Admission and Registration

**MATRICULATION**

Matriculation is a process that enhances student access to Los Angeles Southwest College that promotes and sustains the effort of students to be successful in their educational endeavors. Matriculation is designed to provide admission, assessment, orientation, counseling, and follow-up to all enrolled students. The goals of Matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

Matriculation is an agreement between Los Angeles Southwest College (LASC) and you, the Student. State regulations require that LASC provide you with open access to all courses, programs, and services available at the college, and that we make every possible effort to assist you in planning and attaining your educational goals.

**As part of this agreement, Los Angeles Southwest College provides:**

- A timely admissions process
- Information about Los Angeles Southwest College, the Matriculations Process, and policies relating to students
- Assessment of your basic educational skills and career goals
- Placement recommendations based on multiple measures
- Counseling and advisement in the selection of your classes
- Orientation of college programs, services, and policies
- Information and referrals for student support services
- Assistance with progress towards your goals

**In this partnership your responsibilities are to:**

- Declare a specific educational objective
- Meet with a counselor to develop a student educational plan
- Maintain reasonable progress toward your educational goals
- Attend class and complete assigned course work
- Complete courses and maintain progress toward your educational, academic, or career goals

**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 have taken the assessment at another college, within a 12-month period.
- You have participated in an orientation at another college
- You want to take a class for personal enrichment, which does not include English or math courses

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

**ADMISSION TO THE COLLEGE**

Admission to Los Angeles Southwest College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to Los Angeles Southwest College Office of Admissions and Records, 1600 West Imperial Highway, Los Angeles, CA 90047-4899.

**Application for Admission**

Applications for admission with detailed instructions are available from the Office of Admissions and Records. An application must be submitted if a student is:

1. A new student entering Los Angeles Southwest College for the first time, or
2. A returning (former) student who did not attend Los Angeles Southwest College for the prior semester, or
3. A student in grades K-12 enrolled in a public or private school seeking special admission.

**K–12 Students’ Special Admission**

Educational enrichment opportunities are available for students who would benefit from advanced scholastic or vocational work as agreed by the President or designee. These students, upon recommendation of the principal of the school that the student attends and with parental consent, may attend a community college as special part-time students to undertake one or more courses of instruction offered at the community college level.

The student can earn academic credit toward high school graduation and a college degree. Application packets are available in the Office of the Vice President of Student Services. For further information, call (323) 241-5279. Interviews are required by the college.

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.

**Fee Exemption for Special Part-Time Students, Grades K–12**

Students admitted to the Los Angeles Community Colleges pursuant to Education Code Section 76001 and Section 8100.05 of the Board Rules as special part-time students who are concurrently enrolled in K-12 are exempt from
enrollment fees charged for all terms (including summer) pursuant to Education Code Section 76300.

Commencing with the Spring 2002 semester, non-resident students who are admitted as “Special Part-Time Students Grades K-12” under Board Rule 8100.05 are also exempted from paying non-resident tuition for all semesters and terms (including summer and winter intersession).

**International Students (F-1 Visa) Admission**

Los Angeles Southwest College is certified by the Department of Homeland Security to issue I-20s to non-immigrant visa students and will consider applicants if they meet the following requirements:

A. Have earned a high school diploma or the equivalent education in a foreign country;

B. Have a good command of the English language as demonstrated by a score of 450 or higher on the TOEFL. If the computer-based TOEFL is taken, the total score must be at least 133 or 45 if the Internet version is taken. (A TOEFL score may be substituted with a signed letter on school letterhead from the director of the secondary institution stating that the language of instruction was English.)

C. Show the ability to pay the non-resident tuition, enrollment fees, and living and personal expenses for 12 months. Personal and living expenses certification is waived if the student is living with a U.S. sponsor who will certify that the expenses will be taken care of.

International student applications are accepted for each Fall and Spring semesters; direct inquiry should be made to the International Student Advisor at (323) 241-5277, write to the address on the back of the catalog, or see information regarding the “International Student Program” under “Prospective Students” on the web at www.lasc.edu.

Effective April 12, 2002, the Bureau of Citizenship and Immigration Services has issued an Interim Rule which requires students with B visas to change their visa status to an F visa after enrolling in a course of study at the college.

**Residency**

The California residency requirement has two parts: Act and Intent. To claim residency a student must have legal immigration standing, have lived and shown intent to reside in California by a) paying California income taxes, b) possessing a valid California driver’s license, c) registering and voting in the state, d) owning and registering a car in California, and/or the absence of these ties with another state. The payment of California state income taxes is the most important act of intent. Concurrent with the act of intent, physical presence in the state for one year and one day prior to the first day of classes is required to establish California residency. Because the residency requirement is complicated, students with questions should contact the Office of Admissions and Records.

**Change of Address**

When a student changes his or her place of residence after he or she has applied for admission to the College, he or she must change his or her address at the Admissions Office immediately by preparing a Notice of Change of Address.

**Residence Appeal**

A student may appeal his/her residence classification determined by the college. The Appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The Appeal must be submitted in writing to the College Admissions Officer.

**Residence Reclassification**

Students who have been classified as non-residents must petition to be reclassified as residents at any time they feel their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

**Social Security Number/I.D.**

In accordance with state legislature, the college will be switching to a new student identification system before the fall semester begins. At the time the new student ID system is introduced, current students will be sent a letter informing them of their new identification number. New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers “88” to make it easy to identify. For additional information, visit our college website at www.lasc.edu, or visit the Admissions Office, Student Services Center, Room 125.

**REGISTRATION**

**Assessment, Orientation and Advisement**

All new students are expected to participate in the matriculation process prior to registering for classes. Assessment, Orientation and Advisement are part of this matriculation process.

In addition, all students enrolling for the first time in any English, English as a Second Language, reading or mathematics class must complete the appropriate assessment test.

**Procedures**

To gain the most from this college service, students should plan on completing the matriculation process in the following steps:

1. Complete and file an “Application for Admission” with the Office of Admissions and Records,
2. Take the Computerized Placement Test, which includes multiple measures such as reading, writing, arithmetic, elementary algebra, and college-level math tests,
3. Complete the orientation process,
4. Meet with a counselor, and
5. Register for classes. (The college encourages all new students to enroll in a personal development class).

The schedule for testing and any additional information is available each semester in the Matriculation Office or the Admissions and Records Office.

**Counseling Services**

The Counseling Staff is prepared to assist students to define their objectives and develop an educational plan. Students are encouraged to see a counselor on a walk-in basis or by appointment. Counselors are on duty throughout the calendar year to provide information which will assist continuing students and new applicants.

**Schedule of Classes**

The Los Angeles Southwest College Schedule of Classes, published prior to each semester and the summer and winter sessions, includes registration procedures, calendar dates, program and general information, and course offerings.
Detailed information on programs and courses may be found in this Catalog. Schedules are available at various locations on campus.

**Enrollment Fees**

Section 72252 of the Education Code requires community colleges to charge an enrollment fee of each student enrolling in college. The fee prescribed by this section shall be twenty-six dollars ($26) per unit per semester.

If at the time of enrollment a student is receiving benefits under the Aid to Families with Dependent Children Program, the Supplemental Security Income/State Supplementary Program, or the General Assistance Program, the enrollment fee will be waived. For information on the procedure for requesting a Board of Governor’s Fee Waiver (BOGFW), contact the Financial Aid Office prior to the date of your enrollment.

Financial Aid and other enrollment fee assistance may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible.

**Qualify by Income Standards**

You may be eligible if you have applied for financial aid via the FAFSA, and you have been determined to have financial need.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2005 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$14,335</td>
</tr>
<tr>
<td>2</td>
<td>$19,245</td>
</tr>
<tr>
<td>3</td>
<td>$24,135</td>
</tr>
<tr>
<td>4</td>
<td>$29,025</td>
</tr>
</tbody>
</table>

Each additional member add $4,890

**Federal Student Aid Applicant**

You may be eligible if you have applied for financial aid via the FAFSA, and you have been determined to have financial need.

**Dependent Fee Waiver**

You are eligible if you have a Certification from the California Department of Veteran Affairs or the National Guard Adjutant General that you qualify for a Dependent's Fee Waiver.

If you are a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty, you must show proof of benefits.

**Congressional Medal of Honor**

If you are a recipient of the Congressional Medal of Honor or a child of a recipient, submit documentation from the Department of Veterans Affairs.

**Surviving Dependents of Terrorist Attacks 9/11/2001**

You are eligible if you are a dependant of a victim of the September 11, 2001 terrorist attacks. Submit documentation from the California Victim Compensation and Government Claims Board.

We encourage all students to apply using the FAFSA so that they will be considered for all of the federal and state financial aid programs.

**ENROLLMENT FEES AND NON-RESIDENT TUITION**

**California Resident Students**

The Admission office determines residency status for all students. 2006-2007 enrollment fees for California residents is $26 per unit. Enrollment fees may be waived for students who are eligible for a Board of Governors Fee Waiver (BOGFW). (Non-resident students are not eligible for BOGFW).

**Non-Resident**

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admissions Office regarding your particular status.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

**Non-Resident Tuition Fee**

The Board of Trustees adopted a non-resident tuition of $159.00 per semester unit for students attending the District colleges who are non-residents of the state. Furthermore, for non-resident students who are both citizens and residents of a foreign country, the Board adopted an additional $10.00 per semester unit fee (for a total of $169.00) pursuant to Education Code Section 76141, for a combined total of $195 per unit. These fees are subject to change each academic year.

**Deferred Tuition for Non-Resident Aid-Eligible Students**

A student on financial aid whose application has been processed and whose eligibility has been established may make arrangements to defer payment of tuition. The
Financial Aid Office will provide a "tuition deferment" form to take to registration which will indicate how many units a student plans to take and the amount of aid he/she will receive. Students are reminded that Pell and other aid may not pay the full tuition; therefore, a student may have to pay the remaining balance, which could be several hundred dollars depending upon the number of units taken. Tuition fees must be paid at the time of registration.

Non-Resident Tuition Refund Criteria and Schedule
A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below. Such a request must be made in writing on a form provided by the College. The date used for non-resident refund purposes is the date the request is filed and time stamped, regardless of when separation may have occurred. All non-resident refunds will be made by mail.

Non-resident refunds will be computed as follows:

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Date Request</th>
<th>Time Stamped</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular length (Fall, Spring)</td>
<td>Through second week of instruction.</td>
<td>Full</td>
<td></td>
</tr>
<tr>
<td></td>
<td>After second week of instruction.</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Short Term (Less than regular length)</td>
<td>Through 10 percent of class length.</td>
<td>Full</td>
<td></td>
</tr>
<tr>
<td></td>
<td>After 10 percent of class length; the Federal Aid will be returned to the Aid Program.</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Enrollment Fee Refund Policy
For full-term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless the student must drop a class because it is canceled or rescheduled by the administration/college. After the second week of classes the student may drop a course and use the fee to add another class. Therefore, we advise the student to drop and add at the same time. Please note that after the second week of classes there will be absolutely no refunds even when the class added has fewer units than the class dropped. It is the student's responsibility to drop classes.

For short-term courses: The student will receive a full refund up to the end of a period of time equal to 10 percent of total class time. There will be no refunds after that, unless the student must drop a class because it is canceled or rescheduled by the administration/college.

Transcripts
Upon written request of the student a copy of the student’s academic record shall be forwarded to the student or her designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of the student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of $3.00 per copy. Students may request special processing to expedite their request for an additional fee of $7.00. Requests for transcripts or verifications may be obtained in the Office of Admissions. Transcripts from another institution are not available for copying.

The student’s transcript may be withheld if 1) any library books or other library materials are charged to the student and are unreturned, or 2) there are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

Grade Request Procedures
Students will be able to receive information of their grades through the Student Telephone Enrollment Process (S.T.E.P.) This information (S.T.E.P.) is available in each Schedule of Classes.

If students need copies of their grades, they can obtain a grade printout from the Admissions Office. This printout is NOT a transcript or a verification of enrollment.

Consider a career in the Media Arts