissions Office by the end of the 5th week of the course if they wish to take a course "Pass/No Pass;" otherwise, all courses are for a letter grade. This decision will be irrevocable.

"Pass/No Pass" is similar to Pass/Fail. A passing grade is granted for performance which is equivalent to the letter grade of "C" or better. Students electing "Pass/ No Pass" grading should be aware that although such grades are not calculated into the grade point average at West Los Angeles College, four-year colleges, in considering applications for admission, may consider the Pass grade as the equivalent of "C." Consultation with a counselor is advisable before making such elections.

APPROVED PASS/NO PASS COURSES

Allied Health/Dental Hygiene

- Dental Hygiene 87, 90, 91A, 91B, 92, 151, 160, 201, 251

Aviation and Travel Division

- All Travel courses

Behavioral and Social Sciences Division

- All Administration of Justice Courses
- All Anthropology courses

Business Division

- All Accounting, Business, Law, Management, Marketing, and Real Estate courses

Communication, Entertainment and Media Arts Division

- Theater 505

Computer Science and Applications Division

- All Computer Science Information Technology courses

Humanities and Fine Arts Division

- Architecture 5 through 49
- Art 101, 102, 103, 109, 201, 202, 203, 204, 205, 206, 301, 302, 304, 305, 501, 502, 503, 708, 709, 710, 711
- French 1, 2, 3, 4, 5, 6, 185, 285, 385
- Humanities 5, 30, 31
- Music 101, 111, 112, 141, 201, 211, 321, 501, 561, 775
- Philosophy 1, 3, 6, 8, 9, 20, 23, 41
- Spanish 1, 2, 3, 4, 5, 6, 8, 14, 21, 22

Language Arts Division

- English 127, 203, 204, 205, 206, 207, 208, 209, 210, 215, 218, 219

Library and Learning Resources Division

- Library Science 88, 99D, 99E, 101, 102, 117, 130
- Learning Skills 2, 3, 4, 5, 10, 15, 49, 50
- Supervised Learning Assistance (*Tutoring*)

Mathematics Division

- Math 100

Science Division

- Biology 3,
- Earth Science 1
- Environmental Science 1, 2
- Geography 1, 2,
- Geology 1, 6
- Oceanography 1

ACADEMIC STANDARDS AND CREDIT POLICIES

Academic Renewal

Students may submit a petition to the Admissions and Records Office to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted, consisting of:

- A. Eliminating up to 18 semester units of course work from consideration in the cumulative grade-point average; and

- B. Annotating the student's academic record indicating where courses have been removed by an academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

Note: *Academic renewal actions are irreversible.*

Graduation Honors and Awards

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Academic Probation Policies

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

Probation (Board Rule 8200.10). A student shall be placed on probation if any one of the following conditions prevail:

- a. Academic Probation - The student has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).
- b. Progress Probation - The student has enrolled in the Los Angeles Community College District in a total of at least 12 semester units and the percentage of all units in which a student has enrolled for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent.
- c. Transfer Student - The student has met the conditions of Section a. or Section b. at another college within the Los Angeles Community College District.
- d. Provisional Students - The student is admitted as a provisional student with probationary status pursuant to Board Rule 8100.

Appeal of Probation (Board Rule 8200.11).

A student who is placed on probation may submit a written appeal in compliance with college procedures.

Removal from Probation (Board Rules 8201.10 and 8201.11).

A student shall be removed from probation upon meeting the criteria specified in this section.

- a. **Academic Probation** . A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.
- b. **Progress Probation**. A student on progress probation because of excess units for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Standards For Dismissal

A student shall be subject to dismissal and subsequently dismissed under the conditions set forth within this section.

Academic Probation (Board Rule 8202.10).

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

Progress Probation (Board Rule 8202.11).

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal (Board Rule 8202.13).

A student who is subject to dismissal shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other District college.

Exceptions to Dismissal (Board Rule 8202.14).

A student who is subject to dismissal may be continued on probation under the following conditions:

- a. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.
- b. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills.

Appeal of Dismissal (Board Rule 8202.15).

A student who is subject to dismissal may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued on probation if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Re-admission after Dismissal (Board Rule 8202.16).

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status and will be subject to dismissal in accordance with 8202.10 and 8202.11.

GRADUATION REQUIREMENTS

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to a lifetime interest.

1. **Unit Requirement** – at least 60 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
2. **Scholarship Requirement** – A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based.
3. **Competency Requirement** – Students must demonstrate competence in reading, written expression, and mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

Effective for students admitted prior to Fall 2009:

- A. The competency requirement in reading and written expression may be met by:
 - A1. Completion of a course in intermediate composition with a grade of “C” or better: English 28.
- B. The competency requirement in mathematics may be met by:
 - B1. Completion of Math 115, or 117 and 118, or a higher mathematics course with a grade of “C” or better, or
 - B2. Achieving a satisfactory score on the District Mathematics Competency Examination given by the mathematics department.

Effective for all students admitted for the Fall 2011 term or any term thereafter:

- A. The competency requirement in reading and written expression may be met by:
 - A1. Completion of a course in college reading and composition with a grade of “C” or better: English 101.
- B. The competency requirement in mathematics may be met by:
 - B1. Completion of Math 125, or a higher, mathematics course with a grade of “C” or better, or
 - B2. Achieving a satisfactory score on the District Mathematics Competency Examination given by the Mathematics Department.

Catalog rights to Fall 2009 depends upon continuous attendance.

4. **Residence Requirement** – Completion of at least 12 units of course work in residence and attendance at the College during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
5. **Course Requirements** – Students who are majoring in programs of study for which 18 to 35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. The two Graduation Plans are outlined in the West Los Angeles College General Education Requirements worksheet and a list of majors can be found at the end of the “Academics” section.

REQUIREMENTS FOR A SECOND ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

A student who contemplates acquiring a second associate degree should discuss this matter with a counselor to determine whether the student's goal would better be met by either a baccalaureate degree or occupational certificate, or whether acquisition of a second associate degree meets a bona fide occupational requirement.

The requirements for a second associate in arts or associate in science degree for someone already having earned an associate, bachelor's or higher degree are as follows:

1. Completion of at least 30 NEW units, including those required by the new major.
2. A 2.0 GPA or better in all work attempted for the second degree.
3. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the graduation requirements are completed.
4. Persons requesting a second degree must submit documentation of all college work completed elsewhere, including official transcripts documenting the first degree, when filing a graduation petition for the second degree. The graduation petition must be filed in the Admissions Office before the deadline date posted during the semester all requirements are being met.
5. General education requirements will be considered to have been met by the person who has an associate, baccalaureate or higher degree from an accredited institution. Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer. Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU Certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College.

TRANSFER REQUIREMENTS

(See page 66 for Associate Degrees for Transfer).

Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer.

Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College. West Los Angeles College can provide lower-division preparation for various majors at most California public and private four-year institutions.

For the purposes of classification, students who are paralleling the work of four-year colleges and universities are deemed to be "transfer students."

Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

Courses Which May Be Used in IGETC or CSU plans:

1. Courses that are required for the major may also be used for general education.
2. A course found in more than one area may be counted only once.
3. Courses taken at other California Community Colleges are counted only in the area(s) where they are listed for that college.
4. Courses taken at a foreign institution may not be used on the UC/CSU Certified Plan.
5. Courses required for the major must be completed with a grade of "C" or higher.

CALIFORNIA STATE UNIVERSITY CERTIFICATION OF GENERAL EDUCATION REQUIREMENTS

Under agreement with the California State University system, West Los Angeles College can certify up to 39 units toward the general education requirements for a baccalaureate degree at any one of the campuses in the State University system. Under this certification process, the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them. The college to which the student transfers would agree neither to reduce this number nor to question the units certified. It is important for the student to follow the required patterns as listed below and to take courses in as many different areas as possible. Students planning to transfer should consult with a counselor concerning these general education requirements as soon as they have determined the college they wish to attend, as the requirements are periodically revised.

NOTE: Every community college may apply its courses differently even if the course has the same title and number. See a counselor, particularly if taking courses elsewhere in the LACCD. Areas A1, A2, A3 and B4 must be completed with a grade of "C" or better before transfer to a CSU. Please refer to the CSU worksheet at the end of this section.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students attending California community colleges may complete at the community college to satisfy the lower-division breadth/general education requirements at both the University of California and the California State University.

Students have the option of completing IGETC (as described in the chart below) or the specific lower-division breadth/general education requirements of the school or college at the campus they plan to attend. IGETC must be completed prior to transfer.

The University has an agreement with each California community college that specifies which of its courses may be applied to each category of IGETC. All courses must be completed with a grade of C or better. Courses are listed on the ASSIST website at www.assist.org.

IGETC Subject and Unit Requirement			
SUBJECT AREA		REQUIRED COURSES	UNITS REQUIRED
1.	English Communication One course in English composition and one course in critical thinking/English composition.	2 courses	6 semester units or 8-10 quarter units
2.	Mathematical Concepts and Quantitative Reasoning	1 course	3 semester units or 4-5 quarter units
3.	Arts and Humanities Three courses with at least one from the arts and one from the humanities.	3 courses	9 semester units or 12-15 quarter units
4.	Social and Behavioral Sciences Three courses from at least two disciplines, or an interdisciplinary sequence.	3 courses	9 semester units or 12-15 quarter units
5.	Physical and Biological Sciences One physical science course and one biological science course, at least one of which includes a laboratory.	2 courses	7-9 semester units or 9-12 quarter units
6.	Language Other Than English * Proficiency equivalent to two years of high school courses in the same language.	Proficiency	Proficiency
TOTAL		11 courses	34 semester units

* Students intending to transfer to CSU are required to take an additional course in oral communication and do not need to demonstrate proficiency in a language other than English.

IGETC is most helpful to students who want to keep their options open — those who know they want to transfer but have not yet decided upon a particular institution, campus or major. Certain students, however, will not be well served by following IGETC. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. (See IGETC Considerations section below.)

IGETC is not an admission requirement. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower-division breadth/general education requirements — whether through IGETC or the campus-specific requirements — may be considered by the campus in selecting among qualified applicants.

Students who do not complete IGETC before transferring will be required to satisfy the specific lower-division general education/breadth requirements of the UC college or school they attend.

GPA Requirement

IGETC courses must be completed with a grade of C or better. A grade of Credit or Pass may be used if the community college’s policy states that it is equivalent to a grade of C or better.

Use of AP Exams

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams that the community college faculty recognize as equivalent to its IGETC-approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/English Composition requirement.

AP Credit to the CSU, UC and AA/AS Degree Pattern

AP EXAM	Passing Score	WILAC COURSE EQUIVALENT
Art History	3, 4, 5	Art 101 & 102
AP Art Studio: Drawing	3, 4, 5	Art 201 and Art 202
AP Art Studio: Two-dimensional design	3, 4, 5	Art 501
AP Biology	3, 4, 5	Biology 3A & 3B
AP Calculus AB	3, 4, 5	Math 201
AP Calculus BC	3, 4, 5	Math 201 and Math 202
AP English Language and Composition OR English Literature and Composition	3, 4, 5	English 101
AP French Language	3, 4, 5	French 1
AP Government and Politics	3, 4, 5	Political Science 1
AP History: European	3, 4, 5	History 2
AP History: United States	3, 4, 5	History 11 and 12
AP History: World	3, 4, 5	History 86 and 87
AP Human Geography	3, 4, 5	Geography 2
AP Macroeconomics	3, 4, 5	Economics 2
AP Microeconomics	3, 4, 5	Economics 1
AP Music: Theory	3, 4, 5	Music 101
AP Physics B	3, 4, 5	Physics 6 and Physics 7
AP Physics C: Mechanics	3, 4, 5	Physics 37
AP Physics C: Electricity and Magnetism	3, 4, 5	Physics 38
AP Psychology	3, 4, 5	Psychology 1
AP Spanish Language	3, 4, 5	Spanish 1
AP Statistics	3, 4, 5	Math 227

Proficiency in a Language Other Than English

Students may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:

- Complete two years of high school coursework in one language other than English with a grade of C or better.
- Complete a course or courses at a college or university with a grade of C or better in each course. Any course (excluding conversation courses) considered by the college or university to be equivalent to two years of high school language may be used. Many college catalogs list the prerequisite for the second course in a language as: Language 1 at this college, or two years of high school language. In this case Language 1 clears both years of the requirement.
- Achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.

Chinese With Listening: not offered before 1995/520

French/French With Listening: 500/540

German/German With Listening: 500/510

Hebrew (Modern): 500/470

Italian: 500/520

Japanese With Listening: 500/510

Korean/Korean With Listening: not offered before 1995/500

Latin: 500/530

Spanish/Spanish With Listening: 500/520

- Achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.
- Achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.

- Satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.
- Complete, with grades of C or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. If secondary school was completed in a non-English-speaking country and the language of instruction of the secondary school was not English, language other than English proficiency can be certified for IGETC without further evaluation. The student must present appropriate documentation of attendance at the secondary school.
- Earn a passing grade on the international A level or O level exam in a language other than English.

If an appropriate achievement test is not available to assert a student's proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

IGETC Course Agreements

A single community college course may be listed on the IGETC Course Agreement under more than one subject area; however, it may be used only once to satisfy one IGETC subject area. The University will allow students to use the same course to count toward IGETC as well as major requirements.

Certification

Certification of IGETC completion is the responsibility of the last community college a student attends prior to transfer.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a community college counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend.

In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum, as described here:

- Berkeley: IGETC is acceptable for all majors in the College of Letters and Science, and it is highly recommended. The Haas School of Business and the Colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general, IGETC is not appropriate preparation for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower division major requirements must still be satisfied; check with the college or visit the ASSIST website for more information at <http://info.assist.org/>.
- Davis: Anyone preparing for a bachelor of science degree is advised not to pursue IGETC, and instead to concentrate on major-specific preparatory work.
- Irvine: All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.
- Los Angeles: The Henry Samueli School of Engineering and Applied Science does not accept IGETC.
- Merced: The School of Engineering and the School of Natural Sciences do not recommend IGETC.
- Riverside: The Marlan and Rosemary Bourns College of Engineering and the College of Natural and Agricultural Sciences do not accept IGETC, although any courses taken to satisfy IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Sciences accepts IGETC.
- San Diego: IGETC is accepted by John Muir, Earl Warren, Sixth and Thurgood Marshall Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major as a result.
- Santa Barbara: Transfers into the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements. Transfers into the College of Engineering may also use IGETC to substitute for general education requirements. In addition to general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper division coursework after transferring. Note that students planning to transfer into a major in engineering, computer science or the biological or physical sciences must be careful to complete lower division major prerequisites to ensure competitiveness and make normal, timely progress through the major.
- Santa Cruz: IGETC is not appropriate preparation for any major in the Jack Baskin School of Engineering or the Division of Physical and Biological Sciences. This is because IGETC does not provide students with enough mathematics and science courses to complete their majors in two years after transferring.
- Partial certification is defined as completing all but two (2) courses on the IGETC pattern. The student petitions for certification and either the complete or partial certification is sent by the CCC to the UC or CSU. Each UC or CSU campus will inform a student that has submitted a partial certified IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed.

Warning: Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements.

INSERT - NEW PLAN A



INSERT - NEW PLAN B

Associate Degree: Plan A & B GRADUATION REQUIREMENT

I. Unit Requirement: 60 – 64 units of course credit in a selected curriculum. (6201.10)

II. Scholarship Requirement: A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.11)

III. Competency Requirements: (Administrative Regulation E-79)

The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12:

For all students entering PRIOR to Fall 2009	For all new/returning students ENTERING beginning Fall 2009
<p>A. Mathematics Competency</p> <p>1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mathematics 115 or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent. <input type="checkbox"/> Electronics 10, 12, 14 <input type="checkbox"/> General Engineering Technology 121 <p>OR</p> <p>2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination.</p>	<p>A. Mathematics Competency May be met by completion of one of the following:</p> <p>1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Mathematics 125 or any higher-level mathematics courses with a prerequisite of at least mathematics 125 or its equivalent.</p> <p>2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.</p> <p>3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC or Statistics.</p> <p>4. Complete the college assessment exam in mathematics and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement.</p>
<p>B. Reading and Written Expression Competency</p> <p>1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:</p> <ul style="list-style-type: none"> <input type="checkbox"/> English 28, English 61, English 62, English 63, English 65 <input type="checkbox"/> English 101 <input type="checkbox"/> Journalism 101 <p>2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</p>	<p>B. Reading and Written Expression Competency May be met by completion of one of the following:</p> <p>1) Completion of English 101 (or its equivalent at another college) with a grade of "C" or better.</p> <p>2) A score of 3 or higher on one of the following AP Exams: English Language and Composition, English Composition and Literature.</p> <p>3) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</p> <p>4) Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into a English course above the level of English 101 have met the competency requirement.</p>

IV. Residence Requirement: Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for injustice or undue hardship. (6201.13)

HOW TO CHOOSE THE CORRECT GENERAL EDUCATION PLAN

Students will follow either Plan A or Plan B depending on the number of units in their major. Please check the college catalog or speak with a counselor.

INSERT - NEW CSU SHEET

INSERT - NEW IGETC SHEET

ASSOCIATE DEGREES, CERTIFICATES OF ACHIEVEMENT AND SKILL CERTIFICATES

West Los Angeles College provides educational programs that lead to transferring to four-year colleges and universities, as well as career programs that lead to Associate Degrees, Certificates of Achievement, or Skill Certificates.



Associate Degrees for Transfer (AA-T and AS-T)

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://www.sb1440.org/Counseling.aspx>. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Associate Degrees for Transfer

(See page 69 for Major Requirements)

- Administration of Justice AS-T
- Mathematics AS-T
- Psychology AA-T

An **Associate of Arts (A.A.) or Associate of Science (A.S.) Degree** is granted to recognize a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units including general education requirements and specific major requirements. A minimum GPA of 2.0 ("C") or better is required for an Associate Degree.

A **Certificate of Achievement** is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Vocational certificate programs are usually one-year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of "C" or better is required in each course required for the major.

A **Skill Certificate** is issued by the college for programs requiring 17 semester units or less. Skill Certificates are designed for those students who have limited time, or who wish to limit their commitment to a particular field of study. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a Skill Certificate often apply toward a Certificate Program or Associate Degree. A grade of "C" or better is required in each course required for the major. Always consult a counselor for verification.

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

During the final semester in which completion of requirements takes place, students should petition the Admissions office for Associate Degrees, Certificates of Achievement or Skill Certificates. Units earned toward a Certificate may be applied toward an Associate Degree of the same major.

A 2.0 GPA and completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed is necessary for any certificate.

For both the degree and certificate programs, transcripts from all other colleges attended must be on file in the Admissions office.

Transfer Degrees

- Administration of Justice
- Mathematics
- Psychology

Associate Degrees

- Accounting
- Administration of Justice
- Alcohol and Drug Studies
- Anthropology
- Art – Ceramics
- Art – Drawing and Painting
- Aviation Maintenance Technician
- Biology
- Business
- Business Administration
- Chemistry
- Child Development
- Computer Network and Security Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Dental Hygiene
- Economics
- English
- Fire Technology
- French
- Geography
- Geology
- History
- Hospitality
- Liberal Arts in:
 - Arts and Humanities
 - Behavioral and Social Sciences
 - Health Professions
 - Math, Science, and Computer Science
- Management – Small Business
- Marketing
- Mathematics
- Medical Assisting
- Music
- Paralegal Studies
- Pharmacy Technician
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Real Estate
- Sociology
- Spanish
- Speech
- Travel
- Word Processing

Certificates of Achievement

- Accounting
- Alcohol and Drug Studies
- Aviation – Aircraft Powerplant Technician
- Aviation – Airframe Maintenance Technician
- Business
- Business Application and Database Management
- Child Development
- Computer Network and Information System Security
- Computer Network and Security Management
- Computer Network Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Film/TV Production Crafts
- Fire Technology
- Hospitality
- Hospitality – Event & Convention Planning
- Hospitality – Hotel Front Desk and Back Office Operations
- Hospitality – Hotel Sales and Marketing
- Legal Secretary
- Management – Small Business
- Medical Assisting - Administrative
- Medical Assisting - Clinical
- Medical Assisting - Administrative and Clinical
- Paralegal Studies
- Pharmacy Technician – Basic
- Pharmacy Technician – Advanced
- Real Estate
- Travel – Advanced
- Web Support and Administration
- Word Processing

Skill Certificates

- Administration of Justice – Corrections
- Administration of Justice – Fingerprint Classification
- Administration of Justice – Juvenile Corrections Officer
- Administration of Justice – P.C. 832 Arrest Course
- Administration of Justice – Police Orientation Preparation
- Administration of Justice – Probation Officer
- Aircraft – Composite Structures and Fabrication
- Art – Computer Graphic Arts
- Child Development – Administration and Supervision of Early Childhood Programs
- Child Development – Associate Teacher
- Child Development – Curriculum Development in Early Childhood Programs
- Child Development – Director Private Preschool
- Child Development – Early Literacy Development
- Child Development – Family Child Care Providers
- Child Development – Infant and Toddler Studies
- Child Development – Health, Nutrition, Safety and Food Sanitation of EC Programs
- Child Development – Observation, Assessment, and Guidance in EC Programs
- Child Development – School Age Programs
- Child Development – Special Needs Children
- Cinema
- Management – Small Business – Entrepreneurship
- Music – Songwriters' Workshop
- Real Estate Appraiser Trainee
- Real Estate Assistant
- Theater Arts
- Travel – Basic Travel

College Board Code for University Application 004964

For complete information on Transfer Associate Degree requirements, the student should refer to "Graduation Requirements" and to "Transfer Requirements" in this section. Lower-division requirements of four-year colleges and universities are found under "Transfer Requirements." Because baccalaureate institutions differ in their majors' requirements, it is vitally important for transfer students to consult with a counselor before registration to get the best available information about courses they need to take.