# Table of Contents

**President's Message Inside Front Cover**
Los Angeles City College
Administration.........................................................................................................................1
Los Angeles Community College District
Board of Trustee Roster...........................................................................................................2

**Table of Contents** .................................................................................................................3

**Dates to Know** ....................................................................................................................5
Short term session classes have different deadlines
See your instructor or visit the office of Admission and Records for further information.
How to Read the Class Schedule

**Admissions** ..........................................................................................................................6

**How to Enroll in Classes** ..................................................................................................7
How to enroll in classes-English

**Steps to Enrollment** ..........................................................................................................8

**Enroll Online** ....................................................................................................................10
Fee Sheet and payment options

**Como Inscribirse en Las Clases** .....................................................................................11
Consejos Para Inscribirse en las Clases

**How to Enroll - Armenian** .............................................................................................12

**Matriculation Is** ................................................................................................................13-14
Prerequisites, Co-requisites & * Waivers...

**How to Plan Your Schedule** ............................................................................................15

**Adds-Drops-Etc** ................................................................................................................16
New Enrollment Priorities effective 2014 Winter Session
State Aid for Non-Californian Residents & AB540 Students
Ayuda Financiera Estatal pra los no residentes de California y Estudiantes cosiderados AB-540
Board of Governors Fee Waiver Program
BOGFW-B 2013-2014 Income Standards Table

**Financial Aid Information** ................................................................................................17
Información Ayuda de Financiera

**Fee Schedule: 2014 Winter Session** ..............................................................................18

**Veterans Resource Center (VRC)** ..................................................................................19

**Degree & Certificate Program** .........................................................................................20

**Student Success and Support Programs** .........................................................................21

**Major Codes** ......................................................................................................................21

**Van De Kamp Campus** ....................................................................................................22

**Final Exam Schedule** ........................................................................................................23
All final exams are administered on the last day of class
# TABLE OF CONTENTS

**ACADEMIC DEPARTMENTS AND**

2014 WINTER SESSION CLASS LISTINGS ................................................................. 25-39

**INTERSEGMENTAL GENERAL EDUCATION**

QUICK REFERENCE STUDENT SERVICES ................................................................. 40

OUTREACH AND RECRUITMENT ............................................................................. 41

GO TO COLLEGE ....................................................................................................... 42

GO TO WORK ............................................................................................................ 43

TRANSFER CURRICULUM (IGETC) ......................................................................... 44

CSU-GENERAL EDUCATION CERTIFICATION ....................................................... 45

GRADUATION-REQUIREMENTS FOR ASSOCIATE DEGREE ................................. 46

GRADUATION- PLAN A/PLAN B DESCRIPTION ...................................................... 47

GRADUATION- PLAN B : DESCRIPTION ................................................................. 48

QUICK REFERENCE TO CAMPUS SERVICES ...................................................... 49-53

OFFICE OF SPECIAL SERVICES ............................................................................. 54-56

POLICIES: ACADEMIC .................. Pass/No Pass Option (P/NP) And Pass/No Pass Courses 57-60

POLICIES: GENERAL .............................................................................................. 61

POLICIES: STUDENT .............................................................................................. 62-66

LACC PARKING ....................................................................................................... 67-68

WORKFORCE DEVELOPMENT ............................................................................... 69

LACC GUARDIAN.................................................................................................... 71

SCHOLARS PROGRAM ............................................................................................ 75

CAMPUS DIRECTORY ............................................................................................. 75

CAMPUS MAP AND LEGEND ................................................................................ 76

---

**THIS CLASS SCHEDULE IS AVAILABLE IN ALTERNATE FORMAT ON REQUEST.**
## DATES TO KNOW

**Winter Session 2014 Registration**

Application for Admission Available: Year Round

- **PRIORITY Registration Begins:** Monday, October 21
- **CONTINUING Student Begins:** Thursday, October 24
- **NEW Student Registration Begins:** Monday, November 4


Days college is closed:
- Martin Luther King’s Birthday: Monday, January 20

**Deadlines**

- Last day to:
  - DROP Classes from your Permanent Record Without a “W”: Wednesday, January 8
  - DROP With a Refund: Wednesday, January 8
  - DROP Without a Fee: Wednesday, January 8
  - **ADD:** Wednesday, January 8
  - FILE for Pass/No Pass: Friday, January 10
  - DROP Classes With a “W”: Saturday, February 1
  - **FINAL EXAM WEEK:** Monday thru Sunday, February 3 thru 9

*Short term session classes have different deadlines. See your instructor or visit the office of Admission and Records for further information.*

## HOW TO READ THE CLASS SCHEDULE

### COURSE CLASSIFICATIONS

- **UC**: Acceptable at all branches of the University of California.
- **CSU**: Baccalaureate-transferable to the California State Universities and colleges as well as other four-year-colleges and universities.
- **A**: Associate degree level-courses which may be used for graduation requirements.
- **NDC**: Non-degree courses, reparatory and developmental; may not be used toward graduation requirements.
- **NC**: Remedial and developmental; may not be used toward graduation requirement.
- **CAN**: California Articulation Number - course accepted at any campus where this number is indicated.
- **RPT**: Designates the number of times a class may be repeated.
- **B**: BLDG NAME ABBREVIATIONS
  - **AD**: Cesar Chavez Administration Building
  - **BUNG**: Bungalow
  - **CHEM**: Chemistry Building
  - **CC**: Communications Center
  - **CH**: Clausen Hall
  - **CUB**: Cub Center
  - **DH**: DaVinci Hall
  - **FIELD**: Off Campus
  - **GRIF**: Griffith Park
  - **HH**: Holmes Hall

### EXAMPLE:

**Accounting 22 - Bookkeeping and Accounting 11 (UC:CSU) - 3 Units**

**NOTE:** Accounting 22 students must also enroll in Accounting at the same hour and with the same instructor as Accounting 22.

**Prerequisite:**
1. Prior successful completion of Accounting 21 and 41 and
2. Concurrent enrollment in Accounting 42 at the same hour and with the same instructor as Accounting 22.

**Credit allowed for only Accounting 1 or the combination of Accounting 21 with 41 and 22 with 42.**

**Example:**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Time class meets</th>
<th>Day class meets</th>
<th>Instructor</th>
<th>Building &amp; rm #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 22</td>
<td>Monday October 21</td>
<td>8:00 - 9:00</td>
<td>E.C. Ayuyao</td>
<td>AD 207</td>
</tr>
<tr>
<td>Accounting 11</td>
<td>Monday October 24</td>
<td>8:00 - 11:00</td>
<td>L.E. Gogg</td>
<td>JH 102</td>
</tr>
</tbody>
</table>

**Time class meets:** (TBA = to be assigned)  
**Day class meets:** (STAFF = instructor to be arranged)
Los Angeles City College
2014 Winter Session Schedule

6

Monday, January 6, 2014 – Sunday, February 9, 2014

HOW DO I APPLY?

Apply Online at www.lacitycollege.edu – click “Apply Online”.

High school students over the age of 13 may also apply online. However a Supplemental Application for Admission of Students in Grades K-12 is also required. This form can be obtained from your high school counselor and the college web page. High school students must re-apply every semester and are limited to 11 units per semester (7 units in winter session).

International Students must complete their admissions process through the International Student Center in the Cub Center. For more information, visit their web page at www.laccoint.us

MUST I BE A CALIFORNIA RESIDENT?

No. However, to attend any of the Los Angeles Community College District colleges as a California resident for tuition purposes students are required to have a status that allows them to establish California residence prior to the Residence Determination Date. The “Residence Determination Date” is that day immediately preceding the opening day of instruction of the semester, fall semester or winter inter session.

WHO MAY APPLY FOR ADMISSIONS?

• A high school graduate,
  or
• A person who is eighteen years of age or older who can benefit from instruction,
  or
• A student under eighteen years of age and not a high school graduate, under special programs.

ACREDITATION & PROFESSIONAL PROGRAM APPROVALS

Los Angeles City College, a California public, tax-supported community college, is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA, 95403; [707] 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. Los Angeles City College programs are also accredited by the American Dental Association (Dental Laboratory Technician) and the American Medical Association (Radiologic Technology) and the Commission on Dietetic Education of the American Dietetic Association (Dietetic Technician).

ACCURACY STATEMENT

The Los Angeles Community College District and Los Angeles City College have made every effort to make the Schedule of Classes accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies, and procedures as provided by law.

LIMITED ENGLISH PROFICIENCY

Occupational Education Classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested the students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a Second Language.

MATERIALS IN ALTERNATIVE FORMATS

Students with verifiable disabilities who require alternate formats of college publications and resources should contact the Vice President of Student Services (323) 953-4000 ext. 2460. The College will provide information in alternate text formats upon request in the timeliest manner possible.
NEW & RETURNING STUDENTS

A “New Student” is one who has never taken classes at LACC.
A “Returning Student” is one who has had a break of more than two semesters between enrollments at LACC.

Complete Application:
Browse the LACC Website at www.lacitycollege.edu and just click on “Apply Online”. We will send registration information to your email.

Get Registration Appointment:
(Appointment to Enroll in Classes) Online Application: All new students must apply online. Before you begin this application, if you do not have an e-mail account, we suggest you get one through one of the web-sites that offer free e-mail accounts (ie. Yahoo, Hotmail). After you submit your application, you will be e-mailed your registration appointment. You may register on or anytime after your appointment date/time. You can register for classes online until the first day of class. Once classes begin, you may have to obtain an add permit from the instructor.

Make Assessment Appointment & Complete the Process:
The LACC assessment (placement test) helps to determine at which class level you are most likely to succeed. THIS IS NOT AN ADMISSIONS TEST AND YOU CAN NOT FAIL. However, the results are required by most departments to enroll in certain classes. A special assessment will be administered to students whose native language is not English. Because placement results may not be available for up to 3 days after you have taken the test, we encourage you to do so as early as possible. Additional information and a sample test are provided at www.lacitycollege.edu (click Student Services, click Assessment). Make your appointment at the Assessment Office, AD 103 or online.

Attend an Orientation
Orientation introduces you to the campus resources, support services and college programs which are available to help you make better, more informed educational and career choices. Students participating in Orientation will receive an education plan and priority registration. Make your appointment at the Assessment Office at room AD 103 or at our LACC website online.

Apply for Financial Aid:
To receive the best aid package for 2013-2014, new and returning students should file the Free Application for Federal Aid (FAFSA) between January 1, 2013 and March 2, 2014. The FAFSA form is available in the Financial Aid Office, SSV 117 or online at www.fafsa.ed.gov. The Financial Aid Office provides assistance in completing the necessary forms to apply for financial aid.

Register for Classes:
Enroll in classes online at www.lacitycollege.edu (click Register for Classes). Once classes begin, you may have to get an “Add Permit” from the instructor to enroll in a class.

Pay Fees:
You may pay with a credit card when you register online. If you do not pay for classes at that time, you must do so prior to the end of the semester. You may also pay with cash, check or credit card at the Business Office, AD 111.

Get Student ID:
Once you have your fee receipt, be sure to go to the Cub Card Office, AD 105, to pick up your student ID card.

CONTINUING STUDENTS:
A “Continuing Student” is one who attended classes at LACC in one of the two prior semesters.

Receive Registration Appointment:
Continuing Students will receive a phone call and/or an e-mail with their priority registration appointment date/time. Student may register at the date/time indicated or any day thereafter.

Apply for Financial Aid:
To receive the best aid package for 2013-2014, continuing students should file the Free Application for Federal Aid (FAFSA) between January 1, 2013 and March 2, 2013. The FAFSA form is available in the Financial Aid Office, SSV 117 or online at www.fafsa.ed.gov. The Financial Aid Office provides assistance in completing the necessary forms to apply for financial aid.

Visit a Counselor:
See a counselor well in advance of registration. Make sure you are selecting the correct classes to reach your academic goal whether it be a degree, certificate, university transfer or other professional/personal goal.

Register for Classes: Enroll in classes using on-line at www.lacitycollege.edu (click Register for Classes)
Pay Fees:
You may pay with a credit card when you register. If you do not pay for classes at that time, you must do so prior to the end of the semester. You may pay with cash, check or credit card at the Business Office, AD 111.
1. APPLICATION FOR ADMISSION:
Go to www.lacitycollege.edu and Click on APPLY ONLINE.
The online application is the most effective way to submit an application. We will send registration information to your email address.

2. ASSESSMENT TESTING:
Assessment testing is required for all students who wish to enroll in English and/or Math classes but have not completed a college English or Math placement exam or course. Students can schedule an assessment test appointment through the Assessment website or in person in room AD 103. Please see the Assessment website www.lacitycollege.edu/services/matriculation/assessment.html for more information.

3. ORIENTATION:
It is highly recommended that you complete our college orientation. The orientation will provide you with an overview of available student support services, and academic and vocational programs. You can schedule an appointment for an orientation session online at www.lacitycollege.edu/services/matriculation/assessment.html go to # 5 and click orientation session or in person at the Assessment/Matriculation Office AD 103.

4. FINANCIAL AID:
If you need assistance paying your tuition or the other costs associated with attending college, the Financial Aid Office can help you to access resources available to you such as fee waivers, grants, scholarships and school loans. Visit the Financial Aid Office website www.lacitycollege.edu/services/finaid/tuition-fees.html for more information.

5. COUNSELING/ACADEMIC ADVISEMENT:
To ensure your success, visit an academic counselor to discuss your educational goals. Get on the path to success with an educational plan. Ensure that you use your time, money and energy wisely by choosing the correct courses to meet your goals. You can make an appointment to see a counselor online at http://www.lacitycollege.edu/services/counsel/counselingonlineappts.html, or in person in the Administration Building at the Assessment/Matriculation Office, AD 103.

6. PREREQUISITE CLEARANCE:
A prerequisite is a course you are required to pass with a grade of C or better before you will be allowed to enroll in the next level. You may clear prerequisites through the English and Math Assessment exam or by showing proof of prerequisites completed at other colleges. Prerequisites completed at another college must be approved by the Counseling Office. An official or unofficial transcript is required for this purpose. Please see the class schedule for a listing of prerequisites. Office online or in person.

7. REGISTRATION:
The most updated schedule of classes is available on the Los Angeles City College website at http://www.lacitycollege.edu/schedule/openclasses/class-schedules.html. You are responsible for using the Student Information System to register yourself into classes based on your educational plan and course availability in the schedule of classes. You must have the four-digit section numbers from the schedule of classes to be able to register. Section numbers are course, time and day specific.
REGISTRATION APPOINTMENTS: All students, new and continuing, are assigned a registration appointment for each semester. You may register on or after your assigned date and time. Log on to the Student Information System. Click on “View Reg Appt”. Set the system to the specific semester you wish to register into.

TO REGISTER FOR CLASSES:
1. Go to www.lacitycollege.edu
2. Click on “Register for Classes” icon at the upper right hand corner of the webpage.
3. Follow the instructions on the webpage to log onto the Student Information System to register for your classes.
4. Make sure to use the “View Schedule” link to view and print your class schedule.

IF THE CLASS YOU WANT IS FULL, THESE ARE YOUR OPTIONS:
1. Choose a different course or section.
2. Register into a class at another school in our District. Your application at City College allows you to enroll anywhere in the LA Community College District. Go to www.lacolleges.net to view all district course offerings.
3. Try to keep adding the course. If someone drops, space may become available in the class.
4. Show up to the first day of class to ask the instructor for permission to add.
5. If the class is online, send an email to the instructor directly to request permission to add.

8. PAY FEES:
Fees can be paid online with a credit or debit card through the Student Information System at http://www.laccd.edu/student_information/sis_logon.asp. Checks and money orders should be made to LA City College and mail to 855 N. Vermont Ave, Los Angeles, CA 90029 or in person at the Business Office located in the Administration Building. If you were awarded a fee waiver or other financial aid, make sure to verify your fees are paid by logging on to the Student Information System. Click on “View & Pay Fees.” Parking permits can be purchased through the Business

9. STUDENT ID CARD:
Make sure to bring your registration receipt issued by the Business Office to the Student Assistance Center in the Administration Building, room AD 105 to get a student picture ID card. This card is necessary for access to all student services.

10. BUY BOOKS AND COURSE MATERIALS:
The LACC Bookstore has everything you will need for your classes, including textbooks, notebooks and supplies. The store is located in the Student Union, south of Da Vinci Hall. For more information, call (323) 953-4000 ext. 2141, or visit the Bookstore website at www.lacitycollege.edu/resource/bookstore.
ENROLL OnLine

1. From the LACC home page, click on REGISTER FOR CLASSES on the top menu bar.
   Then, click the “Student Information System Link”.

   OR, to link directly, type http://www.laccd.edu/student_informationsis_logon.asp

   The Student Information System (SIS) page will be displayed.

2. The SIS Sign-on page will be displayed. Sign-on to SIS:
   Enter your Student ID or Social Security number in the SSN/SID field.
   Enter your 4-digit PIN (default PIN: month and day of birth).
   Click on Submit button.

3. The main menu will be displayed. Click on Registration option.

4. The Registration page will be displayed. Select the following:

   College Semester and Year Action (i.e., Add or Drop)
   Type in the Section Number.
   Click on Submit button

   A message will be displayed indicating results of Add or Drop operation. Be sure to write down your confirmation number.

FEES WORKSHEET
The fees listed were accurate at the time this schedule went to print but are subject to change by the California Legislature.

A: Enrollment fees $46.00  x  _____ units = $_________ . _____

B: Non-Resident Tuition for Out-of-State residents $190.00  x  _____ units = $_________ . _____

C: Non-Resident Tuition for International Students and/or F-1 VIS $207.00  x  _____ units = $_________ . _____
   (Non-Resident International Students must also pay the enrollment fee of $36 per unit)

D: Health Center fee (mandatory) $11.00  $_________ . _____

E: Student Government (ASG) membership * $7.00  $_________ . _____

F: Restricted Parking Permit $20.00  $_________ . _____

G: Preferred Parking Permit with ASG membership $27.00  $_________ . _____

H: Student Political Representation Fee (mandatory) $1.00  $_________ . _____

I: TOTAL FEES DUE:  $_________ . _____

* You may waive this fee by filing a “Surrender of Benefits” form in person at the Office of Student Life & Leadership, Student Union room 219.

PAYMENT OPTIONS
In Person: Pay by cash, electronic check or credit card at the Business Office, Online: Pay by Visa, Mastercard, American Express, Discover
   Monday-Thursday 8:30 a.m.-7:00 p.m. or Friday 8:30 a.m.-3:00 p.m.

By Mail: Pay by electronic check or money order.
   LACC Business Office 655 North Vermont Ave.
   Los Angeles, CA 90029
Esta información abreviada de inscripción en LACC, costo y ayuda económica es para ayudarle a usted a empezar el proceso. Para más información detallada, refiérase a la sección en frente de nuestro horario o visite nuestro Student Assistance Center (AD105), o (SSV117). Estas oficinas tienen dor personas que hablan varios idiomas.

¿Quién Puede Solicitar Para Inscibirse?

- Una persona que terminó la preparatoria, o
- Una persona que tenga 18 años, y pueda beneficiarse de la instrucción, o
- Un estudiante de 18 años, y que no terminó la preparatoria bajo unos programas especiales.

Usted no tiene que ser ciudadano estadounidense sin embargo, para calificar el costo de residente de California. Los estudiantes tienen que tener un estatuto que les permita establecerse en California de residente antes de la fecha de la residencia determinada. La fecha de “Residencia Determinada” es el día que sigue inmediatamente el primer día de instrucción del semestre que usted quiera asistir.

¿Cómo Puede Solicitar?

Obtenga una solicitud para solicitar en el internet o a través del sistema de “RED” con una fotografía.

Para Matricularse En Las Clases

Estudiantes Nuevos: Después de someter su solicitud, usted recibirá una cita para inscribirse. Usted puede inscribirse para las clases por el Internet a cualquier hora después de la fecha/hora de su cita. Si es necesario, las computadoras y están disponibles en la escuela para inscribir a los estudiantes. Casi todos los estudiantes tendrán que hacer una cita para evaluación, (Administration Building 103.) La evaluación ayuda a derminar el nivel apropiado de las clases que los estudiantes pueden tomar.

Nosotros recomendamos que los estudiantes nuevos participen en la orientación antes de matricularse en las clases. Estudiantes que Continuan: Si usted ha tomado clases en LACC en los últimos dos semestres. Usted puede matricularse para las clases o por el internet a cualquier hora/fecha después de su cita para matricularse. Las computadoras y están disponibles para los estudiantes. Estudiantes que Vuelven: Si usted ha tomada clases en LACC pero, ha pasado dos semestres, usted es un estudiante que vuelve y debe seguir los pasos mencionados para los estudiantes nuevos.

Para Matricularse “Internet,” vaya a: http://www.laccd.edu/stu-information/sisilogon.asp o simplemente vaya a www.laccd.edu

Costo de Matriculación:

- Residentes de CA. 2014 Winter Session: $46.00 por unidad
- No-Residentes: $190.00 por unidad para (residentes fuera del estado;) $207.00 por unidad para (estudiantes extranjeros) No-residented (estudiantes extranjeros) tienen que pagar $46.00 de la matriculación por cada unidad. Para costos adicionales aparecen en la página 000.

Ayuda Financiera:

Usted tiene que ser un ciudadano estadounidense o residente permanente para recibir ayuda económica. La ayuda económica incluye “Grants,” Ayuda Federal o Estatal y becas que usted tiene que pagar y préstamos de bajo interés. La ayuda le puede asistir a usted a pagar por la matrícula, libros y costo de vivienda.

PASO 1: Llene y someta la forma (FASFA.) La forma está disponible en el Internet (www.fafsa.edu.gov) o en la oficina de Ayuda Financiera, SSV 117.

PASO 2: Varias semanas más tarde, usted recibirá un Informe De Ayuda del estudiantes (Student Aid Reort) (SAR) en el correo. Tráigalo a la Oficina de Ayuda Financiera para empezar un fichero y hablar sobre cualquier problema con su solicitud.

PASO 3: La Oficina de Ayuda Financiera repasará su solicitud y automáticamente la matricula con excepción financiera para los estudiantes que califican bajo este criterio.

PASO 4: La Oficina de Ayuda Finciera le mandará a usted una “Carta de notificación que le explicará la ayuda que usted va a recibir.

PASO 5: Los cheques de FINANCIAL AID, serán enviados por correo o enviados electrónicamente a la cuenta de banco del estudiante durante el año. Típicamente su primer cheque llegará después de dos semanas después de que reciba la carta de notificación, pero puede tardar más tiempo.

La Matrícula con Excepción Financiera (Fee Waiver)

Si usted es un residente de California con ingresos bajos, usted puede calificar para la matrícula con excepción financiera, la cual cubre la matrícula. Esta no cubre libros y mantenimiento (gastos.) Para esto usted necesita llenar la solicitud de FASFA para saber si usted puede calificar en estas áreas.

NOTA: Cuando usted someta la solicitud de FASFA automáticamente es considerado para la matrícula con excepción financiera. Si usted necesita la matrícula con excepción financiera inmediatamente tendrá que llenar la solicitud respectiva. Estas formas están disponibles en la oficina de ayuda financiera, SSV 117.
HOW TO ENROLL – ARMENIAN

1. ԿԱՐՆԱՏ ՈՒՍՆԱԽԱՆ ԿԱՆԱր

1.1. Կարնատային ուսումը

1.2. Կարնատային սպասելի ծրագրեր

2. ՈՒՆԱՎ ՆԱԿԱՐ ՄԱ ՍԱՆ ԿԱՆԱր

3. ԿԱԲԱՎՈՐ ԿԱՐՆԱՏ ԳԱՆԱՐԱՅԻՆ

4. ՎԱՐՈՒԹՅՈՒՆ ՆԱԿԱՐԱՅԻՆ

Այս տեսանկետում ՀԱԴ (Նա Մակենիտի թագավորի թագ) տեղակայված, ուսումնական տիտղոսի մեջ գտնվող վարկածներ, հատոր մեծ է։

Պահուսանի կարդից և մակենիտի օրերին վերակատարվող պահուսան

Նույն համարում տեղակայված LACC (Նա Մակենիտի թագավորի թագ) տեղակայված, ուսումնական տիտղոսի մեջ գտնվող մակենիտի օրերին վերակատարվող պահուսան, հատոր մեծ է։ Այս կարդից և մակենիտի օրերին վերակատարվող պահուսան, հատոր մեծ է։

Financial Aid (SSV 117): Կարդից և մակենիտի օրերին վերակատարվող պահուսան

1. ԿԱՐՆԱՏ ՈՒՍՆԱԽԱՆ ԿԱՆԱր

1.1. Կարնատային ուսումը

1.2. Կարնատային սպասելի ծրագրեր

2. ՈՒՆԱՎ ՆԱԿԱՐ ՄԱ ՍԱՆ ԿԱՆԱր

3. ԿԱԲԱՎՈՐ ԿԱՐՆԱՏ ԳԱՆԱՐԱՅԻՆ

4. ՎԱՐՈՒԹՅՈՒՆ ՆԱԿԱՐԱՅԻՆ

Այս տեսանկետում ՀԱԴ (Նա Մակենիտի թագավորի թագ) տեղակայված, ուսումնական տիտղոսի մեջ գտնվող վարկածներ, հատոր մեծ է։

Պահուսանի կարդից և մակենիտի օրերին վերակատարվող պահուսան

1. ԿԱՐՆԱՏ ՈՒՍՆԱԽԱՆ ԿԱՆԱր

1.1. Կարնատային ուսումը

1.2. Կարնատային սպասելի ծրագրեր

2. ՈՒՆԱՎ ՆԱԿԱՐ ՄԱ ՍԱՆ ԿԱՆԱր

3. ԿԱԲԱՎՈՐ ԿԱՐՆԱՏ ԳԱՆԱՐԱՅԻՆ

4. ՎԱՐՈՒԹՅՈՒՆ ՆԱԿԱՐԱՅԻՆ

Այս տեսանկետում ՀԱԴ (Նա Մակենիտի թագավորի թագ) տեղակայված, ուսումնական տիտղոսի մեջ գտնվող վարկածներ, հատոր մեծ է։
A process that assists students in meeting their educational goals. 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.

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).

2. ASSESSMENT - Students take a basic skills assessment in reading comprehension, writing, sentence skills, and mathematics to help in the selection of appropriate courses. You can schedule an assessment appointment online at www.lacitycollege.edu or in person at the Assessment /Matriculation Office (AD 103).

3. ORIENTATION - Introduces you to the campus resources, support services and college programs which 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 Student 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 Education Plan and review the Educational Plan at least once each semester.

4. Maintain satisfactory progress toward an educational goal according to standards established by the Los Angeles Community College District and the State of California.

Exemption

As a student, you may be exempted from a step in the matriculation process 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 English 101 and Mathematics 125 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 exempted from matriculation you may be exempted from assessment if you meet any of the following criteria:

1. Have a record of completing English 101 and Mathematics 125 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.

Pre/Co-Requisites, Advisories & Challenges

NOTE: PREREQUISITES MAY BE ELECTRONICALLY ENFORCED

The following explains the 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 “P.”

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) or the Counseling Office (AD 108). Documented proof of your challenge will be required. The Petition must be filed with the Department Chair of the department over the class that is being challenged. If the College does not resolve your challenge within the five-day period, you will automatically be enrolled in the class. If no space is available in the class, 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

Note: 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:

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, specified in Section 55201(e) of Title V. (See Office of the Vice President of Student Services - AD 207)
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 Dean of Equity and Diversity (Student Union).
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.

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 - AD 108 for evaluation.

Resolution of Prerequisite Challenges

Each prerequisite challenge shall be investigated and resolved through the appropriate department chair no later than five (5) working days from the day that your challenge is filed.

Pre/Co-requisite Challenge Petition Filing Dates

Students may file challenges throughout the Fall and Spring semesters up to five (5) working days before the end of each semester. Some departments may accept petitions during summer session and winter intersessions, based on faculty availability.

Program Changes

See the College Calendar on the inside front cover for important dates. It is your responsibility to assure that you follow all procedures for making changes to your program.
A planning worksheet has been provided for you below. The state education code stipulates that each hour of a community college class shall require at least two hours of study outside of class. The maximum study load is 18 units during a regular semester, 12 units during a Fall Semester and 7 units during a Winter Intersession. The normal class load for full-time students in the Winter or Fall semester is from 12 to 18 units per semester.

Those students who will be employed while attending Los Angeles City College should reduce their programs accordingly. Students who are employed full-time should enroll in no more than 1 or 2 classes or a maximum of 9 units. The table to the right provides the suggested maximum class load for students who are also working.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6:00 am</td>
</tr>
<tr>
<td>9:05 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7:00 am</td>
</tr>
<tr>
<td>10:40 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00 am</td>
</tr>
<tr>
<td>12:15 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9:00 am</td>
</tr>
<tr>
<td>1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10:00 am</td>
</tr>
<tr>
<td>2:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11:00 am</td>
</tr>
<tr>
<td>3:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12:00 pm</td>
</tr>
<tr>
<td>4:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1:00 pm</td>
</tr>
<tr>
<td>5:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2:00 pm</td>
</tr>
<tr>
<td>6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3:00 pm</td>
</tr>
<tr>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4:00 pm</td>
</tr>
<tr>
<td>8:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:00 pm</td>
</tr>
<tr>
<td>9:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUGGESTED MAXIMUM CLASS LOAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your work _____ hours per week</td>
</tr>
<tr>
<td>Suggested Lecture Hours</td>
</tr>
<tr>
<td>Minimum Outside Study Time</td>
</tr>
<tr>
<td>Total Work/Schedule Related Hours</td>
</tr>
</tbody>
</table>
To Add a Class

You can add a class on the date/time of your registration appointment or anytime thereafter. Only students with an active application on file receive a registration appointment. Classes can be added through the Student Information System on the web until the first day of the semester or until classes are full. Once the semester begins, you may have to obtain an “Add Permit” from the instructor. It is your responsibility to submit the “Add Permit” to the Admissions and Records Office to officially register in the class. “Add Permits” are processed in the Admission and Records Office located in AD 100.

Your instructor will not allow you to remain in the class unless you are officially registered in the class.

To Drop/Withdraw From Classes

Use the Student Information System on the web to drop a class or classes you no longer plan to attend. Since it is the students’ responsibility to drop a class, write down the confirmation number for your records.

Drops can also be processed in the Admissions and Records Office. Please check the college calendar online and inside the front cover of this schedule for important dates.

PLEASE NOTE: It is the students’ responsibility to drop a class no longer being attempted. Failure to drop a class in a timely manner may result in a “W” or an “F” on your academic record. You may also be held accountable for payment of all fees whether you attend or do not attend class.

Online Class Enrollment

NOTE: STUDENTS WHO ENROLL IN ON LINE CLASSES MUST HAVE AN ACTIVE E-MAIL ACCOUNT IN ADDITION, YOU MUST:

1. Contact your instructor before the first day of class at the e-mail address listed in the main class listing section in this Schedule of Classes
2. If no e-mail address is listed, call the appropriate Department for further instructions.

New Enrollment Priorities Effective Fall 2014

New, continuing and returning matriculating students must complete the core services prior to registration in order to receive priority consideration for enrollment in classes. The core services are assessment, orientation, and counseling (i.e. completion of student educational plan). Students identified by Los Angeles City College as non matriculating are exempt from participating in core services, but they are advised to access these services if they plan to pursue a degree or certificate. More information is available at: http://www.lacitycollege.edu/services/matriculation/student info.html.

State Aid for Non-California Residents & AB540 Students

Students who are Non-California residents and who qualify for AB540 status may now be eligible for California state financial aid, including the Board of Governors Enrollment Fee Waiver (contact the Admissions Office to determine if you qualify for AB540 status). Those students who qualify for AB540 status can apply for all California state aid using the Californian Dream Application at dream.csac.ca.gov.

Ayuda Financiera Estatal para los no residentes de California y Estudiantes considerados AB-540.


* These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or student’s family must have a total income in the prior year (in this case, 2012) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.


These income standards are for the 2013-2014 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2013.

http://aspe.hhs.gov/poverty/12poverty.shtml
Plan Ahead & Complete the FAFSA
It takes a little time to complete the Free Application for Federal Student Aid (FAFSA). Once your form has been submitted, it will take several weeks to process. And, it will take several additional weeks before your first financial aid disbursement arrives.

- Financial aid is available to students who can demonstrate financial need.
- Non-California residents may also qualify for financial aid.
- Non-California residents who don’t qualify for a fee waiver, may be eligible for financial aid.

Pay Attention To Deadlines
Fall SEMESTER: To increase the likelihood that your financial aid funds will arrive at the beginning of the fall semester, submit your FAFSA by March 2.

SPRING SEMESTER: To increase the likelihood of your financial aid funds arriving at the beginning of the term, complete your financial aid file at least three months prior to the start of the spring semester (You may complete your file through the end of each semester. However, the later you do so, the later you will receive your financial aid funds.)

Enrollment Fee Waivers
If you are a low-income resident of California, you may qualify for a Board of Governors Enrollment Fee Waiver which covers your enrollment fee. It DOES NOT cover books and living expenses. It is recommended that you complete the FAFSA to apply for a fee waiver.

NOTE:
When you submit the FAFSA form, you are automatically considered for the fee waiver. If you need the fee waiver immediately, however, you may use a separate Board of Governors Fee Waiver form. Forms are available at http://www.lacitycollege.edu/service/finaid/forms.html.

5 STEPS TO REMEMBER
STEP 1: Complete and submit the FAFSA form on-line at (www.fafsa.gov).
STEP 2: Within 7-10 days later, you will receive a Student Aid Report (SAR) by email. Review the SAR and make changes or address any problems necessary.
STEP 3: The Financial Aid Office will review your application and automatically processes a fee waiver for students who meet the criteria.
STEP 4: The Financial Aid Office will then send you an Award Notification Letter which states how much aid you will receive.
STEP 5: Financial aid funds are transferred electronically to the student’s Hire One account during the school year. Typically your funds will arrive two weeks after you receive the Award Notification, but it can take longer.

Planee Y Complete Por Adelantado Su Solicitud Para Ayuda Financiera (FAFSA)
Toma muy poco tiempo para completar la solicitud FAFSA. Puede completarla de forma gratuita en www.fafsa.gov. Si requiere asistencia puede acudir a nuestro FASTLAB donde personal de la oficina de ayuda financiera le asistirá gratuitamente. El proceso hasta reciba su desembolso toma varias semanas después de haber completado su solicitud.

- La ayuda financiera está disponible para aquellos estudiantes que puedan demostrar insuficiencia de recursos.
- Las personas que no son residentes de California tal vez puedan calificar para la ayuda financiera.
- Si usted no califica para una matrícula con excepción financiera (fee waiver), por no ser Residente de California, usted podría ser elegible para ayuda financiera.

¡Tenga En Las Fechas Límites!
Para recibir su desembolso a principios del otoño y primavera, asegúrese de completar y procesar su solicitud antes de junio.

Para recibir su desembolso a principios de la primavera, asegúrese de completar y procesar su solicitud antes de noviembre.

Puede completar y procesar su solicitud durante el semestre, sin embargo, tenga en cuenta que sus fondos pueden demorarse hasta tres meses.

Exención de Pago Matrícula Financiera (Fee Waiver)
Si es usted residente de California con bajos recursos económicos, puede completar la solicitud de ayuda financiera FAFSA para ser automáticamente considerado para la exención de pago de matrícula. Formularios para la exención de pago de matrícula en papel están también disponibles en la pagina web de la oficina de ayuda financiera (http://www.lacitycollege.edu/service/finaid/forms.html).

Los estudiantes considerados no residentes de California pueden también calificar para ayuda financiera, aunque no califiquen para la exención del pago de matrícula (fee waiver).

NOTA: Desde otoño del 2006, la tarifa de sanidad no esta cubierta por la exención de pago de matrícula. Es responsabilidad del estudiante de pagarla.

Ayuda Financiera en 5 Pasos
PASO 1: Complete su solicitud de ayuda financiera (FAFSA) en línea www.fafsa.gov.
PASO 2: Reciba su Reporte de Asistencia Estudiantil (Student Aid Report SAR) por correo o correo electrónico
PASO 3: Para aquellos estudiantes que califiquen, la exención de matrícula será procesada automáticamente.
PASO 4: Una vez la Oficina de Ayuda Financiera procese su solicitud, usted recibirá notificación de los recursos otorgados (Award Letter).
PASO 5: Normalmente el desembolso de fondos es efectuado mediante transferencia bancaria a la cuenta Higher One de cada estudiante.

Planee y complete por adelantado su solicitud para Ayuda Financiera (FAFSA)
These fees were accurate at the time this schedule went to print but may be subject to change. Fees may be paid at the Business Office by cash, check, Visa, MasterCard or American Express or online via credit card. $10 minimum required on all check and credit card transactions. $10 return check fee.

ENROLLMENT FEE (CA RESIDENTS) Fall $46 PER UNIT (NO MAX PER SEMESTER): Note: that all student fees are subject to change without notice. If at the time you enroll you are receiving benefits under the Temporary Assistance for Needy Families (TANF) or the General Assistance Program, the enrollment fee will be waived. For information on requesting a waiver, contact the College Financial Aid Office before you enroll for classes. Financial aid may be available to students who meet the qualification requirements. If you have questions about your eligibility to receive financial aid, please contact the Financial Aid Office. Because there are specific deadlines for financial aid opportunities, you must submit your documents within the time line established by the program issuing funds.

ENROLLMENT FEE ASSISTANCE: Los Angeles City College offers enrollment fee assistance to eligible students who are unable to pay the enrollment fee. An Automatic Fee Waiver will be processed for eligible California residents who have a Free Application for Federal Student (FAFSA) on file with the College Financial Aid Office. The enrollment fee waiver is available to students whose families receive TANF, General Assistance or Social Security Benefits. The BOGFW is also available to students whose family income and size Winter within established income levels. Additionally, dependents of veterans of the United States military or the California National Guard, recipients of the Congressional Medal of Honor and children of or dependents of a victim of the September 11 terrorist attack may qualify for the BOGFW. In addition, a dependent of a deceased law enforcement or fire suppression personnel killed in the line of duty may qualify.

CRITERIA FOR BOARD OF GOVERNORS ENROLLMENT FEE WAIVER 2013-2014

<table>
<thead>
<tr>
<th>NUMBER IN HOUSEHOLD INCLUDING YOURSELF</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>Plus Add an adl</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAXIMUM TOTAL FAMILY INCOME IN 2011</td>
<td>$16,755</td>
<td>$22,695</td>
<td>$28,635</td>
<td>$34,575</td>
<td>$40,515</td>
<td>$46,455</td>
<td>$52,395</td>
<td>$58,335</td>
<td>$5,940 for each dependent</td>
</tr>
</tbody>
</table>

ENROLLMENT FEE REFUNDS: For full-session classes, a full refund of the enrollment fee will be made through the end of the second week of classes. For short-term classes, a full refund is available up to the end of the period equal to ten percent (10%) of the total session length. No refund will be authorized after the periods described above except when college action to cancel or reschedule a class necessitates the drop. Students must request refunds in the Business Office. Credit card refunds will be processed a week after filing the request. NOTE: After the second week, fees for dropped courses will be applied to fees for classes added simultaneously or after a drop. No refunds will be given for drop transactions alone.

FINANCIAL AID REPAYMENT REGULATIONS: Students who receive federal financial aid and withdraw from courses may have to repay some of the federal funds received prior to withdrawal. All students who receive federal funds and from courses in the first 60% of the term, are subject to Federal Repayment Regulations. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned. Failure to repay these funds will result in the denial of future federal financial aid. It is advised that you contact the Financial Aid Office before withdrawing from all of your classes so you understand the results of your actions. For the refund policy on enrollment fees and nonresident tuition, please see the College Schedule of Classes or the College Catalog.

NON-RESIDENT TUITION FEE $190 PER UNIT OUT OF STATE RESIDENTS $207 PER UNIT FOREIGN CITIZENS

Non-Resident International Students must also pay the enrollment fee of $46 per unit.

ASSOCIATED STUDENT GOVERNMENT FEE $7 PER SEMESTER: The $7 per semester fee provides students with ASG benefits & services. In addition to preferred parking, you can receive free bluebooks, scantrons, copy and fax, use computers, access the internet, win a book grant, etc. at the ASG Services Center. Students may waive this fee, but every student must comply with the ASG fee in one of two ways: 1) pay the fee, or 2) submit a Surrender of Benefits form. If you decline all ASG benefits and choose not to pay the fee, you may pick up a Surrender of Benefits form at the Office of Student Life & Leadership Development, Student Union room 219. The completed form must be returned to the Business Office. NOTE: During the Summer and Winter Sessions, the fee is $3.00. Fees may not be refunded after the second week of classes.

STUDENT REPRESENTATION FEE $1 PER SEMESTER

This required, non-refundable, fee benefits LACC students by enabling your ASG to respond to legislative issues which impact students directly, i.e. tuition increases, textbook taxes, community college funding. The ASG advocates and lobbies on your behalf and is your legally designated liaison with the college, the District, the State Chancellor’s Office and other state and federal governmental organizations. The Student Representation Fee is MANDATORY, however a student may for religious, political, financial or moral reasons refuse to pay the student Rep. Fee. Complete a Student Rep Fee Waiver form available in the Office of Student Life & Leadership Development, Student Union Building Room 219. The completed Student Rep Fee Waiver must be filed at the Business Office.

HEALTH SERVICES FEE $11 PER SEMESTER: The Los Angeles Community College District charges an eleven dollar ($11) mandatory, non-refundable Health Fee. The fee is payable to one campus only and covers the costs of Health Centers at the District’s nine campuses. (For waiver information, see “Policies-General.”) NOTE: During the Winter and Fall semesters, the fee is $8.00.

INSTRUCTIONAL MATERIALS FEE: Students may be required to provide instructional and other materials mandated for a credit/no-credit course. Such materials shall be of continuing value to a student outside the classroom setting and shall not be solely or exclusively available from the Los Angeles Community College District. If you qualify for a fee waiver, you may obtain one at the Student Assistance Center (AD 105).

PARKING FEE $20 PER SEMESTER: Parking in Student Parking Lot #1 & #2 & #3 will be restricted to vehicles displaying a valid permit. A permit is required at all times. There is no fee replacement for lost or stolen permits. Permit procedures, fees, and refund information are available under “Parking Policies” in this schedule and in the Business Office.

Fall Semester Permits: $20 for Restricted Parking $27 for Preferred Parking: Fall or Spring: Preferred Parking $27 (Lot #1 and Lot #2 (ground floor & structure of Vermont lot)) and Lot #3 (on Heliotrope) AND includes membership in the Associated Student Organization.

Restricted Parking $20: Lot #2 ONLY (structure section of Vermont lot) A limited number of restricted permits are available each semester.
The mission of the Veterans Resource Center is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education. The VRC support our students by providing expansive resources, integrated educational and community services.

- One-Stop Shop
- Priority Registration
- Campus Service Referrals
- Orientation
- Veterans Club
- Peer Mentor/ Tutor

Office Hours
Mon - Fri 9:00 a.m. – 4:30 p.m.
Located at our campus south side at the New Student Union building room 218.

Call for more information at (323) 953-4000 Ext. 2125
DEGREE & CERTIFICATE PROGRAM

ACCOUNTING
Degrees: Accounting, Bookkeeping
Certificates: Accounting Technician, Automated Accounting.

ADMINISTRATION OF JUSTICE

ART
Degrees: Art-General, Art- Graphic Design.

BUSINESS

CHEMISTRY
Degrees: Chemistry-General.

CHICANO STUDIES
Degrees: Chicano Studies.

CHILD DEVELOPMENT
Degrees: Child Development Plan A or B. Certificates: Child Dev Teacher, Child Dev Teacher - Master Teacher, Child Dev Site Supervisor, Child Dev Associate Teacher, Children with Special Needs, Infant And Toddler Studies, School Age Programs.

CINEMA
Degrees: Cinema Production, Television Production
Certificates: Cinema Production, Television Production, Cinema Video Production, Beginning Cinema & TV Production, Cinema Post- Production, Cinematography, TV Studio Production - Level 1.

COMPUTER APPS & OFFICE TECH
Degrees: Administrative Office Assistant, Computer Applications Specialist, Legal Office Assistant, Medical Office Assistant. Certificates: Administrative Office Assistant, Computer Applications Specialist, Legal Office Assistant, Clerical Office Assistant, Basic Administrative Office Assistant, Basic Computer Applications, Basic Legal Office, Basic Medical Administrative, Basic Medical Billing, Basic Medical Transcription, Basic Office Communications, Basic Web Page Design, Basic Word Processing.

COMPUTER SCIENCES / INFORMATION TECHNOLOGY (CSIT)
Degrees: Computer Science/Information Tech, Computer Information Systems.

COMPUTER TECHNOLOGY
Degrees: Computer Technology.
Certificates: Computer Technology, CompTIA A+ Certification, CompTIA Network+ Certification.

DENTAL TECHNOLOGY
Degree & Certificates: Dental Technology.

ELECTRONICS
Degrees: Electronic Systems Technology (Traditional & Fast Track).

ENGINEERING
Degrees: Engineering-General.

ENGLISH
Degrees: English.

FAMILY & CONSUMER STUDIES - DIETETICS
Degrees: Dietetic Technician.
Certificates: Dietetic Service Supervisor.

FOREIGN LANGUAGE
Degrees: Chinese, French, German, Italian, Japanese, Korean, Spanish.

HUMANITIES
Degrees: Humanities.

JOURNALISM
Degrees: Journalism.

LAW
Degrees: Paralegal Studies, Business Law.

LIBERAL ARTS
Degrees: Liberal Arts.

MATHEMATICS
Degrees: Mathematics.

MUSIC

NURSING
Degrees: Nursing, Registered.
Certificates: Certified Nurse Assistant, Home Health Aide.

PHOTOGRAPHY
Certificates: Photography-Commercial, Photography-Freelance.

PHYSICS
Degrees: Physics-General.

POLITICAL SCIENCE
Degrees: Modern Political Studies.

PSYCHOLOGY
Degrees: Human Services (Generalist & Drug/Alcohol). Certificates: Human Services (Generalist & Drug/Alcohol).

RADIOLOGIC TECHNOLOGY
Degrees: Programs: Radiologic Technology.

REAL ESTATE
Degrees: Real Estate. Certificates: Real Estate (Finance, Investment, Marketing).

SOCIAL SCIENCE
Degrees: Latin American Studies.

THEATER
The Student Success and Support Program supports the transition of new students into the college by providing them with services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement. Based on student responses to the Los Angeles Community College District application for admission, students self-identify as either matriculating or non-matriculating. Students identified as matriculating are referred to core services: assessment, orientation, and counseling. Students must complete these core services prior to the start of registration in order to receive priority consideration for enrollment. Non-matriculating students are exempt from participating in core services, but they are advised to complete the exemption petition or access these services if they decide to pursue a degree or certificate.

**Right to Appeal Regarding Student Success and Support Program Services**

Any student who feels that assessment, orientation, or counseling services interfere with their right as a student may file an appeal with the Vice President of Student Services, located in AD 207.

---

**MAJOR CODES**

The following majors are offered at Los Angeles City College for which you may receive a certificate or degree. If you do not find your field of interest, you may indicate “4901.00 Liberal Art” on your enrollment application. Liberal Arts includes the Humanities and Sciences.

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>MAJOR DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0502.00</td>
<td>Accounting</td>
</tr>
<tr>
<td>0502.00</td>
<td>Accounting Technician</td>
</tr>
<tr>
<td>2105.00</td>
<td>Administration of Justice</td>
</tr>
<tr>
<td>0514.00</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td>0509.10</td>
<td>Advertising</td>
</tr>
<tr>
<td>0701.00</td>
<td>Applications Software</td>
</tr>
<tr>
<td>0201.00</td>
<td>Architecture</td>
</tr>
<tr>
<td>1002.00</td>
<td>Art</td>
</tr>
<tr>
<td>1030.00</td>
<td>Art-Graphic Design</td>
</tr>
<tr>
<td>0502.02</td>
<td>Automated Accounting</td>
</tr>
<tr>
<td>0934.21</td>
<td>Biomedical Electronics Technology</td>
</tr>
<tr>
<td>0502.03</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>0501.00</td>
<td>Business Administration</td>
</tr>
<tr>
<td>1401.00</td>
<td>Business Law</td>
</tr>
<tr>
<td>0506.30</td>
<td>Business Office Management</td>
</tr>
<tr>
<td>0934.04</td>
<td>Cable Television Technology</td>
</tr>
<tr>
<td>0799.00</td>
<td>Certified Network Engineer</td>
</tr>
<tr>
<td>1905.00</td>
<td>Chemistry</td>
</tr>
<tr>
<td>2202.10</td>
<td>Chicano Studies</td>
</tr>
<tr>
<td>1305.00</td>
<td>Child Development-A</td>
</tr>
<tr>
<td>1305.00</td>
<td>Child Development-B</td>
</tr>
<tr>
<td>1107.00</td>
<td>Chinese</td>
</tr>
<tr>
<td>0612.20</td>
<td>Cinema Production</td>
</tr>
<tr>
<td>0612.20</td>
<td>Cinema/Video Production</td>
</tr>
<tr>
<td>0514.02</td>
<td>Clerical Office Assistant</td>
</tr>
<tr>
<td>0514.03</td>
<td>Computer Applications Specialist</td>
</tr>
<tr>
<td>0701.00</td>
<td>Computer Information Systems</td>
</tr>
<tr>
<td>0701.04</td>
<td>Computer Operator</td>
</tr>
<tr>
<td>0706.00</td>
<td>Computer Science</td>
</tr>
<tr>
<td>0934.03</td>
<td>Computer Technology</td>
</tr>
<tr>
<td>2105.10</td>
<td>Corrections</td>
</tr>
<tr>
<td>1240.30</td>
<td>Dental Technology</td>
</tr>
<tr>
<td>1306.21</td>
<td>Dietetic Service Supervisor</td>
</tr>
<tr>
<td>1306.20</td>
<td>Dietetic Technician</td>
</tr>
<tr>
<td>1305.15</td>
<td>Early Childhood Education-Site Supervisor</td>
</tr>
</tbody>
</table>

*Signed by Governor Brown on September 27, 2012, Senate Bill 1456 revised and renamed the Matriculation Act of 1968 as Seymour-Campbell Student Success Act of 2012. Effective January 1, 2013 the Matriculation program is now called the Student Success and Support Program.*
REUSING A LOS ANGELES LANDMARK

The LACCD Van de Kamp Innovation Center consists of the restoration adaptive reuse of the historic Van de Kamp’s Holland Dutch Bakery and the construction of a New Education Building.

Van de Kamp’s was founded in 1915 by Theodore Van de Kamp and Lawrence L. Frank.

Van de Kamp’s Holland Dutch Bakery at 2930 Fletcher Drive in Glassell Park was built in 1931 and designed in the Dutch Renaissance Revival style by New York architect, J. Edwin Hopkins. The building, known as the “Taj Mahal of Los Angeles bakeries,” served as the headquarters for Van de Kamp’s chain of bakeries and coffee shops for more than 75 years.

In 1992, the Bakery was declared a Los Angeles Historical-Cultural monument, Number 569 by the City of Los Angeles.

To preserve historic details, building elements salvaged and rehabilitated include all side façades identified as original Dutch Renaissance Revival architecture, existing steel framed windows, terracotta roof tiles, the existing timber roof and vents, metal railings, brick masonry and the original Van de Kamp’s neon sign.

PROMISES KEPT

The LACCD is keeping its promise to provide much-needed educational courses and worker training at the Van de Kamp site. The multiuse center offers courses toward an associate’s degree or transfer credits, a high school program and workforce development services.

INFORMATION FOR NON-CREDIT COURSES FOR WINTER SESSION 2014

LACC Non-Credit classes are now being offered at the LACCD Van de Kamp Innovation Center (VDK)! VDK is located at 2930 Fletcher Drive, Los Angeles 90065. Class disciplines range from Basic Skills and ESL to Vocational Education and Citizenship. If you are a new student, please be sure to complete an LACC application and it is advised that you take the placement examination and attend a Non-Credit orientation. Students may register online (www.lacitycollege.edu) or in-person. For registration information please call Workforce Readiness Academy at (323) 953-4000, Ext. 2230 or 3534 for additional information, or email Director, Nelines Colon-Paladini at paladin@lacitycollege.edu.
ALL FINAL EXAMS ARE ADMINISTERED ON THE LAST DAY OF CLASS.
The entire 2014 Winter Session Class Schedule is now available online. Remember, continuing students can register for classes, apply for financial aid, and new students may enroll at lacitycollege.edu
ACCOUNTING 017 - PAYROLL ACCOUNTING - 2.00 UNITS
ADVISORY: English 28 or equivalent. Concerned with procedures and practices involved in a firm's payroll system. Includes familiarizing students with current State and Federal laws with respect to computation of regular and overtime pay, withholding of payroll taxes, computation of employer's payroll taxes, and the preparation of payroll tax returns and reports.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>0161</td>
<td>LEC</td>
<td>7:00 hrs</td>
<td>TIWARI, B G</td>
</tr>
</tbody>
</table>

ACCTG 17 Online (0161) is taught over the Internet with mandatory on-campus orientation and test sessions at LACC. Orientation: 4:30 p.m., Mon., Jan. 6, AD 316. For more info, contact Professor Tiwari at tiwaribg@lacitycollege.edu.

ACCOUNTING 031 - MATHEMATICS OF ACCOUNTING (CSU) - 3.00 UNITS
This course is for Accounting students. Business students See Business 38. Credit allowed for only one of Accounting 31 or Business 38.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>0162</td>
<td>LEC</td>
<td>10:30 hrs</td>
<td>TIWARI, B G</td>
</tr>
</tbody>
</table>

ACCTG 31 Online (0162) is taught over the Internet with mandatory on-campus orientation and test sessions at LACC. Orientation: 4:30 p.m., Mon., Jan. 6, AD 316. For more info, contact Professor Tiwari at tiwaribg@lacitycollege.edu.

ADMINISTRATION OF JUSTICE 002 - CONCEPTS OF CRIMINAL LAW (UC:CSU) - 3.00 UNITS
The students learn the basic principles of the evolution of the English Common Law with emphasis on sections of the California Penal Code most frequently used by police officers.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>3112</td>
<td>LEC</td>
<td>6:50 pm - 9:25 pm</td>
<td>CABALLERO, J C</td>
</tr>
</tbody>
</table>

ADMINISTRATION OF JUSTICE 005 - CRIMINAL INVESTIGATION (CSU) - 3.00 UNITS
This course will cover the fundamentals of a criminal investigation. Topics include: Interviews and interrogations, evidence collection and analysis and case preparation for court.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1098</td>
<td>LEC</td>
<td>8:00 am - 10:35 am</td>
<td>SWEETMAN, T N</td>
</tr>
</tbody>
</table>

ANATOMY 001 - INTRODUCTION TO HUMAN ANATOMY (UC:CSU) - 4.00 UNITS
ADVISORIES: English 21 and Biology 3. In this basic course in human anatomy, students learn the key structures of human organs and organ systems through lectures and demonstrations. Each student dissects a mammal that is comparable in structure to the human body.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>0157</td>
<td>LEC</td>
<td>9:00 am - 11:25 am</td>
<td>CENQUIZCA, L A</td>
</tr>
<tr>
<td>AND</td>
<td>LAB</td>
<td>12:00 pm - 2:25 pm</td>
<td>CENQUIZCA, L A</td>
</tr>
<tr>
<td>3007</td>
<td>LEC</td>
<td>4:00 pm - 6:25 pm</td>
<td>DAFTARI, S</td>
</tr>
<tr>
<td>AND</td>
<td>LAB</td>
<td>7:00 pm - 9:25 pm</td>
<td>DAFTARI, S</td>
</tr>
</tbody>
</table>

ANTHROPOLOGY 101 - HUMAN BIOLOGICAL EVOLUTION (UC:CSU) - 3.00 UNITS
ADVISORY: English 28. This course examines evolutionary theory, human genetics, classification, an introduction to primates, the hominid fossil record, classification, and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1088</td>
<td>LEC</td>
<td>10:30 hrs</td>
<td>BARTELT, B A</td>
</tr>
</tbody>
</table>

This section is an Online Course. Students need to have a current email address on file with LACC. For info email bartelba@lacitycollege.edu.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1092</td>
<td>LEC</td>
<td>10:30 hrs</td>
<td>BARTELT, B A</td>
</tr>
</tbody>
</table>

This section is an Online Course. Students need to have a current email address on file with LACC. For info email bartelba@lacitycollege.edu.

ART 201 - DRAWING I (UC:CSU) - 3.00 UNITS
NOTE: Art 201 and 501 are prerequisites for many Art courses and meet the General Humanities requirements for Graduation Plan B. Students explore various drawing approaches and media. They develop observational skills and understanding of composition, as well as personal expression.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>0121</td>
<td>LEC</td>
<td>8:00 am - 9:40 am</td>
<td>PALEY, L H</td>
</tr>
<tr>
<td>AND</td>
<td>LAB</td>
<td>9:40 am - 11:00 am</td>
<td>PALEY, L H</td>
</tr>
</tbody>
</table>
ART 501 - BEGINNING TWO-DIMENSIONAL DESIGN (UC:CSU) - 3.00 UNITS
NOTE: Art 501 and 201 are prerequisites for many Art courses and meet the general Humanities requirement for Graduation Plan B. Differentiate the elements and principles of design and discover how each contributes to the quality of a composition. The basic elements of two-dimensional design include line, shape, value, space, texture and color are introduced, along with such principles as rhythm, repetition, contrast, balance, pattern, harmony and volume. They along with form, are presented as visual building blocks of a vocabulary necessary to the process of making visual statements.

0122 LEC 11:30 am - 1:10 pm MTWTh CAUFIELD, P J DH 113
AND LAB 1:10 pm - 2:30 pm MTWTh CAUFIELD, P J DH 113

ART HISTORY 103 - ART APPRECIATION 1 (CSU) - 3.00 UNITS
The student learns about art forms and media in traditional and contemporary styles. including terminology and problems of definition, meaning, and evaluation in the visual arts.

0132 LEC 1:50 pm - 4:25 pm MTWTh LOPEZ, E C FH B19

ART HISTORY 110 - SURVEY OF ART HISTORY I (UC:CSU) - 3.00 UNITS
ADVISORIES: English 28 and 67 or equivalent. The student explores the development of art and architecture from prehistory through the medieval period, emphasizing the cultural context of the West, and its major points of contact with the non European world.

0119 LEC 8:00 am - 10:35 am MTWTh SCHWAB, N W FH B19

ART HISTORY 120 - SURVEY OF ART HISTORY II (UC:CSU) - 3.00 UNITS
ADVISORIES: English 28 and 67 or equivalent. Students learn about the development of Art from the time of the Renaissance to the Early 20th Century. Emphasis is placed on the cultural context of the West while major points of artistic contact with the Non-European world are considered. This course provides an overview of art and architecture from the Renaissance to the Contemporary period.

0120 LEC 10:50 am - 1:25 pm MTWTh SCHWAB, N W FH B19

ASTRONOMY 001 - ELEMENTARY ASTRONOMY (UC:CSU) - 3.00 UNITS
ADVISORY: English 28 or concurrent enrollment in Learning Skills 1 or 7. A fascinating look into the general principles and the fundamentals facts of astronomy. This introductory courses is designed for the non-technical student. Topics covered include the history and science of astronomy, the solar system, our sun, stars, galaxies and cosmology. No college math preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Astronomy 5.

0134 LEC 8:00 am - 10:35 am MTWTh STAFF, S C SCI 126
0137 LEC 4:00 pm - 6:35 pm MTWTh STAFF, S C SCI 132

ASTRONOMY 005 - FUNDAMENTALS OF ASTRONOMY LABORATORY (UC:CSU) - 1.00 UNITS
ADVISORY: Astronomy 1. A presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course involves working with and learning the operation of Astronomical instruments and equipments including the 12 inch telescope housed in the Los Angeles City College Observatory.

0135 LAB 10:50 am - 1:15 pm MTWTh STAFF, S C SCI 208
0136 LAB 6:50 pm - 9:25 pm MTWTh STAFF, S C SCI 208

BIOLOGY 003 - INTRODUCTION TO BIOLOGY (UC:CSU) - 4.00 UNITS
ADVISORY: English 21. In this survey course for nonmajors, students learn general biological principles, activities, and the relationships of living organisms to each other and the world they live in with emphasis on their correlations to the human organism. The course includes a study of the nutritional, medical, and genetic aspects of the modern world.

0159 LEC 9:00 am - 11:25 am MTWTh GARCIA, M J SCI 103
AND LAB 12:00 pm - 2:25 pm MTWTh GARCIA, M J SCI 104
3008 LEC 4:00 pm - 6:25 pm MTWTh LE, A H SCI 103
AND LAB 7:00 pm - 9:25 pm MTWTh LE, A H SCI 104
BIOLOGY 025 - HUMAN BIOLOGY (UC:CSU) - 3.00 UNITS
ADVISORY: Eligibility for English 21. In this survey course for the non-science major, students explain the principle human organ systems according to structure and function and examine the problems of pollution, population control and preservation of the natural environment.

0168 LEC 11:00 am - 2:20 pm TWTh SHAHBAZIAN, F M SCI 130

BUSINESS 001 - INTRODUCTION TO BUSINESS (UC:CSU) - 3.00 UNITS
ADVISORY: English 28 or equivalent. A survey of business including forms of business organization, finance, personnel problems, marketing, managerial aids, business government relations; and business.

3009 LEC 6:50 pm - 9:25 pm MTWTh EGREGOR, A E AD 311

CHEMISTRY 060 - INTRODUCTION TO GENERAL CHEMISTRY (UC:CSU) - 5.00 UNITS
PREREQUISITE: Math 115 or Placement Exam. ADVISORIES: English 28 and 67 or English 31.

0126 LEC 8:00 am - 10:35 am MTWTh LANDBERG, B E SCI 111
AND LAB 10:50 am - 2:10 pm MTWTh LANDBERG, B E SCI 301
AND LAB 10:50 am - 2:10 pm MTWTh DINH, K L SCI 305
0127 LEC 8:00 am - 10:35 am MTWTh LANDBERG, B E SCI 111

CHICANO STUDIES 008 - THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (UC:CSU) - 3.00 UNITS
A survey of U.S. history from the end of the Civil War to the present with emphasis on the Mexican-American's social, economic, and political development. Covers the U.S. Constitution. (Same credit as History 12 and African-American Studies 5).

1084 LEC 10:30 hrs TBA GUERRERO, C R ON LINE
This section is an Online Course. Students need to have a current email address on file with LACC. For info email guerrecr@lacitycollege.edu

CHILD DEVELOPMENT 001 - CHILD GROWTH AND DEVELOPMENT (UC:CSU) - 3.00 UNITS
CO-REQUISITES: English 21 or 73, or higher. ADVISORY: Learning Skills 3E Vocabulary (1 unit). An introductory Child Development course that examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

3001 LEC 4:00 pm - 6:25 pm MTWTh TER-POGOSYAN, A CD 215

CHILD DEVELOPMENT 002 - EARLY CHILDHOOD: PRINCIPLES AND PRACTICES (CSU) - 3.00 UNITS
CO-REQUISITES: English 28 or 31 or equivalent; and Child Development 1. NOTE: Verification of Mantoux test (or chest X-Ray) is required. A survey course which compares and analyzes historical as well as current models of early childhood programs. Students examine the underlying theoretical principles of developmentally appropriate practices applied to programs and environments. Emphasis is placed on the key role of relationships, constructive adult-child interactions and teaching strategies that support physical, social, creative and intellectual development of children and lead to desired learning outcomes. Professional development and career paths based upon CA Child Developmental Permit Matrix will be discussed.

3002 LEC 6:50 pm - 9:25 pm MTWTh TER-POGOSYAN, A CD 220

0245 LEC 10:30 hrs TBA MILLER, K M ON LINE
This section is an Online Course. Students need to have a current email address on file with LACC. For info email millerkm@lacitycollege.edu

4600 LEC 3:30 pm - 6:05 pm MTWTh GUTIERREZ, L RFK HIGH
This section is held Off Campus: Robert F. Kennedy Schools at 701 S. Catalina Street, Los Angeles 90005
CHILD DEVELOPMENT 034 - OBSERVING AND RECORDING CHILDREN'S BEHAVIOR (CSU) - 3.00 UNITS
PREREQUISITES: Child Development 1 or equivalent and English 28 and 67. NOTE: Verification of annual Mantoux test or chest x-ray is required.
Students learn the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3015 LEC</td>
<td>3:30 pm - 6:50 pm</td>
<td>TWTh</td>
<td>SBURLAN, A F</td>
<td>CD 210</td>
</tr>
</tbody>
</table>

CINEMA 001 - INTRODUCTION TO MOTION PICTURE PRODUCTION (UC:CSU) - 3.00 UNITS
Open to all students. Required of all Cinema Majors. A comprehensive introduction to film video production techniques and equipment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100 LEC</td>
<td>8:00 am - 9:30 am</td>
<td>MTWTh</td>
<td>ROSSITIER, C C</td>
<td>CC 176</td>
</tr>
<tr>
<td>AND LAB</td>
<td>9:30 am - 11:00 am</td>
<td>MTWTh</td>
<td>ROSSITIER, C C</td>
<td>CC 176</td>
</tr>
</tbody>
</table>

CINEMA 003 - HISTORY OF MOTION PICTURES (UC:CSU) - 3.00 UNITS
Required of all first-semester Cinema Majors. Open to all others. History of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0101 LEC</td>
<td>3:00 pm - 4:30 pm</td>
<td>MTWTh</td>
<td>BEAL, L F</td>
<td>CC 176</td>
</tr>
<tr>
<td>AND LAB</td>
<td>4:30 pm - 6:00 pm</td>
<td>MTWTh</td>
<td>BEAL, L F</td>
<td>CC 176</td>
</tr>
</tbody>
</table>

CINEMA 004 - HISTORY OF THE DOCUMENTARY FILM (UC:CSU) - 3.00 UNITS
Students examine the development of films dealing with the truth. Non fiction films seen and discussed include: historical, animated, propaganda, educational, commercial, personal and participatory, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0102 LEC</td>
<td>11:30 am - 1:00 pm</td>
<td>MTWTh</td>
<td>SAMUELSON, M G</td>
<td>CC 176</td>
</tr>
<tr>
<td>AND LAB</td>
<td>1:00 pm - 2:30 pm</td>
<td>MTWTh</td>
<td>SAMUELSON, M G</td>
<td>CC 176</td>
</tr>
</tbody>
</table>

COMMUNICATION STUDIES 101 - ORAL COMMUNICATION I (UC:CSU) - 3.00 UNITS
ADVISORY: English 101 with a satisfactory grade, or appropriate placement score. Students study the theory and techniques of public speaking in a democratic society. They learn discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive extemporaneous public speeches utilizing effective outlines, structure and style.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0109 LEC</td>
<td>8:00 am - 10:35 am</td>
<td>MTWTh</td>
<td>KALUSTIAN, M</td>
<td>FH 218</td>
</tr>
<tr>
<td>0110 LEC</td>
<td>10:50 am - 1:25 pm</td>
<td>MTWTh</td>
<td>KALUSTIAN, M</td>
<td>FH 218</td>
</tr>
<tr>
<td>0111 LEC</td>
<td>1:50 pm - 4:25 pm</td>
<td>MTWTh</td>
<td>KOCH, M</td>
<td>FH 120</td>
</tr>
<tr>
<td>0112 LEC</td>
<td>4:00 pm - 6:35 pm</td>
<td>MTWTh</td>
<td>AUGUSTE, N C</td>
<td>FH 218</td>
</tr>
<tr>
<td>3000 LEC</td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>AUGUSTE, N C</td>
<td>FH 120</td>
</tr>
</tbody>
</table>

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 031 - BUSINESS ENGLISH (CSU) - 3.00 UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0165 LEC</td>
<td>10:50 am - 1:25 pm</td>
<td>MTWTh</td>
<td>SAMBRANO, R</td>
<td>DH 204</td>
</tr>
</tbody>
</table>

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 032 - BUSINESS COMMUNICATIONS (CSU) - 3.00 UNITS
PREREQUISITES: CAOT 1 and 31 with a satisfactory grade or better. (Credit allowed for only one of either CAOT 32 or Supervision 12.) Principles and techniques of composing a variety of business communications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0166 LEC</td>
<td>8:00 am - 10:35 am</td>
<td>MTWTh</td>
<td>BELL, B</td>
<td>DH 204</td>
</tr>
</tbody>
</table>
COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 044 - MEDICAL TERMINOLOGY (CSU) - 3.00 UNITS
Students develop an understanding of medical terminology through a study of word roots, prefixes, and suffixes and body systems. Students' emphasis is also given to spelling, pronunciation, and definitions.

0167 LEC 10:50 am - 1:25 pm MTWTh BRONSON SMITH, C DH 202

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 101 - INTRODUCTION TO COMPUTERS AND THEIR USES (UC:CSU) - 4.00 UNITS
Students receive instruction in computer hardware, software, terminology, ethics, and social impact, plus an overview of operating systems, word processing, spreadsheets, database management systems, and telecommunications and networks. A general computer literacy course open to all students.

0171 LEC 8:30 am - 11:05 am MTWTh PASHAZADEH MONAJ FH 208
AND LAB 1:50 hrs TBA PASHAZADEH MONAJ ON LINE

3012 LEC 6:00 pm - 8:35 pm MTWTh STAFF, S C FH 208
AND LAB 1:50 hrs TBA STAFF, S C ON LINE

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 103 - INTRODUCTION TO COMPUTER SYSTEMS FOR MIS (UC:CSU) - 4.00 UNITS
Students receive an introduction to computers for a one-semester transfer course or for certificates or a degree in CSIT. Topics include computers, programming and systems design, programming languages and flowcharting. Laboratory includes word processing, spreadsheets, database concepts and extensive programming in Visual BASIC.

0172 LEC 8:30 am - 11:05 am MTWTh FLORES, L A FH 202
AND LAB 1:50 hrs TBA FLORES, L A ON LINE

3013 LEC 6:00 pm - 8:35 pm MTWTh SAMPLEWALA, M FH 202
AND LAB 1:50 hrs TBA SAMPLEWALA, M ON LINE

DENTAL TECHNOLOGY 100 - INTRODUCTION TO THE DENTAL LABORATORY - 2.00 UNITS
Open to all college students. ADVISORY: English 73 or above. Orientation to the field of dental laboratory technology, including ethics, jurisprudence, history, and categories of training and employment.

0103 LEC 11:00 am - 11:50 am MTWTh GERSTEL, M J SCI 313
AND LAB 11:50 am - 2:15 pm MTWTh GERSTEL, M J SCI 313

DENTAL TECHNOLOGY 102 - DENTAL ANATOMY AND TERMINOLOGY - 3.00 UNITS
ADVISORY: English 21 or equivalent. Open to all college students. The students learn about oral cavity and dental terminology, including morphology and function of primary and secondary human dentition, occlusion concepts and anatomical landmarks. Additionally, the students learn the significance of: skull of osteology, myology and tooth supporting structures histology.

0105 LEC 8:00 am - 10:25 am MTWTh COHEN, A S SCI 132

DENTAL TECHNOLOGY 106 - DENTAL MATERIALS - 3.50 UNITS
PREREQUISITE: Dental Technology 100. ADVISORY: English 73 or above. Study of the physical properties, composition, and uses of dental materials by lecture and demonstration. Covers basic physics, math, and chemistry as related to the dental lab profession.

0104 LEC 8:00 am - 10:10 am MTWTh COHEN, D B SCI 307
AND LAB 10:10 am - 12:20 pm MTWTh COHEN, D B SCI 307
ECONOMICS 001 - PRINCIPLES OF ECONOMICS I (UC:CSU) - 3.00 UNITS

ADVISORIES: English 28 and 67 or equivalent. A course in microeconomics introducing the principles and methods of economic analysis, economic institutions, and issues of economic policy. Emphasis is placed upon production, distribution and consumption of goods and services. Also the allocation of scarce economic resources, and the distribution of income through the private enterprise system.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1085 LEC</td>
<td>10:30 hrs</td>
<td>TBA</td>
<td>HOLZNER, J E</td>
<td>ON LINE</td>
<td></td>
</tr>
</tbody>
</table>

This section is an Online Course. Students need to have a current email address on file with LACC.

ENGLISH 028 - INTERMEDIATE READING AND COMPOSITION - 3.00 UNITS

PREREQUISITES: English 21 or 97 or 6A or Placement Exam. COREQUISITE: English 67. Students receive instruction in techniques of writing at the college level. Students develop writing and reading skills, with emphasis on grammar, various essay forms, and analysis of fiction and non-fiction materials.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1064 LEC</td>
<td>8:00 am - 10:35 am</td>
<td>MTWTh</td>
<td>YOUNG SINGLETON, A A</td>
<td>JH 213</td>
<td></td>
</tr>
<tr>
<td>1065 LEC</td>
<td>10:50 am - 1:25 pm</td>
<td>MTWTh</td>
<td>RYAN, J M</td>
<td>JH 213</td>
<td></td>
</tr>
<tr>
<td>0179 LEC</td>
<td>1:50 pm - 4:25 pm</td>
<td>MTWTh</td>
<td>MANILL, L F</td>
<td>JH 211</td>
<td></td>
</tr>
<tr>
<td>3105 LEC</td>
<td>4:00 pm - 6:35 pm</td>
<td>MTWTh</td>
<td>MURRAY, G A</td>
<td>JH 211</td>
<td></td>
</tr>
<tr>
<td>3106 LEC</td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>IRELAND, S P</td>
<td>JH 213</td>
<td></td>
</tr>
</tbody>
</table>

ENGLISH 067 - WRITING LABORATORY (NDA) - 0.50 UNITS

Individual help in improving college writing: organization, clarity, and mechanics.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1072 LAB</td>
<td>3:20 hrs</td>
<td>TBA</td>
<td>MEDICI, J A</td>
<td>JH 318</td>
<td></td>
</tr>
<tr>
<td>3110 LAB</td>
<td>3:20 hrs</td>
<td>TBA</td>
<td>MEDICI, J A</td>
<td>JH 318</td>
<td></td>
</tr>
</tbody>
</table>

ENGLISH 101 - COLLEGE READING AND COMPOSITION I (UC:CSU) - 3.00 UNITS

PREREQUISITE: English 20. ADVISORY: English 67. The student receives an introduction to English fundamentals in formal academic writing, focusing on basic grammar, reading, and writing skills.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1066 LEC</td>
<td>8:00 am - 10:35 am</td>
<td>MTWTh</td>
<td>NISHIMURA, J M</td>
<td>JH 201</td>
<td></td>
</tr>
<tr>
<td>1067 LEC</td>
<td>10:50 am - 1:25 pm</td>
<td>MTWTh</td>
<td>LAPP, R E</td>
<td>JH 201</td>
<td></td>
</tr>
<tr>
<td>1068 LEC</td>
<td>1:50 pm - 4:25 pm</td>
<td>MTWTh</td>
<td>LAPP, R E</td>
<td>JH 201</td>
<td></td>
</tr>
<tr>
<td>3107 LEC</td>
<td>4:00 pm - 6:35 pm</td>
<td>MTWTh</td>
<td>BECKETT, A</td>
<td>JH 311</td>
<td></td>
</tr>
<tr>
<td>3108 LEC</td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>SALERNO, M</td>
<td>JH 201</td>
<td></td>
</tr>
</tbody>
</table>

ENGLISH 102 - COLLEGE READING AND COMPOSITION II (UC:CSU) - 3.00 UNITS

PREREQUISITE: English 101 or equivalent. ADVISORY: English 108. Students study literature and literary criticism in order to develop critical thinking, reading and writing skills, with an emphasis on logical reasoning, analysis, and strategies of argumentation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1069 LEC</td>
<td>10:50 am - 1:25 pm</td>
<td>MTWTh</td>
<td>RUIZ, D J</td>
<td>JH 311</td>
<td></td>
</tr>
<tr>
<td>1074 LEC</td>
<td>10:30 hrs</td>
<td>TBA</td>
<td>PATTHEY, G G</td>
<td>ON LINE</td>
<td></td>
</tr>
<tr>
<td>0178 LEC</td>
<td>10:30 hrs</td>
<td>TBA</td>
<td>TAMAYO, F J</td>
<td>ON LINE</td>
<td></td>
</tr>
</tbody>
</table>

This section is an Online Course. Students need to have a current email address on file with LACC. For info email tamayo6@lacitycollege.edu

Los Angeles City College 2014 Winter Session Schedule 30 Monday, January 6, 2014 – Sunday, February 9, 2014
### ENGLISH 103 - COMPOSITION AND CRITICAL THINKING (UC:CSU) - 3.00 UNITS

**PREREQUISITE:** English 101 or equivalent. ADVISORY: English 108. Development of logical, argumentative, and analytical thinking through examination of written and other types of cultural texts.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1070</td>
<td>10:50 am - 1:25 pm</td>
<td>ROBINSON NEARY, K A</td>
<td>JH 313</td>
</tr>
<tr>
<td>1071</td>
<td>1:50 pm - 4:25 pm</td>
<td>GIARELLI, J A</td>
<td>JH 313</td>
</tr>
<tr>
<td>3109</td>
<td>6:50 pm - 9:25 pm</td>
<td>ZIMBLER, J L</td>
<td>JH 313</td>
</tr>
<tr>
<td>0177</td>
<td>10:30 hrs</td>
<td>KENDALL, E W</td>
<td>ONLINE</td>
</tr>
<tr>
<td>1075</td>
<td>10:30 hrs</td>
<td>RUIZ, D J</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

This section is an Online Course. Students need to have a current email address on file with LACC. For info email kendallew@lacitycollege.edu or ruizdj@lacitycollege.edu

### FAMILY AND CONSUMER STUDIES 021 - NUTRITION (UC:CSU) - 3.00 UNITS

**CO-REQUISITES:** English 21 and 67 or equivalent. NOTE: For online sections students must have a valid email address registered with Admissions at the time of enrollment. For online assistance, refer to the ETUDES Tutorial at http://www.lacitycollege.edu/online/menu.htm. If you cannot enroll due to an online class being full, please continue to try and enroll online daily. Students learn the scientific concepts of Nutrition in a lecture interactive format evaluating how lifestyle, diet, food/nutrition/nutrient excess and deficiencies; phytochemicals; food safety; food technology affect diseases and assessment of nutrition in human development from conception through maturity. Personal dietary assessment, synthesizing data from computerized dietary program and family tree, appraises nutritional disease risk factors. Students evaluate excesses and deficiencies and construct practices that establish and maintain a healthy lifestyle and result in a healthier mind, healthier nutritional eating practices, enhancing the spirit and nourishing the body.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0244</td>
<td>10:30 hrs</td>
<td>BIGELOW, O E</td>
<td>ONLINE</td>
</tr>
<tr>
<td>0180</td>
<td>9:00 am - 12:10 pm</td>
<td>STAFSKY, G B</td>
<td>CD 215</td>
</tr>
</tbody>
</table>

This section is an Online Course. Students need to have a current email address on file with LACC. For info email bigelowoe@lacitycollege.edu

### FAMILY AND CONSUMER STUDIES 031 - MARRIAGE AND FAMILY LIFE (UC:CSU) - 3.00 UNITS

**PREREQUISITE:** English 21 or English 73 or equivalent. Interpersonal growth and development are explored over the course of the family life cycle. Examines the impact of social, psychological and economic forces that affect the family.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0180</td>
<td>9:00 am - 12:10 pm</td>
<td>STAFSKY, G B</td>
<td>CD 215</td>
</tr>
</tbody>
</table>

### FINANCE 002 - INVESTMENTS (CSU) - 3.00 UNITS

**ADVISORIES:** English 28 and 67 or equivalent. Students receive the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0169</td>
<td>10:30 hrs</td>
<td>ALMURDAAH, A Z</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

FINANCE 2 Online (0169): this is an Online Course; there will not be an orientation for this class. Log in instructions will be emailed to you one week before class starts. Log in to review the syllabus, pay close attention to due dates. For info email almurdaz@lacitycollege.edu

### FINANCE 008 - PERSONAL FINANCE AND INVESTMENTS (CSU) - 3.00 UNITS

**ADVISORIES:** English 28 and 67 or equivalent. Students receive and apply the principles of accounting, banking, finance, office methods, management, and production, to one’s personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investments and savings plans, social security and retirement plans.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0163</td>
<td>10:30 hrs</td>
<td>ALMURDAAH, A Z</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

FINANCE 8 Online (0163): this is an Online Course; there will not be an orientation for this class. Log in instructions will be emailed to you one week before class starts. Log in to review the syllabus, pay close attention to due dates. For info email almurdaz@lacitycollege.edu

### GEOGRAPHY 001 - PHYSICAL GEOGRAPHY (UC:CSU) - 3.00 UNITS

**ADVISORIES:** English 28 and 67 or its equivalent. Students learn about basic scientific principles of geography such as Earth-Sun relationships, weather and climate, ecosystems and biomes, anthropogenic pollution and climate change, earth’s internal structure and processes, and surface topography. Students will also learn basic map reading and geographic literacy.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0123</td>
<td>10:50 am - 1:25 pm</td>
<td>CONTI, M R</td>
<td>SCI 111</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
<td>UNITS</td>
<td>ADVISORIES</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>GEOGRAPHY 015</td>
<td>PHYSICAL GEOGRAPHY LABORATORY (UC:CSU)</td>
<td>2.00</td>
<td>English 28 and 67 and Geography 1. Students learn to interpret physical maps, including weather maps and topographic maps, as well as perform hands-on exercises that explore Earth-Sun relationships, atmospheric temperature, pressure and moisture, climate and biomes, plate tectonics and volcanoes, and landforms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOLOGY 001</td>
<td>PHYSICAL GEOLOGY (UC:CSU)</td>
<td>3.00</td>
<td>English 28 and 67 or its equivalent. In this elementary course, the student learns Earth's internal and external forces and the features that these forces create. Students study minerals, rocks, volcanoes, earthquakes, mountain building, plate tectonics, tsunami, global warming, natural resources, and alternative energy resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYSICAL GEOLOGY LABORATORY (UC:CSU)</td>
<td>2.00</td>
<td>English 28 and 67; Geology 1. In this elementary course the student learns to identify hand samples of minerals and rocks using a hands-on approach. The student also learns to develop topographic and geologic maps in great detail, including changing map scales using dimensional analysis and analyzing aerial photographs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH 008</td>
<td>WOMEN'S PERSONAL HEALTH (UC:CSU)</td>
<td>3.00</td>
<td>This course will present information on health issues unique to women physiological and psychological aspects of nutrition, hygiene, sexuality, reproduction, drug use, and diseases common to women will be considered.</td>
</tr>
<tr>
<td>HEALTH 011</td>
<td>PRINCIPLES OF HEALTHFUL LIVING (UC:CSU)</td>
<td>3.00</td>
<td>The course offers health-related concepts for today and the future as guidelines for a self-directed, responsible, satisfying, and productive lifestyle. Emphasis is on cognitive concepts and strategies of wellness for the individual's personal community, vocational, and leadership roles.</td>
</tr>
<tr>
<td>HISTORY 001</td>
<td>INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU)</td>
<td>3.00</td>
<td>English 28 and 67 or equivalent. A study of the main cultural, economic and political trends and events from the rise of civilization in the Near East to the eve of the French Revolution.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Admissions</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>HISTORY 011</td>
<td>POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU)</td>
<td>3.00</td>
<td>Advisory: English 28 and 67 or equivalent. Students survey the political and social history of the United States from the colonial period through the Civil War and Reconstruction.</td>
</tr>
<tr>
<td>HISTORY 012</td>
<td>POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (UC:CSU)</td>
<td>3.00</td>
<td>Advisory: English 28 or equivalent. Note: Meets the State requirements and degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.</td>
</tr>
<tr>
<td>HUMANITIES 006</td>
<td>GREAT PEOPLE, GREAT AGES (UC:CSU)</td>
<td>3.00</td>
<td>Advisory: English 28 and 67. Introduction to ideas and methods in the Humanities. Exploration of the way in which individuals and groups create meaning in their lives and in the world around them.</td>
</tr>
<tr>
<td>HUMANITIES 008</td>
<td>GREAT WOMEN IN THE HUMANITIES (UC:CSU)</td>
<td>3.00</td>
<td>Advisory: English 28 and 67. Students are introduced to the ideas and methods in gender studies. A wide range of conceptions of gender identities across cultures and historical eras are explored. Various course topics covered include: how women have resisted oppression, how women have found sources of power in family, friends, work and education, how sexuality is constructed across time and place, and how gender relations continue to evolve.</td>
</tr>
<tr>
<td>LAW 001</td>
<td>BUSINESS LAW I (UC:CSU)</td>
<td>3.00</td>
<td>Students examine the U.S. legal system, focusing on the legal aspects of business; court procedures relating to business law; torts and criminal laws as related to various business practices; elements of a valid contract; breach of contracts and its remedies; sales and lease contracts.</td>
</tr>
<tr>
<td>LAW 003</td>
<td>CIVIL RIGHTS AND THE LAW (UC:CSU)</td>
<td>3.00</td>
<td>The student examines the law and related problems concerning civil rights, due process, freedom of expression, freedom of religion, racial equality, and democratic processes. The emphasis is on recent court decisions and international trends.</td>
</tr>
<tr>
<td>LEARNING SKILLS 001A</td>
<td>READING (NDA)</td>
<td>1.00</td>
<td>Individualized reading instruction for English as a Native Language (ENL) and English as a Second Language (ESL) students from beginning to advanced college level. Students will progress from reading sentences and paragraphs to short selections and excerpts from novels.</td>
</tr>
</tbody>
</table>
LEARNING SKILLS 002A - ENGLISH FUNDAMENTALS (NDA) - 1.00 UNITS
This course is a review of beginning to advanced grammar. It is designed to cover the basic structure of the sentence, parts of speech, phrases, clauses, and agreement, and verb usage.

1102 LAB 10:30 hrs TBA DES VIGNES, M LS 209

LEARNING SKILLS 010A - MATHEMATICS FUNDAMENTALS (NDA) - 1.00 UNITS
Individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, and fractions. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester.

1099 LAB 10:30 hrs TBA ADELEYE, A LS 209

LEARNING SKILLS 010B - MATHEMATICS FUNDAMENTALS (NDA) - 1.00 UNITS
Individualized review of basic mathematics skills involving fractions and decimals. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester.

1101 LAB 10:30 hrs TBA VANGOR, R A LS 209

MANAGEMENT 013 - SMALL BUSINESS ENTREPRENEURSHIP (CSU) - 3.00 UNITS
Students receive the fundamentals of how to organize and operate a small business.

0170 LEC 10:30 hrs TBA HASTEY, R B ON LINE

MGMT13 Online (0170) there will not be an orientation for this class. Log in instructions will be emailed to you one week before class starts. Log in to review the syllabus and pay close attention to due dates. For info email hasteyrb@lacitycollege.edu

MATHEMATICS 112 - PRE-ALGEBRA (NDA) - 3.00 UNITS
PREREQUISITE: Mathematics 105 or equivalent. The student can, in this course, bridge the gap between arithmetic and algebra. Topics include operations with signed numbers, order of operations, evaluating expressions and formulas, rules of integer exponents, distributive property, working with polynomials, solving simple equations, working with graphs, linear equations, word problems, and basic geometry. NOTE: ‘*’ denotes homework and/or tests will be done on computers

0138* LEC 10:15 am - 12:20 pm MTWThF SOW, N M FH 102
0139 LEC 1:00 pm - 3:05 pm MTWThF ABAYACHI, M A FH 108
3003 LEC 6:00 pm - 8:35 pm MTWTh KING, W S FH 102

MATHEMATICS 113 - ELEMENTARY ALGEBRA A - 3.00 UNITS
PREREQUISITE: Mathematics 112 or equivalent. Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one Mathematics 115, or the Mathematics 113 and 114 combination. Simultaneous enrollment in Math 113 and 114 is not permitted.

0143 LEC 8:00 am - 10:05 am MTWThF VARDANYAN, V V FH 102
0144 LEC 1:00 pm - 3:05 pm MTWThF VARDANYAN, V V FH 310

MATHEMATICS 115 - ELEMENTARY ALGEBRA - 5.00 UNITS
PREREQUISITE: Mathematics 112 or equivalent. This course is for students who have had no algebra or whose preparation in algebra is deficient. Topics in this course include variables, polynomials, equations, factoring, system of linear equations, graphs, inequalities and quadratic equations. NOTE: ‘*’ denotes homework and/or tests will be done on computers

0148* LEC 9:00 am - 12:30 pm MTWThF WINDSOR, K R FH B16
0149* LEC 1:00 pm - 4:30 pm MTWThF PAYNE, N FH B06
3005 LEC 5:30 pm - 10:00 pm MTWTh ZAKABI, L T FH 310
<table>
<thead>
<tr>
<th>COURSE</th>
<th>Title</th>
<th>UNITS</th>
<th>PREREQUISITES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATHEMATICS 121</td>
<td>ESSENTIALS OF PLANE GEOMETRY</td>
<td>3.00 UNITS</td>
<td>Mathematics 115 or equivalent</td>
<td>This course covers the definitions, axioms and theorems of geometry relating to angles, lines, circles and polygons. Basic constructions are introduced. The meaning and techniques of logical proofs are heavily emphasized.</td>
</tr>
<tr>
<td>MATHEMATICS 125</td>
<td>INTERMEDIATE ALGEBRA</td>
<td>5.00 UNITS</td>
<td>Mathematics 115 or equivalent</td>
<td>Students study the laws of exponents, equations in one variable (linear, quadratic, and some of higher degree), systems of linear and non-linear equations, graphical representations, exponential and logarithmic functions, complex numbers, and binomial theorem. NOTE: '*' denotes homework and/or tests will be done on computers.</td>
</tr>
<tr>
<td>MATHEMATICS 227</td>
<td>STATISTICS (UC:CSU)</td>
<td>4.00 UNITS</td>
<td>Mathematics 125 or equivalent</td>
<td>This course is an introduction to probability, descriptive and inferential statistics including measures of central tendency and dispersion, sampling, and estimation. Hypothesis testing, analysis of variance, test of independence, linear correlation and regression analysis also are covered. NOTE: '*' denotes homework and/or tests will be done on computers.</td>
</tr>
<tr>
<td>MATHEMATICS 240</td>
<td>TRIGONOMETRY (CSU)</td>
<td>3.00 UNITS</td>
<td>Mathematics 125 or equivalent</td>
<td>The student applies analytical trigonometry to solve right and oblique triangles. Topics include inverse trigonometric functions and trigonometric equations.</td>
</tr>
<tr>
<td>MATHEMATICS 260</td>
<td>PRE-CALCULUS (UC:CSU)</td>
<td>5.00 UNITS</td>
<td>Mathematics 240 or equivalent</td>
<td>Students prepare for calculus, which covers the properties of polynomial, rational, algebraic, trigonometric, inverse trigonometric, exponential and logarithmic identities and equations, trigonometric form of complex numbers and DeMoivre's Theorem, conic sections with translation and rotation of axes, nonlinear systems of equations and inequalities, vector algebra with dot and cross products, polar coordinates and graphs of polar functions, partial fractions and mathematical induction.</td>
</tr>
<tr>
<td>MICROBIOLOGY 020</td>
<td>GENERAL MICROBIOLOGY (UC:CSU)</td>
<td>4.00 UNITS</td>
<td>Eligibility in English 21 or its equivalent and Chemistry 60</td>
<td>Students examine diseases produced by microorganisms including an introduction to bacterial classification, cytology, physiology, growth, reproduction, sterilization, disinfection and the applied fields of bacteriology. Bacteriological techniques are emphasized in the laboratory.</td>
</tr>
<tr>
<td>MUSIC 101</td>
<td>FUNDAMENTALS OF MUSIC (UC:CSU)</td>
<td>3.00 UNITS</td>
<td>For the non-music major</td>
<td>A study of the fundamentals of music including notation, major and minor key signatures and scales, intervals, time signatures and rhythms, and triads. Some sight reading and ear training is included. Satisfies Humanities requirement.</td>
</tr>
</tbody>
</table>
MUSIC 111 - MUSIC APPRECIATION I (UC:CSU) - 3.00 UNITS
Open to all students. Required of Music Majors. The student learns about masterpieces of western music from the Middle Ages to the present day with an emphasis on perceptive listening. Topics include the elements of music, musical forms, music periods, styles, and the role of music and musicians in the western world. Fulfills humanities requirements for graduation.

0118 LEC 8:00 am - 10:35 am MTWTh STAFF, S C FACS 105
0140 LEC 10:50 am - 1:25 pm MTWTh GENGARO, C L FACS 105

MUSIC 400 - VOICE FUNDAMENTALS (UC:CSU) - 1.00 UNITS
This course concentrates on basic fundamentals of singing, using vocal exercises and simple songs. Emphasis is placed on developing an understanding of the singing voice, the body as a musical instrument, and the vocal potential of each student.

0141 LAB 10:50 am - 12:20 pm MTWTh STAFF, S C DH 306

MUSIC 650 - BEGINNING GUITAR (UC:CSU) - 2.00 UNITS
The student learns basic positioning of body and hands, music notation and reading, finger picking and chord accompaniment. Designed for students with no previous musical training. Student must provide own guitar.

0129 LEC 10:50 am - 11:35 am MTWTh NEWTON, G P DH 302
AND LAB 11:35 am - 1:25 pm MTWTh NEWTON, G P DH 302

NURSING, REGISTERED 152 - EXPANDED PRACTICE AND PRINCIPLES OF PEDIATRIC NURSING II (CSU) - 7.00 UNITS
PREREQUISITE: Nursing 151 with a "C" grade or better. This course emphasizes moving toward leadership and independent practice as a specialty Pediatric Nurse.

6122 LEC 9:00 am - 7:30 pm T SIMPSON TURK, J Y FIEL D
AND LAB 7:00 am - 9:10 pm WThF SIMPSON TURK, J Y FIEL D
6132 LEC 9:00 am - 2:50 pm MT SIMPSON TURK, J Y FIEL D
AND LAB 7:00 am - 9:10 pm WThF STAFF, S C FIEL D
6162 LEC 9:00 am - 7:30 pm F SIMPSON TURK, J Y FIEL D
AND LAB 7:00 am - 10:50 pm SU SIMPSON TURK, J Y FIEL D

PHILOSOPHY 001 - INTRODUCTION TO PHILOSOPHY (UC:CSU) - 3.00 UNITS
ADVISORY: English 28 or equivalent. The following questions and their relevance to our daily lives will be discussed: Does life have meaning? Does God exist? Do we possess free will? What is truth? What is the good life?

1078 LEC 8:00 am - 10:35 am MTWTh TORRES, J LS 203
1080 LEC 10:50 am - 1:25 pm MTWTh CRITELLI, M J CHEM 112
3114 LEC 4:00 pm - 6:35 pm MTWTh GIOVANINI, V O JH 119
3118 LEC 6:50 pm - 9:25 pm MTWTh GIOVANINI, V O JH 119

PHILOSOPHY 006 - LOGIC IN PRACTICE (UC:CSU) - 3.00 UNITS
ADVISORY: English 28. This course in critical thinking is intended to develop understanding of logical principles and their application to everyday life in such areas as advertising, newspapers, etc.

1079 LEC 10:50 am - 1:25 pm MTWTh TORRES, J LS 203
1081 LEC 1:50 pm - 4:25 pm MTWTh KAUFMAN, S M CHEM 112
## PHYSIOLOGY 001 - INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU) - 4.00 UNITS

**PREREQUISITE:** Anatomy 1. **ADVISORY:** English 21 or its equivalent. For pre-nursing, radiation technology, medical techs, pre-professional students and allied health students. Students examine and learn the general principles of physiology with special emphasis upon the human body.

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>0158 LEC</td>
<td></td>
<td>8:00 am - 10:25 am</td>
<td>MTWTh</td>
<td>GONSALVES, G G</td>
<td>SCI 114</td>
</tr>
<tr>
<td>AND</td>
<td>LAB</td>
<td>10:45 am - 1:10 pm</td>
<td>MTWTh</td>
<td>GONSALVES, G G</td>
<td>SCI 114</td>
</tr>
<tr>
<td>3011 LEC</td>
<td></td>
<td>4:30 pm - 6:55 am</td>
<td>MTWTh</td>
<td>KHOLESI, K</td>
<td>SCI 114</td>
</tr>
<tr>
<td>AND</td>
<td>LAB</td>
<td>7:00 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>KHOLESI, K</td>
<td>SCI 114</td>
</tr>
</tbody>
</table>

## POLITICAL SCIENCE 001 - THE GOVERNMENT OF THE UNITED STATES (UC:CSU) - 3.00 UNITS

Students study the U.S. Constitution and the major principles, institutions and policies of the American Federal system. Meets Associate in Arts degree requirements in U. S. History and U.S. Constitution.

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>1091 LEC</td>
<td></td>
<td>10:35 am - 1:10 pm</td>
<td>MTWTh</td>
<td>AARON, M</td>
<td>FH 221</td>
</tr>
<tr>
<td>3121 LEC</td>
<td></td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>STAFF, S C</td>
<td>FH 212</td>
</tr>
<tr>
<td>1086 LEC</td>
<td></td>
<td>10:30 hrs</td>
<td>TBA</td>
<td>MEYER, J N</td>
<td>ON LINE</td>
</tr>
<tr>
<td>1087 LEC</td>
<td></td>
<td>10:30 hrs</td>
<td>TBA</td>
<td>AARON, M</td>
<td>ON LINE</td>
</tr>
</tbody>
</table>

## POLITICAL SCIENCE 002 - MODERN WORLD GOVERNMENTS (UC:CSU) - 3.00 UNITS

**ADVISORY:** English 28/31 or equivalent. Modern World Governments is a comparative study of the constitutional institutions and political problems of selected governments abroad.

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>3124 LEC</td>
<td></td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>STAFF, S C</td>
<td>FH 216</td>
</tr>
</tbody>
</table>

## PSYCHOLOGY 001 - GENERAL PSYCHOLOGY I (UC:CSU) - 3.00 UNITS

Students learn the psychological principles behind behaviors such as learning, motivation, intelligence, feelings and emotions, personality, abnormal behavior and methods of adjustment. Different psychological perspectives such as psychoanalysis, neuroscience, cognitive, behaviorism and humanism will be emphasized.

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>0174 LEC</td>
<td></td>
<td>8:00 am - 10:35 am</td>
<td>MTWTh</td>
<td>MIKAELYAN, L</td>
<td>CHEM 201</td>
</tr>
<tr>
<td>1060 LEC</td>
<td></td>
<td>8:00 am - 10:35 am</td>
<td>MTWTh</td>
<td>SEDGHI, D M</td>
<td>CHEM 210</td>
</tr>
<tr>
<td>1061 LEC</td>
<td></td>
<td>10:50 am - 1:25 pm</td>
<td>MTWTh</td>
<td>SEDGHI, D M</td>
<td>CHEM 210</td>
</tr>
<tr>
<td>3100 LEC</td>
<td></td>
<td>4:00 pm - 6:35 pm</td>
<td>MTWTh</td>
<td>WHEELER, M J</td>
<td>CHEM 210</td>
</tr>
<tr>
<td>3101 LEC</td>
<td></td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>WHEELER, M J</td>
<td>CHEM 210</td>
</tr>
</tbody>
</table>

## PSYCHOLOGY 002 - BIOLOGICAL PSYCHOLOGY (UC:CSU) - 3.00 UNITS

Students learn to explain psychological behavior as a result and cause of events taking place in the brain, nervous systems, and genes. Students learn to explain the relationship of biological events to psychopathology, sexuality, motivation, sleep, stress, emotions, perception, and learning.

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>1062 LEC</td>
<td></td>
<td>10:50 am - 1:25 pm</td>
<td>MTWTh</td>
<td>PAVLIK, A L</td>
<td>CHEM 101</td>
</tr>
<tr>
<td>3115 LEC</td>
<td></td>
<td>4:00 pm - 6:35 pm</td>
<td>MTWTh</td>
<td>HERRING, F H</td>
<td>CHEM 201</td>
</tr>
<tr>
<td>3102 LEC</td>
<td></td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>HERRING, F H</td>
<td>CHEM 101</td>
</tr>
</tbody>
</table>

## PSYCHOLOGY 003 - PERSONALITY AND SOCIAL DEVELOPMENT (CSU) - 3.00 UNITS

**PREREQUISITE:** Psychology 1. **ADVISORY:** English 28/31 or equivalent. The student focuses on self-awareness and personality development. Topics considered include love, work, loneliness, death and loss, intimate relationships, sex roles and sexuality, and values in life.

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>3116 LEC</td>
<td></td>
<td>6:50 pm - 9:25 pm</td>
<td>MTWTh</td>
<td>RIFKIN, T</td>
<td>CHEM 201</td>
</tr>
</tbody>
</table>

Los Angeles City College 2014 Winter Session Schedule 37 Monday, January 6, 2014 – Sunday, February 9, 2014
PSYCHOLOGY 014  -  ABNORMAL PSYCHOLOGY (UC-CSU)  -  3.00 UNITS  
PREREQUISITE: Psychology 1. An overview of abnormal behavior from the perspective of contemporary medical, psycho-social, and socio-cultural approaches. Abnormal disorders are described, and their major causes and treatment are reviewed. 

3113 LEC  6:50 pm -  9:25 pm MTWTh  VASQUEZ, E A  CHEM 106

PSYCHOLOGY 041  -  LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC-CSU)  -  3.00 UNITS  
PREREQUISITE: Psychology 1. This course familiarizes the student with physical, cognitive and social growth and change affecting individuals during their many life stages. Periods examined include prenatal, neonatal, infancy, childhood, adolescence, adulthood and old age. 

1063 LEC  8:00 am - 10:35 am MTWTh  PAVLIK, A L  CHEM 101
3103 LEC  6:50 pm -  9:25 pm MTWTh  MIKAELYAN, L  LS 201

PSYCHOLOGY 064  -  INTRODUCTION TO ALCOHOL AND DRUG ABUSE (CSU)  -  3.00 UNITS  
This course is an introduction to the: physiology and psychopharmacology of drugs and alcohol, theories of addiction, historical overview of treatment, drug classification, social policy and drug abuse, and the issues of relapse, rehabilitation and recovery. 

3117 LEC  6:50 pm -  9:25 pm MTWTh  WHITE, G B  LS 203

RADIOLOGIC TECHNOLOGY 243  -  PRINCIPLES AND PRACTICES OF FLUOROSCOPY  -  3.00 UNITS  
PREREQUISITES: Radiologic Technology 106 and 140. Students differentiate the factors influencing patient fluoroscopic radiation dose. Students also learn how to identify fluoroscopic and anallary equipment. Students are introduced to assembling the components of closed circuit television systems and they conduct the flourescopic examination by applying the regulatory provisions and radiation safety procedures. 

3044 LEC  5:00 pm -  6:20 pm MTWThF  RADTKE, J G  RT 1
AND LAB  6:25 pm -  7:45 pm MTWThF  RADTKE, J G  RT 1

RADIOLOGIC TECHNOLOGY 209  -  PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS) (CSU)  -  3.00 UNITS  

0175 LEC  11:00 am - 11:35 am MTWThF  RADTKE, J G  RT 1
AND LAB  11:45 am -  3:50 pm MTWThF  RADTKE, J G  RT 1

RADIOLOGIC TECHNOLOGY 210  -  QUALITY MANAGEMENT (CSU)  -  3.00 UNITS  

0176 LEC  4:00 pm -  4:35 pm MTWThF  ALFARO, A O  RT 5
AND LAB  4:40 pm -  7:15 pm MTWThF  ALFARO, A O  RT 5

REAL ESTATE 001  -  REAL ESTATE PRINCIPLES (CSU)  -  3.00 UNITS  
Open to all students. ADVISORIES: English 28 and 67. Students study the principles, economic aspects, and laws of real estate, including the information needed to obtain a real estate sales/brokers license and/or for better management of personal real estate investments. Topics include legal descriptions and estates, encumbrances, agencies, contracts, financing, appraisal, escrow and title, leases, urban economics, taxation, and vocational careers. 

3010 LEC  6:50 pm -  9:25 pm MTWTh  DUFFY, T E  CHEM 107

RUSSIAN 010  -  RUSSIAN CIVILIZATION (UC-CSU)  -  3.00 UNITS  
ADVISORIES: English 28 and 67 or equivalent. A survey of Russian civilization from the early stages to the present, highlighting important historical and cultural developments, social institutions, religion, literature, art, music and Russia’s contribution to the world. 

1097 LEC  8:00 am - 10:35 am MTWTh  STROM, M A  JH 113
### Sociology 001 - Introduction to Sociology (UC:CSU) - 3.00 Units
Advisory: Eligible for English 28 or equivalent. An introductory course acquaints students with the major principles of sociology as they are applied to contemporary social problems.

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:50 am - 1:25 pm MTWTh</td>
<td>1090 LEC</td>
<td>RODRIGUEZ, F J</td>
<td>FH 216</td>
</tr>
<tr>
<td>10:50 am - 1:25 pm MTWTh</td>
<td>1103 LEC</td>
<td>CLARK, A</td>
<td>FH 210</td>
</tr>
<tr>
<td>10:30 hrs TBA</td>
<td>1089 LEC</td>
<td>CLARK, A</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

This section is an Online Course. Students need to have a current email address on file with LACC. For info email clarka@lacitycollege.edu

### Spanish 001 - Elementary Spanish I (UC:CSU) - 5.00 Units
Advisories: English 28 AND 67 or equivalent. Credit allowed for only one of Spanish 1 OR Spanish 21 and 22 together. Student receives practice in the pronunciation, grammar, practical vocabulary, and useful phrases in Spanish. In addition, basic facts of the geography, customs and culture of the Spanish speaking world are presented. Note: Spanish 35 is strongly recommended for Spanish speakers.

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:50 am - 3:20 pm MTWTh</td>
<td>0173 LEC AND LAB</td>
<td>PARADA, Y</td>
<td>JH 112</td>
</tr>
</tbody>
</table>

### Spanish 010 - Latin-American Civilization (UC:CSU) - 3.00 Units
Advisories: English 28 and 67 or equivalent. The histories, cultures and arts of Latin America are explored. Differences and similarities between the countries that comprise Latin America, noting forces that unify as well as divide, is the focus of the course. Students also explore the relationship between Latin America and the United States throughout their histories.

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am - 10:25 am MTWTh</td>
<td>1096 LEC</td>
<td>MORIN, J O</td>
<td>JH 112</td>
</tr>
</tbody>
</table>

### Supervision 001 - Elements of Supervision (CSU) - 3.00 Units
Advisory: English 28 and 67 or equivalent. Students develop leadership abilities used in supervisory positions in business and industry.

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 hrs TBA</td>
<td>0164 LEC</td>
<td>HASTEY, R B</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

SUPV 1 Online (0164) there will not be an orientation for this class. Log in instructions will be emailed to you one week before class starts. Log in to review the syllabus and pay close attention to due dates. For info email hasteyrb@lacitycollege.edu

### Theater 100 - Introduction to the Theater (UC:CSU) - 3.00 Units

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am - 10:35 am MTWTh</td>
<td>0115 LEC</td>
<td>STAFF, S C</td>
<td>THEA 102</td>
</tr>
</tbody>
</table>

### Theater 200 - Introduction to Acting (UC:CSU) - 3.00 Units
Through lecture, discussion, demonstration, and limited participation exercises, the student is introduced to the art and craft of acting.

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:50 am - 1:25 pm MTWTh</td>
<td>0130 LEC</td>
<td>STAFF, S C</td>
<td>AD 305</td>
</tr>
</tbody>
</table>

### Theater 240 - Voice and Articulation for the Theater (UC:CSU) - 3.00 Units

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:50 pm - 4:25 pm MTWTh</td>
<td>0131 LEC</td>
<td>ROUNTREE, J J</td>
<td>AD 305</td>
</tr>
</tbody>
</table>

### Theater 262 - Special Projects (CSU) - 2.00 Units
Prerequisite: Theatre Arts 270. Advanced students are given the opportunity to plan, rehearse, stage and produce approved all student projects for presentation before student audiences.

<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Instructor</th>
<th>Course Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>14:10 hrs TBA</td>
<td>0113 LAB</td>
<td>FERREIRA, L W</td>
<td>THEA 218</td>
</tr>
<tr>
<td>14:10 hrs TBA</td>
<td>0114 LAB</td>
<td>STAFF, S C</td>
<td>THEA 113</td>
</tr>
</tbody>
</table>
QUICK REFERENCE TO STUDENT AND CAMPUS SERVICES
POLICIES AND GENERAL INFORMATION.
ATTENTION: FRESHMEN

Jump Start Your Education with Outreach and Recruitment!

This office coordinates the college's outreach and recruitment efforts to area high schools. In addition to onsite campus visitations and presentations, the outreach team conducts community activities to encourage high school seniors to start college at LACC. Academic and financial advising is also provided.

Eligibility: Any entering freshman student accepted to LA City College in the fall may apply.

Reasons to contact the Outreach and Recruitment team:

- Free classes for credit to prepare for the rigor of college classes
- Assistance with paperwork to get ready for the fall semester
- Orientation Reception for you and your parents
- Introduction to special LA City College programs in research, medicine, career preparation, etc.
- Free diagnostic testing on learning styles, study skills, science processing skills and personal organization.

It’s just FUN!!!

For more information contact:
High School Outreach
Cesar Chavez Building- Administration Office 207
(323) 953-4000-Ext 2325
Visit: www.lacitycollege.edu.

Why Attend Orientation?

- Develop a “Student Educational Plan” (SEP) & get help selecting the right classes
- Learn about Important Dates & Financial Aid
- Understand how to use telephone and online registration; how to “Add” or “Drop” classes; how to read the class schedule; fees & policies

How Do I Make An Orientation Appointment?

- Online at www.lacitycollege.edu
- In-Person at AD 103, ext. 2264.
Traditional Age Students, Older Students, Full and Part-time students are all eligible to apply for financial aid including

**$0.00 Tuition**

Board of Governors (BOG) Fee Waiver covers $46/per unit fees (application at back of schedule)

**Money You DON’T HAVE TO PAY BACK For Tuition, Books & Expenses**

**Grants** are state and federal funds available to students that you never have to pay back.

- They include Federal Pell Grants (up to $5,550 per year)
- Cal Grants (as much as $1,473 per year for eligible California residents)
- Chafee Grants (up to $5,000 per year for former foster youth)

Scholarships are gift-aid awarded on the basis of merit, and/or academic excellence, and/or financial need and/or other criteria such as major, leadership or gender.

**On-Campus Jobs to Help Meet Your Expenses**

**Federal Work-Study Is Self-Help Aid.**

This program offers federal subsidized jobs for students, almost all of which are on campus.

**Low-Interest Loans**

There are a number of loan programs available to students to assist with tuition, books and living expenses.

Visit LACC’s Financial Aid information Office for information on these programs - SSV 117

Student Service programs including **EOP&S, TRIO and CARE** also provide book grants, child care and more.
Through the Workforce certificate programs, you can train for the first step on the career ladder of in-demand, satisfying careers in JUST 1 YEAR. These certificates require only 3 to 6 classes

- In-Home Supportive Services Skills
- Workplace Literacy Skills
- Job Readiness Skills
- Retail Sales and Customer Service Skills
- Green Technology

CONTACT WORKFORCE READINESS ACADEMY STAFF AT (323) 953-4000 EXT. 2230 LACC

COMMUNITY SERVICES CLASSES AT LACC

For More Information or a Class Schedule:
www.communityservices.lacitycollege.edu

(323) 953-4000 Extension 2650 Administration Building

The Los Angeles City College Community Services program provides a full range of NOT-FOR-CREDIT CLASSES and programs designed to meet the educational, social, recreational, cultural and civic needs of people in the college community. Classes typically range in cost from $30 to $130.

- WEEKDAYS
- WEEKENDS
- SINGLE SESSIONS
- CLASES EN ESPAÑOL
- DAY & EVENING CLASSES
- FOR ADULTS & CHILDREN

Our on-campus registration window is now in the Administration Bldg. Room 112 – opposite the LACC Business Office on Heliotrope Drive.
INTERSEGMEN TAL GENERAL EDUCATION TRANSFER CURRICULUM

IGETC

Completion of all of the requirements in the Intersegmental General Education Transfer Curriculum will permit a student to transfer from Los Angeles City College to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, General Education courses to satisfy campus General Education requirements.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better. IGETC units will be certified by the graduation clerks when verified by LACC Counselors. Pass Along will be honored from other community colleges for courses approved for the IGETC. You must complete the IGETC before transferring. (Completion and certification of the IGETC may not fulfill the Admissions Requirements for the UC or CSU.)

AREA 1: ENGLISH COMMUNICATION

CSU: three courses required, one from each group below. UC: two courses required, one each from group A and B.

- **Group A**: English Composition Select 1 course, 3 semester units (minimum): English 101.
- **Group B**: Critical Thinking English Composition Select 1 course, 3 semester units (minimum): English 102, 103, Philosophy 5
- **Group C**: Oral Communication 3 semester units (CSU ONLY); Speech Communication 101, 102 and 121 (Students transferring to the UC do not have to meet this requirement.)

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING


AREA 3: ARTS AND HUMANITIES

At least 3 courses, with one from the Arts and one from the Humanities and one from either Arts or Humanities, nine semester units (minimum).

- **3A: ARTS**
  - Afro Am 60; Art 101,102,103,105, 107, 109; Chicano 52; Cinema 3, 4; Dancest 805; Music 111, 121, 122, 135; Photo 34; Theater 338, 400.

- **3B: HUMANITIES**
  - Afro Am 20; Arabic 3; ASL 3; Chicano 44; Chinese 3, 4, 10; English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 219, 239, 240, 252, 253, 255, 270; French 3, 4, 10; History 3, 4, 7, 86, 87; Human 6, 8, 20, 30, 31, 41, 42, 44, 45, 47, 61, 63; Italian 10; Japan 3, 4, 9; Korean 3, 4, 10; Ling 1; Philos 1, 14, 20, 30, 32, 40; Russian 3, 4, 10, 12; Spanish 3, 4, 5, 6, 9,10; Theater 100, 110.

AREA 4: SOCIAL & BEHAVIORAL SCIENCES

At least three courses from two disciplines or an interdisciplinary sequence: 9 semester units (min) Afro Am 4, 5, 7; Anthro 102, 103, 121, 151; Chicano 7, 8; Child Dev 1; Econ 1, 2; Geog 2; History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 78, 81, 82, 86, 87,88; Law 3; Ling 2; Pol Sci 1,Psych 1, 13, 18;Soc 1, 2, 11, 12, 32; Speech 121,122 max credit, one course
  - History 11, Afro Am 4 and Chicano 7 combined max credit, one course
  - History 12, Afro Am 5 and Chicano 8 combined

AREA 5: PHYSICAL & BIOLOGICAL SCIENCES

Two courses, one Physical Science course and one Biological Science course; at least one must include a laboratory 7-9 sem. units (minimum)

- **5A: PHYSICAL SCIENCES**
  - Astronomy 1, 5, 10, 11; Chem 60, 101, 221; Earth 1; Geog 1, 15; Geology 1, 6;
  - Ocean 1; Phys Sc 1, 14; Physics 6, 11, 12, 14, 21, 101, 102, 103

- **5B: BIOLOGICAL SCIENCES**
  - Anatomy 1; Anthro 101, 111; Bio 3, 6, 7, 25; Micro 1, 20, Physiol 1; Psych 2

NOTE: Courses underlined indicate those with a laboratory component.

(UC REQUIREMENT ONLY)

LANGUAGE OTHER THAN ENGLISH

Proficiency in any foreign language can be met by passing 2 years of a foreign language in high school with a grade of C or better, 2 years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses at a level II or higher: ASL, Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish.

If proficiency was met in high school, transcript must be provided (no units granted for HS coursework).

(CSU ONLY)

Choose 1 course from A, 1 course from B

A. Afro Am 4, 5; Chicano 8; History 11, 12, 13, 81, 82

B. Afro Am 7; Pol Sci 1

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.
Students pursuing the Bachelor’s Degree from a California State University shall complete a pattern of General Education Courses. A student may complete 39 units of the General Education pattern at the community college. Students who are certified with 39 semester units of lower division General Education-Breadth courses will be required to complete a minimum of 9 semester units of upper division General Education work after transfer. Courses to be used for Area A and B3 (Mathematics) must be completed with a “C” grade or better.

The California State University assigns a high priority to California community college transfer students who have completed the first two years of the baccalaureate programs (60-70 units). Students transferring with the 60-unit minimum enter at junior level standing and may begin their upper division work if all prerequisites have been completed.

**ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 UNITS MIN.)**
Complete one course from each section.
1. Speech 101, 102, 121
2. English 101
3. English 102, 103; Philosophy 5, 6, 8, 9; Psychology 66; Speech 104

**SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 UNITS MIN.)**
Select one course from Physical Science, one course from Life Science with at least ONE Laboratory course from either, and one course from Mathematics Quantitative Reasoning.

B-1. Physical Science: Astron 1, 5, 10, 11; Chem 60, 101, 221; Earth 1; Electrn 101; Geog 1, 15; Geology 1, 6; Ocean 1; Phys Sc 1, 14; Physics 6, 11, 12, 14, 21, 101, 102, 103
B-2. Biological Sciences: Anatomy 1, Anthro 101, 111; Bio 3, 6, 7, 25; Micro 1, 20; Physiol 1; Psych 2
B-3. Laboratory Activity: A corresponding lab course must be completed from B-1 or B-2 (lab courses are underlined).

Coursework in area B-4 (Math/Quantitative Reasoning) must be completed with a “C” or better for admissions to a CSU

**HUMANITIES AND THE ARTS (9 UNITS MIN.)**
Select one course from the Arts, one course from the Humanities and one course from either area.
1. Arts: Afro Am 60; Art 101, 102, 103, 105, 107, 109, 111, 201, 209, 501; Chicano 52; Cinema 3, 4; Dance St 805; English 253; Music 101, 111, 121, 122, 135, 200; Photo 10, 17, 34; Theater 100, 110, 338, 400
2. Humanities: Afro Am 20; ASL 1, 2, 10; Arabic 1, 2; Armen 1, 2; Chicano 44; Chinese 1, 2, 3, 4, 10; English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 253, 255, 270; French 1, 2, 3, 4, 10; History 3, 4, 7, 86, 87; Human 6, 8, 20, 30, 31, 42, 44, 45, 47, 61, 63, 70; Italian 1, 2, 10; Japan 1, 2, 3, 4, 9; Korean 1, 2, 3, 4, 10; Ling 1; Philos 1, 14, 20, 30, 32, 40; Russian 1, 2, 3, 4, 10, 12; Spanish 1, 2, 3, 4, 5, 6, 9, 10, 35, 36; Speech 130

**SOCIAL SCIENCES (9 UNITS MIN.)**
U.S. History, Constitution, and American Ideals Requirement:
Select one course from A and one course from B
A: African-American Studies 4, 5; Chicano Studies 8; History 11, 12, 13, 81, 82
B: African-American Studies 7; Political Science 1
Select one additional course, not taken from D-A or D-above, from D0 through D9

D-0. Ling 2; Soc 1, 2, 32
D-1. Anthro 102, 103, 121, 151
D-2. Co Sci 103; Econ 1, 2
D-3. Soc 11
D-4. Geog 2
D-5. D-6. AFRO AM 4, 5; CHICANO 7, 8; HIST 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 78
D-7. SPEECH 121, 122, JOURNAL 105
D-8. AFRO AM 7; BUS 1; LAW 3, POL SCI 1, 2, 7
D-9. CH DEV 1, PSYCH 1, 13

**LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 UNITS)**
Ch Dev 1, Dancetq 400, 431, 434, 437, 440, 446, 466, 467, 468, 469; Fam & CS 21, 31; Health 2, 8, 11; Persdev 20, 40; Psych 41, 43, 60

* Only 1 unit of Dancetq may be counted
GRADUATION – REQUIREMENTS FOR ASSOCIATE DEGREE

Graduation Requirements
The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to use mathematics, to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity of self-understanding. In addition of these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

A continuing student is one who has completed a minimum of one course per calendar year. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

I. UNIT REQUIREMENT.
60 to 64 units of course credit in a selected curriculum (6201.10).

II. SCHOLARSHIP REQUIREMENT.
A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based (6201.11).

III. COMPETENCY REQUIREMENT:
(Administrative Regulation E-79) The following courses and examinations are approved to meet the competency requirement for the Associate Degree for all students entering beginning Fall 2009 as defined in Board Rule (6201.12).

A. Reading and Written Expression
1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of “C” or better in English 101 or its equivalent at another college.

2. In meeting the reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by Examination as determined by the college

B. Mathematics
1. Competence in mathematics shall be demonstrated by achieving a grade of “C” or better in Math 125 or Math 124A and 124B or higher or its equivalent at another college.

2. The competency requirement in Mathematics may also be met by completing an assessment and achieving a score determined to be comparable to satisfactory completion of Math 125 - Intermediate Algebra. That is, students may place into mathematics courses above the level of intermediate algebra or may achieve a satisfactory score on a competency exam or other approved exam.

IV. RESIDENCE REQUIREMENT
Completion of at least 12 units or work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.

V. COURSE REQUIREMENTS.
Students who are majoring in programs of study for which 18-35 units are required in the major and/or are planning to transfer should complete Graduation Requirements “Plan A.” Students who are majoring in programs of study for which 36 or more units are required in the major and may not plan to transfer should complete Graduation Requirements “Plan B.” Students who are following Graduation Requirements “Plan B” and plan to transfer should select the eighteen units for graduation requirements from Graduation Requirements “Plan A” to ensure all the courses for the Graduation Requirements transfer.

LACC – CORE COMPETENCIES
These are the skills and abilities graduates of Los Angeles City College are expected to possess.

**Area 1: ESSENTIAL ACADEMIC SKILLS**
- Information Competency: Critical and Creative Thinking
- Written and Oral Communication
- Mathematical Competency/ Quantitative Reasoning
- Technological Literacy

**Area 2: PERSONAL GROWTH & DEVELOPMENT**
- Self Assessment and Growth
- Intellectual Engagement and Physical Wellness
- Ethical Reasoning
- Aesthetic Awareness and Appreciation

**Area 3: INTERPERSONAL/ INTERCULTURAL/ GLOBAL AWARENESS**
- Interpersonal Interaction and Community Participation
- Intercultural Knowledge and Exploration
- Discovering Global Issues
PLAN A & PLAN B
Graduation Requirements

Los Angeles City College offers over 115 degree and certificate programs. The two major categories for degree programs, as seen in the school catalog, are “Transfer Programs” and “Career (Vocational) Programs.” Transfer Programs are designed for students planning to transfer to a four-year university. Career Programs are designed to prepare students to enter occupational and technical fields upon graduation.

The Plan A and Plan B Graduation Plans described below apply to these two major categories of degrees. Career Programs generally require fewer general education courses than the Transfer Programs.

Plan A: Transfer Plan

Graduation “Plan A” has been designed for students who plan to transfer to either the California State University (CSU) system or the University of California (UC) system. The courses have been selected to parallel the CSU General Education plan. A transfer correlation outline that compares “Plan A,” the CSU General Education plan, and the Intersegmental General Education Transfer Curriculum (IGETC) can be found at the end of this section. Verify the course description area of this catalog for transferability of courses found in these sections.

MAJOR REQUIREMENTS:
A minimum of eighteen (18) semester units of study taken in a single discipline or related disciplines.

General education Requirements:
Successful completion of a minimum of thirty to thirty-one (30-31) semester units of General Education which shall include not less than the minimum number of units indicated in each of the following areas:

A. NATURAL SCIENCES–
3 Semester Units minimum
Anatomy 1; Anthropology 101, 111; Astronomy 1, 5, 11; Biology 3, 6, 7, 25; Chemistry 60, 101, 102, 211, 212, 221; Earth Science 1; Electronics 101; Family and Consumer Studies 21; Geography 1, 15; Geology 1, 2, 6; Microbiology 1, 20; Oceanography 1; Physical Science 1, 13, 14; Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103; Physiology 1; Psychology 2
Note: Laboratories are underlined

B. SOCIAL AND BEHAVIORAL SCIENCES –
(9 Semester Units minimum)

B1. AMERICAN INSTITUTIONS
(3 Semester Units minimum)

African-American Studies 4, 5, 7; Chicano Studies 7, 8; History 11, 12, 13, 81, 82; Political Science 1

B2. SOCIAL AND BEHAVIORAL SCIENCES
(3 Semester Units minimum)

Anthropology 102, 103, 121, 151; Business 1; Child Development 1, 11, 42; Economics 1, 2; Family & Consumer Studies 31; Geography 2; History 1, 2, 3, 4, 59, 73, 78, 86, 87, 88; Journalism 105; Law 3; Linguistics 2; Political Science 2, 7; Psychology 1, 13, 41, 43; Sociology 1, 2, 11, 12, 32; Speech 122

B3. Minimum of 3 additional semester units from B1 or B2 above.

C. HUMANITIES – 3 Semester Units minimum

African-American Studies 20, 60; American Sign Language 1, 2, 3; Arabic 1, 2; Armenian 1, 2; Art 101, 102, 103, 105, 107, 109, 111, 201, 209, 501; Art History 103, 110, 120, 130, 139, 140, 151, 171; Chicano Studies 44, 52; Chinese 1, 2, 3, 4, 10; Cinema 3, 4; Dance St. 805; French 1, 2, 3, 4, 10; English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 253, 255, 270; Humanities 6, 8, 20, 30, 31, 41, 42, 44, 45, 47, 61, 63; Italian 1, 2, 10; Japanese 1, 2, 3, 4, 9; Korean 1, 2, 3, 4, 10; Linguistics 1; Music 101, 111, 121, 122, 135, 200; Philosophy 1, 14, 20, 30, 32, 40; Photography 10, 17, 34; Russian 1, 2, 3, 4, 10, 12; Spanish 1, 2, 3, 4, 9, 10, 35, 36; Speech 130; Theater 100, 110, 338, 400

D. LANGUAGE AND RATIONALITY–
(12 Semester Units Minimum)

D1. ENGLISH COMPOSITION
(3 Semester Units minimum)

English 28, 31, 101; ESL 8; Journalism 101

D2. COMMUNICATION AND ANALYTICAL THINKING
(6 Semester Units minimum)

Co Sci 101, 103, 108; Co Tech 1; English 102, 103; Mathematics 124A, 124B, 125, 215, 216, 227, 230, 236, 237, 240, 245, 260, 261, 262, 263, 270, 272, 275; Philosophy 5, 6, 8, 9; Psychology 66;

Communication Studies (formerly Speech) 101, 102, 104, 121

D3. Minimum of 3 additional semester units from D1 or D2 above.

E. HEALTH AND PHYSICAL EDUCATION –
(3 Units Minimum)

E1. HEALTH EDUCATION
(2 Semester Units minimum)

Health 2, 8, 11

Note: Health 2 includes the physical education activity

E2. ONE PHYSICAL EDUCATION ACTIVITY
(1 Semester Unit minimum)

This requirement includes courses in KINE (formerly Phys ED), DANCEST, DANCETQ, and DANCESPC.

Authorized Physical Education activity exemptions include:

a. Medical exemption
b. Extenuating circumstances
c. Licensed Registered Nurse
d. Students who have served in the Armed Forces of the United States (DD 214)
Plan B: Vocational Occupational
Graduation “Plan B” has been designed for students who plan an occupational or vocational Associate degree. Some courses may or may not transfer to the University of California or the California State University system. Verify the course description area of this catalog for transferability of courses found in these sections.

MAJOR REQUIREMENTS:
At least a minimum of thirty-six (36) semester units of study taken in a single major or related disciplines.

GENERAL REQUIREMENTS:
Successful completion of a minimum of eighteen (18) semester units in General Education which shall include not less than the minimum number of units indicated in each of the following areas:

A. NATURAL SCIENCES -
(3 Semester Units minimum)
Anatomy 1; Anthropology 101, 111; Astronomy 1, 5; Biology 3, 6, 7, 25; Chemistry 60, 68, 101, 102, 211, 212, 221; Earth Science 1, 2; Electronics 101; Family and Consumer Studies 21; Geography 1, 3, 15; Geology 1, 2, 6; Microbiology 1, 20; Oceanography 1; Physical Science 1, 13, 14; Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103; Physiology 1; Psychology 2
Note: Laboratories are underlined

B. SOCIAL AND BEHAVIORAL SCIENCES
(3 Semester Units minimum)
B1. AMERICAN INSTITUTIONS
(3 Semester Units minimum)
African-American Studies 4, 6, 7;
Chicano Studies 7, 8; History 11, 12, 13, 81, 82; Political Science 1

C. HUMANITIES -(3 Semester Units minimum)
African-American Studies 20, 60; American Sign Language 1, 2, 3; Arabic 1, 2; Armenian 1, 2; Art 103, 110, 120, 130, 139, 140, 151, 171, 501; Art History 103, 110, 120, 130, 139, 140, 151, 171; Chicano Studies 44, 52; Chinese 1, 2, 3, 4, 10; Cinema 3, 4; Dance St. 805; French 1, 2, 3, 4, 10; English 203, 204, 205, 206, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 253, 255, 270; Humanities 6, 8, 20, 30, 31, 41, 42, 44, 45, 47, 61, 63; Italian 1, 2, 10; Japanese 1, 2, 3, 4, 9; Japanese Linguistics 1; Music 101, 111, 112, 121, 122, 135, 200; Philosophy 1, 4, 10, 20, 30, 32, 40; Photography 10, 17, 34; Russian 1, 2, 3, 4, 10, 12, 13; Spanish 1, 2, 3, 4, 9, 10, 35, 36; Speech 130; Theater 100, 110, 338, 400

D1. ENGLISH COMPOSITION
(3 Semester Units minimum)
English 28, 31, 101; ESL 8; Journalism 101

D2. COMMUNICATION AND ANALYTICAL THINKING
(3 Semester Units minimum)
Co Sci 101, 103, 108; Co Tech 1;
English 102, 103; Mathematics 124A, 124B, 125, 215, 216, 227, 230, 236, 237, 240, 245, 260, 261, 262, 263, 270, 272, 275; Philosophy 5, 6, 8, 9; Psychology 66; Communication Studies (formerly Speech) 101, 102, 104, 121

E. HEALTH AND PHYSICAL EDUCATION -
(3 Units Minimum)
E1. HEALTH EDUCATION
(2 Semester Units minimum)
Health 2, 8, 11
Note: Health 2 includes the physical education activity

E2. ONE PHYSICAL EDUCATION ACTIVITY
(1 Semester Unit minimum)
This requirement includes courses in Kinesiology (formerly Phys ED), DANCETQ, DANCESP, and DANCESP.

Authorized Physical Education activity exemptions include:
a. Medical exemption
b. Extenuating circumstances
c. Licensed Registered Nurse
d. Students who have served in the Armed Forces of the United States (DD 214)
Enrollment Services
Admissions & Records __________AD 100 __________x2104
Assessment __________AD 103 __________x2264
Counseling __________AD 108 __________x2250
Cub Card Office __________AD 105 __________x2455
International Students Ctr __________Cub Ctr __________x2470
Matriculation __________AD 103 __________x2463
Non-Credit Citizenship __________CCW __________x2230
Orientation __________AD 103 __________x2264
Student Assistance Center __________AD 105 __________x2455

Financial Assistance
Also see Low Income Students
Financial Aid __________SSV 117 __________x2010
LACC Foundation __________SU __________x2490

Transfer Assistance
Counseling __________AD 108 __________x2250
Honors Program __________CC 186 __________x2338
University Transfer Ctr. __________AD 109 __________x2215

Career Assistance
CalWORKS __________LS 107 __________x2597
Career Center __________AD 109 __________x2210
Counseling __________AD 108 __________x2250
Workforce Education __________CUB CTR __________x2230

Student Assistance Programs
CalWORKs __________LS 107 __________x2586
English Literacy Program __________CUB CTR __________x2230
EOP & S __________SSV 119 __________x2300
TRIO/Student Support Svcs __________SSV 116 __________x2465
STUDENTS WITH CHILDREN
Child Development Center __________CCFS __________x2220
CARE __________SSV 119 __________x2311

Health, Crisis & Emergency Services
Sheriff (323) 662-5276 or #3 from any campus pay phone.
Student Health Center __________LS 101 __________x2485
Student Psych Services __________LS 101 __________x2485
Dean, Special Programs __________SSV 100 __________x2285

Campus Life & Student Activities
ASG __________SU __________x2475
Student Life Office __________SU __________x2450
Student Grievance __________SU __________x2450 Sexual Assault

Peer Education

Other
ADA Coordinator __________AD 307 __________x2247
Bookstore __________SU __________x2140
Citizenship Services __________CUB CTR CCW __________x2230
Compliance Office __________AD 218 __________x2492
Learning Assistance Center __________LS __________x2779
Library __________LIB __________x2400
Matriculation __________AD 105 __________x2463
Non-Credit ESL __________CCW __________x2230
Office of Special Svcs __________SSV 100 __________x2270
Student Services Office __________AD 207 __________x2460
Upward Bound __________AD 100J __________x2315
Veteran’s Office __________SSV 126 __________x2024
Vocational ESL __________CUB CTR __________x2230

Assessment Office
(PLACEMENT TESTING)
(323) 953-4000 EXT. 2264 - AD 103

Appointments for placement testing, orientation, and counseling are made at the Assessment Center.

The Assessment Center provides basic skills assessment in reading, writing, language usage, and mathematics to new students. This is not an entrance exam. The student is not penalized in any way for his or her scores. New students should visit the Assessment Center as soon as they have completed their applications. Any delay could prevent enrollment in courses. Students with degrees are exempt from assessment unless they need to satisfy prerequisites. New students are encouraged to attend an orientation session. Placement results are required to make an appointment for orientation.

ASSOCIATED STUDENT GOVERNMENT
(323) 953-4000 EXT. 2475 - Student Union

The Associated Student Government (ASG) represents student concerns and is the official student voice on college committees. The ASG officers advocate for all students on college, district and state-wide issues. Participation in ASG offers students leadership opportunities and a variety of involvement experiences. All student clubs must be chartered by the ASG to be allowed on campus.

Asg Gives You Benefits & Opportunities

ENRICH YOUR COLLEGE EXPERIENCE:

- Participation in student leadership position
- Preferred parking (must purchase parking permit)
- A chance to win a educational grant
- Free photocopies
- Free scantron & bluebooks
- Free admission to events
- Discount tickets to movies & amusement parks

ALL THIS FOR JUST $7!
The ASG provides funding for campus events and activities, such as the Graduation, Welcome Days, Health Fair, Transfer Fair, Foreign Language Day and several multi-cultural activities, and supports clubs, forensics, music, honors, and other academic programs. The weekly meetings of the ASG Student Senate are posted and open to all students.

LACC students who pay the membership fee ($7.00 per semester) may receive: use of computers with internet access, copier, preferred parking with permit purchase, free blue books and scantrons, book grants (limited number provided) and eligibility for one of two ASG scholarships.

Bookstore
(323) 953-4000 EXT. 2140

Please visit us at www.laccbookstore.com

See hours posted at front of store for extended & weekend schedules.

KEE ALL YOUR CASH REGISTER RECEIPTS.

Original Receipts are required for all refunds and exchanges.

Please refer to the SCHOOL CATALOG FOR THE FULL REFUND POLICY and other Bookstore Information. The catalog is available online at www.lacitycollege.edu

- Textbooks must be returned within the first (10) school days for the fall semester and within the first five (5) days for summer & winter session. Short term classes have only the first day (1) of the class for returns. If texts are purchased after the return period stipulated above, they must be returned within 24 hours & may only be exchanged for the correct book.

- Textbooks must be returned in the same condition as when purchased in order to receive a full refund (e.g. in shrink wrap (all pieces), no bent pages, no broken spine, no open/visible codes, no writing or erasing etc.). Please refer to “Refund Policy” in catalog for info about restocking fees.

- Supplies must be exchanged for correct item within 24 hours of purchase and in original packaging. See catalog for list of non-refundable items.

CHECK POLICY: No temporary, third party or out of state, money orders or checks are accepted. Checks must be imprinted with correct name and address and written for the amount of purchase only. No postdated checks are accepted. Customer must have valid California Drivers License or ID and original/current registration printout (from business office) Check writing privileges may be permanently denied after one returned check.

CREDIT CARD POLICY: Credit cards are only accepted with valid California Drivers License ID that match the name on the card and the card holder must be present. The bookstore accepts MasterCard, Visa, Discover and American Express.

REFUNDS: Do not hold merchandise. Funds returned in same form of payment received. Items must be returned by return deadlines as stated in the refund policy handed out at the register and found in the catalog. See catalog for more information.

BOOK SELL BACK: Book Sell back is held the first week of Spring and Fall and during Finals of each term. Buyback is not guaranteed.

Calworks/TANF Program
(323) 953-4000 EXT. 2591 OR 2597 LS 107

Temporary Assistance for Needy Families (TANF) is the Federal Block grant program that has replaced AFDC. California Work Opportunity and Responsibility to Kids (CalWORKs) provides education, job development, child-care, transportation and other supportive services to eligible welfare recipients. The Los Angeles Community College District is one of the major providers of a complete comprehensive program to welfare clients in cooperation with county welfare departments. At Los Angeles City College, there are a variety of CalWORKs/TANF student programs that include specialized ESL, ABE (Adult Basic Education), GED preparation, vocational training, WEX (work experience), and Parent Education workshops. We also provide counseling, tutoring, education and training verifications, resource and referral services. Paid Internships on/off campus are available to assist students in gaining valuable work experience in addition to supplementing their income. Short Term Certificate programs have been designed especially for our CalWORKs/TANF students to ensure successful transition from Welfare-to-Work.

Campus Child Development Center
(323) 953-4000 EXT. 2220

CHILD DEVELOPMENT CENTER

The Campus Child Development Center offers a preschool program for children 3-5 years of age and an evening program for school-age children. The center provides a developmentally appropriate curriculum that responds to the individual needs of children, incorporating the learning domains of social, physical, cultural, cognitive and emotional growth. Enrollment is available for the children of LACC student-parents to assist them in completing their educational goals. Priority is given to low-income families and full-time students. A sliding fee may be charged based upon family size and income. Many families qualify for subsidized child-care. Please see our adjacent ad for office hours and preschool and school-aged children’s program hours.

Career & Job Development Center
(323) 953-4000 EXT. 2210 - AD

DR. EMMA GARCIA-SALAS, DIRECTOR.

The Career Center provides students with career assessment (testing), career counseling and information on career choices. The Center offers vocational testing to identify interests, abilities, personality type and work values related to career options. In addition, there is a career resource library and Internet accessible computers with software programs (i.e. EUREKA) to assist in the career exploration process. The Career Center offers workshops, resume assistance and has information on internships. Services are provided by appointment and on a walk-in basis when available.

Compliance Officer
Has moved to the Los College Community College District Office at 770 Wilshire Boulevard, Los Angeles, CA 90017

OFFICE OF DIVERSITY PROGRAMS
Phone: (213) 891-2000
Prohibits discrimination based on sex (including sexual harassment, sexual orientation), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, medical condition (cancer related), age (40 & above) and/or veteran status. The role of the Compliance Officer is to implement policies and procedures that follow Federal and State laws on discrimination and sexual harassment, oversee federal compliance, investigate and recommend resolutions to discrimination and/or sexual harassment complaints, monitor recruitment and retention, serve as a resource on relevant issues and promote diversity. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with the Compliance Office. Discrimination and Sexual Harassment Policy is located on the colleges website. Copies and relevant compliant forms are available upon request from the Compliance Office.

COUNSELING
(323) 953-4000 EXT. 2250 - AD 108
RERI PUMPHREY, DEPARTMENT CHAIR
Counseling is available to all students. Quick questions can be answered at the walk-in counter during office hours. Students who take part in counseling services will be able to select and plan their academic majors, explore future college choices and develop specific plans to meet their transfer and graduation goals. Appointments can be made in person in AD 103 or online at www.lacitycollege.edu and click on Counseling. All students are encouraged to see a counselor at the beginning of their LACC career and make follow-up appointments as needed.

Hours: Monday-Thursday 8:30 am - 7:00 pm  Friday 8:30 am - 2:00 pm

OTHER COUNSELORS
THAT CAN ASSIST YOU
C O N T A C T :  (323) 953-4000
CD Counseling - Ariela Nissim  x1251
EOP&S Counseling - Staff  x2300
Registered Nursing - Oscar Flores  x2252
On-line counseling - Kalynda Webber  x2463
OSS Counseling - Staff  x2270

Cub Card Office
(323) 953-4000 ext. 2455 - AD 105
The “CUB CARD” is the official student identification card at Los Angeles City College. To obtain this card, a student must show proof of current enrollment along with a form of photo identification. The card is used for identification purposes by student services offices, library services, campus labs and the fitness center. Discounts are also given by some off-campus merchants when you present the card (ex: movie theaters, book stores, restaurants, etc.). Call ext. 2456 for hours of operation.

English Literacy Program
(formerly the Citizenship Program)
(323) 953-4000 EXT. 2230 - CCW & ext. 3534 At VDK
The Los Angeles City College English Literacy Program and Citizenship Center provides an integrated program of services incorporating English literacy and civics education to students and members of the community. The Program offers a broad scope of academic and naturalization support services. In addition to acquiring citizenship, the Program assists immigrant students to develop the skills and knowledge to enhance their roles as informed community members, parents and workers.

This free program offers non-credit classes in ESL, Speech Interview Skills, Citizenship preparation and Civics education. The goal of the English Literacy Program is to provide English language instruction and knowledge on the rights and responsibilities of citizens through instruction in naturalization procedures, citizenship, civic participation and United States history and government. In addition to acquiring citizenship, the center assists immigrant students with developing the skills and knowledge to enhance their roles as informed community members, parents, and workers.

Hours: Monday-Thursday 8:30 am - 6:30 pm  Friday 8:30 am - 4:00 pm  Saturday 9:00 am - 2:00 pm

Child Care
While you’re learning, Your child can be learning too…

The Child Development Center offers a preschool program for children ages 3-6 and an evening school-aged child care program. Children of LACC students are eligible. Priority given to low-income families and full-time students. Sliding fees and subsidized fees available. Office Hours:

M - TH: 8:30 am - 7:00 pm  F: 8:30 am - 1:30 pm

For an applications call the
Child Development Center
(323) 953-4000 ext. 2220
APPLY EARLY - the Center has a waiting list
We help students reach their career and educational goals by providing support services.

- Academic, Career & Personal Counseling
- Priority Registration
- Assistance with Books
- Educational Workshops
- Individualized Tutoring
- Career Exploration
- Transfer Assistance
- Application fee waivers for CSU, UC and some private institutions

Extended Opportunity Program & Services (EOP&S)
STUDENT SERVICES VILLAGE RM 119
EOP&S is a state-funded program for nontraditional students who are affected by educational and economic barriers. The program motivates students in reaching their career and educational goals by providing support services. EOP&S provides the following services: intensive academic, career and personal counseling, individualized tutoring, priority registration, transfer assistance, educational workshops, and book vouchers.

CARE (Cooperative Agencies Resources for Education)
If you are a single parent with one or more children under age 14 and receiving TANF/CalWORKs cash aid, you may be eligible for: (AS FUNDING PERMITS)
- All EOP&S Services
- Meal Ticket Program
- School Supplies
- Career Educational Workshops
- Parking Permits
- Auto Gas Cards

Located at the North side of LACC campus at Student Services Village, RM 119.

Have you completed your Financial Aid forms?
- GRANTS
- FEE WAIVERS
- WORK STUDY
- SCHOLARSHIPS
- LOANS

Eligible students may receive financial assistance in the form of grants, work study, and/or loans to assist with tuition, books and/or living expenses.

Don’t cheat yourself by not applying. Dependent, independent, unemployed, employed, traditional and older students may qualify for financial aid.

Financial Aid Programs
We Are Ready To Help You Attend College.
See our LACC website: lacitycollege.edu, Click on Fees/Financial Aid
See if you qualify and apply online.

Financial Aid
(323) 953-4000 option #3 or ext. 2025
STUDENT SERVICES VILLAGE RM 119
Financial assistance -- including grants, work study, loans and enrollment fee waivers -- is available to assist students with meeting college expenses.

Located at the North side of LACC campus.

Office Hours Are:
M - W 8:00 am - 6:30 pm
Th 8:00 am - 2:00 pm
4:00 pm - 6:30 pm
F 8:00 am - 2:00 pm

Note: Hours may change during the summer and winter sessions, as well as the first two weeks of the semester.

An automatic Board of Governors Enrollment Fee Waiver will be processed for qualifying students who have completed a Free Application for Federal Student Aid (FAFSA).
The Student Health Center serves currently enrolled students. It offers basic primary and non-emergency care, health care counseling, emotional and behavioral counseling, family planning, referrals, TB skin test, and other laboratory tests and immunizations, some of which carry additional fees. Appointments can be made to see a medical provider or mental health professional.

**SCHOLARS Program**

MULLERDN@LACITYCOLLEGE.EDU

(323) 953-4000 EXT. 2705/2340 - AD 205A

If you are planning to transfer to a four-year university, consider joining the Ralph Bunche Scholars College. The Scholaors Program is designed to prepare the motivated student for transfer. The program's enriched and rigorous curriculum challenges academically motivated and intellectually curious students. Students may have the opportunity to participate in tutoring and research. These experiences will lead beyond the community college, through the four-year school, and into the professional lives of these scholars.

**BENEFITS:** Certified members get priority consideration for admission to:

UCLA, UC Irvine, UC Riverside, UC Santa Cruz, CSU Long Beach, CSU Fullerton, Chapman University, Columbia University, Mills College, La Sierra University, Occidental College, Pacific University, Pitzer College, Pomona College, Whitman College.

**HOW TO JOIN:** You need to have a 3.25 GPA minimum (high school or college) AND BE ELIGIBLE FOR ENGLISH 101 AND MATH 125.

**HOW TO CERTIFY:**

You must complete 18 units (6 classes) of Honors coursework with an overall 3.3 GPA.

**WHAT TO EXPECT:**

An intense program of reading and writing, LACC priority admissions, scholarships, social events, field trips, UCLA and UCI library privileges, and more.

**TO APPLY CONTACT:** Program Director
AD 205B/C (323)953-4000 x 2705 & 2340

Or visit the Web site:
http://www.lacitycollege.edu/services/honorsprogram

UCI. To join, you need a 3.25 GPA or better and you must be eligible for English 101. Eighteen units of Honors coursework is required. Scholarship opportunities are available.
The Office of Special Services at (323) 953-2270.

Authorized. For an appointment contact counseling and accommodations may be such as specialized tutoring, academic needed. Ongoing support services comprehensive LD assessment is or a counselor to determine if a consult with an OSS Specialist If you suspect you have a disability, ADA ACCOMMODATION

Students with disabilities are the needs of students with disabilities. The Office of Special Services is eager to assist faculty in accommodating the needs of students with disabilities. Students with disabilities are encouraged to discuss their eligibility for academic adjustments with their instructors early in the semester.

ADA ACCOMMODATION
If you suspect you have a disability, consult with an OSS Specialist or a counselor to determine if a comprehensive LD assessment is needed. Ongoing support services such as specialized tutoring, academic counseling and accommodations may be authorized. For an appointment contact the Office of Special Services at (323) 953-2270.

HIGH TECHNOLOGY CENTER
The High Technology Center offers Adapted computer, evaluation, training and support for students with disabilities. The Center is equipped with devices that aid a student’s ability to read, write and access computers. Specialized courses designed for most disabilities are taught at the Center, located in SSV 100. For more information, call (323) 953-2270

ADA ACCOMMODATION PARKING
Disability parking spaces are available in all College designated parking lots. Any vehicle parking in a College Disability Parking space must display a State of California Issued Parking Placard and LACC parking permit. Student parking permits can be purchased in the Business Office.

Learning Skills Center
(323) 953-4000 EXT. 2779 - LS 107
The Center offers individualized open-entry/open-exit courses on a credit/no-credit basis in: Reading, Vocabulary, Math, Algebra, English Fundamentals, ESL Conversation, Spelling, Notetaking, Term Paper Writing, Academic Study Skills, Writing Fundamentals Preparation, Job Research Skills, the Metric System, Math Anxiety and Library Media Technology. Students must take a diagnostic assessment in the Center prior to enrolling in any of the one-unit courses offered. Students may enroll in classes through the fourteenth week of the semester. Add cards and other materials for enrollment and registration are available in the Learning Skills Center, and course materials and supplies are available for purchase in the Student Bookstore. The Center offers tutoring in most course areas taught on campus. See the Learning Skills section of the class listings for courses offered this semester.

Library
(323) 953-4000 EXT. 2400
The library features:
• A professionally-staffed Reference Center
• A Circulation Desk with textbooks, reserve books and Instructional Television video tapes
• Bookstacks with 150,000 circulating books
• A Periodicals Center with 100+ years of magazines and newspapers
• Online book catalog, online periodical data bases and Internet access for library research
• 60 computers for students, including 2 with ADA capabilities
• Photocopy machines and Microsoft Word
• Study carrels, group study rooms, and two large reading areas

A library guide, self-guided tours, and instructor-requested orientations are available through the Reference Center. A one-unit course (LS 101 Library Research Methods) is offered. Individual questions are welcomed at the Reference and Periodicals Desks. Students must use their valid college identification card to qualify for library privileges. When the Library is closed, materials may be returned through the outside chute located at the south end of the building.
Office of Special Services  
(323) 953-4000 ext. 2270  
Student Service village 100  
OSS provides support services to students with 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, to identify reasonable academic accommodations based upon verification of disability and the students Educational limitation(s). Please see an OSS Counselor or Specialist for more information.

La Oficina de Servicios Especiales SSV salon 100  
La oficina de Servicios Especiales ayuda a los estudiantes con limitaciones las cuales estén verificadas por un profesional por quienes estén registrados con OSS cada semestre. Los servicios son otorgados de acuerdo a las necesidades del estudiante y verificados por un profesional del OSS en conjunto con la información verificada de acuerdo a la limitación y a la información otorgada por dicho estudiante. Los servicios incluyen lo siguiente: información y documentación referida; conexión con varios departamentos, como por ejemplo el Departamento de Rehabilitación; ayuda vocacional y académica; evaluación para estudiantes con problemas de aprendizaje; clases de educación especial; centro de tecnología avanzada; lenguaje e interpretación por señas; exámenes (especializados) de acuerdo al local entre instructores y el departamento de OSS; lectores para libros y exámenes; y tutoría.

Office of Student Life Leadership Development  
(323) 953-4000 ext. 2450  -  Student Union SU 219  
The Office of Student Life is dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to LACC student development through trainings, workshops, strategic co-curricular programming, and access to resources. We are dedicated to meeting each student’s needs, so they have transferable skills for their personal, academic, and professional lives.

Psychological Services, Student  
(323) 953-4000 ext. 2485 - LS 101  
Mental health services are provided to currently enrolled students by a licensed mental health professional. Services include short-term individual counseling, assessment and referral, crisis intervention, educational programs and consultation with college staff on issues concerning students. Please call to make an appointment.

Sexual Assault Peer Assistance  
(323) 953-4000 ext. 2250 - SU 219  
The College has staff to assist students who may be victims of rape, sexual assault and/or stalking. Students who have been assaulted should immediately go to the College Sheriff Office to report the incident - (323) 662-5276. Or, from any campus pay phone, dial #3. Inquiries about this team should be directed to Office of Student Life (323) 953-4000 ext. 2450.

Student Assistance Center  
(323) 953-4000 ext. 2455 - AD 105  
The Student Assistance Center is the FIRST STOP for students who want to register for classes. A multilingual student workforce assists students in completing application for admission; they are well-trained, innovative, knowledgeable and sensitive to the diverse student population. The Center is a multidimensional support system that provides general campus information and a confidential evaluation and referral service. Our staff offers community referrals for the following: employment, child care, medical treatment, family planning, county public assistance, housing, legal aid and psychological counseling. The Student Assistance Center provides a support system for students throughout their stay at LACC. The main goal is to make the student aware of the campus and the community services available.

University Transfer Center  
(323) 953-4000 ext. 2215 - AD 109  
Kamale Gray, Director  
LACC University Transfer Center’s primary purpose is to assist student transfer to a four year college or university. Planned coursework may lead to the completion of the first two years of a Bachelors degree that can be completed at a four-year university beginning as a junior. Representatives from the University of California and California State University campuses, and private universities, visit the Center on a regular basis to provide up-to-date transfer information to students. Questions on the transfer process, admission requirements, procedures, financial aid, majors and student services are answered. Students should review the general education and pre-major course requirements with a counselor or the Transfer Center staff before speaking with a university representative. UC, CSU, Common Application and USC applications are available, and workshops on various aspects of transferring are scheduled throughout the year. Also, catalogs from every accredited college and university in the United States including Historically Black Colleges and Universities are available in the Center as hard copies, and on websites and/or CD Rom.

Trio/Student Support Services  
(323) 953-4000 ext. 2466 -  
Student Service village 116  
TRIO/Student Support Services is a federally funded grant program through the Department of Education. The program’s target population is low income, first generation or disabled students who have identified transfer to a four-year university as their academic goal. Participants must be U.S. Citizens or permanent residents. Services provided include academic and personal counseling, full financial aid consideration, tutoring, skills/information workshops and cultural activities/field trips. Members are also entitled to TRIO/SSS computer lab usage, lap top check out, and technical staff support. Interested students should apply as early in the semester as possible. Space is limited.

Hours:  
Monday-Thursday  
8:30 a.m. - 7:00 pm  
Friday  
8:30 a.m. - 1:00 pm
Veterans’ Resource Center  
(323) 953-4000 ext. 2024  
THE STUDENT UNION SU 218  
Los Angeles City College courses are approved for the training of veterans under federal and state assistance programs. File applications with the Veterans Representative in The Student Union.

Government Subsistence:  
In order to qualify for full government subsistence, students must carry a minimum number of units in their program as indicated below:

1. Veterans under Chapter 31: As required by the Veterans Administration counselor.
2. Veterans under Chapter 30, 32, 35 and 106: 12 units.
3. War orphans and disability dependents under Chapter 35: 12 units.
4. Veterans’ dependents (DIC) are eligible with 3 units (9 hours per week).

VETERAN’S ADMINISTRATION SUBSISTENCE:  
The Veterans Resource Center is located in the Student Union. Subsistence for Veterans is based on a 12-unit load. Partial subsistence is available for veterans who enrollment in three (3) to eleven (11) units. Credits for individualized, self-paced, open-entry/open-exit courses may NOT be counted as part of a student’s minimum load in qualifying for veteran benefits until the course has been completed. For more information please call at (323) 953-4000 ext. 2024.

Vocational ESL  
(323) 953-4000 ext. 2230  
LACC non-credit Vocational English as a Second Language program at the Workforce Readiness Academy offers courses to help you explore career options, prepare to get a job or improve English skills for your current job. Students practice correct communication for the workplace; working in a team and other speaking, reading and writing tasks. A self-paced VESL lab is a convenient option for students who cannot attend a regular course. The lab allows you to study independently, with the guidance of an instructor, at your own speed.

Workforce Readiness Academy  
(323) 953-4000 ext. 2230  
See descriptions for:  
• CalWORKs  
• Community Services  
• English Literacy/Citizenship  
• Vocational ESL

STUDENT RECORDS & DIRECTORY INFORMATION  
The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The LACCD recognizes that student records are a confidential matter between the individual student and the College. At the same time the LACCD has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility the LACCD may release Directory Information unless the student states in writing not to release it. The responsibility for carrying out these provisions is charged to the College Records Officer, designated by the College President. The Records Officer may be contacted through the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the College Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The student may challenge the accuracy and appropriateness of the records in writing to the College Records Officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts, as distinct from "student records," should be made directly to the Office of Admissions.) Directory Information includes the student’s name, the city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the College may be released or withheld at the discretion of the College Records Officer. Los Angeles City College will release no student records, other than Directory Information, without the written consent of the student concerned except as authorized by law. Log of persons and organizations requesting or receiving student record information is maintained by the College Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records. No Directory Information will be released regarding any student who has notified the College Records Officer in writing that the College shall not release such information.
Policies: Academic

Directory Information about any student currently attending the College may be released or withheld at the discretion of the College Records Officer. Los Angeles City College will release no student records, other than Directory Information, without the written consent of the student concerned except as authorized by law. Log of persons and organizations requesting or receiving student record information is maintained by the College Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records. No Directory Information will be released regarding any student who has notified the College Records Officer in writing that the College shall not release such information.

NEW ENROLLMENT PRIORITIES

Effective Fall 2014

New, continuing and returning matriculating students must complete the core services prior to registration in order to receive priority consideration for enrollment in classes. The core services are assessment, orientation, and counseling (i.e. completion of student educational plan). Students identified by Los Angeles City College as non-matriculating are exempt from participating in core services, but they are advised to access these services if they plan to pursue a degree or certificate. More information is available at: http://www.lacitycollege.edu/services/matriculation/studentinfo.html

ACADEMIC RENEWAL

(See an Academic Counselor for advisement)

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for Academic Renewal action of substandard academic performance under the following conditions:
1. Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed. If the student meets the above conditions, the College shall grant academic renewal, consisting of:
3. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
4. Annotating the student academic record indicating where Academic Renewal action has removed courses. Academic renewal actions are irreversible. Students should meet with a College Counselor before taking such an action.

TRANSCRIPTS / VERIFICATIONS

Upon written request, a copy of students’ academic records (transcripts) shall be forwarded by United States mail to the students or their designated addresses. Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addresses identified by students, at a cost of $3.00 each. Students may request rush processing to expedite their request for an additional fee of $7.00 per request. A student’s transcript may be withheld if a hold has been placed on his or her record due to equipment, books, uniforms, or similar items that the student has not returned to the College or in the instance of any unpaid fees or charges due to LACC or to any LACCD college. The transcript may be withheld until the student discharges these obligations. Requests for transcripts or verifications may be made online with a credit card payment or in the Office of Admissions and Records, AD 100.

CONDITIONS OF ENROLLMENT

OPEN ENROLLMENT

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

CONCURRENT ENROLLMENT

 Concurrent enrollment in more than one section of the same course during a semester is not permitted, except for certain Physical Education classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted. Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Classes scheduled at overlapping times enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action. (See “Standards of Student Conduct,” elsewhere in this catalog.)

BASIC SKILLS ENROLLMENT LIMITATION

Title 5, California Code of Regulations, limits student from taking more than 30 units of “remedial” course work, which is defined as “nondegree-applicable basic skills courses.” Effective winter 2010, the college’s registration system will prevent students, who have exceeded this limit, from enrolling in additional basic skills courses. However a student, who has reached this limit but enrolls in a credit or noncredit English as a Second Language (ESL) course, will be allowed to enroll in additional basic skills courses. Students with a learning disability may request an exemption through the Disabled Student Programs and Services (DSPS) Office. Also, this limitation does not apply to enrollment in noncredit basic skills courses. This schedule is available in alternate format on request.

AUDITING CLASSES

Students may be permitted to audit a class under the following conditions:
1. Payment of a fee of $15 per unit. Fees are not refundable and they are not covered by a fee waiver. Students enrolled in classes to receive credit for ten or more semester units shall not be charged to audit three or fewer semester units per semester. This fee structure is subject to change.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students wanting to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor’s discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of how much participation is allowed beyond observation.
6. Students must be added as an auditor by the last day of the term to add classes. Units of Work/Study Load Maximum and minimum unit requirements may apply, as follows:
Policies: Academic

The UNIT LIMIT maximum study load is 18 units during a regular semester, 7 units during summer session and 7 units during a winter intersession. The class load for students in the fall semester or summer session is from 12-18 units for full-time students. A college program of 15 units is equal to at least a 50-hour work week. Students who want to take 19 or more units must obtain approval from a College Counselor. Those students who will be employed while attending LACC should consider reducing their programs accordingly. Los Angeles City College suggests that those students who are employed full-time should enroll in no more than one or two classes (nine units maximum during the Fall or Spring; three units maximum during the Summer Session). Los Angeles City College defines a “full-time student” as one who is enrolled in 12 or more graded units. Los Angeles City College defines a “part-time student” as one who is enrolled in 6-11 graded units.

Attendance

Only students who have been admitted to Los Angeles City College and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being excluded from class, students should contact the instructor when they are absent for emergency reasons.

IMPORTANT: Students who are preregistered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more than the number of hours the class meets per week, the instructor may exclude them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Students are responsible for officially dropping a class that they stop attending.

(See “Adding and Dropping” elsewhere in this catalog.)

Instructor Notification Policy

Students should notify the instructor regarding absences by United States mail or by placing a notice in the “Student to Faculty Box,” located at the Campus Mail room. Students also may inform the instructor regarding their absences upon return to the class.

Attendance Definitions

“Attendance” means attendance in at least one regular spring or fall semester each calendar year. Los Angeles City College defines continuous attendance for the California community colleges as attendance in one semester during the calendar year before the current semester of enrollment. (Two semesters need not be consecutive, as long as they are in the same calendar year.)

Attendance means enrollment and completion of graded academic course work. (P, NP, Inc and W are acceptable.) Summer is not included in continuous attendance. Reference: California Code of Regulations, Title 5, Section 40401

Grades & Grading Policies

Grading Symbols And Definitions

Only the symbols in the grading scale given in this section will be used to grade all courses offered in fulfillment of the requirements for an Associate degree or certificate. Grades will be averaged based on the point equivalencies to set a student’s grade-point-average, using the following evaluative symbols: The following non-evaluative symbols may be entered on the student’s record:

### GRADE SYMBOL DEFINITION POINTS

- **A**: Excellent 4
- **B**: Good 3
- **C**: Satisfactory 2
- **D**: Passing; less than satisfactory 1
- **F**: Failing 0
- **P**: Pass (at least equivalent to a “C” grade or better)
- **NP**: Equal to “D” or “F” grade; units awarded are not counted in GPA

**I** (Incomplete) Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in a student record. The condition for removal of the “I” shall be stated by the instructor in a written record, which shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the College Office of Admissions until the “I” is made up or the time limit has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” must be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances. Courses in which the student has received an Incomplete may not be repeated unless the “I” is removed and has been replaced by a grade. This does not apply to courses which are repeatable for additional credit. Petitions are available in the Admissions office.

**IP** (In Progress) The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. “IP” indicates that work is in progress, but that the assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating grade-point-averages.

If a student enrolled in an open-entry, open-exit course is assigned an “IP” at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student’s permanent record for the course.
Policies: Academic

RD (Report Delay)
The “RD” symbol shall be used when the instructor has temporarily not submitted the student's assigned grade. Students receiving “RD” grades should contact their instructor immediately.

W (Withdrawal) Withdrawal from a class or classes is authorized from the 2nd week for no W (or 30% of the time the class meets) through the last day of the 12th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less). No notation (“W” or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less. Withdrawal between the end of the 4th week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the 14th week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the 12th week (or 75% of the time the class is scheduled, whichever is less) shall be given a grade other than a “W”, except in cases of extenuating circumstances. Effective summer 2012, students will only have 3 attempts to pass a class. If a student gets a “W” or grade of “D”, “F”, “I”, or “NP”, in a class, that will count as an attempt. A student’s past record of course attempts will also be considered.

If a student drops a class by the “Drop Classes without a W” date, it is not counted for the three (3) attempts that a student has to pass the class.

Example: Students will not be allowed to register for any course at any college within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.

FDW = NO MORE ATTEMPTS

We suggest the following strategies to assist you with your educational planning:

• See a counselor before making decisions that could affect your educational plan. You can make an appointment to see a counselor by visiting http://www.lacitycollege.edu/services/counsel/counsel.html

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

*Deadlines for short-term classes are different from semester-length classes. Check with instructor.

DEANS’ & PRESIDENT’S HONORS
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 the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 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 Honor List. 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 who qualify for the Dean’s and President’s Honors are automatically placed on the lists. Students who think they qualify for either of these honors can go to the Admissions Office and request an unofficial transcript of their records, or use an electronic kiosk, or access the college’s website and print out their transcript. Bring the unofficial transcript to the Office of Student Life, Cub Center for verification. The Dean’s Honor Program is held annually each Summer Session to acknowledge the students who earned their honors the prior spring and fall semesters. For graduation with honors (Summa Cum Laude, Magna Cum Laude, Cum Laude), see “Graduation With Honors” in the Graduation Requirements section of this catalog.

GRADES & GRADE CHANGES
The Los Angeles Community College Board of Trustees has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the Counseling Office will be happy to answer any questions you might have regarding these policies and standards. • Section 76224(a) provides: 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 a mistake, fraud, bad faith, or incompetency, shall be final. No grade may be challenged by a student more than one (1) year from the end of the term in which the course was taken, provided that if a college’s academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. (Title 5, CAC, Section 51308) Petitioning Evaluative Or Non-Evaluative Grade Symbols Students must file petitions in the Admissions Office for any evaluative or nonevaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the course. If resolution is not reached, the inquiry should be directed to the appropriate academic department chairperson and/or area Dean. If resolution is not reached at the departmental or area Dean level, inquiries should be made to the campus Ombudsperson, at (323) 953-4000 ext. 2450.
**POLICIES: ACADEMIC**

**PASS/NO PASS OPTION (P/NP)**
The College President may designate courses wherein all students enrolled in such courses are evaluated on a pass/no pass basis or wherein each student may elect on registration or no later than the end of the first 30% of the term whether the basis of evaluation is to be pass/no pass or a letter grade. These courses are noted elsewhere in this schedule as being eligible for the pass/no pass Option.

**PASS/NO PASS COURSES**
Pass/no pass courses do not fulfill prerequisites for more advanced courses. The student must meet all class standards. A maximum of 15 units of pass/no pass grades may be applied toward the Associate Degree. Courses offered on this basis are listed below. NOTE: Please check the appropriate academic department for confirmation. Designated courses are subject to change.

| ACCOUNTING | BUSINESS ADMINISTRATION: All courses |
| AFRICAN-AMERICAN STUDIES: All courses |
| ANTHROPOLOGY: All courses |
| ARCHITECTURE: 130,131 |
| ART: 101, 102, 103,105, 107, 109, and 111 |
| ASIAN STUDIES: All courses |
| ASTRONOMY: 1 |
| BIOLOGY: 1, 3, 23 and 25 |
| BUSINESS ADMINISTRATION: All courses |
| CHICANO STUDIES: All courses |
| CINEMA: 185 |
| COMPUTER TECHNOLOGY: All courses |
| CORRECTIONS: All courses |
| CSIT: All courses |
| DANCE: All courses |
| EARTH SCIENCES: All courses, except 185, 285 and 385 |
| ECONOMICS: 1 |
| ELECTRONICS: All courses |
| ENGINEERING: All courses |
| ENGLISH: All courses, except 101, 102 and 103 |
| ENVIRONMENTAL STUDIES: All courses |
| FINANCE: All courses |
| FOREIGN LANGUAGES: All courses |
| GEOGRAPHY: All courses |
| GEOLOGY: All courses |
| HEALTH: All courses |
| HISTORY: 11, 12 and 13 |
| HUMANITIES: All courses |
| JOURNALISM: 5, 17, 18 and 19 |
| INTERNATIONAL BUSINESS: All courses |
| LAW: All courses |
| LEARNING SKILLS: All courses |
| LIBRARY SCIENCE: 101 |
| MANAGEMENT: All courses |
| MARKETING: All courses |
| MATHEMATICS: All courses |
| METEOROLOGY: All courses |
| MUSIC: 101, 111, 133, 135, 137, 141, 152, 161,and 181 |
| OCEANOGRAPHY: All courses |
| OFFICE ADMINISTRATION: All courses |
| PHILOSOPHY: All courses |
| PHOTOGRAPHY: All courses |
| PHYSICAL EDUCATION: 96 through 499 |
| PHYSICAL SCIENCE: 1, and 14 |
| PHYSICS: 11, 12, 14 |
| POLITICAL SCIENCE: 1 |
| PSYCHOLOGY: 1, 2, 3, 12, 13, 14, 18, 21, 24, 32, 41, 43 and 52 and 72 |
| RADIOLoGIC TECHNOLOGY: 160 and 180 |
| REAL ESTATE: All courses |
| SOCIOLOGY: 1 |
| SPEECH COMMUNICATION: All courses |
| SUPERVISION: All courses |
| TELEVISION: 1, 2 and 911 |
| THEATRE ARTS: 200, 271, and 273; (100, 243, 300, 315, 413 and 450) |
| TRANSPORTATION-TRAVEL-TOURISM: All courses |
ACCURACY STATEMENT
The Los Angeles Community College District and Los Angeles City College have attempted to make this catalog accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding or other issues decided by the District or college. The District and college also reserve the right to add to, change or cancel any rules, regulations, policies and procedures as provided by law.

ACREDITATION & PROFESSIONAL PROGRAM APPROVALS
Los Angeles City College, a California public, tax-supported community college, is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA, 95403; [707] 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education.

Los Angeles City College programs are also accredited by the American Dental Association (Dental Laboratory Technician) and the American Medical Association (Radiologic Technology) and the Commission on Dietetic Education of the American Dietetic Association (Dietetic Technician).

STUDENT RIGHT-TO-KNOW DISCLOSURES
Beginning in Fall 1995, all certificate, degree and transfer-seeking first time full-time students were tracked over a three-year period; their completion and transfer rates were calculated. More information about Student Right-To-Know rates and how they should be interpreted can be found at the California Community Colleges “Student Right-To-Know Information Clearinghouse Website” at http://srkt.cccco.edu.

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 (323) 953-4000 ext. 2249.

Dean, Special Programs
- ADA
- Section 504. For assistance, contact the Office of Special Services in Clausen Hall 109 (323) 953-4000 ext. 2280.

Administrative Services for Affirmative Action • EEO – Hiring/ Promotion • Gender Equity (Non-Athletic) For assistance, contact, AD 213 (323) 953-4000 ext. 2094.

PROHIBITED DISCRIMINATION & HARASSMENTS POLICY
The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from prohibited Discrimination, as defined by Rule 15003. Employees, students or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by State and Federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

The LACCD has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the LACC Compliance Office Website (www.lacitycollege.edu/resource/compliance office) or by calling the LACCD Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the LACCD Office of Diversity Programs at (213) 891-2315.

Any member of the Los Angeles City College community: students, faculty, and/or staff, who believes, perceives or actually experiences conduct that may constitute prohibited discrimination, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the LACC Compliance Officer when it is directed toward students.

Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available. For assistance, contact the Compliance Officer, (323) 953-4000 ext. 2492.

LIMITED ENGLISH PROFICIENCY
Occupational Education Classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested the students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a Second Language.

Contamos con cursos vocacionales en distintas ramas de trabajo. Todos los cursos están disponibles a las personas que no dominan el idioma inglés con fluidez. No tener conocimientos básicos de inglés no debe ser un impedimento para matricularse en dichos cursos. Los servicios del colegio están disponibles para personas que hablan inglés como segundo lenguaje.

ALTERNATIVE PUBLICATION FORMATS
Students with verifiable disabilities who require alternate formats of college publications and resources should check with The Vice President of Student Services (323) 953-4000 ext. 2460. The College will provide information in alternate text formats upon request in the timeliest manner possible. Note: the Catalog and Schedule of Classes are also available on our web site, www.lacitycollege.edu.

CAMPUS SECURITY REPORTS
Pursuant to the Clear Act, the College’s Security Reports are published in each LACC class schedule and on the web at www.lacitycollege.edu/public/Crime/index.htm. Students may obtain a paper copy of the Report upon request from the Sherriff’s office.
POLICIES: STUDENT

STUDENT RESPONSIBILITIES TO BE INFORMED
It is the student’s responsibility to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he or she is pursuing. Regulations will not be waived and exceptions will not be granted if a student pleads ignorance of policies or procedures.

While LACC academic counselors are available to assist you in planning your schedule, and other instructors are available to assist you, it remains the responsibility of the student to follow all polices and to meet all requirements and deadlines. Students need to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree or certificate program. If a student is not in attendance for more than one consecutive semester, he or she must follow the catalog in effect when they return. New catalogs take effect in the Fall semester of the year published.

CATALOG RIGHTS
The college catalog is the document of record. A student will maintain “catalog rights” by continuous attendance in the Los Angeles Community College District to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will earn the degree, certificate or graduate if:

1. At the time the student began such attendance at the college, or
2. At the time of graduation.

* Continuous attendance means no more than a one semester absence within a school year, excluding summer sessions and winter inter sessions. Absence due to an approved educational leave shall not be considered an interruption in attendance, if the absence does not exceed two years.

For purposes of implementing this policy, the college may:

1. Authorize or require substitutions for discontinued courses; or
2. Require a student changing his/her major to complete the major requirements in effect at the time of the change.

DIRECTED STUDY COURSES
Directed Study courses are offered by several academic and vocational departments. They are designed for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience research or the development of skills and competencies under faculty advisement and supervision. Directed Study courses are available in a wide variety of disciplines. Students wishing to enroll in a Directed Study course should contact the appropriate department chair. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline and are based on the following formula: Directed Study 185 (1-unit) = 48 hours per semester Directed Study 285 (2-unit) = 96 hours per semester Directed Study 385 (3-unit) = 144 hours per semester Students should note that there are limitations as to the allowable maximum number of Directed Study units. For all Directed Study Courses transferring to the University of California, the maximum credit allowed is 3 semester units per term or six units total in any and all appropriate subject areas combined. The granting of transfer credit for Directed Study courses is contingent upon review of the course outline by the appropriate UC campus. It is recommended that students consult with a College Counselor and with the appropriate instructor and/or department chairperson before enrolling in Directed Study courses. Please refer to the current Schedule of Classes for information regarding specific Directed Study classes being offered.

GRADE REPORTS
The Los Angeles Community College District does not mail grades to students. Students may receive information on their grades through the Student Information on the web.

You may obtain a printed copy of your grades from the LACC Admissions Office. This printed copy is not a transcript or a Verification of Enrollment. If you need a transcript or a Verification of Enrollment, you may order it from the Admissions Office.

ADDING/DROPPING CLASSES AND COLLEGE WITHDRAWAL
LACC policies regarding adding and dropping classes are listed below. These policies are subject to change.

Adding Classes:
Only students who have been admitted to the College and are in approved active status may add or attend classes. Registered students who are on a waiting or standby list must obtain permission from the instructor to add the class.

During the first two weeks of the term, available classes are posted by section number in an area near the Office of Admissions in the Administration building.

Dropping Classes:
Students wishing to drop one or more classes must do so through the Office of Admissions by filing a drop card or web site. It is the student’s responsibility to drop from class if he or she decides not to attend or stops attending. Students might not be automatically dropped and/or excluded and will be accountable for any fees due. The following schedule applies to dropping classes. Any drops or exclusions that occur before the end of the 4th week of the semester (or 30% of the time the class is scheduled to meet) will not be noted on the student records.

Any drops or exclusions that occur between the 5th and the 12th week of the semester (or 75% of the time the class is scheduled, whichever is less) will result in a “W” (“Withdrawal”) on the student’s record, which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 12th week. A grade (A, B, C, D, F, P, I, or NP) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances. Petitions may be obtained from the Office of Admissions.

Withdrawal from the College:
It is recommended that students consult with a College Counselor when withdrawing (dropping all classes). Clearance of the record in courses where equipment has been issued is required when students separate from such classes.
PROBATION & DISMISSAL

Standards for Probation:
The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

Probation: A student shall be placed on probation if any one of the following conditions prevail:

Academic Probation: The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a “C” (2.0).

Progress probation: The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent (50%).

Standards For Dismissal:
Students shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal from Los Angeles City College shall disqualify students from admission to any college in the Los Angeles Community College District (LACCD).

Academic Dismissal: Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of three consecutive semesters. Students who are on academic probation and who earn a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

Progress Dismissal: Students who are on progress probation shall be subject to dismissal if the cumulative percentage of units in which they have been enrolled for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

Students who are on progress probation shall not be dismissed after a semester in which the percentage of units in which they have been enrolled for which entries of W, I and NP are recorded is less than fifty percent (50%).

Appeal of Dismissal: Students who are subject to dismissal may appeal to the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

Readmission After Dismissal: Students who have been dismissed may request reinstatement after two (2) semesters have elapsed. They shall submit a written petition requesting readmission to the College in compliance with College procedures. Readmission may be granted, denied or postponed subject to fulfillment of conditions prescribed by the College. Students must file a petition to return prior to the day for new and returning students to register in person. Refer to the College Calendar in the current Schedule of Classes for effective dates.

COURSE REPETITION
See an Academic Counselor For Advisement
Special Circumstances Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade-point-average. To Improve Substandard Grades Students may petition for approval to repeat courses up to a total of 15 units in which substandard grades (less than “C”) were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the cumulative grade-point-average and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ. Students planning to transfer to another college or university should contact the institution regarding its policy.

CREDIT BY EXAMINATION
Some courses in listed in this catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination.
   a. Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Board
   b. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the Los Angeles City College Catalog.
   c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College.

2. Determination of Eligibility to Take College Administered Examinations. Students who qualify:
   a. Must be currently enrolled in at least six (6) units at Los Angeles City College, in good standing, and with minimum grade point average of “C” (2.0) in any work attempted at Los Angeles City College.
   b. May petition for credit by examination if they
      1) Are eligible to take such course for credit under existing regulations;
      2) Have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.

3. Maximum credit allowable for credit by examination:
   The maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15). Credit by examination transferred from other institutions is counted toward this maximum.

Limitations:
   a. Credits acquired by examination are not applicable to meeting such unit load requirements as Veteran or Social Security benefits.
   b. Recording of Credit: Students who successfully pass the examination given to fulfill the “credit by examination” option shall have the course posted on their cumulative record indicating “Credit” in the grade column. The number of units of
credit recorded for any course may not exceed those listed in the College catalog.

4. Acceptance Towards Residence Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.

5. Recording of credit:
   a. If a student passes the examination, the course shall be based on his/her cumulative record indicating “Credit” in the “Grade” column.
   b. The number of units of credit recorded for any course may not exceed those listed in the Los Angeles City College Catalog.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTION

Students transferring from institutions not accredited by the Western Association of Schools and Colleges may, after successful completion of 30 units with a “C” or better grade-point-average, petition for credit in courses which parallel the offerings of the College.

The following exceptions for currently enrolled students may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing. The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter a Los Angeles Community College District college:
   a. Thirty semester units of credit will be awarded to graduates of Diploma Schools of Nursing under the following conditions: The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer. The student has completed at least 12 units of credit at the College to which application is made.
   b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given although the license was obtained by reciprocity with another state rather than by examination.
   c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
   d. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credits for Military Service Training Students who are currently serving in or have served in the military service, may, after successful completion of at least one course at a college in the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties for a total of six general elective credits.

3. Credits for Law Enforcement Academy Training Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
   a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.

   b. A single block of credit will be given and identified as academy credit.

   c. One unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

4. Acceptance Towards Residence Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.

5. Recording of Grade: Students who successfully pass the examination given to fulfill the “credit by examination” option shall have the record of such examination entered on their record as “CRX” (Credit by Exam), as provided by the LACCD Grading Symbols and Definitions Policy.

* The exception being foreign languages.

EVALUATION OF FOREIGN/INTERNATIONAL TRANSCRIPTS

Students who wish to receive course credit for college and university work completed in a foreign country or outside of the United States must have their transcripts evaluated if the transcript is in foreign language.

It is also recommended that course descriptions be submitted along with the evaluated transcript, for courses that the student would like to receive credit. The process for receiving credit for Foreign/International Transcripts is as follows:

1. A petition must be submitted to the Admissions Office in AD-100 to request credit for the courses in question along with the evaluated transcripts. If you don’t know where to take your Foreign/International transcripts to be evaluated, the Admissions Office will provide you with a list of LACCD recognized companies that are authorized to evaluate Foreign/International transcripts.

2. It is advisable that you provide the Admissions Office with course descriptions, where possible, of the evaluated course work, or any catalog information that may expedite the evaluation process. Please refer to the university or college the course work was completed to request course descriptions.

3. After your petition and transcripts have been evaluated, you will be informed of the outcome. If you do not agree with the outcome of your petition, you may petition the appropriate Department Chair. The decision of the Department Chair is final.

CANCELLATION OF CLASSES

The College reserves the right to discontinue any class with insufficient enrollment.

CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student’s academic performance that is evaluated in determining grades, student conduct is important in the academic setting. A student may be suspended for two class periods due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.
STANDARDS OF STUDENT CONDUCT

Students 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 must conform to LACCD and Los Angeles City College rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations, include, but are not limited to, the following:

Board Rule 9803.10 Willful disobedience to directions of College officials acting in the performance of their duties.

Board Rule 9803.11 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, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13 Unauthorized entry to or use of the College facilities.

Board Rule 9803.14 Forgery, alteration or misuse of College documents, records or identification.

Board Rule 9803.15 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, or violation of any rules of conduct as set forth in the LACCD Board Rule regarding “Conduct on Campus.” Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the College where 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 controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. “Controlled substances,” as used in this section, include but are not limited to the following drugs and narcotics: Opiates, opium, and opium derivatives; mescaline; hallucinogenic substances; peyote, marijuana; stimulants, depressants, 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 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 nondiscrimination 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 veterans 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 illegal acts.

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 which 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 person to breach the peace of the 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 and password.
   d. Use of computing facilities to interfere with the work of a student, faculty member, college official, 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 2803.27 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 obstructs 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 to exceed one (1) 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 which the premises are devoted.

Board Rule 9805 Interference with Performance of Duties by Employees. Action to cause or attempt to cause, any employee of the Los Angeles Community Colleges to do or refrain from doing, any act in the performance of his/her duties by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

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 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 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803 and 9804-9806, Standards of Student Conduct. The LACCD has adopted Board Rule 91101, “Student Discipline Procedures,” 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 these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, 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.

Copies of the Student Discipline Procedures are available in the Office of Vice President of Student Services.

STUDENT GRIEVANCE PROCEDURES - OMBUDSPERSON ADMINISTRATIVE REGULATION E-55
Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request at The Office of Student Life, in SU 219. The purpose of this regulation is to provide a 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 subjected 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. 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 ombudsperson 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. 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-requisites, 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 the 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. Procedure may be obtained from the Associate Dean of Student Life & Leadership Development located in SU 219. For assistance, call (323) 953-4000 extension 2453.

DRUG-FREE CAMPUS
Los Angeles City College adheres to, supports and is in full compliance with requirements that maintain our college as a drug-free institution of higher education. The LACCD Board of Trustees has adopted the following standards of conduct: Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on district premises, in District vehicles or as part of any activity of the Los Angeles Community College District. The LACCD Board of Trustees has adopted Rule 9803.19, which prohibits: 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 is prohibited by the 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: opiates, opium and opium derivatives, morphine, hallucinogenic substances, peyote, marijuana, stimulants, depressants, cocaine. The LACCD Board of Trustees policy on the Drug-Free Workplace restates these prohibitions. Legal Sanctions Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver’s license and limitations of career choices. Health Risks Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Other Risks Personal problems include diminished self-esteem, depression, alienation from reality and suicide. Social problems include loss of friends, academic standing and co- and extra-curricular opportunities, alienation from and abuse of family
members and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings and other assets. Counseling, Treatment and Rehabilitation Students should contact the LACC Counseling Office for assistance and referrals. Disciplinary Action Violation of the above Board Rules shall result in student discipline, imposed in accordance with the Student or termination of financial aid; suspension; withdrawal of consent to remain on campus; expulsion subject to reconsideration and permanent expulsion. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state and Federal law, up to and including expulsion, termination of employment and referral for prosecution for violations of the standard of conduct. The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. We ask you to share in this commitment and dedication.

EDUCATIONAL ENVIRONMENT POLICY
Due to requirements set forth by the Occupational Safety and Health Administration, proper attire, including shoes, eye ware and other articles, should be worn during all class hours.

FAMILY EDUCATION RIGHTS & PRIVACY ACT
See Student Records and Directory Information, elsewhere in these policies.

HEALTH FEE WAIVERS (STUDENT)
LACCD policy exempts the following students from paying the student health fee:
a. Students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect;
b. Students attending classes under an approved apprenticeship training programs;
c. Non-Credit Education Students;
d. Students enrolled exclusively at District sites where health services are not provided;
e. Students enrolled exclusively through Instructional Television or distance education classes;
f. Students enrolled exclusively through contract education.

SEX OFFENDER REGISTRATION
California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College’s Sheriff’s Department Office.

SMOKING POLICY
Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff, and/or administrator. Designated areas only.

WORKFORCE DIVERSITY
The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status, sexual orientation or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. An Affirmative Action Program will be maintained in accordance with Board Rule 101301. Inquiries regarding Workforce Diversity at Los Angeles City College should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

The Speed Limit
The maximum speed limit on campus and in parking lots is 5 miles per hour. Drivers exceeding the speed limit are subject to a traffic citation or other action.

Parking Regulations
The Board of Trustees of the Los Angeles Community College District has authorized parking fees for Los Angeles City College. Los Angeles City College and the Los Angeles Community College District assume no responsibility for damage to any motor vehicle, theft of its contents or injury to persons operating a vehicle, or parked on or off the campus unless liable under Government Codes, including, but not limited to, Government Codes 810 to 966.6 inclusive.

In accordance with California Vehicle Code 21113A and California Education Code 72247, parking regulations will be enforced on the campus. Violators will be cited by the College Sheriff which is not authorized to grant any privileges deviating from the rules.

Other LACCD Parking Permits
Student Parking Reciprocity: LACCD students with a valid student parking permit from any LACCD campus can park in Student Lot #1, 2 or 3, as long as the permit is properly displayed.

Restricted Zones
Red curbs, yellow curbs and fire hydrant violations are enforced by the College Sheriff, as would be the case in your home community.

Contesting Parking Citations
Parking citations may be contested by completing a “Parking Citation Administrative Review” form. This form may be obtained at the College Sheriff’s office. The form must be filled out completely and filed with the Sheriff’s office within twenty-one (21) days of the issuance date of the citation. Incomplete or incorrect forms will not be considered for review. Please be specific in explaining why the citation should be dismissed. The finding of the review will be mailed back to the contesting party.

If you do not agree with the findings of the review, you have the right to request an Administrative Hearing. You have 15 days from the date of the administrative review to commence this procedure. You must post the bail amount (fine) of the original citation, by check or money order, at the College Business Office (AD111). Deliver a copy of the bail receipt to the College Sheriff and obtain and complete a “Request for Administrative Hearing” form. You will be notified by mail when a hearing date is set.

Parking Fee Payments & Refunds
Enrollment and Tuition Fees must be paid with or before a student parking permit may be purchased. Student parking fees are refundable each semester through the enrollment refund period. The parking permit must be returned at the time the refund is requested. No refunds are allowed on day permits. (In the event of a machine malfunction, please contact the Los Angeles County Sheriff’s Office on campus, AD-115. Refund will be issued in Business Office.)
Where To Park
Street Parking and Street parking around the perimeter of the campus is limited. Read the signs carefully to avoid a citation. Metered parking is available on the west border of the campus on Heliotrope. (There is no parking after 6 PM on the residential side of Heliotrope.) Vehicles parked at a broken or nonfunctional parking meter are subject to citation. Vehicles with parking permits must also pay if parked in a metered parking stall.

Student Parking Lots
Students may park in Lots 1 & 2 & 3 only by permit (see map on the inside back cover). Lot 1 is the surface parking area on Vermont Ave. Lot 2 is the parking structure on Vermont. the student level of Lot 3 on Heliotrope is for ASG preferred student parking only. Parking in other lots, even during the first week of the semester, will result in citation. There is no grace period.

Parking Permits
All parking is by valid parking permit, which may be purchased at the LACC Business Office, or paid parking meter in designated lots as posted. A valid parking permit must be displayed at all times the vehicle is parked in a college parking lot throughout the semester, including weekends and holidays. Permit hangers should be hung so that the colored side faces the windshield. The purchase of a parking permit allows access to the designated parking lot but does not guarantee a parking space.

Parking Fees
ASG Preferred: $27.00 allows you to park in Lot 1 & Lot 2 & 3. Additionally, the ASG Preferred parking entitles you to receive the benefits of ASG membership. These benefits include free photocopying, Blue Books, Scantrons, computer use with Internet Access; student representation on important decision making bodies; and sponsorship of college activities. For more details, visit the ASG Office in Cub Center.

Restricted: $20.00
Allows you to park in the Lot 2 Parking Structure only.

Daily Metered Permit: $2.00
are valid in both Lots 1 and 2 on the day of purchase only.

Motorcycles & Mopeds Parking
Motorcycles and mopeds are not required to display a parking permit but MUST park in the designated motorcycle parking spaces. Any motorcycle or moped parked in a parking stall designated for automobiles or parked in any other area not designated for motorcycle or moped parking may be cited and/or impounded.

Disability Parking
There are "HANDICAP" designated parking stalls in each of the student parking lots and throughout the campus. Vehicles parked in these stalls must display a valid college parking permit and disabled parking placard. Students with disabilities who are also on a fee waiver will receive a Preferred LACC Parking Permit, at no charge, when they present their DMV certificate at the Business Office. Students must follow all Student Parking Policies as described herein and are subject to citation for any violation of the parking regulations.

Overnight & Long-Term Parking
Overnight parking is not allowed unless express consent is granted by the College Sheriff. Vehicles parked on campus or in parking lots in excess of 72 hours may be considered abandoned and may be subject to impound (22651 (k) CVC).

Weekend & Holiday Parking
Parking regulations are enforced on weekends and holidays, and parking permits are required in all parking lots. Inner campus parking is controlled at all times.

Visitor & Community Service Student Parking
Visitors and Community Service students must display their permits clearly in the front window. All Community Services students and instructors must park in Lot #1. Authorized visitors may obtain a temporary (one-day) parking pass from the College Sheriff's office.

Security
Like most urban campuses, thieves are attracted to parked vehicles. So, be sure to lock doors when you leave the car. Be careful not to leave tempting objects like purses, backpacks, radios, etc., in visible places in your car (e.g., on the seat). Security will be present at the entrance to the lot. The College Sheriff patrols the parking lots daily from 7:30 AM to 10:00 PM each school day.

Commuting Alternatives
Beat the hassles of driving. Ride the MTA, Metro Rail, or Metro link to school. The MTA and Metro Red Line stop right at campus. Metro link is an easy transfer to the Red Line at Union Station. Discounts for both systems are available for full-time students. For more information contact 1(800) COMMUTE, visit the MTA website at www.mta.net, the Metro link website at www.metrolinktrains.com, or stop by the College Business Office, AD-111. Student discount application forms are also available from LACC’s Touch Screen Information Kiosks.
Economic Development and Workforce Education

The Mission of the Office of Economic Development and Workforce Education (OEDWE) is to link education, work and training to improve the competitiveness within the workforce.

The OEDWE at Los Angeles City College (LACC) is a multifaceted entity that works collaboratively with internal and external partners for the purpose of serving and training diverse student and organizational populations. LACC is committed to providing resources, training and tools that positively impact and build neighboring communities with an emphasis on creating a competitively skilled and competent workforce. Bridging the gap between training and preparing a successful workforce and satisfying workplace demands requires that LACC programs remain current with business and industry.

CAREER ADVANCEMENT ACADEMY

VOCATIONAL HEALTH BRIDGE

Bridges the learning gap by assisting a diversified population of students that share a common interest in pursuing professional careers in healthcare. Students are given academic support through the integration of contextualized Health Care curriculum in English and Math in an effort to improve scholastic success at a future vocational training institution. This program is grant-funded at no cost to students.

To receive information on 2014 Winter Session enrollment and registration for Career Advancement Academy, please call (323) 953-4000, extension 2230 today or visit online: http://lacitycollege.edu/academic/departments/workforce/caa

CAREER PATHWAYS ACADEMY

Establishes career pathways through promotion of credit courses and degree applicable CTE Skill Certificates to high school students for completion in tandem with their high school diploma and with subsequent transition to Certificate and Associate Degree program enrollment after high school graduation. Tech Prep is a State-funded grant and is a significant innovation in the education reform movement in the United States. Tech Prep is an important school-to-work transition strategy, as it emphasizes contextual learning and career pathways, and helps students make the connection between school and employment.

To receive information on 2014 Winter Session enrollment and registration for Career Pathways Academy and Tech Prep, please call (323) 953-4000, extension 2230 today or visit online: http://lacitycollege.edu/academic/departments/workforce/cpa

WORKFORCE READINESS ACADEMY

Prepares English language learners, economically disadvantaged and other non-traditional college students to attain the essential knowledge, skills and abilities to successfully acquire and retain employment, and to effectively explore, plan and establish career ladder pathways leading to growth opportunities in high demand occupations. The focus of the Academy is participation in Workforce Education Programs as the first step in the career ladder of success towards attaining economic self-sufficiency with subsequent career ladder progressions to credit Vocational Education Skills Certificates and/or Associate Degree Programs. Academy Education and training programs encompass 11 Noncredit Skills Certificates of Competency and Completion. Additional courses are available in Basic Education and Computing skills, English as a Second Language (ESL), Vocational ESL, Workforce Literacy, Job Readiness skills, and associated Short-Term Vocational Training for high demand jobs in high growth industries. Other high demand Academy Programs include Citizenship Services and Entrepreneurship Skills Training.

To receive information on 2014 Winter Session enrollment and classes for Workforce Readiness Academy or visit online: http://lacitycollege.edu/academic/departments/workforce/wra
Economic Development and Workforce Education

Adult Education: English Literacy and Citizenship Program

The program provides eligible students with noncredit matriculation services and instruction in noncredit English as a Second Language, Vocational ESL, Basic Skills and short-term vocational training. The Adult Basic Education program is for students who wish to improve their reading, writing and/or math skills. The program includes small group instruction, computer lessons, videos and textbooks. Students take CASAS assessments to determine what level they are in for each subject. Students who successfully complete Basic English, Basic Math and Vocational courses are eligible to receive a California Community College Chancellor’s Office approved Certificate of Completion. The Citizenship Center is focused on providing students with services necessary for completing the Naturalization process and provides Civics participation classes to prospective United States citizens. Our classes and resources are available to help you fulfill your personal, educational and career goals. Our goal is to provide you with an educational experience that is challenging, supportive and rewarding.

Enrollment and class offerings information for the English Literacy and Citizenship Program can be obtained by calling (323) 953-4000, extension 2230 or visit online http://lacitycollege.edu/academic/departments/workforce/_elc

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKS)

The CalWORKs Program at Los Angeles City College is the liaison between the Los Angeles County Department of Public Social Services (DPSS) and the College for students who are transitioning from Welfare to Work. The program provides students with a variety of supportive services to assist in successful transition to self-sufficiency. Each student is required by GAIN to do 32/35 hours of school, work or combination of both per week to be in compliance. CalWORKs can assist eligible students with child care, work study, job referrals/leads, books and supplies, training verifications, educational, paths and much more!

Give your education and career plan a boost and call (323) 953-4000, extensions 2586 or 2599 or visit online: http://lacitycollege.edu/academic/departments/workforce/_calworks

COLLEGE READINESS ACADEMY

CRA assists students to strengthen their English and/or Math foundations. The academy provides basic skills English and Math courses designed to help students prepare for the CAHSEE, GED, and basic skills assessments. In addition to providing courses, a wide variety of support services are available to students who qualify. Some of the services include free class materials, Skills certificates, College Survival Workshops, one-on-one and group tutoring, in-class tutors, computer literacy and job placement assistance.

To receive information on 2014 Winter Session enrollment and classes for College Readiness Academy, please call coordinator, Luis Cordova at (323) 953-4000 extension 2582 or e-mail at cordovala@lacitycollege.edu

Noncredit VOCATIONAL EDUCATION SKILLS CERTIFICATES

Beginning English as a Second Language Skills Certificate of Completion
In-Home Supportive Services Skills Certificate of Competency
Job Readiness Skills Certificate of Completion
Workplace Basic Skills Certificate of Completion

CREDIT VOCATIONAL SKILLS CERTIFICATES ARE ALSO AVAILABLE!

Please call (323) 953-4000, extension 2230 for 2014 Winter Session registration and additional information on vocational educational skills certificates today!
Or visit online: http://lacitycollege.edu/academic/departments/workforce/oedwe
L.A.C.C. GUARDIAN SCHOLARS PROGRAM

Who is Eligible:

Any current or former foster youth between the ages of 16 and 24 is eligible for the program.

Visit us in the Student Services Village, Room 127

- Financial Aid
- Housing Resources
- Academic Advisement
- Mentoring and Tutoring
- Mini Computer Lab
- Personal Guidance and Counseling

GuardianScholars@lacitycollege.edu (323) 953-4000 ext 2345 & 2346
The entire 2014 Winter Session Class Schedule is now available online.

Remember, continuing student can register for classes, apply for financial aid, and new students may enroll at lacitycollege.edu
CAMPUS SERVICES

Academic Affairs .......................... ext. 2052  AD 208
Admissions .................................. ext. 2104  AD 100
Assessment .................................. ext. 2264  AD 103
ASG ........................................... ext. 2475  SU
Bookstore/ Cub Store ....................... ext. 2140  SU 1st floor
Business Office ............................ ext. 2180  AD 111
Coffee Shop .................................. TULLY’s
CalWORKS .................................. ext. 2586  LS 107
Career Center .............................. ext. 2210  AD 109
Child Development ....................... ext. 2220  CDC
Community Services ...................... ext. 2650  AD 112
Counseling .................................. ext. 2250  AD 108
Computer Center .......................... SU
Convenience Store ........................ ext. 2140  SU
Cub Card Office ........................... ext. 2456  AD 105
Employment Development Dept. .... ext. 4002  4311 Melrose
English Literacy Program ............... ext. 2230  EWD
EOP&S ....................................... ext. 2300  SSV 119
Facilities Management ................... ext. 2416  FM
FASTLAB ................................... ext. 2023  SSV 125
Financial Aid ............................... ext. 2010  SSV 117
Foster & Kinship Care Ctr. ............. ext. 2335  SSV 127c
Foundation .................................. ext. 2490  SU
Health and Wellness Ctr. ............... ext. 2485  LS 101
Honors Program ........................... ext. 2340  AD 205B
International Students ................. ext. 2470  EWD
Learning Skills Center .................. ext. 2770  LRC 103
Martin Luther King Jr. Library ...... ext. 2400  MLK Library
Lost & Found ............................. ext. #3  AD 115
Matriculation ............................. ext. 2463  AD 105
Office of Special Services .............. ext. 2270  SSV 100
Receiving .................................. ext. 2495  Lot 3
Recruitment & Outreach ................. ext. 2325  AD 207A
Sheriffs Office ............................ ext. #3  AD 116
Student Assistance Center .......... ext. 2455  AD 105
Student Life & Leadership Dev. ...... ext. 2450  SU
Student Services ........................ ext. 2460  AD 207
Teaching & Learning Center .......... ext. 2480  AD 300
The Hungry Cub ........................... ext. 2140  SU 1st floor
Transfer Center .......................... ext. 2215  AD 109
TRIO ........................................ ext. 2466  SSV 116
Upward Bound ............................ ext. 2316  AD 100
Veterans Center .......................... ext. 2024  SU

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

STUDENT SERVICES VILLAGE MAP
Located at north east of campus.

- EOP&S: EXT. 2300
- CARE: EXT. 2313
- TRIO: EXT. 2466
- FINANCIAL AID: EXT. 2010
- OSS: EXT. 2270
Los Angeles City College Campus Map

855 N. Vermont Avenue Los Angeles, CA 90029 (323) 953 - 4000

Willow Brook Ave

*Dial (323) 953 - 4000, then the listed extension.

Legend:
ADA parking Stall symbol

mac_files: Academic Affairs/ Campus Map/ Kiosk
Rev. 03/22/13

With map/ Two Column Campus Directory-CONV.idd

Rev. 03/22/13