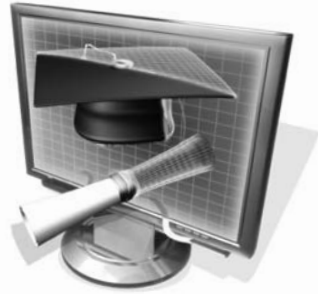


HOW TO SIGN UP FOR AN ONLINE CLASS FOR FALL 2008

If you are applying after the first day of class, you can pick up an add slip from the instructor on any of the training sessions listed, or contract your instructor by email.

**For Online Class
Descriptions, go to
www.lasc.edu,
then click on
Online Courses.**



HOW TO APPLY:

To apply online go to

<http://www.laccd.edu>

click on Application for Admissions. Be sure to print out the signature sheet and mail to:

ADMISSIONS OFFICE SSC-125

Los Angeles Southwest College
1600 West Imperial Highway
Los Angeles, CA 90047-4899

Once your application is processed, you will receive an email with your registration appointment. To apply in person, complete and submit an application to the Admissions Office SSC-125. Questions? Call (323) 241-5321.

Monday - Thursday: 8:00 a.m. to 7:00 p.m.
& Friday: 8:00 a.m. to 3:00 p.m.
Saturdays: 8/23 and 9/6 and 9/13 only
9:00 a.m. to 1:00 a.m.

HOW TO ENROLL IN AN ONLINE CLASS:

<http://www.laccd.edu>
click on **Enroll in Class.**

Enroll by phone using the Student Telephone Enrollment Program (S.T.E.P.) system until Thursday, August 28, 2008. See pages 6 & 7 for instructions or enroll in person at the Admissions Office.

HOW TO PAY FOR TUITION AND FEES:

Payment for classes may be done in person in the Business Office at the time of enrollment of the Business Office. Please note: Students cannot pay for fees via credit card online. Students cannot pay for fees via credit card via using (S.T.E.P.) system. See the Financial Aid Office for fee waiver information and eligibility requirements.

Fees for online courses are the same as for other LASC courses. Students taking only online courses will not be charged a health fee.

BUSINESS OFFICE: SSC-213 • (323) 241-5301

Monday - Thursday: 8:00 a.m. to 7:00 p.m.
& Friday: 8:00 a.m. to 3:00 p.m.
Saturdays: 8/23 and 9/6 and 9/13 only
9:00 a.m. to 1:00 a.m.

WHICH ENGLISH CLASS TO TAKE:

Students wishing to enroll in an English class are required to demonstrate appropriate placement level through the English assessment process unless documentation showing the necessary prerequisites is provided. After taking the English or ESL assessment test, a counselor will recommend the appropriate class placement.

Online Courses

COMPUTER SCIENCE- INFORMATION TECHNOLOGY

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

Prerequisite: None

0670	3:10 hrs/wk	TBA
	STAFF	ONLINE

Online Class: Online orientation to be held on campus, Saturday, September 6, 2008 at 12:00 p.m. to 2:00 p.m. in TEC230.

0673	TBA	TBA
	STAFF	ONLINE

Online Class: Online orientation to be held on campus, Saturday, September 6, 2008 at 9:00 a.m. to 11:00 a.m. in TEC 290, phone (323) 241-5337

ENGLISH

ENGLISH 94 - INTENSIVE GRAMMAR REVIEW (NDA) – 3 UNITS

Prerequisite: None

0930	3:10 hrs/wk	TBA
	S V DILLON	ONLINE

Go to <http://online.lasc.edu> and scroll down to find your class on the list. Follow the instructions to create a new account in order to access the course and your instructor's email address. Please contact instructor via email: dillonsv@lasc.edu.



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

Prerequisite: English 28 or English 31 with a grade of "C" or better, or appropriate placement recommendation based on assessment results and other multiple measures.

4037	3:10 hrs/wk	TBA
	LS ISAAC	ONLINE

Go to <http://online.lasc.edu> and scroll down to find your class on the list. Follow the instructions to create a new account in order to access the course and your instructor's email address. Please contact instructor via email: professorlissac@gmail.com

4038	3:10 hrs/wk	TBA
	C T NORRIS	ONLINE

Go to <http://online.lasc.edu> and scroll down to find your class on the list. Follow the instructions to create a new account in order to access the course and your instructor's email address. Online orientation to be held on campus, Wednesday, September 3, 2008 at 6:30 p.m. in LL215. Please contact instructor via email: instructornorris@gmail.com.

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

Prerequisite: English 101

4035	3:10 hrs/wk	TBA
	S V DILLON	ONLINE

Go to <http://online.lasc.edu> and scroll down to find your class on the list. Follow the instructions to create a new account in order to access the course and your instructor's email address. Please contact instructor via email: dillonsv@lasc.edu.

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

Prerequisite: English 101

Evening Classes

4040	3:10 hrs/wk	TBA
	S V DILLON	ONLINE

Go to <http://online.lasc.edu> and scroll down to find your class on the list. Follow the instructions to create a new account in order to access the course and your instructor's email address. Please contact instructor via email: dillonsv@lasc.edu.

Online Courses

BIOLOGY

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

Prerequisite: None. (Lecture 3 hours; Laboratory 3 hours).

1522	lec	11:10- 2:20	M
		STAFF	LL302
	& lab	3:10 hrs/wk	TBA
		K KIM	ONLINE

BIOLOGY 33 - MEDICAL TERMINOLOGY (CSU) – 3 UNITS

Prerequisite: None

1528		3:10 hrs/wk	TBA
		K KIM	ONLINE

Mandatory Orientation on Tuesday, September 2, 2008 at 11:00 a.m. in LL303 or LL306 at 6:00 p.m.

BUSINESS

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

Prerequisite: None

0705		3:10 hrs/wk	TBA
		STAFF	ONLINE

Online Class: Online orientation to be held on campus, Saturday, September 6, 2008 at 8:00 a.m. to 10:00 a.m. in LL 208.

CHILD DEVELOPMENT

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

Prerequisite: English 21 and Verification of annual Tuberculosis Test.

0433		3:10 hrs/wk	TBA
		LL BRINSON	ONLINE

Online Class: Online orientation to be held on campus, Tuesday, September 2, 2008 at 1:00-2:30pm or 4:30p.m.-6:00p.m. in CDC 214. Please contact instructor via email: Brinsoll@lasc.edu.

CHILD DEVELOPMENT 10 - CHILD HEALTH (CSU) – 3 UNITS

Prerequisite: None. Verification of annual Tuberculosis Test.

0434		3:10 hrs/wk	TBA
		STAFF	ONLINE

Online Class: Online orientation to be held on campus, Tuesday, September 2, 2008 at 1:00-2:30pm or 4:30p.m.-6:00p.m. in CDC 214. Please contact instructor via email: Brinsoll@lasc.edu.

COMPUTER APPLICATIONS OFFICE TECHNOLOGY

COMPUTER APPLICATIONS OFFICE TECHNOLOGY 1 - COMPUTER KEYBOARDING I – 3 UNITS

Prerequisite: None. (Lecture 2 hours, Laboratory 3 hours) (Laboratory fees: \$10)

0841	lec	5:10 hrs/wk	TBA
		C L MAGEE	ONLINE

Online Class: Online orientation to be held on campus, Saturday, September 6, 2008 at 8:00 a.m. to 10:00 a.m. in LL206.

COMPUTER APPLICATIONS OFFICE TECHNOLOGY 134 - HOW TO TEACH AN ONLINE COURSE – 1.5 UNITS

Prerequisite: None. (Lecture 1 hour, Lab 1 hour)

0852	lec	3:20 hrs/wk	TBA
		STAFF	ONLINE
	& lab	3:20 hrs/wk	TBA
		STAFF	ONLINE

Online Class: Online orientation to be held on campus, Saturday, September 6, 2008 at 8:00 a.m. to 10:00 a.m. in LL202.

(5 Week Class - Starts 10/6/2008, Ends 11/7/2008)

Online Classes — Next Step

Welcome to a new and exciting way to learn. Online classes provide you with the convenience of attending class in the virtual world without the limits of time and travel. Online classes are fun and an exciting new way to take college classes, but they are not for everyone. Please visit our web site at <http://lasc.edu>. Click on the link that says "Services for Students" and the select Classes Online from the drop down menu. You will find a lot of useful information here to help you decide if an online class is right for you.

If you have never taken an online class you may want to sign up for CAOT-134 **How to Succeed in an Online Class** This is a 1-unit, 3-week class offered each semester. Look in the schedule of classes under Computer Applications for details, page 54.

LASC offers two types of distance education courses:

Online classes are taught entirely online. With the exception of orientation meetings and possible proctored exams, you class will be conducted entirely on the internet.

Hybrid classes are taught with a mixture of online and face-to face class meetings. The ratio of these will vary depending on the course. These type of classes are a great way to sample distance learning before you take the big step in to Online Classes.

Online Classes at LASC are **asynchronous-paced**. **Asynchronous**, means that you can login to do your class work and assignments at any time of the day or night. With rare exceptions you never need to be online with your class at the same time. The **Paced** part is important. The class has a schedule of when topics are covered, when tests are conducted and when assignments are due. You must meet these deadlines (usually weekly) in order to pass the class.

What do you need to take an online class?

1. You must have an active email account. A regular and proficient use of email and the internet should prove helpful when taking online classes.
2. You must have a reliable computer. Our online classes are generally based on using PC's, but some courses can accommodate the use of MAC's. If you have a question, ask your instructor via email.
3. You must have a reliable internet connection. Dial up connection will work for some classes, but it is recommended that you have DSL or Cable connections.

What to do if you have signed up for an online class?

1. Verify you have a working email address (if you have not used it for a while it may not work).
2. Send your instructor an email- if you do not, you may be **dropped from the class!**
 - a. Use the **email address** provided in the schedule of classes
 - b. Put the **class name and section number** in the subject line of your email – your instructor may have many courses to select from.
 - c. Sign your full name and student ID number – your instructor cannot tell from your email address who you are.
 - d. Ask him/her to send you instructions for entering the online class
 - e. If you do not hear back from him/her, assume your email did not go through and send it again.
3. Plan on attending the Orientation – see the schedule of classes for the actual date of orientation.
4. Go to <http://online.lasc.edu> and set up your account. You will find instructions on how to do it there.

See next page for listing of Online Classes —

