
LOS ANGELES CITY COLLEGE

INTERNATIONAL STUDENT HANDBOOK



TABLE OF CONTENTS

Welcome from the International Student Program.....	4
International Student Program Staff Contact List.....	4
Getting Started – Checklist.....	5
Things to Do Before You Register.....	5
Things to Do Before the First Day of Class.....	5
Things to Do During the Semester.....	5
F-1 Visa International Student Responsibilities.....	6
How to Maintain your F-1 Visa Status.....	6
CHECK-IN/ORIENTATION/MATRICULATION.....	6
ENROLLMENT & ACADEMICS.....	6
Payments & Deadlines.....	6
Program Change & Extension.....	6
Health Insurance.....	6
Traveling Outside of the United States.....	6
Employment.....	7
Tax Filing Information.....	9
Frequently Asked Questions (FAQ’s).....	10
Academics.....	11
Degrees in American Higher Education.....	11
Educational Goals You Can Achieve at LACC.....	12
University Transfer.....	12
Associate Degrees.....	12
Vocational Certificates.....	12
Tuition and Fees.....	13
Attendance and Grades.....	14
Calculating Your Grade Point Average (GPA).....	15
Transcript Evaluation.....	16
Classroom Ettiquette.....	17
6 Great Habits of Improving Your English.....	18
Health, Wellness, & Safety.....	19
Health Center.....	19

Medical Insurance	19
Health Insurance Frequently Asked Questions	19
Emergencies	20
Medical Emergencies	20
Other Emergencies.....	20
Emergency Evacuation.....	21
What to Do during an Earthquake	21
Culture Shock.....	22
Dealing with Culture Shock.....	23
Security Off Campus	24
Tips for Personal Safety in Public Areas	24
Tips for Protecting Your Property.....	24
Tips for Protecting Your Personal Information	24
Settling In.....	25
Arrival & Transportation.....	25
Personal Transportation Options.....	25
Banking Guide.....	25
Housing.....	27
Things to Do in and around Los Angeles	28
Glossary of College TErms	29 -30
Immigration Lawyers in California	31
Campus Map.....	32

WELCOME FROM THE INTERNATIONAL STUDENT PROGRAM

Welcome to Los Angeles City College (LACC)! We are pleased to have you join our international student community that is comprised of more than 70 different countries and cultures in the heart of Los Angeles and Hollywood! The International Student Program (ISP) at LACC is the primary office on campus that addresses the needs of international students and we provide various services including immigration advisement and documentation support, academic counseling, campus resources, and much more. Please contact our office for any questions or concerns you may have:

International Student Program

Los Angeles City College
855 N. Vermont Ave, Los Angeles, CA 90029

Office Location: SSB (Student Service Building), 2nd floor

Phone: +1 323-953-4000 ext. 2470

Fax: +1 323-953-4013

Email: iss@lacitycollege.edu

LACC Web: <http://lacitycollege.edu/>

ISP Web: <http://lacitycollege.edu/Resources-Services/International-Students/Department-Home>

Facebook: www.facebook.com/laccisp

Instagram: <https://www.instagram.com/laccisp/>

The International Student Program (ISP) staff members are professional and can help you find various resources to maintain your F-1 status, reach your educational goals, adjust to the American college environment, and connect with the college community. International counselors assist you in designing your education plans and prepare you to earn an Associate Degree and/or transfer to a four-year university.

LACC admits international students in Fall and Spring semester each year and conduct the mandatory international student orientations for all new international students. These orientations assist the students understand the immigration regulations, academic paths, health insurance policies, personal safety, academic success, and other topics to help you get the most from your studies at LACC. Therefore, it is very important that you attend these orientations and understand how to 1) maintain your F-1 status and 2) achieve your educational goals.

INTERNATIONAL STUDENT PROGRAM STAFF CONTACT LIST

Name	Title	Location	Email
Vi Ly, Ed. D.	Dean of Academic Affairs	AD 208C	lyvk@lacitycollege.edu
Keika Stevenson, M. Ed.	Counselor/Coordinator	SS 203	stevenk@lacitycollege.edu
Marine Petrosyan	Immigration Advisor	SS 2 nd floor	petrosm@lacitycollege.edu
Agunik Sarksyian	Secretary	SS 2 nd floor	sarksya@lacitycollege.edu
George Agoian	Counselor Assistant	SS 2 nd floor	agoiang@lacitycollege.edu

GETTING STARTED – CHECKLIST

THINGS TO DO BEFORE YOU REGISTER

- Complete the LACC's online orientation (Required)
- Attend the Group Check-In (Required)
 - Bring Passport, I-20 (for transfer students), and I-94 (Required)
 - Sign and submit F-1 Student Agreement forms (Required)
 - Immigration advisor's presentation, campus tour, resources (Required)
- Attend the Academic Seminar (Required)
 - Meet with an international counselor and create an Abbreviated Student Education (Required)
 - Register for classes (Required)
- Pay tuition and fees by the deadline (Required)
- Pay \$695 medical insurance fee by the deadlines (Required)

THINGS TO DO BEFORE THE FIRST DAY OF CLASS

- Get a Student ID Card (Welcome Center in SS building)
- Purchase and pick up parking permit (Business Office in SS building)
- Purchase metro tap card at an MTA store (e.g. Union Station)
- Find out where your classes are located
- Become familiar with campus resources (International Student Program, Transfer Center, Library, Student Health Center, etc.)
- Buy textbooks online or in the bookstore (Student Union building)

THINGS TO DO DURING THE SEMESTER

- Check your LACCD email account regularly for important school information
- Meet with an international counselor to develop a Student Education Plan
- Find out what your instructors expect from you by reviewing each class syllabus and asking your professor in class or office hours for more information
- Think about transferring (visit the Transfer Center in the SS building)
- Think about your career and major (visit the Career Center in the SS building)

F-1 VISA INTERNATIONAL STUDENT RESPONSIBILITIES

HOW TO MAINTAIN YOUR F-1 VISA STATUS

CHECK-IN/ORIENTATION/MATRICULATION

- Complete the LACC's mandatory Online Orientation through your student portal (www.mycollege.laccd.edu)
 - Attend the mandatory Group Check-In for international students, facilitated by the International Student Program (ISP), and provide a copy of your passport, visa, I-20(s) (for transfer students), and I-94.
 - Attend the mandatory Academic Seminar, facilitated by the ISP.
 - Meet with a counselor, create an education plan, and enroll in the courses advised by the counselor.
-

ENROLLMENT & ACADEMICS

- Enroll full-time (12 units or more) in each Fall and Spring semester.
 - Complete a minimum of 12 units in each Fall and Spring semester. A minimum of 12 units must be completed with the following grades: A, B, C, D, F, P and NP. Withdrawal (W) does NOT apply towards the 12-unit requirement for F-1 students. You understand that the professors may exclude you from classes without prior notice for unexcused absences or tardiness.
 - Maintain at least a "C" average grade (2.0 GPA) at LACC. You will consult with a counselor, professors, and international student advisors, and participate in tutoring if you are at risk of not passing all of your classes.
 - Online Class Enrollment Restrictions: You can only count a maximum of 1 online class credit, up to 3 online units, toward the 12-unit requirement for F-1 visa students.
 - Enroll in classes at another college in Fall and Spring semester ONLY IF (a) you have already enrolled in more than 9 units for the term at LACC, AND (b) you have a prior written approval from an ISP advisor.
-

PAYMENTS & DEADLINES

- Pay the required tuition and fees by the payment deadline shown on your student portal. If you miss the payment deadline, you will be dropped from your enrolled courses for non-payment.
-

PROGRAM CHANGE & EXTENSION

- Inform the ISP immediately if you change your major or your immigration status.
 - Apply for program extension at least 30 days before the program end date noted on your I-20. I-20 form can NOT be extended if the student did not apply for an extension before the program end date.
-

HEALTH INSURANCE

- Enroll in the LACCD's mandatory health insurance plan each Fall and Spring semester (IMED) and pay IMED fees by the deadline. There are no waivers for IMED even if you have another form of health insurance.
-

TRAVELING OUTSIDE OF THE UNITED STATES

If you have plans to travel outside of the United States, you must obtain a travel authorization signature on your I-20 from an ISP advisor before you travel. Please request a travel authorization signature at least 5 business days before the day of your departure.

Students traveling outside of the U.S. during the Summer and Winter terms must be enrolled in 12 units or more for the upcoming semester in order to obtain a travel signature.

NOTE: When you re-enter the U.S., you must have the following documents with you:

- Valid passport
- Valid visa
- An up-to-date I-20 with travel authorization signature
- Financial evidence
- I-901 SEVIS fee receipt

When you re-enter the U.S., please remember to hand-carry all of the documents above. Do NOT store them in luggage that you plan to check at a ticket counter or travel gate. If you do not have the necessary documents when you attempt to re-enter the U.S., you may be required to go through a secondary inspection. Keep in mind that the CBP (Custom Border Patrol) officers could deny your entry into the country. If you are issued a form I-515A at the Port of Entry, you MUST contact the ISP immediately when you enter the U.S.

EMPLOYMENT

There are limited work opportunities available in the U.S. for F-1 students. For this reason, before coming to the U.S., F-1 students must prove they have the financial ability to pay for tuition, fees, and living expenses during their studies. If you decide that you want to work in the U.S., the first step is to talk with an ISP advisor. Do NOT participate in any on-campus/off-campus work-study, internship, Co-Op Education, or any type of required internship without a prior authorization from an ISP advisor.

- **On-Campus Employment:** On-campus employment takes place on LACC campus or at an off-campus location that is affiliated with LACC. In order to qualify for an on-campus employment, you must have completed one semester at LACC with good academic standing, and you must be enrolled in 12 or more units during the semester when you plan to work on campus. You may not work more than 20 hours per week when school is in session.
- **Optional Practical Training (OPT):** Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major field of study. Eligible students can apply to receive up to 12 months of OPT employment authorization during their studies or after completing their Associate Degrees or Certificates of Achievement. OPT may be authorized to an F-1 student who has been lawfully enrolled on a full-time basis for one full academic year at a college authorized to enroll F-1 students by the U.S. Immigration and Customs Enforcement (ICE) and Student and Exchange Visitor Program (SEVP). Completion of a Skills Certificate does NOT qualify you for applying to OPT. OPT authorization is granted by the United States Citizenship and Immigration Services (USCIS).
 - A. **Pre-Completion OPT:** You must have completed at least two consecutive full-time semesters, be enrolled full-time, and have a GPA of 2.0 or higher to be eligible for OPT. Most students wait until they graduate with an Associate Degree or Certificate of Achievement to apply for OPT so that they can work full-time for a full year after they complete their studies. Pre-Completion OPT allows you to work while

you are still in classes. You may work part-time during the semesters (up to 20 hours per week), or full-time during the breaks. But remember, the time you spend on Pre-Completion OPT deducts from your 12 month benefit at a rate of 50%.

To apply for Pre-Completion OPT, visit the ISP to plan your OPT and receive an OPT I-20. Then, send your application materials and the fees to the Department of Homeland Security. Wait 60-90 days to receive your EAD card if approved.

- B. **Post-Completion OPT:** You must have completed at least two consecutive full-time semesters, and you must be completing an Associate Degree or Certificate of Achievement. Post-Completion OPT allows eligible students to work at a job that is related to their major field of study for up to a total of 12 months (less any Pre-Completion OPT time) after graduation. The job can be located anywhere in the U.S.

To apply for Post-Completion OPT, visit the ISP as early as 90 days before your graduation (or up to 50 days after your graduation). Then, send your application materials and fees to the Department of Homeland Security. Wait 60-90 days to receive your EAD card if approved.

During the post-completion OPT period, your F-1 status is dependent on employment. The student is allowed 90 days of unemployment during the OPT. Students who accumulate more than 90 days of unemployment may be considered out-of-status by the USCIS. Days of unemployment begin accumulating on the start day listed on the Employment Authorization Document (EAD)/"OPT card."

- **Curricular Practical Training (CPT):** Curricular Practical Training (CPT) is integral to your major field of study and the experience must be part of your program of study.

To qualify for CPT, you must (a) have completed at least two consecutive, full-time semesters, (b) have GPA 2.0 or higher, (c) are in good immigration status, (d) will be enrolled full-time during the semester of your internship, and (e) the internship is required by your academic curriculum. If your answer is YES to all five questions above, you are eligible for an internship.

You must receive prior authorization from an ISP advisor and a new I-20 form that shows that the Designated School Official (DSO) has approved you for CPT. You can work on CPT status either full-time or part-time. CPT requires a signed cooperative agreement or a letter from your employer. Please note that if you have 12 months or more of full-time CPT, you are ineligible for OPT.

- **Severe Economic Hardship:** If you've maintained a valid F1 status, you can work off-campus for up to 20 hours per week while school is in session and full time during breaks if you're able to state that you're experiencing a severe economic hardship, in other words, a severe financial dilemma. Perhaps you've lost your primary source of funding or there's been a huge fluctuation in the value of currency or exchange rate – something out of your control that is putting your ability to continue your education at risk.

You must be able to prove the following: That you have a valid F1 status for at least one year and good academic standing. You need to provide evidence of hardship. Lastly, you need to show that on-campus employment is not available or sufficient. Once again, you need to get approval through the USCIS and your international student office – it can take up to 12 weeks for approval.

TAX FILING INFORMATION

All F-1 students must file Form 8843 "Statement for Exempt Individuals and Individuals with a Medical Condition" even if they earned no income during their stay in the United States and regardless of the student's age. Form 8843 must be filed if an individual was:

- Present in the U.S. during the tax filing year
- A nonresident alien for tax purposes
- Present in the U.S. under F-1 status

Here is the link to Form 8843: <http://www.irs.gov/pub/irs-pdf/f8843.pdf>

Mail your signed Form 8843 to the address:

**Department of the Treasury
Internal Revenue Service Center
Austin, TX 73301-0215**

- **Under Part III #9 on Form 8843, fill in the information below:**
Los Angeles City College
855 N. Vermont Ave, Los Angeles, CA 90029
323-953-4000
- **Under Part III #10 on Form 8843, fill in the information below:**
Keika Stevenson
International Student Program
855 N. Vermont Ave, Los Angeles, CA 90029
323-953-4000

For more questions regarding the Form 8843, please consult a tax accountant nearby.

FREQUENTLY ASKED QUESTIONS (FAQ'S)

1. What should I do if my visa expires?

An F-1 visa acts as a key that allows you to enter the U.S. Once in the country, it is not a problem if your visa expires. However, if you leave the U.S. and try to re-enter, you will need a valid F-1 visa. This means you must first apply for a new visa at the U.S. embassy/consulate in your home country. It can take between 2 weeks to 3 months to process, so be prepared for an extended visit.

2. What should I do if my passport expires?

If your passport expires, go to the consulate of your government in the U.S. to obtain a new one. Don't let it expire. You must always have a valid passport. Plan ahead and apply at least 6 months prior to expiration.

3. What if I am enrolled in less than 12 units during Spring or Fall semester?

As an F-1 international student, you MUST enroll in 12 or more units during Spring and Fall semester. The U.S. Immigration Department only allows F-1 students to enroll in less than 12 units for specifically approved reasons for limited time, and to qualify for reduced course load, you must receive permission from a Designated School Official (DSO) at ISP before you drop below 12 units. If you drop below 12 units without DSO's permission, your I-20 will be terminated for failure to enroll full-time.

4. As an international student, when can I start working?

Obtaining permission to work can be difficult and requires permission from the ISP and in some cases, USCIS. To work on campus, you must be in status, have completed 12 units, and have a good academic standing. This means you must wait approximately 5 months to apply for work on campus. For other work options, please see a Designated School Official (DSO) in the ISP.

5. What must I do before I can travel?

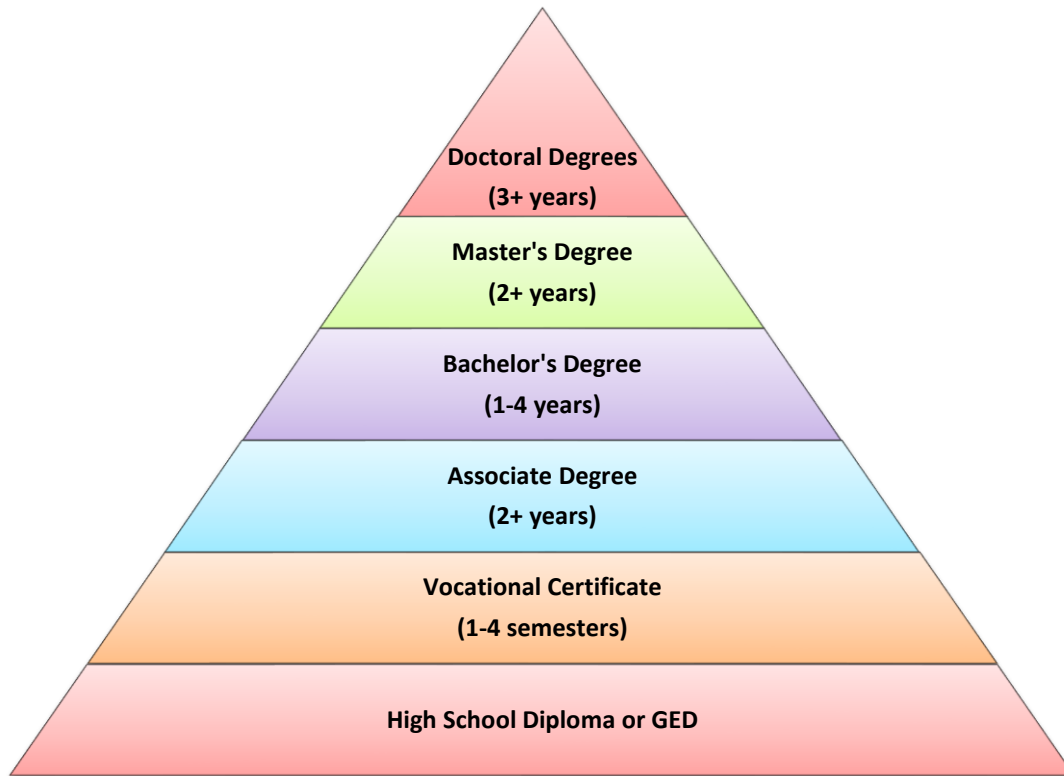
If you are traveling within the U.S., you do not need to make any special preparations and do not need to have any documents signed. However, if you are traveling outside of the U.S., you must have a valid travel signature on your I-20 BEFORE you travel. Visit the ISP and turn in a copy of the following documents: The picture page of your passport, your visa, your current original I-20, and travel request form. Check with the ISP for travel request submission dates.

6. Am I required to purchase an LACCD medical insurance plan if I already have one?

F-1 Visa students with any of the nine (9) Los Angeles Community College District campuses, including LACC, are required to purchase the district mandated medical insurance policy. There are no waivers for the LACCD insurance policy (LACCD Board Rule 2309.30). Students are automatically billed for health insurance. If used correctly, it can cover 100% of medical expenses in case of accident and illness (certain exceptions may apply).

ACADEMICS

DEGREES IN AMERICAN HIGHER EDUCATION



Educational Options in California:

Vocational Certificates – You will be taking major courses only and the number of units required varies. A series of special major courses, all related to a specific occupational skill. Generally requires 1-4 semesters.

Associate Degrees – You will be taking major courses & General Education (GE) courses, a minimum of 60 units are required for graduation. Usually referred to as A.A., A.S., AA-T, or AS-T degree. Generally requires 2 years of full-time study.

Bachelor's Degrees – You will be taking major courses and General Education courses, a minimum of 120-132 units are required for graduation. Usually referred to as B.A. or B.S. degree. Generally requires 4 years of full-time study. You may complete the first 2 years at a community college like LACC and then transfer to a four-year university.

Master's Degrees – You will be taking graduate courses after earning a Bachelor's degree. The number of units required varies by the program. Usually referred to as M.A. or M.S. degree. Generally requires 2 years or full-time study after completing a bachelor's degree.

Doctorate Degrees – You will be taking graduated courses in a specialized area either after earning a master's degree or bachelor's degree. The number of units required varies by the program. Usually referred to as Ph.D., M.D., J.D., E.D., etc. Usually requires 3-5 additional years of full-time study after either a master's degree or a bachelor's degree.

EDUCATIONAL GOALS YOU CAN ACHIEVE AT LACC

UNIVERSITY TRANSFER

How Does It Work? – You can study the lower-division university coursework at LACC (approximately 2 years) and transfer to a four-year university to complete the upper-division coursework (approximately 2 years) at the institution. By attending LACC first and then transferring to a university, you will save a lot of money and have the opportunity to be acclimated to the U.S. education system before attending a university, which is often considered to be more academically-challenging than a community college.

- **Public Universities in California:**
 - The University of California (UC) system has 10 campuses across the state (E.g. UC Berkley, UCLA).
 - The California State University (CSU) system has 23 campuses across the state. (E.g. CSULA, CSULB).
- **Private Universities:**
 - There are many outstanding private universities across the state and nation (e.g. USC, Columbia, LMU)

What Are the Requirements? – In order to transfer, you will be taking General Education courses AND your major preparation courses. The required minimum units vary depending on the school; the UC and CSU systems require at least 60 transferrable units while private universities may require less. Because different universities and majors have different transfer admission requirements, it is very important for you to see a counselor and create an education plan.

Need Help with Transferring? – In addition to meeting with a counselor, also visit the Transfer Center (SS building, 2nd floor – 323-953-4000 ext. 2215) to obtain more information about transferring to universities. University representatives regularly visit LACC to inform students about transfer requirements. Check the Transfer Center calendar for activities, including university campus tours, workshops, College Transfer Fair, brochures, and scholarship information and more!

ASSOCIATE DEGREES

LACC offers more than 60 different majors in Associate Degrees, including Associate Degrees for Transfer. To earn an Associate Degree, you will be taking General Education courses and your major requirement courses.

1. **Associate of Arts (A.A.)** – Majors are in the field of liberal arts, social science, humanities, etc.
2. **Associate of Science (A.S.)** – Majors are in the field of science, technology, engineering, and math.
3. **Associate Degrees for Transfer (AA-T/AS-T)** – By completing an AA-T or AS-T, you will earn an Associate Degree from LACC & also meet the transfer requirements for many CSU campuses in the same or similar major field. Ask a counselor for more information.

Did You Know? – Most of the courses you may take to transfer to a university can also count towards an Associate Degree. Please see a counselor for additional information.

See the list of Associate Degrees offered at LACC here:

<http://www.lacitycollege.edu/services/counsel/forms/List%20of%20Majors.pdf>

VOCATIONAL CERTIFICATES

LACC offers more than 80 vocational certificates, including Certificates of Achievement and Skills Certificates. To earn a certificate, you must complete required major courses and the number of units required varies.

See the list of vocational certificates offered at LACC here:

<http://www.lacitycollege.edu/services/counsel/forms/List%20of%20Certificates.pdf>

TUITION AND FEES

International students pay the same tuition and fees as U.S. students from other states pay. International students are also required to pay for health insurance each semester as it is mandated by the Los Angeles Community College District. These tuition and fees are subject to change without prior notice. Below is a summary of international student tuition and fees for the 2019-2020 academic year:

UNITS	NON – RESIDENT TUITION FEE	ENROLLMENT FEE	TOTAL FEE
1.0	\$265.00	\$46.00	\$311.00
2.0	\$530.00	\$92.00	\$622.00
3.0	\$795.00	\$138.00	\$933.00
4.0	\$1,060.00	\$184.00	\$1,244.00
5.0	\$1,325.00	\$230.00	\$1,555.00
6.0	\$1,590.00	\$276.00	\$1,866.00
7.0	\$1,855.00	\$322.00	\$2,177.00
8.0	\$2,120.00	\$368.00	\$2,488.00
9.0	\$2,385.00	\$414.00	\$2,799.00
10.0	\$2,650.00	\$460.00	\$3,110.00
11.0	\$2,915.00	\$506.00	\$3,421.00
12.0	\$3,180.00	\$552.00	\$3,732.00
13.0	\$3,445.00	\$598.00	\$4,043.00
14.0	\$3,710.00	\$644.00	\$4,354.00
15.0	\$3,975.00	\$690.00	\$4,665.00
16.0	\$4,240.00	\$736.00	\$4,976.00
17.0	\$4,505.00	\$782.00	\$5,287.00
18.0	\$4,770.00	\$828.00	\$5,598.00
19.0	\$5,035.00	\$874.00	\$5,909.00

Additional Fees:

- \$25.00 SEVIS Fee
- \$695.00 F-1 Student Health Insurance Fee – per semester
- \$11.00 Health Fee – per semester
- \$1.00 Student Fee – per semester
- \$7.00 ASG (Associated Student Government) Fee – per semester
- \$20.00 Parking Fee (if applicable) – per semester

ATTENDANCE AND GRADES

Attendance: It is your responsibility to attend all class meetings of each course in which you are enrolled. If you miss the first two class meetings, you may be dropped from the course by your instructor. As an international student, you are required to enroll in and complete at least 12 units in Fall and Spring semesters, and therefore, being dropped from a course by an instructor may affect your F-1 visa status. For this reason, always check your enrollment status and consult with the ISP staff below falling below 12 units.

Grades: Grades are represented by the following symbols:

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Less than satisfactory
F	Failing
P	Pass (= C or above)
NP	No Pass (= D or F)
I	Incomplete (See below)
W	Withdrawal (class dropped)

Incomplete Grades: "I" is given to a student who has not completed a class due to unforeseen circumstances (such as illness). When a grade of "I" is given, a contract must be completed by the instructor. The contract will list the conditions for removal of the "I" grade. Student must make up an "I" grade within one year or the default grade will be recorded on the transcript. The student may petition for time extension for unforeseen circumstances.

Withdrawals: "W" will be marked on your transcript if you drop the course after passing the first drop deadline to receive refunds and to avoid "W." It is your responsibility to drop any course that you no longer plan to attend. If you do not officially drop a course, you may receive a grade of "F." Check the drop deadlines on LACC website and contact a counselor or the Admissions Office. **DO NOT ASSUME THAT THE INSTRUCTOR WILL DROP YOU! DO NOT** drop a course if it will result in you falling below 12 units unless you have received an authorization from the ISP.

Repeating Courses: A course may be repeated when student receives a grade of D, F, W, or NP. After successful completion of a repeated course with a grade of A, B, C, or P, you **MUST** submit "Automatic Repeat Petition" form to the Admissions Office (SS building, 1st floor) in order to have the original course and grade disregarded from your cumulative GPA. Student wishing to take the course for the fourth time where three previous grades were earned (W, D, F, or NP) will need to file a petition. This petition can be obtained at the Admission Office.

Automatic Repeat Petition: Upon completion of a repeated course where the previous substandard grade is a "D" or "F," a student should complete the *Automatic Repeat Petition* and submit it directly to the Admissions Office. The highest grade earned will be computed in the cumulative Grade Point Average (GPA) and will be so noted on the student's academic record. Previous substandard grade(s) will be removed from the cumulative GPA and cumulative total units.

Academic Renewal Petition: Students may petition to have their academic record reviewed for academic renewal action under the following conditions: (a) student must have achieved a GPA of 2.5 in their last 15 semester units or a GPA of 2.0 in their last 30 semester units, AND (b) at least 1 calendar year must have elapsed from the time the course work to be removed was completed. If the conditions above are met, academic renewal shall be granted up to 30 semester units of coursework and will be indicated so on the student's academic record.

CALCULATING YOUR GRADE POINT AVERAGE (GPA)

Grade Point Average (GPA): A measure of academic achievement used in decisions on graduation, probation, and transfer in the U.S. education system. The GPA is determined by dividing the total grade points earned by the number of units attempted.

Cumulative GPA = Total grade points earned / total units attempted

Letter Grade		Equivalent grade points
A	Excellent	4
B	Very Good	3
C	Average	2
D	Below	1
F	Fail	0
W, I, IP, P, NP		Not computed in GPA

Example:

Course	Grade	Equivalent Grade Points		Units		Grade Pts. Earned	
English 101	A	4	x	3	=	12	
Math 125	B	3	x	5	=	15	
Music 101	C	2	x	3	=	6	
History 11	D	1	x	3	=	3	
				14		36	=2.57 GPA

Transferrable GPA: There is often a difference between a transferrable GPA and a cumulative GPA.

Transferrable GPA = Total Transferrable Grade Points Earned / Total Transferrable Units Attempted

- If you are applying to a university as a transfer student, check with the university which classes you have taken are transferrable to the school and calculate your transferrable GPA accordingly.

Example: You want to transfer to UCLA.

Course	Grade	Equivalent Grade Points		Units		Grade Pts. Earned	
English 101	A	4	x	3	=	12	
Math 125	B	3	x	5	=	15	
Music 101	C	2	x	3	=	6	
History 11	D	1	x	3	=	3	
				9		21	=2.33 transferrable GPA

Math 125 is not transferrable to the UC system, so do not include this class into your calculation.

TRANSCRIPT EVALUATION

If you have attended a regionally-accredited U.S. college or university and completed coursework with satisfactory grades, you may be able to use those units for attaining an Associate Degree from LACC and/or for transferring to a four-year university. Please consult with a counselor regarding the transferability of your completed coursework.

If you have attended a foreign college or university that is accredited by the ministry of education in the country and you would like to use the coursework credit towards attaining an Associate Degree from LACC, you must follow the instructions below:

1. Submit your foreign college transcript to one of foreign transcript evaluation agencies approved by the Los Angeles Community College District (LACCD) – please find the list of approved agencies here: https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a_0

Please know that there is a fee for the services provided by the agencies above and each agency may charge a varying price. When you request a foreign transcript evaluation to one of the agencies above, please indicate that you would like “**course-to-course evaluation.**”

2. Bring your evaluation results to a counselor and discuss the transferability of your coursework credits toward the LACC’s Associate Degree.

If you would like to transfer to a four-year university and would like to use your foreign coursework credits towards your transfer, you must speak with the university’s admission representative to discuss the transferability of your foreign coursework. **LACC will NOT be able to use your foreign coursework credits to certify IGETC or CSU General Education.** However, this does not necessarily mean that you will not be able use your foreign coursework credit towards university transfer as each university will do its own transcript evaluation when you submit an application, and may/may not accept your foreign credits based on their evaluation.

For more information about university policies and the transferability of your foreign coursework, please contact each university. You can schedule an appointment with some university representatives at the Transfer Center and you can reach them at 323-953-4000 ext. 2215 or the 2nd floor of the Student Service Building.

CLASSROOM ETTIQUETTE

Classroom Expectations:

- Always attend the first day of classes
- Arrive to class on time, be prepared, and do not leave early without informing professors
- Notify your professors in advance when you will be missing classes
- Ask for help or clarification when uncertain about course materials
- Participate in class by asking questions, contributing to the discussion and/or group work
- If you need extra help, go to your professors' office hours
- Be responsible for your own work
- Do not text, listen to music, or surf the internet during classroom time

Academic Integrity:

Every country has its own ideas about cheating. In the U.S., we have a high standard for academic integrity. Your professors will expect you to complete your work on your own and that you will appropriately cite your sources of information. As a student in the U.S., it is in your best interest to be aware of and abide by these rules in order to be successful academically. There are two common types of academic dishonesty:

- **Cheating** – Using unauthorized sources or assistance on a test, in a paper, or other assignment. Examples include:
 - Using lecture notes during a closed-book test
 - Working with other students on an individual assignment
 - Paying someone to take an exam, write a paper, or take a class for you
- **Plagiarism** – Using the ideas and words of another person without giving proper credit to the author. Examples include:
 - Copying (in whole or in part) texts from the internet without giving the source
 - Representing an idea you got from reading a book/article/as your own idea in an essay

What happens if I cheat or plagiarize? Consequences may include:

- A mark of zero for your assignment
- A grade of "F" for the class in which the cheating/plagiarism occurred
- A record on your permanent transcripts
- Suspension or exclusion from LACC

Where can I get help? – All of these consequences can have serious impact on your student visa. Not knowing how to properly cite your sources is not a valid excuse for plagiarism. All students are responsible for learning how to properly cite sources. The staff at the Library and English/ESL professors can advise you on how to correctly cite your sources.

6 GREAT HABITS OF IMPROVING YOUR ENGLISH

Studying at an American college can be challenging if English is not your first language. Every college student wants to make the most progress in the shortest time. Remember that no one can improve your English for you. If you develop the right habits, you can reach your study goals faster. What habits can help you learn English faster?

1. **Learn Every Day** – Even when you are very tired or have lots of homework in your classes, learn something new – vocabulary, sentence patterns, ideas – every day. Even 10-15 minutes a day can make a big difference. Never miss a chance to increase your knowledge. Language is the key that will open many opportunities during your college career.
2. **Be Motivated** – what is your goal at LACC? How will improving your English help you reach your goal? Do you want to work in a business field? Improve your writing so that you can create effective business plans. Art or design? Develop the spoken and written skills to sell your concepts to clients. Health care? Develop communication skills to take effective notes and communicate with patients and colleagues. You get the idea. You are learning because you want to achieve something. When you get there, your life will be better. Always remember your goals, even when learning or using English makes you feel tired.
3. **Record New Vocabulary** – To learn a new vocabulary word really well, you have to remind yourself of it hourly, daily, and weekly. Research shows that you need to review a new word at least 6 times to remember it. Write down all your new vocabulary in a little book that you can carry around with you. Or keep a record on your cell phone. And when you learn a word, remember it in a sentence, practice pronouncing it, and learn synonyms and antonyms of the word (Synonym – words that have similar meanings; Antonym – words that have opposite meanings). Use it or lose it!
4. **Read and Watch** – Read interesting things in English, not boring things. Watch programs that are interesting (TED.com has great resources for learning!). These should stretch your language abilities, too. Notice new grammar patterns and important vocabulary. The more you read and watch, the quicker you progress.
5. **Be Brave** – Don't worry about small mistakes! No one minds! When you learn new vocabulary or grammar, try to use it as soon as possible. Don't always hang out with friends from the same background as you. Grow your friendship circle to include friends that you have to speak English with. Campus clubs are a GREAT way to meet new people and become a part of the campus community. Go to your professor's office hours to ask questions. Practice makes perfect!
6. **Use Technology (wisely)** – Listen to podcasts of native speakers. Do online practice to check your level and knowledge. Watch the news in English. Comment on articles you read online in English and interact with blog authors. Record yourself speaking with free audio software. Make your own flashcards with online flashcard generators. Play games in English... so many opportunities!

HEALTH, WELLNESS, & SAFETY

HEALTH CENTER

If you are not feeling well while on campus, you should go to the Student Health and Wellness Center located on the first floor of the Student Service Building for assistance. The Student Health and Wellness Center has trained staff and nurses that will be able to assist you. They may provide you with a referral to see a doctor.

If you are unable to make it to the Student Health Center, you can try to get help from any staff member or fellow students that are nearby. The Health and Wellness Center also provides confidential and professional psychological help. Talking to a professional can help you deal with your concerns, whether personal or academic. To make an appointment, contact the Health and Wellness Center at (323) 953-4000 ext. 2485.

MEDICAL INSURANCE

International students attending LACC are mandated to purchase the medical insurance policy provided by the Los Angeles Community College District (LACCD). Medical insurance fees are added to your tuition fee. After you pay your tuition fee, your medical card will be mailed to your current mailing address. Make sure your current address is updated and correct. Please check our department website for updates and information.

Insurance Company Name	Anthem Blue Cross
Website	info@gallagherstudent.com
Coverage Dates:	August 15 – January 31 for Fall Semester
	February 1 – August 14 for Spring Semester
Insurance Claim Contact	1-800-888-2108
Customer Service	1-833-818-7090

HEALTH INSURANCE FREQUENTLY ASKED QUESTIONS

Do I need health insurance?

Yes. All students holding an F-1 visa will be automatically enrolled and charged for health insurance.

Why do I need health insurance?

LACCD mandates all international students attending LACCD campuses to purchase the medical insurance policy provided by the LACCD. Medical care in the United States is very expensive and complicated. When an unforeseen accident or illness occurs, it is important that you have insurance to cover the high costs of medical treatment. When used in accordance with the guidelines, the insurance policy the college provides is designed to cover 100% of medical treatment that a student receives and 50% of medication costs that are prescribed. For more information or to schedule an appointment, call **1-833-818-7090**.

What is a co-payment?

A co-payment is the amount of money you pay your provider (doctor/hospital) each time you receive medical care. Your co-pay for a doctor visit is \$10. These fees are non-refundable.

Why doesn't the insurance cover the vision and dental care? LACC only provides F-1 visa students with medical care coverage, not dental and vision for those aged 19 and over. They are recognized as separate plans. For more information about adding vision or dental to your plan, please contact a representative at 1-800-537-1777.

What if I get sick and I want to see a doctor?

1. You should go to the Student Health and Wellness Center first on campus for treatment or receive a referral. There is no copay at the Student Health and Wellness Center.
2. If you must receive treatment outside of the Student Health and Wellness Center, you should visit a PPO provider for treatment in order for your bills to be paid 100% after copay and deductible.

Contact below to find a provider:

Gallagher Student Health & Special Risk
500 Victory Road
Quincy, MA 02171
1-833-818-7090
www.gallagherstudent.com

If you have specific questions about your insurance, you can contact the insurance company directly at 1-833-818-7090 or visit the website at www.gallagherstudent.com

What if it is not an emergency, but I need to see a doctor right away?

If you cannot wait for a scheduled appointment, it is a good idea to visit an Urgent Care Center, rather than a hospital emergency room. Use of an urgent care center instead of a hospital emergency room can decrease your out-of-pocket expenses, which means you will save money. Urgent Care Centers provide medical treatment for a minor injury or sickness when immediate care is needed.

What if it is an emergency, such as an accident or life-threatening situation?

In the case of an emergency, go to the nearest hospital or call 911. You may receive treatment at any hospital.

What is a PPO?

PPO stands for Preferred Provider Organization. It is the network of all doctors, specialists and hospitals that accept the LACC insurance plan. All of those listed are available to you for consultation and treatment. Always check that they are still participating providers.

What if I use a doctor or hospital that is not part of the PPO?

If you utilize a doctor or hospital that is not a member of the PPO, you will be responsible for 20-30% of the eligible expenses charged.

How do I check the status of a claim?

To check your claim status, choose "Claims" in the <https://www.gallagherstudent.com/students/view-brochure.php?idField=1450>

Will the Health and Wellness Center tell my parents or guardians about my case?

Every case is treated confidentially by the Health and Wellness Center and Counseling services on campus. No information will be released without your expressed written consent.

EMERGENCIES

MEDICAL EMERGENCIES

If you have a medical emergency, call 911 or go to the closest Emergency Room immediately. If you are not sure whether your situation is an emergency, call 911 and let the call-taker determine if you need emergency help. Once you are safe, call the Medical Assistance phone number for 24/7 care located on the back of your Insurance ID card.

OTHER EMERGENCIES

In an emergency on campus, you can go to any staff member, the Student Health and Wellness Center, or the Los Angeles Sheriff's Department (Administration Building/AD 111). The Sheriff's Department can also be reached at 323-662-5276 or #3 from any campus phone.

In an emergency off campus, call 911 for the police. 911 can be dialed from any payphone to reach the police. You do not have to put in money into the payphone to call the police. Only call the police if there is a real emergency. They can trace the call to any phone. You may call the police for emergencies such as fires, break-ins, or medical emergencies where you may need assistance to get to a medical facility or hospital. Know your medical benefits and coverage and always carry your insurance ID card with you.

EMERGENCY EVACUATION

Each building at LACC has its own emergency evaluation plan or map posted on the inner walls of the building. Be familiar with building evacuation plans and possible exits for each building and also for the campus.

WHAT TO DO DURING AN EARTHQUAKE

If you are on campus, school officials will lead you to a safe place. Please stay calm. You should always arrange a meeting place with your friends or family members for earthquakes or emergencies. You should plan to have one or more meeting places, just in case you are unable to make it to any one location. Update your emergency contact information with the ISP and keep an emergency contact list in your wallet and at home.

CULTURE SHOCK

Culture shock is the feeling of disorientation experienced by someone who is suddenly subjected to an unfamiliar culture as a result of visiting a new country, a move between social environments, or simply change to another type of life-style. One of the most common causes of culture shock involves individuals moving to a foreign environment.

1. HONEYMOON:

During this period, the differences between the old and new culture seem exciting. Individuals are fascinated by the new food, the different music, customs and life-style of the new culture. But, eventually this stage ends.

2. NEGOTIATION:

After some time (around three months, depending on the person), differences between the old and new culture become apparent and this may create anxiety. Excitement may eventually give way to unpleasant feelings of frustration and anger as one continues to experience language barriers, limited food accessibility and other cultural differences which may heighten a sense of disconnection from surroundings.

3. ADJUSTMENT:

Usually after 6 to 12 months, one grows accustomed to the new culture and develops routines. One knows what to expect in most situations and the host country no longer feels all that new. One becomes concerned with basic living again, and things become more "normal." One starts to develop problem-solving skills for dealing with the culture and begins to accept the culture's ways with a positive attitude. The culture begins to make sense, and negative reactions and responses to the culture are reduced.

4. MASTERY:

In the mastery stage, individuals are able to participate fully and comfortably in the host culture. Mastery does not mean total conversion; people often keep many traits from their earlier culture, such as accents and languages. It is often referred to as the bi-cultural stage.

If you are feeling homesick, having interpersonal difficulty, having difficulty adjusting to life in the U.S., go to Health and Wellness Center – Personal counseling can be offered at no additional cost. The staff may also refer you to an off-campus resource.

1. **Keep An Open Mind**

Try not to make judgments about the way people in the U.S. do things. Try to remain positive and accept people for who they are.

2. **Experiencing Anxiety Is Normal**

Learning to function in a new environment is not easy. It is natural to feel anxious or frustrated sometimes. The key is to remind yourself that these feelings are normal and are likely to be situational and temporary.

3. **Don't Be Too Hard On Yourself**

Don't expect your English to be perfect on the first day, and don't worry if you find that you struggle with things that would be easy in your home country. Give yourself a break and take the time you need to adjust.

4. **Be Patient**

Don't try to understand everything immediately. The process of adjusting to a new culture requires time. It may also require a different amount of time for different areas of adjustment. Try to remind yourself to be patient with this experience and not be overly critical of yourself.

5. **Get Involved**

The more people you know and activities you take part in, the more you will feel a genuine part of this new environment. In general, Americans are very accepting of people from other cultures. Meet as many people as you can and really make yourself part of the community.

6. **Visit The International Student Program Office**

Always remember, you are not alone and we are here to help you. Make an appointment to meet with your counselors and staff in the ISP for any questions you may have.

7. **Keep A Good Sense Of Humor**

The ability to laugh at yourself in uncomfortable situations can go a long way in making your life less stressful. Go into each new situation knowing that making mistakes is okay. Learning to laugh at yourself is a great skill.

8. **Take Care Of Your Physical Health**

Be mindful about keeping a healthy diet and getting enough exercise and rest. Try to find an activity that you enjoy and make it part of your routine. Being physically active can help reduce your stress level.

9. **Stay In Contact With Your Family And Friends From Home**

Of course, you will miss family and friends from home. Stay in touch via phone, Skype, and email. They understand you, and their encouragement will help you a great deal.

SECURITY OFF CAMPUS

The following information has been prepared for your protection so that you will not take unnecessary risks. By taking a few simple precautions, you can reduce the risk to yourself, and also discourage those who commit crimes.

TIPS FOR PERSONAL SAFETY IN PUBLIC AREAS

- Be careful when crossing a street. Drivers in Los Angeles are not always aware of pedestrians and cyclists.
- Carry a cell phone in case of emergencies – dial 911.
- Walk in lighted areas.
- Reduce the time you spend time alone.
- Do not walk alone at night.
- If you think someone is following you, go to a public area such as a bank, restaurant, or store.
- Try not to use an ATM at night and be aware of other people around you when using an ATM.
- Do not travel to an unfamiliar area alone and without prior planning.

TIPS FOR PROTECTING YOUR PROPERTY

- Never leave your belongings unattended – bring them with you or ask a friend to secure them for you.
- Do not leave possessions visible in your parked car – put them away in your trunk.
- Do not carry large amounts of cash or valuables with you – leave it at the bank or at home.
- Use a U-Lock instead of a cable lock to secure your bicycle.
- Keep your personal information in a secure place – do not carry it with you – in case you lose your wallet.
- Keep your immigration documents in a secure place, such as a safe deposit box at your local bank.

TIPS FOR PROTECTING YOUR PERSONAL INFORMATION

- Keep your login and password information secure. Do not share them with anyone.
- Keep your LACCD email and password secure – LACC will never email you to ask for your account or password information.
- If you get a social security number, do not give your number to anyone unless you are sure that it is required. Your credit score, tax information, and other important services depend on the security of this number.

SETTLING IN

ARRIVAL & TRANSPORTATION

All new students from abroad are strongly urged to arrange their travel schedule so they can arrive at least a few weeks before the beginning of classes in order to find suitable housing, to become acquainted with the campus and the surrounding area, to attend Check-In/Welcome Day and Orientation meetings, and to take placement tests before the school session begins.

Please check the LAX website as to what to do once you arrive depending on the airline and transportation system you want to use.

- Los Angeles International Airport (LAX): <http://www.lawa.org/welcomeLAX.aspx>

Transportation Options from LAX:

- Taxi: Approximately \$60 (LACC is 22 miles away from LAX)
- Yellow Cab: <http://www.ayellowtaxi.com/contact.html>
 - All airport transportation: 1-888-657-1030
- City of Los Angeles Taxi Services (All Taxi Cab companies): <http://www.taxicabsla.org/>
- Shared Van: \$25-30 (Please pay \$2 or more for tip to driver)
- Prime Time Shuttle (Reserve online): <https://www.primetimeshuttle.com/>
- Super Shuttle (Reserve online): <https://www.supershuttle.com/>
- LA Metro: Approximately \$5
 - Metro Website: <https://www.metro.net/>
 - Metro Interactive Map: https://www.metro.net/interactives/gmaps/go_metro/
 - Metro Maps and Timetables: <https://www.metro.net/riding/maps/>
 - The Red Line Map and Timetable (LACC is located right by the Vermont/Santa Monica Station on the Red Line): <https://media.metro.net/documents/b4f1f223-c6b4-4b6e-bd18-648dbca1e7e9.pdf>
 - Trip Planner: <https://www.metro.net/riding/trip-planner/>
 - TAP Card Information: <https://www.taptogo.net/TAPPurchase>

PERSONAL TRANSPORTATION OPTIONS

Personal Car: Most people including international students who live in California own personal cars as they give them the freedom to go anywhere at any time. It is the most costly option given that you have to purchase a car, car insurance, registration, and maintenance. Remember to take the proper examinations to obtain a driver's license in California. Learn more about getting your driver's license and car registration at the California DMV: www.dmv.ca.gov

Public Transportation: This is a cheaper option. LACC is located right by a Vermont/Santa Monica station of the Red Line, which runs through the Universal/Studio City, Hollywood, Korea Town, and Union Station. As a full-time student, you can apply for a TAP card, which will allow you to take advantage of all the metro transportation at an affordable price. Please see the TAP Card information above and apply for a card.

BANKING GUIDE

How do I open a checking account?

Even though many banks allow new customers to open accounts online or by phone, international students should plan to open an account in person at a local branch. Bring the funds you want to deposit, as well as the following documents: passport, school ID, state driver's license or an ID, and visa and I-20. You do not need a social security number to open a checking account.

Questions to consider when shopping for a checking account:

- How much will the bank charge you to maintain your account?
- Will your checking account come with a debit card?
- Is there a charge to withdraw money from your bank or another bank's ATM?
- Will the bank charge you for your checks?
- Is a minimum balance required for the type of checking account you are opening?
- What are the fees if your balance drops below minimum?
- Does the bank offer overdraft protection? How does it work and what is the cost?
- When you deposit a check into your account, will you have same-day access to the funds or will there be a waiting period before your money is available to you?

List of Banks in the Area:

City Bank: <https://online.citi.com/US/login.do>

270 N. Vermont Ave. Los Angeles
213-900-4694

Bank of America: <https://www.bankofamerica.com/>

4975 Melrose Ave. Los Angeles
323-860-6965

Chase Bank: <https://www.chase.com/>

1600 N. Vermont Ave. Los Angeles
323-662-3151

Chase Bank: <https://www.chase.com/>

5445 Hollywood Blvd. Los Angeles
323-461-7146

Wells Fargo Bank: <https://www.wellsfargo.com/>

670 S. Western Ave. Los Angeles
213-739-1033

Hanmi Bank: <https://www.hanmi.com/>

3660 Wilshire Blvd #103. Los Angeles
213-427-5757

HOUSING

LACC, like most community colleges in the U.S., does not offer any dormitories or boarding. Therefore, unless you arrange to stay with family/relatives or friends in the area, you must make a reservation for temporary accommodations for your first few days in LA until you find permanent housing. Accommodations are in high demand in late August and early September each year, so be sure to reserve early.

Some Temporary Accommodation Options:

- **Hollywood Travelodge** (Walking distance from LACC): <http://www.hollywoodtravelodge.com/>
1401 N. Vermont Ave. Hollywood, CA 90027
Phone: 323-665-5735
- **Comfort Inn (Near Hollywood Walk of Fame):**
<https://www.choicehotels.com/#/california/hollywood/comfort-inn-hotels/caa41?pmf=yext&mc=llyxyxpx>
7051 Sunset Blvd. Hollywood, CA 90028
Phone: 323-462-0905
- **Best Western Plus LA Mid-Town Hotel:** https://www.bestwestern.com/en_US/book/hotel-details.05724.html?iata=00170230&ssob=BLPBM0001G&checkIn=2017-07-09&checkOut=2017-07-10&rooms=1&adults=2&children=0&cid=BLPBM0001G:TRIPADVISOR:HWS:05724
603 S. New Hampshire Ave. Los Angeles, CA 90005
Phone: 213-385-4444

Homestay and Home Share Options:

- **Homestay.com:** <https://www.homestay.com/>
- **Airbnb.com:** <https://www.airbnb.com/>
- **Tripadvisor.com:** <https://www.tripadvisor.com/>
- **Sara's Los Angeles Homestay:** <https://www.sarahomestay.com/>

Private Apartment Living Options:

- **Rent.com:** <http://www.rent.com/>
- **Apartment.com:** <https://www.apartments.com/>
- **Zillow Rent:** <https://www.zillow.com/rent/>
- **Hotpads.com:** <https://hotpads.com/>
- **Los Angeles Craigslist Apartments/Housing for Rent:** <https://losangeles.craigslist.org/search/apa>

Sights to Visit:

- Hollywood Sign: <https://hollywoodsign.org/>
- Hollywood Walk of Fame: <http://www.walkoffame.com/>
- Griffith Park & Observatory: <http://www.griffithobservatory.org/>
- L.A. Live: <https://www.lalive.com/>
- Olvera Street: <http://www.olvera-street.com/>
- Rodeo Drive (Beverly Hills): <http://rodeodrive-bh.com/>
- Santa Monica Pier: <http://santamonicapier.org/>
- Little Tokyo: https://en.wikipedia.org/wiki/Little_Tokyo,_Los_Angeles
- Korea Town: https://en.wikipedia.org/wiki/Koreatown,_Los_Angeles

Museums:

- Los Angeles County Museum of Art (LACMA): <http://www.lacma.org/>
- Museum of Contemporary Art (MOCA): <https://www.moca.org/>
- The Getty Center & Villa: <http://www.getty.edu/visit/center/>
- Natural History Museum: <https://nhm.org/site/>
- Grammy Museum at L.A. Live: <http://www.grammymuseum.org/>

Fun Things to Do:

- Ice Skating in Downtown L.A.: <http://holidayicerinkdowntownla.com/>
- Hiking: Runyon Canyon Park: <http://www.laparks.org/park/runyon-canyon>
- Explore Downtown L.A. Arts District: https://en.wikipedia.org/wiki/Arts_District,_Los_Angeles

Performances:

- L.A. Philharmonic (Walt Disney Concert Hall): <http://www.laphil.com/>
- Hollywood Bowl: <http://www.hollywoodbowl.com/>

Attractions:

- Universal Studio: <http://www.universalstudioshollywood.com/>
- Disneyland/California Adventure: <https://disneyland.disney.go.com/>
- Six Flags Magic Mountain: <https://www.sixflags.com/magicmountain>
- Knotts Berry Farm: <https://www.knotts.com/>

GLOSSARY OF COLLEGE TERMS

Add Code – An add code is given by the instructor during the first week of school and is used to register for a course that is closed.

Articulation Agreement – Guides to check which course equivalency agreements between LACC and CSU, UC, and other private/out-of-state universities.

Associate of Arts/Associate of Science Degree (A.A., A.S., AA-T, AS-T) – Degree awarded after satisfactory completion of graduation requirements at a community college.

Bachelor of Arts/Bachelor of Science Degree (B.A. or B.S.) – Degree awarded after satisfactory completion of a four- or five-year program of study at a university. You may complete your freshman and sophomore years at LACC, transfer to a university, complete your junior and senior years there, and graduate with a B.A. or B.S. degree.

Catalog – The college catalog describes college programs, services, degrees, certificates, majors, graduation and transfer requirements, academic policies, and descriptions of courses taught throughout the year. Available online.

Closed Class – A class that has reached enrollment capacity. Register for a place on the Waitlist using the Student Portal online or by showing up to class on the first day of class.

Co-Requisite – A course that must be taken together with another course during the same term. E.g. English 28 and English 67.

Course Number – The number immediately after a course title (e.g. English 101, Psychology 001).

Course Section Number – The five-digit number used to identify a particular class in a given term. For example, each section of English 101 meets at a different place or time and has a specific section number. The section number is used to register and is found in the schedule of classes.

Dismissal (Disqualification) – Termination of a student's eligibility to attend LACC after being on probation for consecutive semesters. To avoid dismissal, you must petition with a counselor.

Drop – Withdrawing from a class you no longer want to attend. It is YOUR responsibility as a student to drop a class. If you do not officially drop, you may receive an "F" grade. Drop classes online through the LACCD portal. Always confirm your drops by going online to check your schedule.

Education Plan (Ed Plan) – An outline made in consultation with a counselor, showing the courses that need to be taken for students to achieve their educational goals.

Elective – A course that is not specifically required for your major or general education but may be taken to meet the unit requirements for transfer or graduation.

Freshman status – Students who have completed less than 30 units.

Full-time status – Enrollment in 12 or more units per semester (Fall/Spring). International students are required to enroll in at least 12 units in Fall and Spring semester.

General Education (GE) – A group of courses usually outside of your major, which must be completed in order to graduate. To transfer, some of the core general education courses must be completed and some programs prefer that you complete the general education prior to transfer.

Grade Point Average (GPA) – The weighted average of all grades. Determined on a 4-point scale in which an A is 4.0, B is 3.0, C is 2.0, D is 1.0, and F is 0.

IGETC – Intersegmental General Education Transfer Curriculum. A list of courses that can be used to complete UC or CSU transfer general education requirements.

Incomplete Grade – A grade given to a student who has not completed a class due to unforeseen circumstances (such as illness). A contract must be signed by the instructor and the student. All coursework must be completed and a final grade must be assigned within one year.

Major – A group of courses required for your area of study.

Part-time status – Enrollment in less than 12 units in Fall/Spring semester.

Pass/No Pass Grading – A type of course grading in which a grade of P (Pass) or NP (No Pass) is given instead of a letter grade. P is equivalent to letter grades of A, B, or C. NP is equivalent to D or F. P/NP grading cannot be used for your major.

Prerequisite – A requirement that must be met before enrolling in a course (usually a placement test or prior course). Prerequisites are listed in the catalog and schedule of classes.

Probation, Academic – A student is placed on academic probation when their grade point average falls below 2.0 after attempting 12 or more units.

Probation, Progress – A student is placed on progress probation after enrolling in at least 12 units and failing to complete at least half of all units attempted.

Registration – The process of enrolling in classes each semester. Check your registration date on LACCD Portal. If you have not completed Assessment, Online College Orientation, and Education Plan, your registration date will be pushed back.

Schedule of Classes – The schedule is published each semester and lists the descriptions, days, hours, location, and instructor for each class offered. Available online.

Semester – The Fall or Spring term. Each semester is approximately 16 weeks long. Summer and winter intersessions are five to eight weeks long

Sophomore Status – Students who have completed 30 or more units.

Syllabus – An outline of the instructors expectations for the course (e.g. attendance, assignments, test dates, grading methods, instructor's contact information. This outline serves as a contract between the instructor and the students and is usually given to the students on the first day of class.

IMMIGRATION LAWYERS IN CALIFORNIA

Paul D. Cass, Attorney At Law

3055 Wilshire Blvd., Ste. 900
Los Angeles, CA 90010
Tel: [213-487-1595](tel:213-487-1595)
Fax: [213-380-8143](tel:213-380-8143)
pdcesq@sprynet.com; pdcesq@gmail.com

Eileen Chun-Fruto

Chun Fruto Law Corp.
155 N. Lake Ave., 8th Floor
Pasadena, CA 91101
Tel: [213-674-0599](tel:213-674-0599)
Fax: [626-701-5221](tel:626-701-5221)
eileen@chunfrutolaw.com

D'Alessio Law Group (O-1)

6420 Wilshire Blvd., Suite 720
Los Angeles, CA 90048
Tel: 310-909-3934
www.dlimmigration.com

David E. Gluckman, Esq.

McCandlish Holton, PC
Tel: [804-775-3826](tel:804-775-3826)
<http://lawmh.com/attorneys/bio/david-gluckman>

Adam Green

Law Offices of Adam Green
6300 Wilshire Blvd., Suite 1020
Los Angeles, CA 90048
Tel: 323-852-6135 or 800-705-5544
Fax: 323-966-4980
adamgreen@earthlink.net

Kathleen (Kathy) Grzegorek

Stone Grzegorek & Gonzales, LLP
800 Wilshire Boulevard, Suite 900
Los Angeles, CA 90017
Tel: 213-627-8997
Fax: 213-627-8998
Kathy@sggimmigration.com

Fred Kamgar

Chudnovsky Law
23 Corporate Plaza, Suite 150
Newport Beach, California 92660 USA
Tel: 949-433-7222
fkamgar@immigrationslaw.com

Jeff Khurgel (formerly of USCIS)

Khurgel Immigration Law Firm
4199 Campus Drive 5th Floor, Suite 550
Irvine, CA 92612
Tel: 949-509-6515
Fax: 949-509-6599
<http://www.khurgel.com/>

Tien-Li (TL) Loke Walsh

Loke Walsh Immigration Law, PC
881 Alma Real Drive, Suite 118
Pacific Palisades, CA 90272-5016
Tel: 310-454-7920
Fax: 310-454-7940
tl@lokewalsh.com

Luiza A. Miller, Esq

5601 W. Slausson Ave. #202
Culver City, CA 90230
Tel: 310-945-5998
<http://www.immigration-lawoffices.com>

Law Offices of Ronzio & Associates

3250 Wilshire Blvd. Suite 2010
Los Angeles CA 90010
Tel: 213-384-3250
info@ronziolaw.com

Carl Shusterman

Law Offices of Carl Shusterman
600 Wilshire Blvd., Ste. 1550
Los Angeles, CA 90017
Tel: 213-623-4592
<https://www.shusterman.com/>

Rita Sostrin

Sostrin Immigration Lawyers, LLP
21700 Oxnard Street, Suite 860
Woodland Hills, CA 91367
Tel: 818-435-3500
Fax: 818-435-3535
rsostrin@sostrinimmigration.com

David Strashnoy

Stone, Grzegorek & Gonzalez LLP
800 Wilshire Boulevard, Suite 900
Los Angeles, CA 90017
Tel: 213-627-8997
Fax: 213-627-8998
david@sggimmigration.com

Carmen Villamor

4929 Wilshire Blvd. Suite 1015
Los Angeles, CA 90010
Tel: 323-939-8200
Fax: 323-939-8400
carmen@carmenvillamor.com

Bernard Wolfsdorf, Richard Yemm (O-1)

Wolfsdorf Rosenthal LLP
1416 2nd Street
Santa Monica, CA 90401
Tel: 310-570-4088 or 1-800-VISA-LAW
visalaw@wolfsdorf.com

CAMPUS MAP

Willow Brook Ave.

North Hillotrope Drive

North Hillotrope Drive

North Hillotrope Drive

Faculty & Staff Parking Lot 4

Health Center

Monroe St.

New Hampshire Ave

Melrose Ave.

Life Sciences LS

Mod 2

Mod 3

CHEM Visual Media Arts

MLK Martin Luther King Library

Under Construction

Under Construction

SCI Science & Technology

Kinesiology

KIN North

POOL

Carpenter Shop

Electrical Shop

Communications

CC

Under Construction

CDC

Child Development Center

Rad Tech RT

WG Women's Gym

THEA Theatre Arts

Central Plant 1

Central Plant 2

FH Franklin Hall

JH Jefferson Hall

Quad Area

Under Construction

DH Da Vinci Hall

CH Clausen Hall

Free Speech Area

AD Clear Chavez Administration

SSB Student Services

HH Holmes Hall

FSC

EWD

Tully's

SU Student Union

Bookstore

Hungry Cub

ASG

LACC Foundation

MO Parking Lot

M&O Maintenance & Operations

FM Parking Lot

FM

Operations, Painter Shop, Shipping and Receiving

Student Preferred Parking Entry 1st level - Lot 3

Sheriffs Office

M

LACC Los Angeles City College

Campus Map

Address: | 855 N. Vermont Ave.
Los Angeles CA 90029

Telephone: | (323) 953-4000

www.lacitycollege.edu

Note: We offer classes at various locations. Please check the schedule of classes and our website for more information.

For Los Angeles County Sheriffs (Campus Police): (323) 662-5276 or dial #3 on any campus phone.

NO Smoking Vaping Skating Biking

SSB - New Student Services Building:

- Admissions & Records
- Assessment
- Business Office
- CalWORKS
- Career / Transfer Centers
- Counseling
- Cub Card Office
- FASTLAB
- Financial Aid
- First Year Experience
- Foster & Kinship Care Center
- Health & Wellness Center
- Honors Program
- International Students
- Matriculation - SSSP
- Office of Special Services
- Outreach and Recruitment
- TRIOD
- Upward Bound
- Welcome Center

Monroe St.

Vermont Ave.

Parking Lot 1

Parking Structure Lot 2

Marathon St.

Note: Visual & Media Arts classes also in Mod 2 and Mod 3 Units.

Spring 2017
Revised March 14th 2017

Academic Affairs

Academic Affairs Office	ext. 2052	AD 208
American Cultures	ext. 2505	FH 217
Business Administration	ext. 2549	AD 304
Chemistry/Earth SCI	ext. 2600	SCI 324
Child Development	ext. 2290	CDC
Cinema-Television	ext. 2627	CC 181
Computer App/Office Tech	ext. 2810	FH 103
Communication Studies	ext. 2961	CC 187
CSIT/Computer Tech	ext. 2810	FH 103
Dental Tech	ext. 2501	SCI 324
Electronics	ext. 2810	FH 103
English/ESL	ext. 2700	JH 301
Economic and Workforce Dev	ext. 2230	EWD
Family and Consumer Studies	ext. 2290	AD 200
Foreign Language/Humanities	ext. 2737	JH 111
Journalism	ext. 2835	CHEM 208
Kinesiology	ext. 2864	KIN 2nd fl.
Law/Administration of Justice	ext. 2754	HH 200H
Learning Skills	ext. 2770	LS 208
Life Science	ext. 2795	SCI 222E
Math	ext. 2810	FH 103
Music	ext. 2880	HAMC 106
Nursing	ext. 2534	SCI 218
Philosophy	ext. 2763	HH 200C
Photography	ext. 2835	CHEM BSMT
Physics/Engineering	ext. 2923	SCI 222D
Psychology	ext. 2930	CHEM 111
Radiologic Tech (X-Ray)	ext. 2940	RT
Social Science	ext. 2561	FH 219E
Speech Lab Office	ext. 2963	LS 105
Student Learning Outcomes	ext. 1069	AD 315
Teaching Learning Center	ext. 2480	AD 300
Theater Arts	ext. 2976	THEA
Visual and Media Arts	ext. 2515	CHEM 119C
Writing Center	ext. 2230	JH 318

Administrative Services

Administration	ext. 2082	AD 218
Bookstore/ Cub Store	ext. 2140	SU 1st fl.
Business Office	ext. 2180	SSB 2nd fl
Carpenter Shop	ext. 2437	CS
Coffee Shop	ext. 3145	TULLY's
Custodial Services	ext. 2416	FM
Electrical Shop	ext. 2441	CC
Facilities Management	ext. 2442	FM
Lost & Found	ext. #3	AD 111
Operations	ext. 2416	FM
Paint Shop	ext. 2445	Lot 3
Plumber Shop	ext. 2444	FM
President's Office	ext. 4010	AD 214
Sheriff's Office	ext. #3	AD 111
Shipping and Receiving	ext. 2495	Lot 3

Student Services

Admissions and Records	ext. 2104	SSB 1st fl
ASG	ext. 2475	SU 2nd fl
Assessment	ext. 2264	SSB 2nd fl
CalWORKS	ext. 2586	SSB 2nd fl
Career Center	ext. 2210	SSB 2nd fl
Child Development Center	ext. 2220	CDC
Community Services	ext. 2650	EWD 501
Computer Center		SU 2nd fl
Counseling	ext. 2250	SSB 2nd fl
Cub Card Office	ext. 2456	SSB 2nd fl
English Literacy Program	ext. 2230	EWD
EOP&S/CARE/CAFYES	ext. 2300	SSB 3rd fl
FASTLAB	ext. 2023	SSB 1st fl
Financial Aid	ext. 2010	SSB 1st fl
First Year Experience (FYE)	ext. 2266	SSB 2nd fl
Foster & Kinship Care Center	ext. 2335	SSB 3rd fl
Foundation	ext. 2490	SU 3rd fl
Gateway to College	ext. 1521	AD 320A
Health and Wellness Center	ext. 2485	SSB BSMT
Honors Program	ext. 2340	SSB 3rd fl
International Students	ext. 2470	SSB 2nd fl
Learning Skills Center	ext. 2770	LS 107
Martin Luther King Jr. Library	ext. 2400	MLK Library
Matriculation - SSSP	ext. 2463	SSB 2nd fl
Office of Special Services	ext. 2270	SSB 1st fl
Outreach and Recruitment	ext. 2325	SSB 1st fl
Student Life and Leadership Development	ext. 2450	SU 2nd fl
Student Services	ext. 2460	AD 207
Teaching & Learning Center	ext. 2480	AD 300
Transfer Center	ext. 2215	SSB 2nd fl
TRIO	ext. 2466	SSB 3rd fl
Upward Bound	ext. 2315	SSB 2nd fl
Veterans Center	ext. 2125	SU 218
Welcome Center	ext. 2455	SSB 1st fl



The City's College.

Revised June 2nd 2017

Summer 2017