

START LIVING  
YOUR BEST

Life

TODAY  
AT LOS ANGELES  
SOUTHWEST COLLEGE

LASC

ACHIEVE YOUR  
GOALS FROM HOME!  
ALL CLASSES ONLINE.

 @LASCCampus

 @LASouthwestCollege

 @LASCCougars

 @LASouthwestCollege

LOS ANGELES SOUTHWEST COLLEGE  
1600 West Imperial Highway  
Los Angeles, California, 90047  
[www.lasc.edu/winter](http://www.lasc.edu/winter)

2021  
Winter  
SESSION

January 4 - February 7, 2021

# CALENDAR

Applications Available..... Wednesday, October 1, 2020

Residency Determination Date..... Sunday, January 3, 2021

## REGISTRATION

Priority Registration Tier 1: CalWORKS, DSPS, EOPS, Foster Youth, Active Duty/Veterans ..... Monday, October 19, 2020

Priority Registration Tier 2: Athletes, Promise, Completion..... Thursday, October 22, 2020

Registration Starts: Continuing & New, Fully Matriculated Students, MCHS ..... Monday, October 26, 2020

60-99 Completed Units ..... Monday, October 26, 2020

45-59 Completed Units ..... Wednesday, October 28, 2020

30-44 Completed Units ..... Friday, October 30, 2020

15-29 Completed Units ..... Monday, November 2, 2020

1-14 Completed Units ..... Wednesday, November 4, 2020

0 Completed Units ..... Friday, November 6, 2020

Registration Starts: Students Who Lost Priority..... Monday, November 9, 2020

Registration Starts: K-12 Special Admits..... Monday, November 16, 2020

## DEADLINE DATES

Deadline to submit K-12 Supplemental Application..... Monday, December 21, 2020

Winter 2021 Classes Begin ..... Monday, January 4, 2021

Deadline to Drop Classes without a "W" ..... Check Student Portal for Dates\*

Deadline to Drop with Refund/No Fee Liability (10% of class meeting time)..... Check Student Portal for Dates\*

Census Date ..... Check Student Portal for Dates\*

Deadline to Add Classes ..... Check Student Portal for Dates\*

Drops show on transcript ..... Check Student Portal for Dates\*

Deadline to petition for Credit/No Credit..... Friday, January 8, 2021

Deadline to Drop Classes with "W" Grade..... Check Student Portal for Dates\*

Finals ..... Last Day of Instruction

## NON-INSTRUCTION

Holiday (No Classes; Campus Closed) ..... Wednesday, December 30, 2020

Holiday (No Classes; Campus Closed) ..... Thursday, December 31, 2020

Holiday (No Classes; Campus Closed) ..... Friday, January 1, 2021

Martin Luther King Jr. Holiday (No Classes, Campus Closed)..... Monday, January 18, 2021

Office of Admissions and Records - [www.lasc.edu](http://www.lasc.edu) – Click on "Admissions Live Chat" to enter virtual lobby

Online Office hours for the period of January 4-8, 2021 (Subject to change):

Monday, Tuesday and Thursday 8:00-6:00pm, Wednesday 8:00-6:30pm, Friday 8:00-4:30pm

\*Check the Class Search option on the campus web page for drop dates as well.

It is your responsibility to drop by the published drop dates to ensure that you are not liable for fees, or to avoid a "W" grade.



## Message From the President

Cougar Family:

I want to be the first to welcome you to the 2021 Winter Session at Los Angeles Southwest College. After a challenging 2020, we know you are looking for new beginnings filled with hope, optimism, and opportunities

that will allow you to achieve your goals in the new year. I can't think of a better place for you to take the next steps in your journey than with Los Angeles Southwest College, home of the Cougars.

We have worked tirelessly the past several months to provide an online experience that is equitable for all of our students with easy access to classes and support services as well as to communicate with our dedicated faculty and staff. No matter the questions that you have we are available to support you via our video chat features, call center, and online workshops. These opportunities are available to all of our students and I encourage you to take advantage of them. By working together, we can and will navigate all of the challenges that lie ahead to best support you.

At LASC, we meet you where ever you are in your life, and give you the tools and resources you need to achieve your dreams. We are all confident that your online learning at LASC will be a smooth experience that will allow you to acquire the knowledge and skills you need to graduate with an associate's degree, transfer, or receive a skills certificate that will get you re-trained to make an immediate impact in your career of choice.

Finally, please know that social justice is at the forefront of the work at this college. While 2020 was difficult for all of us, the social justice movement that swept the nation was a welcome sight. Our ability to educate our diverse community, to provide a seat at the table for people of color, to create systematic change is of the utmost importance for all of us here at LASC. We are here to provide you with the tools to better your community and for you to make an impact on this world. I am confident that our experience together will be worthwhile and rewarding for all of us.

*Seher Awan, Ed.D., MBA, MPA  
President  
Los Angeles Southwest College*

### **LOS ANGELES COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

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Steven F. Veres, 1<sup>st</sup> Vice President  
Gabriel Buelna, Ph.D., 2<sup>nd</sup> Vice President  
Mike Fong  
Ernest H. Moreno  
Scott J. Svonkin  
David Vela  
Elias Geronimo, Student Trustee*

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Melinda A. Nish, Ed.D., Interim Deputy Chancellor  
Ryan M. Cornner, Ed.D., Vice Chancellor of Educational Programs and Institutional Effectiveness  
Mercedes C. Gutierrez, Ed.D, Acting Vice Chancellor for Human Resources  
Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer  
Jeanette L. Gordon, Chief Financial Officer/Treasurer  
Jeffrey M. Prieto, J.D., General Counsel  
Rueben C. Smith, D.C.Sc., Chief Facilities Executive*

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Jose Alfred Gallegos, Dean, Institutional Advancement  
Dr. Ralph Davis, Dean, Student Services  
Ms. Jeanette Magee, Dean, TRIO Programs*

### **DEPARTMENT CHAIRPERSONS**

*Katrina L. Taylor, Arts & Humanities  
Dr. Maisha N Jones, Behavioral & Social Sciences  
Dr. Allison P. Moore, Business, Computer Science & Related Technologies  
LaShawn L. Brinson, Child Development/Family & Consumer Studies  
Dr. Katrin Wilson, Counseling  
Dr. Jeffrey Bohn, English & Foreign Languages/Developmental Communications  
Parisa Samaie, Library  
Kang Kim, Natural Sciences, Health & Kinesiology  
Dr. Lernik Saakian, Mathematics  
Dr. Catherine Azubuikwe, Nursing*

# TABLE OF CONTENTS

WINTER 2021 CALENDAR.....	2
COLLEGE MISSION & GOALS.....	5
REGISTRATION INSTRUCTIONS.....	6
STUDENT E-MAIL INFORMATION .....	7
PROCEDURE TO ADD AND DROP CLASSES .....	8
FINANCIAL AID OFFICE .....	10
STUDENT SUCCESS AND SUPPORT PROGRAMS .....	11-13
NON-RESIDENT INFORMATION.....	14-15
IMPORTANT REGULATIONS.....	16
EQUAL OPPORTUNITY .....	17
NONCREDIT ADULT & CONTINUING EDUCATION SERVICES (NACES) .....	18
WORKFORCE DEVELOPMENT PROGRAMS.....	19
ENROLLMENT FEES – WINTER 2021 – COURSE SELECTION/FEE WORKSHEET .....	20
HOW TO READ THE SCHEDULE OF CLASSES .....	27
CAMPUS MAP AND DIRECTIONS.....	38

## **WINTER 2021**

WINTER 2021 CLASSES.....	28-30
ENGLISH COURSE SEQUENCE .....	25
MATH COURSE SEQUENCE.....	26

# COLLEGE MISSION & GOALS

*In honor of its founding history, Los Angeles Southwest College provides a student-centered learning environment committed to empowering students and the community to achieve their academic and career goals through the attainment of certificates and associate degrees leading to transfer and workforce preparation.*

Goal 1 (Access): Expand educational opportunity and access.

Goal 2 (Success): Implement strategies for student success.

Goal 3 (Excellence): Support student learning and educational excellence.

Goal 4 (Accountability): Foster a college-wide culture of service and accountability.

Goal 5 (Collaboration & Resources): Cultivate and maintain new resources and external partnerships.

Goal 6 (Career and Technical Education): Participate in regional workforce and economic development.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

Communication (Oral and Written)

Cognition (Reading Comprehension, Computational Skills, and Critical Thinking)

Information Competency (Information Competency and Technological Literacy)

Social Responsibility (Responsible Citizenship and Valuing Diversity)

Personal and Professional Development (Employability and Confidence Building)

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## ACCURACY STATEMENT

The Los Angeles Community College District and Los Angeles Southwest College have made every effort to make this class schedule accurate and may, without notice, change general information, courses or programs offered. The reasons for the 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 procedures as provided by law.

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## ACCREDITATION

Los Angeles Southwest College, a California public, tax-supported community college, is officially accredited by the Western Association of Schools and Colleges.

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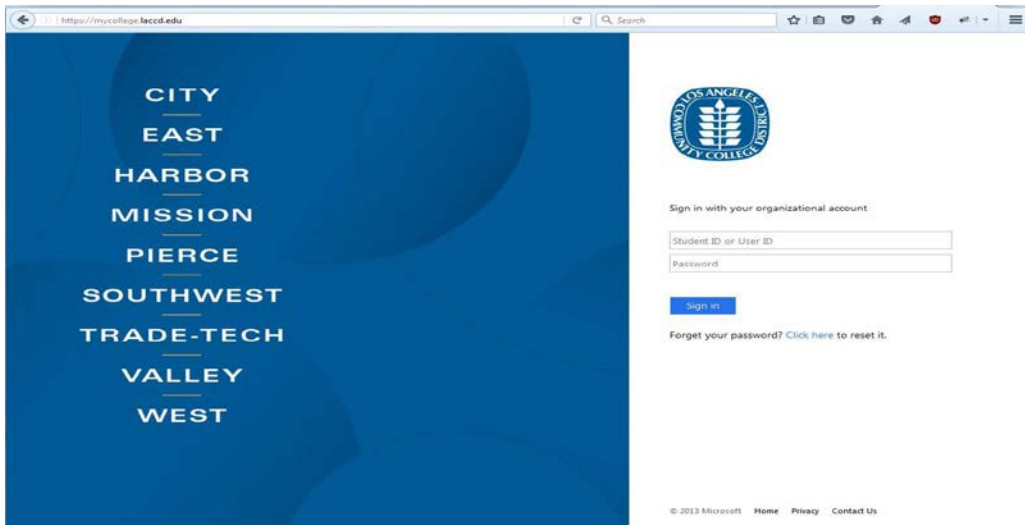
## IMPORTANT MESSAGE FOR NEW STUDENTS

You will receive a confirmation e-mail shortly after you submitted your online application. If you do not receive the confirmation e-mail in your inbox, please check your junk, spam or bulk mail folder. Once your application has been processed, you will receive an email informing you of your admission to the college.

**K-12 Students:** To apply as a concurrent high school student, you must complete the Supplemental K-12 Application for Admission of Students in Grades K-12 form, located on our web page at [www.lasc.edu](http://www.lasc.edu). The form must be approved by both a parent and your high school principal or designee. You must submit the approved K-12 form to Admissions and Records, in person, so that we can confirm that you have been admitted (we will write your student ID number on the form). Bring a picture I.D. card with you and an official high school transcript. All students in grades K-8 must be interviewed by the Vice President of Instruction. Students in grades 9-12 must be approved by the Vice President of Student Services. High school students are limited to 11 units per semester (nine units in the Summer Session). High school students must bring a photo I.D, completed K-12 Supplemental Application, and official transcripts to Admissions and Records for processing prior to the term's start date. The submission deadline is Thursday, August 24, 2017.

# How to Login to the new SIS Portal

1) Go to the new portal URL at: <https://mycollege.laccd.edu>



2) For **Students**, enter your **Student ID** in the "Student ID or User ID" textbox.

3) Enter your password in the "Password" textbox.

Student Default Password

Student default passwords will consist of:

**88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)**

*For Example, Jane Doe, who was born on July the 4<sup>th</sup>, her default password would be: 88@D0704*

4) Once you have successfully logged in, for your account's security, you will be transferred to the update password page to change your default password.

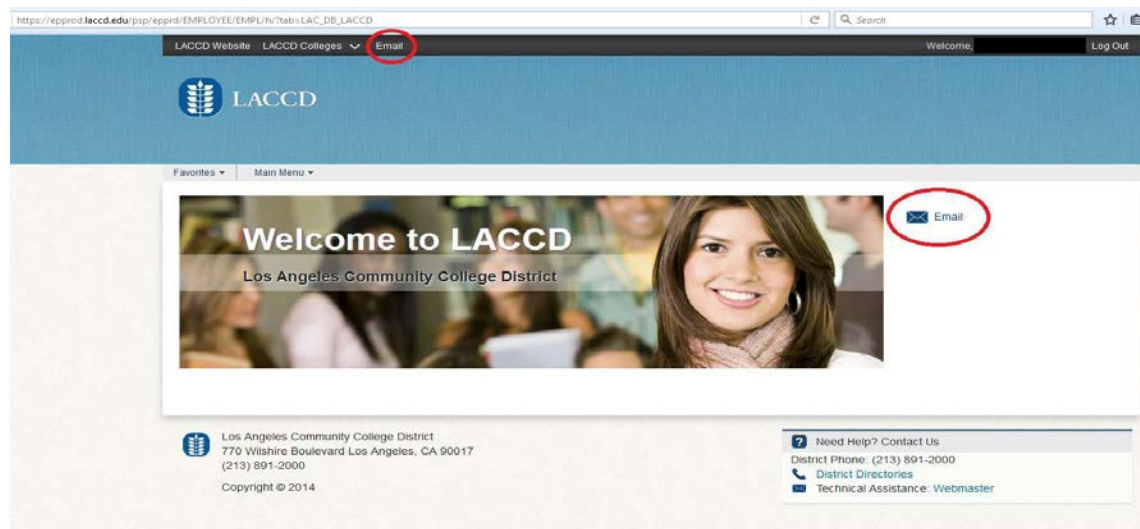
# How to Update your Password

- You will be asked to update your password when you log in for the first time.
- Enter your old password and new passwords in their respective textboxes.
- New password must contain at least seven alphanumeric characters: **numbers, uppercase and lowercase alphabetical characters, and at least one special character.**
- Additionally, you may not use your prior three passwords as your new password.
- After successfully updating your password, you will be redirected to the password registration page.



# How to Access your Office 365 Email

- 1) Login and you should be redirected to your Office 365 account.
- 2) If you are taken to the SIS Portal, click one of the email links, as seen below.



## YOU'VE GOT MAIL!

### CHECK YOUR DISTRICT ISSUED EMAIL ACCOUNT REGULARLY

When you were admitted to Los Angeles Southwest College, you were automatically issued a District email address. You may notice that whenever you log into the Student Information System, you are informed of your new student email address. Once you log into the system, you can also read and send messages from your student email account.

Note the following information:

Your district issued student email account is our official means of communication with you. We will regularly send you information about important dates and deadlines, graduation, newly opened course sections, drop and add deadline dates, and events on campus.

Your instructors may also attempt to contact you via your district assigned email account.

If you wish to contact an instructor of an online class, you must do so using your district assigned email account.

Online instructors will not consider your request to add classes unless it is from your district assigned email account. Once an online course is closed, you must email the online instructor to find out if they are willing to add additional students. Include your name and student ID number in your request. Do not use your personal email account for this purpose.

You may forward your district issued email account to your personal email address, or, you may forward your personal email account to your district email account.

You are responsible for the information that is sent to your district issued email account.

You may check your district issued email account using any of the computers on campus.

You now have at your avail, cloud services, instant messaging, ability to share your calendar and the ability to save your documents to your Cloud account for ease of access. You can retrieve documents anywhere you have computer access.

If you are in need of assistance using your district issued email account, contact LASC's Office of Admissions and Records, Student Services Building, Room 102.

# PROCEDURE TO ADD AND DROP CLASSES

## Adding Classes

After you submit your online application, you will receive an email with directions on our 8-step matriculation process.

You may enroll in open classes using the online registration system prior to the start of the term only.

To add classes once the semester begins, you must obtain a permission number from the instructor of the class. Bring this Add Permit to the Admissions Office. To add online classes, you must email the instructor for permission to add.

## Campus Procedure

No semester courses may be added after the last day to add (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

## Withdrawal

New statewide regulations are now in effect that change the way students should think about enrolling in and withdrawing from classes.

Community colleges get their money from state apportionment. Apportionment is a set amount of dollars distributed to the college districts, based on enrollment. Each class you enroll in results in compensation to the college, and that is how the college stays open.

A "W" counts as an attempt, and you only get three attempts at any one course. Once you pass the course, you cannot repeat the course. After that, the state won't pay the college for you to take the course again.

### *What this means for LASC students:*

If you stay in a course past the "no penalty" drop date and then drop or are excluded, you receive a "W" and you have used one of your three attempts.

When you have made three attempts at a class, with any combination of "W", "D", or "F" grades, you will not be able to register for the class again. You would have to try to take the

class again at a college outside the Los Angeles Community College District.

You may fill out a Course Repetition Petition for one more try citing "extenuating circumstances;" however, for the most part, the only extenuating circumstances that will work are military deployment, natural disaster, or requirement for employment. The Course Repetition Petition must be approved before the start of the term in which you are attempting to enroll in the course. The deadline to submit your Course Repetition Petition is in the semester Academic Calendar. You may only petition for a Course Repetition for the Fall and Spring semesters.

If your registration is blocked because of this rule, getting an Add Permit will not help.

### *What you should do:*

If you're going to drop a class, drop before the deadline so you won't get a "W".

Be sure you're academically ready for classes you enroll in.

See a counselor to help you make good decisions about your education plan.

It is the student's responsibility to withdraw officially. Consult the Academic Calendar for deadlines.

## Dropping Classes

### **THROUGH THE 2nd WEEK:**

No notation ("W" or other) will appear on the student's record if the class is dropped during the first two weeks of the semester. This deadline always occurs prior to the add deadline.

### **THROUGH THE 11TH WEEK:**

A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 3rd through the 11th week of the semester.

### **AFTER THE 11TH WEEK:**

Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. That grade cannot be a "W" (withdrawal). Consult the deadline calendar in the Schedule of Classes or contact the Office of Admissions & Records.



# What to Consider and Expect when taking an Online/Hybrid Class

All ONLINE classes and online portions of HYBRID classes are conducted through Canvas, a Learning Management System (<https://ilearn.laccd.edu>). To see an overview of Canvas, view the video at: <https://player.vimeo.com/video/74677642>

Students must have access to a computer and appropriate software in order to participate an online/hybrid class (see page 3 for definitions of these terms). In an online class, you are not required to meet in person; however, ALL instruction, interaction with peers and instructors are conducted using Canvas. (Note: A hybrid class has one or more class sessions online and can have up to 50% of the content and activities held online.)

Online/hybrid courses require of the student and instructor **the same amount of course work and hours outside of the classroom as traditional courses**. You will be expected to log into Canvas multiple times per week to view materials, participate in discussions, and turn in assignments.

## Before signing up for an online/hybrid class, carefully consider the following:

### 1. Participation and "Attendance" in an Online Class

Just as in a face-to-face class, you are expected to "attend" class regularly by logging into Canvas and participating in the course, turning in assignments, etc. Instructors often require students to complete an assignment in the first few days of the term to make sure that students are actively participating in a class. Make sure to log in on the first day of the term and check for any assignments that are due in the first few days of the class to make sure that you are counted as active in the class. Check your online class syllabus to see your instructor's policy on participation and attendance in that online class.

### 2. Due Dates

All assignments, quizzes, tests, research papers, reading materials, and any other required material will have weekly deadlines that need to be met.

### 3. Time Management

Time management must be taken into consideration before taking an online class. Since there are no set times that the class meets, it will be up to you to plan when you will log into Canvas and complete work (multiple times per week).

Due dates are different for each class, but students should be aware that time spent online using a computer to complete assignments could take three (3) or more hours per week to successfully participate in an online course.

### 4. Weekly Discussions

You may be required to review and to respond to questions presented by your instructor. You may be asked to respond to peers in the same forum.

### 5. Online Weekly Assignments

Assignments online are similar to those done in a face-to-face class. Weekly homework is to be expected.

### 6. Online Weekly Quizzes

Most online classes require students to take quizzes/tests throughout the semester. These tests are administered via Canvas and are taken online using a computer. Some quizzes/tests are timed.

### 7. Team or Group Assignments

Teams may be asked to work together on assignments within Canvas for the course. You, as well as the members of your team, will be responsible for working together and completing any assigned task.

### 8. Reading Material and Syllabus

A book(s) is normally required. Additional reading material may be required, such as posted articles, lectures, overview material, and so forth.

### 9. LASC Library Access for Online Students

LASC Library Online Resources including e-books and scholarly journal articles are available to current LASC students 24 hours a day online. Go to: [http://libguides.lasc.edu/lasc\\_library](http://libguides.lasc.edu/lasc_library)  
Check with your instructor for current semester passwords.

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## Course Classifications and Definitions

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ONLINE	HYBRID	WEB ENHANCED
<p>Online: An Online course is offered 100% online. STUDENTS ARE NOT REQUIRED TO MEET FACE-TO-FACE FOR OFFICE HOURS, HOMEWORK, TESTS, AND DISTRIBUTION OF RESOURCE MATERIALS OR FOR ANY OTHER COURSE COMPONENT. An online course shall utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. All course instruction, materials, assignments, and discussions are posted and completed online. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses.</p>	<p>Hybrid: If one or more class sessions (up to 50%) is replaced with online content and/or activities, it is considered a Hybrid course. TEACHING IS A COMBINATION OF FACE-TO-FACE MEETINGS AND ONLINE TEACHING (NOT TO EXCEED 50 PERCENT). A Hybrid course can utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. The course can be offered during regularly scheduled class times or with Online components that replace some of the regularly scheduled class meetings. Notice of face-to-face class sessions will be given by instructors in their syllabus. Hybrid courses are noted as such in the schedule of classes.</p>	<p>Web-Enhanced: Is a regular class (FACE-TO-FACE) that utilizes web OR A CANVAS COURSE SHELL FOR RESOURCE MATERIAL, INSTRUCTION, SYLLABUS, AND UPLOADS OF ASSIGNMENTS ONLY. Classes must meet as scheduled on campus. NO IN-CLASS TIME CAN BE SUBSTITUTED FOR TIME SPENT IN THE CANVAS COURSE SHELL FOR RESOURCES. Any required use of technology will be stated in the course syllabus.</p>

# Financial Aid Office

Monday, Tuesday and Thursday: 8 a.m. to 6:00 p.m.

Wednesday: 8:00 a.m. to 6:30 p.m.

Friday: By appointment only

Office: Student Services Building, Room 104

323-241-5338

## Go to College, We'll Pay For It.

Traditional-age students, older students, full and part-time students are eligible to apply for financial aid including:

**GRANTS** are monies you don't have to pay back for tuition, enrollment fees, books, and educational related expenses. Federal: Pell Grants up to \$5,920 per academic year. State: Board of Governors Fee Waiver (BOGFW) covers \$46/per unit enrollment fee. Cal Grants: Up to \$1,670 \*\*and Chafee Grants\*\*\* up to \$5,000 per academic year for eligible foster youth. Federal Supplemental Educational Opportunity Grant (FSEOG) of a minimum of \$400 per academic year is also available. This grant is awarded on a first-come-first-served basis due to fund availability. In order to receive these grants you must apply for the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Please note that the Cal Grant has a deadline for entitlement students of March 2<sup>nd</sup> of the academic year. Continuing community college students may have an extended deadline of September 2<sup>nd</sup> of the academic year, but don't delay!!!

\*\*Subject to change

\*\*\*Requires and additional application

**SCHOLARSHIPS** gift-aid awarded on the basis of merit, academic excellence, financial need, or other criteria such as major, leadership, or gender. Visit the Financial Aid Office (SSB-104) for scholarship information.

**FEDERAL WORK STUDY** is a self-help aid. Federal Work Study enables students to earn a portion of their financial aid award through part-time employment on or off-campus. These funds are awarded on a first-come-first-served basis due to fund availability.

## LOANS (AID THAT YOU MUST PAY BACK)

We offer Direct Student and Perkins Loans. These loan programs available to students to assist with tuition, books and living expenses and are based upon your unmet need. You must apply for the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) in order for the college to determine your Cost of Attendance and your unmet need.

## CADAA (DREAM ACT FOR AB540 STUDENTS)

AB540 students are eligible to apply for a fee waiver and Cal Grant through the California Dream Act Application (CADAA). You must apply at <https://dream.csac.ca.gov/> before March 2 of the academic year. If you missed the March 2<sup>nd</sup> deadline you can still qualify to have your tuition paid through the CADAA or through the fee waiver application.

## VISIT LASC FINANCIAL AID OFFICE FOR INFORMATION ON THESE PROGRAMS

Student Services Programs including EOPS and CalWORKs also provide book grants, child care, and more. Please visit student service offices for information on individual programs and services. Be sure to check out our website at [http://www.lasc.edu/students/financial\\_aid/applying\\_for\\_financial\\_aid.html](http://www.lasc.edu/students/financial_aid/applying_for_financial_aid.html) for more information.

# STUDENT SUCCESS AND SUPPORT PROGRAMS

## OFFICE HOURS

### STUDENT SERVICES BUILDING ROOM 204 (SSB-204)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m. to 6:00 p.m.	8:00 a.m. to 6:00 p.m.	8:00 a.m. to 6:30 p.m.	8:00 a.m. to 6:00 p.m.	8:00 a.m. to 1:00 p.m.

**IMPORTANT!** For the monthly ORIENTATION & TESTING SCHEDULES, visit [www.lasc.edu](http://www.lasc.edu), click "Resources and Services" in the tool bar and scroll down to "Student Success and Support Program. No appointment is necessary during open testing hours.

### Note the following testing procedures:

Allow approximately 1 1/2 hours (one and one-half hours) to complete the full assessment. If you are not prepared to stay long enough to complete the entire assessment, come back when you have allotted enough time. The entire assessment must be completed during one sitting.

Children are not allowed in the testing or waiting areas. Make sure you have made prior arrangements for child care.

**YOU MUST BRING A PHOTO I.D.**, such as a driver's license, school photo I.D., or Department of Motor Vehicles photo I.D. to the testing session. You will not be allowed to take the test without a photo I.D.

## MAJOR CODES

### CODE DESCRIPTION

2105.00	Administration of Justice
0514.01	Administrative Assistant/ Office Systems Specialist
2202.00	Anthropology
1002.00	Art
1002.01	Art History
0504.00	Banking and Finance
0401.10	Biology
0501.00	Business – General
1305.10	Child Development
0704.00	Computer Science
0934.01	Computer Servicing
1305.16	Director, Private Licensed Pre-School
0953.00	Drafting
0501.01	Economics – Business Administration
9908.00	Education (Transfer)
0934.00	Electronics Technology
9909.00	Engineering (Transfer)
1501.00	English
1304.00	Family and Consumer Studies
2105.01	Fingerprinting
9911.00	Foreign Language (Transfer)
2206.00	Geography
1914.00	Geology
9912.00	Health (Transfer)
2205.00	History
4901.01	Interdisciplinary Studies
0602.00	Journalism
1402.00	Law/Paralegal
0514.10	Legal Office Assistant
4901.0	Liberal Studies

### CODE DESCRIPTION

9916.0	Library Science (Transfer)
0506.00	Management/Supervision
1701.01	Mathematics – Computer Science
1701.00	Mathematics – General
1004.00	Music
1230.10	Nursing – R.N.
0514.02	Office Assistant – General
1902.00	Physics
2207.00	Political Science
9921.00	Public Affairs & Services
2001.00	Psychology
0956.80	Quality Control
0511.01	Real Estate Appraisal
0511.02	Real Estate Broker
0511.03	Real Estate Escrow
0511.04	Real Estate Salesperson
2208.00	Sociology
1105.00	Spanish1
1506.00	Speech Communication
1305.11	Teacher, Private Licensed Pre-School
1304.12	Teacher, Private Licensed Pre-School-Bilingual-Bicultural Children
1305.13	Teacher, Private Licensed Pre-School-Differently Abled Children
1305.14	Teacher, Private Licensed Pre-School-Infant Toddler
1305.15	Teacher, Private Licensed Pre-School-School Aged Children
1007.00	Theater
0003.00	Undecided
0514.03	Word Processing

# Student Success and Support Programs

## Student Rights and Responsibilities

Student Success and Support Programs is a process that assists a student in achieving his or her education goals. It is an agreement between the college and student who enrolls for credit and non-credit courses. We ask that you participate in a partnership with us to ensure your educational success.

### Step 1 – Apply for Admissions

Submit a complete Application for Admission online at [www.lasc.edu](http://www.lasc.edu). Your application will be processed within 2-3 business days after it has been submitted. You will receive an email that explains your next steps. **NOTE:** You will receive a district issued email once you have been admitted. We will notify you that you have been admitted via your personal email address; however, once you have been admitted, we will only correspond via your district issued email address. [Check your student email regularly.](#)

### Step 2 – Attend an Orientation

**COMPLETE THE IN-PERSON ORIENTATION.** During orientation, you will receive information regarding campus resources and programs. Important policies and procedures of the college will also be covered. Bring your student issued ID number. You must obtain proof that you have completed Orientation before you can take the Math and English assessment tests. A campus tour of important student resource centers is included. Allow approximately two hours to complete the orientation. You are required to wait at least one day between Orientation and Assessment.

### Step 3 – Go to the Assessment Center (SSB-204)

Trained staff will help you through the matriculation process. You may be asked to take the assessment test. No children are allowed in the testing area. You must obtain proof that you have taken the assessment test before you can meet with a counselor.

### Step 4 – See a Counselor (SSB-227)

You must see a counselor for assistance with completing your student educational plan. Counselors will help you select appropriate classes that meet your educational goal(s) and inform you about the limitations and adverse effects of withdrawals and course repeats. No appointment is necessary.

### Step 5 – Register for Classes

You must register at [www.lasc.edu](http://www.lasc.edu). For your convenience, detailed registration instructions are posted on page 9 in the Schedule of Classes.

### Step 6 – Apply for a Fee Waiver to Pay Your Fees

Go to the Financial Aid Office, SSB-104, to apply for a fee waiver. If you qualify, the waiver can be used to pay for your fees for the entire academic year. If you do not qualify, you will need to go to the Business Office to pay your fees. Fees are due once the semester begins.

### Step 7 – Take your Student I.D. Picture

Once you have registered for class(es) you are eligible to receive a free student I.D. card. You must bring your printout from the Business Office, which lists your classes along with your student I.D. number and a photo I.D. (Driver's license or California I.D.) to SSB-204.

### Matriculation Exemptions:

Some students might be exempt from matriculation. However, for students who have long-range educational objectives and who have little or no previous college experience, full matriculation is strongly recommended. You may be exempt from the matriculation process if any of the following conditions apply to you:

Have an Associate's Degree or higher.

Completed college-level English and math classes at another college.

Taken the assessment test at another college within one year.

Want to take a class for personal enrichment.

If you wish to request exemption from matriculation, consult a counselor to see if you are eligible.

**FOR MORE INFORMATION, CALL THE STUDENT SUCCESS AND SUPPORT PROGRAMS OFFICE,  
AT (323) 241-5361. THE OFFICE IS LOCATED IN SSB ROOM 204.**

# Programas de Apoyo y Éxito Estudiantil

## Derechos y Responsabilidades Del Estudiante

El proceso de matriculación ayuda a los estudiantes a alcanzar sus metas educativas. Es un acuerdo entre el colegio y el estudiante quien se inscribe en clases con o sin crédito. Le pedimos que participe en una alianza con nosotros para asegurar su éxito educativo.

### Paso 1 – Solicitar la admisión

Enviar una aplicación completa de admisión en línea en [www.lasc.edu](http://www.lasc.edu). Su aplicación será procesada dentro de 48-72 horas después de su petición. Usted recibirá un correo electrónico que explica los siguientes pasos a seguir.

### Paso 2 – Asistir a una orientación

**COMPLETAR LA ORIENTACION EN PERSONA.** Durante la orientación, usted recibirá información sobre los recursos y los programas del colegio. Políticas y procedimientos importantes del colegio también estarán cubiertos. Por favor de traer su numero de identificación estudiantil. Usted debe obtener un comprobante de que ha completado la orientación antes de tomar la evaluación de ingles y matemáticas. Se incluye un recorrido del campus de importantes centros de recursos estudiantiles. La orientación toma aproximadamente dos horas. Necesita un día de espera entre la orientación y evaluación.

### Paso 3 – Ir al Centro de Evaluación

El Centro de Evaluación se encuentra en SSB-204. Personal capacitado le ayudará en el proceso de registro. Se le puede pedir que tome la prueba de colocación. No se admiten niños en el área de pruebas. Usted debe obtener una prueba de que usted haya tomado la prueba de evaluación antes de que pueda reunirse con un consejero.

### Paso 4 – Ver a un consejero (SSB-227)

Usted debe ver a un consejero para asistencia en completar su plan educacional de estudiante. Los consejeros le ayudarán a seleccionar las clases adecuadas para cumplir su objetivo (s) educativo (s) y le informarán sobre las limitaciones y los efectos adversos de los retiros y repeticiones de cursos.

### Paso 5 – Inscribirse en las clases

Usted debe registrarse en línea en [www.lasc.edu](http://www.lasc.edu). Para su comodidad, instrucciones detalladas de inscripción están publicados en la página 7 en el horario de clases.

### Paso 6 – Solicitar una exención pago (Fee Waiver) de inscripciones

Vaya a la oficina de ayuda financiera, SSB-104, para solicitar una exención de cuotas. Si usted califica, la exención puede ser utilizada para pagar sus cuotas de todo el año académico. Si usted no califica, usted tendrá que ir a la oficina de negocios para pagar sus cuotas de registración. Las tarifas se deben pagar una vez que comience el semestre.

### Paso 7 – Obtener su identificación de estudiante

Una vez que se haya registrado a clase(s) usted es elegible para recibir una identificación de estudiante gratis de LASC. Usted tiene que traer su recibo que enlista el horario de sus clases y su numero de estudiante la oficina de Negocios y una identificación con foto (Licencia de conducir o ID de California) a la oficina SSB-204

### Las exenciones de matrícula:

Algunos estudiantes podrían estar exentos del proceso de matriculación. Sin embargo, para los estudiantes que tienen objetivos de educación a largo plazo, y que tienen poco o nada de experiencia previa en la universidad, la prueba de evaluación es muy recomendable. Usted puede estar exento del proceso de evaluación si alguna de las siguientes condiciones se aplica a usted:

- Usted ya tiene una carrera de dos años o más
- Usted ha completado clases de inglés y matemáticas a nivel universitario en otro colegio.
- Usted ha tomado el examen de evaluación en otro colegio entre un año.
- Usted desea tomar una clase para el enriquecimiento personal.

Si desea solicitar la exención del proceso de matriculación, consulte a un consejero para ver si usted es elegible.

**Para más información llame al Programas de Apoyo y Éxito Estudiantil al (323) 241-5361. Ubicado en SSB-204**

## CALIFORNIA NON-RESIDENT TUITION EXEMPTION (AB540/AB2000)

AB 540 was signed into California law on October 12, 2001 to authorize students who meet certain criteria to pay "in state" or "resident's" tuition rates (only \$46 per unit at Los Angeles Southwest College). This includes undocumented students and nonresident U.S. citizens. To be eligible, students must:

- Have attended a California high school for three or more years (9th grade counts),
- Have graduated from a California high school or obtained the equivalent of a high school diploma (how long ago does not matter),
- Be willing to apply for legal residency as soon as possible,

To take advantage of this lower tuition rate, fill out the AB540 Exemption Form available in the Admissions and Records Office or Bridges to Success offices. There is no maximum number of years for which you can receive this lower tuition rate. For more information, call (323) 241-5321 or (en Español) (323) 241-5281. AB540 students are eligible to apply for and receive non-state funded scholarships and state funded financial aid and grants (See Financial Aid for more information).

Assembly Bill 2000 (AB 2000) was passed in 2014 and expands the definition of students eligible for AB540. AB 540/AB 2000 allows students meeting the criteria below to pay in-state tuition, the same as resident students (e.g. undocumented, permanent resident, U.S. citizens) at California public colleges and universities.

Starting January 1, 2013, the California Dream Act (Assembly Bills 130 and 131) provided the opportunity for AB540 students to receive Cal Grant A & B Entitlement awards, Cal Grant C awards, institutional grants and community college fee waivers. To be eligible for AB540, you must meet all the following criteria:

The student must have:

Attended a high school (public or private) in California for three or more years, or

Attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.<sup>1</sup> and

Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam) and

File an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.<sup>2</sup>

Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above.

Student information obtained in this process is strictly confidential unless disclosure is required under law.

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## NON-RESIDENT STUDENTS

Undocumented students who do NOT qualify for the AB 540 tuition exemption shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor (LACCD Board Rule 8100.15). If the students meet the eligibility requirements on the Nonresident Tuition Fee Waiver (available in Admissions and Records, Financial Aid and Bridges to Success), they may be eligible to receive a nonresident tuition exemption and ONLY pay the current enrollment fee of \$46 per unit. Undocumented students do not qualify for state or federal financial aid.

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## NON-RESIDENT TUITION EXEMPTION FOR ELIGIBLE CHILDREN OF DEPORTED OR VOLUNTARILY DEPARTED PARENTS (SB141)

SB 141, which became effective on January 1, 2014, and added Education Code section 76140(a)(5), requires districts to exempt from nonresident tuition a student who is a United States citizen and who resides in a foreign country, if he/she meets specified criteria. SB 141 does not grant residency, but exempts a qualified student from paying nonresident tuition. To be eligible, students must:

Demonstrate a financial need for the exemption.

Have a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with Section 1229c of Title 8 of the United States Code. The student shall provide documents from the United States Citizenship and Immigration Services evidencing the deportation or voluntary departure of his or her parent or guardian.

- Have moved abroad as a result of the deportation or voluntary departure specified in subparagraph (B).

- Have lived in California immediately before moving abroad. The student shall provide information and evidence that demonstrates the student previously lived in California.
- Have attended a public or private secondary school (i.e., a high school, trade school, or adult school) in the state for three or more years. The student shall provide documents that demonstrate his or her secondary school attendance.
- Upon enrollment, be in his or her first academic year as a matriculated student in California public higher education (i.e., a campus of the California community colleges, California State University, or University of California) and will file an affidavit with the institution stating that he or she intends to establish residency in California as soon as possible.

#### Eligibility for Federal and State Aid

SB 141 students, as U.S. citizens, may apply and qualify for federal financial assistance (e.g. Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG)), and federal student loans.

Until they establish California residency, SB 141 students do not become residents for eligibility purposes for any state-funded program (e.g. BOG Fee Waiver, etc.).

#### Apportionment

Colleges may claim state apportionment for FTES generated by students exempted pursuant to SB 141, and their attendance should be reported as resident FTES for apportionment purposes.

## ESTUDIANTES NO RESIDENTES

Empezando con el verano del 2009, estudiantes indocumentados quienes no califican bajo la ley AB540, serán exentos de los pagos como no residente en base a la necesidad financiera individual de acuerdo con la regulación 8100.15 (LACCD Board Rule 8100.15) adoptada por el canciller (Chancellor) de LACCD. Si los estudiantes reúnen los requisitos estipulados en la Solicitud para la Exención de Cuotas de Matrícula como no Residente (disponible en las oficinas de: Admisiones y Expedientes, Ayuda Financiera, y Puentes al Éxito,) pueden ser elegibles para recibir la exención a cuotas para no residentes y pagar solamente la cuota actual de inscripción de \$46 por unidad. Estudiantes indocumentados no califican para ayuda financiera estatal o federal.

## K-12 STUDENTS SPECIAL ADMISSION

Los Angeles Southwest College may permit the admission of K-12 students who, in the opinion of the President or designee, can benefit from instruction. Approval by the appropriate principal, high school counselor and parent (or guardian) is required for all K-12 applicants. Additional approval of the Dean of Student Services is required for all applicants ages 14 and under. The intent of this program is to provide educational enrichment opportunities for a limited number of eligible ninth through 12<sup>th</sup> grade students who fulfill special admissions standards.

The college reserves the right to exclude or limit enrollment into impacted programs and in other programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students. Special admission students must conform to the College's academic rules and regulations and the code of conduct expected of all college students. Some fees may be required.

K-12 students must complete the supplemental application for high school students and the LASC application for admission. The application can be processed at [www.lasc.edu](http://www.lasc.edu) (click on the Apply for Admission link), and the supplemental application can be downloaded at [www.lasc.edu](http://www.lasc.edu), click on the "Admission" link in the menu, and then click on "High School Students" in the sub-menu. Print the Supplemental application and make sure you obtain all necessary signatures and approvals. The student must bring the completed form along with a photo I.D. to the Admissions and Records Office, SSB-102, for processing **prior to the start of the semester**.

## FEE EXEMPTION FOR SPECIAL PART-TIME STUDENTS, GRADE K-12

Students admitted as special, part-time students grade K-12 and enrolling in 11 or fewer units are exempt from enrollment fees for all terms. Nonresident students who are enrolled in fewer than six units are exempt from enrollment fees and non-resident tuition. Students enrolled in more than 11 units will be charged enrollment fees.

# IMPORTANT REGULATIONS

Please note: The Census date is a date in which all enrollment at LASC is counted and reported to our District Office in order to determine our campus funding (apportionment).

All courses must be added by the census date.

All courses must be dropped **before** the census date to avoid receiving a "W" grade (receipt of "W" grades in the some course will have further consequences). The period of time to drop a course without record of enrollment has been reduced. The deadline to drop without receiving a "W" grade now occurs before the census date. Drops that occur on or after the census date will result in a "W" grade. This should encourage you to make a decision to drop a class earlier. This will provide faculty with the ability to make add decisions sooner (which may allow more students to be added). Adding courses by census increases the number of students counted in apportionment.

Students receiving a satisfactory grade may repeat the same course due to extenuating circumstances.

Due to legally mandated training – if necessary to meet legally mandated training requirements as a condition of paid or volunteer employment.

Course is a special course for students with disabilities, which the student needs to repeat for one of the reasons described in section 56029 of the California Code.

Recency - student is required to have taken the course within the past five years for admission to a college program.

Extenuating circumstances – documentation is provided to show that previous grade was, at least in part, the result of extenuating circumstances.

The Board of Governors adopted regulations that limit apportionment for enrollment in a single course to three enrollments for any credit courses, taken within the Los Angeles Community College District except for courses identified as "repeatable," such as Kinesiology and Performing Arts, in accordance with Title 5, section 55041, subdivision (c).

The Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer as well as to reward students who make progress toward their educational goals. New students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing who have not exceeded 100 units will have priority over students who do not meet these criteria.

\*\*Enrollment occurs when you receive an evaluative (letter grade) or nonevaluative ("W") symbol, pursuant to Section 55023. You will not be able to add courses in which you have three prior attempts with record of enrollments ("W", NP, NC, D, or F grades).

All credit course repeats and withdrawals in your enrollment history in the LACCD will be counted toward the new limit, regardless of when you took the course. If you need to repeat a course in which you have three or more records of enrollment:

You may take the course outside of the Los Angeles Community College District.

You may petition to retake the course within the district (subject to certain conditions) with extenuating circumstances – this fourth repeat will not count in apportionment.

## **WHAT SHOULD YOU DO?**

Be sure that you are academically prepared for classes that you enroll in (If you have questions, talk to a counselor).

If you must drop a course, drop it before the specified deadline for dropping a class without a grade of "W".

See a counselor before making decisions that could affect your education plan.

Visit the Financial Aid office before making decisions that may affect your financial aid.

Register for classes ***on your assigned registration appointment time.***

Read your email from the campus – it is sent to your District Assigned Email Address ONLY!

New students should be sure to complete the matriculation process in order to obtain higher registration priority.



# EQUAL OPPORTUNITY

## NON-DISCRIMINATION POLICY

The Los Angeles Community College District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs, and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, cancer-related medical condition of an employee, marital status, sexual orientation, age, physical or mental disability, or veteran status in our employment and educational programs and activities.

## EQUAL OPPORTUNITY/NONDISCRIMINATION POLICY COMPLIANCE PROCEDURE

In order to ensure Equal Opportunity/Non-Discrimination Policy compliance at Los Angeles Southwest College, direct inquiries to Ms. Monica Moreno, Child Development Center Director, at (323) 241-5005.

## 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 communication 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 by state 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 complaints of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules in Chapter 15.

The Los Angeles Community College District has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained at Los Angeles Southwest College from Ms. Monica Moreno, Child Development Center Director, at (323) 241-5005. Members of the college community — which includes students, faculty and staff — who believe they have experienced conduct that may constitute sexual harassment, have the right to seek help from the college. Every employee has the responsibility to report such conduct to the Compliance Office when it is directed toward students. Potential complainants are advised that administrative and civil law remedies including, but not limited to, injunctions, restraining orders or other orders, may be made available.

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## PÓLIZA DE NO DISCRIMINACIÓN POLITICA DE IGUALDAD DE OPORTUNIDADES

El Colegio Comunitario del Distrito de Los Angeles sigue firmemente los principios de igualdad de oportunidades y acceso en todos sus empleos y programas educacionales y de servicios. Por lo tanto, el distrito se adhiere a una política no discriminatoria por razones de sexo, color, origen, etnicidad, religión, edad, limitación física, estado civil, orientación sexual o servicios prestados en las fuerzas armadas para emplear personal o acepta estudiantes en sus varios programas educacionales y actividades.

## COMO FORMULAR UNA QUEJA RELACIONADA CON LA DISCRIMINACIÓN

Si cree que al solicitar plaza de empleo en Los Angeles Southwest College se discrimina en contra de usted por cualquiera de las razones antedichas, sírvase formular una queja al respecto y dirijala a: Ms. Monica Moreno, Child Development Center Director at (323) 241-5005, quien es el representante en pro de la "Acción afirmativa."

## NUESTRA NORMA EN CONTRA DEL ACOSO SEXUAL

Es norma de LACCD el brindar el mejor ambiente educativo, laboral y de negocios. Por lo tanto el recinto docente debe de hallarse libre de todo acoso y maltrato sexual, asimismo de toda conducta física y verbal que constituya acoso sexual. Todo empleado, estudiante o persona que actúe en nombre de LACCD quien se involucre en acoso sexual, como se define en la norma, o por leyes estatales y federales, será sujeto a acciones disciplinarias, incluyendo despido, expulsión o terminación de su contrato. El capítulo quince (15) del reglamento del Consejo de LACCD pormenoriza los pasos que se han de tomar para delatar cualquier caso de acoso sexual y formular una queja, como también los pasos para remediar la fechoría. LACCD tiene normas sobre como atender y resolver formal e informalmente quejas y conflictos. Si desea un ejemplar de estos reglamentos, favor de ver a Ms. Monica Moreno, Child Development Center Director at (323) 241-5005.

Estudiantes, profesores, o empleados quienes creen que en Los Angeles Southwest College han sufrido acoso sexual tienen el derecho de solicitar ayuda del colegio. Todo empleado de LACCD tiene la responsabilidad de denunciar toda fechoría sexual que tome como víctima a cualquier estudiante. A quien formule una queja tal se le facilitará los remedios por ley, administrativos y civiles, incluyendo pero no limitados a la disposición legal de restringir el libre actuar del acusado o del malhechor (restraining order), o cualquier otro proceder útil que exista.

# NACES

NONCREDIT ADULT AND CONTINUING  
EDUCATION SERVICES



## Programa de ESL (Inglés como Segundo Idioma)

Aprenda inglés para  
alcanzar sus metas  
personales, académicas  
y profesionales  
Cursos principiantes,  
intermedios y avanzados  
Clases por la mañana,  
noche y fines de semana

### ESL Program (English as a Second Language)

Learn English to achieve  
your personal, academic  
and vocational goals  
Beginning, intermediate and  
advanced Mornings, evening  
and weekend classes  
available

## Ciudadanía (en inglés y español)

Asistencia con formas para naturalización/  
ciudadanía y la exoneración de pago de USCIS  
Preparaciones individuales para prepararlo  
para su entrevista con inmigración

### Ciudadanía (en inglés y español)

Assistance with Applications for  
Naturalization/Citizenship and  
USCIS Fee Waivers  
Citizenship  
Individual interview practice to  
prepare you for the USCIS  
interview

## Clases básicas de computación

Clases principiantes y  
avanzadas disponibles  
Aprenda lo básico de los  
programas Microsoft Office  
Aprenda a usar el Internet y  
correo electrónico

### Basic Computer Literacy Classes

Beginning and  
advanced classes  
Learn the basics of  
Microsoft Office  
Learn to use the  
Internet and Email

## High School Equivalency Preparation

Prepare to pass High  
School Equivalency tests  
in English or Spanish  
Available mornings,  
evenings and Saturdays

## Clases para la equivalencia de preparatoria (High School)

Prepárese para pasar los exámenes  
de Equivalencia de High School en  
Inglés o español. Disponible los días  
entre semana sábados

## Clases básicas de inglés y matemáticas

Clases de inglés y matemáticas  
de preparación para tener éxito en  
las clases de inglés y matemáticas  
con crédito

### Basic Noncredit English and Math Skills

Basic English and Math  
classes to prepare students  
for success in credit English  
and Math courses

## Préstamo de libros

Libros disponibles  
para todas las  
clases sin crédito

### Book Loan

Books available for all  
noncredit classes

The Noncredit Adult and Continuing  
Education Services program offers different  
programs to help you achieve your personal  
and professional goals. All our services and  
classes are FREE of charge.

El programa de clases y servicios para  
adultos le ofrece diferentes programas  
para ayudarle a realizar sus metas  
personales y profesionales. Todas  
nuestras clases y servicios son GRATUITOS.

# Workforce Development Programs

**“Come to LASC and Leave with a Career”**

Los Angeles Southwest College offers career and technical education in 47 areas that provide a bridge to baccalaureate-granting institutions of higher education, respond to the needs of local employers, and facilitate the college's role in regional economic development. With its Workforce Development Programs, LASC is committed to preparing students for high-growth jobs of tomorrow. Choose from these career and technical certificate programs and permits and get set on the right track to an exciting career.

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## **Administration of Justice**

Fingerprinting

## **Business Administration**

Accounting/General Business

Banking & Finance

Bookkeeping

Business and Technology Skills

Economics

Finance

Income Tax Preparation

Management/Supervision

Management

Small Business Entrepreneurship I & II

## **Computer Application**

### **Office Technology**

Basic Office Technology

General Office Assistant

Legal Office Assistant

Receptionist

Website Designer

## **Computer Science-**

### **Information Technology**

Certified Internet Webmaster Associate (CIWA)

Homeland Security

## **Education**

Teacher Assistant

## **Electronics - Technology**

Computer Technician

Electronic Technician

Telecom and Network Technician

Network Cabling Technician

## **Law/Paralegal**

Law Office Specialist I

## **Psychology**

Chemical Dependency Counselor

Chemical Dependency Specialist in

Criminal Justice

Recovery Specialist

## **Real Estate**


Real Estate Appraisal

Real Estate Broker

Real Estate Escrow

Real Estate Salesperson



At  you will receive high-quality career training at an affordable price only available at a community college. Call (323) 241-5533 to learn how we can make vocational programs work for you.

# ENROLLMENT FEES – WINTER 2021

## COURSE SELECTION/FEES WORKSHEET

Select your classes from the schedule and fill in the worksheet with first and alternate choices

It is the student's responsibility to meet the pre-requisites for all classes. Students who fail to do so may be dropped from the class.

Enter the 4-digit Class number of each class you want. You will be given a confirmation page indicating that you have been successfully added or dropped from the class(es) of your choice.

If your first choice for any class is not available, enter your alternate choice.

Repeat until you have entered all your classes.

Verify Enrollment: It is your responsibility to verify you have correctly entered your course selection.

Calculate your fees below.

Class number	Course Name	Time	Day(s)	Units
Alternate Choices	Course Name	Time	Day(s)	Units
Total Units				

**ENROLLMENT FEES:**

Fees are set by the State Legislature and may change.

**REQUIRED FEES:**

\$46 per unit  units x \$46 =

Health Fee (\$16 for Winter =

ASO Student Representation Fee (\$2 for Winter) =

**NON-RESIDENT TUITION (Out of State and International Students)**

\*Out of State Tuition \$282 per unit  units x \$282 =

*Students from other states pay non-resident tuition of \$282 per unit in addition to the above \$46 per-unit enrollment fee*

\*International Student Tuition \$282 per unit  units x \$282 =

*Students from other countries pay tuition of \$282 per unit in addition to the above \$46 per-unit enrollment fee.*

**AUDIT FEES**

\$15 per  units x \$15 =

**OPTIONAL FEES:**

Associated Student Organization (ASO) membership (\$3 for Winter) =

General Parking (\$7 for Winter)=

**TOTAL =**

NOTE: YOU ARE RESPONSIBLE FOR FEES EVEN IF YOU DO NOT ATTEND CLASS

IT IS THE STUDENT'S RESPONSIBILITY TO DROP CLASSES BY THE PUBLISHED DEADLINES. CHECK THE SEMESTER CALENDAR FOR DROP AND REFUND DEADLINES. ALL DEADLINES MUST BE ADHERED TO.

# Attention Students!

## Please be aware of changes effective Winter 2018:

- **Waitlists** – if a class that you really need fills up or closes, you may now place yourself on the waitlist so that you can be added once an opening exists. Seats will be filled as openings occur in the order of the waitlist. If you are added from the waitlist, you will be notified via your student email. It is your responsibility to drop any classes that were added from the waitlist. The waitlists will be updated daily throughout the May 15-Aug. 23 registration process. If you really need a specific section, and it fills up, be sure to use the Waitlist functionality. For more information about the new waitlist process, visit the Admissions and Records website.
- **New Permission Numbers** – On the first day of the semester, if you were not added from the waitlist, or if you are trying to add a class for the first time, *you must request a Permission Number from the Instructor*. You will use the permission number to add the class via the Student Information System. **Add Permits will no longer be distributed nor accepted.** Permission Numbers will be used for both in-person classes and online classes. Permission Numbers have an expiration date, and they must be processed online prior to the expiration date – your instructor will tell you the expiration date. Please note: If you fail to process the permission number or if you try to use it after it has expired, it will not work and your instructor may deny your request for another number. Please note that the deadline to add classes occurs on a Saturday. If you need assistance using your permission number, do not wait until the deadline to add, seek assistance prior to the permission number expiration date. You can only use a permission number once. It expires after it has been used.
- **Pay2Stay\*** - You must now pay or apply for financial aid (which includes the Board of Governors fee waiver) and have sufficient anticipated aid, to prevent your classes from being dropped. We recommend that you submit your FAFSA no later than the priority processing deadline – visit the Financial Aid website for details. If you missed the deadline, do so as soon as possible. Pay2Stay affects everyone. You may be dropped if you fail to pay, fail to apply for financial aid, or fail to apply for the BOG. There are three opportunities to meet the payment deadlines to avoid having your classes dropped for non-payment. Please note that once you are dropped, you will be able to re-enroll within the next 48 hours through Aug. 27, 2017. After August 27, 2017, you will need to obtain Permission Numbers (see above) from your instructors to enroll in classes.

# Waitlist Policy for Closed Classes

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit can add themselves to the waitlist. A process will run through-out the day that will automatically enroll students in the class from the waitlist as seats become available. An email will be sent to the student's LACCD email account notifying them of the registration. The last day a student can be added to a waitlist is two days before the first day of the session. Waitlists apply to all regular and short-term session classes, summer and winter intersession.

After classes begin, students actively enrolled in the class who do not show up for the first class meeting MAY be dropped by the instructor who will then add students from the waitlist. If you are not moved into the course from the waitlist during the enrollment period, you must attend the first meeting of class to be considered for late enrollment from the waitlist. If there is space available and you are not at the class, you will lose your place on the waitlist and the next student on the waitlist may be added instead.

## Important details you should know:

- Being added to a waitlist does not guarantee enrollment in the class.
- All co-requisites or pre-requisites must be satisfied before you will be enrolled from the waitlist.
- You will not be enrolled from the waitlist if the class conflicts with times on your existing class schedule.
- You can view your waitlist position in your online student portal. Click on *Academics Menu* and then click on *Class Schedule*.
- You can remove yourself from a waitlist the same way you would drop a class in your online student portal.
- During the primary terms of fall and spring, students will be limited to enrolling for no more than 19 units, and during the winter and summer will be limited to registering for no more than 9 units district-wide. The maximum number of waitlist units is 12 for fall and spring and 9 for winter and summer.
- You may sign up for multiple waitlists for the same discipline/class; however, if you are moved from the waitlist to an open space, you will be removed from the alternate waitlist for the same discipline/class after acceptance.

## NO SHOW

Actively enrolled students who are not present at the first class meeting MAY be dropped by the instructor, and their seat MAY be given to a student on the waitlist.

# Auto-Enrollment from the Waitlist/Frequently Asked Questions

## **Can any student get on a waitlist?**

You are eligible to be placed on the waitlist if: there are waitlist openings for a class section, you meet the class pre-requisite, you have no repeat errors, you have no holds on your records, or the class units will not exceed your maximum waitlist units allowed.

## **What is auto-enrollment from the waitlist?**

This is a daily process that enrolls students into their classes from the waitlist. Once the class is full it is marked as closed then only students from the waitlist may be enrolled in the course. If one seat becomes available in a course, then student number one on the waitlist is automatically enrolled from the waitlist provided there are no holds, time conflicts, prerequisites, repeat issues, or duplicate course errors.

## **How does the waitlist process work?**

When seats become available in a closed class section, the class remains closed until a process runs that automatically enrolls students from the waitlist. The class remains closed until the waitlist empties or the enrollment capacity has been met, whichever comes first.

If a student does not meet the criteria to enroll in the class ([see FAQ #1](#)), the process will select the next student on the waitlist according to their position number.

Students that were on the waitlist and were not enrolled will maintain their position number. Students will have an opportunity to be auto-enrolled the next time a seat is made available, if they resolve the issue that prevented them from being auto-enrolled previously.

If the waitlist process runs and no students are enrolled, then the class will open and other students will be given the opportunity to enroll (even if there are still students on the waitlist that did not meet the criteria to be auto-enrolled).

If there are no students on the waitlist, the class will open as usual when seats are made available.

## **If an enrolled student drops classes how are students moved from the waitlist into the open seats?**

Students are auto-enrolled from the waitlist into the course by their priority ranking on the waitlist. For example, if a class is full, and three students drop, students ranked 1, 2, and 3 will be auto-enrolled from the waitlist. The student who was previously ranked number 4 will now be ranked number 1. If another student drops the course, he or she will be the next student to auto-enroll. This scenario will continue until the waitlist is empty, or the class is full, or the waitlist is closed at 11:59 PST two days before the session begins.

By adding themselves to the waitlist a student is acknowledging that they understand that they will be auto-enrolled and will be responsible for the enrollment fees and/ or dropping the classes if necessary.

## **How do I know I was moved from the waitlist to the active class?**

If you are moved into a class from the waitlist, an email will be sent to the student's LACCD email account notifying them of the registration. It is important that you activate and monitor your LACCD emails during the registration period. If you decide you do not want to be enrolled in the class after you are moved from the waitlist, you must officially drop the class.

## **When is the first and last day to get on a waitlist for a class?**

Students cannot get on a waitlist until their enrollment appointment or open enrollment has begun.

The last day to get on a waitlist for a class will be 11:59 p.m., two days before the session begins.

Waitlists are only available once the class has reached the enrollment capacity. For an extremely popular course the waitlist may be activated very early in the registration period.

### **How do you know if a class has a waitlist?**

The waitlist option is only available once all seats in a class have been filled and the section closes. When a Class Search is performed to include these closed classes, users will notice a yellow triangle beside classes that have available waitlist seats. Once the waitlist capacity has been reached, the waitlist feature is unavailable and the blue closed class icon will display beside the section in Class Search.

### **How many waitlist seats are available for each class?**

The number of seats on the waitlist is determined by the academic department. The waitlist number can vary by subject and course.

### **Can students' waitlist for more than one section of the same class?**

Students can waitlist for multiple sections of the same class, with the following stipulations:

Students cannot choose their preference for which section they will be auto-enrolled first. The waitlist process will enroll the student in the section that has the first available seat.

Once enrolled in one of those class sections, students will be automatically dropped from the other waitlisted sections for that course.

*If students are already enrolled in another section of a class they want to waitlist, the SWAP feature should be used to enroll and waitlist for the closed section.*

### **When should the "SWAP" enrollment feature be used?**

If students are already enrolled in another section of the class for which they want to waitlist, SWAP should be used. If students use the ADD enrollment feature to get on a waitlist for a different section of the same class, they must DROP the section in which they are enrolled before they will be moved from the waitlist.

Students may also want to use SWAP if there is a known time conflict between an already enrolled class section, and the section for which they want to waitlist. If students get on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP the class that presents the time conflict or the class

Finally, students may want to use SWAP if they are already enrolled in the maximum number of units for a term and want to still get on a waitlist. If a student gets on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP a class that would allow the waitlisted class to fall within the maximum number of allowable units to be enrolled in for a semester.

*If students are not enrolled from the waitlist due to any of these issues, they will be passed over and the next eligible student on the waitlist will be auto-enrolled.*

### **Can students get on a waitlist if there is a time conflict with a class section in which they are already enrolled?**

The self-service enrollment process does not check for a time conflict when a student is placed on a waitlist. At the time the auto-enrollment process runs, students will not be enrolled in the class if the time conflict still exists. Students will need to drop the class that prevents the time conflict if they want to be moved from the waitlist.

Ideally, students should use the SWAP feature when getting on a waitlist for a section that presents a time conflict with an already enrolled class.

That way, if a seat opens in the close section the student will be automatically dropped from the previously enrolled section.



# ENGLISH PLACEMENT LOGIC TREE

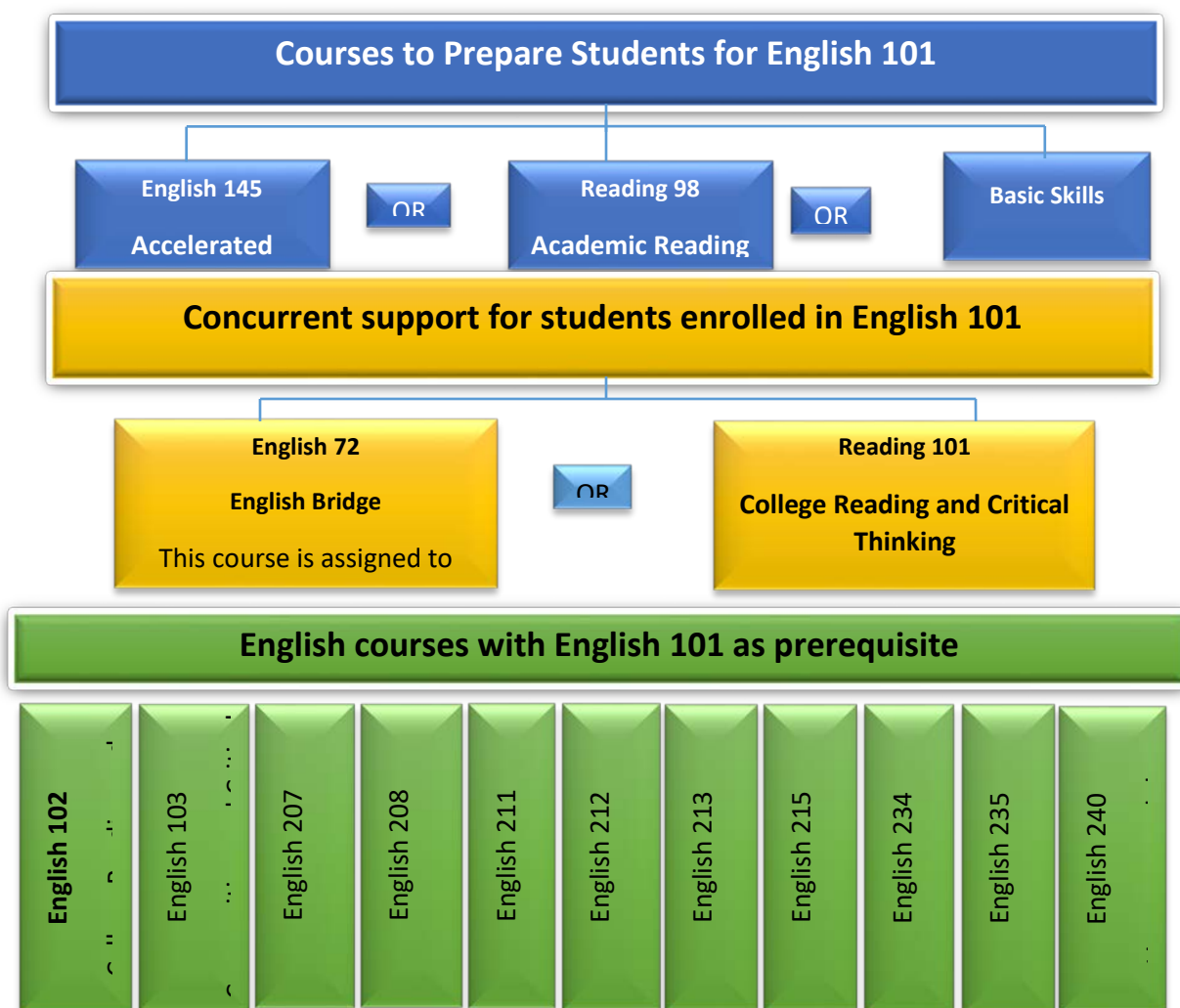
## HIGH SCHOOL STUDENTS

IF A STUDENT HAS A	PLACE STUDENT IN	RECOMMENDED SUPPLEMENTAL COURSES
HS GPA $\geq$ 2.6	English 101, College English	
HS GPA from 1.9 to 2.59	English 101, College English	English 72, English Bridge or Reading 101
HS GPA < 1.9	English 101, College English	Reading 98
Optional Preparation Course for English 101		English 145 (Credit) AND/OR Reading 98 (Credit)

## RE-ENTRY STUDENTS

IF A STUDENT HAS BEEN OUT OF SCHOOL FOR	PLACE STUDENT IN	STRONGLY SUGGESTED CO-REQUISIES
2 Years or Less	English 101, College English	
5 Years or 9 Years	English 101, College English	English 72, English Bridge
More than 10 Years	English 101, College English	Reading 101

## English Course Sequence Overview



# Math Placement Logic Tree: Non-STEM Majors

HIGH SCHOOL STUDENTS		
IF A STUDENT HAS A	PLACE STUDENT IN	RECOMMENDED SUPPLEMENTAL COURSES
HS GPA $\geq$ 3.0	➔ Math 215 OR Math 227 OR MATH 236	➔ BSKIL 028CE BSKIL 035CE
HS GPA from 2.3 to 2.9	➔ Math 215 OR Math 227 OR MATH 236	➔ Math 134 + BSKIL 028CE + BSKIL 035CE
HS GPA < 2.3	➔ Math 215 OR Math 227 OR MATH 236	➔ Math 115 & Math 125 S + BSKIL 028CE + BSKIL 035CE
RE-ENTRY STUDENTS		
IF A STUDENT HAS BEEN OUT OF SCHOOL FOR	PLACE STUDENT IN	RECOMMENDED SUPPLEMENTAL COURSES
2 Years or Less	➔ Math 215 OR Math 227 OR MATH 236	➔ BSKIL 028CE BSKIL 035CE
5 Years to 9 Years	➔ Math 215 OR Math 227 OR MATH 236	➔ Math 134 + BSKIL 028CE + BSKIL 035CE
More than 10 Years	➔ Math 215 OR Math 227 OR MATH 236	➔ Math 115 & Math 125 S + BSKIL 028CE + BSKIL 035CE

\* Math course will be recommended by counselors according to student's major and/or educational goal.

# Math Placement Logic Tree: STEM Majors

HIGH SCHOOL STUDENTS		
IF A STUDENT HAS A	PLACE STUDENT IN	RECOMMENDED SUPPLEMENTAL COURSES
HS GPA $\geq$ 3.0	➔ Math 240 OR Math 245 OR Math 260	➔ BSKIL 028CE BSKIL 035CE
HS GPA from 2.3 to 3.0	➔ Math 240 OR Math 245 OR Math 260	➔ Math 134 + BSKIL 028CE + BSKIL 035CE
HS GPA < 2.3	➔ Math 240 OR Math 245 OR Math 260	➔ Math 115 & Math 125S + BSKIL 028CE + BSKIL 035CE
RE-ENTRY STUDENTS		
IF A STUDENT HAS BEEN OUT OF SCHOOL FOR	PLACE STUDENT IN	RECOMMENDED SUPPLEMENTAL COURSES
2 Years or Less	➔ Math 240 OR Math 245 OR Math 260	➔ BSKIL 028CE BSKIL 035CE
5 Years to 9 Years	➔ Math 240 OR Math 245 OR Math 260	➔ Math 134 + BSKIL 028CE + BSKIL 035CE
More than 10 Years	➔ Math 240 OR Math 245 OR Math 260	➔ Math 115 & Math 125S + BSKIL 028CE + BSKIL 035CE

\* Math course will be recommended by counselors according to student's major and/or educational goal.

# HOW TO READ THE SCHEDULE OF CLASSES

## Sample Course Listing

COURSE NAME AND COURSE NUMBER	COURSE TITLE	REQUIREMENT DESIGNATION	MEETS	TRANSFERABILITY	UNITS
<b>ANATOMY 1 – INTRODUCTION TO HUMAN ANATOMY (UC:CSU) - 4 UNITS</b>					
Requirement Designation Meets IGETC 5B or 5C and CSU B2 or B3					
Enrollment Requirement: None					
15236	lec	8:00-11:10	F	STAFF	SSEC217
& 17413	lab	11:20-2:30	F	STAFF	SSEC218
<b>Evening Classes</b>					
27306	lec	6:30- 9:40	Th	STAFF	<b>SSEC223A</b>
& 27307	lab	6:30- 9:40	T	STAFF	SSEC323
<i>(Short Term Class: 10/27/2014, Ends 12/21/2014)</i>					

**ENROLLMENT REQUIREMENT**  
Classes before enrolling in this class

**CLASS NUMBER (number students use to enroll) AND COMPONENT**  
(Lecture or Laboratory)

**TIME CLASS MEETS**  
(Start/End Time)  
(TBA = to be arranged)

**DAYS CLASS MEETS**  
(DAILY = M,T,W,Th,F, Sa)

**SHORT TERM CLASS**  
(Start & end dates in parentheses)

**BUILDING AND ROOM NUMBER**

**EVENING CLASSES**  
In Bold Print

**INSTRUCTOR**

### BUILDING ABBREVIATIONS

AV	Academic Village (Temporary)	LFWC	Lakin Fitness and Wellness Center	SOCTE	School of Career and Technical Education
CDC	Child Development Center	SSB	Student Services Building	SOS	School of Science
COX	Cox building	SSEC	Student Services Education Center	TEC	Technology Education building

### KEY TO TRANSFER CREDIT CODES

- UC** This course is acceptable for credit at all University of California campuses
- CSU** This course is acceptable for credit at all California State University campuses
- NDA** Non-Degree Applicable. Some courses that are offered for college credit but cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA.

**RPT** Number of times a course may be repeated or credit.

#### Time/Day codes

- Daily** Meets Monday through Friday
- M** Monday
- T** Tuesday
- W** Wednesday
- Th** Thursday
- F** Friday
- Sa** Saturday
- TBA** Day and Hours to be arranged. See instructor

#### Enrollment Requirement:

A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or education program. You must complete Enrollment Requirements before enrolling in a class.

**Co-requisite:** A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

# ADMINISTRATION OF JUSTICE

## ADM JUS 1-INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC/CSU) - 3 UNITS

10862 10:30 hrs/wk TBA Katz, S J ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

## ADM JUS 2-CONCEPTS OF CRIMINAL LAW (UC/CSU) - 3 UNITS

10850 10:30 hrs/wk TBA Saafir, R F ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

# ANATOMY

## ANATOMY 1-INTRODUCTION TO HUMAN ANATOMY (UC/CSU) - 4 UNITS

10397 lec 10:30 hrs/wk TBA Kim, K ONLINE  
& 10401 lab 10:30 - 1:00 MTWTh Brennan, M J ONLINE  
*This class will be offered in an online blended format, which requires students to be online and interacting with their instructor during the times shown and to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

# ANTHROPOLOGY

## ANTHRO 101-HUMAN BIOLOGICAL EVOLUTION (UC/CSU) - 3 UNITS

10551 10:30 hrs/wk TBA DuBry, T A ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*  
Zero Cost Textbook

## ANTHRO 102-HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (UC/CSU) - 3 UNITS

10851 10:30 hrs/wk TBA DuBry, T A ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*  
Zero Cost Textbook

# ASTRONOMY

## ASTRON 1-ELEMENTARY ASTRONOMY (UC/CSU) - 3 UNITS

10298 10:30 hrs/wk TBA Burchard, E M ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

## ASTRON 5-FUNDAMENTALS OF ASTRONOMY LABORATORY (UC/CSU) - 1 UNIT

12082 lab 10:30 hrs/wk TBA Burchard, E M ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

# BIOLOGY

## BIOLOGY 3-INTRODUCTION TO BIOLOGY (UC/CSU) - 4 UNITS

10465 lec 8:00 - 10:30 MTWTh Syed, E N ONLINE  
& 10468 lab 10:30 - 1:00 MTWTh Syed, E N ONLINE  
*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

## BIOLOGY 5-INTRODUCTION TO HUMAN BIOLOGY (UC/CSU) - 4 UNITS

10857 lec 10:30 hrs/wk TBA Roberts, T J ONLINE  
& 10858 lab 8:00 - 10:30 MTWTh Roberts, T J ONLINE  
*This class will be offered in an online blended format, which requires students to be online and interacting with their instructor during the times shown and to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

## BIOLOGY 33-MEDICAL TERMINOLOGY (CSU) - 3 UNITS

10234 10:30 hrs/wk TBA Kim, K ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

# BUSINESS

## BUS 1-INTRODUCTION TO BUSINESS (UC/CSU) - 3 UNITS

10667 10:30 hrs/wk TBA Moore, A P ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

## BUS 5-BUSINESS LAW I (UC/CSU) - 3 UNITS

11032 10:30 hrs/wk TBA Toure, N ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

# COUNSELING

## COUNSEL 17-COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) - 1 UNIT

11747 7:50 - 9:20 TTh STAFF ONLINE  
*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

11748 1:30 - 2:35 TWTh STAFF ONLINE

*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

## COUNSEL 20-POST-SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (CSU) - 3 UNITS

10217 10:30 hrs/wk TBA STAFF ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

# CHEMISTRY

## CHEM 51-FUNDAMENTALS OF CHEMISTRY I (UC/CSU) - 5 UNITS

11922 lec 8:00 - 11:30 MTWTh Toure, P R ONLINE  
& 11923 lab 11:20 - 2:00 MTWTh Toure, P R ONLINE  
*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

# CHILD DEVELOPMENT

## CH DEV 1-CHILD GROWTH AND DEVELOPMENT (UC/CSU) - 3 UNITS

10110 10:30 hrs/wk TBA Robinson, D L ONLINE  
*Instructor email: robinsdl@lasc.edu. This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*  
Zero Cost Textbook Classes

## CH DEV 11-CHILD, FAMILY AND COMMUNITY (CSU) - 3 UNITS

11346 10:30 hrs/wk TBA Garcia Oliva, C E ONLINE  
*Instructor email: garciace@lasc.edu. This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*  
Zero Cost Textbook Classes

## CH DEV 63-CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING (CSU) - 2 UNITS

11347 6:50 hrs/wk TBA Amos, G E ONLINE  
*Instructor email: amosge@lasc.edu. This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*  
Low Cost Textbook Classes

# COMPUTER INFORMATION SYSTEMS

## CIS 101-INTRODUCTION TO COMPUTERS AND THEIR USES (UC/CSU) - 3 UNITS

Enrollment Requirement: Recommended: CIT 600

Formerly Co Sci 601

11968 lec 6:50 hrs/wk TBA Hagho, M ONLINE  
& 11969 lab 6:50 hrs/wk TBA Hagho, M ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

11970 lec 6:50 hrs/wk TBA El Khoury, N R ONLINE

& 11971 lab 6:50 hrs/wk TBA El Khoury, N R ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

# ECONOMICS

## ECON 1-PRINCIPLES OF ECONOMICS I (UC/CSU) - 3 UNITS

Enrollment Requirement: Math 115

10130 10:30 hrs/wk TBA Seymour, C K ONLINE  
*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

## ECON 2-PRINCIPLES OF ECONOMICS II (UC/CSU) - 3 UNITS

Enrollment Requirement: Math 115

10255 10:30 hrs/wk TBA Andrassy, K J ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## ENGLISH

### ENGLISH 101-COLLEGE READING AND COMPOSITION I (UC/CSU) - 3 UNITS

10741 8:00 - 10:30 MTWTh Arms, S ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

10743 10:35 - 1:05 MTWTh Arms, S ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

10742 10:30 hrs/wk TBA Bohn, J L ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

### ENGLISH 102-COLLEGE READING AND COMPOSITION II (UC/CSU) - 3 UNITS

Enrollment Requirement: English 101

10802 10:30 hrs/wk TBA Dillon, S V ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

### ENGLISH 103-COMPOSITION AND CRITICAL THINKING (UC/CSU) - 3 UNITS

Enrollment Requirement: English 101

10812 8:00 - 10:30 MTWTh Cifarelli, D L ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

10814 10:35 - 1:05 MTWTh Cifarelli, D L ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

10813 10:30 hrs/wk TBA Dillon, S V ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## GEOGRAPHY

### GEOG 1-PHYSICAL GEOGRAPHY (UC/CSU) - 3 UNITS

12083 10:30 hrs/wk TBA Conley, J M ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## GEOLOGY

### GEOLOGY 1-PHYSICAL GEOLOGY (UC/CSU) - 3 UNITS

11481 10:40 - 1:10 MTWTh Sedki, Z ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

## HEALTH

### HEALTH 11-PRINCIPLES OF HEALTHFUL LIVING (UC/CSU) - 3 UNITS

11229 8:00 - 10:30 MTWTh Tatum, H L ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

## HISTORY

### HISTORY 11-POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES TO 1877 (UC/CSU) - 3 UNITS

10614 10:30 hrs/wk TBA Flowers, E R ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

10617 10:30 hrs/wk TBA Powell, W A ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

11919 10:30 hrs/wk TBA Flowers, E R ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## HISTORY 41-THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I (UC/CSU) - 3 UNITS

10687 10:30 hrs/wk TBA Powell, W A ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## HUMANITIES

### HUMAN 1-CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC/CSU) - 3 UNITS

10084 10:30 hrs/wk TBA Sweeney, C P ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## KINESIOLOGY ATHLETICS

### KIN ATH 552-INTERCOLLEGIATE SPORTS-CONDITIONING & SKILLS TRAINING (UC/CSU) (RPT 3) - 1 UNIT

12105 lab 10:30 hrs/wk TBA Booker, C L ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

12106 lab 10:30 hrs/wk TBA Cain, L D ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## MANAGEMENT

### MGMT 2-ORGANIZATION AND MANAGEMENT THEORY (CSU) - 3 UNITS

10853 10:30 hrs/wk TBA Magee, C L ONLINE  
This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.

## MATHEMATICS

### MATH 125S-INTERMEDIATE ALGEBRA WITH SUPPORT - 5 UNITS

11226 lec 8:00 - 11:30 MTWThF Saakian, L ONLINE  
& 11529 lab 11:30 - 12:45 MTWThF Saakian, L ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

11530 lec 10:30 - 2:00 MTWThF Hector, E ONLINE  
& 11531 lab 2:00 - 3:15 MTWThF Hector, E ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

### MATH 227-STATISTICS (UC/CSU) - 4 UNITS

10266 8:00 - 11:30 MTWTh Tadele, G T ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

11224 9:00 - 12:30 MTWTh Dammena, Z W ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

11225 11:00 - 2:30 MTWTh Elias, D ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

#### Evening Classes

10273 5:00 - 8:30 MTWTh Dammena, D W ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

11927 6:00 - 9:30 MTWTh Ramos, G A ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

### MATH 240-TRIGONOMETRY (CSU) - 3 UNITS

Enrollment Requirement: Math 125

10390 1:30 - 4:00 MTWTh Martirosian, M ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

### MATH 245-COLLEGE ALGEBRA (UC/CSU) - 3 UNITS

Enrollment Requirement: Math 125

10428 8:00 - 10:30 MTWTh Gromova, I ONLINE  
This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.

## NURSING

### NURSING 540-NURSING BOOT CAMP - 3 UNITS

10225 lec 9:00 - 12:50 MW McClellan, I M ONLINE  
& 10229 lab 12:50 - 6:40 MW Song, R E ONLINE

*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

## PHILOSOPHY

### PHILOS 1-INTRODUCTION TO PHILOSOPHY (UC/CSU) - 3 UNITS

10421 10:30 - 1:00 MTWTh Cavanaugh, M A ONLINE

*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

## PHYSICS

### PHYSICS 37-PHYSICS FOR ENGINEERS AND SCIENTISTS I (UC/CSU) - 5 UNITS

Enrollment Requirement: Math 265

11925 lec 8:00 - 11:30 MTWTh Gamble, B K ONLINE  
& 11926 lab 11:30 - 2:00 MTWTh Gamble, B K ONLINE

*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

## PHYSIOLOGY

### PHYSIOL 1-INTRODUCTION TO HUMAN PHYSIOLOGY (UC/CSU) - 4 UNITS

Enrollment Requirement: Anatomy 1

#### Evening Classes

10331 lec 4:00 - 6:30 MTWTh Stewart, R L ONLINE  
& 10335 lab 6:30 - 9:00 MTWTh Stewart, R L ONLINE

*This class requires students to be online and interacting with their instructor during the times shown in class schedule in addition to completing assignments.*

## POLITICAL SCIENCE

### POL SCI 1-THE GOVERNMENT OF THE UNITED STATES (UC/CSU) - 3 UNITS

10529 10:30 hrs/wk TBA Robert, L A ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

10531 10:30 hrs/wk TBA Howard, T ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

Zero Cost Textbook

11920 10:30 hrs/wk TBA Robert, L A ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

### POL SCI 2-MODERN WORLD GOVERNMENTS (UC/CSU) - 3 UNITS

10634 10:30 hrs/wk TBA Howard, T ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

Low Cost Textbook Class

## PSYCHOLOGY

### PSYCH 1-GENERAL PSYCHOLOGY I (UC/CSU) - 3 UNITS

10725 10:30 hrs/wk TBA Apenahier, L E ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

11972 10:30 hrs/wk TBA Crenshaw, G ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

11973 10:30 hrs/wk TBA Crenshaw, G ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

### PSYCH 14-ABNORMAL PSYCHOLOGY (UC/CSU) - 3 UNITS

Enrollment Requirement: PSYCH 1

10761 10:30 hrs/wk TBA Lee, S ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

### PSYCH 41-LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC/CSU) - 3 UNITS

10782 10:30 hrs/wk TBA Apenahier, L E ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

10784 10:30 hrs/wk TBA Lee, S ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

## SOCIOLOGY

### SOC 1-INTRODUCTION TO SOCIOLOGY (UC/CSU) - 3 UNITS

10493 10:30 hrs/wk TBA Jones, M N ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

Zero Cost Textbook

10499 10:30 hrs/wk TBA Wright, K M ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

Zero Cost Textbook

### SOC 2-AMERICAN SOCIAL PROBLEMS (UC/CSU) - 3 UNITS

10914 10:30 HRS/WK TBA WRIGHT, K M ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

Zero Cost Textbook

## SPANISH

### SPANISH 1-ELEMENTARY SPANISH I (UC/CSU) - 5 UNITS

11029 17:50 hrs/wk TBA Persaud, A C ONLINE

*This class requires students to work online independently each week for the amount of TBA time shown in addition to completing assignments.*

## VOCATIONAL EDUCATION

### VOC ED 252CE-EXPLORATION OF CONSTRUCTION AND

#### MAINTENANCE CAREERS (REPEATABLE) - 0 UNIT

11210 lec 8:05 - 10:40 MTWThF Hernandez, S A SWC8

& 11211 lab 10:40 - 11:05 MTWThF Hernandez, S A SWC8

*(Starts 01/04/2021, Ends 02/26/2021)*

11212 lec 11:05 - 1:40 MTWThF Hernandez, S A SWC8

*(Starts 01/04/2021, Ends 02/26/2021)*

& 11213 lab 1:40 - 2:05 MTWThF Hernandez, S A SWC8

*(Starts 01/04/2021, Ends 02/26/2021)*

# Campus Directions

*Los Angeles Southwest College is located at 1600 West Imperial Highway at Denker Avenue in South Los Angeles*

**From Hawthorne & South Bay:** Take the San Diego (405) Freeway north and then exit at Imperial Highway. Turn right onto Imperial Highway and proceed east about three miles. The campus is one block east of Western Avenue.

**From Downtown Los Angeles:** Take the Harbor (110) Freeway south and then exit at Imperial Highway. Proceed west for about two miles to 1600 West Imperial Highway.

**From Inglewood & Lennox:** Take Prairie Avenue South to Imperial Highway. Make a left and proceed east to Imperial Highway for about two miles. The campus is one block east of Western Avenue and Imperial Highway at Denker Avenue.

**From Compton & Watts:** Take the 105 Freeway west to Vermont Avenue. Turn right and proceed north on Vermont Avenue for about ¼ mile. Turn left at the intersection of Vermont Avenue and Imperial Highway, and proceed west on Imperial Highway for about one mile.

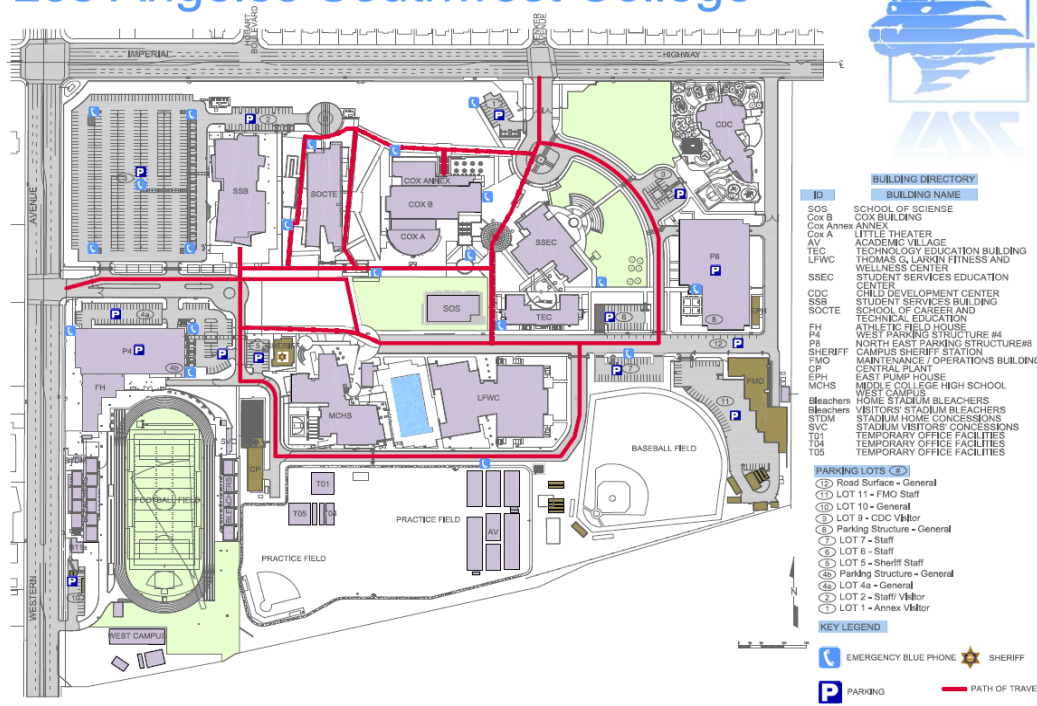
## SAFETY

The college is concerned about your safety. In case of an emergency, detailed instructions are posted throughout the campus. Take a few minutes to read them and plan for your safety. In an emergency, remember these key points:

- Be calm and assess the situation,
- Help classmates who appear to be having difficulty,
- Stay out of the way of doors and driveways so emergency personnel can get to the problem. Move quickly, but calmly get out of danger, and if all else fails **Call The Campus Sheriff's Office at (323) 241-5311**

# Campus Map

## Los Angeles Southwest College



1600 WEST IMPERIAL HIGHWAY, LOS ANGELES, CA 90047

[www.lasc.edu](http://www.lasc.edu)

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