



Student Handbook 06-07



LACC

LOS ANGELES CITY COLLEGE

A STUDENT SERVICES PUBLICATION

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Welcome to Los Angeles City College

My Fellow Students,

I would like to welcome you to Los Angeles City College. You are at a college with a long history, as the campus was the original site of UCLA. We are located on the historic El Camino Real trail. We are a college rooted in tradition, diversity, excellence, and acceptance. For over 75 years LACC has turned out such honored alumni as LA City Councilmen Tom LaBonge and Bernard Parks, architect Frank Geary, director/actor Clint Eastwood, and actor Morgan Freeman. Starting here at Los Angeles City College in your academic career was the right choice!

LACC is the one of the most diverse college campus in the United States. Our students come from all over the world; over 80 different languages and dialects are spoken here. We have Jewish, Christian, Muslim, and Buddhist students and a large gay, lesbian, and transgender population as well. Our staff, faculty, and administration are just as diverse as the student body. We here at LACC accept everyone and give everyone the opportunity to succeed!

LACC is committed to the success of every student and there are many support services available to you. There is financial aid, tutoring, child care, EOP&S, assessment, disabled student services, health center, and a variety of counseling services – academic, career, personal - available to everyone.

You also have your student government as not only a resource but a place where you can get involved! The Associated Student Organization is the voice of the student body and represents students within the inner workings of the college; we put on and co-sponsor many campus events. For more information visit the ASO office in Clausen Hall 126.

President John F. Kennedy once said, "Our progress as a nation can be no swifter than our progress in education. Our requirements for world leadership, our hopes for economic growth, and the demands of citizenship itself in an era such as this all require the maximum development of every young American's capacity. The human mind is our fundamental resource." So I encourage every student at LACC to rise above apathy and the status quo, get involved here at LACC, whether by being a tutor, volunteering, by voting, being active with a club, or by being involved with the ASO. Let us continue the tradition of excellence, but let's shake things up! Support one another, accept one another, and learn from one another. We are the future and this is our time!

Ryan C. Hall-Allen
President, Associated Student Organization

Academic Calendar

It is the student's responsibility to adhere to the deadline dates listed below and to drop classes no longer being attended. Your failure to drop a class by the deadline date will result in a "W" or an "F" on your academic record.

REGISTRATION

Application for Admission Available Year Round
Telephone/Web Registration May 8 – August 28
Late Registration August 29 – September 9

FALL SEMESTER ... Tuesday, September 5 – Thursday, December 21

Mon – Fri Classes Begin Tuesday, September 5
Sat Classes Begin Saturday, September 9
Classes End Thursday, December 14
Final Exams Begin Friday, December 15
Semester Ends Sunday, December 18

LAST DAY TO:

Drop classes with a refund Monday, September 18
Add Full-term (traditional) classes Friday, September 15
Drop classes and not owe a fee Monday, September 18
Drop classes without a W Friday, September 29
This may be done via STEP thru Sunday, October 1
Drop classes with a W Friday, November 22
This may be done via STEP thru Sunday, November 26
File for Credit/No Credit Grades Friday, September 29
File for graduation for June 2007 September 18 – November 17
Last day to purchase **Fall 2006 Parking Permits** Wednesday, November 22

DAYS COLLEGE IS CLOSED

Labor Day Monday, September 4
Veteran's Day Friday, November 10
Thanksgiving Thursday – Saturday, November 23-26
Martin Luther King Jr. Monday, January 15
President's Days Friday, February 16 – Monday, February 19
Cesar Chavez Day Friday, March 30
Spring Break Monday, April 2 – Sunday, April 8
..... College Open – No regular classes
Memorial Day Monday, May 28

WINTER SESSION Tuesday, January 2 - Saturday, February 3

SPRING SEMESTER Monday, February 5 – Monday, June 4

2007 – 2008 FINANCIAL AID CALENDAR

FAFSA available for 2007 – 2008 January 1, 2007
Cal Grant Deadline March 2, 2007
Priority Date for Documents to Financial Aid Office May 1, 2007
Second Chance Deadline for Cal Grants September 2, 2007

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CAMPUS MAP ON BACK COVER



Where To Go

ADA Accommodations	Dean, OSS, CH109
Adding a Class ... Use STEP or Student Assistance Center, AD 105 or after deadline	
Admissions Office, AD 100	
Applying for Admission	Student Assistance Center, AD 105
Assessment Exam (sign-up)	Assessment Window, AD 112
Athletic Program	MG 109A
ATM Machine	Bookstore and Business Office
Basic Skills Classes	Learning Skills Center, Library, 103A
Books & Supplies	College Bookstore, Cub Center
Bus & Metro Train Pass	College Bookstore, Cub Center
CalWORKs	Cub Center
Campus Clubs	Student Government, CH 126
Campus Newspaper (Collegian)	Chemistry Bldg., 208
Career Counseling and Information	Career & Job Development Center, AD 109
Change of Address	Admissions, AD 100
Child Care	Campus Child Development Center, 4311 Melrose
Citizenship Information	Admissions, AD 100 J
College Catalog	College Bookstore, Cub Center
College Credit, High School Students	School Relations & Outreach, CH 113
Computer Lab	Franklin Hall Bldg., Room 201
Counseling, Academic	Counseling Office, AD 108
Counseling, Personal	Health Center, HH 2
Credit by Examinations	Admissions, AD 100
Credit/No Credit Filing	Student Assistance Center, AD 105
Credit for Work Experience	Cooperative Education, FH 19B
Deadlines (Adding, Dropping, Fee Refunds, etc)	See Schedule of Classes
Dean's Honor List	Student Activities, CH 117
Disabled Student Information	Office of Special Services (OSS), CH 109
Discipline	Dean, Student Activities Office, CH 117
Discrimination Complaints	Compliance Office, AD 218
Dropping a Class	use STEP or Student Assistance Center, AD 105, after deadline Admissions Office, AD 100
Emergencies	Sheriff's Office, (323) 662-5276, AD 115
Fees, Paying	Business Office, AD 111
Fee Waiver Application (BOGW)	Financial Aid Office, CH 111A
Final Exam Schedule	See Schedule of Classes

Financial Aid Office	CH 111A
Flyers (posting them on campus)	Student Activities, CH 117
General Campus Information	Student Assistance Center, AD 105
Grades	Use STEP or LACC Web Site or Admissions, AD 100
Grade Change	Admissions, AD 100
Graduation Information	Admissions, AD 100
Grievances	Dean, OSS, CH 109
Health Concerns	Student Health Center, HH 2
Honors Classes	Honors Program, CC 186
Housing Information	Student Assistance Center, AD 105
ID Cards	TSS, AD 107
International Student Services	Cub Center
Job Placement	Listings in Career & Job Development Center, AD 109, Student Assistance Center, AD 105
Lab Fees, Payment	Business Office, AD 111
Learning Disabilities	Office of Special Services, CH 109
Locating Buildings & Student Services	See Map on back cover, Student Assistance Center, AD 105, or Electronic Kiosk
Locating an Instructor	Instructor's Mailbox in Dept. Office
Locating a Student (emergencies only)	Sheriff's Office, AD 115
Lost & Found	Sheriff's Office, AD 115
Math Tutorial Lab	Jefferson Hall 312
Other Colleges (Information)	Counseling Office, AD 108 or Transfer Center, AD 109
Parking Information	Sheriff's Office, AD 105
Parking Permits	Business Office, AD 111
Placement Exam (sign-up)	Assessment Window, AD 112
Placement Scores	Assessment Window, AD 112 or on-line at http://www.lacc.edu/student_information/sis_logon.asp
Counseling	Health Center, HH2
Referrals (Off Campus)	Student Assistance Center, AD 105
Registration Questions	Student Assistance Center, AD 105
Registration Receipt	Electronic Kiosk or Business Office, AD 111
Residency Questions	Admissions, AD 100
Research for a Paper	LACC Library
Returning Textbooks	Book Buy Back Window, Bookstore
Saturday Classes	See Schedule of Classes

Schedule of Classes	Student Assistance Center, Counseling Office
Schedule Verification	Use STEP or LACCD Web Site
Scholarships	Financial Aid, CH 111A
School Holidays	See Schedule of Classes
Sexual Assault	Sheriff's Office, AD 115, (323) 662-5276, SART (323) 595-0188
Sexual Harassment	Compliance Office, AD 218
Sheriff's Campus Office	Sheriff's Office, AD 115
Short Term Classes	See Schedule of Classes
Student Government Office	Clausen Hall 126
Telephone Registration	STEP, See Schedule of Classes
Theater Information, Tickets	El Camino Theatre Box Office
Transferring to 4 yr. University	University Transfer Center, AD 109
Transcript Information	Admissions, AD 100
Tutoring	Learning Skills Center-Library, 103A, Math-JH 312, English-JH 302
University & College Reps	University Transfer Center, AD 109
Verification of Enrollment	Admissions, AD 100
Veterans' Benefits/Counseling	Veterans' Affairs, CH 109
Website (LACC)	www.lacitycollege.edu
Withdrawing from College	Student Assistance Center, AD 105
Writing Tutorial Lab	Jefferson Hall, 302
Work-Study Jobs	Financial Aid Office, CH 111A

Location Abbreviations:

AD = Cesar Chavez Administration Building

CH = Clausen Hall

HH = Holmes Hall

SC = Student Center

JH = Jefferson Hall

Campus Services



**To reach an office, call (323) 953-4000
plus the extension listed below**

AD = Cesar Chavez Administration Building
CH = Clausen Hall HH = Holmes Hall
MLK = Martin Luther King Jr. Bldg

VICE PRESIDENT OF STUDENT SERVICES

Myra B. Siegel, Vice President AD 207/EXT. 2460
Coordinates all of the student service programs of the college and oversees the student disciplinary process.

ADMISSIONS AND RECORDS OFFICE

William A. Marmolejo, Dean, Student Services, Enrollment ... AD 100/Ext. 2104
Accepts completed applications; issues appointments to register; handles "Add" and "Drop" cards, forms for change of address, transcript requests, enrollment verifications and graduation petitions.

GRADUATION PETITIONS FOR DEGREE

Students who wish to petition for graduation from LACC *must file* a Graduation Petition in the semester preceding their anticipated graduation. For more information about the Graduation Petition process, students should contact the Graduation Unit staff located in the Admissions and Records Office.

BOOKSTORE CUB CENTER/EXT. 2140

The college bookstore sells textbooks, school supplies, study aids, insignia items, beverage, and snacks. The bookstore also has a website address (**www.laccbookstore.com**) where books may be purchased online. Textbooks and supplementary classroom material purchased for the current academic term may be returned for a refund during specified time limits providing refund requirements are met. Books not accepted for refund may be sold at Book Buy Back. Full refunds on textbooks are allowed each academic term according to specified time limits. The Return and Refund Policy identifying each semester's dates is available in the Bookstore. Buy Back services are held during finals week of each semester/session. Books may be sold back providing the book is in "buy back condition" and on the "buy back list."

BUSINESS OFFICE

Robin Robinson, Supervisor AD 111/EXT. 2170
Accepts payment for enrollment fees, tuition fees, health fees, parking permits, transcripts, ASO membership and representation fees, sells amusement park and theater discount tickets to ASO members. This office disburses scholarship and financial aid checks, book and supply vouchers, registration fee receipts, and processes cash, check and credit card refunds.

CALWORKS CUB CENTER 209/EXT.2586 & 2587

Counselors AD 300/EXT. 2596

Director AD 103/EXT. 2591

The CalWORKs Office at Los Angeles City College assists students who receive public assistance. The office is the liaison between the Department of Public Social Services (DPSS) and LACC, providing participants with easy access to education with case management, workshops, academic counseling, tutoring, and supportive services referrals. Short-term training programs, as well as specialized programs for ESL, GED, WEX (Work Experience) and ABE (Adult Basic Education) are offered. All verification forms required for DPSS as well as Child Care agencies are completed in the office.

CAREER & JOB DEVELOPMENT CENTER

Emma Garcia-Salas, Director/Counselor AD 109/EXT. 2210

Provides career assessments (testing), evaluation, counseling and planning for students seeking career choices. The center offers computer programs that provide current information on careers and transfer institutions. Assists with resume writing, interview preparation, workshops, and employment/internship search. Students are served by appointment and on a walk-in basis when available.

CHILD DEVELOPMENT CENTER

Jane Melton, Director 4311 Melrose/EXT. 2220

Offers a developmentally appropriate early childhood education program for children 3 to 5 years of age. Evening program is available for school age children. Enrollment priority is given to LACC student-parents to help them attain their educational goals. State and CalWORKs Grants are available for subsidized morning care. Applications for enrollment are available in the Center's office.

COUNSELING OFFICE

Boris Lopez, Chair AD 108/EXT. 2250

Counseling is available to all students. Quick questions can be answered at the walk-in counter during office hours. In-depth counseling and long range planning are available by appointment. Appointments can be made in person at AD 112 or on-line at www.lacitycollege.edu. Click on Student Services, then select Counseling, then click on "To Make A Counseling Appointment" and follow instructions. All students are encouraged to see a counselor at the beginning of their LACC career and make follow-up appointments as needed.

DEAN'S HONORS LIST

Student Activities Office CH117/EXT. 2450

Students with outstanding scholastic achievement are given public recognition through the Los Angeles City College Dean's List. Full-time students (a student enrolled in 12 or more graded units in the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (enrolled in 6 through 11 graded units) must have completed 12 graded units and earn a 3.5 or higher GPA in the qualifying semester. Only the grades from courses completed at LACC during the qualifying semester will be used in calculating the grade point average (GPA). Grades of "Credit" will not be counted in meeting the unit requirement for the Dean's or President's lists. Students who have appeared on the college's full-time or part-time Dean's Honor list for three (3) consecutive semesters will be placed on the President's Distinguished Honor List. Students on the President's Honor List will receive a lifetime library privilege card. Students who qualify for the Dean's and President's Honors are automatically placed on the list. If a student thinks that he/she qualifies for either of these honors, they can go to the Admissions Office and request an unofficial transcript of their records, or access the

college's website and print out their transcript. Bring the unofficial transcript to the Office of Student Activities, Clausen Hall, room 117 for verification.

**EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S)
COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

Betsy A. Regalado, Dean, Student Services, Retention CH111B

EOP&S is a state funded program for non-traditional students who are affected by educational and economic barriers. The program motivates students in reaching their career and educational goals by providing support services and encouragement. EOP&S provides the following services: intensive academic, career and personal counseling, individualized and in-class tutoring, priority registration, transfer assistance, educational workshops, book vouchers, and a scientific calculator loan program. Contained within EOP&S is a program called CARE, a support service program for single parents receiving TANF/ CalWORKs subsidies. The CARE office is located within EOP&S, in CH 111B. CARE students are eligible for all EOP&S services plus childcare referrals, meal tickets, auto gas card, parking permits, parenting and job preparation seminars. CARE offers personal and professional support while assisting participants in breaking the welfare dependency cycle. Bring your registration fee receipt showing 12 or more units to CH 111B to find out if you qualify. OSS students must be enrolled in 6 or more units to apply.

FINANCIAL AID OFFICE

Jeremy Villar, Associate Dean, Student Services, Access CH111A/EXT. 2025

Many students qualify for some form of financial assistance. The Financial Aid Office offers both federal and state financial aid. See the Financial Aid section of this booklet or visit the Financial Aid Office in CH 111A for more information.

GRIEVANCE PROCEDURES,

Shalomon Duke, Dean, Student Services, Equity CH 109/EXT. 2270

Information about the grievance procedures and a copy of the regulation, LACCD Administrative Regulation E-55, is available to grievant(s) and/or respondent(s) upon request. The purpose of this regulation is to provide prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by a student, or group of students who reasonably believe he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

This grievance procedure does not apply to the challenge process for prerequisites, co-requisite, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification or reinstatement of Financial Aid. The appeal procedure regarding Financial Aid may be obtained in the Financial Aid Office. Additional information regarding discrimination and sexual harassment procedures and policies are listed in the Schedule of Classes and

the College Catalog. Copies of the Grievance Procedure may be obtained from the Office of the Dean, Student Services, Equity, CH 109 (Office of Special Services).

HEALTH & WELLNESS CENTER HH 2/EXT. 2485

The Health Center serves all currently enrolled students. It offers basic primary and non-emergency care, health care counseling, emotional and behavioral counseling, family planning, referrals, TB skin test, free confidential, anonymous HIV/AIDS testing, and other laboratory tests and immunizations (TD, Hep B, MMR), some which carry additional fees. Appointments can be made to see a medical provider or mental health professional.

HONORS PROGRAM

Ken Sherwood, Director CC 186/EXT. 2338

The Honors Program is designed to prepare the highly motivated student for transfer. Honors students who complete 18 units of Honors credit with at least a 3.1 GPA will receive certification in the Transfer Alliance Program (TAP). This guarantees priority consideration for admission to non-impacted majors in UCLA's College of Letters and Sciences, and increases the students' chances of being admitted. Other partners include UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University, and La Sierra University.

INTERNATIONAL STUDENT CENTER

Dr. Reginald Brady, Director Cub Center/EXT. 2470

The center staff is multilingual and provides counseling and enrollment assistance to non-immigrant F1 Visa students from all over the world. The program provides assistance with work permits and practical training.

Learning Disabilities Program

LEARNING DISABILITIES PROGRAM

OFFICE OF SPECIAL SERVICES (OSS) CH 109/EXT. 2273, 2276

Susan Matranga, Learning Disabilities Specialist

Andrea Smith, Learning Disabilities Specialist

The Learning Disabilities Program, an adjunct of the Office of Special Services (OSS), provides services to qualified students in order to facilitate equal access to educational programs. The services include: assessment of learning strengths and weaknesses, specialized tutoring, study skills classes, adaptive computer technology, and testing accommodations. Faculty and fellow students are encouraged to refer students who may need these services to the Learning Disabilities Program.

LEARNING SKILLS CENTER

Maryanne Des Vignes, Chair MLK 103A /EXT. 2779

Offers individualized, one-unit, credit/non-credit classes. There are small group classes in reading, vocabulary, writing, grammar, spelling, ESL conversation, math computations, and algebra. Individual and peer tutoring sessions are offered for most subject areas taught in other instructional departments.

LIBRARY

Barbara Vasquez, Chair MLK - 2nd and 3rd floors /EXT. 2400

The Library contains more than 150,000 volumes, current subscriptions to 200 magazines and newspapers, bound volumes and microfilm chosen to meet the curricular needs of students. Features of the library are: the Reference Center (EXT. 2406) with librarians ready to assist with research, reference and circulating collections, the online catalog, the online periodical databases, internet access, the Circulation Desk (EXT. 2395), reserve books and textbooks, the Periodicals Center

(EXT. 2396), study rooms and carrels, photocopiers, and word processing throughout the library. Students must use their valid college identification card to qualify for library privileges.

OFFICE OF SPECIAL SERVICES

Shalomon Duke, Dean, Student Services, Equity CH 109/EXT. 2270

The Office of Special Services (OSS) provides support services to students with verified disabilities who register with OSS each academic semester. Services are tailored to the student's needs by an OSS professional, in conjunction with the student, who identifies which reasonable academic accommodations are appropriate, based upon verification of the disability academic and the extent of the functional limitation(s) caused by the disability. Services provided by OSS include: priority registration, academic counseling, learning disability assessment, academic accommodations, scheduling modifications, exam modifications, special instructional courses, information in alternate media and adaptive/assistive technology.

OMBUDSPERSON,

Shalomon Duke, Dean, Student Services, Equity CH 109/EXT. 2270

The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the Dean, Student Services, Equity will facilitate informal meetings and discussions that may lead to a resolution of the grievance. If the matter cannot be resolved informally, the student may request a formal grievance hearing. Inquiries regarding grade petitions or instructor complaints should first be directed to the appropriate academic department chairperson. If a resolution is not reached at the department level, contact the campus Ombudsperson.

PI SHOP JH 311

Math tutoring lab provides student tutors who offer help with math problems. To use the service students must enroll in Math 100 or Math 202 which are one unit credit non-credit courses.

PSYCHOLOGICAL SERVICES HH2/EXT. 2485

Mental health services provided to currently enrolled students by a licensed clinical therapist. Services include short-term individual counseling, assessment and referral, crisis intervention, educational programs and consultation with college staff on issues concerning students.

SHERIFF'S OFFICE

Deputy Richard Pfeiffer AD 115/(323) 662-5276

Oversees staff of sworn police officers and is responsible for public safety, including: law/parking enforcement, medical emergencies, and calls for service. Lost property is also handled through the Campus Sheriff's Office.

STUDENT ACTIVITIES OFFICE

Leanna Watts, Dean, Student Services, Activities CH117/EXT. 2450

The Student Activities Office coordinates many events, including Graduation, Welcome Days, the Dean's Honor Ceremony and Dean's and President's Honor Certificates. The Dean is the advisor for the Associated Student Organization (ASO),

student government. The Dean is the College Disciplinarian and responds to violations of the Student Code of Conduct.

STUDENT ASSISTANCE CENTER

Elaine Geismar, Director AD 105/EXT. 2455

The Student Assistance Center is your first stop when applying to the college. A multilingual staff assists students in completing applications, and provides general campus information as well as community referrals for child care, employment, medical treatment, family planning, county public assistance, housing, legal aid and psychological counseling.

TRIO/STUDENT SUPPORT SERVICES

Marilyn Frontanez-Loza, Director/Counselor CH 116/Ext. 2466

Student Support Services (SSS) is federally funded grant program through U.S. Dept. of Education. The program's target population is low income, first generation students or students with a disability who have identified transfer to a four-year university as their academic goal. The program is designed to serve only 160 students and is therefore able to provide personalized, timely service to all members. Membership eligibility criteria: must not have completed an associates degree, must be a U.S. Citizen or legal resident and should have an academic need, GPA in the mid "C" range and/or taking remedial courses. Services include: academic, personal and career counseling, full financial aid package consideration, tutoring, educational workshops, free cultural events, field trips to 4-year universities, SSS Grant Aid, computer lab, laptop computer and calculator rental program, and technical support.

UNIVERSITY TRANSFER CENTER

Cheryl Armstrong Turner, Director/Counselor AD 109/Ext. 2215

One aspect of the college mission is to provide services that assist students to complete the first two years of the Bachelors degree and transfer. A primary goal is to intensify the transfer process for students from Los Angeles City College to four-year colleges and universities. Workshops and seminars for prospective transfers enhance their opportunity to prepare early. Transfer ready students receive immediate counseling/advisement, electronic application assistance and transcript evaluation. University Transfer Admissions Agreements, special collaborative partnerships and summer transfer programs/experiences applications are available in the Center's informational sessions at the university level and at LACC stress college cultural factors, housing, financial aid and more. Appointments are made in person with the Center's advisor, counselor or university representative/faculty from public and private universities.

VETERANS' AFFAIRS OFFICE

Melody Meldrum CH 109/Ext. 2024

The Veterans' Affairs Office assists qualified veterans and/or their dependents with VA benefits certification, academic advisement and other student service referrals.

WRITING CENTER JH 302

Students are provided lessons and one-on-one tutoring to help with any type of academic writing, and access to the World Wide Web.

Using STEP



Student Telephone Enrollment Program

- Adding & Dropping Classes
- Checking Grades
- Withdrawing From College

Before calling, check the following:

1. Have your Social Security Number ready
2. Have your PIN (month and day of birth) ready. Example: May 12 = 0512
3. Complete Class Schedule Worksheet to register

Call One Of The Following Automated Telephone Numbers:

(323) 226-1999 (213) 689-8888

(310) 605-0505 (818) 988-2222

STEP 1 Dial one of the numbers above and listen to the detailed instructions

STEP 2 Press 1 for Los Angeles City College

STEP 3 Press 1 for Spring - 2 for Summer - 3 for Fall - 0 for Winter

STEP 4 Enter your Social Security Number or Student ID number (without dashes)

STEP 5 Enter your PIN number (month and day of birth)

STEP 6 Choose one of the options from the menu:

- #1. To hear your appointment time and date*
- #2. Register or change schedule, add/drop classes*
- #3 Hear your grades*
- #4. Review class enrollment*
- #5. Review fees*
- #9 Exit*

If the STEP system does not allow you to register for classes, then check the following:

1. Do you have any holds or owe any fees?
Call the Business Office
2. Do you have an Educational Plan?



How Much Does It Costs?

ENROLLMENT FEES

The California Community Colleges charge only \$26.00 per unit, the lowest enrollment fees of any private or public colleges. This fee is set by the State Legislature and is subject to change.

FEE WAIVERS

California students may receive help in paying their enrollment fee. The enrollment fee is waived for students whose families receive Temporary Assistance for Needy Families (TANF) or Social Security income (SSI). In addition, if your family income is below a certain level, you may be eligible for a Board of Governors Fee Waiver. Contact the Financial Aid Office for more information.

ENROLLMENT FEE REFUND POLICY

If you are attending a class which is scheduled to meet for an entire semester, and drop that class, you are eligible to obtain a full refund of the enrollment fee up to the **end of the second week of class**. If you drop a "short term" class, you are entitled to a full refund up to a period of time equal to 10% of the total class time. No refunds are allowed after the "two week" or "10% class time" grace periods, with one exception: if you must drop a class at any time as a result of the college canceling or rescheduling that class, you are entitled to a full refund. If you drop a class after the second week of the semester, you may choose to add a class having the same number of units and not pay any extra fee. These refund policies also apply to non-resident tuition fees.

CALIFORNIA RESIDENCY REQUIREMENT

In order to be eligible for LACC's low enrollment fees, you must be a resident of California. California residency is based on a combination of physical presence and intent, according to state and federal laws. Be sure to bring proof of California residency when you apply for admission.

Non-Resident Tuition Fee

Non-residents of California are charged non-resident tuition fees. The current fee for non-residents is \$159.00 for out of state students and \$169.00 for foreign students. Non-residents and foreign students are also charged the enrollment fee.

PARKING FEE

You must purchase a permit each semester to park in the student parking lots. Parking permits are sold in the Business Office, where you will also receive information on procedures, fees, and refunds.

HEALTH FEE

The Los Angeles Community College District charges an eleven (\$11) mandatory Health Fee. The fee is payable to one campus only and covers the costs of Health Centers at the District's nine campuses. The following students may qualify for a waiver: students who rely exclusively on prayer healing, non-credit students, apprenticeship students and ITV only students. The form is available in the Student Assistance Center, AD105.

STUDENT REPRESENTATION FEE

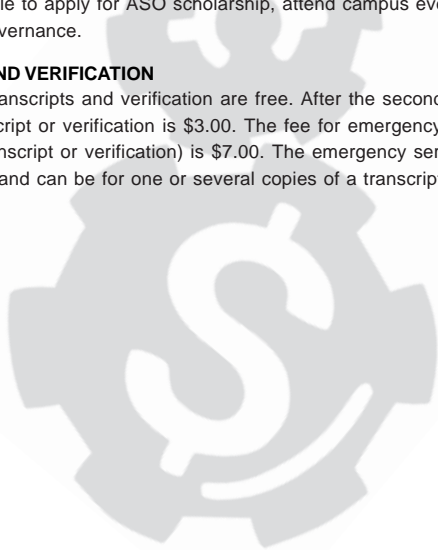
You are required to pay \$1 each semester for the Student Representation Fee. The fee benefits all students of the college by providing your student government with the ability to respond to legislative issues which impact students directly, i.e. tuition increases, taxes on textbooks, and community college funding. The Associated Student Organization works as advocates of the student body to lobby on your behalf at the District or in Sacramento, or to coordinate their efforts with the state and regional community college student organization (California Student Senate). The ASO is your legally designated liaison with the college, the District Office, the California State Chancellor's Office and the Board of Governors. They represent you, the LACC student, before the LACCD, city and county governments, and before offices and agencies of the state and federal governments. The fee supports student participation in the shared government process. You can waive your right to be represented by completing a form available in the Student Assistance Center, AD 105, the Business Office, AD 111, or in the Student Activities Office, CH 117.

ASO MEMBERSHIP FEE

A \$7 per semester membership fee provides access to the Associated Student Organization (ASO) Service Center where you can receive free bluebooks, scantrons, copier and fax services, use the computers for homework or to access the internet, and preferred parking with purchase of a permit. You are also eligible to participate in student government, join a club, support the college's math, English, music and forensic programs, be eligible to apply for ASO scholarship, attend campus events and participate in shared governance.

FEE FOR TRANSCRIPTS AND VERIFICATION

The first two requests for transcripts and verification are free. After the second request, the fee for a transcript or verification is \$3.00. The fee for emergency service (in processing a transcript or verification) is \$7.00. The emergency service fee is a one-time transcript fee and can be for one or several copies of a transcript.





Get Involved In Campus Activities

Associated Student Organization

Clausen Hall - Room 126 (323) 953-4000 ext. 2475

The Associated Student Organization (ASO) represents student interests and is the official student voice on campus issues. The ASO officers advocate on college, district, and state-wide issues for all students.

Participation in ASO offers students leadership opportunities, and a variety of involvement experiences. All student clubs must be chartered by the ASO to be allowed on campus.

The ASO provides funding for campus events and activities, such as the Dean's Honor Tea, Graduation, Welcome Days, Health Fair, Career Fairs, Latino Heritage Festival, Foreign Language Day, African American History Celebration, and other multi-cultural activities, and supports clubs, forensics, honors, math, English writing contest, music and other academic programs. The bi-weekly meetings of the ASO Student Senate are posted and open to all students.

ASO MEMBERSHIP BENEFITS

Your \$7.00 dollar membership fee (\$3.00 for summer and inter-session) provides the following services:

- Participation in Student Government
- \$50 Book Grants (70 awarded each semester to qualifying members)
- Preferred parking with permit purchase
- Use of computers with internet access
- Copier services –10 free copies per week
- Free scantron and free blue book per week
- Eligibility for ASO Scholarships – Leadership, Community Service
- Free admission to cultural and social events
- Membership to the Los Angeles City Schools Federal Credit Union
- Local faxing for 25 cents per page
- Discounts on admissions to movies
- Advanced discount tickets to amusement parks (Magic Mountain, Knott's Berry Farm)

ASO SERVICES AND ACTIVITIES

Here is what the student government does for you:

- Represents students on college, district, and state-wide issues
- Provides leadership opportunities
- Provides opportunities and support for clubs and club programs
- Funds numerous campus events and activities
- Supports forensics, music, math and other academic programs

ASO SPONSORS AND SUPPORTS CAMPUS EVENTS

Multi-Cultural Activities	Blood Drives
Latino Heritage Festival	African American History Celebration
Career/Job Fair	College Welcome Days
Foreign Language Day	Club Rush
Dean's Honor Tea	Health Fair
Graduation	Vendor Marketplace

YOU ARE THE STUDENT GOVERNMENT!

Input and participation by the general student body is welcome and needed in the decision making process. Student support is crucial to assuring that LA City College continues to provide the excellence in education demanded by students. Officers, Senators and other active ASO members are appointed to represent students on the college's shared governance committees. The Associated Student Organization (ASO) welcomes any ideas, concerns, or suggestions that will benefit you as a student.

STUDENT CLUBS

The many activities sponsored by student clubs provide a rich and exciting multi-cultural dimension to college life at City. While some clubs tend to be more active than others, all clubs contribute to a lively and student oriented environment on campus. All campus clubs must be chartered by the ASO each year to be active on campus. The ASO Vice President of Clubs supervises the chartering process. The Club Council is comprised of representatives from all chartered clubs and it supports clubs, coordinates club activities and represents clubs in the student government. For more information on chartered clubs and club events, go to Clausen Hall ASO office in Rm. 126. Active clubs include: Anthropology, Armenian Student Association, BLACCS, Campus Crusade for Christ, Chess, Composers, Chinese Language and Culture, Computer & Technology, Delta Chi, Foreign Film, Gay Straight Alliance, International Youth Fellowship, Japanese, Law Society, Mediation & Taichi, Math, Nursing, Science, Students for Educational Reform.

STUDENT SENATE

The student government's legislative branch is the Student Senate, which is composed of elected and/or appointed student leaders. The Senate oversees all aspects of student government and is responsible for making decisions that directly or indirectly affect the student body. The ASO President presides over the Senate. The Senate meets every two weeks in Clausen Hall, Room 117. Agendas are posted 72 hours in advance. Minutes of action taken can be obtained in the ASO President's Office.

STUDENT ELECTIONS

Every year in April, general elections are held to select the student government officers for the coming academic year. The election of a Student Trustee, representing students from all nine colleges in the district, is held at the same time. Applications to become a candidate for office are available one month prior to the elections. Ask in the Student Activities Office, CH 117, for details.



Frequently Asked Questions

Q: Do I have to submit a new application each semester?

A: Not as long as you remain in continuous attendance. However, if you skip more than one semester, you must officially reapply in order to receive an appointment to register.

Q: Who can help me choose which courses to take?

A: Visit the Counseling Center (AD 108) to set up an appointment with a counselor. If you are in the EOPS, OSS or TRIO/SSS programs, make an appointment with a counselor from that program. For classroom problems, talk to your instructors.

Q: What if I am having personal problems?

A: LACC has a staff of well-trained college counselors, skilled in confidential personal counseling. They will provide counseling for problems that may interfere with your academic performance. You may make an appointment to see a mental health counselor at the Health Center. For more extensive help, the counselors will refer you to a number of local agencies providing additional support.

Q: How do I obtain an appointment with an academic counselor?

A: Visit the Counseling Center in the Cesar Chavez Administration Building, Room 111B. Appointments can be made in person at AD 112 or on-line at www.lacitycollege.edu. (or if you are an EOPS student go to CH 111B or if you are a OSS student go to CH 109). Make appointments well in advance of registration so that counselors will have time to thoroughly evaluate your records and plans. Counselors are also available for "walk in" counseling to briefly answer specific questions.

Q: How do I withdraw from classes?

A: The college recognizes that students may need to withdraw from college as a result of unforeseen events or emergencies. If you decide to withdraw, **it is your responsibility to take the action to drop.** You can drop by submitting a drop card to the Admissions Office or write the office stating your intention to withdraw. Students can also drop classes on-line or through STEP. In order to be considered a withdrawal, you must withdraw by the withdrawal deadline date given in the class schedule. If you do not "OFFICIALLY" withdraw, the college will consider you still enrolled and you may receive failing grades in all of your classes. Before you make a final decision to withdraw, meet with a counselor to see what other options are available to you.

Q: What is the difference between “dropping” and “withdrawing?”

A: “Dropping” refers to the process of dropping one or more classes, while still enrolled as a student. “Withdrawing” refers to your leaving the college completely.

Q: Do I have to repeat a class in which I received a “D” or “F” grade?

A: There is no general college regulation that requires you to repeat every “D” or “F” grade earned. However, certain program requirements can only be met by achieving a “C” grade or better in a class. In order to meet the Associate degree English and Math competency requirement, for example, you must have at least a “C” in your required English and Math classes. If a course is required for your major, you are advised to repeat it if you receive a “D” grade, and you must repeat it if you earn an “F.” After you repeat a class, you must file a petition in the Admissions Office so that the new grade will be entered on your record and recalculated in your grade point average. You may repeat a class in which you have earned a “W” (withdrawal). You may repeat a class ONCE to improve a “D”, “F”, or “NC” (no credit) grade.

Q: Can I leave a note for an instructor?

A: You may leave a message for an instructor in the department office mail.

Q: When are grades issued?

A: Four weeks after the end of the semester you can call STEP to hear your grades or you may go to the College’s website www.lacitycollege.edu where you select Admissions, then select Grades and Transcripts.

Q: I am having trouble in my class. What can I do?

A: First, talk with your instructor. Instructors maintain office hours, and they will be glad to make an appointment to discuss your situation during this time. You are also encouraged to speak with a counselor before making critical decisions. Visit the Learning Skills Center and take advantage of free tutoring at the first sign of trouble.

Q: How can I have poor grades removed from my record?

A: Once earned, grades are never removed from your record. However, there are two ways to remove unsatisfactory grades-“D”, “F”, or “NC” from your grade point average.

- 1) You can choose to repeat a course, and only the second grade you earn will be calculated in your grade point average.
- 2) If you received a “D” or “F” grade, you can exclude it from your grade point average through the process of academic renewal, which is explained in the college catalog.
- 3) If you received an “I” (“Incomplete) grade, you must complete the coursework no later than one (1) year following the end of the semester in which it was assigned.



Financial Aid Information

Los Angeles City College offers federal and state financial aid programs to assist qualified students who need financial assistance to cover the cost of attending college. Students must be pursuing either a Certificate, an Associate degree, or planning to Transfer to a four-year university.

FINANCIAL AID RESOURCES

Federal Programs

- Pell Grant – up to \$4,050 per year
- Supplemental Educational Opportunity Grant (SEOG) – up to \$500 per year
- Work Study – starting at \$7.00 per hour
- Perkins Loan – borrow up to \$1,500 per year
- Direct Subsidized loan – 1st year students - borrow up to \$2,625 per year, 2nd year students - borrow up to \$3,500 per year

State Programs

- Board of Governors (BOG) Fee Waiver – waives the enrollment fee
- Cal Grant B – up to \$1,551 per year
- Cal Grant C – up to \$576 per year (available to students pursuing a vocational program)
- Chafee Grant – up to \$5,000 per year to foster youth and former foster youth

Other Programs

- Scholarships – amount varies
- Foundation Emergency Loan – amount varies

FIVE (5) BASIC FINANCIAL AID STEPS

STEP 1: Complete the FAFSA on the web worksheet and apply online at www.fafsa.ed.gov

STEP 2: Submit additional requested documents to the Financial Aid Office

STEP 3: The Financial Aid Office reviews the application for financial aid eligibility

STEP 4: The Financial Aid Office sends an Award Notification Letter to the student

STEP 5: Financial aid funds are delivered to students by regular mail or electronic fund transfer (EFT)

DOCUMENTS NEEDED

To be eligible for processing, the financial aid applicant must be prepared to submit any of the following documents to the Financial Aid Office upon request:

- Valid Social Security Card
- Student Identification (example: CA Drivers License)
- U.S. Citizen or Eligible Non-Citizen – Certificate of Citizenship, Certificate of Naturalization, Certificate of Birth Abroad, or U.S. Passport
- Permanent Residents – Form I-551, Form I-151, Foreign Passport (must be stamped "Processed for I-551"), Form I-94 (must be stamped "Processed for I-551" or "Temporary Form I-551")

- Federal Tax Returns including W2(s) and all schedules
- Copy of High School Diploma
- Non High School Graduates – GED Test result, California High School Proficiency Exam Test result, Ability to Benefit Test result
- Proof of Selective Service Registration

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

At the end of the 2006-2007 academic year, all students must meet the following Satisfactory Academic Progress standards to be eligible for financial aid in the 2007-2008 academic year:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Complete seventy-five percent (75%) of cumulative units attempted
3. Have less than ninety (90) attempted units (excluding ESL and non-degree applicable/basic skills classes)
4. Have not earned an Associate of Arts (AA) or higher degree
5. Students pursuing a Certificate program only must have attempted units that is less than 150% of the total units to complete the program (example - a student pursuing a thirty (30) unit Certificate program must not have forty-five (45) or more attempted units)

USEFUL FINANCIAL AID RELATED WEBSITES

Information about Financial Aid

www.fafsa.ed.gov FAFSA on the Web – to apply for financial aid online

www.pin.ed.gov Federal Pin Number – to apply for a Personal Identification Number (PIN) to access your financial aid records online

www.student.ed.gov Federal Student Aid on the Web – a portal to assist students applying for financial aid

www.finaid.org a student guide to financial aid

www.mapping-your-future.org Mapping Your Future – information on financial strategies, career options and college planning

www.ftc.gov/bcp/online/edcams/scholarship - Project Scholarship Scam - information on scholarship scams

www.ed.gov - U.S. Department of Education – promoting educational excellence for all Americans

SOURCES OF AID

California Student Aid Commission **www.csac.ed.gov** – the Cal Grant website

FastWeb Scholarship Search **www.fastweb.com** – search for available scholarships online

Federal Direct Loans **www.ed.gov/DirectLoan** - information about the federal loans programs

JobCorps **www.jobscorps.org** – job training program for at-risk youth

Americorps **www.americorps.org** – a network of national & community service programs

City Year **www.cityyear.org** – a program and “think tank” for national service

Frequently Asked Financial Aid Questions

What is financial aid?

Financial Aid is made available by federal and state governments and private sources in the form of grants, loans, fee waivers, and scholarships. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the college they choose to attend. The basis for such assistance is the belief that students (and their families) have the primary responsibility to meet educational costs. Financial Aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.

Where on campus is the financial aid office located?

The Financial Aid Office is located in the first floor of Clausen Hall, Room 111A (across from Office of Special Services).

When and how often do I need to apply for financial aid?

Students need to apply for financial aid once every academic year. The best time to submit the financial aid application is between January 1st and March 2nd.

Where can I obtain a FAFSA application?

Students are encouraged to apply online at www.fafsa.ed.gov. The paper FAFSA application is available in the Financial Aid Office, Student Assistance Center, Counseling Office, and EOP&S. The application is also available at any college or university, local public library, high schools, or by calling 1-800-4FED AID.

What is federal school code for Los Angeles City College?

001223

I'm not sure whose information I need to report on the FAFSA, or where to find the answers, or even what a particular question means. Who do I call for help with completing the FAFSA?

There are many ways to get the help in completing the FAFSA. First, be sure to carefully read the instructions on the application. In addition, the Financial Aid Office offers workshops on how to fill out the application line-by-line. You may also call our financial aid hotline at (323) 953-4000 ext. 2025 or visit the office during our open counter hours for assistance. You may also call the U.S. Department of Education directly (it's their form after all) at their toll-free number **1 (800) 4 FED AID** (1-800-433-3243) or go to FAFSA on the Web for online help, including live chat with a customer service representative.

I don't live with my parents and they don't give me any money for school. Why do I have to report their income on the FAFSA?

For financial aid purposes, the U.S. Department of Education classifies all aid applicants into two categories – Dependent or Independent students. Dependent students **must** include their parent's income information on their FAFSA. Dependency status is determined by the questions on Step 3 of the FAFSA. Whether or not you live with your parents, whether or not they claim you on their tax return, or whether or not they give you any money are not factors in determining dependency status. Nor are these reasons sufficient to have your dependency status overridden by the financial aid office. Remember, the FAFSA measures a family's ability, not their willingness, to pay for college. If you are truly unable to obtain your parent(s)' information due to extreme unusual circumstances, you may speak to a Financial Aid Technician regarding dependency status override, but be prepared to adequately document your special circumstances.

My parents make a lot of money. Isn't it just a waste of time to apply for financial aid?

Absolutely not! Remember, there is no fee charged to apply for financial aid. The only way to know if you are eligible is by submitting an application. Additionally, not all aid (such as certain types of student loans) is based on having financial need. **DO NOT DISQUALIFY YOURSELF FROM GETTING FINANCIAL AID BY NOT SUBMITTING THE FAFSA!**

What if the information I am required to provide on my FAFSA does not reflect my family's present situation?

The first step is always to complete the FAFSA accurately, providing the information asked for on the form, and to submit it. The information on the FAFSA is a "snapshot" in time, and is used to measure your household's ability to pay for your education. If you or your family has more recently experienced unusual, unexpected circumstances that may affect your ability to pay, see a Financial Aid Technician to make an income reduction request. Be prepared to adequately document your unusual circumstances.

What happens if I drop all my classes after I've received financial aid? Do I have to pay the money back?

If you withdraw or are excluded from all your classes before the 60% point of any term, you may have to pay the "unearned" portion of your financial aid back to the government. (This does not affect your work-study earnings and the BOGW fee waiver.) The Financial Aid Office will inform you of how much you owe. Before withdrawing from all classes, seek the advice of a counselor and/or your instructors.

How can I obtain a fee waiver at Los Angeles City College?

To apply, complete and submit a Fee Application for Federal Student Aid (FAFSA). Applicants who meet the fee waiver eligibility criteria will automatically be processed for a fee waiver. To qualify for a fee waiver, the applicant must be a **California resident** and be enrolled in at least one (1) unit. Summer school/winter intersession only students who receive financial aid at another school may obtain a Board of Governor's Waiver (BOGW) application at the Financial Aid Office. Complete and submit the application to the Financial Aid Office for approval. The Financial Aid Office will make a determination on the spot, if the applicant qualifies for the fee waiver. The fee waiver exempts eligible students from paying the per unit enrollment fee. It does not exempt students from paying the Health fee, parking fee, for books, audited course fees, Associated Students (ASO) fee, Student Representation fee, Community Services/Extension course fees or any other fees or expenses. The waiver is good for the entire academic year (Summer through Spring) and is valid at all nine campuses of the Los Angeles Community College District. Students who apply (and are eligible) for a BOGW **after** they have already paid their fees, may **request a refund** of their enrollment fees from the Business Office, as long as it is done within the academic year.

What can I do to avoid unnecessary delays in the processing of my financial aid application?

First, be sure to complete the application accurately to avoid corrections that can delay the processing of applications. Second, respond promptly to pending document letters sent to you by the Financial Aid Office. Third, apply early and avoid the rush. Also, be sure to keep a copy of all the documents you used to fill out the FAFSA, such as tax returns & W-2s. The government or the school may request that you prove (verify) any information that you or your parents reported on your FAFSA application. Failure to do so may result in delays or loss of aid.

How will I know if I have financial aid checks available for me?

Financial Aid warrants (checks) are mailed to the students. Warrants are not forwarded, so it is important that the mailing address in the Admissions Office is current. Students must first receive an Award Offer Letter from the Financial Aid Office and register for classes before they can expect to receive a check. Pell Grants are typically paid in two payments each semester. Other grants, scholarships, and loans are typically paid once a semester. Work-Study earnings are paid every two weeks. Financial aid recipients also have the option to have their aid funds electronically transferred directly to their savings or checking bank account. Please see the Business Office if you wish to set up an electronic fund transfer.

I'm still enrolled in high school, but I'm taking some or all of my classes at City. Can I get financial aid?

No. High school students are not eligible for federal or state financial aid, even if they are taking classes at City, whether for high school or college credit. Financial aid is only for post-secondary students, which means you must already have a high school diploma, or have passed an equivalency exam or GED. However, high school students enrolled in 12 units or more may apply for a Board of Governors Fee Waiver (BOGW).

What is the minimum number of units I have to take to receive financial aid?

For the Federal Pell Grant Program and State Board of Governors Fee Waiver Program (BOGW), students must be enrolled in at least one (1) unit. For all other programs such as Cal Grants, Work Study, and loans, students must carry a minimum of six (6) units or half-time enrollment to receive aid

Why does the financial aid office limit the scope of information it gives over the telephone?

The Financial Aid Office does not release specific student financial aid information over the telephone in order to protect the student's right to privacy. The "Family Education Rights and Privacy Act" (FERPA) of 1974 (Buckley Amendments) permits access to student's records only if we can be reasonably sure that the requestor is the student. Therefore you will be asked to provide certain identifying information if calling on the phone. This, however, does not guarantee that all requested information would be released, as it depends on the content and complexity of the inquiry. Some issues are best handled in person and, if this is the case, the staff member will inform the caller. The Financial Aid Office staff is always happy to answer general financial aid questions over the telephone.

Are you open during the Spring, Summer and Winter breaks?

Yes. Los Angeles City College Financial Aid Office is open during the Spring and Summer breaks and the Winter intersession. The office is closed between Christmas and New Years.

I am currently an international student. Can I apply for Federal or State financial aid?

Unfortunately, Federal and State financial aid are available to U.S. citizens and permanent residents only. However, international students are encouraged to apply for scholarships. A list of scholarships is posted on the college website and at www.fastweb.com. Check with the individual donors for eligibility requirements.

'06-'07

Student Checklist



Fall 2006:

- Touch-base with the Financial Aid Office to take care of any remaining financial aid paperwork.
- Set up a budget and time management guideline for the year, include financial aid & scholarship deadlines.
- Visit your academic advisor/career center to discuss courses, career building and other activities.
- Gather financial records and materials you need for the FAFSA. The new form for 2007-2008 will be available after January 1, 2007.
- Join clubs and volunteer groups in areas of interest.
- Do a scholarship search at www.fastweb.com and apply for scholarships.
- Build relationships with professors, counselors and activity supervisors. This will help you obtain recommendations for jobs and four-year universities.

January – February 2007:

- Complete the 2007-2008 FAFSA as soon as possible after January 1st and before March 2nd to increase your chances of receiving financial aid and to maximize your award.
- Check your Fast Web search results for new scholarships.
- Apply for LACC Foundation scholarships.
- Maintain a resume that includes academic records, extracurricular activities, honors and volunteer work.

Spring 2007:

- Meet with a Counselor or your Faculty Advisor to discuss plans for summer and next fall.
- Register for fall classes.
- Renew your financial aid package for next year.
- Explore options such as: study abroad, double major, co-op programs, international internships, mentoring programs and independent study.
- Apply for summer jobs, internships and volunteer opportunities



Scholarship Guide

SCHOLARSHIPS

Remember: Scholarships are awarded on various criteria, such as - activities, academic performance, need, grades, athletics and more.

Where should I look?

- **Search** online at www.fastweb.com.
- **Check** the financial aid pages on the college website.
- **Search** your community for organizations offering awards.
- **Contact** the financial aid office about private and corporate sponsorship opportunities, as well as your academic department or your employer.

What can I do to prepare?

- **List the scholarships by deadline.** Focus on the ones with earlier deadlines.
- **Financial information.** Prepare family income and tax forms ahead of time to document finances for need-based scholarships or other types of financial aid. You should already be assembling this information for the FAFSA.

How should I prepare the essay?

- **Make an outline.** Pick one main theme based on the essay question and outline a few ideas that support your theme.
- **Show, don't tell.** Use specifics, not generalizations. Help your reader visualize what you're trying to say. TELL YOUR STORY!
- **Check spelling and grammar.** Have a teacher, parent or counselor read over your essay to provide feedback and catch errors.

Keeping Your Scholarship

While not all scholarships can be renewed each year, some do have ongoing eligibility requirements. Some of these requirements include:

Renewal application. You may have to submit a new application each academic year.

GPA. You may need to maintain a minimum GPA in order to remain eligible (often the same GPA that won you the scholarship).

Satisfactory academic progress. You may also be required to fulfill certain academic requirements, such as completing a certain number of credits, units or specific courses.

Designated field of study. Will you lose the award if you change majors?

Full-time status. Scholarships frequently require a minimum level of enrollment. If you fall below the minimum or fail to enroll, you may lose the award.

If there is any doubt whether your scholarship has provisions or must be renewed, talk to the scholarship's sponsor.

5 Scholarship Letter Tips

Below are some essential tips for letters associated with scholarships, including the application request letter, cover letter, recommendation letter and thank-you letter.

1. Be brief – you'll have the chance to sell yourself in your application.
2. Request the materials early to leave enough time to prepare a strong application packet.
3. Clearly state when you need the letter of recommendation sent or given back to you. Give no less than three weeks notice, leaving ample time to write the letter.
4. Provide your address and other contact information where you know you can be reached. Include a self-addressed stamped envelope, if appropriate.
5. If you win a scholarship, be sure to send a thank you letter to the scholarship provider for selecting you as a recipient, and to your recommender(s) as well.

LACC Presents \$83,500 in Scholarships

At the close of the 05-06 school year, LA City College's Foundation presented \$83,350 in scholarships to 118 LACC students at its annual awards ceremony in the Faculty and Staff Center.



Award recipients were full-time students, recommended by faculty who were performing well academically and had financial need.

The Foundation scholarships (in the total amount of \$76,500 to 95 students) included the Louise Snyder Re-Entry Women Scholarship, William Henry Snyder Scholarship, Louise Snyder Johnson Fitzgerald Scholarship, Evie Hoffman Scholarship for Women and the Helping Us Help Ourselves. Louise Snyder endowed the first three scholarships to honor her father, William Snyder, who was the first president of the college. The Hoffman scholarship was endowed by Marv Hoffman, LACC Foundation president, in memory of his wife of 40 years. The Physics Department awarded eight students a total amount of \$3,600. Social Science made an additional 10 awards in the total amount of \$3,250.

For more information on these and other scholarships, visit the Financial Aid Office or the LACC Foundation.



Matriculation

Matriculation is a process that assists the college in getting to know you, the student. Participation in each matriculation step will assist you in identifying, planning, and achieving your educational and career goals. The purpose of Matriculation is to assist you in finding the campus resources, support services and college programs which are available to help you make better, more informed educational choices.

Matriculation is an agreement established between the college and the student. This agreement specifies the rights and responsibility of the college and the student.

The College Agrees To Provide:

- 1. Admissions** - A multilingual student staff in the Student Assistance Center will assist you in completing your admissions application and provide general campus information with confidential support and referrals (AD 105). Turn in your completed application to Admissions (AD 100) then go to AD112 to schedule your Assessment appointment.
- 2. Assessment** - You will take a basic skills assessment in reading, writing, language usage, and mathematics to help you select appropriate courses.
- 3. Orientation** - Introduces you to the campus resources, support services and college programs that are available to help you make better, more informed educational and career choices.
- 4. Counseling** - Provides academic advisement and assistance in course selection, development of a Student Educational Plan, career planning, referral to appropriate student services, and Personal Development Classes which are taught by counseling faculty.
- 5. Follow-up** - Provides regular evaluation of your progress through the Early Alert program and group counseling sessions.

The Student Agrees To:

1. Express at least a broad educational intent upon admission.
2. Declare a specific educational goal after completion of 15 semester units at the college.
3. Meet with a College Counselor to establish a Student Educational Plan within one semester after declaring an educational goal and to review the Educational Plan at least once each semester.
4. Attend classes regularly and complete assigned course work.
5. Maintain satisfactory progress toward an educational goal according to standards established by the Los Angeles Community College District and the State of California.
6. Be familiar with the information in the college catalog and schedule of classes, and know and observe all policies and procedures related to the program of study being pursued.

EXEMPTION

As a student, you may be exempt from matriculation if you meet at least one of the following criteria:

1. Have an AA, BA, or higher degree from an accredited college or university.
2. Have completed 30 units or more including English 28 or 101 and Mathematics 115 or equivalent courses.
3. Are enrolling for personal enrichment or recreational purposes without plans of taking more than 15 units of credit classes.

Even if you are not exempt from matriculation you may be exempted from assessment if you meet any of the following criteria:

1. Have a record of completing English 28 or 101 and Mathematics 115 or equivalent courses.
2. Have been assessed with the same or equivalent testing instruments at another school and have a record of these test results.

Waiver

If you are not exempt from matriculation but choose not to participate in the process, a waiver is available in the Student Assistance Center, AD 105.

Appeal

Matriculation is a campus-wide effort of faculty, administrators, staff and students. However, if for any reason, you feel that matriculation interferes with your rights as a student, forms for appeal are available in the Office of the Vice President of Student Services, AD 207.

PREREQUISITES, CO-REQUISITES & ADVISORIES

The following explains conditions of enrollment that qualify a student for a class or course of study according to laws and state regulations AB 3 and Title 5.

PREREQUISITE is the requirement needed to qualify for a course. It is designed to identify skills necessary for success in a course.

CO-REQUISITE is the requirement for taking a simultaneous course in order to enroll in a particular class.

ADVISORY is advice given before enrolling. It is not required that a student follow this advice.

A satisfactory grade is an academic record with the symbol A, B, C, or "CR."

CHALLENGE POLICY/PROCEDURE

A student may challenge the above enrollment policies by filing a Prerequisite or Co-requisite Challenge Petition. You can obtain the form from the Admissions Office (AD 100), the Student Assistance Center (AD 105), the Counseling Center (AD 108) or the academic department of the prerequisite you want to challenge. Documented proof of your challenge will be required. The petition must be filed with the Chairperson of the department of the course being challenged. While your petition for entering a class is being evaluated, if space is available in that class, LACC shall provisionally enroll you and resolve your challenge within five (5) working days. If the College does not resolve your challenge within the five-day period, you will automatically be enrolled in the course. If no space is available in the course when your petition is filed, the challenge shall be resolved before the beginning of registration for the next term. If your challenge is upheld and space is available, you may enroll in the next term.

Grounds for Challenges

It is your responsibility to show proof with documentation that you have grounds for a legitimate challenge. You may challenge any of the prerequisites or co-requisites using any of the Title 5 regulations listed below:

NOTE: If you have successfully completed a similar course outside of the Los Angeles Community College District, bring your official or unofficial transcripts or grade cards to the Counseling Office - AD108 for evaluation.

1. The prerequisite/co-requisite does not follow the rules established by the District.
2. The prerequisite/co-requisite is in violation of Pre/Co-requisite and Advisory Regulation, Article 2.5 of Title 5. (See Office of the Vice President of Student Services - AD207)
3. The prerequisite/co-requisite is unlawfully discriminatory or being applied in an unlawfully discriminatory manner. Once you have completed the Prerequisite or Co-requisite Challenge petition process on the grounds of unlawful discrimination, you have the right to file a formal complaint of unlawful discrimination with the Compliance Officer, AD 218.
4. You have the ability and knowledge to succeed in a course without the pre/co-requisite.
5. You will be subject to undue delay in obtaining your educational goal because the prerequisite/co-requisite course was not reasonably available.
6. You have not been allowed to enroll due to a limitation set for a course that involves intercollegiate competition, public performance, honor courses, or blocks of courses limited to a particular group of students. You will be allowed to enroll in such a course if there is no equivalent section offered, and you would be delayed a semester or more in obtaining your degree or certificate specified in your Student Educational Plan.
7. You want to enroll in a course which has prerequisite/co-requisite established to protect health and safety, and you can demonstrate that you do not pose a threat to yourself or others.

Pre/Co-requisite Challenge Petition Filing Dates

You may file your petition from the first day of STEP registration through a week prior to the first day of the semester. Call (323) 953-4000, Ext. 2464 if you have any questions.

Planning for Success



DEFINING YOUR GOALS

By setting your educational goals, you have begun to take responsibility for your decisions and to think about how you will achieve them. Learning how to focus your thoughts and energies is the key to succeeding in any project you undertake.

SUCCESS CLASSES

To help you succeed in your studies, the college offers a number of personal development/guidance classes. One class includes information on postsecondary education and the educational options available to you based on your personal, educational and vocational interests. Another class will help you improve your study skills, manage your time and help you to be successful in attaining your college goals.

SETTING GOALS AND MAKING CHOICES AT LACC

Setting your educational and career goals is one of your primary tasks as a student. The following section will help you make a well-informed decision.

Questions to Consider in Setting Your Goals

- Why am I here at LACC?
- What do I want to accomplish to make my time and effort worthwhile?
- What am I willing to do and what am I willing to give up to reach the educational goals I have set for myself?

DEGREE? TRANSFER? JOB?

1. Select A Career

Narrow the career choices available to you based on your personal needs, interests and experience. Consider your aptitudes and skills, personal characteristics, job experience, work attitudes, and work environment preference. Visit the Career Center for more information.

2. Select a Major

Follow a major that will help you reach your career goal. Consider the requirements in your chosen field, whether you need a two-year or four year degree or occupational training.

3. Select Courses

Select courses required in your major with the assistance of a counselor. Do not lose sight of your goal. Consider degree or certificate requirements, your available time and energy, and what courses would complement your major. As you consider the courses to take in your major, remember that your education is preparing you not only to earn a living but also to live life. You may wish to take courses that will add to your understanding and enjoyment of life.

4. UNDECIDED?

Visit the Counseling Center and the Career Center in Cesar Chavez Administration Building, if you are undecided as to a career or major. Many students are undecided about which type of program to enter. You might want to take a semester to explore your interests, take success courses in college survival skills or personal development and career planning courses.

Tips for ACADEMIC Success

The most successful students do everything they can to improve their chances of doing well in the classroom. The following are a few tips on how to improve your study skills and test taking ability.

1) Get a good start

- **Attend the group counseling and orientation session** after you have received your English and Math assessment results. As a new student you'll learn important college "survival" information during the orientation meeting.
- **Consider the advice of counselors** regarding which courses to take. Their advice is based on your assessment results and other information you have provided. Students who decide to enroll in a class at a higher level than that which is recommended usually experience great difficulty in the class.
- **Improve your chances for success by improving your skills.** If you have weaknesses in reading, writing, math or study skills, seek help in the Learning Skills Center. Classes and tutoring are available.
- **Enroll in classes as early as possible during the registration period.** Remember to take advantage of phone registration. Many classes reach their enrollment limit early.

2) Establish good study habits

- Read assigned text and/or course materials before your lectures and class discussions.



- Listen carefully to your instructors' lectures and class discussions.
- Take notes on main ideas. Do not attempt to write everything.
- Make a classroom friend and review your notes together after class.
- Reread and rewrite notes the same day.
- Follow a study system:
 - (a) look at the material;
 - (b) read the material;
 - (c) ask yourself questions about the material;
 - (d) underline, outline, or summarize the material;
 - (e) review the material.

3) Organize study materials

- Develop a system where notes and papers for each class are in order and can be found easily.
- Read and keep the course syllabus (outline).

4) Set up a good environment for studying

- Some students can tolerate distractions (such as music) while studying; others need absolute quiet when studying.
- Have a place to study. Try the LACC Library.
- Set a regular time to study.
- Have your materials ready.

5) Complete your assignments

- Read and review the course outline (syllabus). You are responsible for understanding and following the information on it.
- Keep an accurate list of class assignments and projects.
- Allow plenty of time for assignments; do not wait until the last minute to complete them.
- Neatness counts when completing assignments. If possible, papers should be typed. Be sure there are no spelling or grammatical errors.

Follow your instructor's directions.

- LACC Library, All-College computer lab, ASO services office, and other areas have computers available for student use.
- If a problem arises, don't wait. Discuss it with your instructor, a counselor, or go to the Learning Skills Center for additional help immediately.

6) Test taking tips

- Do not cram.
- For review only: Look over your notes and skim through your text to pick up the major themes and ideas.
- Reviewing assumes you have already done the assigned readings.
- Summarize all important test highlights on index cards or a resource sheet, whichever works best for you.
- See the following section on "How to Succeed on an Exam".



Writing A Paper

Tips to avoid allegations of academic misconduct

1. Be sure you understand the assignment. If you have ANY questions, do not hesitate to ASK the instructor.

2. Be sure you understand the definition of **PLAGIARISM**:

To **PLAGIARIZE** is to use another's ideas or words as if they were your own. That includes purchasing or otherwise obtaining a part or all of another person's work which you then represent as your own original work, including commercial term papers, and/or work from friends, family or the Internet. Most of the time, you have to incorporate other writers' words and ideas into an assignment. If required to do research be sure to cite your sources. If you are not sure how to use the material you have without plagiarizing, ask your instructor or check a writing guide before submitting the work for credit.

3. Be sure you understand the **CONSEQUENCES** of plagiarism:

a. When you plagiarize, you hand in work that is not your own for critical review. The result is that you do not learn anything because your work is not being reviewed. Therefore, when you plagiarize, you sabotage the quality of your education.

b. When you plagiarize, you are claiming someone else's ideas as your own.

c. When you plagiarize, chances are good that you will be caught. Do you want to be caught stealing ideas?

4. Visit the English Writing Center in Jefferson Hall 302. You can get one-on-one help with writing skills, grammar, topic development—anything involved in writing a paper.

5. Visit your instructor—make an appointment or go during office hours. There are no dumb questions when it comes to assuring that your work is honest.

6. Make sure that you do not violate academic integrity in other ways.

DO NOT:

a. fabricate: falsify or invent information

b. collaborate: work with someone else when you were told to complete the assignment on your own

c. submit the same paper or project to more than one instructor, where no prior approval has been given

LACC expects students to be honest and ethical at all times. Be advised that instructors will refer cases of suspected cheating to the Dean of Student Services for possible disciplinary action. Dishonesty is a violation of academic integrity and Board Rule 9803.12. Penalties for dishonesty may include a grade of zero or "F" on a paper, or even suspension from the College.

How to Succeed On An Exam



Tips to avoid allegations of academic misconduct

PREPARING FOR THE EXAM:

1. Review and/or rewrite your notes after each class. Reading them soon after class will make remembering them easier.
2. Condense your notes to one page. This exercise will help you organize the main ideas and select the most important concepts and facts.
3. If you don't understand the material, see your instructor during office hours or make an appointment to meet with him or her.
4. Use one of the tutoring centers on campus or go to the Learning Skills Center on the lower level of the Library for assistance. The longer you wait, the less time you will have to prepare.
5. Prepare for the style of the exam being given. Multiple choice, matching, and true-false questions tend to test for recognition of facts; short answer and "fill-in-the-blank" questions tend to test your ability to understand concepts; essay and oral exams tend to test your ability to recall material, analyze the concepts, and develop logical conclusions.
6. Anticipate the questions that you might be asked. This exercise may help you focus on the most important material under examination.
7. Budget your time. Don't wait until the last minute to prepare for the test.

TAKING THE EXAM:

1. Do not sit next to your friends. Choose a desk in the exam room that is as remote as possible from students whom you know. ***It decrease distraction as well as the chance that copying may occur or be suspected.*** This is particularly important if you studied together.
2. Bring into the exam room only those materials, if any, which the instructor has expressly indicated are allowed. ***Bringing in unauthorized materials, whether utilized or not, leaves you vulnerable to an allegation of cheating.***

AFTER THE EXAM:

When your exam is returned, see what you can learn by reviewing your incorrect answers. If you wish to submit your exam for re-grading, do not alter the original answers, since that could be interpreted as a dishonest attempt to receive additional credit.

TESTING VIOLATIONS:

1. Cheating includes, but is not limited to:
 - a. copying answers from another student during an exam
 - b. intentionally looking at another student's paper during a test
 - c. allowing another student to see your answers during a test
 - d. continuing to write after the exam has ended
 - e. possessing or using test aids such as calculators, crib sheets, books, tape recorders or notes on any exam unless authorized by the instructor
 - f. fraudulent possession of an exam prior to its administration
 - g. communicating during an exam by talking, signaling, passing notes, using a telephone or another unauthorized means

LACC expects students to be honest and ethical at all times. Be advised that instructors will refer cases of suspected cheating to the Dean of Student Services for possible disciplinary action. Cheating is a violation of academic integrity and Board Rule 9803.12. Penalties for cheating may include a grade of zero or "F" on an exam, or even suspension from the College.



Preparing For Job Interview

ACING YOUR JOB INTERVIEW: TWO EASY STEPS

Step One: Preparation

- **Research** the company. Learn as much as you can about the company. Interviewers are impressed by an applicant who is well informed and it shows the interviewer you have a high level of interest in the company. Also, the research you do can help you give great answers and ask detailed questions.
- **Rehearse.** Practice your eye contact, facial expressions and body language. This will also help you to develop a list of challenging questions that you might face. The LACC Career & Job Development Center offers mock interviews in which the Job Developer interviews you and gives you feedback about your performance. The mock interview can also be video taped.
- **Catalog your skills beforehand.** Be ready to tell the interviewer what you can do and how your skills can help the company. Address the specific roles and duties of the position you are applying for.
- **Prepare questions for the interviewer.** Often interviewers will ask if you have any questions. Have a list ready that addresses the duties or company environment. Asking relevant questions can lift you above other applicants.
- **Allow adequate time for the interview.** If the interview is scheduled for hour allow two hours. It is important that you feel relax and avoid feeling rushed. If you are constantly looking at the time you give the impression that you have more important things to do.
- **Dress professionally.** Check out what people wear working in the company and position you are applying for and then "take it up" a few steps. Make sure you and your clothing are clean and neat.
- **Arrive a few minutes early.** Give yourself extra time to find the offices and if you are late make sure you apologize.

Step Two: Implementation

- **Be polite.** Show respect to everyone you come into contact with, whether they are a supervisor, assistant, janitor or prospective co-worker.
- **Tell the interviewer how you can help them.** Not what you can get or want from the job.
- **Bring an extra résumé or fact sheet.** This shows the interviewer how prepared you are and even if they already have a copy, you can refer to the extra résumé as you answer questions.
- **Be positive.** Avoid talking about anything in a negative way. One of the most common mistakes is to talk negatively about former employer, boss, co-worker or customer. Focus on what you did to resolve an issue.
- **Ask relevant questions.** Ask about the details of job responsibilities and/or the work environment at the company. Refrain from asking about salary, vacation, or other benefits in an initial interview.
- **Tell him or her that you want the job.** Straight up and no messing around. Before you leave the interview tell them “I want this job.”
- **Leave a positive impression.** Be proactive. Follow up with a thank you letter directed to the interviewer as well as a phone call or email to let him or her know you are still interested.

COMMON INTERVIEW QUESTIONS

“Tell me about yourself.”

Focus your response on the aspects about yourself that are useful in the job; select one or two items and use specific details or examples to illustrate those points.

“Why did you decide to pursue this career?”

Talk about what excites you about the position you’re seeking. Your response can tell an employer about your level of motivation and enthusiasm.

“What difficulties have you faced on a job or internship?”

Turn negatives into positives. When discussing your previous experience, describe problems as challenges and focus on your solutions, not difficulties.

“What is your greatest weakness?”

Take a proactive approach. Talk about an area or skill which you would like to improve or which you are currently working on improving.

“Why should we hire you?”

Specifically mention what you can offer to the company that no one else can. If you don’t have much experience, talk about specific challenges you faced in college and how you overcame them.



How To Calculate Your GPA

GPA stands for grade point average, the numerical average of the grades you have earned. Your GPA may be used to determine your eligibility for the honor list, scholarships, and acceptance to transfer into a university, etc. Your transcript shows your semester GPA and your cumulative (cum), meaning overall GPA.

Each grade, A, B, C, D and F has a different point value.

A = 4 B = 3 C = 2 D = 1 F = 0

Each class carries a different unit load. The number of units will weight the value of the grade.

EXAMPLE:

SUBJECT	GRADE	POINTS	UNITS	GRADE POINTS
English 101	B	3	3	9
Geography 1	C	2	3	6
Spanish 1	B	3	5	15
Health 2	A	4	3	12
Total			14	42

1. The B in English is worth 3 points. The class is for 3 units.
2. $3 \times 3 = 9$ determines the grade points.
3. Total your units and grade points.
4. Divide your grade points by your total units.
5. $42 \div 14 = 3.0$. The GPA is 3.0.

Worksheet:

SUBJECT	A GRADE	B POINTS	C UNITS	D GRADE POINTS
Total				

1. Enter classes, grade received in class (A), and units (C).
2. Determine point value of each grade based upon the list above (B).
3. Multiply value of grade by number of units to determine grade points, columns B x C = D.
4. Total your units and grade points, columns C and D.
5. Divide your grade points by your total units to determine your GPA, column D divided by C = GPA.

LACC Code Of Academic Conduct



Adopted by LACC Academic Senate - December 1999

Los Angeles City College is an open-door, educational institution whose purpose is to serve the community in a variety of ways. These include assisting students to learn English, to acquire job skills, to earn certificates and diplomas, and to otherwise increase their knowledge. Part of this knowledge is understanding and following the rules of academic integrity. The College faculty is committed to the belief that honesty and integrity are important components of the academic process. All members of the academic community—students, faculty, staff, and administrators—must assume responsibility for providing an environment of academic integrity and must seek to uphold the highest standards of academic honesty.

Definitions of Academic Integrity

LACC expects students to be honest and ethical at all times as they strive to achieve their academic goals. Violations of academic integrity will not be tolerated and will be dealt with seriously. These violations of academic integrity include, but are not limited to, the following actions not authorized by the instructor or testing officer.

TESTING VIOLATIONS

- Copying answer from another student during an exam.
- Intentionally looking at another student's paper during a test.
- Allowing another student to see your answers during a test.
- Continuing to write after the exam has ended.
- Possessing or using testing aids such as calculators, crib sheets, books, tape recorders, or notes on any examinations.
- Fraudulent possession of an exam prior to administration.
- Communicating during an exam by talking, signaling, notes, telephone or any other unauthorized means.

PLAGIARISM

- The use of another's ideas or works as if they were one's own.
- Obtaining by purchase or otherwise (including commercial term paper companies, the internet, friends, family members, etc.), a part of an entire work which you then represent as your own original work.

FABRICATION

- Unauthorized falsification or invention of any information or citation in an academic exercise, such as laboratory experiments or case study analyses with the intent to defraud.

COLLABORATION

- Students working together on an assignment, paper, or project when the instructor has specifically stated that they should not do so.

MULTIPLE SUBMISSIONS

- Submission of the same term papers or projects to more than one instructor, where no previous approval has been given. To do so without prior permission from the current instructor is not allowed and shall be considered academic dishonesty. In other words, unless alternative instructions are given, current instructors expect the work submitted to be prepared for that course only.

FALSIFICATION

- Falsifying or attempting to falsify attendance or grade rosters. Documentary falsification (e.g. applications, petitions and supporting materials; medical documentation).

IMPERSONATION

- Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following testing, field trips, or attendance.

CODE OF STUDENT CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, nonviolent manner. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State, and Nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following.

Board Rule 9803.10 Willful Disobedience.

Willful disobedience to directions of college officials acting in the performance of their duties.

Board Rule 9803.11 Violation of College Rules and Regulations.

Violation of College rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12 Dishonesty.

Dishonesty, such as cheating, or knowingly furnishing false information to colleges.

Board Rule 9803.13 Unauthorized Entry.

Unauthorized entry to or use of the college facilities.

Board Rule 9803.14 College Documents.

Forgery, alteration, or misuse of college documents, records, or identification.

Board Rule 9803.15 Disruption of Classes.

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

Board Rule 9803.16 Theft of or Damage to Property.

Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

Board Rule 9803.17 Interference with Peace of College.

The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, of any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college when such acts are committed.

Board Rule 9803.18 Assault or Battery.

Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

Board Rule 9803.19 Alcohol and Drugs.

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances" as used in this section, include but are not limited to the following drugs and narcotics:

- a) opiates, opium, and opium derivatives, b) mescaline; c) hallucinogenic substances,
- d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.

Board Rule 9803.20 Lethal Weapons.

Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.

Board Rule 9803.21 Discriminatory Behavior.

Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veteran status.

Board Rule 9803.22 Unlawful Assembly.

Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23 Conspiring to Perform Illegal Acts.

Any agreement between two or more persons to perform an illegal act.

Board Rule 9803.24 Threatening Behavior.

A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statements, written statements, telephone threats or physical threats.

Board Rule 9803.25 Disorderly Conduct.

Conduct that may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another persons to breach the peace of college premises or functions.

Board Rule 9803.26 Theft or Abuse of Computer Resources.

Theft or abuse of computer resources including but not limited to:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification or password.
- d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
- e. Use of unlicensed software.
- f. Unauthorized copying of software.
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and /or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the college or district computing system.

Board Rule 9803.27 Performance of an Illegal Act.

Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9804 Interference with Classes.

Every person who, by physical force, willfully obstructs or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

Board Rule 9805 Interference with Performance of Duties Employees.

Action to cause, or attempt to cause, any employee of the District to do or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

Board Rule 9805.10 Assault or Abuse of an Instructor.

Assault or Abuse of any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

Board Rule 9806 Unsafe Conduct.

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

STUDENT DISCIPLINE PROCEDURES

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66017, 66300, 76030, and 76031). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of LACCD Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with this Board Rule shall relate to an alleged violation of appropriate standards of student conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both. Disciplinary action may include warning, reprimand, restitution, suspension or expulsion from one or more classes, programs, activities, campus locations, or the entire district. Copies of the Student Discipline Procedures are available in the Office of the Vice President of Student Services, AD207 and the Student Activities Office, CH 117.

College Policies

Equal-Opportunity Policy

Compliance Procedure

Sexual Harassment Policy

EQUAL-OPPORTUNITY NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, gender, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation or veteran's status. Reference Board Rule 1202.

Todos los programas y actividades del Distrito del Colegio de la ciudad de Los Angeles operan de manera libre ie discriminación en la base de raza, color, origen nacional, ancestro, religión, creencia, sexo, embarazo, estado marital, condición médica, orientación sexual, edad, incapacidad o estado miliar de ex combatientes. (Regla 1202.)

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EQUAL-OPPORTUNITY POLICY COMPLIANCE PROCEDURE

To assure proper handling of all equal opportunity matters, including the *Civil Rights Act and Americans with Disabilities Act*, discrimination, accommodation, and compliance issues, inquiries should be directed to following individuals:

Compliance Officer

- Sexual Harassment
- Discrimination – Education
- Discrimination – Workplace - Hiring/Promotion
- Training

For assistance, contact the Compliance Officer, Lisa Winter, AD 218 (323) 953-4000 extension 2492.

Dean, Equity

- ADA
- Section 504

For assistance, contact Shalomon Duke, Dean of Equity, Clausen Hall 109 (323) 953-4000 extension 2280.

Administrative Services for Affirmative Action

- EEO – Hiring/Promotion
- Gender Equity (Non-Athletic)

For assistance, contact Lenore Saunders, Administrative Analyst, AD 213 (323) 953-4000 extension 2094.

SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communications 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 Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Office, located in AD 218, (323) 953-4000, ext. 2492. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. 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.

Sexual Assault Response Team

The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of sexual assault who is one of the District students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures.

LACC has established the Sexual Assault Response Team (SART) with representatives across the campus who have been identified and trained as people you can contact if you have been sexually assaulted.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim. If you have been sexually assaulted, raped or are being stalked go to the Sheriff's on-campus office or call them at (323) 662 5276 from any campus pay phone or from a college extension dial #3 for assistance. Or you can contact a first responder at (323) 595-0188 who will advise and assist you.

Academic & Career Education Programs



To reach an office, call (323) 953-4000 plus the extension listed

Art /Architecture Department	DH 220/Ext. 2510
Business Administration Department.....	AD 305/Ext. 2541
Chemistry & Geophysical Sciences....	Chem Bldg 105A/Ext. 2600
Cinema-Television Department	Comm Bldg 181/Ext. 2620
Dental Technology Department	FH 204/Ext. 2501
English/ESL Department	JH 300/Ext. 2700
Family & Consumer Studies.....	AD 317/Ext. 2290
Foreign Languages/Humanities... ..	DH 312/Ext. 2737, 2731, 2732
Law/ Administration of Justice.....	HH 211/Ext. 2753
Learning Skills Center	Library MLK103C/Ext. 2779
Library	Library MLK200-300/Ext.2406
Life Science Department	Life Science Bldg109/Ext. 2790
Mathematics/CSIT Department	JH 312/Ext. 2810

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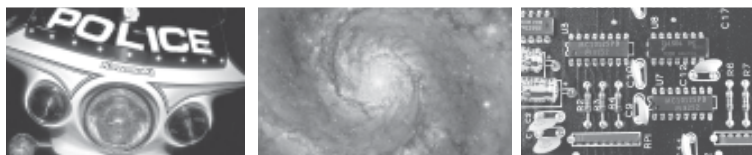


Academic & Career Programs...continued



Media Arts Department	FH 27/Ext. 2836
Music Department	CH 244/Ext. 2880
Nursing Department	Cub Center/Ext. 2065
Philosophy Department	HH 200/Ext. 2761
Physical Education (Men)	Men's Gym 104/Ext. 2860
Physical Education (Women)	Women's Gym 101/Ext. 2866
Physics Department	FH 209/Ext. 2920
Psychology Department	HH 100/Ext. 2930
Radiologic Technology Department....	Radiology Bldg 3/Ext. 2943
Social Science Department	JH 200/Ext. 2955
Speech Department	Comm Bldg/Ext.2961.
Theatre Arts Department.....	Theatre Arts Bldg 208/Ext. 2972

AD = Cesar Chavez Admin. Bldg MLK = Martin Luther King Jr. Bldg.
 CH = Clausen Hall DH = Da Vinci Hall FH = Franklin Hall
 HH = Holmes Hall JH = Jefferson Hall





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