



## Message from the President

*Dr. Linda Rose, Ed.D.  
President*

*Welcome to Los Angeles Southwest College's Winter Inter-session 2016. Whether you are continuing your enrollment from fall 2015, returning to campus after a brief "stop-out" or you are enrolling as a first-time student, we welcome you and appreciate your choice to attend our college. At Los Angeles Southwest College our faculty and staff are dedicated to your success, academic and personal. The college will soon begin preparations to celebrate its 50th year serving generations of students in South Los Angeles.*

*Once on campus, you will immediately see our new and renovated buildings that provide a welcoming on-campus experience for LASC students, faculty, staff and visitors. But once you step inside a classroom in one of our facilities or log on to one of our online classes, you will see where LASC is truly making a difference. Our dedicated faculty consistently push themselves to ensure that instruction is relevant, current, and challenging. I applaud them for their dedication because students who enroll in our college are making a decision that will not just make a difference in their individual lives but also in the lives of their families for generations to come. That is the significance of an Associate's*

*Degree or Certificate of Achievement in today's social and economic environment. As you work toward the completion of either you are making an investment not just in yourself but also in the success of your family and our community.*

*If you decided to enroll in classes at LASC during our Winter 2016 or Spring 2016 session, I assure you that it is a wise decision. We have plenty of classes available to meet the requirements for your Associates Degree or Certificate of Achievement. Please join us to continue your journey or begin a new one!*

*Bienvenido a la sesión de invierno de 2016 en Los Angeles Southwest College. Ya sea que usted este continuando desde el semestre de otoño 2015, regresando al colegio después de haber estado un tiempo fuera, o que sea un estudiante de primer ingreso, le damos la más cordial bienvenida y agradecemos su elección de asistir a nuestro colegio. Nuestros profesores y personal en Los Angeles Southwest College están dedicados a su éxito académico y personal. El colegio pronto comenzará los preparativos para celebrar sus 50 años sirviendo a generaciones de estudiantes en el sur de Los Angeles.*

*Una vez en el campus, inmediatamente verán nuestros nuevos y renovados edificios, que proporcionan una experiencia acogedora para los estudiantes, profesores, el personal y los visitantes. Cuando ingrese a un salón de clases en una de nuestras instalaciones o inicie una de nuestras clases en línea, usted verá donde LASC realmente está marcando una diferencia. Nuestros profesores se dedican y se esfuerzan constantemente para asegurar que la instrucción sea pertinente, actualizada y desafiante. Agradezco su dedicación, porque los estudiantes que se matriculan en nuestro colegio están tomando una decisión que no sólo va a hacer una diferencia en sus vidas individuales sino también en las vidas de sus familias y futuras generaciones. Esa es la importancia de un título de colegio de dos años (Associate's Degree) o un certificado de logro en el entorno social y económico actual. Conforme vaya avanzando para obtener cualquiera de los dos, usted está haciendo una inversión no sólo en sí mismo, sino también en el éxito de su familia y de nuestra comunidad.*

*Si decidió inscribirse en clases en LASC durante nuestras sesiones de invierno o primavera 2016, le aseguro que tomó una sabia decisión. Tenemos una variedad de clases disponibles para satisfacer los requisitos para su Associate Degree o certificado de logro. ¡Por favor únase a nosotros para continuar su trayecto o iniciar uno nuevo!*

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### LOS ANGELES SOUTHWEST COLLEGE

1600 West Imperial Hwy, Los Angeles, CA 90047, (323) 241-5225

#### COLLEGE ADMINISTRATION

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Vacant, Library  
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Dr. Lernik Saakian, Mathematics  
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### LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, CA 90017, (323) 891-2000

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# CALENDAR

## Winter 2016

Admissions Application Available (Online).....	October 1, 2015
Instruction Begins .....	January 4, 2016
Residency Determination Date.....	January 3, 2016

### PRIORITY REGISTRATION

Group 1 .....	October 26, 2015
Group 2 .....	October 29, 2015
Group 3 .....	November 16, 2015
Group 4 .....	November 30, 2015
In-person registration (Add Permit required).....	January 4-7, 2016

### DEADLINE DATES

K-12 application deadline (student must submit in-person).....	December 29, 2015
Residency Determination Date.....	January 3, 2016
Residency Reclassification Deadline .....	January 7, 2016
Drop deadline with full refund/ no fee .....	January 6, 2016
Deadline to drop without a "W" grade .....	January 6, 2016
Deadline to add a class (NO EXCEPTIONS).....	January 7, 2016
Deadline to petition for course "Credit/No Credit".....	January 15, 2016
Deadline to drop class and receive a "W" .....	January 30, 2016
Finals .....	Last Day of Instruction
Winter term ends .....	February 7, 2016

### HOLIDAYS AND VACATIONS

Non-Instruction .....	January 1, 2016
Martin Luther King Jr. Holiday (No Classes, Campus Closed).....	Monday, January 18, 2016

\*Indicates a deadline that occurs when campus is closed for business – transactions must be processed online only on the deadline date. In-person transactions must be processed no later than the close of business prior to the published deadline.

**Office of Admissions and Records — Student Services Building Room 102**  
 Office hours for the period of January 4-8, 2016 (Subject to change)  
**Monday – Tuesday:** 8:00 a.m. -6:00 p.m.  
**Wednesday-Thursday:** 10:00 a.m. – 2:00 p.m. and 4:00 p.m.-7:00 p.m.  
**Friday:** 8:00 a.m. - 1:00 p.m.  
 323-241-5321

## COLLEGE MISSION & GOALS

In honor of its founding history, Los Angeles Southwest College empowers a diverse student population to achieve their academic and career goals, and to become critical thinkers and socially responsive leaders.

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.

## 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.

High School students: To apply as a concurrent high school student, you must complete the online college application and download the Supplemental Application for Admission of Students in Grades K-12 form. To locate the form, visit [www.lasc.edu](http://www.lasc.edu) and click on the Admissions link in the left menu, and then click on the High School Students link in the sub-menu. 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. Please bring a picture I.D. card with you. High school students are limited to 11 units per semester (nine units in the Spring Session). Once the college application has been completed, the high school student must bring a photo I.D. and the completed K-12 Supplemental Application to Admissions and Records for processing prior to the term's start date.

# 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.

### 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
- Microsoft Excel
- Microsoft Word
- Receptionist
- Website Designer
- Word Processor

### Computer Science- Information Technology

- Certified Internet Webmaster Associate (CIWA)

### 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 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.

## STUDENT SUCCESS AND SUPPORT PROGRAMS OFFICE HOURS

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:10 a.m. to 7 p.m.	8:10 a.m. to 7 p.m.	8:10 a.m. to 7 p.m.	8:10 a.m. to 7 p.m.	8:10 a.m. to 1 p.m.

**IMPORTANT!** Please check the campus website under the "Assessment" tab for the monthly **ORIENTATION & TESTING SCHEDULES**. No appointment is necessary during open testing hours.

**Note the following testing procedures:**

1. Please 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, please come back when you have allotted enough time. The entire assessment must be completed during one sitting.
2. Children are not allowed in the testing or waiting areas. Please make sure you have made prior arrangements for child care.
3. **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
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



# REGISTRATION INSTRUCTIONS

Los Angeles Southwest College students can register and pay fees online through the campus website: ([www.lasc.edu](http://www.lasc.edu)). After you have attended orientation, taken the assessment test, and met with a counselor, you should have a list of the courses and section numbers that you wish to add.

1. Go to [www.lasc.edu](http://www.lasc.edu)
2. Click on the "Register for Classes" link on the top of the page.
3. Enter your student identification number ("88 number") and 4-digit PIN # (mmdd). Click "Submit".
4. Select the option to "View Your Registration Appointment". You may register on or after your assigned registration appointment time and date. You must have an appointment to register for classes.
5. Select the option to register for classes
6. Select the Winter 2016 session
7. Enter section number that you wish to add. (If the course is closed or a stand-by list is started, you will not be able to add the course. If you are able to get on the stand-by list, you are **not** officially enrolled, and you must go to the class to obtain an Add Permit from the Instructor and turn it in to Admissions & Records for processing to be officially enrolled.)
8. Once you have added all of your classes, obtain a print out from Admissions & Records or the Business Office for your records to confirm that you are officially enrolled. You are only enrolled in courses listed as "Active." You are not listed in "Stand-by" courses and you do not have to drop Stand-by courses.
9. Go to the Financial Aid Office in 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. Fees are due once the semester begins.

## INSTRUCCIONES PARA LA INSCRIPCIÓN POR INTERNET

Los estudiantes de Los Angeles Southwest College pueden inscribirse y pagar en línea a través de la página web de LASC: ([www.lasc.edu](http://www.lasc.edu)). Después de haber tomado la prueba de colocación y de reunirse con un consejero, usted debe tener una lista de los cursos y los números de sección que desea agregar.

1. Vaya a [www.lasc.edu](http://www.lasc.edu)
2. Haga clic en " Register for Classes " en la parte superior de la página.
3. Ingrese su número de identificación del estudiante ("número 88") y el número de PIN de 4 dígitos (mmdd)
4. A continuación, haga clic en "Submit".
5. Seleccione la opción de inscribirse para las clases (Register for Classes)
6. Seleccione el semestre de invierno (Winter) 2016
7. Ingrese cada número de la sección que desea agregar. (Si el curso está cerrado o hay una lista de espera, no podrá añadir el curso. Si usted se coloca en la lista de espera (stand-by list), usted aun necesitará ir a la clase para obtener una boleta de Permiso para Agregar (Add Permit) del instructor antes de poder ser inscrito oficialmente.
8. Una vez que haya agregado todas sus clases usted debe obtener una copia impresa de la oficina de admisiones y registros (Admissions and Records) o la oficina de negocios para sus registros para confirmar su matrícula (enrollment)
9. Vaya a la oficina de ayuda financiera SSB-104 para solicitar una forma para no pagar las cuotas de clases. Si usted califica, la forma 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 inscripción. Las tarifas se deben pagar una vez que comience el semestre.

# How to Add a Closed Online Class

Go to the LASC website: <http://www.lasc.edu/index.html> to register for the online class. If the class and the waitlist are full, refer to column #1 below. If you are not on the waitlist and the class is closed, refer to column #2 below:

## 1. Students On Waitlist

The instructor will contact students from the waitlist (at the beginning of the term only) if they decide to add additional students. There is no need for students on the waitlist to contact the instructor.

Instructors will only contact those students who are approved to add. If you are not contacted by the instructor during the first week of class, that means that the class is full and no additional students will be added. There is no need to contact the instructor. Look for alternative options for classes.

Due to the volume of requests received, only those students whose adds are approved will be contacted. If you are not contacted, you will not be added. There is no need to contact the instructor if your name is on the waitlist.

Faculty will only contact you via your district assigned email address.

## 2. Students Not on Waitlist

Do not contact the instructor to add a class prior to the first day of the semester.

On the first day of class, you must email the instructor and request to add the class (see required information below). Be aware that if instructors approve adds, they will draw from the waitlist first. It is highly unlikely that you will be added if you aren't already on the waitlist. Look for alternative options for classes.

Please include the section number and term in the subject line of your email. You must also include your name, ID number and the following in the body of your email (I\_\_Name\_\_request to be added to your class.)

Due to the volume of requests received, only those students whose adds are approved will be contacted. If you are not contacted, you will not be added. There is no need to continue to contact the instructor once you submit a request to add a closed class.

Faculty will only contact you via your district assigned email address.



# STUDENTS

## WHAT TO CONSIDER AND EXPECT WHEN TAKING AN ONLINE CLASS

All ONLINE classes and online portions of HYBRID classes are conducted through Etudes, a learning management system. Students must have access to a computer and appropriate software in order to register for an online class. In an online class, you are not required to meet in person, however, ALL instruction, interaction with peers and instructors are conducted using Etudes. (Note: A hybrid class has one or more class sessions online and can have up to 50% of the content and activities held online.) Before signing up for an online class, carefully consider the following:

### 1. Due Dates

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

### 2. Time Management

- Time management must be taken into consideration before taking an online class. 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.

### 3. 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.

### 4. Online Weekly Assignments

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

### 5. Online Weekly Quizzes

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

### 6. Team Assignments

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

### 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.
- 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.

Take a look at the link below that gives you access to the Etudes Orientation Training Video to see if taking an online class is right for you.

<http://www.screencast.com/t/yLicTOHsIDf>

## Course Classifications and Definitions

<i>Online Classes</i>	<i>Hybrid Classes</i>	<i>Web-Enhanced Classes</i>
<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; they are offered in a more flexible and independent environment.</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 AN ETUDES 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 ETUDES COURSE SHELL FOR RESOURCES. Any required use of technology will be stated in the course syllabus.</p>

## STUDENT INFORMATION FOR ONLINE EDUCATION AT LASC

Should I take an online class?

Take this personal quiz to determine if you are a good candidate to be an online student:

1. I have access to computer, not just my cell phone.
2. I have high-speed Internet. A dial-up or slow speed Internet access might be discouraging because of the time factor.
3. I have no outside obligations that would prevent me from fulfilling all of the requirements of an online course.
4. I am disciplined enough to dedicate time to reading material, submitting discussions, replying to peers, and completing all the required work for an online class.
5. I like working independently by reading on my own and understanding the material.
6. I will take the time to research using the online library.
7. I will take the time to use online tutoring services when I need help.
8. I will make an appointment with my instructor, if I need help with my studies.
9. I will review the Etudes Training Orientation video located in my course until I fully understand how to maneuver through the learning management system.
10. I have good time management so that I do not complete my homework on the deadline day.
11. I am taking 12 units or less per semester.
12. I have four (4) to nine (9) hours per week to work in an online course (1 to 3 unit classes)
13. No outside obligations will interrupt my focus to take an online class.
14. I prefer doing quality work and not "rush" work.
15. Even if I'm very busy during the week with work, children, activities, and so forth, I will always make quality time to meet the requirements for the online class.
16. I am committed to finishing what I start.

**IF YOU ANSWERED "NO" TO ONE OR MORE STATEMENTS, YOU ARE NOT READY TO TAKE AN ONLINE CLASS. THINK ABOUT TAKING A NO-GROUND CLASS FOR BETTER COLLEGE SUCCESS.**

**IF YOU ANSWERED "YES" TO ALL OF THE STATEMENTS, CONTINUE TO READ BELOW TO LEARN MORE ABOUT WHAT WILL BE EXPECTED OF YOU AS AN ONLINE STUDENT.**

What do I do once I am registered?

1. View the Etudes online orientation training video at <http://www.screencast.com/t/wxSd92rc2G>
2. Once you have access to your online class, maneuver through it to get familiar with what you have learned from the Etudes orientation video.
3. Know how to:
  - a. Upload and download documents
  - b. Retrieve and send emails
  - c. Find announcements
  - d. Retrieve and send assignments (ATS tab)
  - e. Follow course maps and modules
  - f. Review the grade book
  - g. Use the library resource link and retrieve information from these sources
  - h. Retrieve syllabus
  - i. Understand all of the links in the navigation bar.
4. Success in an Online class:
  - a. Read all announcements
  - b. Follow the syllabus
  - c. Do all assignments
  - d. Meet weekly deadlines
  - e. Participate regularly
  - f. Post and Reply to discussions
  - g. Spend four to six hours per week doing course work
  - h. Read the required textbook
  - i. Send Private Messages (PM) to your instructor when you do not understand something
  - j. Meet all requirements
  - k. Think of quality, not just quantity

What if an online class is closed?

**DO NOT** contact the instructor. Get on the waitlist, IF there is one available. The instructor will contact students from the waitlist (at the beginning of the term) IF they decide to add additional students. Not all instructors will add students. On the first day of class, instructors will draw from the waitlist first, if they have a waitlist. **Meanwhile, look for alternative options for classes.** Only those students whose adds are approved will be contacted. If you are not contacted, you will not be added. Do not contact the instructor.

# Student Success and Support Programs

## Student Rights and Responsibilities

Matriculation 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 48-72 hours 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 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. Please bring your issued student 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. Please 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 online at [www.lasc.edu](http://www.lasc.edu). For your convenience, detailed registration instructions are posted on page 7 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:

- You already have an associate degree or higher.
- You have completed college-level English and math classes at another college.
- You have taken the assessment test at another college within one year.
- You 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, CONTACT SYED KHALED HUSSAIN, STUDENT SUCCESS AND SUPPORT PROGRAMS COORDINATOR, AT (323) 241-5361. THE OFFICE IS LOCATED IN SSB-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 contacte a Syed Khaled Hussain, Coordinador de Programas de Apoyo y Éxito Estudiantil al (323) 241-5361. Ubicado en SSB-204**

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## NON-RESIDENT TUITION EXEMPTION (AB540)

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. 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, simply fill out the AB540 Exemption Form available in the Admissions and Records Office and Bridges to Success. There is no maximum number of years for which you can receive this lowered tuition rate. For more information, call (323) 241-5321 or (en Español) (323) 241-5281. **NOTE:** Effective Summer 2013, 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).

## NON-RESIDENT STUDENTS

Starting in summer 2009, 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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## EXONERACIÓN DEL PAGO DE MATRÍCULA COMO NO RESIDENTE (AB540)

La ley AB540 fue firmada en California el 12 de octubre de 2001 para permitir que estudiantes que cumplan con ciertos requisitos sean exentos de los pagos de matrícula como no residentes y solamente paguen la cuota de inscripción actualmente de \$46 por unidad en Los Angeles Southwest College. Esta ley incluye a estudiantes indocumentados. Para ser elegibles, los estudiantes deben cumplir con los siguientes requisitos:

- Haber asistido a una escuela preparatoria (high school) en California por un mínimo de tres años (el 9º grado también cuenta)
- Haberse graduado de una preparatoria en California o haber obtenido un certificado equivalente al diploma de preparatoria como el GED (no importa cuando lo obtuvo)
- Estar de acuerdo en aplicar para residencia legal tan pronto como sea posible.

Para tomar ventaja de esta oportunidad y pagar solo \$46 por unidad, simplemente complete la forma AB540 en la Oficina de Admisiones y Registros y el Centro Puentes al Éxito. No hay límite de años en los cuales usted puede aprovechar esta oportunidad. Para más información llame al (323) 241-5281.

**Nota:** Comenzando con el semestre de primavera 2013, los estudiantes AB540 son elegibles para solicitar becas no gubernamentales al igual que ayuda financiera estatal. (Vaya a la oficina de ayuda financiera para más información).

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## 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.

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## 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 of 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 9<sup>th</sup> 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 online at [www.lasc.edu](http://www.lasc.edu) (click on the Apply for Admission link), and the supplemental application can be downloaded from our college website 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.**

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## 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 6 units are exempt from enrollment fees. Students enrolled in more than 11 units will be charged enrollment fees.

## 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, please 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 aceptar 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 diríjala 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.

# BRIDGES TO SUCCESS CENTER

The Bridges to Success Center offers different programs to help you achieve your personal and professional goals:

## ESL (English as a Second Language) Programs

- Beginning, intermediate and advanced
- Morning and evening classes available
- Credit classes are only \$46 per unit or **FREE** if you qualify for a fee waiver
- Credit ESL classes count toward a college degree
- **FREE** noncredit classes also available

## Citizenship

- Assistance with N-400 and N-600 Applications for Naturalization and I- 912 USCIS Fee Waiver
- Free citizenship classes giving you an overview of the history and political system of the United States
- Individual interview practice to prepare you for the USCIS interview
- All of our services are free of charge

## Basic Computer Literacy Classes

- Free noncredit classes specially designed for English as a Second Language students
- Beginning and advanced classes
- Learn the basics of Microsoft Office
- Learn to use the Internet and Email

## FREE High School Equivalency Preparation

- Prepare to pass the High School Equivalency test in English or Spanish
- Available on weekdays and Saturday

## ESL Home Study

- A new program to learn English using DVDs and Workbooks
- Designed for students who do not have the time to attend class or just need more practice
- Levels 0-3 available

## Basic Noncredit English and Math Skills

- **FREE** Basic English and Math classes to prepare students for placement into English 21 and Math 115

## Book Loan

- Noncredit and some credit ESL classes
- Citizenship classes
- Noncredit Computer classes
- Basic Skills English and Math

We are located in the Student Services Building,  
Room 205

(323) 241-5281  
Puentesalexito@yahoo.com  
www.lasc.edu/bts



El centro Puentes al Éxito le ofrece diferentes programas para ayudarle a realizar sus metas personales y profesionales:

## Programa de ESL (Inglés como Segundo Idioma)

- Cursos principiantes, intermedios y avanzados
- Clases por la mañana y noche
- Solo \$46 por unidad de clases con crédito o **GRATIS** si califica para ayuda financiera
- ESL con crédito cuenta para un diploma de colegio
- Clases de ESL sin crédito **GRATIS** disponibles

## Ciudadanía

- Asistencia con formas para naturalización N-400 y N-600 y la forma I-912 exoneración de pago de USCIS
- Clases gratis en las que aprenderá sobre la historia y el sistema político de Estados Unidos
- Preparaciones individuales para prepararlo para su entrevista con inmigración
- Todos nuestros servicios son **GRATUITOS**

## Clases básicas de computación

- Estas son clases gratis sin crédito y diseñadas para estudiantes de ESL
- Clases principiantes y avanzadas disponibles
- Aprenda lo básico de los programas Microsoft Office
- Aprenda a usar el Internet y correo electrónico

## Clases GRATIS para la Equivalencia de High School

- Prepárese para pasar el examen de Equivalencia de High School en inglés o español
- Disponible los días entre semana sábados

## Aprendizaje de inglés desde casa

- Un nuevo programa para aprender inglés usando videos y libros de trabajo
- Diseñado para estudiantes que no tienen el tiempo para asistir a clases o que quieren más práctica
- Niveles 0-3 disponibles

## Clases básicas de inglés y matemáticas

- Clases gratuitas de inglés y matemáticas de preparación para English 21 y Math 115

## Préstamo de libros

- Clases de ESL sin crédito y algunas de crédito
- Clases de ciudadanía
- Clases de Computación sin crédito
- Clases de inglés y matemáticas (Basic Skills)

Estamos localizados en el Student Services Building,  
oficina 205

(323) 241-5281  
Puentesalexito@yahoo.com  
www.lasc.edu/bts



# Financial Aid Office

First three weeks: 8 a.m. to 6 p.m.  
Monday – Thursday: 9 a.m.-3:00 p.m.  
Friday: Closed  
323-241-5338

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

Traditional-age students, older students, and 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 expenses. Federal: Pell Grants up to \$5,550 per academic year. State: Board of Governors Fee Waiver (BOGFW) covers \$46/per unit enrollment fee. Cal Grants: up to \$1,551 and Chafee Grants up to \$5,000 per academic year for eligible foster youth.

**SCHOLARSHIPS** are 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.

## **LOANS (AID THAT YOU MUST PAY BACK)**

There are loan programs available to students to assist with tuition, books and living expenses.

## **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.





# YOU'VE GOT MAIL!

(PLEASE 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.

Please 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 the Office of Admissions and Records.
- ✓ Your district issued email account is property of the Los Angeles Community College District and you must back up any documents or messages to your own personal storage after you leave the district.

# 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). *The Winter 2016 Census date is January 7, 2016.*

1. All courses must be added by the census date.
2. 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 occur 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.
3. Students receiving a satisfactory grade may repeat the same course due to extenuating circumstances.
  - a. Due to legally mandated training – if necessary to meet legally mandated training requirements as a condition of paid or volunteer employment.
  - b. 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.
  - c. Recency - student is required to have taken the course within the past five years for admission to a college program.
  - d. Extenuating circumstances – documentation is provided to show that previous grade was, at least in part, the result of extenuating circumstances.
5. 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).
6. 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 and to reward students who make progress toward their educational goals. Beginning in fall 2014, 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 (See 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.
- See financial aid 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.

# HOW TO READ THE SCHEDULE OF CLASSES

## Sample Course Listing

COURSE NAME	COURSE NUMBER	COURSE TITLE	TRANSFERABILITY UNITS	BUILDING	ROOM NUMBER
Complete Prerequisite Classes before enrolling in this class	<b>ACCOUNTING 22 - BOOKKEEPING AND ACCOUNTING II (UC:CSU) - 3 UNITS</b>				
	Prerequisite: Accounting 21 or equivalent. Note: Together with Accounting 21 Equals Accounting 1				
SECTION NUMBER	8003	8:00-9:20	TTh	STAFF	SSEC217
	8004	9:00-2:05	TTh	STAFF	SSEC218
	<b>Evening Classes</b>				
TIME CLASS MEETS (TBA = to be arranged)	5000	6:30- 9:05	MW	STAFF	SSEC223A
	5002	7:00- 9:25	TTh	STAFF	SSEC323
	8006	9:30-10:30	MTWTh	STAFF	SSEC323
	(Starts 10/27/2014, Ends 12/21/2014)				
DAYS CLASS MEETS (DAILY = M,T,W,Th,F)	SHORT TERM CLASSES (Start & end dates in parentheses)				

### 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 which are offered for college credit but which 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
- S** Saturday
- TBA** Day and Hours to be arranged. See instructor

### Prerequisite:

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 prerequisites 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.



### BUILDING ABBREVIATIONS

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

## COURSE SELECTION/FEES WORKSHEET

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

**WARNING!** 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 Section 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.

Section Number	Course Name	Time	Day(s)	Units

Alternate Choices	Course Name	Time	Day(s)	Units

Total Units

## Enrollment Fees Winter 2016

**ENROLLMENT FEES:**

Fees are set by the State Legislature and may change.

**REQUIRED FEES:**

\$46 per unit

 units x \$46 = 

Health Fee

(\$8 for Winter) =

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

\*Out of State Tuition \$222 per unit

 units x \$222 = 

*Students from other states pay non-resident tuition of \$222 per unit plus a \$46 per-unit enrollment fee*

\*International Student Tuition \$222 per unit

 units x \$222 = 

Students from other countries pay tuition of \$197 per unit plus a \$25 per-unit enrollment fee. (The Non-Resident Tuition for International Students includes a Capital Outlay fee of \$25 per semester unit.)

**AUDIT FEES**

\$15 per

 units x \$15 = 

**OPTIONAL DUES:**

Associated Student Organization (ASO) membership

\$ 3 for Winter) =

General parking permit (Includes ASO membership)

\$10 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.

## ADMINISTRATION OF JUSTICE

Department Chair: Dr. Tamura Howard, (323) 241-5312, howardtd@lasc.edu

### ADMINISTRATION OF JUSTICE 1 - INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU) - 3 UNITS

Prerequisite: None

0610	8:00-10:30	MTWTh	RF SAAFIR	SSEC310
0611	10:30 hrs/wk	TBA	RF SAAFIR	ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

## ANATOMY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

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

Prerequisite: None

Lecture: 3 hours; Lab: 3 hours

1510 lec 8:00-10:30 MTWTh R RESENDIZ AV108

& lab 10:30- 1:00 MTWTh R RESENDIZ AV122

1512 lec 8:00-10:30 MTWTh JT HAAS AV115

& lab 10:30- 1:00 MTWTh JT HAAS AV120

1511 lec 10:30- 1:00 MTWTh STAFF AV115

& lab 8:00-10:30 MTWTh STAFF AV125

Evening Classes

4510 lec 4:25- 6:55 MTWTh H ELFARISSI AV103

& lab 6:55- 9:25 MTWTh H ELFARISSI AV122

## ANTHROPOLOGY

Department Chair: Dr. Tamura Howard, (323) 241-5312, howardtd@lasc.edu

### ANTHROPOLOGY 101 - HUMAN BIOLOGICAL EVOLUTION (UC:CSU) - 3 UNITS

Prerequisite: None

0415 8:00-10:30 MTWTh GA MATTSON SSEC315

0416 10:30 hrs/wk TBA EM STRAUSS ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

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

Prerequisite: None

0417 10:40- 1:10 MTWTh MW WALKER SSEC315

## ART

### ART 102 - ART APPRECIATION II (UC:CSU) - 3 UNITS

Prerequisite: None

Recommended: English 28

0110 10:30 hrs/wk TBA STAFF ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

### ART 104 - ART APPRECIATION II (UC:CSU) - 3 UNITS

Prerequisite: None

Recommended: English 28

Evening Classes  
3000 6:30- 9:00 MTWTh SR VASQUEZ SSEC315

## ASTRONOMY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

### ASTRONOMY 1 - ELEMENTARY ASTRONOMY (UC:CSU) - 3 UNITS

Prerequisite: None

0413 10:30 hrs/wk TBA EM BURCHARD ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

### ASTRONOMY 5 - FUNDAMENTALS OF ASTRONOMY LABORATORY (UC:CSU) - 1 UNITS

Prerequisite: None

0414 10:30 hrs/wk TBA EM BURCHARD ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

## BASIC SKILLS

English Literacy & Civics Coordinator, Ms. Marian Ruane, (323) 241-5281, ruaneml@lasc.edu

### BASIC SKILLS 23CE - COLLEGE AND SCHOLASTIC ASSESSMENT PREPARATION (NDA) - 0 UNITS Rpt 9

Prerequisite: None

8700 8:30-12:00 MTWTh M SERVIN SOCTE201

Evening Classes

5700 6:00- 9:30 MTWTh R RESENDIZ SOCTE219

### BASIC SKILLS 028CE - BASIC SKILLS PRE-ALGEBRA (NDA) - 0 UNITS Rpt 3

Prerequisite: None

8701 8:30-11:00 MTWTh FM VALDERRAMA-PEREZ SSEC125A

Evening Classes

5701 6:30- 9:00 MTWTh FM VALDERRAMA-PEREZ SOCTE203

## BIOLOGY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

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

Prerequisite: None

Lecture: 3 hours; Lab: 3 hours

WHICH BIOLOGY COURSE IS FOR YOU? If you are a FOUR-YEAR BIOLOGICAL SCIENCE MAJOR (in biology, pre-medical, or pre-pharmacy), take Biology 6 and 7. Those majoring in PRE-NURSING, PRE-DENTAL HYGIENE, PRE-CHIROPRACTIC, PSYCHOLOGY, SPEECH THERAPY, and PRE-PHYSIOTHERAPY, take Biology 20 or Anatomy 1 and Physiology 1. Biology 3 fulfills a general education requirement.

1520 lec 8:00-10:30 MTWTh EN SYED AV103

& lab 10:30- 1:00 MTWTh EN SYED AV123

1521 lec 10:30- 1:00 MTWTh K KIM AV103

& lab 8:00-10:30 MTWTh K KIM AV123

Evening Classes

4520 lec 4:25- 6:55 MTWTh BD OLSEN AV115

& lab 6:55- 9:25 MTWTh BD OLSEN AV123

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

Prerequisite: None

1528 10:30 hrs/wk TBA K KIM ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

## BUSINESS

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

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

Prerequisite: None

0701 8:00-10:30 MTWRTh JP VANDERPOOL SOCTE203

0700 10:30 hrs/wk TBA DA WILSON ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

Evening Classes

3750 6:30- 9:00 MTWTh D ELRINGTON SOCTE217

## Winter 2016 Class Schedule

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

Prerequisite: None

0702 10:40- 1:10 MTWTh LL FLETCHER SOCTE203

Evening Classes

3751 6:30- 9:00 MTWTh J BOWMAN SOCTE201

## CHEMISTRY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

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

Corequisite: Math 115 or previous enrollment

Lecture: 4 hours; Lab: 3 hours

1530 lec 8:00-11:30 MTWTh PR TOURE AV109

& lab 11:30- 2:00 MTWTh PR TOURE AV126

1531 lec 11:00- 2:30 MTWTh K KIM AV108

& lab 2:30- 5:00 MTWTh K KIM AV125

## CHILD DEVELOPMENT

Department Chair: Ms. LaShawn Brinson, (323) 241-5023, brinsoll@lasc.edu

### CHILD DEVELOPMENT 1 - CHILD GROWTH AND DEVELOPMENT (UC:CSU) - 3 UNITS

Prerequisite: English 21 and verification of annual Tuberculosis Test. **Note:** All students must bring a copy of their transcript on the first day of class showing proof of completion of English 21 or higher.

0430 10:40- 1:10 MTWTh GE AMOS CDC214

0431 10:30 hrs/wk TBA LL BRINSON ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

### CHILD DEVELOPMENT 2 - EARLY CHILDHOOD: PRINCIPLES AND PRACTICES (CSU) - 3 UNITS

Prerequisite: Verification of annual Tuberculosis Test. Co-requisite: Child Development 1 (or previous enrollment) and English 28. **Note:** All students must bring a copy of their transcript or registration printout on the first day of class showing proof of co-enrollment and/or completion of Child Development 1 and English 28.

0432 8:00-10:30 MTWTh EA GOMEZ CDC214

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

Prerequisite: None

0433 10:30 hrs/wk TBA LL BRINSON ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

### CHILD DEVELOPMENT 30 - INFANT AND TODDLER STUDIES I (CSU) - 3 UNITS

Prerequisite: Verification of annual Tuberculosis Test. Recommended: English 21.

Note: Course needed for specialization units.

0434 10:40- 1:10 MTWTh G DIXON CDC217

### CHILD DEVELOPMENT 34 - OBSERVING AND RECORDING CHILDREN'S BEHAVIOR (CSU) - 3 UNITS

Prerequisite: Child Development 1 and English 21 and Verification of annual Tuberculosis Test.

0435 8:00-10:30 MTWTh GE AMOS CDC217

### CHILD DEVELOPMENT 46 - SCHOOL AGE PROGRAMS I (CSU) - 3 UNITS

Prerequisite: Verification of annual Tuberculosis Test. Recommended: English 21.

Note: Course needed for specialization units

Evening Classes

3430 6:30- 9:00 MTWTh R WILLIAMS CDC228

## COMMUNICATION STUDIES

### COMMUNICATION STUDIES 101 - PUBLIC SPEAKING (UC:CSU) - 3 UNITS

Prerequisite: None. Recommended: English 28.

0250 2:00- 4:30 MTWTh VM GREENE COX536

## COMPUTER SCIENCE- INFORMATION TECHNOLOGY

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

### COMPUTER SCIENCE-INFORMATION TECHNOLOGY 601 - INTRODUCTION TO COMPUTERS AND THEIR USES (UC:CSU) - 3 UNITS

Prerequisite: None (Lecture: 2 hours; Lab: 2 hours).

0660 lec 8:00- 9:35 MTWTh HL HOLLAND SOCTE204

& lab 9:35-11:05 MTWTh HL HOLLAND SOCTE204

0661 lec 7:05 hrs/wk TBA NR EL KHOORY ONLINE

& lab 7:05 hrs/wk TBA NR EL KHOORY ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

0662 lec 7:05 hrs/wk TBA M HAGHOO ONLINE

& lab 7:05 hrs/wk TBA M HAGHOO ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

Evening Classes

3700 lec 6:30- 8:05 MTWTh AA AYETIN SOCTE204

& lab 8:05- 9:40 MTWTh AA AYETIN SOCTE204

### COMPUTER SCIENCE-INFORMATION TECHNOLOGY 630 - MICROCOMPUTER APPLICATION SOFTWARE (CSU) - 3 UNITS

Prerequisite: Computer Science 601 (Lecture: 2 hours; Lab: 2 hours).

Evening Classes

3701 lec 6:30- 8:05 MTWTh JE HICKS TEC150

& lab 8:05- 9:40 MTWTh JE HICKS TEC150

## COUNSELING

Department Chair: Mr. Reginald Morris, (323) 241-5427, morrisR@lasc.edu  
(Formerly Personal Development)

### COUNSELING 17 - COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) - 1 UNITS

Prerequisite: None

1800 9:00-10:50 MW CE RAMIREZ SSEC318

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

Prerequisite: None

1802 8:00-10:30 MTWTh STAFF SSEC201A

1801 10:30 hrs/wk TBA EL MILLER ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

Evening Classes

4800 6:30- 9:00 MTWTh KR MCBRIDE SSEC301A

## ECONOMICS

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

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

Prerequisite: None

0716 10:30 hrs/wk TBA CK SEYMOUR ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

Evening Classes

3761 6:30- 9:00 MTWTh STAFF COX530

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

Prerequisite: None

0717 10:30 hrs/wk TBA KJ ANDRASSY ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

Evening Classes

3762 6:30- 9:00 MTWTh STAFF SOCTE218

## ENGLISH

Department Chair: Mr. Darren Cifarelli, (323) 241-5250, cifaredl@lasc.edu

The English department offers a sequence of classes designed to coincide with student reading and writing abilities on entering college.

ENGLISH 20A (Write short essays of 100 to 150 words).  
 ENGLISH 21 (Write short essays of 150 to 300 words).  
 ENGLISH 28 (Write longer essays of 300 to 500 words).  
 ENGLISH 145 (Accelerated version of English 21 and English 28; write longer essays of 300-500 words).  
 ENGLISH 101 (Write essays of 500 to 1,000 words).  
 ENGLISH PLACEMENT TEST The English Placement Test is required of all new students who wish to enroll in their first English composition class. The appropriate class level is recommended by the test scores. Please check your scores in SSB204: Hours of operation - 8:30 a.m. to 4:00 p.m., Monday through Thursday.

### ENGLISH 21 - ENGLISH FUNDAMENTALS (NDA) - 3 UNITS

Prerequisite: Basic Skills 2CE or ESL 6A and 6B, or English 20A and Reading 22 or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture: 3 hours; Lab: 1 hour  
 0910 lec 8:00-10:30 MTWTh JG FELIX SSEC223A  
 & lab 3:20 hrs/wk TBA JG FELIX SSEC223A  
 0921 lec 10:40- 1:10 MTWTh JG FELIX COX533  
 & lab 3:20 hrs/wk TBA JG FELIX COX533

#### Evening Classes

4000 lec 6:30- 9:00 MTWTh NA BILLINGSLEA SSEC210  
 & lab 3:20 hrs/wk TBA NA BILLINGSLEA SSEC210

### ENGLISH 28 - INTERMEDIATE READING AND COMPOSITION - 3 UNITS

Prerequisite: English 21  
 Lecture: 3 hours; Lab: 1 hour  
 0911 lec 8:00-10:30 MTWTh JM SLAMA SSEC218  
 & lab 3:20 hrs/wk TBA JM SLAMA SSEC218  
 0912 lec 10:40- 1:10 MTWTh JM SLAMA SSEC310  
 & lab 3:20 hrs/wk TBA JM SLAMA SSEC310

#### Evening Classes

4001 lec 6:30- 9:00 MTWTh T AMANO-TOMPKINS SSEC209  
 & lab 3:20 hrs/wk TBA T AMANO-TOMPKINS SSEC209

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

Prerequisite: English 28 or English 145  
 0913 8:00-10:30 MTWTh JL BOHN SSEC209  
 0914 10:40- 1:10 MTWTh JL BOHN SSEC209  
 0915 10:30 hrs/wk TBA SA MASELLI ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

#### Evening Classes

4002 6:30- 9:00 MTWTh M LOPEZ SSEC125B

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

Prerequisite: English 101  
 0916 8:00-10:30 MTWTh SV DILLON SSEC210  
 0917 10:40- 1:10 MTWTh SV DILLON SSEC210

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

Prerequisite: English 101  
 0918 8:00-10:30 MTWTh DL CIFARELLI SSEC322  
 0919 10:40- 1:10 MTWTh DL CIFARELLI SSEC322  
 0920 10:30 hrs/wk TBA SA MASELLI ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

#### Evening Classes

4003 6:30- 9:00 MTWTh SA VAN DYCK SSEC201B

## ENGLISH AS A SECOND LANGUAGE AND CIVICS

English Literacy & Civics Coordinator, Ms. Marian Ruane, (323) 241-5281, ruaneml@lasc.edu

### ENGLISH AS A SECOND LANGUAGE AND CIVICS 10CE - ESL AND CIVICS I (NDA) - 0 UNITS

Prerequisites: None  
 8702 3:20 hrs/wk TBA ML RUANE SSB205

### ENGLISH AS A SECOND LANGUAGE AND CIVICS 13CE - ESL AND CIVICS IV (NDA) - 0 UNITS

Prerequisite: None  
 8703 8:30-11:00 MTWTh PK HOOD SSEC102  
 8704 8:30-11:00 MTWTh R BHANDARI SSEC125B

#### Evening Classes

5702 6:30- 9:00 MTWTh L SIGMAN SSEC125A  
 5703 6:30- 9:00 MTWTh M SERVIN SSEC102

### ENGLISH AS A SECOND LANGUAGE AND CIVICS 14CE - ESL AND CIVICS V (NDA) - 0 UNITS

Prerequisite: None  
 8705 8:30-11:00 MTWTh D LONDONO OFF SITE  
 8706 8:30-11:00 MTWTh R GONZALEZ SSEC314

#### Evening Classes

5704 6:30- 9:00 MTWTh STAFF SSEC223A

### ENGLISH AS A SECOND LANGUAGE AND CIVICS 15CE - ESL AND CIVICS VI (NDA) - 0 UNITS

Prerequisite: None  
 8708 8:30-11:00 MTWTh RM GUZMAN CHOLAN SSEC217

#### Evening Classes

5705 6:00- 8:30 MTWTh D MARQUEZ SSEC201A

## GEOLOGY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

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

Prerequisite: None  
 1550 8:00-10:30 MTWTh EM BURCHARD AV111

## HEALTH

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

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

Prerequisite: None  
 1560 8:00-10:30 MTWTh SK COLLINS HEADS LFWC120  
 1562 10:30- 1:00 MTWTh HL TATUM LFEC120

#### Evening Classes

4550 6:30- 9:00 MTWTh HL TATUM LFWC120

### HEALTH 21 - HUMAN SEXUALITY (UC:CSU) - 3 UNITS

1561 10:30 hrs/wk TBA PG WATKINS ONLINE

*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

## HISTORY

Department Chair: Dr. Tamara Howard, (323) 241-5312, howardtd@lasc.edu

### HISTORY 12 - POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (UC:CSU) - 3 UNITS

Prerequisite: None  
 0480 10:40- 1:10 MTWTh WA POWELL SSEC201B

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

Prerequisite: None  
 0481 8:00-10:30 MTWTh WA POWELL SSEC201B

## HUMANITIES

### HUMANITIES 1 - CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC:CSU) - 3 UNITS

Prerequisite: None  
 0395 8:00-10:30 MTWTh G DONOVETSKY COX536  
 0396 10:30hrs/wk TBA CP SWEENEY ONLINE

## KINESIOLOGY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

### KINESIOLOGY 217 - SELF-DEFENSE SKILLS (UC:CSU) - 1 UNITS

Prerequisite: None  
 2111 lab 8:30-10:05 MTWTh A BRUMFIELD LFWC210

### KINESIOLOGY 229 - BODY CONDITIONING SKILLS (UC:CSU) - 1 UNITS

Prerequisite: None (Activity 2 hours)  
 2112 lab 6:25am-8:00am MTWTh RE ESTRADA LFWC211  
 2113 lab 8:00-9:35 MTWTh RE ESTRADA LFWC211

### KINESIOLOGY 245 - BODY DYNAMICS SKILLS (UC:CSU) - 1 UNITS

Prerequisite: None  
 Activity 2 hours  
**Evening Classes**  
 2925 lab 4:30-6:05 MTWTh GT SKARR LFWC211  
 2927 lab 6:00-7:35 MTWTh BW ALCOCER LFWC211

## KINESIOLOGY ATHLETICS

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

### KINESIOLOGY ATHLETICS 552 - INTERCOLLEGIATE SPORTS-CONDITIONING & SKILLS TRAINING (UC:CSU) - 1 UNITS Rpt 3

Prerequisite: None (Activity 3 hours)  
**Evening Classes**  
 2928 lab 4:00-6:30 MTWTh H WASHINGTON FIELD

## MANAGEMENT

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

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

Prerequisite: None  
 0722 10:30 hrs/wk TBA AP MOORE ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

### MANAGEMENT 31 – HUMAN RELATIONS FOR EMPLOYEES (CSU) - 3 UNITS

Prerequisite: None  
**Evening Classes**  
 3621 6:30-9:00 MTWTh NR SIMMONS COX535

### MANAGEMENT 33 - PERSONNEL MANAGEMENT (CSU) - 3 UNITS

Prerequisite: None  
 0721 10:30 hrs/wk TBA CL MAGEE ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

**Evening Classes**  
 3620 6:30-9:00 MTWTh KR UNUTOA SOCTE220

## MARKETING

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

### MARKETING 1 - PRINCIPLES OF SELLING (CSU) - 3 UNITS

Prerequisite: None  
 3600 10:30 hrs/wk TBA LH MANYWEATHER ONLINE

## MATHEMATICS

Department Chair: Dr. Lermik Saakian, (323) 241-5366, saakianL@lasc.edu

### MATHEMATICS 110 - INTRODUCTION TO ALGEBRAIC CONCEPTS (NDA) - 5 UNITS

Prerequisite: None  
 1600 8:00-12:25 MTWTh GT TADELE TEC291  
 1601 8:00-12:30 MTWTh ZW DAMMENA TEC391  
 1602 9:00-1:25 MTWTh V HOVHANNISYAN TEC111  
 1608 9:00-1:25 MTWTh D DAMMENA TEC221

**Evening Classes**  
 4600 5:30-9:55 MTWTh K OBRENOVIC GILMOUR TEC111

### MATHEMATICS 115 - ELEMENTARY ALGEBRA - 5 UNITS

Prerequisite: Mathematics 112 or Mathematics 110 or appropriate placement through assessment.

1603 lec 8:00-12:25 MTWTh M MARTIROSSIAN TEC150  
 & lab 12:25-1:10 MTWTh M MARTIROSSIAN TEC170  
 1609 lec 8:00-12:25 MTWTh G BARSEGIAN TEC290  
 & lab 12:25-1:10 MTWTh G BARSEGIAN TEC290  
 1604 lec 9:00-1:25 MTWTh A ARUTYUNYAN TEC210  
 & lab 1:25-2:10 MTWTh A ARUTYUNYAN TEC170  
 1610 lec 9:00-1:25 MTWTh K OGANYAN TEC360  
 & lab 1:25-2:10 MTWTh K OGANYAN TEC360  
 1605 lec 10:40-3:05 MTWTh E HECTOR TEC340  
 & lab 3:05-3:50 MTWTh E HECTOR TEC170

**Evening Classes**  
 4601 lec 5:30-9:55 MTWTh N AGASSI TEC210  
 & lab 9:55-10:40 MTWTh N AGASSI TEC170

### MATHEMATICS 125 - INTERMEDIATE ALGEBRA - 5 UNITS

Prerequisite: Mathematics 114 or Mathematics 115  
 1606 8:00-12:25 MTWTh L SAAKIAN TEC381

**Evening Classes**  
 4602 5:30-9:55 MTWTh E SARKISIAN TEC381  
 4604 5:30-9:55 MTWTh Y PATVAKANYAN TEC221

### MATHEMATICS 227 - STATISTICS (UC:CSU) - 4 UNITS

Prerequisite: Mathematics 125 or Mathematics 122  
 1607 8:00-11:30 MTWTh J GHARAMANIAN TEC211

**Evening Classes**  
 4603 5:00-8:30 MTWTh J JIANG TEC211  
 4605 5:00-8:30 MTWTh G NGUYEN TEC290

## MUSIC

### MUSIC 111 - MUSIC APPRECIATION I (UC:CSU) - 3 UNITS

Prerequisite: None  
 0170 10:30 hrs/wk TBA JD BREMEN ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*  
 0171 10:30 hrs/wk TBA JD BREMEN ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

**Evening Classes**  
 3021 6:30-9:00 MTWTh STAFF COX536

## NURSING

Department Chair: Ms. Catherine Azubuike, (323) 241-5204, azubuiCU@lasc.edu

### NURSING 520 - ORIENTATION TO NURSING (CSU) - 1 UNITS

Prerequisites: None. This course is designed to help the beginning student majoring in nursing prepare for the curriculum. Various fields of nursing will be investigated.  
 9500 9:00-12:20 Th NP EZEGBAH AV116

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

Prerequisite: None  
 9501 lec 9:00-12:50 MW IM MCCLELLAN AV114  
 & lab 12:50-6:40 MW RE SONG AV114



## PHILOSOPHY

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

Prerequisite: None  
0200 8:00-10:30 MTWTh I SIDDIQUI SSEC301A

## PHYSICS

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

### PHYSICS 20 – PHYSICS BOOTCAMP – 2 UNITS

Prerequisite: Mathematics 241  
1584 lec 9:00-11:50 MTWTh STAFF SOCTE129  
& lab 9:00- 1:15 MTWTh STAFF SOCTE129

## PHYSIOLOGY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

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

Prerequisite: Biology 3 or Biology 5  
Lecture: 3 hours; Lab: 3 hours  
Note: This course, when taken with ANATOMY 1, IS THE SAME AS BIOLOGY 20.  
1590 lec 8:00-10:30 MTWTh RL STEWART AV105  
& lab 10:30- 1:00 MTWTh RL STEWART AV124  
Evening Classes  
4580 lec 4:25- 6:55 MTWTh S OSWALD AV109  
& lab 6:55- 9:25 MTWTh S OSWALD AV124

## POLITICAL SCIENCE

Department Chair: Dr. Tamura Howard, (323) 241-5312, howardtd@lasc.edu

### POLITICAL SCIENCE 1 - THE GOVERNMENT OF THE UNITED STATES (UC:CSU) - 3 UNITS

Prerequisite: None  
0500 8:00-10:30 MTWTh LA ROBERT SSEC223B  
0501 10:40- 1:10 MTWTh LA ROBERT SSEC223A  
0503 10:30 hrs/wk TBA AS JACKSON ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

Evening Classes  
3450 6:30- 9:00 MTWTh AM CRANON-CHARLES SSEC301B  
POLITICAL SCIENCE 2 - MODERN WORLD GOVERNMENTS (UC:CSU) - 3 UNITS

Prerequisite: Political Science 1  
0504 10:30 hrs/wk TBA T HOWARD ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

## PSYCHOLOGY

Department Chair: Dr. Tamura Howard, (323) 241-5312, howardtd@lasc.edu

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

Prerequisite: None  
0520 8:00-10:30 MTWTh LE APENAHIER SSEC301B  
0521 10:40- 1:10 MTWTh G CRENSHAW SSEC301B

### PSYCHOLOGY 14 - ABNORMAL PSYCHOLOGY (UC:CSU) - 3 UNITS

Prerequisite: Psychology 1  
0522 10:30 hrs/wk TBA S LEE ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

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

Prerequisite: None  
0523 10:40- 1:10 MTWTh LE APENAHIER SSEC201A  
0524 10:30 hrs/wk TBA G CRENSHAW ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

## SOCIOLOGY

Department Chair: Dr. Tamura Howard, (323) 241-5312, howardtd@lasc.edu

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

Prerequisite: None  
0540 10:40- 1:10 MTWTh MN JONES SSEC223B  
0541 10:30 hrs/wk TBA KM WRIGHT ONLINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*  
Evening Classes  
3470 6:30- 9:00 MTWTh JJ LEE SSEC314

## SPANISH

Department Chair: Mr. Darren Cifarelli, (323) 241-5250, cifaredt@lasc.edu

### SPANISH 1 – ELEMENTARY SPANISH 1 (UC:CSU) – 5 UNITS

Prerequisite: None  
0960 8:00-12:25 MTWTh STAFF SSEC232

## SUPERVISION

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

### SUPERVISION 1 - ELEMENTS OF SUPERVISION (CSU) - 3 UNITS

Prerequisite: None  
0750 10:30 hrs/wk TBA M BRUMFIELD ON LINE  
*This section is an Online Class taught over the internet. Orientation information will be posted on the website.*

## THEATER

### THEATER 100 - INTRODUCTION TO THE THEATER (UC:CSU) - 3 UNITS

Prerequisite: None  
0270 10:40- 1:10 MTWTh KA HARRINGTON COX530

## VOCATIONAL EDUCATION

English Literacy & Civics Coordinator, Ms. Marian Ruane, (323) 241-5281, ruaneml@lasc.edu

### VOCATIONAL EDUCATION 3CE - WORKPLACE READINESS - COMPUTERS (NDA) - 0 UNITS Rpt 9

Prerequisite: None  
8709 8:30-11:00 MTWTh MA CHILIN COX523  
Evening Classes  
5706 6:30- 9:00 MTWTh A DUARTE COX523

# Student Services

## INFORMATION AND TELEPHONE NUMBERS FOR STUDENT SERVICES

ADMISSIONS & RECORDS – SSB102.....	323-241-5321
ASSOCIATED STUDENT ORGANIZATION (ASO) – SSB118.....	323-241-5253
ASSESSMENT – SSB204 .....	323-241-5361
BRIDGES TO SUCCESS – SSB205 .....	323-241-5281
BUSINESS OFFICE – SSB103.....	323-241-5301
CalWORKs/GAIN – SSB217.....	323-241-5477
CAMPUS BOOKSTORE – SSB132 .....	323-241-5091
CAREER CENTER – SSB228 .....	323-241-5406
CHILD DEVELOPMENT CENTER (CDC).....	323-241-5000

*Monday through Thursday: 7:45 a.m. to 3:00 p.m. – Fridays 7:45 a.m. to Noon*

*The Child Development Center is part of the Child Development Program and also serves as a laboratory school for students enrolled at Los Angeles Southwest College majoring in Child Development. The CDC provides early care and education for Infants and Toddlers 18 months to 36 months, Pre-schoolers 36 months to 5 years; and school-age children 6 to 10 years during the evening.*

COMMUNITY SERVICES – SSB206.....	323-241-5288
COUNSELING – SSB227 .....	323-241-5200
DISABLED STUDENTS PROGRAM & SERVICES (DSP&S) – SSB117.....	323-241-5480
EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S) – SSB218 .....	323-241-5484
FINANCIAL AID – SSB104 .....	323-241-5338
HEALTH CENTER – SSB115 .....	323-241-5252
Monday, Wednesday & Thursday: 9:00 a.m. to 3:00 p.m. and Tuesday and Friday: 9:00 a.m. to 5:00 p.m.	

### FOR LIFE THREATENING EMERGENCIES,

**CALL THE CAMPUS SHERIFF'S OFFICE .....323-241-5311 or Dial 911**

INTERCOLLEGIATE ATHLETICS – SSB209.....	323-241-5409
INTERNATIONAL STUDENTS – SSB116.....	323-241-5281
LIBRARY.....	323-241-5235
MIDDLE COLLEGE HIGH SCHOOL.....	323-418-4700
STUDENT SERVICES ADMINISTRATION – SSB209.....	323-241-5279
STUDENT SUCCESS CENTER .....	323-241-5456
TALENT SEARCH – SSB116 .....	323-242-5523
TRIO SCHOLARS – SSB229.....	323-241-5392
TRIO STEM SCHOLARS – SSB229 .....	323-241-5392
UPWARD BOUND – SSB208 .....	323-241-5378
VETERANS SERVICES – SSB207 .....	323-241-5307

# 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**

# Los Angeles Southwest College

