



# SOUTHWEST

## LOS ANGELES SOUTHWEST COLLEGE



**WHAT DO YOU VALUE? IT'S ALL HERE.**



# CALENDAR

Applications Available .....	Sunday, September 30, 2018
Residency Determination Date .....	Tuesday, January 1, 2019

## REGISTRATION

Priority Registration Tier 1: CalWORKS, DSPS, EOPS, Foster Youth, Active Duty/Veterans .....	Monday, Oct. 22, 2018
Priority Registration Tier 2: Athletes, Promise, Completion .....	Thursday, October 25, 2018
Registration Starts: Continuing & New, Fully Matriculated Students, MCHS .....	Monday, October 29, 2018
60-99 Completed Units .....	Monday, October 29, 2018
45-59 Completed Units .....	Wednesday, October 31, 2018
30-44 Completed Units .....	Friday, November 2, 2018
15-29 Completed Units .....	Monday, November 5, 2018
1-14 Completed Units .....	Wednesday, November 7, 2018
0 Completed Units .....	Friday, November 9, 2018
Registration Starts: Students Who Lost Priority .....	Tuesday, November 13, 2018
Registration Starts: K-12 Special Admits .....	Monday, November 19, 2018

## DEADLINE DATES

Winter 2019 Classes Begin .....	Wednesday, January 2, 2019
Deadline to Drop Classes without a "W" .....	Check Student Portal for Dates*
Deadline to Drop with Refund/No Fee Liability .....	Check Student Portal for Dates*
Census Date .....	Check Student Portal for Dates*
Deadline to Add Classes .....	Check Student Portal for Dates*
Drops show on transcript .....	Check Student Portal for Dates*
Deadline to petition for Credit/No Credit .....	Check Student Portal for Dates*
Deadline to Drop Classes with "W" Grade .....	Check Student Portal for Dates*
Finals .....	Last Day of Instruction

## NON-INSTRUCTION

Holiday (No Classes; Campus Closed) .....	Monday, December 31, 2018
Holiday (No Classes, Campus Closed) .....	Tuesday, January 1, 2019
Martin Luther King Jr. Holiday (No Classes, Campus Closed) .....	Monday, January 21, 2019

Office of Admissions and Records (323)-241-5321 — Student Services Building, Room 102  
Office hours for the period of January 2-4, 2019 (Subject to change)  
Monday –Thursday 8:00am-7:00pm & Friday 8:00am - 1:00 pm

\*Check the Class Search option on the campus web page for drop dates as well.

It is your responsibility to drop by the published drop dates to ensure that you are not liable for fees, or to avoid a "W" grade.

# Message from the President



On behalf of the faculty, classified professionals, and administrators of Los Angeles Southwest College, I want to welcome you to our campus. I am incredibly excited that you are joining our family. Whether you are starting college for the first time or returning to college, LASC is the place to be!

Truly, LASC is the place to be. We believe that because all of us strive to be the best on a daily basis and are committed to helping you reach your goals inside and outside the classroom. For more than 50 years, we have been dedicated to our communities, social justice and you. We are one family with one mission: YOUR success.

No matter where you are, we will meet you, and guide you on that journey. We do so by offering an array of classes to meet your needs from traditional full semester offerings to evening, weekend, and short-term, 8-week courses. All of these classes are offered on our campus that continues to transform, providing outstanding facilities for your personal growth. We also offer convenient online classes that allow you to get ahead in your education wherever you are most comfortable.

The entire LASC campus cares about your personal and professional success and will be there to support you every step on your journey in a warm and welcoming environment. Our faculty maintains the highest levels of excellence as they prepare you to join the world. Our classified professionals support you in reaching your goals, providing you with the focus to change your life. Our administrators continue to explore new and

innovative ways to help you succeed.

As you excel in your coursework, I hope that you will become engaged on campus by participating in athletics, performances, clubs, student government, and giving back to our community.

We are confident that while attending LASC you will discover your voice, your passion, and how you can make a difference in this world.

Just remember that you are in control of your destiny. Every step you take toward your goals is a step toward a brighter future. I look forward to seeing you on campus. Welcome to Los Angeles Southwest College. Go Cougars!

**Seher Awan, Ed.D., MBA, MPA**  
**President, Los Angeles Southwest College**

**#LASCThePlaceToBe**  
**#BeTheBest**

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Quiero darle la bienvenida a nuestro campus de parte de los profesores, personal operativo y administrativo de Los Angeles Southwest College. Estoy muy emocionada de que sea parte de nuestra familia. Ya sea que esté comenzando en el colegio por primera vez o que este regresando, ¡LASC es su mejor opción!

LASC es verdaderamente su mejor opción. Creemos eso porque nos esforzamos por ser mejores a diario y nos comprometemos a ayudarlo a alcanzar sus metas dentro y fuera del aula. Durante más de 50 años, nos hemos dedicado a nuestra comunidad, la justicia social y usted. Somos una familia con una misión: SU éxito.

No importa dónde se encuentre, nosotros estamos aquí para guiarle en ese viaje. Lo haremos ofreciendo una variedad de clases para satisfacer sus necesidades, desde las ofertas tradicionales de todo el semestre hasta los turnos vespertinos, de fin de semana y de corto plazo de 8 semanas. Todas estas clases se ofrecen en nuestro campus que continúa transformándose, proporcionando instalaciones excepcionales para su crecimiento personal. Para su conveniencia y comodidad, también ofrecemos clases en línea que le permiten avanzar en su educación.

Todo el campus de LASC se preocupa por su éxito personal y profesional, y estará allí para apoyarlo en cada paso de su viaje en un ambiente cálido y acogedor. Nuestros profesores mantienen los más altos niveles de excelencia mientras le preparan para unirse al mundo. Nuestro personal operativo lo ayudan a alcanzar sus metas, proporcionándole el enfoque para cambiar su vida. Nuestro personal administrativo continúa explorando formas nuevas e innovadoras de ayudarlo a tener éxito.

A medida que sobresalga en sus cursos, espero que se involucre en el campus, ya sea en atletismo, eventos, clubes, gobierno estudiantil y retribuya a nuestra comunidad.

Tenemos la certeza de que mientras asiste a LASC, usted descubrirá su voz, su pasión y cómo puede marcar la diferencia en este mundo.

Solo recuerde que usted tiene el control de su destino. Cada paso que da hacia sus metas es un paso hacia un futuro más brillante. Espero verte en el campus. Bienvenido a Los Angeles Southwest College. ¡Vamos Cougars!

**Seher Awan, Ed.D., MBA, MPA**  
**President, Los Angeles Southwest College**

**#LASCThePlaceToBe**  
**#BeTheBest**

## **LOS ANGELES COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

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*Dr. Allison P. Moore, Business, Computer Science & Related Technologies*  
*LaShawn L. Brinson, Child Development/Family & Consumer Studies*  
*Dr. Lisa Ford, Counseling*  
*Dr. Jeffrey Bohn, English & Foreign Languages/Developmental  
Communications*  
*Parisa Samaie, Library*  
*Dr. Todd Roberts, Natural Sciences, Health & Kinesiology*  
*Dr. Lemik Saakian, Mathematics*  
*Dr. Catherine Azubuikwe, Nursing*



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# COLLEGE MISSION & GOALS

*In honor of its founding history, Los Angeles Southwest College provides a student-centered learning environment committed to empowering students and the community to achieve their academic and career goals through the attainment of certificates and associate degrees leading to transfer and workforce preparation.*

Goal 1 (Access): Expand educational opportunity and access.

Goal 2 (Success): Implement strategies for student success.

Goal 3 (Excellence): Support student learning and educational excellence.

Goal 4 (Accountability): Foster a college-wide culture of service and accountability.

Goal 5 (Collaboration & Resources): Cultivate and maintain new resources and external partnerships.

Goal 6 (Career and Technical Education): Participate in regional workforce and economic development.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

Communication (Oral and Written)

Cognition (Reading Comprehension, Computational Skills, and Critical Thinking)

Information Competency (Information Competency and Technological Literacy)

Social Responsibility (Responsible Citizenship and Valuing Diversity)

Personal and Professional Development (Employability and Confidence Building)

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## 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 the 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.

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## ACCREDITATION

Los Angeles Southwest College, a California public, tax-supported community college, is officially accredited by the Western Association of Schools and Colleges.

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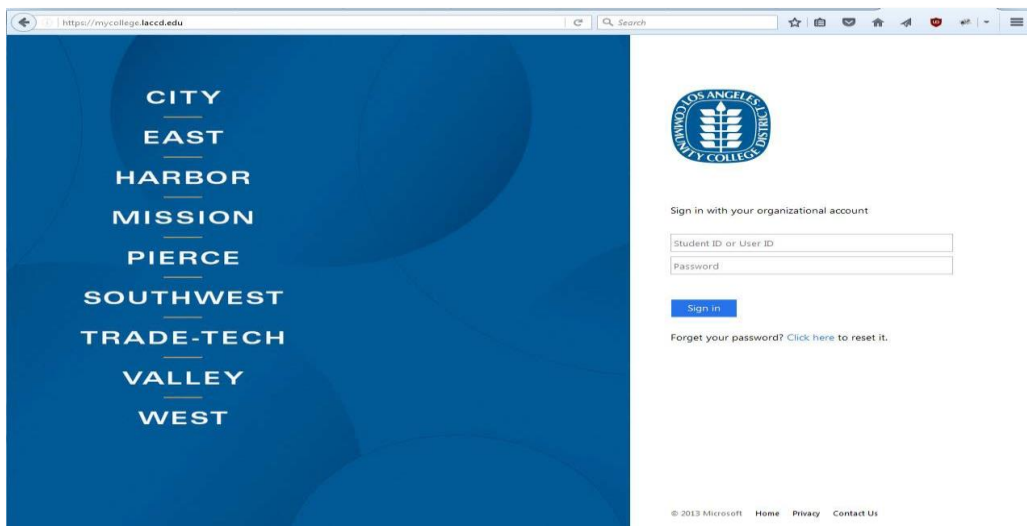
## IMPORTANT MESSAGE FOR NEW STUDENTS

You will receive a confirmation e-mail shortly after you 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. Once your application has been processed, you will receive an email informing you of your admission to the college.

**K-12 Students:** To apply as a concurrent high school student, you must complete the Supplemental K-12 Application for Admission of Students in Grades K-12 form, located on our web page at [www.lasc.edu](http://www.lasc.edu). The form must be approved by both a parent and your high school principal or designee. You must submit the approved K-12 form to Admissions and Records, in person, so that we can confirm that you have been admitted (we will write your student ID number on the form). Bring a picture I.D. card with you and an official high school transcript. All students in grades K-8 must be interviewed by the Vice President of Instruction. Students in grades 9-12 must be approved by the Vice President of Student Services. High school students are limited to 11 units per semester (nine units in the Summer Session). High school students must bring a photo I.D., completed K-12 Supplemental Application, and official transcripts to Admissions and Records for processing prior to the term's start date. The submission deadline is Thursday, August 24, 2017.

# How to Login to the new SIS Portal

1) Go to the new portal URL at: <https://mycollege.laccd.edu>



2) For **Students**, enter your **Student ID** in the "Student ID or User ID" textbox.

3) Enter your password in the "**Password**" textbox.

Student Default Password

Student default passwords will consist of:

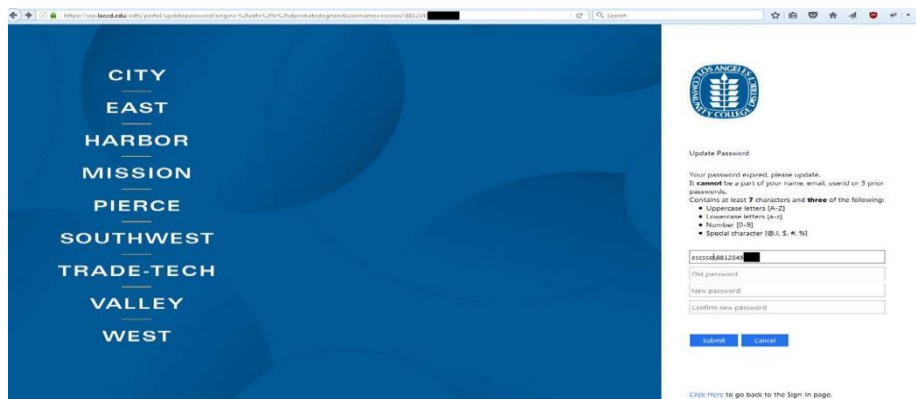
**88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)**

*For Example, Jane Doe, who was born on July the 4<sup>th</sup>, her default password would be: 88@D0704*

4) Once you have successfully logged in, for your account's security, you will be transferred to the update password page to change your default password.

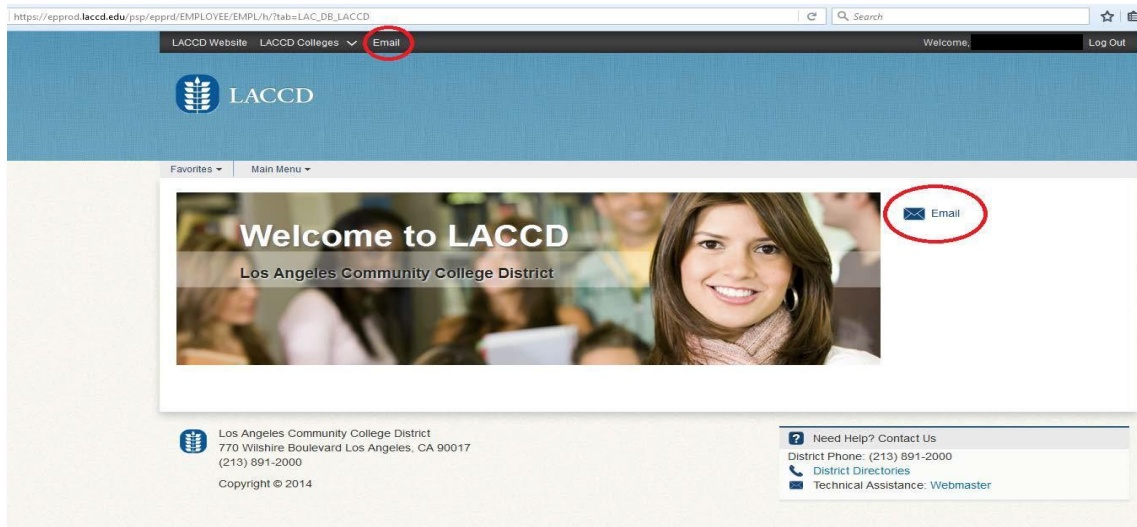
# How to Update your Password

- You will be asked to update your password when you log in for the first time.
- Enter your old password and new passwords in their respective textboxes.
- New password must contain at least **seven** alphanumeric characters: **numbers, uppercase and lowercase alphabetical characters, and at least one special character.**
- Additionally, you may not use your prior three passwords as your new password.
- After successfully updating your password, you will be redirected to the password registration page.



# How to Access your Office 365 Email

- 1) Login and you should be redirected to your Office 365 account.
- 2) If you are taken to the SIS Portal, click one of the email links, as seen below.



## YOU'VE GOT MAIL!

### 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.

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 and the 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 LASC's Office of Admissions and Records, Student Services Building, Room 102.



# PROCEDURE TO ADD AND DROP CLASSES

## Adding Classes

After you submit your online application, you will receive an email with directions on our 8-step matriculation process.

You may enroll in open classes using the online registration system prior to the start of the term only.

To add classes once the semester begins, you must obtain a permission number from the instructor of the class. Bring this Add Permit to the Admissions Office. To add online classes, you must email the instructor for permission to add.

## Campus Procedure

No semester courses may be added after the last day to add (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

## Withdrawal

New statewide regulations are now in effect that change the way students should think about enrolling in and withdrawing from classes.

Community colleges get their money from state apportionment. Apportionment is a set amount of dollars distributed to the college districts, based on enrollment. Each class you enroll in results in compensation to the college, and that is how the college stays open.

A “W” counts as an attempt, and you only get three attempts at any one course. Once you pass the course, you cannot repeat the course. After that, the state won’t pay the college for you to take the course again.

### **What this means for LASC students:**

If you stay in a course past the “no penalty” drop date and then drop or are excluded, you receive a “W” and you have used one of your three attempts.

When you have made three attempts at a class, with any combination of “W”, “D”, or “F” grades, you will not be able to register for the class again. You would have to try to take the class again at a college outside the Los Angeles Community College District.

You may fill out a Course Repetition Petition for one more try citing “extenuating circumstances;” however, for the most part, the only extenuating circumstances that will work are military deployment, natural disaster, or requirement for employment. The Course Repetition Petition must be approved before the start of the term in which you are attempting to enroll in the course. The deadline to submit your Course Repetition Petition is in the semester Academic Calendar. You may only petition for a Course Repetition for the Fall and Spring semesters.

If your registration is blocked because of this rule, getting an Add Permit will not help.

### **What you should do:**

If you’re going to drop a class, drop before the deadline so you won’t get a “W”.

Be sure you’re academically ready for classes you enroll in.

See a counselor to help you make good decisions about your education plan.

It is the student’s responsibility to withdraw officially. Consult the Academic Calendar for deadlines.

## Dropping Classes

### **THROUGH THE 2nd WEEK:**

No notation (“W” or other) will appear on the student’s record if the class is dropped during the first two weeks of the semester. This deadline always occurs prior to the add deadline.

### **THROUGH THE 11TH WEEK:**

A notation of “W” (withdrawal) is recorded on the student’s record for classes dropped during the 3rd through the 11th week of the semester.

### **AFTER THE 11TH WEEK:**

Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. That grade cannot be a “W” (withdrawal). Consult the deadline calendar in the Schedule of Classes or contact the Office of Admissions & Records.

# What to Consider and Expect when taking an Online/Hybrid Class

All ONLINE classes and online portions of HYBRID classes are conducted through Canvas, a Learning Management System (<https://llearn.laccd.edu>). To see an overview of Canvas, view the video at: <https://player.vimeo.com/video/74677642>

Students must have access to a computer and appropriate software in order to participate an online/hybrid class (see page 3 for definitions of these terms). In an online class, you are not required to meet in person; however, ALL instruction, interaction with peers and instructors are conducted using Canvas. (Note: A hybrid class has one or more class sessions online and can have up to 50% of the content and activities held online.)

Online/hybrid courses require of the student and instructor **the same amount of course work and hours outside of the classroom as traditional courses**. You will be expected to log into Canvas multiple times per week to view materials, participate in discussions, and turn in assignments.

## **Before signing up for an online/hybrid class, carefully consider the following:**

### **1. Participation and “Attendance” in an Online Class**

Just as in a face-to-face class, you are expected to “attend” class regularly by logging into Canvas and participating in the course, turning in assignments, etc.

Instructors often require students to complete an assignment in the first few days of the term to make sure that students are actively participating in a class. Make sure to log in on the first day of the term and check for any assignments that are due in the first few days of the class to make sure that you are counted as active in the class.

Check your online class syllabus to see your instructor’s policy on participation and attendance in that online class.

### **2. Due Dates**

All assignments, quizzes, tests, research papers, reading materials, and any other required material will have weekly deadlines that need to be met.

### **3. Time Management**

Time management must be taken into consideration before taking an online class. Since there are no set times that the class meets, it will be up to you to plan when you will log into Canvas and complete work (multiple times per week).

Due dates are different for each class, but students should be aware that time spent online using a computer to complete assignments could take three (3) or more hours per week to successfully participate in an online course.

### **4. Weekly Discussions**

You may be required to review and to respond to questions presented by your instructor.

You may be asked to respond to peers in the same forum.

### **5. Online Weekly Assignments**

Assignments online are similar to those done in a face-to-face class.

Weekly homework is to be expected.

### **6. Online Weekly Quizzes**

Most online classes require students to take quizzes/tests throughout the semester. These tests are administered via Canvas and are taken online using a computer. Some quizzes/tests are timed.

### **7. Team or Group Assignments**

Teams may be asked to work together on assignments within Canvas for the course.

You, as well as the members of your team, will be responsible for working together and completing any assigned task.

### **8. Reading Material and Syllabus**

A book(s) is normally required.

Additional reading material may be required, such as posted articles, lectures, overview material, and so forth.

### **9. LASC Library Access for Online Students**

LASC Library Online Resources including e-books and scholarly journal articles are available to current LASC students 24 hours a day online.

Go to: [http://libguides.lasc.edu/lasc\\_library](http://libguides.lasc.edu/lasc_library)

Check with your instructor for current semester passwords.

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## Course Classifications and Definitions

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ONLINE	HYBRID	WEB ENHANCED
<p>Online: An Online course is offered 100% online. STUDENTS ARE NOT REQUIRED TO MEET FACE-TO-FACE FOR OFFICE HOURS, HOMEWORK, TESTS, AND DISTRIBUTION OF RESOURCE MATERIALS OR FOR ANY OTHER COURSE COMPONENT. An online course shall utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. All course instruction, materials, assignments, and discussions are posted and completed online. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses.</p>	<p>Hybrid: If one or more class sessions (up to 50%) is replaced with online content and/or activities, it is considered a Hybrid course. TEACHING IS A COMBINATION OF FACE-TO-FACE MEETINGS AND ONLINE TEACHING (NOT TO EXCEED 50 PERCENT). A Hybrid course can utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. The course can be offered during regularly scheduled class times or with Online components that replace some of the regularly scheduled class meetings. Notice of face-to-face class sessions will be given by instructors in their syllabus. Hybrid courses are noted as such in the schedule of classes.</p>	<p>Web-Enhanced: Is a regular class (FACE-TO-FACE) that utilizes web OR A CANVAS COURSE SHELL FOR RESOURCE MATERIAL, INSTRUCTION, SYLLABUS, AND UPLOADS OF ASSIGNMENTS ONLY. Classes must meet as scheduled on campus. NO IN-CLASS TIME CAN BE SUBSTITUTED FOR TIME SPENT IN THE CANVAS COURSE SHELL FOR RESOURCES. Any required use of technology will be stated in the course syllabus.</p>

# Financial Aid Office

Monday, Tuesday and Thursday: 8 a.m. to 6:00 p.m.

Wednesday: 8:00 a.m. to 6:30 p.m.

Friday: By appointment only

Office: Student Services Building, Room 104

323-241-5338

## **Go to College, We'll Pay For It.**

Traditional-age students, older students, full and 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 educational related expenses. Federal: Pell Grants up to \$5,920 per academic year. State: Board of Governors Fee Waiver (BOGFW) covers \$46/per unit enrollment fee. Cal Grants: Up to \$1,670 \*\*and Chafee Grants\*\*\* up to \$5,000 per academic year for eligible foster youth. Federal Supplemental Educational Opportunity Grant (FSEOG) of a minimum of \$400 per academic year is also available. This grant is awarded on a first-come-first-served basis due to fund availability. In order to receive these grants you must apply for the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Please note that the Cal Grant has a deadline for entitlement students of March 2<sup>nd</sup> of the academic year. Continuing community college students may have an extended deadline of September 2<sup>nd</sup> of the academic year, but don't delay!!!

\*\*Subject to change

\*\*\*Requires and additional application

**SCHOLARSHIPS** 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. These funds are awarded on a first-come-first-served basis due to fund availability.

## **LOANS (AID THAT YOU MUST PAY BACK)**

We offer Direct Student and Perkins Loans. These loan programs available to students to assist with tuition, books and living expenses and are based upon your unmet need. You must apply for the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) in order for the college to determine your Cost of Attendance and your unmet need.

## **CADAA (DREAM ACT FOR AB540 STUDENTS)**

AB540 students are eligible to apply for a fee waiver and Cal Grant through the California Dream Act Application (CADAA). You must apply at <https://dream.csac.ca.gov/> before March 2 of the academic year. If you missed the March 2<sup>nd</sup> deadline you can still qualify to have your tuition paid through the CADAA or through the fee waiver application.

## **VISIT LASC 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. Be sure to check out our website at [http://www.lasc.edu/students/financial\\_aid/applying\\_for\\_financial\\_aid.html](http://www.lasc.edu/students/financial_aid/applying_for_financial_aid.html) for more information.

# STUDENT SUCCESS AND SUPPORT PROGRAMS

## OFFICE HOURS

### STUDENT SERVICES BUILDING ROOM 204 (SSB-204)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m. to 6:00 p.m.	8:00 a.m. to 6:00 p.m.	8:00 a.m. to 6:30 p.m.	8:00 a.m. to 6:00 p.m.	8:00 a.m. to 1:00 p.m.

**IMPORTANT!** For the monthly ORIENTATION & TESTING SCHEDULES, visit [www.lasc.edu](http://www.lasc.edu), click "Resorces and Serves" in the tool bar and scroll down to "Student Success and Support Program. No appointment is necessary during open testing hours.

### Note the following testing procedures:

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, come back when you have allotted enough time. The entire assessment must be completed during one sitting.

Children are not allowed in the testing or waiting areas. Make sure you have made prior arrangements for child care.

**YOU MUST BRING A PHOTO I.D.**, such as a driver's license, school photo I.D., or Department of Motor Vehicles photo I.D. to the testing session. You will not be allowed to take the test without a photo I.D.

## MAJOR CODES

### CODE DESCRIPTION

2105.00	Administration of Justice
0514.01	Administrative Assistant/ Office Systems Specialist
2202.00	Anthropology
1002.00	Art
1002.01	Art History
0504.00	Banking and Finance
0401.10	Biology
0501.00	Business – General
1305.10	Child Development
0704.00	Computer Science
0934.01	Computer Servicing
1305.16	Director, Private Licensed Pre-School
0953.00	Drafting
0501.01	Economics – Business Administration
9908.00	Education (Transfer)
0934.00	Electronics Technology
9909.00	Engineering (Transfer)
1501.00	English
1304.00	Family and Consumer Studies
2105.01	Fingerprinting
9911.00	Foreign Language (Transfer)
2206.00	Geography
1914.00	Geology
9912.00	Health (Transfer)
2205.00	History
4901.01	Interdisciplinary Studies
0602.00	Journalism
1402.00	Law/Paralegal
0514.10	Legal Office Assistant
4901.0	Liberal Studies

### CODE DESCRIPTION

9916.0	Library Science (Transfer)
0506.00	Management/Supervision
1701.01	Mathematics – Computer Science
1701.00	Mathematics – General
1004.00	Music
1230.10	Nursing – R.N.
0514.02	Office Assistant – General
1902.00	Physics
2207.00	Political Science
9921.00	Public Affairs & Services
2001.00	Psychology
0956.80	Quality Control
0511.01	Real Estate Appraisal
0511.02	Real Estate Broker
0511.03	Real Estate Escrow
0511.04	Real Estate Salesperson
2208.00	Sociology
1105.00	Spanish1
1506.00	Speech Communication
1305.11	Teacher, Private Licensed Pre-School
1304.12	Teacher, Private Licensed Pre-School-Bilingual-Bicultural Children
1305.13	Teacher, Private Licensed Pre-School-Differently Abled Children
1305.14	Teacher, Private Licensed Pre-School-Infant Toddler
1305.15	Teacher, Private Licensed Pre-School-School Aged Children
1007.00	Theater
0003.00	Undecided
0514.03	Word Processing

# Student Success and Support Programs

## Student Rights and Responsibilities

Student Success and Support Programs is a process that assists a 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](http://www.lasc.edu). Your application will be processed within 2-3 business days 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 student 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. Bring your student issued ID number. You must obtain proof that you have completed Orientation before you can take the Math and English assessment tests. A campus tour of important student resource centers is included. Allow approximately two hours to complete the orientation. You are required to wait at least one day between Orientation and Assessment.

### Step 3 – Go to the Assessment Center (SSB-204)

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 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 at [www.lasc.edu](http://www.lasc.edu). For your convenience, detailed registration instructions are posted on page 9 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:

Have an Associate's Degree or higher.

Completed college-level English and math classes at another college.

Taken the assessment test at another college within one year.

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, CALL THE STUDENT SUCCESS AND SUPPORT PROGRAMS OFFICE,  
AT (323) 241-5361. THE OFFICE IS LOCATED IN SSB ROOM 204.**

# Programas de Apoyo y Éxito Estudiantil

## 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](http://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. Por favor de traer su numero de identificación estudiantil. Usted debe obtener un comprobante de que ha completado la orientación antes de tomar la evaluación de inglés y matemáticas. Se incluye un recorrido del campus de importantes centros de recursos estudiantiles. La orientación toma aproximadamente dos horas. 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](http://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 la oficina de Negocios 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 año.
- 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 llame al Programas de Apoyo y Éxito Estudiantil al (323) 241-5361. Ubicado en SSB-204**

## CALIFORNIA NON-RESIDENT TUITION EXEMPTION (AB540/AB2000)

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 and nonresident U.S. citizens. 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, fill out the AB540 Exemption Form available in the Admissions and Records Office or Bridges to Success offices. There is no maximum number of years for which you can receive this lower tuition rate. For more information, call (323) 241-5321 or (en Español) (323) 241-5281. 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).

Assembly Bill 2000 (AB 2000) was passed in 2014 and expands the definition of students eligible for AB540. AB 540/AB 2000 allows students meeting the criteria below to pay in-state tuition, the same as resident students (e.g. undocumented, permanent resident, U.S. citizens) at California public colleges and universities.

Starting January 1, 2013, the California Dream Act (Assembly Bills 130 and 131) provided the opportunity for AB540 students to receive Cal Grant A & B Entitlement awards, Cal Grant C awards, institutional grants and community college fee waivers. To be eligible for AB540, you must meet all the following criteria:

The student must have:

Attended a high school (public or private) in California for three or more years, or

Attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.<sup>1</sup> and

Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam) and

File an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.<sup>2</sup>

Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above.

Student information obtained in this process is strictly confidential unless disclosure is required under law.

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## NON-RESIDENT STUDENTS

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.

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## NON-RESIDENT TUITION EXEMPTION FOR ELIGIBLE CHILDREN OF DEPORTED OR VOLUNTARILY DEPARTED PARENTS (SB141)

SB 141, which became effective on January 1, 2014, and added Education Code section 76140(a)(5), requires districts to exempt from nonresident tuition a student who is a United States citizen and who resides in a foreign country, if he/she meets specified criteria. SB 141 does not grant residency, but exempts a qualified student from paying nonresident tuition. To be eligible, students must:

Demonstrate a financial need for the exemption.

Have a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with Section 1229c of Title 8 of the United States Code. The student shall provide documents from the United States Citizenship and Immigration Services evidencing the deportation or voluntary departure of his or her parent or guardian.

- Have moved abroad as a result of the deportation or voluntary departure specified in subparagraph (B).

- Have lived in California immediately before moving abroad. The student shall provide information and evidence that demonstrates the student previously lived in California.
- Have attended a public or private secondary school (i.e., a high school, trade school, or adult school) in the state for three or more years. The student shall provide documents that demonstrate his or her secondary school attendance.
- Upon enrollment, be in his or her first academic year as a matriculated student in California public higher education (i.e., a campus of the California community colleges, California State University, or University of California) and will file an affidavit with the institution stating that he or she intends to establish residency in California as soon as possible.

#### Eligibility for Federal and State Aid

SB 141 students, as U.S. citizens, may apply and qualify for federal financial assistance (e.g. Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG)), and federal student loans.

Until they establish California residency, SB 141 students do not become residents for eligibility purposes for any state-funded program (e.g. BOG Fee Waiver, etc.).

#### Apportionment

Colleges may claim state apportionment for FTES generated by students exempted pursuant to SB 141, and their attendance should be reported as resident FTES for apportionment purposes.

## **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 by 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 ninth through 12<sup>th</sup> 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 LASC application for admission. The application can be processed at [www.lasc.edu](http://www.lasc.edu) (click on the Apply for Admission link), and the supplemental application can be downloaded at [www.lasc.edu](http://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 six units are exempt from enrollment fees and non-resident tuition. Students enrolled in more than 11 units will be charged enrollment fees.



# IMPORTANT REGULATIONS

Please note: The Census date is a date in which all enrollment at LASC is counted and reported to our District Office in order to determine our campus funding (apportionment).

All courses must be added by the census date.

All courses must be dropped **before** the census date to avoid receiving a “W” grade (receipt of “W” grades in the some 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. This should encourage you to make a decision to drop a class earlier. This will provide faculty with 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.

Students receiving a satisfactory grade may repeat the same course due to extenuating circumstances.

Due to legally mandated training – if necessary to meet legally mandated training requirements as a condition of paid or volunteer employment.

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.

Recency - student is required to have taken the course within the past five years for admission to a college program.

Extenuating circumstances – documentation is provided to show that previous grade was, at least in part, the result of extenuating circumstances.

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 Kinesiology and Performing Arts, in accordance with Title 5, section 55041, subdivision (c).

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 as well as to reward students who make progress toward their educational goals. 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 toward 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 fourth repeat will not count in apportionment.

## **WHAT SHOULD YOU DO?**

Be sure that you are academically prepared for classes that you enroll in (If you have questions, talk to a counselor).

If you must drop a course, drop it before the specified deadline for dropping a class without a grade of “W”.

See a counselor before making decisions that could affect your education plan.

Visit the Financial Aid office 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 sent to your District Assigned Email Address ONLY!**

New students should be sure to complete the matriculation process in order to obtain higher registration priority.

# EQUAL 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, direct inquiries to Ms. Monica Moreno, Child Development Center Director, at (323) 241-5005.

## 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 that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained at Los Angeles Southwest College from Ms. Monica Moreno, Child Development Center Director, at (323) 241-5005. 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.

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## 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: Ms. Monica Moreno, Child Development Center Director at (323) 241-5005, 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 ejemplar de estos reglamentos, favor de ver a Ms. Monica Moreno, Child Development Center Director at (323) 241-5005.

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.

# NONCREDIT ADULT & CONTINUING EDUCATION SERVICES (NACES)

## Programa de Clases y Servicios para Adultos

The Noncredit Adult and Continuing Education Services program offers different programs to help you achieve your personal and professional goals. All our services and classes are **FREE** of charge.

### ESL (English as a Second Language) Program

- Learn English to achieve your personal, academic and vocational goals
- Beginning, intermediate and advanced Mornings, evening and weekend classes available

### Citizenship (English and Spanish)

- Assistance with N-400 and N-600 Applications for Naturalization/Citizenship and I-912/I-942 USCIS Fee Waivers
- Citizenship classes provide an overview of the history and political system of the United States
- Individual interview practice to prepare you for the USCIS interview

### Basic Computer Literacy Classes

- Beginning and advanced classes
- Learn the basics of Microsoft Office
- Learn to use the Internet and Email

### High School Equivalency Preparation

- Prepare to pass High School Equivalency tests in English or Spanish
- Available mornings, evenings and Saturdays

### Basic Noncredit English and Math Skills

- Basic English and Math classes to prepare students for success in credit English and Math courses

### Book Loan

- Books available for all noncredit classes

El programa de clases y servicios para adultos le ofrece diferentes programas para ayudarle a realizar sus metas personales y profesionales. Todas nuestras clases y servicios son GRATUITOS.

### Programa de ESL (Inglés como Segundo Idioma)

- Aprenda inglés para alcanzar sus metas personales, académicas y profesionales
- Cursos principiantes, intermedios y avanzados
- Clases por la mañana, noche y fines de semana

### Ciudadanía (en inglés y español)

- Asistencia con formas para naturalización/ciudadanía N-400 y N-600 y las formas I-912 y I-942 exoneración de pago de USCIS
- Clases en las que aprenderá sobre la historia y el sistema político de Estados Unidos
- Preparaciones individuales para prepararlo para su entrevista con inmigración

### Clases básicas de computación

- Clases principiantes y avanzadas disponibles
- Aprenda lo básico de los programas Microsoft Office
- Aprenda a usar el Internet y correo electrónico

### Clases para la equivalencia de preparatoria (High School)

- Prepárese para pasar los exámenes de Equivalencia de High School en inglés o español
- Disponible los días entre semana sábados

### Clases básicas de inglés y matemáticas

- Clases de inglés y matemáticas de preparación para tener éxito en las clases de inglés y matemáticas con crédito

### Préstamo de libros

- Libros disponibles para todas las clases sin crédito

Student Services Building, room 205  
(323) 241-5281  
lascnaces@lasc.edu  
www.lasc.edu/bts



# 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, LASC 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.

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## **Administration of Justice**

Fingerprinting

## **Business Administration**

Accounting/General Business

Banking & Finance

Bookkeeping

Business and Technology Skills

Economics

Finance

Income Tax Preparation

Management/Supervision

Management

Small Business Entrepreneurship I & II

## **Computer Application**

### **Office Technology**

Basic Office Technology

General Office Assistant

Legal Office Assistant

Receptionist

Website Designer

## **Computer Science-**

### **Information Technology**

Certified Internet Webmaster Associate (CIWA)

Homeland Security

## **Education**

Teacher Assistant

## **Electronics - Technology**

Computer Technician

Electronic Technician

Telecom and Network Technician

Network Cabling Technician

## **Law/Paralegal**

Law Office Specialist I

## **Psychology**

Chemical Dependency Counselor

Chemical Dependency Specialist in

Criminal Justice

Recovery Specialist


## **Real Estate**

Real Estate Appraisal

Real Estate Broker

Real Estate Escrow

Real Estate Salesperson

At  you will receive 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.

# ENROLLMENT FEES – WINTER 2019

## COURSE SELECTION/FEES WORKSHEET

Select your classes from the schedule and fill in the worksheet with first and alternate choices

It is the student's responsibility to meet the pre-requisites for all classes. Students who fail to do so may be dropped from the class.

Enter the 4-digit Class number of each class you want. You will be given a confirmation page indicating that you have been successfully added or dropped from the class(es) of your choice.

If your first choice for any class is not available, enter your alternate choice.

Repeat until you have entered all your classes.

Verify Enrollment: It is your responsibility to verify you have correctly entered your course selection.

Calculate your fees below.

Class number	Course Name	Time	Day(s)	Units
Alternate Choices	Course Name	Time	Day(s)	Units
Total Units				

### ENROLLMENT FEES:

Fees are set by the State Legislature and may change.

#### REQUIRED FEES:

\$46 per unit

units x \$46 =

Health Fee

(\$8 for Winter = )

ASO Student Representation Fee

(\$1 for Winter) =

#### NON-RESIDENT TUITION (Out of State and International Students)

\*Out of State Tuition \$251 per unit

units x \$251 =

Students from other states pay non-resident tuition of \$251 per unit in addition to the above \$46 per-unit enrollment fee

\*International Student Tuition \$251 per unit

units x \$251 =

Students from other countries pay tuition of \$251 per unit

In addition to the above \$46 per-unit enrollment fee.

#### AUDIT FEES

\$15 per

units x \$15 =

#### OPTIONAL FEES:

Associated Student Organization (ASO) membership

(\$3 for Winter) =

General Parking

(\$7 for Winter)=

**TOTAL =**

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.**

# Attention Students!

## Please be aware of changes effective Winter 2018:

- **Waitlists** – if a class that you really need fills up or closes, you may now place yourself on the waitlist so that you can be added once an opening exists. Seats will be filled as openings occur in the order of the waitlist. If you are added from the waitlist, you will be notified via your student email. It is your responsibility to drop any classes that were added from the waitlist. The waitlists will be updated daily throughout the May 15-Aug. 23 registration process. If you really need a specific section, and it fills up, be sure to use the Waitlist functionality. For more information about the new waitlist process, visit the Admissions and Records website.
- **New Permission Numbers** – On the first day of the semester, if you were not added from the waitlist, or if you are trying to add a class for the first time, *you must request a Permission Number from the Instructor*. You will use the permission number to add the class via the Student Information System. **Add Permits will no longer be distributed nor accepted.** Permission Numbers will be used for both in-person classes and online classes. Permission Numbers have an expiration date, and they must be processed online prior to the expiration date – your instructor will tell you the expiration date. Please note: If you fail to process the permission number or if you try to use it after it has expired, it will not work and your instructor may deny your request for another number. Please note that the deadline to add classes occurs on a Saturday. If you need assistance using your permission number, do not wait until the deadline to add, seek assistance prior to the permission number expiration date. You can only use a permission number once. It expires after it has been used.
- **Pay2Stay\*** - You must now pay or apply for financial aid (which includes the Board of Governors fee waiver) and have sufficient anticipated aid, to prevent your classes from being dropped. We recommend that you submit your FAFSA no later than the priority processing deadline – visit the Financial Aid website for details. If you missed the deadline, do so as soon as possible. Pay2Stay affects everyone. You may be dropped if you fail to pay, fail to apply for financial aid, or fail to apply for the BOG. There are three opportunities to meet the payment deadlines to avoid having your classes dropped for non-payment. Please note that once you are dropped, you will be able to re-enroll within the next 48 hours through Aug. 27, 2017. After August 27, 2017, you will need to obtain Permission Numbers (see above) from your instructors to enroll in classes.

# Waitlist Policy for Closed Classes

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit can add themselves to the waitlist. A process will run through-out the day that will automatically enroll students in the class from the waitlist as seats become available. An email will be sent to the student's LACCD email account notifying them of the registration. The last day a student can be added to a waitlist is two days before the first day of the session. Waitlists apply to all regular and short-term session classes, summer and winter intersession.

After classes begin, students actively enrolled in the class who do not show up for the first class meeting MAY be dropped by the instructor who will then add students from the waitlist. If you are not moved into the course from the waitlist during the enrollment period, you must attend the first meeting of class to be considered for late enrollment from the waitlist. If there is space available and you are not at the class, you will lose your place on the waitlist and the next student on the waitlist may be added instead.

## **Important details you should know:**

- Being added to a waitlist does not guarantee enrollment in the class.
- All co-requisites or pre-requisites must be satisfied before you will be enrolled from the waitlist.
- You will not be enrolled from the waitlist if the class conflicts with times on your existing class schedule.
- You can view your waitlist position in your online student portal. Click on *Academics Menu* and then click on *Class Schedule*.
- You can remove yourself from a waitlist the same way you would drop a class in your online student portal.
- During the primary terms of fall and spring, students will be limited to enrolling for no more than 19 units, and during the winter and summer will be limited to registering for no more than 9 units district-wide. The maximum number of waitlist units is 12 for fall and spring and 9 for winter and summer.
- You may sign up for multiple waitlists for the same discipline/class; however, if you are moved from the waitlist to an open space, you will be removed from the alternate waitlist for the same discipline/class after acceptance.

## **NO SHOW**

Actively enrolled students who are not present at the first class meeting MAY be dropped by the instructor, and their seat MAY be given to a student on the waitlist.

# Auto-Enrollment from the Waitlist/Frequently Asked Questions

## **Can any student get on a waitlist?**

You are eligible to be placed on the waitlist if: there are waitlist openings for a class section, you meet the class pre-requisite, you have no repeat errors, you have no holds on your records, or the class units will not exceed your maximum waitlist units allowed.

## **What is auto-enrollment from the waitlist?**

This is a daily process that enrolls students into their classes from the waitlist. Once the class is full it is marked as closed then only students from the waitlist may be enrolled in the course. If one seat becomes available in a course, then student number one on the waitlist is automatically enrolled from the waitlist provided there are no holds, time conflicts, prerequisites, repeat issues, or duplicate course errors.

## **How does the waitlist process work?**

When seats become available in a closed class section, the class remains closed until a process runs that automatically enrolls students from the waitlist. The class remains closed until the waitlist empties or the enrollment capacity has been met, whichever comes first.

If a student does not meet the criteria to enroll in the class ([see FAQ #1](#)), the process will select the next student on the waitlist according to their position number.

Students that were on the waitlist and were not enrolled will maintain their position number. Students will have an opportunity to be auto-enrolled the next time a seat is made available, if they resolve the issue that prevented them from being auto-enrolled previously.

If the waitlist process runs and no students are enrolled, then the class will open and other students will be given the opportunity to enroll (even if there are still students on the waitlist that did not meet the criteria to be auto-enrolled).

If there are no students on the waitlist, the class will open as usual when seats are made available.

## **If an enrolled student drops classes how are students moved from the waitlist into the open seats?**

Students are auto-enrolled from the waitlist into the course by their priority ranking on the waitlist. For example, if a class is full, and three students drop, students ranked 1, 2, and 3 will be auto-enrolled from the waitlist. The student who was previously ranked number 4 will now be ranked number 1. If another student drops the course, he or she will be the next student to auto-enroll. This scenario will continue until the waitlist is empty, or the class is full, or the waitlist is closed at 11:59 PST two days before the session begins.

By adding themselves to the waitlist a student is acknowledging that they understand that they will be auto-enrolled and will be responsible for the enrollment fees and/ or dropping the classes if necessary.

## **How do I know I was moved from the waitlist to the active class?**

If you are moved into a class from the waitlist, an email will be sent to the student's LACCD email account notifying them of the registration. It is important that you activate and monitor your LACCD emails during the registration period. If you decide you do not want to be enrolled in the class after you are moved from the waitlist, you must officially drop the class.

## **When is the first and last day to get on a waitlist for a class?**

Students cannot get on a waitlist until their enrollment appointment or open enrollment has begun.

The last day to get on a waitlist for a class will be 11:59 p.m., two days before the session begins.

Waitlists are only available once the class has reached the enrollment capacity. For an extremely popular course the waitlist may be activated very early in the registration period.



### **How do you know if a class has a waitlist?**

The waitlist option is only available once all seats in a class have been filled and the section closes. When a Class Search is performed to include these closed classes, users will notice a yellow triangle beside classes that have available waitlist seats. Once the waitlist capacity has been reached, the waitlist feature is unavailable and the blue closed class icon will display beside the section in Class Search.

### **How many waitlist seats are available for each class?**

The number of seats on the waitlist is determined by the academic department. The waitlist number can vary by subject and course.

### **Can students' waitlist for more than one section of the same class?**

Students can waitlist for multiple sections of the same class, with the following stipulations:

Students cannot choose their preference for which section they will be auto-enrolled first. The waitlist process will enroll the student in the section that has the first available seat.

Once enrolled in one of those class sections, students will be automatically dropped for the other waitlisted sections for that course.

*If students are already enrolled in another section of a class they want to waitlist, the SWAP feature should be used to enroll and waitlist for the closed section.*

### **When should the "SWAP" enrollment feature be used?**

If students are already enrolled in another section of the class for which they want to waitlist, SWAP should be used. If students use the ADD enrollment feature to get on a waitlist for a different section of the same class, they must DROP the section in which they are enrolled before they will be moved from the waitlist.

Students may also want to use SWAP if there is a known time conflict between an already enrolled class section, and the section for which they want to waitlist. If students get on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP the class that presents the time conflict or the class

Finally, students may want to use SWAP if they are already enrolled in the maximum number of units for a term and want to still get on a waitlist. If a student gets on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP a class that would allow the waitlisted class to fall within the maximum number of allowable units to be enrolled in for a semester.

*If students are not enrolled from the waitlist due to any of these issues, they will be passed over and the next eligible student on the waitlist will be auto-enrolled.*

### **Can students get on a waitlist if there is a time conflict with a class section in which they are already enrolled?**

The self-service enrollment process does not check for a time conflict when a student is placed on a waitlist. At the time the auto-enrollment process runs, students will not be enrolled in the class if the time conflict still exists. Students will need to drop the class that prevents the time conflict if they want to be moved from the waitlist.

Ideally, students should use the SWAP feature when getting on a waitlist for a section that presents a time conflict with an already enrolled class. That way, if a seat opens in the close section the student will be automatically dropped from the previously enrolled section.

# HOW TO READ THE SCHEDULE OF CLASSES

## Sample Course Listing

COURSE NAME AND COURSE NUMBER	COURSE TITLE	REQUIREMENT DESIGNATION	MEETS	TRANSFERABILITY	UNITS
<b>ENROLLMENT REQUIREMENT</b> Classes before enrolling in this class	<b>ANATOMY 1 – INTRODUCTION TO HUMAN ANATOMY (UC:CSU) - 4 UNITS</b>				
	Requirement Designation Meets IGETC 5B or 5C and CSU B2 or B3				
	Enrollment Requirement: None				
<b>CLASS NUMBER</b> (number students use to enroll)	15236	lec	8:00-11:10	F	STAFF
<b>AND COMPONENT</b> (Lecture or Laboratory)	&	17413	lab	11:20-2:30	F
	<b>Evening Classes</b>				
	27306	lec	6:30- 9:40	Th	STAFF
	&	27307	lab	6:30- 9:40	T
<b>TIME CLASS MEETS</b> (Start/End Time) (TBA = to be arranged)	<b>SSEC217</b>				
	<b>SSEC218</b>				
	<b>SSEC223A</b>				
	<b>SSEC323</b>				
<b>DAYS CLASS MEETS</b> (DAILY = M,T,W,Th,F, Sa)	<i>(Short Term Class: 10/27/2014, Ends 12/21/2014)</i>				
	<b>INSTRUCTOR</b>				

### BUILDING ABBREVIATIONS

<b>AV</b> Academic Village (Temporary)	<b>LFWC</b> Lakin Fitness and Wellness Center	<b>SOCTE</b> School of Career and Technical Education
<b>CDC</b> Child Development Center	<b>SSB</b> Student Services Building	<b>TEC</b> Technology Education building
<b>COX</b> Cox building	<b>SSEC</b> Student Services Education Center	

### KEY TO TRANSFER CREDIT CODES

- UC** This course is acceptable for credit at all University of California campuses
- CSU** This course is acceptable for credit at all California State University campuses
- NDA** Non-Degree Applicable. Some courses that are offered for college credit but cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA.

**RPT** Number of times a course may be repeated or credit.

#### Time/Day codes

- Daily** Meets Monday through Friday
- M** Monday
- T** Tuesday
- W** Wednesday
- Th** Thursday
- F** Friday
- Sa** Saturday
- TBA** Day and Hours to be arranged. See instructor

#### Enrollment Requirement:

A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or education program. You must complete Enrollment Requirements before enrolling in a class.

**Co-requisite:** A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

## ACCOUNTING

### ACCTG 21-BOOKKEEPING AND ACCOUNTING I (UC/CSU) - 3 UNITS

12362 10:30 hrs/wk TBA Moore, A P ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## ADMINISTRATION OF JUSTICE

### ADM JUS 1-INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC/CSU) - 3 UNITS

11467 10:30 hrs/wk TBA STAFF ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### ADM JUS 2-CONCEPTS OF CRIMINAL LAW (UC/CSU) - 3 UNITS

11437 10:30 hrs/wk TBA Saafir, R F ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## ANATOMY

### ANATOMY 1-INTRODUCTION TO HUMAN ANATOMY (UC/CSU) - 4 UNITS

10710 lec 8:00 - 10:50 MTWTh STAFF AV108  
& 10714 lab 11:05 - 1:55 MTWTh STAFF AV122

## ANTHROPOLOGY

### ANTHRO 101-HUMAN BIOLOGICAL EVOLUTION (UC/CSU) - 3 UNITS

10947 8:00 - 10:50 MTWTh STAFF SSEC315

10954 10:30 hrs/wk TBA DuBry, T A ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### ANTHRO 102-HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (UC/CSU) - 3 UNITS

11438 10:30 hrs/wk TBA DuBry, T A ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## ART

### ART 102-SURVEY OF ART HISTORY II (UC/CSU) - 3 UNITS

11812 10:30 hrs/wk TBA Evans, L L ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## ASTRONOMY

### ASTRON 1-ELEMENTARY ASTRONOMY (CSU) - 3 UNITS

10539 10:30 hrs/wk TBA Burchard, E M ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### ASTRON 5-FUNDAMENTALS OF ASTRONOMY LABORATORY (UC/CSU) - 1 UNIT

10615 lab 10:30 hrs/wk TBA Burchard, E M ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## BIOLOGY

### BIOLOGY 3-INTRODUCTION TO BIOLOGY (UC/CSU) - 4 UNITS

10817 lec 8:00 - 10:50 MTWTh Syed, E N AV103  
& 10821 lab 11:00 - 1:50 pm MTWTh Syed, E N AV123

### BIOLOGY 5-INTRODUCTION TO HUMAN BIOLOGY (UC/CSU) - 4 UNITS

11454 lec 10:30 hrs/wk TBA Roberts, T J ONLINE  
& 11455 lab 8:00 - 10:50 MTWTh Oswald, S AV123

### BIOLOGY 33-MEDICAL TERMINOLOGY (CSU) - 3 UNITS

10412 10:30 hrs/wk TBA Kim, K ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## BUSINESS

### BUS 1-INTRODUCTION TO BUSINESS (UC/CSU) - 3 UNITS

11145 10:30 hrs/wk TBA Moore, A P ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### BUS 5-BUSINESS LAW I (UC/CSU) - 3 UNITS

12095 10:30 hrs/wk TBA Miramontes, R ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## COUNSELING

### COUNSEL 20-POST-SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (CSU) - 3 UNITS

10369 10:30 hrs/wk TBA McBride, K R ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## CHEMISTRY

### CHEM 51-FUNDAMENTALS OF CHEMISTRY I (UC/CSU) - 5 UNITS

Corequisites: Math 115

10019 lec 8:00 - 11:50 MTWTh Toure, P R AV109  
& 10023 lab 11:50 - 2:40 pm MTWTh Toure, P R AV126

## CHILD DEVELOPMENT

### CH DEV 1-CHILD GROWTH AND DEVELOPMENT (UC/CSU) - 3 UNITS

TB Test within one year and Immunization (Pertussis, MMR, and Influenza). Note: All students must bring a copy of their TB Test and Immunizations on the first day of class showing proof of completion of Enrollment Requirement.

10197 10:30 hrs/wk TBA Juarez, M M ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### CH DEV 48-POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS (CSU) - 3 UNITS

TB Test within one year and Immunization (Pertussis, MMR, and Influenza). Note: All students must bring a copy of their TB Test and Immunizations on the first day of class showing proof of completion of Enrollment Requirement.

12096 10:30 hrs/wk TBA Juarez, M M ONLINE

This section is a hybrid class offered through Canvas and on campus twice a week, Monday and Wednesdays, 1/2, 1/7, 1/9, 14, 1/16, 1/23, 1/28 and 1/30 from 6:00pm to 9:00pm in CDC214. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>

## COMMUNICATION STUDIES

### COMM 101-PUBLIC SPEAKING (UC/CSU) - 3 UNITS

10829 8:00 - 10:50 MTWTh Taylor, K L COX536

11440 11:00 - 1:50 MTWTh Greene, V M COX536

10836 2:00 - 4:50 MTWTh Greene, V M COX536

#### Evening Class

10842 6:00 - 8:50 MTWTh Duncan, Y A COX536

## COMPUTER SCIENCE-INFO TECH

### CO SCI 601-INTRODUCTION TO COMPUTERS AND THEIR USES (UC/CSU) - 3 UNITS

12245 lec 6:50 hrs/wk TBA Haghoo, M ONLINE

& 12246 lab 6:50 hrs/wk TBA Haghoo, M ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

12247	lec	6:50 hrs/wk	TBA	El Khoury, N R	ONLINE
& 12248	lab	6:50 hrs/wk	TBA	El Khoury, N R	ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### CO SCI 630-MICROCOMPUTER APPLICATION SOFTWARE (CSU) - 3 UNITS

Enrollment Requirement: CO SCI 601

12249	lec	6:50 hrs/wk	TBA	Haghoo, M	ONLINE
& 12250	lab	6:50 hrs/wk	TBA	Haghoo, M	ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## ECONOMICS

### ECON 1-PRINCIPLES OF ECONOMICS I (UC/CSU) - 3 UNITS

10233		10:30 hrs/wk	TBA	Andrassy, K J	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### ECON 2-PRINCIPLES OF ECONOMICS II (UC/CSU) - 3 UNITS

10454		10:30 hrs/wk	TBA	Toure, N	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## ENGLISH

### ENGLISH 101-COLLEGE READING AND COMPOSITION I (UC/CSU) - 3 UNITS

Enrollment Requirement: English 145

11259		8:00 - 10:50	MTWTh	Arms, S	SSEC125A
11263		11:00 - 1:50	MTWTh	Arms, S	SSEC125A
11261		10:30 hrs/wk	TBA	Maselli, S A	ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

11423		10:30 hrs/wk	TBA	Maselli, S A	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

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

Enrollment Requirement: English 101

11350		10:30 hrs/wk	TBA	Dillon, S V	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

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

Enrollment Requirement: English 101

11364		8:00 - 10:50	MTWTh	Cifarelli, D L	SSEC322
11362		11:00 - 1:50	MTWTh	Cifarelli, D L	SSEC322
11363		10:30 hrs/wk	TBA	Dillon, S V	ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

12091		10:30 hrs/wk	TBA	Bohn, J L	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### ENGLISH 145-ACCELERATED READING, REASONING, AND WRITING - 3 UNITS

English 145 is an accelerated course that takes the place of English 21 and English 28 and prepares the student for English 101 by increasing his/her capability to think critically and work on an academic level.

11379	lec	8:00 - 10:50	MTWTh	STAFF	SSEC102
& 11464	lab	10:50 - 11:40	MTWTh	STAFF	SSEC102
11465	lec	11:00 - 1:50	MTWTh	STAFF	SSEC102
& 11466	lab	1:50 - 2:40	MTWTh	STAFF	SSEC102

## HEALTH

### HEALTH 11-PRINCIPLES OF HEALTHFUL LIVING (UC/CSU) - 3 UNITS

11458		8:00 - 10:50	MTWTh	Collins Heads, S K	LFWC120
11692		11:00 - 1:50	MTWTh	Collins Heads, S K	LFWC120

## HISTORY

### HISTORY 11-POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC/CSU) - 3 UNITS

11057		8:00 - 10:50	MTWTh	Powell, W A	SSEC201B
11051		10:30 hrs/wk	TBA	STAFF	ONLINE

This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

11813		10:30 hrs/wk	TBA	STAFF	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

### HISTORY 41-THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I (UC/CSU) - 3 UNITS

11179		11:00 - 1:50	MTWTh	Powell, W A	SSEC201B
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## HUMANITIES

### HUMAN 1-CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC/CSU) - 3 UNITS

10156		10:30 hrs/wk	TBA	Noonan, L F	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## KINESIOLOGY

### KIN 251-YOGA SKILLS - 1 UNIT

12131	lab	8:00 - 9:50	MTWTh	Alcocer, B W	LFWC212
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### KIN 327-LIFELONG FITNESS LAB - 1 UNIT

12133	lab	8:00 - 10:50	MTWTh	Estrada, R E	LFWC GYM
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## MANAGEMENT

### MGMT 2-ORGANIZATION AND MANAGEMENT THEORY (CSU) - 3 UNITS

11446		10:30 hrs/wk	TBA	Magee, C L	ONLINE
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This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.

## MATHEMATICS

### MATH 110-INTRODUCTION TO ALGEBRAIC CONCEPTS (NDA) - 5 UNITS

Enrollment Requirement: Limited from taking more than 30 units of remedial coursework.

10775		8:00 - 1:05	MTWTh	Tadele, G T	TEC221
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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.

### MATH 115-ELEMENTARY ALGEBRA - 5 UNITS

Enrollment Requirement: Math 112

11035	lec	8:00 - 1:05	MTWTh	Dammena, Z	TEC211
& 11038	lab	1:10 - 2:00	MTWTh	Dammena, Z	TEC170

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.

11041		10:30 - 3:35	MTWTh	Hector, E	TEC340
& 11044	lab	3:35 - 4:25	MTWTh	Hector, E	TEC170

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.

### MATH 125-INTERMEDIATE ALGEBRA - 5 UNITS

Enrollment Requirement: Math 114 or Math 115

11260		8:00 - 1:05	MTWTh	Saakian, L	TEC381
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### Evening Class

11262		4:00 - 9:05	MTWTh	Gromova, I	TEC381
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**MATH 227-STATISTICS (UC/CSU) - 4 UNITS**

Enrollment Requirement: Math 122 or Math 125

10478 8:00 - 11:50 MTWTh Dammena, D W TEC210

**Evening Class**

10492 5:00 - 8:50 MTWTh Martirossian, M TEC211

**MATH 240-TRIGONOMETRY (CSU) - 3 UNITS**

Enrollment Requirement: Math 125

10699 8:00 - 10:50 MTWTh STAFF TEC360

**MATH 245-COLLEGE ALGEBRA (UC/CSU) - 3 UNITS**

Enrollment Requirement: Math 125 or Placement in Math 245

10766 4:30 - 7:20 MTWTh STAFF TEC360

**MUSIC****MUSIC 111-MUSIC APPRECIATION I (UC/CSU) - 3 UNITS**

10477 10:30 hrs/wk TBA Bremen, J D ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.*

10491 10:30 hrs/wk TBA Bremen, J D ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***NURSING****NURSING 520-ORIENTATION TO NURSING (CSU) - 1 UNIT**

12119 9:00 - 1:15 T Ezeobah, N P SOCTE217

**NURSING 540-NURSING BOOT CAMP - 3 UNITS**

10385 lec 9:00 - 1:15 MW McClellan, I M SOCTE217

&amp; 10393 lab 1:15 - 7:45 MW Song, R E SOCTE217

**PHILOSOPHY****PHILO 1-INTRODUCTION TO PHILOSOPHY (UC/CSU) - 3 UNITS**

10752 10:30 hrs/wk TBA Siddiqui, I ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***PHYSICS****PHYSICS 37-PHYSICS FOR ENGINEERS AND SCIENTISTS I (UC/CSU) - 5 UNITS**

Enrollment Requirement: Math 265

12134 lec 8:00 - 11:50 MTWTh Gamble, B K SOCTE129

&amp; 12135 lab 12:00 - 2:50 MTWTh Gamble, B K SOCTE129

**PHYSIOLOGY****PHYSIOL 1-INTRODUCTION TO HUMAN PHYSIOLOGY (UC/CSU) - 4 UNITS**

Enrollment Requirement: Biology 3 or Biology 5

10603 lec 8:00 - 10:50 MTWTh Stewart, R L AV105

&amp; 10608 lab 10:50 - 1:40 MTWTh Stewart, R L AV124

**POLITICAL SCIENCE****POL SCI 1-THE GOVERNMENT OF THE UNITED STATES (UC/CSU) - 3 UNITS**

10915 8:00 - 10:50 MTWTh Robert, L A SSEC301A

11439 11:00 - 1:50 MTWTh Robert, L A SSEC301A

**Evening class**

10928 6:30 - 9:20 MTWTh Cranon-Charles, A M SSEC 301B

10918 10:30 hrs/wk TBA Howard, T ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***POL SCI 2-MODERN WORLD GOVERNMENTS (UC/CSU) - 3 UNITS**

11093 10:30 hrs/wk TBA Howard, T ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***PSYCHOLOGY****PSYCH 1-GENERAL PSYCHOLOGY I (UC/CSU) - 3 UNITS**

11232 8:00 - 10:50 MTWTh Apenahier, L E SSEC301B

11233 10:30 hrs/wk TBA STAFF ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***PSYCH 14-ABNORMAL PSYCHOLOGY (UC/CSU) - 3 UNITS**

Enrollment Requirement: Psych 1

11293 10:30 hrs/wk TBA Lee, S ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***PSYCH 41-LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC/CSU) - 3 UNITS**

11322 11:00 - 1:50 MTWTh Apenahier, L E SSEC201A

11324 10:30 hrs/wk TBA STAFF ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***SOCIOLOGY****SOC 1-INTRODUCTION TO SOCIOLOGY (UC/CSU) - 3 UNITS**

10867 8:00 - 10:50 MTWTh Jones, M N SSEC314

10874 10:30 hrs/wk TBA Wright, K M ONLINE

*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***SOC 2-AMERICAN SOCIAL PROBLEMS (UC/CSU) - 3 UNITS**

11562 10:30 hrs/wk TBA Wright, K M ONLINE

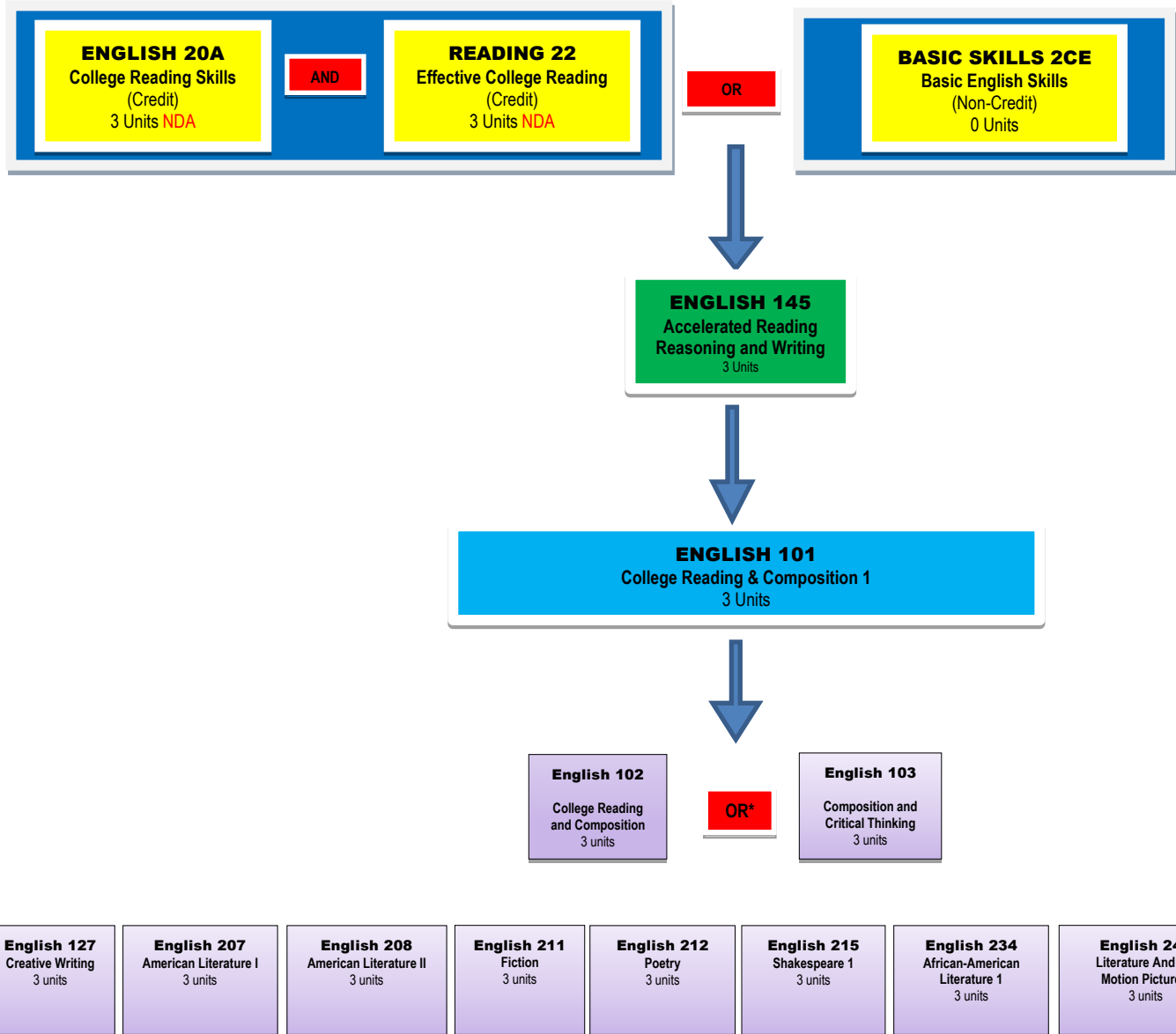
*This section is an online class offered through Canvas. On the first day of the term, go to Canvas through the student portal <https://mycollege.laccd.edu> or through <https://ilearn.laccd.edu>. For more information about online classes, go to <http://www.lasc.edu/students/onlineservices/index.html>.***SPANISH****SPANISH 1-ELEMENTARY SPANISH I (UC/CSU) - 5 UNITS**

12092 8:11 - 1:16 MTWTh STAFF TEC111

**THEATER****THEATER 100-INTRODUCTION TO THE THEATER (UC/CSU) - 3 UNITS**

10373 2:00 - 4:50 MTWTh Evans, J P COX525

# English Course Flow Chart



*\*Note: Either English 102 or English 103 is required for transfer. Check with your counselor to verify which course is preferred for your major and/or university transfer destination.*

# MATH SEQUENCE

## OVERVIEW OF MATH COURSES OFFERED

### Basic Skills 35CE (0 Units)–Basic Math Skill (Formerly Math 105)

This noncredit course is designed to strengthen basic Math skills. Topics include rounding, estimating, computing whole numbers, fractions, decimals and presents.



### Basic Skills 28CE (0 Units)–Basic Skills Pre-Algebra (Formerly Math 112)

This noncredit course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations. Concepts, computational skills and problem-solving skills are introduced and practiced to build mastery and proficiency.



### Math 115 (5 Units) – Elementary Algebra

This is the equivalent of 1<sup>st</sup> year high school algebra, done in one semester required for an A.A. degree (may be taken by exam).



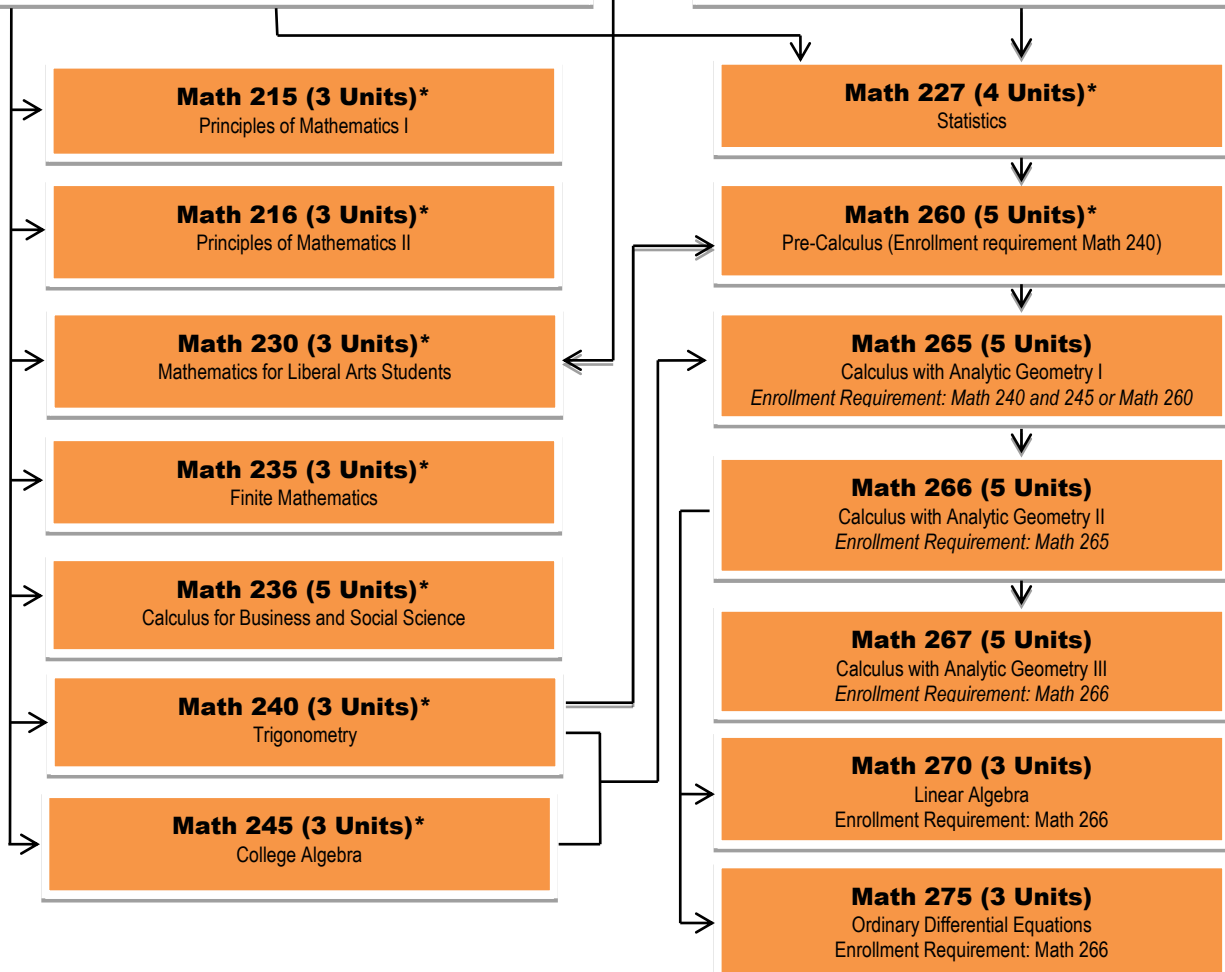
### Math 125 (5 Units) – Intermediate Algebra

The equivalent of 2<sup>nd</sup> year high school algebra, done in one semester. To earn a bachelor's degree at a CSU, students must either pass a CSU math test beyond the Math 125 level or take a math course beyond Math 125.



### Math 122 (5 Units) – Intermediate Algebra for Statistics (General Education)

Math 122 is designed as the Enrollment Requirement course for students (Liberal and Social Science majors) who are required to complete Math 227



**\*NOTE: MATH 125 IS THE PREREQUISITE FOR MATH 215, 227, 230, 235, S36, 240 and 245**



# ONLINE CLASSES

Online courses use a Learning Management System (LMS) to utilize features such as course documents, discussion boards, assignments, quizzes, gradebook, lectures, and online conferences. Students do not typically attend a physical classroom when participating in an online course. All course materials, instruction, discussion, and assessment are posted and completed online. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses; they are offered in a more flexible and independent environment.

All online classes at LASC now use Canvas as the LMS. Log in to see your online classes at <https://ilearn.laccd.edu>. Please note that most instructors do not make their online classes accessible in Canvas until the first day of the term. For more online education resources visit <http://www.lasc.edu/students/onlineservices/index.html>.

## ACCTG 21-BOOKKEEPING AND ACCOUNTING I (UC/CSU) - 3 UNITS

12362 10:30 hrs/wk TBA Moore, A P ONLINE

## ADM JUS 1-INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC/CSU) - 3 UNITS

11467 10:30 hrs/wk TBA STAFF

## ADM JUS 2-CONCEPTS OF CRIMINAL LAW (UC/CSU) - 3 UNITS

11437 10:30 hrs/wk TBA Saafir, R F

## ANTHRO 101-HUMAN BIOLOGICAL EVOLUTION (UC/CSU) - 3 UNITS

10954 10:30 hrs/wk TBA DuBry, T A

## ANTHRO 102-HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (UC/CSU) - 3 UNITS

11438 10:30 hrs/wk TBA DuBry, T A

## ART 102-SURVEY OF ART HISTORY II (UC/CSU) - 3 UNITS

11812 10:30 hrs/wk TBA Evans, L L

## ASTRON 1-ELEMENTARY ASTRONOMY (CSU) - 3 UNITS

10539 10:30 hrs/wk TBA Burchard, E M

## ASTRON 5-FUNDAMENTALS OF ASTRONOMY LABORATORY (UC/CSU) - 1 UNIT

10615 lab 10:30 hrs/wk TBA Burchard, E M

## BIOLOGY 33-MEDICAL TERMINOLOGY (CSU) - 3 UNITS

10412 10:30 hrs/wk TBA Kim, K

## BUS 1-INTRODUCTION TO BUSINESS (UC/CSU) - 3 UNITS

11145 10:30 hrs/wk TBA Moore, A P

## BUS 5-BUSINESS LAW I (UC/CSU) - 3 UNITS

12095 10:30 hrs/wk TBA Miramontes, R

## COUNSEL 20-POST-SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (CSU) - 3 UNITS

10369 10:30 hrs/wk TBA McBride, K R

## CH DEV 1-CHILD GROWTH AND DEVELOPMENT (UC/CSU) - 3 UNITS

Enrollment Requirement: English 21 or English 145. Additional Requirements: TB Test within one year and Immunizations (Pertussis, MMR, and Influenza). Note: all students must bring a copy of their transcript and TB Test and Immunizations on the first day of class showing proof of completion of Enrollment Requirement.

10197 10:30 hrs/wk TBA Juarez, M M

## CH DEV 48-POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS (CSU) - 3 UNITS

12096 10:30 hrs/wk TBA Juarez, M M Hybrid

## CO SCI 601-INTRODUCTION TO COMPUTERS AND THEIR USES (UC/CSU) - 3 UNITS

12245 lec 6:50 hrs/wk TBA Haghoo, M

& 12246 lab 6:50 hrs/wk TBA Haghoo, M

12247 lec 6:50 hrs/wk TBA El Khoury, N R

& 12248 lab 6:50 hrs/wk TBA El Khoury, N R

## CO SCI 630-MICROCOMPUTER APPLICATION SOFTWARE (CSU) - 3 UNITS

Enrollment Requirement: CO SCI 601

12249 lec 6:50 hrs/wk TBA Haghoo, M

& 12250 lab 6:50 hrs/wk TBA Haghoo, M

## ECON 1-PRINCIPLES OF ECONOMICS I (UC/CSU) - 3 UNITS

10233 10:30 hrs/wk TBA Andrassy, K J

## ECON 2-PRINCIPLES OF ECONOMICS II (UC/CSU) - 3 UNITS

10454 10:30 hrs/wk TBA Toure, N

## ENGLISH 101-COLLEGE READING AND COMPOSITION I (UC/CSU) - 3 UNITS

Enrollment Requirement: English 145

11261 10:30 hrs/wk TBA Maselli, S A

11423 10:30 hrs/wk TBA Maselli, S A

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

Enrollment Requirement: English 101

11350 10:30 hrs/wk TBA Dillon, S V

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

Enrollment Requirement: English 101

11363 10:30 hrs/wk TBA Dillon, S V

12091 10:30 hrs/wk TBA Bohn, J L

## HISTORY 11-POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC/CSU) - 3 UNITS

11051 10:30 hrs/wk TBA STAFF

11813 10:30 hrs/wk TBA STAFF

## HUMAN 1-CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC/CSU) - 3 UNITS

10156 10:30 hrs/wk TBA Noonan, L F

## MGMT 2-ORGANIZATION AND MANAGEMENT THEORY (CSU) - 3 UNITS

11446 10:30 hrs/wk TBA Magee, C L

## MUSIC 111-MUSIC APPRECIATION I (UC/CSU) - 3 UNITS

10477 10:30 hrs/wk TBA Bremen, J D

10491 10:30 hrs/wk TBA Bremen, J D

## PHILOS 1-INTRODUCTION TO PHILOSOPHY (UC/CSU) - 3 UNITS

10752 10:30 hrs/wk TBA Siddiqui, I

## POL SCI 1-THE GOVERNMENT OF THE UNITED STATES (UC/CSU) - 3 UNITS

10918 10:30 hrs/wk TBA Howard, T

## POL SCI 2-MODERN WORLD GOVERNMENTS (UC/CSU) - 3 UNITS

11093 10:30 hrs/wk TBA Howard, T

## PSYCH 1-GENERAL PSYCHOLOGY I (UC/CSU) - 3 UNITS

11233 10:30 hrs/wk TBA STAFF

## PSYCH 14-ABNORMAL PSYCHOLOGY (UC/CSU) - 3 UNITS

Enrollment Requirement: Psych 1

11293 10:30 hrs/wk TBA Lee, S

## PSYCH 41-LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC/CSU) - 3 UNITS

11324 10:30 hrs/wk TBA STAFF

## SOC 1-INTRODUCTION TO SOCIOLOGY (UC/CSU) - 3 UNITS

10874 10:30 hrs/wk TBA Wright, K M

## SOC 2-AMERICAN SOCIAL PROBLEMS (UC/CSU) - 3 UNITS

11562 10:30 hrs/wk TBA Wright, K M



# STUDENT SERVICES DIRECTORY SHEET

Dr. Howard Irvin, Vice President  
Rahmani Byley, Administrative Secretary  
SSB 209 323-241-5298

Dr. Ralph Davis, Dean, Student Services  
SSB228 323-241-5261

Jeanette Magee, Dean of TRIO programs  
SSB209 323-241-5274

## Admissions and Records Office

SSB 102 • (323) 241-5321 Kimberly Carpenter

Maintain student records from the point of admission, registration, course schedule adjustment, grade collection and adjustment, enrollment and degree verification to degree conferral. Admissions application processing, course registration and schedule adjustment, official transcripts, enrollment and degree verification, diplomas, and certificates, veterans certification, and residency reclassification.

## Assessment and Testing

SSB 204 • (323) 241-5361 Shauna Carter

English, Math, & ESL assessments, New Student Orientations (In-person & Online), Academic Guidance Workshops, free student IDs.

## Associated Students Organization

SSB 118 • (323) 241-5253 Dr. Tandy Ward

ASO represents all students and sponsors activities including publications, assemblies, awards, student services, and club and social activities. Offers free scantrons and school supplies to paid ASO members, the opportunity to start and join ASO clubs, discounted fees for ASO-sponsored events, and access to computers in ASO office.

## Business Office

SSB 103 • (323) 241-5301 Pamela Sanford

Process documents for payments and manage ASO accounting and records. Collects payments for enrollment fees, parking, and ASO. Provides students with class printouts and receipts for transactions.

## CalWORKs/GAIN

SSB 217 • (323) 241-5406 Blanca Barajas

Assist TANF (Temporary Assistance for Needy Families) recipients with the support services to help them reach their educational goal, ultimately leading them to self-sufficiency. The program serves students enrolled in the Adult Basic Education (ABE), English-as-a-Second Language (ESL), High School Equivalency (HiSET), Job Skills Training, Vocational Training and Self-Initiated Participant (SIP) components.

## Career Center

SOCTE 115 • (323) 241-5406 or (323) 242-5527

Provide students the optimum in skills and job preparation and with all of the tools needed to enhance their careers. Coordinate intern job recruitment on Wednesdays.

## Foster/Kinship Care

SSB 218 • (323) 241-5288

Provide quality programs and services to meet the personal, professional, and physical development needs of our current and former foster youth, caregivers, displaced students and community. Offers an array of classes of interest to the community including Self Development, Business, Fitness, Recreation, and Foster/ Kinship Care Education.

## Cooperative Agencies Resources for Education (CARE)

SSB 218 • (323) 241-5484 Rachelle Thomas-Green

Educational support program for single parents receiving TANF.

## Counseling Services

SSB 227 • (323) 241-5200 Dr. Lisa Ford

Assist students in defining their objectives and planning a course of action to continuing on the path toward their educational goals. Review requirements for Associate Degrees and certificates and assists students in class selection. Suggests methods for overcoming academic barriers.

## Disabled Students Program & Services (DSPS)

SSB 117 • (323) 241-5480 Roxanna Sanchez

Provide academic services and accommodations to students with verified disabilities based on disability limitations.

## Educational Talent Search (ETS)

SSB 208 • (323) 242-5532 Sidney Cosby

Provides advising and education services to middle school and high school students to ensure success through high school graduation and matriculation to post-secondary education.

## Extended Opportunity Programs and Services (EOPS)

SSB 218 • (323) 241-5484 Michelle Williams

Help low-income and educationally disadvantaged students transfer to a 4-year college, obtain an Associate Degree, or prepare for a vocational career.

## Financial Aid Office

SSB 104 • (323) 241-5338 Muniece Bruton

Assist students through the financial aid process to ensure financial barriers do not hinder a student's ability to obtain a college education.

## Health Center

SSB 115 • (323) 241-5252

Offers first aid, health assessment, health counseling and referrals, health information, and TB screening.

## International Student Program

SSB 116 • (323) 241-5278 Dr. Yvette Moss

Offers workshops to assist international students maintain F-1 visa status, inform them of transfer and work opportunities, and assist with in-country immersion. Promotes global citizenship.

## L.A. College Promise

SOCTE 138 • (323) 241-5228 Brandy Robinson

Provide high school graduating seniors (college freshman) with an integrated set of yearlong experiences to cultivate academic achievements and interpersonal competencies. Summer Bridge.

## NextUP (CAYFES)

(323)241-5203 • (323)241-5334 Angelica Arauz • Steve Graves

Assist current or former foster youth whose dependency was established or continued by the court on or after the youth's 16th birthday. Assists qualified students with "over and above" support services.

## Non-Credit Adult & Continuing Education Services (NACES)

SSB 205 • (323) 241-5552 Laura Perez

Student outreach, registration, orientation, placement and counseling for noncredit ESL, citizenship, Basic Skills English and Math, HiSet/GED test preparation and Basic Computer Literacy assistance with the U.S. Naturalization process.

## Outreach and Recruitment

SSB 209B • (323) 241-5325 Johnel "Mr.B" Barron

Provide information to potential students, K-12 partners, and the community about the various programs and services offered at LASC. Conducts presentations, workshops, events, and tours about LASC programs and resources.

## Puente Program

SSB 218 • (323) 241-5201 Dr. Daniel Ortega

Increase the number of educationally underserved students who enroll in four-year colleges, earn degrees, and return to the community as leaders and mentors. Offers yearlong cohort of English and Personal Development classes, counseling, mentoring, and activities such as field trips, conferences, and community service projects.

## Student Success Center

SSEC 110 • 323-241-5456 Dr. Sabrena Turner-Odom

Offer learning support to students in multiple disciplines, Provides individual and small group peer tutoring as well as computer access for academic support,

## Transfer Center

SSB 229 • (323) 241-5399 Dr. Lisa Ford

Assist students with transferring to any university or college, Serve as a resource for the LASC community in all facets of the transfer process. Helps students contact local college & university reps.

## TRIO Scholars Program

SSB 229 • (323) 241-5397 Dr. Erika Miller

Identify and increase the number of low-income, disabled, and first-generation college attendees interested in transferring to 4-year institutions. Provide counseling and academic advisement tutoring, transfer workshops, field trips to universities, cultural activities, and assistance with the transfer application process.

## TRIO STEM Program

SSB 229 • (323) 241-5392 Dr. Angelita Salas

Partner with faculty to support students who are interested in pursuing majors in science, technology, engineering, mathematics, or allied health.

## Umoja Program

SSB 229 • (323) 241-5392 Dr. Erika Miller

Umoja, a Kiswahili word meaning unity, is a year-long learning community dedicated to enhancing the cultural and educational experiences of African American and other students.

## Veterans Services

SSB 207 • (323) 241-5277 Yvette Tucker

Assist veterans or dependents of veterans use the Montgomery GI Bill for financial assistance. Liaison between veterans and the Dept. of Veteran Affairs to ensure payment. Provides counseling and assists students with educational plans, degree requirements and/or transfer to a university, employment, and medical information.

## Other phone numbers:

Campus Bookstore-SSB 132 (323) 241-5091

Campus Sheriff's Office (323) 241-5311 or Dial 911

For life threatening emergencies

Library (323) 241-5235

Cox Buildings, second through fourth floors

# Campus Directions

**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 and 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 and 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 get out of danger, and if all else fails **Call The Campus Sheriff's Office at (323) 241-5311**

# Campus Map

## Los Angeles Southwest College

