Welcome to Los Angeles Southwest College
Los Angeles Southwest college is committed to providing an environment for quality learning to enrich the lives of our diverse population.
PURPOSE OF ORIENTATION:

- Start the matriculation & educational process
- Get informed about student services
- Learn about various campus resources
- Encourage you to meet with an academic counselor
- Meet new people
Math and English Placement Exam

- It is an important exam that you should prepare for.
- It is an instrument to used to identify which Math and English classes you should enroll.
- Refresh your skills prior to exam: [acuplacer.org](http://www.acuplacer.org) [khanacademy.org](http://www.khanacademy.org) iTunes Accuplacer App.
- You may retake the exam after one year has elapsed. Only if you have not started your Math and English sequence.
- Allow time for the exam. It may take you 2 hours to complete.

Assessment Center
SSB, room 204
MATH COURSE SEQUENCE

Required - AA Degree

MATH SEQUENCE
OVERVIEW OF MATH COURSES OFFERED

Basic Skills 35CE (0 Units) – Basic Math Skills
(Formerly Math 105)
This noncredit course is designed to strengthen basic math skills. Topics include rounding, estimating, computing whole numbers, fractions, decimals, and percents.

Basic Skills 28CE (0 Units) – Basic Skills Pre-Algebra
(Formerly Math 112)
This noncredit course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, expressions, mathematical sentences and linear equations. Concepts, computational skills and problem solving skills are introduced and practiced to build mastery and proficiency. Students who have successfully completed Basic Skills 35CE are eligible to enroll in Basic Skills 28CE.

Math 115 (5 Units) – Elementary Algebra
This is equivalent of 1 year high school algebra, done in one semester. Required for an A.A. degree (may be taken by exam).

Math 125 (5 Units) – Intermediate Algebra
The equivalent of 2 year high school algebra, done in one semester. To earn a bachelor’s degree at CSU, students must either pass a CSU math test beyond the Math 125 level or take a math course beyond Math 125.

Math 215 (3 Units)*
Principles of Mathematics

Math 216 (3 Units)*
Principles of Mathematics II

Math 230 (3 Units)*
Math for Liberal Arts Students

Math 235 (5 Units)*
Finite Mathematics

Math 236 (5 Units)*
Calculus for Business and Social Science

Math 240 (3 Units)*
Trigonometry

Math 245 (3 Units)*
College Algebra

Math 217 (3 Units)*
Pre-Calculus (Prerequisite Math 240)

Math 220 (5 Units)
Calculus with Analytic Geometry I (Prerequisite Math 240)

Math 227 (4 Units)*
Introductory Statistics

Math 260 (5 Units)
Pre-Calculus (Prerequisite Math 246)

Math 265 (5 Units)
Calculus with Analytic Geometry I (Prerequisite Math 240 & 245 or Math 260)

Math 266 (5 Units)
Calculus with Analytic Geometry II (Prerequisite Math 265)

Math 267 (5 Units)
Calculus with Analytic Geometry III (Prerequisite Math 266)

Math 270 (3 Units)
Linear Algebra (Prerequisite Math 265)

Math 275 (3 Units)
Ordinary Differential Equations (Prerequisite Math 265)

*NOTE: MATH 125 IS THE PREREQUISITE FOR MATH 215, 216, 227, 230, 235, 236, 240, & 245
EXEMPTIONS FOR ASSESSMENT

- If you have previously taken an English and/or Math course
  - See the Counseling office with a copy of the transcript showing enrollment in Math and/or English course(s)
    (may include A, B, C, D, F, W, NC grades)

- If you have taken the Assessment Exam at any other community college
  - See the Assessment office with a copy of valid Assessment scores.
    - If scores are older than one year, you'll have to take the assessment exam at LASC
    - Assessment exam taken within the LACCD is valid for two years
If you placed into a Basic Skills Math or English course

- Do not delay taking these courses because you will only delay your progress towards meeting your educational goals.

- These courses are designed for students who need to further develop their English and/or Math skills before they take college level Math or English courses.

Can college level courses be taken at the same time as basic skills classes?

- The answer is yes, but not just any class is recommended.

- You should see a counselor for more information about basic skills courses.
After the Assessment Exam you will see a Counselor

What to bring when I see the counselor?

1) Your assessment scores (Math & English placement results)

2) Copies of transcripts from any other college(s) attended - unofficial copies are acceptable.

Note: Official transcript should be mailed directly to LASC as soon as possible
What can a Counselor do for me?

✓ Explain requirements to earn Associate Degrees, Associate-Transfer Degrees, Certificates, transfer requirements to four-year colleges and universities

✓ Explain the difference between General Education Plan A and Plan B

✓ Explain which transfer plan CSU/IGETC benefits your educational goal

✓ Helps you to make appropriate course selections before registration

✓ Helps you to develop your student educational plan (SEP)

✓ Assist you with completing petitions (e.g., financial aid appeals, graduation, certificates, academic renewal)

✓ Provide personal counseling to help overcome educational and personal barriers to achieve a more meaningful college experience

✓ Recommend appropriate referrals when needed
MEET WITH YOUR COUNSELOR

Student Services Building (SSB), room 227
323-241-5200

Schedule an appointment with a general counselor

In Person: Visit or call the counseling department, schedule an appointment or ask a quick question

Online: Online scheduling is available.

WWW.LASC.EDU
- Quick links to “Counseling”
- Scroll down to eSARS to schedule an appointment.

To schedule an appointment with an EOP&S, DSP&S, FYE, Matriculation, Passage, Puente, or Trio Counselor, you will need to contact their perspective office.
Email: AskACounselor@lasc.edu

Online:
- Quick links to “Counseling”
- Scroll down to eAdvising to communicate with a counselor online

On line Services you may receive:
- Information on college procedures and policies
- Certificate, degree and transfer requirements
- Course prerequisite information
- Course offerings and majors
- Referrals to other programs and services
- Information on transferable courses at Southwest

Counselors will respond with an answer within two business days
Class Schedule  Vs.  College Catalog

LOS ANGELES SOUTHWEST COLLEGE
Summer 2014 Schedule of Classes
July 7, 2014 - August 8, 2014

- New one every semester
- Calendar *important dates*
- Course offerings *days & times*

LOS ANGELES SOUTHWEST COLLEGE
College Catalog
2012-2014

- New one every 2 years
- Course descriptions
- Certificate & Degree Requirements
Important calendar Dates:

1. First day of semester.
2. The last day to add classes.
   - after that date you will no longer be able to add any course
3. The last day to drop a class with a refund.
4. The last day to drop a class without a “W” grade on your transcript.
5. The last day to drop a class with a ‘W’ grade on your transcript.
6. Final Exams begin.
   - Date might be different from regular class meeting.
7. Holidays - No classes in session.
Prerequisite: is a set of skills or body of knowledge that a student must possess prior to enrollment in a particular course.

- Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite.

Prerequisite Challenge Process:
- If you believe you have met the prerequisite by other means you will need to challenge the prerequisite by submitting a Challenge petition
- See the Assessment office for petition: (time sensitive)

Co-requisite is a condition of enrollment consisting of a course that a student is required to take simultaneously with another course.
HOW TO READ THE SCHEDULE OF CLASSES

ACCOUNTING 22 - BOOKKEEPING AND ACCOUNTING II (UC:CSU) 3 UNITS

Prerequisite: Accounting 21 or equivalent. Note: Together with Accounting 21

Complete prerequisite classes before enrolling in this class

TRANSFERABILITY
UC - Acceptable for credit, Univ. of Calif.
CSU - Acceptable for credit, Calif. State Univ.
NDA - Non Degree Applicable
CAN - Course Articulation Number of UC’s and CSU’s

UNITs
BUILDING
ROOM
NUMBER
EVENING CLASSES
In Bold Print
INSTRUCTOR

COURSE NAME
COURSE NUMBER
COURSE TITLE

Day Classes
8003 8:00-9:20 TTh STAFF
8004 9:00-2:05 SAT STAFF

Evening Classes
5000 6:30-9:05 MW STAFF LL204
5002 7:00-9:25 TTh STAFF LL204
8006 9:30-10:30 MTWTh STAFF LL206

TIME CLASS MEETS
(TBA = to be arranged)

DAYS CLASS MEETS
(DAILY = M,T,W,TH,F)

SHORT TERM CLASSES
(Start & end dates in parentheses)
1. Need your student ID number or social security number.

2. Your PIN is the month and date of birth:

Example: Your birthday is July 17: your PIN is 0717
STUDENT ISSUED EMAIL

Important

STUDENT123@STUDENT.LACCD.EDU is your Student Email Address.

You now have a LACCD email account!

• This is your new student Email.
• This should now be your primary Email.
• All pertinent information such as your Financial Aid, registration appointments, Financial Aid will be sent to this Email.
• You may forward your district issued email account to your personal email or you may forward your personal email account to your new student email account.

• 10 GB of email space
• Online access to Microsoft Word, PowerPoint and Excel
• Organize photos and files with 25 GB of SkyDrive Cloud space
• Cloud services: instant messaging, ability to share your calendar, ability to save your documents to your Cloud account for ease of access.
Select: Los Angeles Southwest College

Select: Appropriate semester and year

Action: ADD / DROP

Section Number: Class Number

★ View your schedule (make sure you are registered in the correct classes)
Undecided major?
Please see an Academic Counselor.

<table>
<thead>
<tr>
<th>Action</th>
<th>ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>1234</td>
</tr>
<tr>
<td>Campus</td>
<td>Los Angeles Southwest College</td>
</tr>
<tr>
<td>Semester Year</td>
<td>Fall 2013</td>
</tr>
</tbody>
</table>

**ATTENTION!**
Your transaction is NOT yet processed
To complete your request, we need the following information:

Major code we have on file for you is 000300

1. If you wish to change your major code, please select a new major code from the list below. If you do not wish to change it, please go to item 2.

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Major Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>130513</td>
<td>Teacher, Private Lic Presch: Differently Abled</td>
</tr>
<tr>
<td>130514</td>
<td>Teacher, Private Lic Presch-Infant Toddler</td>
</tr>
<tr>
<td>130515</td>
<td>Teacher, Private Lic Presch-School Age</td>
</tr>
<tr>
<td>100700</td>
<td>Theater</td>
</tr>
<tr>
<td>000300</td>
<td>Undecided</td>
</tr>
<tr>
<td>493100</td>
<td>Vocational ESL</td>
</tr>
<tr>
<td>070902</td>
<td>Web Site Designer Certificate</td>
</tr>
<tr>
<td>051403</td>
<td>Word Processing</td>
</tr>
</tbody>
</table>

2. Please enter the total number of paid hours per week you expect to work during this term.
If the course you wish to enroll in is completely full, you have the option of attending (‘crashing’) the class on the first day; request an “Add Card” from the instructor; submit the Add Card to the Admissions Office.
If you work:  

<table>
<thead>
<tr>
<th>Hours/Week</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hrs/week</td>
<td>6 units</td>
</tr>
<tr>
<td>30 hrs/week</td>
<td>9 units</td>
</tr>
<tr>
<td>20 hrs/week</td>
<td>12 units</td>
</tr>
<tr>
<td>Less than 20 hrs/week</td>
<td>12 units or more</td>
</tr>
</tbody>
</table>

*recommended plan for success

For every hour you spend in class you need to dedicate two hours of study time.

**PLAN YOUR SCHEDULE**
**Mandatory Fees**

- Enrollment ($46.00 unit)
- Health Center ($11.00)

**Other Costs**

- Books
- Supplies
- Associated Student Organization ($7.00*)
- Parking ($20.00)

*The ASO Student Representation fee is used for a variety of events and activities that represent student viewpoints on and off campus. The Student Representation Fee is mandatory; however, students may opt out of paying the fee based on religious, political, financial or moral reasons. Students who refuse to pay the fee must submit their request in writing.*
Financial Aid

Prior applying you must obtain a Personal Identification Number (PIN) visit: WWW.PIN.ED.GOV

Must apply on line: WWW.FAFSA.ED.GOV

Must have a U.S. High School Diploma or GED

Must continue to be in good standing; 2.0 GPA or higher

Financial Aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.
What happens after I apply for Financial Aid?

- You will receive a Student Aid Report (SAR), review it and make sure it is accurate.
- The college will receive your information and send you a Document Tracking Letter if additional information or documents need to be submitted to the Financial Aid office.
- If eligible, you will automatically be considered for the Board of Governors Fee Waiver, so a separate application is not needed.
- After your file is complete, it will be reviewed and your financial aid eligibility (need) will be determined.
- You will receive an award letter.
- You can get your financial Aid payments from your myLACCDcard or bank account. All new students should look for a green envelope in the mail with information about their debit card or how to direct payments to another account.
**Grants: Federal Pell Grant and Cal Grants**
- Grants do not have to be repaid.
- Be aware of Deadlines.
- Limit in the amount of time you may be eligible.

**Scholarships**
- Do not have to be repaid
- See Financial Aid Office

**Federal Work Study**
- Enables students to earn a portion of their financial aid award through part-time employment either on campus or off campus.

**Board of Governors Fee Waiver (BOGFW)**
- Enrollment is waived for all students who qualify
- Note: All students will be charged the mandatory health fee.

**Loans: Federal Perkins Loan / Federal Direct Loan Program**
- Loans must be repaid.
STUDENT SERVICES AND PROGRAMS

- **Admissions & Records**
  SSB 102 (applications, enrollment, transcripts and grade petitions, and Veteran Services to assists veterans or dependants, liaison between veteran and the Dept. of Veteran Affairs to ensure Montgomery GI Bill payment)

- **Business Office**
  SSB 103 (pay fees and obtain parking permit)

- **Financial Aid Office**
  SSB 104 (BOG fee waivers, Pell grants, Cal Grants, and Perkins)

- **ASO-Associated Student Organization**
  SSB 118 (Sponsors activities including publications & assemblies, various clubs)

- **Health Center**
  SSB 115 (First aid, health assessment, health counseling, health referrals, health information ad TB screening). *Clinical Social worker every Thursday

- **ISO-International Student Program Office**
  SSB 116 (Provides supportive academic services to international F-1 visa status students)
**STUDENT SERVICES AND PROGRAMS**

- **Assessment and Student Success and Support Programs** SSB 204
  Prerequisites clearance, Math & English Assessment test, Student ID

- **Bridges to Success** - SSB 205
  Bridges students from ESL to college level degree applicable courses

- **Community Services** - Old Middle College, RM 001
  Offers a variety of non-traditional activities for the purpose of meeting the individual and community needs not served by the college degree or certificated programs such as parenting classes and GED preparation courses

- **CalWORKs/Gain** - SSB 218
  Assist students in Welfare-to-Work program designed to move TANF recipients into unsubsidized employment.

- **DSPS - Disabled Students Programs & Services** - SSB 117
  Provides academic services and accommodations to students with Physical, psychological, and learning Disabilities, liaison with Dept. of Rehabilitation
  
  *priority registration*
STUDENT SERVICES AND PROGRAMS

❖ **Career Center** - SSB 228
Partnerships with local businesses to provide on-the-job training. Skill and interest assessments through the online Eureka job and career exploration program. Workshops on Resume Writing, Cover Letters, Dressing for Success, and Interview Tips.

❖ **EOP&S (Extended Opportunity Programs & Services)/CARE** - SSB 218
Counseling, academic and career advisement to low-income and educationally disadvantage students transfer to a 4-year college, obtain an Associate Degree, or prepare for a vocational career.

*full time status, priority registration & book grants*

❖ **General Counseling** - SSB 227
Where friendly counselors are available to assist students in meeting their educational, career, or personal goals.
STUDENT SERVICES AND PROGRAMS

CRT- Center for Retention & Transfer - SSB 229

- **Transfer Center**
  Assists students in transferring to a four year college or university.
  Representatives from the University of California, the California State University system and private colleges, transfer workshops and application assistance.
  *various University fieldtrips every semester*

- **TRIO - Scholars Program**
  Identify and increase the number of low income, disabled and first generation college students interested in transferring to a 4-year institution.

- **TRIO - STEM Project**
  Partner with faculty to support students who are interested in pursuing major in science, technology, engineering, mathematics or allied health.
**Freshman Year Experience (FYE)** - Library Center 114

Provides 125 *first-time* freshmen with an integrated set of yearlong experiences, starting with a Summer Bridge program, to cultivate academic achievement. Students who participate in FYE have a higher persistence rate.

**Passage Program** - Library Center 114

Increase the retention, graduation, and transfer success rates for male students. Tutoring, Learning communities, student success workshops and of semester book stipend

**Puente Program** - SSB 218

Promotes transfer to four-year colleges to educationally underserved Students. Offers year-long cohort of English and Personal Development classes with a curricular focused in Latino Literature. Counseling, Mentor with professionals from the community, University field trips, conferences and community service projects
Only 3 Attempts to Pass a Class within an Area
You can only take a class once if you receive a passing grade. If you received a substandard grade or a “W” grade you are allowed to attempt the same class up to 3 times within LACCD. Course repetition limits apply to all levels of courses which consist of similar educational activities.

Priority Registration:
Plan ahead to avoid losing your priority status!

• 1st priority: Active duty military and veterans, formally foster youth, DSPS, EOPS, Cal-Works/Gain (in good standing)

• 2nd priority: Continuing students in good standing who have not exceeded 100 units

• 3rd priority: New Students who have completed orientation, assessment, and have developed a student educational plan (SEP)
Student Educational Plan:
It is important to see your counselor and develop a Student Educational Plan (SEP) prior to beginning your second semester.

AB540 and Dream Act Eligibility for Financial Aid:
AB540 students may now apply for the Board of Governors Fee Waiver, privately funded scholarships, assistance from EOPS, CARE, CalWORKS, and state financial aid like Cal Grants.
Contact the Financial Aid office for details.

Adding Online Classes:
Once the semester starts, students must send the request from their district issued email address to the faculty. Faculty will only consider requests to add online courses from student via their district issued email addresses. Please do not use your personal email address. Admissions will only process approved online adds that include requests from district issued email addresses.
GOOD GRADES AND COLLEGE SUCCESS

1. Attend every class and be on time.
2. Sit in the front of the class and participate.
3. Don’t overextend yourself (home, school, work).
4. Be prepared - read your textbook before class.
5. Turn your cell phone off.
6. Make presentations early.
7. Have contact information for classmates.
8. Form a study group.
9. Meet with instructors during office hours.
10. Use campus resources - Library, Student Success Center, English Reading Center, English Writing Center, Math Lab.

Online tutoring for various subjects such as Math, Science, Computer Technology, Business and Nursing & Allied Health.

http://www.lasc.edu/students/onlineservices/index.html
GOOD GRADES AND COLLEGE SUCCESS

Two Common Mistakes for ‘F’

- Enroll in a class and never go to it.
- Stop attending without officially “dropping”.

It is the student’s responsibility to drop a class.
“IT’S NOT HOW YOU START IT’S HOW YOU FINISH!!”