

Los Angeles Southwest College

Assessment Center, SSB room 204

New Student Information

How to Apply and Enroll in College

STEP 1 APPLY FOR ADMISSIONS- Student Services Building (SSB) room 102

Complete and submit an **APPLICATION** for Admission in the admissions Office.

Admissions

STEP 2 ATTEND AN ORIENTATION.

This in- person orientation will introduce you to LASC, our policies and procedures as well as give you an overview of the different resources and support services that are available for your success. **Please check the posted schedule for dates, room locations, and times**

Orientation

STEP 3 GO TO THE ASSESSMENT CENTER, SSB room 204

Trained staff will help guide you through the registration process. You may be asked to take the assessment test. No children are allowed in the testing area.

Assessment

STEP 4 SEE A COUNSELOR, - General - SSB 227 , EOPS - SSB 218 , DSPS - SSB 117, CRT - SSB 228, CalWORKs - SSB 217 or International Students - SSB 116

You must see a counselor for assistance with completing your student educational plan. The counselor will assist you in selecting appropriate classes that meet your educational goals. **All financial aid recipients must declare a major and have a student educational plan on file**

Counseling

STEP 5 REGISTER FOR CLASSES

You may register on-line or in-person. For your convenience, registration instructions are posted inside the schedule of classes

STEP 6 APPLY FOR A FEE WAIVER , SSB room 104

Go to the Financial Aid Office to apply for a fee waiver. If you qualify, the waiver can be used to pay your fees for the entire academic year. **The waiver cannot be used to pay your \$11 health fee.**

STEP 7 PAY YOUR HEALTH FEE/PARKING/and PICK UP FEE RECEIPT, SSB room 103

Go to the Business Office to pay your \$11 health fee, purchase a parking permit, and pick up your fee receipt.

STEP 8 TAKE YOUR STUDENT I.D. PICTURE, SSB room 204

Once you have registered for class(es) you are eligible to receive a free student I.D. You must bring a copy of your fee receipt, which lists your classes and a photo I.D. (driver license or California I.D.).

Testing Hours for January 2012

**Please Note: For ATB testing Students must be currently enrolled in @ least 1 unit
Testing begins promptly @ 9:00a.m.; absolutely no admittance after 8:45 a.m. check-in**

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>Closed</i> Holiday.	3 <i>Closed</i>	4 <u>NO TESTING</u>	5 <u>NO TESTING</u>	6 <u>NO TESTING</u>
9 8:30 a.m. to 11:00 a.m.	10 8:30 a.m. to 11:00 a.m.	11 8:30 a.m. to 11:00 a.m.	12 10:00 a.m. to 1:00 p.m.	13 <u>NO TESTING</u>
16 <u>Closed for Holiday</u>	17 8:30 a.m. to 11:00 a.m.	18 8:30 a.m. to 11:00 a.m.	19 10:00 a.m. to 1:00 p.m.	20 <u>NO TESTING</u>
23 <u>.ATB Testing ONLY!!!</u> Student MUST check -in. B4 8:45 am	24 8:30 a.m. to 11:00 a.m.	25 8:30 a.m. to 11:00 a.m.	26 10:00 a.m. to 1:00 p.m.	27 <u>NO TESTING</u>
30 <u>ATB Testing ONLY!!!</u> Student MUST check -in. B4 8:45 am	31 8:30 a.m. to 11:00 a.m.	Feb 1 8:30 a.m. to 11:00 a.m.	Feb 2 10:00 a.m. to 1:00 p.m.	Feb 3 <u>Closed</u>

Note: *Office Hours are subject to change without prior notice*****

EXEMPTION FROM MATRICULATION

Some students may 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 must have transcripts which can verify your degree)
- You have completed a college-level English or math class at another college (transcripts required)
- You have taken the assessment at another college (you must submit scores from other college)
- You have participated in an orientation at another college

- **ATTENTION: All students must have a current application on file and a valid student ID number before they can test**
- **The entire assessment must be completed during one sitting.** Please allow approximately 1.5– 2 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. Children are not allowed in the testing or waiting areas. Please make sure you have made prior arrangements for child care.
- **YOU MUST BRING A PHOTO I.D.,** such as a driver's license, school photo I.D., or Department of Motor Vehicles photo I.D. to the testing session. **You will not be allowed to test without a photo I.D.**

* For office use only*

Name: _____

Student ID # **88-** _____

Date of Birth _____

Test Administered: English _____ Math _____ Both _____ ATB _____ CELSA _____ CELSA ATB _____

Registration Appointment _____