

COMPLETING YOUR PATHWAY: TRANSFER & GRADUATION REQUIREMENTS



TRANSFER REQUIREMENTS

(See also Associate Degrees for Transfer (ADT) in this catalog)

If you plan to earn a Bachelor's degree you are considered a transfer student and should take a pattern of courses designed to complete the lower-division preparation for your major and the general education (GE) pattern that is appropriate to your transfer institution.

If you are expecting to transfer to a four-year institution, you should visit the [Transfer Center](#) and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

Important Information About Transfer

1. Courses that are required for the major may also be used for general education.
2. Courses required for the major must be completed with a grade of "C" or higher.
3. A course found in more than one area may be counted only once.
4. Courses taken at other California Community Colleges are counted only in the area(s) where they are listed at that college.
5. Courses taken at a foreign institution may not be used on the IGETC or CSU-GE plans.

Student Responsibility for Meeting Transfer Requirements

You are strongly advised to gather as much information as possible about chosen transfer college or university. The [Transfer Center](#) will assist you with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to you - working with a counselor - to decide upon an educational goal, to take responsibility for devising a plan to achieve this goal, to read the catalog of your chosen transfer institution, and then to choose the appropriate WLAC courses to satisfy the requirements for transfer to that institution. Additional information on the transferability of courses can be found at the [Assist website](#).

General Education Requirements for Transfer

As a transfer student, you have the option of choosing the following GE plans, depending on the institution to which you are transferring:

- the California State University General Education Breadth Plan (CSU-GE Breadth Plan) – for CSU campuses
- the Intersegmental General Education Transfer Curriculum (IGETC) – for UC and CSU campuses
- the WICHE Interstate Passport

WLAC students who are awarded an Associate Degree for Transfer (ADT) are guaranteed admission with junior standing

COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major.

Two kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

Transfer to California State University (CSU)

There are a number of approaches to transferring to a CSU school in a specific major, including:

1. Completion of an Associate's Degree for Transfer (ADT); or
2. Completion of CSU-GE Areas A1, A2, A3, and B4 ("The Golden Four" with a grade of "C-" or higher in each) and 60 CSU-transferrable units with a minimum GPA of 2.0 (GPA of 2.4 for non-residents). Note: a GPA of 2.0 (or 2.4) may not be sufficient to be admitted to high-demand majors and campuses; or
3. Completion of 60-transferable units, including units in the CSU-GE or IGETC patterns, in addition to major prep courses with a minimum GPA of 2.0.

Contact the [Counseling Office](#) to determine the what approach is best for you.

CSU General Education (CSU-GE) Breadth Requirements

Under agreement with the CSU system, WLAC can certify up to 39 units toward the GE requirements for a bachelor's degree at any one of the campuses in the CSU system. These units are known as the [CSU-GE Breadth pattern](#).

Under this certification process, the receiving CSU college will accept the units certified toward completion of the GE requirements as the institution prescribes them. The CSU college to which you transfer would agree neither to reduce this number nor to question the units certified. Students who are certified with 39 semester units of lower-division CSU-GE Breadth units will only be required to complete a minimum of nine (9) semester (13.5 quarter) units of upper-division GE work after they transfer, just like other students attending their CSU campus.

It is important for you to follow the required CSU-GE Breadth patterns as listed in the "General Education Patterns" section of the catalog and to take courses in as many different areas as possible. If you are planning to transfer to the CSU system, you should [consult with a counselor](#) concerning these GE

requirements as soon as you have determined the CSU campus you wish to attend, as the requirements are periodically revised.

CSU-GE Subject and Unit Requirement

The following categories of courses are required to fulfill the CSU-GE Breadth pattern. More information can be found in the "General Education Patterns" section of the catalog.

CSU GE SUBJECT AREA	REQUIRED COURSES	UNITS
Area A - English Language Communication and Critical Thinking: one (1) course in Oral communication, one (1) course in written composition, and one (1) course in critical thinking	3 courses	9 semester units total
Area B - Scientific Inquiry and Quantitative Reasoning: one (1) course in Physical Science, one (1) course in Life Science, and one (1) course in mathematics/quantitative reasoning	3 courses	9 semester units total
Area C - Arts and Humanities: one (1) course in Arts, one (1) course in Humanities, and a third course from either Arts or Humanities	3 courses (CSU-GE STEM = 2 courses from C1/C2)	9 semester units total (CSU-GE STEM = 6 units)
Area D - Social Sciences: three (3) courses from at least two disciplines	3 courses (CSU-GE STEM = 2 courses)	9 semester units total (CSU-GE STEM = 6 units)
Area E - Lifelong Learning and Self-Development	1 course	3 semester units
Area F - Ethnic Studies	TBD	TBD
Total	13 courses	39 semester units

Note: Every community college may apply its courses differently even if the course has the same title and number. [See a counselor](#), particularly if taking courses at a college in the LACCD other than WLAC. For more information, please refer to the "General Education Patterns" section of the catalog. Worksheets for the CSU-GE Breadth pattern can be found on the [Transfer Center webpage](#).

Transfer to the University of California (UC)

There are a number of approaches to transferring to a UC school in a specific major.

1. Completion of UC GE courses in Areas 1A, 1B, and 2, and four courses from Areas 3, 4, or 5 (known as "The 7-Course Pattern") and 60 transferrable units with a

COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

minimum 2.4 GPA (non-resident students 2.8 GPA) Note: a GPA of 2.4 (or 2.8) may not be sufficient to be admitted to high-demand majors and campuses; or

2. Completion of 60-transferable units, including the units of the IGETC pattern with a minimum GPA of 2.4. Note: a GPA of 2.4 (or 2.8) may not be sufficient to be admitted to high-demand majors and campuses.

The 7-Course Pattern

Any student applying for transfer admission to the UC system must complete the 7-Course Pattern (completion of the IGETC may fulfill this pattern):

1. Two transferable courses in English composition (Areas 1A and 1B); and
2. One transferable course in mathematical concepts and quantitative reasoning (Area 2); and
3. Four transferable college courses chosen from at least two of the following subject areas: arts and humanities; social and behavioral sciences; and physical and biological sciences (Areas 3, 4, or 5).

All courses for UC transfer must be completed with a grade of C or better.

Chances for admission to a specific UC campus may be increased by completing a Transfer Admission Guarantee (TAG). See a counselor for more information on participating UC campuses. Contact the [Counseling Office](#) to determine your desired approach.

There are two ways you can satisfy the UC's GE requirements:

1. Intersegmental General Education Transfer Curriculum (IGETC); or
2. UC campus-specific requirements.

[The Intersegmental General Education Transfer Curriculum \(IGETC\)](#) is a GE program of a minimum of 34 units that many transfer students may use to fulfill lower-division GE requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division GE courses. The IGETC pattern is most useful if you want to keep your options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does not guarantee admission, nor is it required for admission.

However, you may be better served by taking courses that fulfill the requirements of the specific UC campus or by fulfilling the CSU GE-Breadth requirements. The IGETC pattern is not recommended for students pursuing UC majors that require extensive lower-division major preparation (e.g. engineering or the biological, physical, or natural sciences). Specific UC campuses will not accept the IGETC pattern. More information can be found at the [UC IGETC Campus Guidance webpage](#). Please [see a counselor](#) for assistance in planning your transfer program.

IGETC Subject and Unit Requirement

The following categories of courses are required to fulfill the IGETC pattern. More information can be found in the "General Education Patterns" section of the catalog. Worksheets for the IGETC pattern can be found on the [Transfer Center webpage](#).

IGETC SUBJECT AREA	REQUIRED COURSES	UNITS
1. English Communication: one (1) course in English composition and one (1) course in critical thinking/English composition.	2 courses	6 semester units total
2. Mathematical Concepts and Quantitative Reasoning	1 course	3 semester units
3. Arts and Humanities: three (3) courses with at least one from the arts and one from the humanities	3 courses (IGETC STEM = 1 arts and 1 humanities course)	9 semester units total (IGETC STEM = 6 units total)
4. Social and Behavioral Sciences: three (3) courses from at least two disciplines, or an interdisciplinary sequence	3 courses (IGETC STEM = 2 courses)	9 semester units total (IGETC STEM = 6 units total)
5. Physical and Biological Sciences: one (1) physical science course and one biological science or course, at least one of which includes a laboratory	2 courses	7-9 semester units total
6. Language Other than English: proficiency equivalent to two years of high school courses in the same language.	Proficiency (IGETC STEM = not required)	Proficiency
Total	11 courses	34 - 37 semester units

Note: Worksheets for the IGETC pattern can be found on the [Transfer Center webpage](#). CSU transfer requires one more course in Area 1.

GPA Requirement for IGETC

IGETC courses must be completed with a grade of "C" (2.0) or higher. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of "C" (2.0) or higher may be applied to meet IGETC requirements.

Use of AP Exams for IGETC

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams that the community college faculty recognize as equivalent to its IGETC-approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/ English Composition requirement.

Proficiency in a Language Other Than English

You may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:

COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

- complete two years of high school coursework in one language other than English with a grade of “C” or better. Student must provide official transcripts from High School.
- complete a course at a college or university with a grade of “C” or better in each course. For courses, refer to Area 6 of the IGETC plan found in the “General Education Requirements” section of the catalog.
- achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.
 - Chinese with Listening: not offered before 1995/520
 - French/French with Listening: 500/540
 - German/German with Listening: 500/510
 - Hebrew (Modern): 500/470
 - Italian: 500/520
 - Japanese with Listening: 500/510
 - Korean/Korean with Listening: not offered before 1995/500
 - Latin: 500/530
 - Spanish/Spanish with Listening: 500/520
- achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.
- achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.
- satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.
- complete, with grades of “C” or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. If secondary school was completed in a non-English-speaking country and the language of instruction of the secondary school was not English, language other than English proficiency can be certified for IGETC without further evaluation. The student must present appropriate documentation of attendance at the secondary school.
- earn a passing grade on the international A level or O level exam in a language other than English.
- if an appropriate achievement test is not available to assert a student’s proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should [consult with a](#)

[counselor](#) to determine whether they should complete IGETC or the lower-division breadth/GE requirements at the campus they plan to attend. Foreign coursework from non-US regionally accredited institutions may not be used. In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum.

Transfer to Private Universities

Transfer admission requirements of private colleges and universities vary, as do course transferability and course credit allowed. Consult the catalog of the intended transfer institution for specific transfer admission requirements and articulation of courses, including GE, major preparation, and electives. Articulation agreements have been established with many private colleges and universities that allow you to complete the GE and major coursework requirements at WLAC prior to transfer. For more information, visit the [Transfer Center webpage](#).

General Education Certification

Certification guarantees that no additional lower-division GE courses can be imposed on you as a condition of graduation. “Certified” community college students are deemed to have satisfied the lower-division GE requirements of their chosen transfer institution. “Uncertified” UC and CSU transfer students will have their transfer coursework applied to the graduation requirements for their new campus, but will find that they must complete additional lower division, GE units than are required of a “certified” transfer student. For this reason, “fully certified” transfer is strongly recommended.

Courses outside of the LACCD will need to be evaluated by a counselor. Coursework from other US-regionally accredited institutions may be used on IGETC or CSU-GE Breadth patterns. However, this coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. It is your responsibility to request IGETC or CSU-GE certification during the last semester of attendance. WLAC will then verify that you have completed the IGETC requirements prior to transfer to the UC or CSU system.

IGETC Certification

All IGETC coursework must be completed before your transfer to receive complete IGETC Certification. Partial IGETC certification is defined as completing all but two (2) courses on the pattern. Either a complete or partial certification will be sent to the UC or CSU campus when you petition for certification. Each UC or CSU campus will inform you that you have submitted a partial certified IGETC and of the specific timelines and courses needed to complete the IGETC pattern. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed. IGETC certification should be requested from your counselor.

Warning: You need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate you do not meet minimum transfer requirements.

COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

CSU Certification

The CSU system will extend full certification to students who have completed all sections of the CSU-GE Breadth pattern. Partial Certification is awarded for completion of any of the five

(5) GE subsections. CSU certification should be requested from your counselor.

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

LACCD General Education (GE) Pattern – GE Pattern for Associate Degrees

2022-2023 Requirements

- Minimum of 21 semester units
- Minimum cumulative GPA of 2.0
- Note: These requirements are subject to change each year. Please [see a counselor](#) and check the college catalog for specific major requirements

Students can download [an Associate Degree GE Requirements worksheet](#) from the [Counseling Office's Forms & Useful links](#) webpage that will allow them to track courses that are completed, in progress and not yet completed.

Notes:

- # Same as course
- May only be used to meet 1 area requirement
- ** Students in majors with 42 units or more, may eliminate 3 units from area B or E. Please [consult with a counselor](#)

A. Natural Sciences

Required: 3 semester/ 4 quarter units minimum

Courses

Anatomy 001	Oceanography 001
Geography 001	Chemistry 051, 056, 060, 066, 101, 102, 211, 212, 221
Anthropology 101	Physics 006, 007, 012, 037, 038, 039
Geology 001, 002, 012	Earth Science 001
Astronomy 001	Physiology 001
Microbiology 020	Environmental Science 001, 002, 024
Biology 003, 006, 007, 010	Psychology 002

B. Social & Behavioral Science and American Institutions

Required: 6 semester / 12 quarter units minimum

Courses

<i>B1. American Institutions</i> (3 semester units minimum)	<i>B2. Social and Behavioral Sciences</i> (3 semester units minimum)
African American Studies 004 [#] , 005 [#]	Administration of Justice 001, 004, 067
Economics 010	Anthropology 102, 103, 104, 109, 120, 121, 130, 132, 134
History 011, 012, 041 [#] , 042 [#] , 043, 044	Art 117*
Political Science 001	Asian American Studies 003*
# African American Studies 004 = same as History 041	Business 001, 005
# African American Studies 005 = same as History 042	Chicano Studies 002, 047*
	Communication Studies 122, 190
	Counseling 020, 040
	Economics 001, 002, 0101, 011
	Education 211
	Geography 002, 007

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

C. Humanities

Required: 3 semester / 4 quarter units minimum

Courses

Architecture 130, 131
American Sign Language 001, 002
Arabic 001, 002
Art 101, 102, 103, 104, 107, 111, 114, 117, 141, 201, 300, 501, 502, 633, 635, 639, 708, 709, 806
Asian American Studies 003
Chicano Studies 037, 047*
Chinese 010
Cinema 001, 003, 004, 005, 018, 107
Dance Studies 805
English 102, 127, 203, 204, 205, 206, 207, 208, 209, 215, 219, 234, 239, 245

Film Production 100
French 001, 002, 003, 004
History 001, 002, 040, 086, 087
Humanities 030, 031, 060
Japanese 001
Multimedia 100
Music 101, 111, 121, 136, 141, 214
Philosophy 1, 12, 14, 20, 28, 33, 40, 41
Photography 27A, 27B
Spanish 1, 2, 3, 4, 5, 10, 12, 21, 22
Theater Arts 100, 110, 114, 200, 232, 305

D. Language & Rationality

Required: 6 semester / 16 quarter units minimum

Courses

D1. English Composition (3 semester units minimum)
English 101*, 101Y
New student competency rules are available under LACCD Administrative Procedure 4100. Please [consult with a counselor](#).

D2. Communication and Analytical Thinking (3 semester units minimum)
Communication Studies 101, 104, 121, 151, 180
Computer Science (CS) 101
Computer Information Systems (CIS) 101, 120, 111, 213
English 102, 103
Library Science 101, 102, 103, 104
Mathematics 125 or higher
Philosophy 006, 008, 009
Psychology 091

E. Health & Physical Education

Required: 3 semester / 4 quarter units minimum

Note: Area E shall be waived for degrees in Nursing. For other "high-unit" degrees, the number of units in Area E (E1 and/or E2) specified below shall be waived.

Courses

E1. Health Education (2 semester units minimum)
Health 011
(Include one P.E. activity course from E2)

E2. Physical Education Activity (1 semester unit minimum)
Any Kinesiology activity (Formerly P.E.)
Dance Studies (Dance ST)/ Dance Techniques (Dance TQ) may be counted. Must be an activity

CSU and CSU-STEM General Education (GE)-Breadth Plan

2022 – 2023 Requirements

- 39 units with a minimum cumulative GPA of 2.0 (“C”)
 - **Note: Areas A1, A2, A3, and B4 (also known as the Golden Four) must be completed with a grade of “C-” or higher before transferring to a CSU.**
- CSU STEM = 33 units with a minimum cumulative GPA of 2.0 (“C”)
 - Note: CSU GE-Breadth for STEM (CSU-STEM) is only approved for the students earning an ADT degree. This pattern allows students to defer completion of one course from CSU GE Area C and one course from CSU GE Area D until after transfer.
- Every community college may apply its courses differently, even if the course has the same title and course number. [Consult with a counselor](#) for more information.
- **Disclaimer:** *This information is subject to change each year. Every effort has been made to ensure this information given below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the [Assist website](#). Please [consult with a counselor](#).*

Students can download a [CSU/CSU-STEM General Education worksheet](#) from the [Counseling Office’s Forms & Useful links](#) webpage that will allow them to track courses that are completed, in progress and not yet completed.

Notes:

- # Same as course
- May only be counted in one area requirement
- ^L Lab course

A. English Language Communication & Critical Thinking

Required: 9 semester/12 quarter units minimum

Courses

Select 1 course from each area. Must be completed with a “C-” or better to meet admissions requirements to a CSU campus.

A-1. Oral Communication: Communication Studies (Formerly Speech) 101, 121, 151

A-2. Written Communication: English 101

A-3. Critical Thinking: English 102*, 103; Philosophy 006, 008, 009; Communication 104

B. Physical Universe & Its Life Forms

Required: 9 semester/12 quarter units minimum. Select three (3) courses to include one (1) from B-1, one (1) from B-2, and one (1) from B-4. A corresponding lab course is required from B3 if not included in lecture course. Lecture courses with Lab included are marked ^L

Courses

B-1 Physical Science:

Astronomy 001
 Chemistry 051^L, 056^L; 060^L, 101^L, 102^L, 211^L, 212^L, 221^L
 Earth Science 001
 Environmental Science 001, 024
 Geography 001
 Geology 001, 002, 012
 Oceanography 001
 Physical Science 001
 Physics 006^L, 007^L, 012, 037^L, 038^L, 039^L

Note: Students taking Chemistry or Physics courses to fulfil this area should [consult with a counselor](#)

B-2 Life Science:

Anatomy 001^L
 Anthropology 101
 Biology 003^L, 006^L, 007^L, 010^L
 Chemistry 066^L
 Environmental Science 002
 Microbiology 020^L
 Physiology 001^L
 Psychology 002

*Note: No credit for Bio 003 will be given if taken after Bio 006 or 007
 Areas B-3 & B-4 found on the next page*

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

B. Physical Universe & Its Life Forms continued

Courses

B-3 Laboratory Activity:

This requirement may also be satisfied by completion of any lecture/lab course listed in area B1 or B2 above denoted with a ^L:

Astronomy 005
Anthropology 111
Biology 003
Earth Science 002
Geography 015
Geology 006, 007
Physical Science 014
Oceanography 010

B-4 Mathematics / Quantitative Reasoning:

Math 215, 227, 227S, 230, 236, 241, 241S, 245, 260, 261, 262, 263, 270, 275
Computer Science 131
Psychology 091

Note: Coursework in Area B4 must be completed with a "C" or better for admission to a CSU.

C. Arts & Humanities

Required: 9 semester/12 quarter units minimum.

Choose one (1) course from C-1, one (1) course from C-2, and one (1) course from either C-1 or C-2.

CSU STEM GE Plan: one (1) course from C-1, one (1) course from C-2 (6 units total).

Courses

C-1 Arts:

Architecture 130, 131
Art 101, 102, 103, 107, 111, 115, 141, 201, 501, 502, 708, 709
Cinema 003, 004, 018, 107
Dance Studies 805
History 040
Music 101, 111, 121, 122, 136, 141
Philosophy 040*
Photography 027A, 027B
Theater 100, 110, 200

C-2 Humanities:

Arabic 001, 002
Art 117*
American Sign Language 001, 002
Asian 003*
Chicano 037, 047*
Chinese 001, 010*
English 102*, 127, 203, 204, 205, 206, 209, 215, 219*, 234*, 239, 245
French 001, 002, 003, 004
History 001*, 002*, 086*, 087*
Humanities 030, 031, 060
Japanese 001
Philosophy 001, 012, 014, 020, 028, 033, 040*, 041
Spanish 001, 002, 003, 004, 012

D. Social Sciences

Required: 6 semester/9 quarter units minimum. Courses must be chosen from at least **two disciplines**.

Courses

Administration of Justice 001, 004, 067
Addiction Studies 001*
African American Studies 004#, 005#
Asian American Studies 003*
Anthropology 102, 103, 104, 109, 121, 132, 134
Art 117*
Business 001
Chicano 002, 047*
Child Development 001, 011
Communication Studies 122
Chinese 010*
#African American Studies 004 = same as History 041
#African American Studies 005 = same as History 042
Geography 002, 007

Economics 001, 002, 010, 011
English 219*, 234*
History 001*, 002*, 005, 006, 011, 102, 207, 029, 041#, 042#, 043, 404, 074, 086*, 087*
Law 003
Political Science 001, 002, 004, 007, 014, 017, 060, 061
Psychology 001, 013, 014*, 041*, 052*
Sociology 001, 002, 011
Spanish 010

History 041 = same as African American Studies 004

History 042 = same as African American Studies 005

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

E. Lifelong Learning and Self-Development

Required: 3 semester/4 quarter units minimum

Courses

Addiction Studies 001*
Counseling 020, 040
Family & Consumer Studies 021
Health 011
Psychology 014*, 041*, 052*
Dance Studies* 814, 815, 816, 822, 826
Dance Techniques* 111, 112, 113, 114, 121, 122, 123, 124,
141, 142, 143, 144, 151, 152, 171, 172, 173, 174, 211, 212, 570, 571

Kinesiology* 229, 232, 245, 250, 251, 272, 285, 286, 287, 288, 291,
327, 329, 331, 334-1, 335-1, 345, 350, 351, 386, 387, 388, 389, 391
Kinesiology Athletics* 503, 504, 506, 508, 511, 512, 516, 549, 552,
553, 554, 555, 556, 557, 558, 563, 564, 571

**Only 1 unit of Dance Studies, Dance Techniques, Kinesiology, and Kinesiology Athletics may be counted in this area*

F. Ethnic Studies

Required: 3 semester/4 quarter units minimum

Courses

Students who begin at a California Community College in Fall 2021, will be required to complete Area F for full CSU-GE certification. Students with catalog rights prior to Fall 2021 are not required to complete Area F but are required to complete 9 units in Area D - across at least two different disciplines. Please check with a counselor and [assist.org](https://www.ccsd.edu/assist) prior to enrolling. No courses available yet.

CSU Graduation Requirement – choose one from each group

Not part of the CSU GE plan, but may be completed prior to transfer. For CSU GE certification purposes, the courses listed in this box satisfy the CSU graduation requirement of US History, Constitution, and American Ideals and may also be used to satisfy Subject Area D. Some CSU campuses may require students to take an additional course(s) after transfer. Other CSU campuses should be consulted directly regarding their policy.

- A. Political Science 001
- B. African American Studies 004/History 041, African American Studies 005/History 042, History 011, 012, 043, 044, Economics 010

Intersegmental General Education Transfer Curriculum (IGETC) for the California State University (CSU) System or the University of California (UC) System

Participating Campuses

CSU: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus.

UC: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz.

What is the IGETC (Intersegmental General Education Transfer Curriculum)?

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education (GE) program that prospective community college transfer students may complete to satisfy the lower division GE requirements for either the UC (University of California) or CSU (California State University) system without the need to take additional lower-division GE courses after transfer.

A required minimum of 60 transferable units must be completed prior to transfer for priority admission status. All IGETC coursework must be completed with a "C" or better. Courses in which a student receives a "pass" grade may be used if the community college's policy states that a "pass" is equivalent to a "C" grade (2.0) or better. The UC system allows a maximum of 14 semester units (of the 60 required, transferable units) on a Pass/No Pass basis. There is no CSU system-wide policy on limitations for a "pass" grade, therefore each CSU campus has its own established policy (please check with your CSU campus of choice). Courses may only be used once to satisfy one IGETC subject area (even if listed under multiple areas), however, courses may be used to satisfy IGETC GE areas and major preparation requirements. Major preparation requirements can be accessed at www.assist.org, the official source for California articulation and student transfer information.

The IGETC is not an admission requirement to the UC or CSU system. There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system, or admission to a specific campus or program. Existing segmental and campus specific admission requirements for transfer students remain unchanged. Requirements for lower-division courses for admission to particular majors also remain unchanged. The IGETC plan totals approximately 34-37 transferable units. The IGETC-STEM plan totals between 28-31 transferable units. The IGETC STEM plan is used by students earning an Associate Degree for Transfer (ADT).

Completion of the IGETC program may be certified by the last community college that the student attends. Certification means that this college has verified that a student has completed the lower division GE requirements listed in each area of the IGETC. If you are approaching readiness for transfer and are unable to complete one or two IGETC courses, you may be eligible for partial certification (and complete IGETC after transferring). **Certification does not guarantee admission or admission eligibility. Certification is not required for admission and is not automatic; it must be requested by the student at the time the final official transcript is sent.** Without certification, the student will be held to the specific GE requirements of the university campus of choice. Students should verify whether a specific UC campus will accept partial IGETC certification.

Courses taken at U.S. regionally accredited institutions may be used to fulfill IGETC. Foreign coursework (from non-U.S. regionally accredited institutions) may not be used on the IGETC. Students should be aware that placement of courses within IGETC subject areas vary from college to college. Placement of a course is based on the college of attendance and its IGETC pattern at the time the course was completed.

The IGETC will be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. However, it is not advisable for all students to follow the IGETC. Some students may be better served by taking courses that fulfill the CSU-GE Breadth requirements or the GE pattern of the UC or CSU campus or college to which they may transfer. Students pursuing majors that require extensive lower division major preparation, (such as engineering, or the biological, natural, and physical sciences) may not find the IGETC option to be advantageous. Specific UC campuses will not accept the IGETC pattern and/or additional lower-division GE requirements may be needed prior to transfer. More information on the colleges and majors that do not recommend or accept the IGETC or IGETC for STEM majors can be found at the [UC IGETC Campus Guidance](#) webpage.

The material in this publication has been prepared from the IGETC handouts as carefully as possible. WLAC does not assume responsibility for inaccuracies or changes in the information contained herein after the date of publication.

IGETC & IGETC for STEM – General Education Plan for UC/CSU Systems

2022 – 2023 Requirements

- IGETC: 34 to 37 units with a minimum cumulative GPA of 2.0 (“C”)
- IGETC-STEM: 28 to 31 units with a cumulative minimum GPA of 2.0 (“C”)
 - Note: IGETC for STEM (IGETC-STEM) is only approved for the students earning an ADT degree.
- **Disclaimer:** Every effort has been made to ensure the information below is accurate and timely. However, this form is subject to change each year. Please [consult with a counselor](#) as updates are made throughout the year.

Notes:

- # same as course
- * Course can only be counted in one area
- ^L Lab course

1. English Communications

Required: two to three (2-3) courses (6-9 semester/8-12 quarter units)

Courses

CSU transfer – complete one course from each group.

UC transfer – complete one course from groups A and B only.

English Composition: English 101, 101Y

Critical Thinking/English Composition: English 103

Oral Communication (CSU requirement only): Communication Studies (formerly Speech) 101, 151

2. Mathematical Concepts & Quantitative Reasoning

Required: one (1) course (3 semester/4-5 quarter units)

Courses

Computer Science 131

Math 227, 227S, 230, 235, 236, 245, 260, 261, 262, 263, 270, 275

Psychology 091

Note: Students taking Math courses to fulfil this area should [consult with a counselor](#)

3. Arts & Humanities

Required: three (3) courses (9 semester/12-15 quarter units)

Choose one (1) course from A, one (1) course from B, and a third course from A or B.

IGETC STEM: 2 Courses from A & B (6 units total)

Courses

A. Art:

Architecture 130, 131

Art 101, 102, 103, 107, 111, 115, 141

Cinema 003, 004, 018, 107

Dance Studies 805

Music 111, 121, 122, 136, 141

Philosophy 040

Photography 027A, 027B

Theater 100, 110

B. Humanities:

Art 117*

Asian American Studies 003*

Chicano Studies 037

Chinese 010

English 102, 203, 204, 205, 206, 207, 208, 209, 215, 219, 234, 239

French 003, 004

History 001*, 002*, 086*, 087*

Humanities 030, 031, 060, 077

Philosophy 001, 012, 014, 020, 028, 033, 041

Spanish 002, 003, 004, 005, 012

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

4. Social & Behavioral Sciences

Required: three (3) courses (9 semester/12-15 quarter units)
Choose three (3) courses from at least two different disciplines.

IGETC STEM: 2 Courses from different disciplines (6 units total)

Courses

Administration of Justice 001, 004, 067
African American Studies 004#, 005#
Anthropology 102, 103, 104, 109, 120, 121, 130, 132, 134
Art 117*
Asian American Studies 003*
Chicano 002, 047
Child Dev 001
Chinese 010
Communications 122
Economics 001, 002, 010, 011
Education 211
Geography 002, 007

History 001*, 002*, 005, 006, 011*, 012*, 027, 029, 041#, 042#, 043#, 044#, 074, 086*, 087*
Political Science 001, 002, 007, 014, 017, 060, 061
Psychology 001, 008, 013, 014, 041, 052
Sociology 001, 002, 011, 031
Spanish 010

African American Studies 004 = same as History 041

African American Studies 005 = same as History 042

+ Note: Students taking History or African American Studies courses to fulfil this area should [consult with a counselor](#)

5. Physical & Biological Sciences

Required: two (2) courses (7-9 semester/9-12 quarter units)

Choose one (1) course from A, one (1) course from B. At least one (1) course must include a corresponding lab. Lecture courses with Labs included are marked with an ^L. Separate Lab courses are listed in C.

Courses

A. Physical Science:

Astronomy 001
Chemistry 051^L, 056^L, 060^L, 101^L, 102^L, 211^L, 212, 221^L;
Earth Science 001
Environmental Science 001, 024
Geography 001
Geology 001, 002, 012
Oceanography 001
Physical Science 001
Physics 006^L, 007^L, 012, 037^L, 038^L, 039^L

Note: Students taking Chemistry or Physics courses to fulfil this area should [consult with a counselor](#)

B. Biological Sciences:

Anatomy 001^L
Anthropology 101
Biology 003^L, 006^L, 007^L, 010^L
Chemistry 066^L
Environmental Sci 002
Microbiology 020^L
Physiology 001^L
Psychology 002

C. Laboratory Activity: Requirement can be met by any corresponding lecture/lab course in area 5A or 5B.

Anthropology 111
Astronomy 005
Earth 002
Geography 015
Geology 006, 007
Oceanography 010
Physical Science 014

6. Language Other Than English (LOTE) (UC Requirement only)

IGETC STEM: Not required for certification

Courses

Proficiency** in any foreign language can be met by:

- passing two (2) years of a foreign language in high school with a grade of "C" or better;
- two (2) years attendance at a foreign junior high or high school;
- proving competency by an acceptable exam; or
- by choosing one of the following courses:
 - Arabic 001, 002

COMPLETING YOUR PATHWAY: GENERAL EDUCATION REQUIREMENTS

2. American Sign Language 002
3. French 001, 002, 003, 004
4. Spanish 001, 002, 003, 004, 005, 022, 035

Note: [Consult with a counselor](#) for language courses that double count in Area IIIB and Area VI

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

CSU Requirement only | Graduation Requirement (Not part of IGETC American Institutions)

Courses

Courses must be chosen from at least two disciplines.

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy the 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.

Choose 1 course from A and 1 course from B:

- African American Studies 004/History 011, African American Studies 005/History 012, History 041, 042, 043, 044; Econ 010
- Political Science 001

GRADUATION REQUIREMENTS

More information on graduation requirements, English and Math competencies, catalog rights, additional and concurrent degrees, and GE requirements for graduation can be found in LACCD Administrative Procedure 4100.

Degree Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the LACCD Board of Trustees to confer the following degrees:

- Associate in Arts (AA)
- Associate in Science (AS)
- The Associate Degree for Transfer (ADT) known as the Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The awarding of a 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 in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to a lifetime interest.

Unit Requirement

Associate Degrees require the following:

1. a minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education.
2. completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth Requirements (CSU GE-Breadth Plan), the GE Plan, or their variations as required for approval by the California Community Colleges Chancellor's Office.

The Associate Degree for Transfer (ADT) (as defined in [Education Code Section 66746](#)) requires the following:

- 60 semester units eligible for transfer to the CSU, with at least 18 units of study in a major/area of emphasis as determined by the community college district and meeting the requirements of an approved transfer model curriculum

- completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements (CSU GE-Breadth Plan)
- a minimum grade point average of 2.0

(Reference LACCD Administrative Procedure 4100)

Residency Requirement

Graduating students must complete no fewer than 12 units at the College conferring the degree. The college president or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

(Reference LACCD Administrative Procedure 4100)

Scholarship Requirement

Associate Degrees: A "C" (2.0) cumulative GPA or better in all degree applicable coursework in the curriculum upon which the degree is based including external degree applicable coursework used to meet degree requirements. External coursework will only be used for cumulative GPA calculation if it is being applied to satisfy a degree requirement (major, general education, elective).

Associate Degrees for Transfer: A "C" (2.0) cumulative grade point average in all CSU-transferable coursework upon which the degree is based including external CSU transferable coursework used to meet degree requirements. External coursework will only be used for cumulative GPA calculation if it is being applied to satisfy a degree requirement (major, general education, elective).

For more information, visit the [Graduation Office webpage](#)

Note: Each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass/no pass" basis.

(Reference LACCD Administrative Procedure 4100)

English and Math Competency Requirements for Associate Degrees

Students must satisfy the requirements for meeting competency in written expression and mathematics.

The English and Math competency requirements for the Associate in Arts (AA) and Associate in Science (AS) Degrees are met by the following criteria:

1. Mathematics Competency

The competency requirement in mathematics for the Associate in Arts (AA) and Associate in Science (AS) Degrees may be met by completion of any of the following:

COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

- Verification of passing with a grade of “C” or “P” or higher any course from a California Community College Chancellor’s Office (CCCCO) Course Basic (CB) Code of “One Level Below Transfer” or higher with a TOP code beginning with 17; or
- Verification of passing with a grade of “C-” or higher, or “Credit/Pass/Satisfactory” (if equivalent to a grade of “C-” or higher per sending institution’s transcript key), a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any U.S. regionally accredited secondary or post-secondary institution; or
- Verification of passing with a grade of “C” or “P” or higher a California Community College course that meets the California State University General Education Breadth (CSU-GE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning; or
- Achieving a satisfactory score on a DAS-approved LACCD Mathematics Competency Examination; or
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam, an International Baccalaureate (IB), or a College-Level External Examinations (CLEP)) as specified in LACCD Administrative Procedures.

Contact the [Counseling Office](#) for more information about English and Math competency and graduation.

Note: The LACCD Curriculum Committee shall establish whether a course meets the English and Math competency requirement as established in LACCD Administrative Procedure 4100.

2. Written Expression Competency

The competency requirement in written expression for the Associate Degree may be met by completion of any of the following:

- Verification of passing Freshman Composition with a grade of “C” or “P” or higher from any California Community College or the equivalent from any United States regionally accredited institution with a grade of “C-” or higher; or
- Verification of passing with a grade of “C” or “P” or higher in a California Community College course that meets the CSU GE-Breadth requirement in Area A2: Written Communication and/or the IGETC in Area 1A: English Composition; or
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam, an International Baccalaureate (IB),

or a College-Level External Examinations (CLEP)) as specified in LACCD Administrative Procedures.

Contact the [Counseling Office](#) for more information about written competency and graduation.

Note: The LACCD Curriculum Committee shall establish whether the course meets the written competency requirement as established in Administrative Procedure 4100.

Certificate of Achievement Requirements

Residency Requirement: There is no residency requirement. A student may choose to earn a certificate from any college in the LACCD regardless of home college status.

Scholarship Requirement: A “C” (2.0) GPA or better (or a “P” if the course is taken on a “pass-no pass” basis) in all work attempted in the curriculum upon which the certificate of achievement is based. The CSU GE-Breadth Certificate of Achievement is exempt from this requirement.

Conferring the Certificate when offered at multiple LACCD Colleges: A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD

Automatic Awarding of Certificates of Achievement: Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other state approved and transcribed certificate(s), will be awarded the certificate(s) automatically.

(Reference LACCD Administrative Procedure 4100)

Graduation & Catalog Rights

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms.

A student with “catalog rights” who also has continuous attendance in the LACCD may elect to satisfy the program’s graduation requirements at the college from which the student will earn their degree or certificate. For this, a student may choose the graduation requirements from any catalog since their first year of enrollment.

“Continuous attendance” means attending at least one term (fall, winter, spring, summer) each academic year at any of the LACCD colleges. Courses with a “W” (withdrawal) count towards determining continuous attendance. Students granted

COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

a “MW” (military withdrawal) or an “EW” (excused withdrawal) will be considered to be in “continuous attendance” for their required period of military service or excused withdrawal.

Students who do not have continuous attendance are held to the graduation requirements in the catalog year of their last semester they completed their program.

(Reference LACCD Administrative Procedure 4100)

General Education Requirements for Graduation

General Education (GE) is designed to introduce you to the variety of means through which people comprehend the modern world. Developing and implementing a specific GE philosophy is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. The WLAC GE philosophy can be found in the “About the College” section of the catalog.

The following GE plans* are offered at WLAC:

- the LACCD General Education Plan
- [the California State University General Education Breadth Plan \(CSU GE-Breadth Plan\)](#)
- [the Intersegmental General Education Transfer Curriculum \(IGETC\)](#)
- the WICHE Interstate Passport.

AA or AS degrees may use any of these GE plans. AA-T and AS-T degrees may use either the CSU GE-Breadth plan or the IGETC plan.

** CSU for STEM and IGETC for STEM options are available to students earning an ADT (specific majors only). This plan allows STEM students to defer completion of specific courses until transfer.*

WLAC shall not impose any requirements in addition to these GE plans, including any local college or district requirements.

(Reference LACCD Administrative Procedure 4100)

Additional Associate Degrees

Students who have previously earned an Associate degree or higher from a U.S. regionally accredited institution will be granted an additional Associate degree when the following requirements have been met:

- completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major requirements (pursuant to catalog rights)
- major course requirements completed in previous degrees awarded can be used again for additional

degrees (see Administrative Procedure for more information about accepting and evaluating external coursework)

- completion of any additional requirements, as determined by the college

There is no limit to the number of additional Associate degrees that can be awarded provided that all the above requirements have been met. However, transfer students who wish to earn additional degrees should consult with a counselor about financial aid limitations.

(Reference LACCD Administrative Procedure 4100)

Graduation & Commencement

Graduation is not automatic. Students must follow the graduation petition process and be aware of all deadlines. Graduation Petitions must be completed through the [SIS Student Portal](#). For more information about the process of graduation, visit the [Graduation Process webpage](#).

Commencement Ceremony Qualification

The Commencement ceremony occurs in June. Students may petition to graduate in the Spring semester if they anticipate completion of the degree or certificate by the end of the summer semester. Students earning degrees or certificates must file their petitions within the deadline to be invited to Commencement ceremony. See the [Graduation Information webpage](#) for graduation petition and ceremony information.

Graduation Petitions for Degrees

To ensure eligibility for graduation with an AA or AS degree, an AA-T or AS-T degree, or a Bachelor degree*, the following should be in process or completed in order to petition for a degree:

- 12 units of residency completed at WLAC
- A minimum 2.0 cumulative GPA
- A “C” or better in English 101 and Math 125#
- A “C” or better in all major courses
- 60 degree-applicable units
- one of the following GE plans:
 - a. LACCD General Education Pattern
 - b. [the California State University General Education Breadth Plan \(CSU GE-Breadth Plan\)](#) - for all majors
 - c. [the Intersegmental General Education Transfer Curriculum \(IGETC\)](#) - for all majors
 - d. [the WICHE Interstate Passport](#) – see counselor for applicability

**see additional requirements in the Bachelor Degree section of this catalog.*

COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

or other Math courses that meet the Math competency requirements

Official transcripts from all colleges/universities attended must be filed with the [Admissions and Records Office](#) (except for LACCD campuses). Transcripts must be mailed directly from the institution to the Admissions and Records Office.

Submit the completed "Petition to Graduate" through the [SIS Student Portal](#). Petitions will be accepted throughout the academic year (fall, winter, spring, summer). Students may submit graduation petition as follows:

- For Winter and Spring petitions: November 1 through the end of Spring semester
- For Summer and Fall petitions: May 1 through the end of Fall semester
- WLAC may set deadlines for participation in commencement.

More information can be found at the [Degree Petitions webpage](#). Students are encouraged to make an appointment with a counselor through the [Counseling Center](#) prior to submitting their petition.

(Reference LACCD Administrative Procedure 5111)

Retroactive Awards

Students who are no longer enrolled in the LACCD and who have previously met all the requirements for a degree or certificate, but have never applied for graduation shall, upon request:

- be awarded the degree or certificate without the need to re-enroll in the LACCD

- be awarded retroactively the degree or certificate in the last term in which the student-maintained catalog rights

(Reference LACCD Administrative Procedure 4100)

Graduation Petition Process for Certificates

Students should follow the petition procedure outlined above to petition for their certificate. More information on the certificate petition process can be found at the [Certificate Petitions webpage](#).

Graduation Honors and Awards

Graduation honors and awards are to be based on cumulative GPA for all college work attempted. This policy is adopted for use in the LACCD only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

(Reference: LACDD Administrative Procedure 4240)

Graduation Honor Cords

Braided gold honor cords are awarded to those students who graduate "Summa Cum Laude" with a GPA of 3.9 or higher.

Braided gold and blue honor cords are awarded to those students who graduate "Magna Cum Laude" with a GPA of 3.7 or higher.

Braided blue honor cords are awarded to those students who graduate "Cum Laude" with a GPA of 3.5 or higher.

Honor cords are presented only to students who qualify and participate in the Commencement ceremony. Students who already possess an AA, AS, AA-T, or AS-T degree or equivalent, or an advanced degree are not eligible for these awards.

STAYING ON YOUR PATHWAY: STUDENT SERVICES



BASIC NEEDS RESOURCES

Dream Resource Center

SSB 1st Floor (310) 287-4310; wlac-dreamcenter@laccd.edu

The Dream Resource Center (DRC) provides a safe and confidential space for all undocumented and housing/food insecure students by providing wrap around services that support course and degree completion. Visit the [Dream Resource Center website](#) for more information on the services provided by the DRC, including academic advising, free legal services, book vouchers, laptop lending, and support in completing the California College Promise Grant.

Fresh Success

(310) 287-4404 or (310) 287-4510

wlac-freshsuccess@laccd.edu

Through Fresh Success, CalFresh participants gain education and training that will lead to better employment and a path to economic self-sufficiency. Fresh Success eligible programs include credit and noncredit career training and noncredit basic skills classes that improve one's employability (i.e. English Language Learning, high school equivalency).

Fresh Success can help you:

- strengthen your employability through classes and training programs offered at WLAC
- receive supportive services such as career counseling; interview training; job search, placement, and retention services; educational plans; academic monitoring; tutoring; and case management.
- receive help to reduce your financial barriers to program participation, completion and employment,

such as transportation assistance, textbooks, and supplies.

Fresh Success Eligibility

Any part-time, noncredit and not-for-credit student* is eligible for Fresh Success @ West as long as they have:

- applied for and received CalFresh (household income eligibility requirements apply)
- applied to WLAC and enrolled in at least one Fresh Success eligible course (if enrolling in credit, the applicant must enroll in a minimum of six units)
- applied to Fresh Success (see instructions [here](#))

**Individuals age 16 years or older may apply and be eligible for Fresh Success under certain circumstances. Please visit the [WLAC's Fresh Success webpage](#) or email wlac-freshsuccess@laccd.edu for more information about Fresh Success and how to apply.*

Food Pantry

FA 103; (310) 287-4487; wlac-basicneeds@wlac.edu

Students can sign in with a student ID number to choose from a wide variety of foods, snacks, and personal hygiene products. Donations are provided by WLAC students, faculty, and the generous people of the community. Some products are purchased through the LA Regional Food BANK. For more information, including hours and dates of operation visit [WLAC's Food Pantry webpage](#).

Student Health Center

Telehealth Care (323) 268-9191

The [Student Health Center](#) offers free or low-cost healthcare services to all currently-enrolled students, including short term mental health counseling services (by appointment only) to

STAYING ON YOUR PATHWAY: STUDENT SERVICES

students on campus. Please note, the WLAC Health Center is currently being remodeled. Therefore, all medical and mental health services are provided via telehealth (telephone or zoom) or in-person at [Via Care health center sites](#). The student health center is closed weekends and all official holidays.

A mandatory Student Health Fee of \$19 per Fall and Spring semester and \$16 per Winter and Summer intersession underwrites WLAC's health services and is payable at the time of registration.

The WLAC Student Health Center requests that everyone with serious medical emergencies on campus to call the Campus Sheriff at (310) 287-4314 for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area. Emergency call boxes are located throughout the campus.

Drug and Alcohol Abuse Prevention Program

In compliance with the [Drug Free Schools and Communities Act Amendment of 1989](#), WLAC offers services and referrals to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Contact the [Student Health Center](#) and/or the [Welcome Center](#) for more information.

West Wardrobe

FA 103

West Wardrobe provides new and gently used professional attire free to students for interviews and employment. For more information, [email the Wardrobe](#).

GENERAL SERVICES

Bookstore

SSB 1st Floor

The Wildcats Campus Store, also known as the Bookstore, offers a variety of services to students, faculty and staff at WLAC. The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids, and computer software. The [Bookstore's textbook rental](#) program saves students an average of 60% or more compared to new textbook purchase prices. The store buys back used books during the last week of final exams in the Fall and Spring terms. The store also operates the PAWS 4 Snacks & Stuff convenience store in building B5 which stocks a wide variety of snacks and beverages. For more information, visit [WLAC's Bookstore website](#).

Business Office

SSB 230; (310) 287-4262; businessoffice@wlac.edu

Pay for fees by cash, cashier's check, money order, credit, or debit card. For more information, visit the [Business Office website](#).

Child Care Services

Child Development Center; (310) 287-4357; wlac.edu/child-care

The WLAC Child Development Center (CDC) is a nurturing place for children of WLAC student-parents. It is licensed by the DPSS Community Care Licensing. The CDC provides safe and free (or low cost) child-care services that fosters a positive learning environment for students' children. Children are offered daily activities to provide developmentally appropriate programs for infant, toddler, and preschool children's cognitive, physical, creative, and emotional growth. For additional information and to obtain an application, visit [WLAC's Child Development Center webpage](#).

The CDC works in collaboration with the [Division of Human Development & Family Studies](#) to provide training, employment and mentorship to students wishing to pursue a career in Early Childhood or related major. Fees for all CDC programs are calculated using a sliding scale based on family size and the gross monthly income. Subsidized service is available to eligible families.

Enrollment & Eligibility

There are eligibility lists for all of the Campus CDC programs. The length of the lists varies by program. Student-parents are given priority for enrollment. Please call the front desk at (310) 287-4357 for enrollment related questions and information on how to pick up an application.

Ages of Children

The program offers care to children ages 1 – 5 years of age.

CDC Hours, Days, & Fees

The CDC offers full day services. The CDC is open Monday – Friday from 7:45 a.m. to 3:00 p.m. for toddlers and preschoolers. Breakfast, lunch, and afternoon snacks are provided for all children enrolled, at no charge.

Financial Aid Office

SSB 210; (310) 287-4478; financialaid@wlac.edu

The Financial Aid Office provides services relating to Financial Aid programs. Financial Aid is made available by the federal and state governments and private sources in the form of grants, employment scholarships, and loans. Knowledgeable staff will help students to complete all forms and applications used to determine eligibility for grants, tuition fee waivers, federal work study, scholarships, and student loans. Check the [Financial Aid Office website](#) for hours of operation as they may vary. See the "Financial Aid Services" section of the

STAYING ON YOUR PATHWAY: STUDENT SERVICES

catalog for more information on the types of aid and how to apply.

Food Services

Café West & Coffee Bar

Student Services Building (SSB), 1st Floor

Dining room on campus. Menu offers hot food, ready-to-go packaged sandwiches and salads, beverages, and daily breakfast.

PAWS 4 Snacks & Stuff!

B-5 Building

The PAWS convenience store stocks a wide variety of snacks and munchies, in addition to school supplies.

Sheriff's Services

TLC, 1st floor; (310) 287-4314

The LACCD contracts with the County of Los Angeles Sheriff's Department (LASD) to provide law enforcement and security services on campus. The Sheriff handles criminal complaints, personal injury incidents, lost and found property, and general assistance requests for WLAC. The Deputy Sheriffs of the LASD are peace officers of the State of California. They are teamed on campus with Security Officers who are hired and trained by the LASD. Police Cadets employed by WLAC are assigned to work with the Sheriff's Deputies.

General Campus Information

Sheriff's Office Location & Phone Number

TLC 1st Floor; (310) 287-4314

LASD Sheriff: Alex Villanueva.

LASD Community College Bureau: Captain John Gannon

Team Leader: Deputy Francisco Carrillo

Email: fcarril@LASD.org | Phone: (310) 287-4314

Emergencies should be reported by calling (310) 287-4314 or (310) 287-4315 from any campus phone.

Roller-skates, in-line skates, scooters and skateboards are not permitted on campus. Dogs are not permitted on campus. However, valid service animals are permitted.

Hours of Operation

24-hours

7-days a week

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Monday to Thursday and 6:00 p.m. to 6:00 a.m. Friday and Saturday. The campus is closed on Sunday.

For more information about the Sheriff's Office or related topics, including Clery Act information, visit the [Sheriff's Office webpage](#).

Campus Parking, Traffic, and Safety Regulations

The maximum speed limit is eight (8) miles per hour in all parking facilities and 25 miles per hour on all campus roads. All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A of the California Vehicle Code also grants the President of WLAC the authority to regulate and impose special conditions regarding traffic and parking regulations, which include the authority to have vehicles towed that block traffic flow and pose a safety hazard or are abandoned with no license. Vehicles will be towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away with no exceptions and at the owner's expense. Please check fences and curbs for tow-away signs. **All posted campus traffic and parking regulations will be enforced.** Parking on campus is a privilege and permission to park may be revoked at any time.

WLAC assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

A valid parking permit must be displayed at all times. Student WLAC parking decals are valid at any LACCD campus as long as the student is currently enrolled in classes at WLAC. The WLAC parking permit serves as permission to park and is not a guarantee of a parking space

Student parking passes can be purchased online in the [SIS Student Information System Portal](#) or in person from the [Business Office](#), and be picked up from the Business Office.

Spaces designated as ASO preferred are restricted to ASO members and employees of LACCD. Spaces designated as staff parking are restricted to employees of LACCD.

See the Student Fees section in this college catalog for more details about parking fees. A two-week grace period to purchase parking permits is given for the Fall and Spring semesters. A one-week grace period is given for the Summer and Winter sessions.

General Regulations on Driving and Parking

The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.

Yield the right of way to pedestrians at all times.

STAYING ON YOUR PATHWAY: STUDENT SERVICES

Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.

- Curbs painted red indicate **No Parking** zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate “special parking” or limited parking time. Curbs painted blue indicate handicapped parking only, and require a special permit in order to park. These permits are available at the Disabled Students Program Services (DSPS) Office located on the 3rd floor of the Student Services Building (SSB). Student parking is not permitted in Staff/Faculty lots without authorization from the Office of the Vice President of Administrative Services..
- Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
- No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
- The responsibility of finding a legal parking space rests with the motor vehicle operator. **Lack of space is not considered a valid excuse for violation of these regulations.**
- Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
- Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks, nor may they be driven on sidewalks or pedestrian paths. **Motorcycles are not permitted on inner campus roadways.**
- Always lock your car and set brakes when parking.

If you feel you have received a parking citation in error, see the Sheriff between the hours of 7:00 a.m. to 9:00 p.m., Monday to Thursday and 8 a.m. to 4 p.m., Friday to Saturday (excluding holidays).

Bicycle Safety Rules

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.
2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.
3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.
4. If bicycles are chained to poles outside classrooms, bicycles must be parked so as not to obstruct sidewalks.
5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. If bike lanes are striped on the road, ride within the lanes.

6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.
7. Riding on the grass is prohibited.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site.

Although the LACCD may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the LACCD assumes no liability or responsibility for the transportation of any person driving a personal vehicle who is not an agent of the LACCD.

Transcripts

Requesting Academic Transcripts from the College

Students may request a copy of their academic record (i.e. your transcript). [Official transcripts can be requested](#) through the Admissions and Records Office. Unofficial transcripts can be viewed through the [SIS Student Portal](#). A student or former student is entitled to two free copies of their transcript. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3 per copy. A service fee may be charged. Students may request special processing to expedite their request for an additional fee of \$10 (\$3 for the transcript and \$7 processing fee). This option is subject to the college's ability to provide this service. Transcripts from another institution are not available for copying.

Transcripts may be withheld if any library books or other college property or fee are charged to the student or are unreturned.

(Reference LACCD Administrative Procedure AP 5040)

Submitting Academic Transcripts to WLAC

New students will need to mail their official transcripts to the [Admissions and Records Office](#). Official transcripts should be mailed directly from the last high school attended and/or from each college attended. Official transcripts are not required for admission but is required for financial aid and graduation.

Transcripts used for pre-requisite clearance or challenge may be submitted by the student. Such transcripts will not be considered official and cannot be used for awarding college credit. Transcripts used for advisement in completing a Student Education Plan (SEP) may be hand delivered to a counselor, but will not be considered official for final evaluation towards a degree or GE certification.

STAYING ON YOUR PATHWAY: STUDENT SERVICES

Students who wish to have college credit transferred from other colleges and universities to WLAC must have official transcripts sent from the issuing institution to WLAC; no hand carried. Official transcripts should be mailed directly from the issuing institution to the [Admissions and Records Office](#) or sent through one of the approved electronic services. Military Credit will be accepted from students through their DD214s or other military documents. AP/CLEP scores must be received directly from the official issuing agency. High School transcripts for competency certification may be received directly from the student. Foreign transcripts must be evaluated by an approved agency as outlined in LACCD Administrative Procedure 4051. Official foreign transcripts and/or the official report can be submitted by the student directly.

All transcripts become the property of WLAC and cannot be returned to the student.

Voter Registration

Online voter registration is available daily on dedicated computer stations in the Admissions area on the 2nd floor of the Student Services Building (SSB) and voter registration drives occur on campus periodically. For information on voting, visit the [U.S. Election Assistance Commission website](#).

Welcome Center

TLC 120; (310) 287-7251; wlac-pathways@laccd.edu
Welcome Center provides general support and information workshops for prospective students. Current students may obtain additional assistance including SIS password reset, financial aid application support, Matriculation support to qualify for Priority Registration, and enrollment assistance. Contact the [Welcome Center](#) today.

STUDENT PROGRAMS

College 2 Career (C2C)

SSB 320J; (310) 287-4439 or c2cinfo@wlac.edu
The College to Career (C2C) program is housed within the Disabled Students Program and Services (DSP&S) department. C2C educational programs and mentoring help students with intellectual disabilities build personal and professional skills leading to employment by the completion of the program. C2C students earn noncredit and credit certificates and work experience in on/off campus internships with support from C2C Educational Coaches, Counselors, a Job Coach and Job Developer. The C2C program serves

students who are Regional Center clients and Department of Rehabilitation eligible, with the end goal of employment.

As a student in the C2C program, you will receive:

- individualized educational assistance
- case management/team meetings
- career exploration
- help with campus navigation
- integrated, community-based instruction
- employment preparation
- volunteer/internship work experiences
- help in becoming an active part of the campus and the community

More information about regional centers, the California Department of Rehabilitation and link to the application form can be found at the [College 2 Career website](#).

CalWORKs/GAIN

B4-100 Building; (310) 287-4261; calworks@wlac.edu
CalWORKs/GAIN (California Work Opportunity and Responsibility to Kids/Greater Avenues to Independence) is a state and federally-funded program that serves as a liaison between college and the Los Angeles Department of Public Services (LADPS). CalWORKs/GAIN can assist you in transitioning from welfare to long term self-sufficiency and gainful employment through coordinated student services that include temporary financial assistance, vocational and job skills training, as well as other support services.

Available student support services include:

- academic advisement & education planning
- completion of referral forms
- tutoring
- assistance with book/supply vouchers
- training and employment verification
- work study (on-campus)
- progress reports & assistance with monthly attendance reports
- workshops
- help with childcare
- coordination of services for persons with learning disabilities

If you are attending WLAC and are 18 years or older and you are currently receiving cash aid (CalWORKs/TANF), you may qualify for CalWORKs/GAIN. For more information about the program, visit [WLAC's CalWORKs website](#).

Disabled Student Programs & Services (DSP&S)

SSB 320; (310) 287-4450; dsps@wlaac.edu

WLAC recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with disabilities. Disabled Students Programs and Services (DSP&S) were established to provide support services for all students with verified disabilities pursuing a college education.

All services and equipment are provided free of charge to any qualifying student with a disability. The following services are offered:

- program planning, academic, and career guidance counseling
- assisting with Department of Rehabilitation (DOR)-sponsored support services (i.e. educational materials, books, and supplies)
- diagnostic assessment for learning disabilities eligibility
- liaison with Recordings for the Blind and Dyslexic (books on tape)
- registration assistance
- classroom accommodations for students with physical challenges
- special accommodations for those with profound hearing loss/ visual impairments.
- test proctoring and related accommodations

New students must:

1. complete the [DSPS Application](#); and
2. secure verification of the disability (as per LACCD Administrative Procedure 5140)

New students must email the DSP&S Office at dsps@wlaac.edu to request an intake appointment. Attach both the DSPS application and verification of disability to this email. Continuing students will need to complete an [Accommodation Request Form](#) and a [Student Update Form](#). More information about DSP&S counseling resources and online services can be found on the [DSP&S website](#).

Extended Opportunity Program & Services (EOPS)

SSB 330; (310) 287-4317; wlaac-eops@laccd.edu

The [Extended Opportunity Program & Services \(EOPS\)](#) program is a state-funded program of support services which are designed to be “over and above” the scope of other services offered by the College. These services are specifically designed for students who are economically and educationally disadvantaged.

To be an EOPS student, you must:

1. be a California Resident or AB 540 student; and

2. qualify for a California College Promise Grant Method A, B or C with a Zero (0) EFC (Expected Family Contribution); and
3. be enrolled full-time (12+ units) during your first semester in EOPS; and
4. be at 69 degree-applicable units or below at time of EOPS enrollment; and
5. not have earned an AA/AS, BA/BS or higher degree; and
6. be educationally disadvantaged as determined by the EOPS Director because of one of the following:
 - a. You did not graduate from high school or did not obtain an equivalent (verification required).
 - b. You graduated from high school with a grade average less than 2.50 on a 4.0 scale (verification required).
 - c. You do not qualify for college level Math or English as required for an Associate Degree
 - d. You are first generation college student.
 - e. You are an emancipated foster youth and/or you were in foster care, kinship care guardianship and/or ward of the court upon your 18th birthday (you must be between the ages of 18-22)

Note: If you unable to enroll full time, please contact an EOPS counselor. DSP&S students may be enrolled in under 12 units. Foster Youth enrollment is 9 units ([contact an EOPS counselor](#) for more information).

(Reference: LACCD Administrative Procedure 5150)

Help in applying for the EOPS program can be found at [WLAC's EOPS website](#).

Note: Before applying for EOPS, you must have applied for the California College Promise Grant (formerly known as the BOG Fee Waiver) through the [Financial Aid Office](#).

EOPS Services

Every student has the right to receive quality services. The EOPS office is committed to excellence and takes pride in its ability to serve students in a timely, efficient, and effective manner.

Services available include:

- book voucher assistance
- academic, personal, and educational counseling
- priority registration
- one-on-one tutoring
- online support services
- specialized student success workshops

Book Voucher Program

EOPS students in good standing are given a book voucher to purchase or rent books for authorized classes during the Fall and Spring semester (Winter and Summer book vouchers may

STAYING ON YOUR PATHWAY: STUDENT SERVICES

be available, see an EOPS counselor). Classes must be in the Student Educational Plan and authorized by the EOPS counselor.

To receive an EOPS book voucher each semester, continuing EOPS students must:

1. be enrolled in 12 or more units each Fall and Spring, and at least 1 class must be taken at WLAC (Foster Youth: 9 units; DSPS: units determined by a DSP&S counselor); and
2. have completed all EOPS contacts the previous semester (Fall and Spring); and
3. have not yet completed 69 degree-applicable units (or below) or completed six (6) consecutive semesters in the EOPS program, whichever comes last; and
4. have WLAC set as your home school.

More information can be found on the [EOPS Book Grant/Voucher webpage](#).

EOPS Priority Registration

As an EOPS student, you have an opportunity to register prior to regular registration for all students. With this service, EOPS students with other needs and responsibilities (e.g., child care, work, family needs, and community services) can be reasonably assured of getting the appropriate classes at the right time.

EOPS Transfer Assistance

EOPS students interested in transferring to the University of California (UC) or the California State University (CSU) system may qualify for a transfer application fee waiver. In addition, students applying to one of these universities can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

EOPS Counseling

The EOPS Counselor is an important resource, and all EOPS students are eligible to receive individualized counseling about class selection, job preparation skills, completion of certificates or degrees, and transfer to a college or university.

Participating students are required to meet with an EOPS counselor at least three times per semester to:

1. update or revise the Student Educational Plan (SEP); and
2. complete their mid-term progress; and
3. complete planning (i.e. exit counseling contact) for the next semester

To schedule an EOPS counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330

- Email the office at wlac-eops@lacc.edu
- Call the office at (310) 287-4317

Additional counseling resources related to EOPS can be found at the [Forms webpage](#) on the EOPS website.

EOPS / Cooperative Agencies Resource Education (CARE)

SSB 330; (310) 287-4317; wlac-care@lacc.edu

The Cooperative Agencies Resource Education (CARE) is administered by the EOPS Program and serves the unique needs of single parents who are designated as head of household.

CARE participants receive:

- an additional book voucher
- meal vouchers
- transportation assistance
- access to specialized workshops/events
- a cash grant to assist with childcare at the end of the semester

To qualify as a CARE student, you must be:

1. an EOPS student; and
2. a single parent & head of household with at least one child under 18 years of age; and
3. a [CalWORKs](#) recipient

To schedule an EOPS CARE counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330;
- Email the office at wlac-eops@lacc.edu;
- Call the office at (310) 287-4317

More information can be found at the main EOPS website or at [WLAC's CARE webpage](#).

EOPS NextUp

SSB 330; (310) 287-4317; EOPS@wlac.edu

NextUp is a component of the EOPS program and was previously known as Cooperating Agencies Foster Youth Educational Support (CAFYES). NextUp strengthens the capacity of community colleges to support the health and well-being and higher education success of the nearly 13,000 current and former foster youth who are enrolled in California's community colleges.

To be eligible for NextUp, you must be:

1. an EOPS student; and
2. 25 years of age or younger at the beginning of the academic year; and

STAYING ON YOUR PATHWAY: STUDENT SERVICES

3. a former or current Foster Youth whose dependency was established on or after the youth's 13th birthday; and
4. enrolled in at least 9 units at the time of acceptance (DSPS = 6 units or less)

As a NextUp participant, you may receive:

- an additional book voucher and supply grants
- academic and personal counseling
- tutoring services
- priority registration
- transfer assistance
- health and mental health referrals
- meal tickets and/or emergency food support
- transportation assistance
- CAFYES cash grants
- access to specialized workshops
- career employment services
- housing assistance and emergency housing referrals
- other services as needed

To schedule an EOPS NextUp counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330;
- Email the office at EOPS@wlac.edu
- Call the office at (310) 287-4317

More information can be found at [WLAC's CAFYES/NextUp webpage](#).

Foster Kinship Care Education (FKCE)

SSB 330; (310) 287-4317; FKCE@wlac.edu

Foster Kinships Care Education (FKCE) provides foster and kinship parents with the support and educational training to ensure they meet the emotional, behavioral, and developmental needs of the children and youth in the foster care system. WLAC provides the curriculum and the physical location for the FKCE program to ensure that foster and kinship parents have the most up to date training to better ensure the preparation of their children. For more information, visit the [Foster Kinship Care Education webpage](#).

Guardian Scholars Student Program

SSB 330; (310) 287-4317; guardianscholars@wlac.edu

The Guardian Scholars Student Program assists, supports, nurtures and motivates current/former foster youth enrolled at WLAC in their journey to obtain a degree, certificate, or transfer to a four-year college or university.

The Guardians Scholar program can provide you with:

- academic advisement, tutoring and mentoring

- priority registration and assistance with course enrollment and textbooks
- assistance with Financial Aid & CHAFEE grants
- career counseling, employment assistance, and network building
- computer access
- housing referrals and assistance with the Independent Living Program (ILP)
- meal and transportation assistance
- mental health referrals

The Guardians Scholar program also provides a student drop-in center in the EOPS office (SSB 330) and access to student success workshops and university field trips. More information can be found at the [Guardians Scholars webpage](#).

High School Outreach & Recruitment

(310) 287-4419; wlac-outreach@laccd.edu

The [Office of School Relations and Outreach Office](#) helps high school students, their parents/guardians and high school counselors understand the educational opportunities at WLAC. Additionally, Outreach can also assist K-12 students interested in taking college classes while still in high school.

The Outreach office focuses on:

- increasing awareness of the academic programs and support services available at WLAC
- helping high school students enroll in free college classes through [Dual/Concurrent Enrollment](#)
- helping high school seniors successfully transition to WLAC and apply for free tuition through the [LA College Promise program](#)

International Student Services

Welcome Center 1st floor; (310) 287-7283

The [International Student Services Office](#) is responsible for admission of students that will study at WLAC with an F-1 visa. Information about how to apply as a full-time or part-time F-1 visa student, along with non-immigrant student advisement can be found at the [F1 Student Admissions webpage](#).

Puente

SSB 330; (310) 287-4399

The Puente Project at WLAC (i.e. Puente) is an interdisciplinary program designed to help underserved and underrepresented students achieve academic success. Puente can provide you with academic counseling, English courses, and mentoring by community leaders. Puente is designed to help you in earning degrees, transfer to four-year colleges and universities, and helps create leaders and mentors of their communities and future generations.

STAYING ON YOUR PATHWAY: STUDENT SERVICES

As a Puente student, you gain access to the following benefits:

- access to your own Puente counselor
- help with ensuring transfer readiness
- career exploration and student education plan development
- writing skill development
- tours of UC, CSU, and private universities
- leadership development, enrichment opportunities, and ongoing support

To join Puente, you must:

1. enroll in English 101 in the Fall semester and English 103 in the Spring semester; and
2. enroll in Counseling 040 in the Fall semester and Counseling 020 in the Spring semester; and
3. be a full-time student (12 units); and
4. participate in Puente Events/Activities; and
5. have a desire to transfer to a 4-Year university

For more information about the Puente project and its classes, visit the [Puente Project website](#).

Police Orientation Preparation Program (POPP)

The [Police Orientation and Preparation Program \(POPP\)](#) is a two-year Associate's degree program supported by the Los Angeles Police Department (LAPD), the Los Angeles Unified School District (LAUSD), the LACCD, and WLAC. POPP recruits rising current 12th graders and recent high school graduates, aged 17-21, into a fast-paced, career-oriented program for students that aspire to launch careers in first response and public service. In addition to applying to join the LAPD, graduates of POPP are regularly considered as top choices for employment as parks department employees, private security officers, police aides, detention officers, sheriff's deputies, and more.

Over the course of the program, students can complete all academic requirements to earn an Associate of Arts degree in Sociology (AA-T) and an Associate of Science degree in Administration of Justice (AS-T) that are fully transferrable to the CSU and UC systems. All WLAC POPP classes are held at the Los Angeles Police Department's Ahmanson Recruit Training Center.

Transfer Honors Program

GC 280H (310) 287-7276; TransferHonors@wlac.edu

The [Transfer Honors Program](#) gives students the opportunity to earn honors credits for select courses. Completing the program will give you priority admission consideration to selected, prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton,

Loyola Marymount University, Occidental College, and other alliance institutions.

Honors Program Benefits:

- transcripts reflect participation in the program with "Honors" designation.
- access to an Honors Counselor.
- guest speakers and seminars to further enhance Honors classes.
- priority in application for Transfer Alliance Program (TAP) scholarships.
- participation in the annual Honors Student Research Conference at UC Irvine.
- bus trips and tours to alliance universities.
- opportunities for interaction and individual conferences, and mentoring.

Transfer Honors Program Qualification: To qualify for the Transfer Honors Program as a continuing WLAC student, you must:

1. have completed 12 transferable college units
2. have a minimum GPA of 3.2

To qualify for the Transfer Honors Program as a high school graduate, you must:

1. complete at least 5 Honors courses totaling 15 units or more

Applying for the Transfer Honors Program: To apply for the Transfer Honors Program, you will need to obtain and complete a [Transfer Honors Program application](#) from the [Transfer Honors Program webpage](#). You will also need to upload the following with their application:

- unofficial transcripts from all institutions attended
- a 500-word essay describing academic experience, academic & professional goals for the future, and the reasons for participating in the program

Completed application packets should be submitted to the Transfer Center/ Counseling office during the submission period listed on the [Transfer Honors webpage](#). All applications will be reviewed by the Transfer Honors Committee and will be notified of the committee's selection decision by the Transfer Honors Program Director.

Remaining in the Transfer Honors Program: To remain in the Transfer Honors Program requires you as a student to:

1. complete English 101 within the first year of joining the program; and

STAYING ON YOUR PATHWAY: STUDENT SERVICES

2. maintain at least 3.2 GPA in all transfer course work; and
3. complete all transfer honors courses with either an "A" or "B"; and
4. enroll in at least 1 or 2 courses with an Honors component per semester; and
5. meet with a Transfer Honors Counselor each semester; and
6. attend two (2) verified Transfer Workshops during the year; and
7. meet with two (2) university representatives on the WLAC campus during academic year

Any UC/CSU transferable course is eligible as a transfer honors course (i.e. an Honors Course) with the instructor's permission. You will need to complete a Transfer Honors Contract. The Transfer Honors Program will have more [information about the Transfer Honors Contract](#). The Honors Contract will contain all requirements that must be met to earn the honor's credit. You must earn an "A" or "B" in the course to have the "Honors" notation placed on their transcript.

Transfer Honors Program Completion: To complete the Transfer Honors Program, you must:

1. complete a minimum of 18 transferable units at WLAC, consisting of 5 or 6 designated "Honors Courses"; and
2. complete a 200 level Math Course; and
3. have a GPA of 3.0 or higher in all course work; and
4. complete and file an application for admissions to your intended transfer university when appropriate; and
5. complete 15 hours of documented volunteer/community service

For more information, visit the [Transfer Honors Program webpage](#).

Dean's Honor List

WLAC encourages academic excellence. If you have completed at least 12 units in one semester with a GPA of 3.5 or better, you will be placed on the Dean's List and will remain on the list by maintaining a 3.5 GPA. Part-time students are placed on the Dean's List after they have accumulated 12 units of work with a GPA of 3.5 or better and additionally for each semester's increment of 6-11 units for which a GPA of 3.5 is maintained. A notation of Dean's List achievement is made on your permanent record.

TRIO – Educational Opportunity Center (EOC)

B5-101; (310) 287-4554

The Educational Opportunity Center (EOC) is part of the TRIO program. EOC provides eligible participants like graduating seniors, first time and re-entering college students with information and advisement on college enrollment at the college of their choice. Participants are given individual assistance on college applications, essays, and financial aid applications. The EOC hosts career workshops focusing on which careers have the greatest future demands, salaries and can help you match your interests and aptitudes with a career. Individual academic coaching and mentoring can also be found. The EOC's objective is to make the transition to college easier so that you are able to reach your educational goals. All program services are free and enrollment at WLAC is not required.

To qualify for the EOC program, you must:

1. be an entering college student (e.g. recent high school graduate, first-time college student or returning college student); and
2. meet low-income family guidelines or be a potential first-generation student; and
3. be focused on completing a college education, and
4. be a citizen or permanent resident of the U.S.

For more information, visit the [Educational Opportunity Center webpage](#) at the Trio website.

TRIO - Student Support Services (SSS)

B5-100; (310) 287-4303

TRIO SSS offers guidance on course selections, assistance with transfer and financial aid applications, career mentoring and resume development, campus and cultural field trips, and one-on-one tutoring to help you succeed and obtain your degree or transfer to a university. As a part of the TRIO SSS family, you also have access to computers with free printing, a textbook library, scantrons, and more.

TRIO SSS students receive these benefits:

- academic support and transfer assistance
- academic advising with your own TRIO SSS counselor
- campus tours of CSU, UC, and private universities (including virtual explorations)
- assistance with transfer applications and supplemental applications
- connection with other TRIO programs and transfer students at the school of your choice
- one-on-one tutoring

To qualify for TRIO SSS as student, you must:

1. be a current WLAC student; and
2. be a U.S. citizen or meet federal residence guidelines, or meet the residency requirements for

STAYING ON YOUR PATHWAY: STUDENT SERVICES

federal student financial assistance (e.g. Pell Grant); and

3. meet at least one of the following:
 - a. be a first-generation college student; or
 - b. qualify as low-income as defined by federal income guidelines; or
 - c. be a part of the WLAC Disabled Students Programs and Services (DSP&S)

More information can be found at the [TRIO SSS webpage](#).

TRIO – Educational Talent Search

CE 229-230; (310) 287-4518

TRIO Educational Talent Search (or Talent Search) serves potential 1st generation college students, low income and academically at-risk students attending our partner schools. Services include SAT/ACT test prep and test taking, the “A through G” high school completion sequence, summer enrichment programs, mentoring, tutoring, college advising and the application process, assistance with financial aid applications, and cultural and college field trips. **Talent Search is available to students attending Susan Miller Dorsey High School, Daniel Webster Middle School, and Marina Del Rey Middle School.**

To qualify for the Talent Search program as a student, you must:

1. be a student at any of our target schools; and
2. be at least 11 years old or currently in grades 6-11; and
3. be interested in attending college and learning more about possible career paths; and
4. be willing to participate in extracurricular activities; and
5. complete an application

Interested students can chat with the Talent Search staff through the [Educational Talent Search webpage](#).

Upward Bound

CE 232-34 & CE 214-215

The [Upward Bound \(UB\) program](#) is a federally-funded program that provides academic enrichment and college preparation to high school students who are of low income and/or are from a family where neither parent has a Bachelor degree. Upward Bound offerings include academic advisement and tutoring services, exposure to local colleges and universities, career advisement, a summer program and more. **Upward Bound is available to students at Dorsey High, Hamilton High and Los Angeles High Schools.**

As an Upward Bound student, you may receive many services, including:

- Exposure to academic programs and cultural events
- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Information on the full range of Federal Student Financial Aid programs and benefits
- Guidance and assistance on secondary school reentry or alternative education programs; entry into general educational development programs or postsecondary education

To qualify for the program, you must:

1. be in the 9th or 10th grade; and
2. have an academic need and want to go to college; and
3. meet low-income family guidelines or be a potential first-generation college student; and
4. be a citizen or permanent resident of the U.S.

If you are interested in the Upward Bound program, you can chat with the program directors at the [Upward Bound program webpage](#).

Upward Bound Math & Science (UBMS)

CE 233-234

The [Upward Bound Math & Science program](#) is a STEM-focused upward bound designed to strengthen the math and science skills of low-income and/or first-generation students. UBMS helps students to recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession. **UBMS is available to students at Dorsey High and Los Angeles High School.**

UBMS students receive many services, including:

- Exposure to academic programs and cultural events
- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities

STAYING ON YOUR PATHWAY: STUDENT SERVICES

- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Information on the full range of Federal Student Financial Aid programs and benefits
- Guidance and assistance on secondary school reentry or alternative education programs; entry into general educational development programs or postsecondary education

If you are interested in the UBMS program, you can chat with the program directors at the [UBMS program webpage](#).

Veterans Services

SSB 2nd floor admissions; (310) 287-4387

WLAC programs are approved for veterans, enabling the college to work in close cooperation with the [Veteran's Administration \(VA\)](#) by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

The Post 911 GI Bill helps individuals who have served on active duty on or after September 11, 2001 pay for school. More information can be found at the [GI Bill Educational Benefits website](#). In addition to the Post-911 GI Bill, there are a variety of other educational benefit programs for veterans. Eligibility for VA education benefits rests solely with the Department of Veterans Affairs. To determine what educational benefit program is best, or for any questions on eligibility, contact the VA at 1-888-442-4551, or visit the [VA Office's Education and Training webpage](#).

Eligibility: In order to be eligible to receive assistance as a veteran, you must apply to the College, meet all admission requirements, and complete the necessary "Veteran's Educational Benefits" forms (obtained from and returned to the Veteran's Affairs Office). Veterans receiving assistance are responsible for knowing and strictly observing the regulations regarding a change of objectives, withdrawing from classes, overpayments, program planning, and the 60-unit rule.

Information about Veteran's services at WLAC, including a checklist and important forms, can be found at [WLAC's Veteran's website](#).

Withdrawals: It is the responsibility of the veteran to immediately inform the VA of any changes in enrollment status (changes in units taken). The last day of your attendance in class must be immediately reported to the VA in order to avoid overpayments. An excessive number of units of "W" may lead to academic probation or disqualification. Completing the

appropriate form or giving written notice to the [Admissions and Records Office](#) represents official withdrawal from a class.

West LA College Promise

SSB 420; (310) 287-7250; wlac-promise@laccd.edu

West LA College Promise is also known as Los Angeles College Promise. West LA College Promise provides free tuition for two-years to qualifying first-time freshman of any age or income. West LA College Promise students earn priority registration and additional resources and supports. See [WLAC's Welcome Center website](#) for more details.

West LA College Promise Success Coaches can guide you through completion of onboarding (orientation, placement, counseling), enrollment (full-time or full-time equivalent) for Fall and Spring semesters.

To be eligible for West LA College Promise, you must:

1. be a new college student or a returning student that is inactive for two (2) more semesters and is in good academic standing; and
2. have California residency or meet [AB 540 status](#); and
3. be a high school graduate (or equivalent); and
4. complete the [LACCD application for WLAC](#) and obtain an LACCD Student ID number; and
5. complete the OAC process; and
6. complete a Financial Aid Application* ([FAFSA](#) or [CA Dream Act application](#)); and
7. complete the WLAC Transition Experience (free of charge); and
8. maintain a minimum 2.0 GPA; and
9. be enrolled full-time at the College for each Fall and Spring semester
 - o Summer/winter enrollment is not required
 - o Summer/winter enrollment fees are not waived
 - o Full-time equivalent for active DSPS students (12 units and under)

* *Note: Financial Aid eligibility is not required for West LA College Promise*

Completion of the OAC process requires you to do the following:

- a. Complete Online Orientation
- b. Undergo English/math placement
- c. Develop a Student Education Plan

If you attend school part-time, you can also receive free tuition through the [California College Promise Grant \(CCPG\)](#). See the "Financial Aid" section of this catalog for more information. For more information about West LA College Promise, visit WLAC's [Promise Program website](#).

ACADEMIC SUPPORT SERVICES

Associated Student Organization (ASO)

A-9 Building; (310) 287-4426

The Associated Student Organization (ASO) plans and funds select student activities and support official student clubs. The ASO offers great opportunities to develop leadership skills, make friends and enrich your college experience beyond the classroom. ASO members receive discounts and benefits, including eligibility for WLAC Foundation Scholarships. More information can be found at the [ASO website](#).

Career Connections Center

B5-102; (310) 287-4562; wlac-careerconnectn@jaccd.edu

All WLAC students and alumni are encouraged to take advantage of our full range of career services, which have been designed exclusively for you. From our resume review and career advising services to interview prep and targeted job search resources, we offer robust tools to help you make valuable connections and identify potential employers. Wherever you are, our website enables you to search for jobs, research organizations, and attend workshops and informational sessions.

Career Connections Center services include support and help with:

- career exploration
- job readiness
- internships and job placement
- cooperative work experience education
- pre-apprenticeships and apprenticeships
- short-term job/career training

The Career Connections Center offers [virtual “walk-ins”](#) where you can chat with Center staff. For more information, including WLAC’s On-line Job Board, visit [WLAC’s Career Connection Center website](#).

College & Career Preparation: Non-Credit Course Support

HLRC Library 1st floor; (310) 287-4546; wlac-colcareerpre@jaccd.edu

The College and Career Preparation (CCP) Division is here to assist you to navigate college systems, and to find answers. CCP offers several non-credit courses and programs for students seeking an increase in literacy skills, access to higher education and employment, and strengthened self-sufficiency. Through CCP, you can enroll in free college and career pathways, including academic preparation, career exploration and preparation, job training, employment preparation, and English language learners. Numerous

Certificates of Completion and Certificates of Competency can be earned through these pathways.

Online counseling and live chats are available through the [CCP On-line Counseling webpage](#). For more information about CCP’s non-credit pathways, see the “Noncredit Programs & Courses” and the “Noncredit Course Listings & Descriptions” sections of the catalog. Additional information about these pathways, in addition to how apply and enroll in classes can be found at [WLAC’s College & Career Preparation website](#).

Counseling Center

SSB 350; (310) 287-7242; wlac-cnseldsk@jaccd.edu

The Counseling Center at WLAC assists students in making decisions regarding educational, career, and personal concerns. Professional counselors are available to help you clarify your values and goals, and to make appropriate academic decisions. Individual counseling and referrals to appropriate resources are available on and off campus.

Summary of Counseling Services

Counseling services can help you with:

- educational goal setting
- the exploration of education options and opportunities
- an evaluation of the student’s educational background
- the provision of clear, concise, up-to-date educational information
- assistance in selecting the appropriate programs of study relative to the student’s chosen objectives

Counselors also can help you to assess your interests, strengths, abilities, and values. They can help you set goals, make plans to accomplish those goals and can help address personal challenges or barriers that may impede plans in fulfilling these goals.

Specific counseling services include:

- assistance in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).
- assistance in development of individualized Student Educational Plans (SEPs) for academic, transfer and career goals.
- explanation of the requirements necessary to earn Associate Degrees, Associate Degrees for Transfer, Certificates, and transfer to four-year colleges and universities.
- assistance in making career choices and providing an understanding of the different majors and certificate programs offered at WLAC.

STAYING ON YOUR PATHWAY: ACADEMIC SUPPORT SERVICES

- limited personal counseling and referrals on and off campus when appropriate

Additional counseling services are also available through [EOPS/ CARE](#) and [DSP&S](#) programs.

Making a Counseling Appointment

You can meet one-on-one with counselors either on-campus or virtually. Limited counseling services, including prerequisite clearances, home-school changes, and questions about course selection, are available on a walk-in basis or [through counseling live chat](#). Video or in-person appointments are required for educational planning (Student Educational Plans), graduation petitions, CSU/IGETC certifications, certificate, degree, and transfer requirements, transferability of WLAC courses and the review of out-of-district transcripts. Consult the [Counseling Center's website](#) for hours and days of operation.

Counseling appointments may be made through one of the following:

1. [On-Line Counseling webpage](#).
 - counseling hours for individual counselors can be found on this page
 - you may select a specific counselor or the next available
2. Through email at wlac-cnseldsk@laccd.edu
3. Using the [on-line counseling request form](#)
4. In person at the Counseling Front Desk located in SSB 340
5. By calling the Counseling Center directly at (310) 287-7242, extension 4399.

New students are encouraged to enroll in Counseling 040 (College Success Seminar). Returning students and continuing community college students are encouraged to enroll in Counseling 020 (Post-Secondary Education - The Scope of Career Planning). These courses are designed to help students become better acquainted with the educational opportunities at WLAC and will assist students in developing programs of study that will help them attain their educational and career objectives.

Distance Learning

(310) 287- 4305; wlac-online@laccd.edu

Anytime, anywhere education is available online at WLAC. Get connected with WLAC's comprehensive Distance Learning Program and earn college credit in a variety of online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient. Online, hybrid, and Hyflex classes feature the same content and offer the same transferability as on-campus classes.

WLAC's online classes give students the flexibility of accessing their course materials 24 hours a day, 7 days a week through the internet. Most online classes at WLAC are fully interactive and do not require any campus visits. Hyflex classes can be attended on-campus or synchronously through the internet. Hybrid classes have an on-campus requirement.

You can search for classes in your desired modality (i.e. online, hybrid, Hyflex, on-campus) at the [Class Schedule webpage](#). A list of on-line and hybrid classes can also be found at the [Online/Hybrid Schedules webpage](#). Additional online services, such as the online help desk and online tutoring can be found at the [For Students webpage](#) on the Distance Learning website. The Library Instructional Research Lab (LIRL) on the 2nd floor of the Library has several computers for accessing online classes. For more information, visit the [Distance Learning Program website](#).

Online Degrees & Certificates.

WLAC offers several certificates and degrees completely online, including all major and general education requirements with the exception of Math. You may take math online at another LACCD campus or with a university partner to fulfill this requirement. A current list of on-line certificates and degrees can be found at the Distance Learning's [Online Programs webpage](#).

The Learning Center

HLRC, 1st Floor; (310) 287-4404, (310) 287-4546; wlac-collicareerprep@laccd.edu

The Learning Center provides free learning support resources, tutoring services, information about noncredit classes and programs (including application and registration assistance), and answers to general student questions about WLAC and its divisions and programs to WLAC students. Also, the Learning Center is a GED® Testing center. For more information about the center's services, including hours of operation, how to connect with a tutor, or taking the GED® exam, visit the [Learning Center's website](#).

Further information about the Learning Center's free onsite and online tutoring for specific courses can be found on the [Tutoring webpage](#). Tutoring is coordinated through the Learning Center's tutoring platform, Penji, and can be accessed directly through Canvas or by visiting the [Penji webpage](#). Students wishing to become a tutor can find more information at the [Become a Tutor webpage](#) on the Learning Center's website.

Library

HLRC, 2nd Floor; (310) 287-4408 (circulation desk), (310) 287-4269 (reference desk)

The mission of the of Library is to provide access to appropriate educational content and resources in a variety of

STAYING ON YOUR PATHWAY: ACADEMIC SUPPORT SERVICES

formats, to support individual and collaborative learning and to advance information competency across the college's curriculum.

The Library can accommodate and support a variety of learning modes for you to achieve success, such as:

- solo or group study
- traditional or online research approaches
- subject-content supplementation in a computer-assisted instructional environment

Free Wi-Fi access points are strategically located throughout the Library to allow internet access anywhere within the building. Operational hours vary from semester to semester, so please contact the Library Circulation Counter at extension 4408, the Reference Desk at extension 4269, or visit the [Library website](#) for current information.

General Library Services

Library staff can assist you in using a variety of services. Answers about using the Library and its databases, finding and accessing Library materials, and speaking with a librarian can be found using the [How do I? page](#) on the Library's website.

Reference Desk and Circulation Counter

The Reference Desk is staffed by librarians who respond to all research and reference queries, assisting you with effective strategies to obtain information. Instructional and bibliographical aids are available in print and on the library web site. At the Circulation Counter, books, textbook reserves, periodicals, and other materials may be checked out for prescribed periods of time.

24/7 Reference Services

The WLAC Library offers "[Ask a Librarian](#)" - a 24/7 online live chat reference services to answer research questions 24 hours a day, 7 days a week.

Accessing Book Collections, Databases, and Other Library Resources

The Library's catalog consists of approximately 63,000 print titles and approximately 100,000 e-book collection titles. Numerous instructional media sources of DVDs, video tapes, CDs, and audio recordings are also available. Most print titles are available for general circulation. Others are held in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include books, e-books, videos, articles, digital media and more, which can be discovered through the Library using [OneSearch](#). Use the "[Ask a Librarian](#)" feature for online help with searches.

The Library maintains access to numerous databases to help you with research projects. Databases can be accessed using your WLAC username and password through the [Database webpage](#) on the Library's website. How to use a database and do research, including how to write a paper and create citations, can be found at the [Research Guides webpage](#) on the Library's website.

Audio-Visual and Multimedia Services

Library staff assist faculty and students to access and use the audio-visual & multimedia resources in the Library. Staff also provides instructional media support to faculty.

Library Instructional Research Lab

The [Library Instructional Research Lab \(LIRL\)](#) is comprised of several networked computers, printers, and scanners. All LIRL computers provide access to all Library research databases and to selected Microsoft applications like Word, Excel, and PowerPoint. The LIRL is staffed by experienced and trained staff during all operational hours who can assist you with formatting papers, printing, and other computing needs. Library staff can also help you with computer questions virtually during the Library's hours of operation. For assistance, visit the [Student Computer Help webpage](#).

Making a Research Appointment with a Librarian

Library staff can work one-one-one with you virtually or in person to assist you in your research through the [Research Appointment webpage](#). You can also use the [24/7 Chat Reference](#) service for need immediate help.

Tutoring Services

[Free tutoring services](#) are provided to you in the Library through the Learning Center located on the 1st floor of the HLRC building.

Library Science Courses and Information Competency

The American Library Association defines information competency as "a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information". The UCs and CSUs endorse information competency as a priority for college students. College accreditation standards from the ACCJC require learning outcomes in information competency to be adopted by the College. To provide these outcomes, the Library offers several Library Science courses.

Library Science courses are ideal ways to accomplish several objectives:

- learning about valuable research resources and strategies and when and how to use them
- development of lifelong information competency skills

STAYING ON YOUR PATHWAY: ACADEMIC SUPPORT SERVICES

- experiencing the convenience of a short-term or online course many of which transfer to the UC or CSU

Please consult the current Schedule of Classes for Library Science courses or the [Library Science website](#).

Transfer Center

SSB 340; (310) 287-4542

The WLAC Transfer Center is committed to helping you successfully transfer from WLAC to the university of your choice.

The WLAC Transfer Center is a valuable resource for students interested in pursuing a bachelor's degree at a four-year university. Staff and student workers are available to help in the transfer process. You can meet with university representatives who can answer questions and provide information to increase transfer success. You can browse through literature and computer programs for transfer and career exploration.

The Transfer Center provides you with:

1. opportunities for one-on-one advising sessions with representatives from UC, CSU, and independent colleges and universities

2. accurate information on transfer requirements for majors from [assist.org](#)
3. information about transfer workshops and info sessions.
4. information on general education requirements for transfer.
5. computer-based informational resources needed to prepare for transfer.
6. participation in Transfer Day (Fall Semester), with representatives from over 40 colleges and universities.
7. Information about cultural and academic events at local colleges and universities.
8. computer workstations that enable student to access transfer information online, and/or file admissions applications.

For news about scheduled transfer events, up-to-date information about changes to transfer requirements and to chat with a Transfer Center staff member, visit the [Transfer Center webpage](#).

For information about the Transfer Honors program, see the "Transfer Honors Program" section in the catalog