Winter 2015 Schedule
January 5, 2015 to February 8, 2015
LOS ANGELES COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
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Steve Veres, Vice President
   Mike Eng
   Mona Field
   Ernest H. Moreno
   Nancy Pearlman
   Miguel Santiago
LaMont G. Jackson, Student Trustee

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Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Felicito Cajayon, Vice Chancellor for Economic & Workforce Development
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Albert J. Roman, Vice Chancellor for Human Resources
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O’Reilly, Chief Facilities Executive

LOS ANGELES SOUTHWEST COLLEGE

ADMINISTRATION
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Dr. Lawrence L. Bradford, Vice President, Academic Affairs
Ferris Trimble, Vice President, Administrative Services
Pamela Sanford, Associate Vice President, Administrative Services
Dr. Oscar Cobian, Acting Vice President, Student Services
Dr. Tangela Alfred, Acting Dean, Academic Affairs
   (Vacant), Dean, Academic Affairs
   Felicia Duenas, Dean, LEED-LA
   Rick Hodge, Dean, Career Technical Education
   Phillip Briggs, Dean, Institutional Effectiveness
   Vacant, Dean, Resource Development
   Vacant, Dean, Student Services
   Dr. Juan Carlos Astorga, Dean, TRIO Programs

DEPARTMENT CHAIRPERSONS
   Vacant, Arts & Humanities
   Dr. Tamura Howard, Behavioral & Social Sciences
   James Hicks, Business, Computer Science & Related Technologies
   LaShawn L. Brinson, Child Development/Family & Consumer Studies
   Reginald Morris, Counseling
   Dr. Darren Cifarelli, English & Foreign Languages/Developmental Communications
   Vacant, Library
   Dr. Todd Roberts, Natural Sciences, Health & Kinesiology
   Dr. Lernik Saakian, Mathematics
   Dr. Catherine Azubuike, Nursing
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Calendar
Winter 2015

Applications Available ...................................................................................................................................Wednes day, October 1, 2014
Residency Determination Date ......................................................................................................................Sunday, January 4, 2015

REGISTRATION
First day of Priority Registration - Group 1......................................................................................................Monday, Oct. 27, 2014
First day of Priority Registration – Group 2.....................................................................................................Thursday, October 30, 2014
First day of Priority Registration – Group 3.....................................................................................................Monday, November 17, 2014
First day of Priority Registration – Group 4.....................................................................................................Monday, December 1, 2014
In-person registration (Add Permit required)... ...................................................................................................Monday-Thursday, January 5-8, 2015

Priority Registration Groups:
Group 1: Active military, veterans, Foster Youth, EOPS, DSPS, and CalWORKs
Group 2: Fully matriculated continuing students
Group 3: Fully matriculated new & returning students
Group 4: Non-matriculated continuing students

DEADLINE DATES
Winter 2015 Classes Begin ...........................................................................................................................Monday, January 5, 2015
Deadline to Drop Classes without a “W” .........................................................................................................Wednesday, January 7, 2015
Deadline to Drop with Refund/No Fee Liability .............................................................................................Wednesday, January 7, 2015
Census Date.................................................................................................................................................Thursday, January 8, 2015
Deadline to Add Classes...................................................................................................................................Thursday, January 8, 2015
Drops show on transcript...............................................................................................................................Thursday, January 8, 2015
Deadline to petition for Credit/No Credit.........................................................................................................Thursday, January 15, 2015
Deadline to Drop Classes with “W” Grade....................................................................................................Saturday, January 31, 2015
Finals ...........................................................................................................................................................Last Day of Instruction

NON-INSTRUCTION
New Year’s Holiday (Campus Closed) ..........................................................................................................Thursday, January 1, 2015
Martin Luther King, Jr. Holiday (No Classes, Campus Closed).................................................................Monday, January 19, 2015

Office of Admissions and Records (323)-241-5321 — Student Services Building, Room 102
Office hours for the period of January 5-8, 2015 (Subject to change):
Monday – Tuesday 8:00am – 6:00pm; Wednesday-Thursday 11:00am-7:00pm & Friday 8:00am - 1:00 pm

*Indicates Saturday deadline that must be processed online. In-person transactions must be processed the prior business day.
Message from the President

Dr. Linda Rose, Ed.D.
President

Welcome to Los Angeles Southwest College!

The mission of Los Angeles Southwest College is to facilitate student success, encourage life-long learning and enrich the lives of its diverse community. Faculty, staff, and administrators welcome you and we are committed to helping you set and achieve your academic and career goals. We have a variety of instructional pathways and programs that lead to degrees and certificates as well as student support services and programs to ensure your success. Completing one of our pathway degree or certificate programs will transform your life! As we modernize our campus, with you in mind, we ask for your continued patience. I assure you the final results will be worth the wait! In the meantime, we encourage you to explore our college campus and take advantage of all we have to offer.

¡Bienvenido a Los Ángeles Southwest College!

La misión de Los Angeles Southwest College es facilitar el éxito de nuestros estudiantes, fomentar el aprendizaje continuo y enriquecer las vidas de los miembros de nuestra comunidad diversa. El personal, los profesores, y administradores les damos la bienvenida y nos comprometemos a ayudarles a fijar y alcanzar sus metas académicas y profesionales. Tenemos una gran variedad de carreras y programas que conducen a títulos y certificados así como servicios y programas de apoyo estudiantiles para asegurar su éxito. ¡Sus vidas cambiarán al completar uno de nuestros títulos o certificados! Les pedimos paciencia a medida que modernizamos nuestro plantel con ustedes en mente. ¡Les aseguramos que el resultado final valdrá la pena! Mientras tanto, los invitamos a explorar nuestro plantel y aprovechar todo lo que tenemos para ofrecerles.
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, Southwest 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.

<table>
<thead>
<tr>
<th>Administration of Justice</th>
<th>Computer Science-Information Technology</th>
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<tr>
<td>• Fingerprinting</td>
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<td>• Microsoft Word</td>
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<tr>
<td>• Electronic Technician</td>
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<tr>
<td>• Telecom and Network Technician</td>
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<td>• Network Cabling Technician</td>
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<td>• Chemical Dependency Specialist in Criminal Justice</td>
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<td>• Recovery Specialist</td>
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<tr>
<td>• Real Estate Broker</td>
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<tr>
<td>• Real Estate Escrow</td>
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<tr>
<td>• Real Estate Salesperson</td>
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</tbody>
</table>

At LASC you get 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.
COLLEGE MISSION & GOALS
The mission of Los Angeles Southwest College is to facilitate student success, encourage life-long learning and enrich the life of its diverse community. In order to accomplish the mission, Southwest has established the following goals:

Goal 1 (Access): Expand educational opportunity & access.
Goal 2 (Success): Implement strategies for student success.
Goal 4 (Accountability): Foster a college-wide culture of service & accountability.
Goal 5 (Collaboration & Resources): Cultivate and maintain new resources & external partnerships.
Goal 6 (Career & Technical Education): Participate in regional workforce and economic development.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Communication (Oral and Written)
2. Cognition (Reading Comprehension, Computational Skills, and Critical Thinking)
3. Information Competency (Information Competency and Technological Literacy)
4. Social Responsibility (Responsible Citizenship and Valuing Diversity)
5. Personal and Professional Development (Employability and Confidence Building)

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 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.

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 have 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, go to 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. High school students are limited to 11 units per semester (9 units in the Fall 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 start date.
ASSESSMENT CENTER INFORMATION
OFFICE HOURS

STUDENT SERVICES BUILDING ROOM 204 (SSB-204)

<table>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>8:30 a.m. to 7:00 p.m.</td>
<td>8:30 a.m. to 7:00 p.m.</td>
<td>8:30 a.m. to 7:00 p.m.</td>
<td>8:30 a.m. to 7:00 p.m.</td>
<td>8:30 a.m. to 1:00 p.m.</td>
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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 test without a photo I.D.

**MAJOR CODES**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>CODE</th>
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<tr>
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<td>0514.01</td>
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<td>0506.00</td>
<td>Management/Supervision</td>
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<td>Art</td>
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<td>1203.00</td>
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<td>Family and Consumer Studies</td>
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<td>Word Processing</td>
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Los Angeles Southwest College students can register and pay fees online through the campus website: (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
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 2015 semester
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, 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 or the Business Office for your records to confirm that you are officially enrolled. You are only listed 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, 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). 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
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) 2015
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 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 registración. 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](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 a 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.**

- **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.**

- **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 your body of your email (I _Name____request to be added to your class.)
MATRICULATION

Student Rights and Responsibilities
Matriculation is a process that assists the 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. 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. You must obtain proof that you have completed Orientation before you can take the Math and English assessment tests. You are required to wait at least one day between Orientation and Assessment.

Step 3 – Go to the Assessment Center (SSB204)
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 to 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. 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 CORDINATOR AT (323) 241-5361, LOCATED IN SSB-204.
PROCESO DE MATRICULACIÓN

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. 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. Usted debe obtener un comprobante de que ha completado la orientación antes de tomar la evaluación de inglés y matemáticas. 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. 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 del departamento de Negocio 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 ano.
• 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
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 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 with the 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.

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 obtuvieron)
- 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 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).

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.

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 9th through 12th 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 Southwest Application for Admission. The application can be processed online at 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, 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.

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.
EUROPEAN 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: Dr. Oscar Cobian, Dean of Student Services (323) 241-5298.

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 which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained at Los Angeles Southwest College from Dr. Oscar Cobian, Dean of Student Services (323) 241-5298.

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.

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 acepta 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: Dr. Oscar Cobian, Dean of Student Services, (323) 241-5298, 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 ejemplo de estos reglamentos, favor de ver al Dr. Oscar Cobian, Dean of Student Services (323) 241-5298.

Estudiantes, profesores, o empleados quienes crean 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.
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 & evening classes available
- Credit classes are only $46 per unit or **FREE** if you qualify for a fee waiver
- Credit ESL classes count towards 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 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 Spanish GED Preparation Classes**
- Prepare to pass the GED test in Spanish
- Available on Saturday

**Distance Learning**
- 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
- 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 el GED en español**
- Prepárese para pasar el examen del GED en español
- Disponible los sábados

**Aprendizaje a distancia**
- 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
- 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
Go to College, We'll Pay For It.
Traditional Age Students, Older students, and Full & 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 $5,550.00 per academic year. State: Board of Governors Fee Waiver (BOGFW) covers $46/per unit enrollment fee. Cal Grants: Up to $1,551.00 and Chafee Grants: up to $5,000.00 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 SOUTHWEST COLLEGE 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, 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 Southwest is counted and reported to our District Office in order to determine our campus funding (apportionment). The Winter 2015 Census Date is January 8, 2015.

1. All courses must be added by the census date (January 8, 2015 is the deadline to add classes).

2. All courses must be dropped before the census date to avoid receiving a “W” grade (receipt of “W” grades in the same 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 occurs before the census date. Drops that occur on or after the census date will result in a “W” grade. (Wednesday, January 7, 2015 is the deadline to drop to avoid a “W” grade).
   - This should encourage you to make a decision to drop a class earlier
   - This will allow faculty 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.

4. 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 PE 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 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 towards 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 4th 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 before the specified deadline for dropping a class without a grade of “W” – January 7, 2015 is the No Penalty Drop Deadline for Winter 2015.
   • 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 now being sent to your District Assigned Email Address ONLY!
   • New and returning students should be sure to complete the matriculation process in order to obtain higher registration priority.
Student Services

INFORMATION AND TELEPHONE NUMBERS FOR STUDENT SERVICES

ADMISSIONS & RECORDS – SSB-102 ................................................................. 323-241-5321
ASSOCIATED STUDENT ORGANIZATION (ASO) – SSB-118 ......................... 323-241-5253
ASSESSMENT – SSB-204 ................................................................................ 323-241-5361
BRIDGES TO SUCCESS – SSB-205 ............................................................... 323-241-5281
BUSINESS OFFICE – SSB-103 ...................................................................... 323-241-5301
CAMPUS BOOKSTORE – SSB-132 .............................................................. 323-241-5091
CAREER CENTER – SSB-228 ...................................................................... 323-241-5406
CENTER FOR RETENTION AND TRANSFER (CRT) – SSB-229 .................... 323-241-5392
CHILD DEVELOPMENT CENTER (CDC) .................................................... 323-241-5000
COMMUNITY SERVICES – Moved to West Campus .................................... 323-241-5288
COUNSELING – SSB-227 .............................................................................. 323-241-5200
DISABLED STUDENTS PROGRAM & SERVICES (DSP&S) – SSB-117 ....... 323-241-5480
EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S) – SSB-218 ... 323-241-5484
FINANCIAL AID – SSB-104 ........................................................................... 323-241-5338
CalWORKs/GAIN – SSB-217 ....................................................................... 323-241-5477
HEALTH CENTER – SSB-115 ...................................................................... 323-241-5252

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.

FOR LIFE THREATENING EMERGENCIES,
CALL CAMPUS SHERIFF’S OFFICE .............................................................. 323-241-5311 or Dial 911

INTERCOLLEGiate ATHLETICS – SSB 209 .................................................... 323-241-5409
INTERNATIONAL STUDENTS – SSB-116 .................................................... 323-241-5281
LIBRARY ......................................................................................................... 323-241-5235
MIDDLE COLLEGE HIGH SCHOOL .............................................................. 323-418-4700
STUDENT SERVICES ADMINISTRATION – SSB-209 ............................... 323-241-5279
STUDENT SUCCESS CENTER ..................................................................... 323-241-5456
TALENT SEARCH – SSB-208 ..................................................................... 323-242-5523
UPWARD BOUND – SSB-207 ...................................................................... 323-241-5378
VETERANS SERVICES – SSB-102 ............................................................ 323-241-5202
### How to Read the Schedule of Classes

**Courses**
- **Complete Prerequisite Classes before enrolling in this class.**
- **Section or Ticket Number**
- **Time Class Meets** (TBA = to be arranged)
- **Days Class Meets** (Daily = M, T, W, Th, F)
- **Short Term Classes** (Start & end dates in parentheses)

**Enrollment Fees Winter 2015**

**Enrollment Fees:**
- Fees are set by the State Legislature and may change.

**Required Fees:**
- $46 per unit
- Health Fee ($11 for Winter) =

**Non-Resident Tuition (Out of State and International Students):**
- *Out of State Tuition $190 per unit*
- Students from other states pay non-resident tuition of $190 per unit plus a $46.00 per-unit enrollment fee.
- *International Student Tuition $212 per unit*
- Students from other countries pay tuition of $212 per unit plus a $46 per-unit enrollment fee. (The Non-Resident Tuition for International Students includes a Capital Outlay fee of $22 per semester unit.)

**Audit Fees:**
- $15 per unit

**Optional Dues:**
- Associated Student Organization (ASO) membership ($7.00 for Winter) =
- Preferred parking permit (Includes ASO membership) ($27.00 for Winter) =
- Non-preferred parking permit ($20.00 for Winter) =

**Total =**

**Note:** You are responsible for fees even if you do not attend 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

**Accounting 22 - Bookkeeping and Accounting II (UC:CSU) - 3 Units**

Prerequisite: Accounting 21 or equivalent. Note: Together with Accounting 21, it equals Accounting 1.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING 22</td>
<td>8003</td>
<td>3:00-9:20 TTh STAFF SSEC217</td>
<td>3</td>
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<td></td>
<td>8004</td>
<td>9:00-2:05 TTh STAFF SSEC218</td>
<td>3</td>
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<td><strong>Evening Classes</strong></td>
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<td></td>
<td>5000</td>
<td>6:30-9:05 MW STAFF SSEC223A</td>
<td>3</td>
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<td>5002</td>
<td>7:00-9:25 TTh STAFF SSEC323</td>
<td>3</td>
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<td>8006</td>
<td>9:30-10:30 MTWTh STAFF SSEC323</td>
<td>3</td>
</tr>
</tbody>
</table>

(Starts 10/27/2014, Ends 12/21/2014)

**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.**

Winter 2015 Schedule of Classes
ACCOUNTING
Department Chair: Professor James Hicks
(323) 241-5387, hicksje@lasc.edu

ACCOUNTING 25 - AUTOMATED ACCOUNTING METHODS AND PROCEDURES (CSU) - 3 UNITS
Prerequisite: Accounting I
Evening Classes
3610  6:30- 8:30 MTWth STAFF TEC380

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 course. Instructor's e-mail: saafirrf@lasc.edu. Orientation information will be posted on the website.
Evening Classes
3620  6:30- 9:00 MTWth ML LEWIS SSEC310
ADMINISTRATION OF JUSTICE 2 - CONCEPTS OF CRIMINAL LAW (UC:CSU) - 3 UNITS
Recommended: Administration of Justice 1
0612  10:40- 1:10 MTWth CA SHAFFER SSEC310

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 STAFF SSEC108
& lab 10:30- 1:00 MTWth STAFF SSEC108
Evening Classes
4510 lec  4:25- 6:55 MTWth H ELFARISSI AV103
& lab  6:55-9:25 MTWth H ELFARISSI AV102

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 ML CUNIN-BORER SSEC315
0416  10:30hrs/wk TBA PB ADKINS-JACKSON ONLINE
This section is an online course. Instructor's e-mail: adkinspb@lasc.edu. 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 ML CUNIN-BORER SSEC315

ART
Department Chair: Ms. Voiza Greene
(323) 241-5448, Greenemv@lasc.edu

ART 103 - ART APPRECIATION I (UC:CSU) - 3 UNITS
Prerequisite: NoneRecommended: English 28
0120  8:00-10:30 MTWth STAFF SSEC223A

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

BASIC SKILLS 28CE-BASIC SKILLS PRE-ALGEBRA (NDA) - 0 UNITS (Rpt 3)
Prerequisite: None
8706  11:00- 1:30 MTWth A GHAFFARI SSEC125A

BASIC SKILLS 35CE - BASIC MATH SKILLS (NDA) - 0 UNITS (Rpt 9)
Prerequisite: None
8701  8:00-10:30 MTWth A GHAFFARI SSEC125A

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

BUSINESS 1 - INTRODUCTION TO BUSINESS (UC:CSU) - 3 UNITS
Prerequisite: None
0700  10:30hrs/wk TBA AP MOORE ONLINE
Evening Classes
3750   6:30- 9:00 MTWth LH MANYWEATHER SSEC223B
BUSINESS 5 - BUSINESS LAW I (UC:CSU) - 3 UNITS
Prerequisite: None
Evening Classes
3751   6:30- 9:00 MTWth J BOWMAN SSEC315

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
**COMMUNICATION STUDIES**

Department Chair: Ms. Voiza Greene  
(323) 241-5448, Greenevm@lasc.edu

**COMMUNICATION STUDIES 101 - PUBLIC SPEAKING (UC:CSU) - 3 UNITS**  
Prerequisite: None. Recommended: English 28.  
0250  10:40- 1:10 MTWTh  STAFF  SSEC209

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**COMPUTER APPLICATIONS**

**OFFICE TECHNOLOGIES**

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

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 31 - BUSINESS ENGLISH (CSU) - 3 UNITS**  
Prerequisite: None  
Evening Classes  
3820  6:00- 8:30 MTWTh  KJ MASCHLER  AV129

**MICROCOMPUTER OFFICE APPLICATIONS 85 - MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (CSU) - 3 UNITS**  
Prerequisite: None (Lecture 1 hour: Lab, 4 hours).  
0841 lec  3:20 hrs/wk  TBA  CL MAGEE  ONLINE  
& lab  14:10 hrs/wk  TBA  CL MAGEE  ONLINE

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**COMPUTER SCIENCE- INFORMATION TECHNOLOGY**

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

**COMPUTER SCIENCE-INFORMATION TECHNOLOGY 600 - PRACTICAL PC AND CAREER TECHNOLOGIES - 1 UNITS**  
Prerequisite: None. Recommended: CO SCI 630. This is a basic course in computer literacy concepts. It provides an overview of Windows-based PCs. Basic Microsoft Windows, installing software; naming and saving files, compressing and decompressing files, downloading files, organizing files in folders, as well as protecting files will be introduced. The class will also cover how to connect to and search the Internet, and how to send e-mail with attachments. Students will be introduced to digital college resources that assist them in entering the computer field and successfully completing a certificate or degree program. Career Pathways in technology will be identified and examined. In demand careers in STEM (Science, Technology, Engineering and Mathematics) will also be identified and discussed.  
0663 lec  9:00- 9:25 MTWTh  JE HICKS  TEC270  
& lab  9:25-10:35 MTWTh  JE HICKS  TEC270

**COMPUTER SCIENCE-INFORMATION TECHNOLOGY 601 - INTRODUCTION TO COMPUTERS AND THEIR USES (UC:CSU) - 3 UNITS**  
Prerequisite: None. This is a basic course in computer literacy concepts. It provides an overview of computer networking, hardware and software (including operating systems and file management). The student will assess the implications of computer technology on society.  
0664  8:00-10:30 MTWTh  STAFF  TEC230

**MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (CSU) - 3 UNITS**  
Prerequisite: None. Recommended: CO SCI 630. This is a basic course in computer literacy concepts. It provides an overview of Windows-based PCs. Basic Microsoft Windows, installing software; naming and saving files, compressing and decompressing files, downloading files, organizing files in folders, as well as protecting files will be introduced. The class will also cover how to connect to and search the Internet, and how to send e-mail with attachments. Students will be introduced to digital college resources that assist them in entering the computer field and successfully completing a certificate or degree program. Career Pathways in technology will be identified and examined. In demand careers in STEM (Science, Technology, Engineering and Mathematics) will also be identified and discussed.  
0661  10:30 hrs/wk  TBA  M HAGHOON  ONLINE

**MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (CSU) - 3 UNITS**  
Prerequisite: None. Recommended: CO SCI 630. This is a basic course in computer literacy concepts. It provides an overview of Windows-based PCs. Basic Microsoft Windows, installing software; naming and saving files, compressing and decompressing files, downloading files, organizing files in folders, as well as protecting files will be introduced. The class will also cover how to connect to and search the Internet, and how to send e-mail with attachments. Students will be introduced to digital college resources that assist them in entering the computer field and successfully completing a certificate or degree program. Career Pathways in technology will be identified and examined. In demand careers in STEM (Science, Technology, Engineering and Mathematics) will also be identified and discussed.  
0661  10:30 hrs/wk  TBA  M HAGHOON  ONLINE

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Winter 2015 schedule of classes 21
COMPUTER SCIENCE-INFORMATION TECHNOLOGY 630 - MICROCOMPUTER APPLICATION SOFTWARE (CSU) - 3 UNITS
Prerequisite: Computer Science 601 (Lecture: 2 hours; Lab: 2 hours). It covers software development using the Visual Basic for Applications (VBA) in standard Microsoft applications. Topics covered include operating systems basics, file management basics, wired and wireless networks and network services, browsers, enterprise-wide information systems, basic database and object oriented programming concepts.

Evening Classes
3701 lec 6:30-8:05 MTWTh JE HICKS TEC270
& lab 8:05-9:40 MTWTh JE HICKS TEC270

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

ECONOMICS 2 - PRINCIPLES OF ECONOMICS II (UC:CSU) - 3 UNITS
Prerequisite: None
Recommended: Take this class before taking Economics 1
0716 10:30 hrs/wk TBA CK SEYMOUR ONLINE
This section is an online course. Instructor’s email: seymouck@lasc.edu. Orientation information will be posted on the website.

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

EDUCATION 1 - INTRODUCTION TO TEACHING (CSU) - 3 UNITS
Prerequisite: None
0450 10:30 hrs/wk TBA MH SMITH ONLINE
This section is an online course. Instructor’s e-mail: smithmh@lasc.edu. Orientation information will be posted on the website.

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

ENGINEERING GRAPHICS & DESIGN 101 - ENGINEERING GRAPHICS (UC:CSU) - 3 UNITS
9530 lec 9:40-11:15 MTWTh C HERWERTH TEC380
& lab 11:15-12:50 MTWTh C HERWERTH TEC380

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

ENGLISH 101 - COLLEGE READING AND COMPOSITION I (UC:CSU) - 3 UNITS
Prerequisite: English 28 or English 145
0910 8:00-10:30 MTWTh STAFF SSEC222
This section is an online course. Instructor’s email: dillonsv@lasc.edu. Orientation information will be posted on the website.
0911 10:30 hrs/wk TBA SV DILLON ONLINE
This section is an online course. Instructor’s email: dillonsv@lasc.edu. Orientation information will be posted on the website.

ENGLISH 102 - COLLEGE READING AND COMPOSITION II (UC:CSU) - 3 UNITS
Prerequisite: English 101
0913 8:00-10:30 MTWTh DL CIFARELLI SSEC210
0914 10:40-1:10 MTWTh DL CIFARELLI SSEC210

ENGLISH AS A SECOND LANGUAGE AND CIVICS
English Literacy & Civics Coordinator: Ms. Marian Ruane
(323) 241-5281, ruaneml@lasc.edu

ESL CIVICS 10CE - ESL AND CIVICS 1 (NDA) - 0 UNITS (Rpt 9)
Prerequisites: None
8702 3:20 hrs/wk TBA ML RUANE SSB205
ESL CIVICS 13CE - ESL AND CIVICS 4 (NDA) - 0 UNITS (Rpt 9)
Prerequisite: None
8707 8:30-11:00 MTWTh STAFF SSEC102
Evening Classes
5701 6:30-9:00 MTWTh STAFF SSEC125A
5703 6:30-9:00 MTWTh STAFF SSEC125B
ESL CIVICS 15CE - ESL AND CIVICS 6 (NDA) - 0 UNITS (Rpt 9)
Prerequisite: None
8704 8:30-11:00 MTWTh D LONDONO OFF SITE
8708 8:30-11:00 MTWTh STAFF SSEC218
8709 8:30-11:00 MTWTh STAFF TEC391
Evening Classes
5702 6:30-9:00 MTWTh STAFF SSEC217
5705 8:30-11:00 MTWTh M SERVIN SSEC218
5707 6:30-9:00 MTWTh STAFF SSEC201A

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

FINANCE 15 - PRINCIPLES OF BANKING (CSU) - 3 UNITS
Prerequisite: None
Evening Classes
3605 6:30-9:00 MTWTh N SRINIVASAN SSEC210

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

GEOLOGY 1 - PHYSICAL GEOLOGY (UC:CSU) - 3 UNITS
Prerequisite: None
1550 8:30-11:00 MTWTh EM BURCHARD AV111
GEOLOGY 6 - PHYSICAL GEOLOGY LABORATORY (UC:CSU) - 2 UNITS
Corequisite: Geology 1 or previous enrollment
Evening Classes
4540 lec 4:30-5:15 MTWTh STAFF AV111
& lab 5:15-6:50 MTWTh STAFF AV124

Winter 2015 schedule of classes
### 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 SSEC201A  
Evening Classes  
4550  6:30-9:00 MTWTh HL TATUM SSEC201B

### HISTORY

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

**HISTORY 11 - POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU) - 3 UNITS**  
Prerequisite: None  
0480  8:00-10:30 MTWTh WA POWELL SSEC201B  
0481  10:40-1:10 MTWTh WA POWELL SSEC201B

### HUMANITIES

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

**HUMANITIES 1 - CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC:CSU) - 3 UNITS**  
Prerequisite: None  
0390  10:40-1:10 MTWTh STAFF TEC150

### KINESIOLOGY

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

**KINESIOLOGY 217 - SELF-DEFENSE SKILLS (UC:CSU) - 1 UNITS**  
2111 lab 8:00-9:55 MTWTh A BRUMFIELD LFWC210  
2112 lab 8:00-9:55 MTWTh BW ALCOCER LFWC211  
2113 lab 8:00-9:55 MTWTh BW ALCOCER LFWC211

**KINESIOLOGY 229 - BODY CONDITIONING SKILLS (UC:CSU) - 1 UNITS**  
Prerequisite: None (Activity 2 hours).  
2925 lab 4:30-6:05 MTWTh TM MITCHELL LFWC211  
2927 lab 6:00-7:35 MTWTh TM MITCHELL 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).  
2928 lab 4:00-6:30 MTWTh H WASHINGTON FIELD

### MANAGEMENT

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

**MANAGEMENT 33 - PERSONNEL MANAGEMENT (CSU) - 3 UNITS**  
Prerequisite: None  
0721  10:30 hrs/wk TBA DA WILSON ONLINE  
Evening Classes  
3600  6:30-9:00 MTWTh STAFF SSEC223A  
3601  6:30-9:00 MTWTh STAFF SSEC209

### MARKETING

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

**MARKETING 1 - PRINCIPLES OF SELLING (CSU) - 3 UNITS**  
Prerequisite: None  
0723  10:30 hrs/wk TBA NR SIMMONS ONLINE  
Evening Classes  
3600  6:30-9:00 MTWTh STAFF SSEC223A  
3601  6:30-9:00 MTWTh STAFF SSEC209

### MATHEMATICS

**Department Chair:** Dr. Lernik 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 TEC221  
1602  9:00-1:25 MTWTh A GIZAW TEC111  
Evening Classes  
4600  5:30-9:55 MTWTh STAFF TEC111  
4601  5:30-9:55 MTWTh STAFF 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 STAFF TEC211  
& lab 12:25-1:10 MTWTh STAFF TEC211  
1604 lec 10:30-2:55 MTWTh E HECTOR TEC211  
& lab 12:25-3:40 MTWTh E HECTOR TEC211

This class utilizes MyMathLab, an interactive online learning tool designed to increase student success. Required resources for this section include: (1) internet access, and (2) MyMathLab Access Code which is included in the purchase of a new textbook.

**MATHEMATICS 125 - INTERMEDIATE ALGEBRA - 5 UNITS**  
Prerequisite: Mathematics 114 or Mathematics 115  
1605 lec 9:00-1:25 MTWTh GA RAMOS TEC211  
& lab 1:25-2:10 MTWTh GA RAMOS TEC211

This class utilizes MyMathLab, an interactive online learning tool designed to increase student success. Required resources for this section include: (1) internet access, and (2) MyMathLab Access Code which is included in the purchase of a new textbook.

**MATHEMATICS 227 – STATISTICS (UC:CSU) – 4 UNITS**  
Prerequisite: Mathematics 125 or Mathematics 122  
1607  8:00-11:30 MTWTh STAFF TEC290  
Evening Classes  
4603  5:00-8:30 MTWTh STAFF TEC150
MUSIC
Department Chair: Dr. Jon Bremen
(323) 241-5418, bremenjd@lasc.edu

MUSIC 111 - MUSIC APPRECIATION I (UC:CSU) - 3 UNITS
Prerequisite: None
0170 10:30 hrs/wk TBA JD BREMEN ONLINE
Instructor’s email: bremenjd@lasc.edu. Orientation information will be posted on the website.

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 EZEOBH 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

PERSONAL DEVELOPMENT
Department Chair: Mr. Reginald Morris
(323) 241-5427, morrisR@lasc.edu

PERSONAL DEVELOPMENT 17 - COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) - 1 UNITS
Prerequisite: None
1800 9:00-10:50 MW STAFF SSEC318
PERSONAL DEVELOPMENT 20 - POST-SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (CSU) - 3 UNITS
Prerequisite: None
1801 10:30 hrs/wk TBA EL MILLER ONLINE
Evening Classes
4800 6:30- 9:00 MTWTh KR MCBRIDE SSEC301A

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 (Lec: 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 R RESENDIZ AV109
& lab 6:55- 9:25 MTWTh R RESENDIZ 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
0503 8:00-10:30 MTWTh AM CRANON-CHARLES SSEC323
0500 10:40- 1:10 MTWTh AM CRANON-CHARLES SSEC323
0501 10:30 hrs/wk TBA T HOWARD ONLINE
Instructor’s email: howardtd@lasc.edu. Orientation information will be posted on the website.
Evening Classes
3450 6:30- 9:00 MTWTh AA UMOJA SSEC301B

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 LE APENAHIER SSEC301B
PSYCHOLOGY 14 - ABNORMAL PSYCHOLOGY (UC:CSU) - 3 UNITS
Prerequisite: Psychology 1
0522 10:30 hrs/wk TBA S LEE ONLINE
PSYCHOLOGY 41 - LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC:CSU) - 3 UNITS
Prerequisite: None
0523 10:40- 1:10 MTWTh GD EMBRY SSEC201A
0524 10:30 hrs/wk TBA S LEE ONLINE
This section is an online course. Instructor’s email: lees@lasc.edu. 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 SL WHITE SSEC223B
0541 10:30 hrs/wk TBA KM WRIGHT ONLINE
Instructor’s email:wrightkm@lasc.edu. Orientation information will be posted on the website.
Evening Classes
3470 6:30- 9:00 MTWTh R RHYMES SSEC314

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

SPANISH 1 - ELEMENTARY SPANISH I (UC:CSU) - 5 UNITS
Prerequisite: None
0960 8:00-12:25 MTWTh STAFF SSEC301A
0961 11:45- 4:10 MTWTh STAFF SSEC223C

THEATER
Department Chair: Ms. Voiza Greene
(323) 241-5448, Greenevm@lasc.edu

THEATER 270 - BEGINNING ACTING (UC:CSU) - 3 UNITS
Prerequisite: None
0270 2:00- 4:30 MTWTh STAFF TEC185
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; 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; 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 to get out of danger, and if all else fails,

Call The Campus Sheriff's Office (323) 241-5311