

STUDENT PROGRAMS & SERVICES

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The ASO General Council represents students in the shared governance process. The ASO emphasizes student leadership and self-governance to enable students to develop and express initiative in terms of the common good. Governed by the Executive Council, the Associated Student Organization conducts activities on behalf of the students. The General Council represents the student body's interests at the college, district, regional, state, and federal levels. On behalf of the Vice Presidents of Student Services, the ASO Advisor oversees the Associated Student organization Executive Council, Finance Committee, and Inter-Club Council.

In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of ASO.

A \$7 student activity fee supports enrichment programs and student events on campus. Those paying the fee are also entitled to park in designated preferred student parking spaces on campus. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees.

- I. LACCD Administrative Regulation E-22 (Eligibility for Student Association Officers) pertains to the following standards: Note: the following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility or appointed and elected Associated Student Organization (ASO) officers must be met:
 - A. The candidate or officer must be a currently paid member of the ASO at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
 - B. The candidate may seek only one campus office within the District.
 - C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.

- D. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10
- E. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students who forfeit office for failing to meet this unit requirement will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
- F. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student who exceeds the requisite 80 degree-applicable unit maximum must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
2. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.

- II. A candidate or officer is ineligible for ASO office:
- A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
 - B. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
- III. An officer may serve a fifth semester if eligible at the time of assuming office, with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one- year term).
- IV. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/ she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
- V. Candidates or officers must comply with the standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Chapter IX, Article VIII, Sections 9801-9806).
- VI. Any candidate or officer with a disability may request an accommodation for the requirements of section I (E):
- A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of Disabled Students Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, as appropriate.
 - B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of 5 units throughout his/her term in accordance with Education Code section 76071.
 - C. Procedures for requesting an accommodation under E-22:

1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
 2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.
- VII. Students enrolled in college credit and/or noncredit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually. Each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

Student Clubs and Organizations

Believing that students will enrich their college experience by participation in extracurricular activities, the College is proud of its active club program. Principal support for club programs comes from the Inter-Club Council, composed of a representative from each campus club and chaired by the vice president of the ASO.

In conforming to the California Education Code, the only recognized clubs are those chartered by the ASO. Thus, the college assumes no responsibility for activities of uncharted groups, including off-campus social organizations that consist of students or former students. State law prohibits membership in secret organizations.

Recognized Clubs and Organizations

- Active Minds
- Alpha Gamma Sigma Honor Society
- Black Student Union
- Christian Club
- Christian Club ELEVATE
- Economics Club
- Health Processions
- International Student Club
- Math Club
- Paralegal Club
- Performance Art Club
- Perk EDU Club
- Project Learn Ambassadors
- Puente Club
- WLAC Psychology Club

CHILD DEVELOPMENT CENTER

The Child Development Center is a nurturing place for children of WLAC student-parents. It is licensed by the DPSS Community Care Licensing. The Center provides services which are free or low cost, are safe, and foster a positive learning environment for students' children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for their elementary education.

Applications are available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole. For additional information phone (310) 287-4357. Applications are also available on the college website.

HOURS AND DAYS

The Center offers services day and evening. It is open Monday – Thursday from 7:45 a.m. to 4:00 p.m. for Toddlers and Preschoolers. The Center offers a meal program to participants of the day program.

AGES OF CHILDREN

Children aged 2-5 years are accepted into the Monday-Thursday 8:00 a.m. – 4:00 p.m. program.

Children must attend a minimum of two sessions a week in the day program and one session per week in the evening program. Tuition is based on a sliding scale for student families. Qualifying families may be placed on a grant from CalWORKS, State Preschool, or General Child Care to reimburse tuition (different grants assist different age groups of children).

The Center is a teacher training program for students wishing to pursue a career in working with young children.

COMMENCEMENT INFORMATION

Commencement Information

Commencement occurs at the end of the Spring semester. Students may petition to graduate if they anticipate completion of the requirements for an Associate Degree or Certificate of Achievement.

Certificate of Achievement candidates may petition at any time during the year using a Certificate Petition; however, the deadline for Spring certificate petitions must be the same as the graduation petition deadline in order to invite everyone to the ceremony in a timely manner.

Students must file within the deadlines to be invited to West's Commencement ceremony.

Graduation petitions are accepted throughout the academic calendar year during the Spring, Summer, Fall, and Winter semesters.*

**Please refer to the Academic Calendar in the current schedule of classes for exact dates and deadlines.*

Graduation Petition Process

Students who anticipate graduation must complete a Graduation Packet:

Step 1

To ensure you are eligible for graduation with an Associates Degree, please confirm that the following items are in progress or have been completed:

- 12 units of residency completed at West
- A minimum 2.0 cumulative grade point average
- A "C" or better in English 101* and Math 125*
- A "C" or better in all major courses
- 60 degree applicable units

** Continuous enrollment prior to Fall 2009 may have catalog rights to English 28 & Math 115*

Step 2

Students may choose a General Education Plan from the following:

- Plan A – For majors with a minimum of 18 units
- Plan B – For majors with a minimum of 36 units
- Plan CSU* - For all majors
- Plan IGETC* - For all majors

**Students are still required to fulfill the Health and Kinesiology (formerly PE) requirements.*

Step 3

Official transcripts from all colleges/universities that you have attended must be on file in the Office of Admissions and Records, except for Los Angeles Community College District campuses. Transcripts must be mailed directly from the institution to West.

Step 4

A transcript evaluation petition must be completed for courses taken outside of the Los Angeles Community College District.

Step 5

Submit the completed Graduation Packet to the Office of Admissions and Records. It is highly recommended that you submit a Graduation Checklist Worksheet from **DegreeWorks**.

Graduation Information can be found at our website: www.wlac.edu/Graduation/index.aspx

COUNSELING CENTER

The Counseling Department at West Los Angeles College assists students in making decisions regarding educational, career, and personal concerns. Counseling is available for educational, transfer and career exploration by appointment. These services are provided by professional counselors through individual counseling, group workshops and referrals to appropriate resources on and off campus.

1. The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals. To make appropriate academic decisions, to develop self-confidence and self direction, and to build self-esteem.
2. An academic counseling session begins with educational goal- setting, exploring education options and opportunities, evaluating the student's educational background, and providing the student with clear, concise, up-to-date educational information. Counselors can assist individuals to assess their interests, strengths, abilities, and values; to set goals; to make plans to accomplish those goals; and to address personal challenges or barriers that impede plans to fulfilling those educational goals.
3. A counseling session will also assist individuals in selecting appropriate programs of study relative to their chosen objectives. Individual student/ counselor conferences are available by appointment. Brief counseling is available on a walk-in basis. Counseling appointments may be made online at www.wlac.edu, or in the Student Entry Center or by calling the Counseling Center directly at (310) 287-4257 / 4399.
4. Entering (first year) students are encouraged to enroll in Personal Development courses (PD 5, 17, & 40). Returning students and second year community college students are strongly encouraged to enroll in PD 4, 8, and 20. These courses are designed to help students become better acquainted with the educational opportunities at West Los Angeles College and will assist students in developing programs of study that will help them attain their educational and career objectives.
5. The Counseling Center is available to students 8:30 a.m. to 5:00 p.m. Monday and Thursday and 8:30 a.m. to 7:00 p.m. Tuesday and Wednesday. The Counseling Center is open 8:30 a.m. to 1:00 p.m. on Fridays.

Summary of Counseling Services

- Assist in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).
- Work with students to develop individualized student educational plans for academic, transfer and career goals
- Explain requirements necessary to earn Associate Degrees, Certificates, and transfer to four-year colleges and universities.
- Assist students in making career choices and provide an understanding of the different majors and certificate programs offered at West Los Angeles College.
- Provide limited personal counseling and referrals on and off campus when appropriate.

The Counseling Center is located in the Student Entry Center, SSB Building. Students can obtain information by calling (310) 287-7242 or by visiting the West Los Angeles College website at www.wlac.edu.

Additional Counseling Services

Additional counseling services are also available through EOP&S/ CARE and DSP&S programs.

DISABLED STUDENT PROGRAMS & SERVICES

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with disabilities. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified students with disabilities pursuing a college education. All services and equipment are provided free of charge to any qualifying student with a disability.

The DSP&S Office is located in Building SSB. Office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 1:00 p.m. Early morning and evening appointments can be made by special arrangement. The telephone number is (310) 287-4450.

The following services are offered:

- Note taking assistance.
- Classroom accommodations for students with disabilities.
- Registration assistance.
- Academic and career guidance counseling.
- Adaptive equipment and technology aids.
- Adapted computer labs
- Test proctoring and related accommodations.
- Instructor liaison.
- Learning strategies and study skills classes

The DSP&S Office also maintains a liaison with the California Department of Rehabilitation and other public agencies such as the Regional Center and Westside Center for Independent Living.

LEARNING DISABILITIES PROGRAM

Assessment, special services, and individual instruction are available for students with learning disabilities. Students wishing to improve skills such as reading, writing, memory, arithmetic and other areas in order to succeed in their classes may be eligible for this program.

- Liaison with the Recording for the Blind and Dyslexic (books on tape).
- Alternate media and assistive technology (electronic text)
- Test proctoring and related accommodations.
- Special classes, such as Learning Skills 40: Introduction to Learning Disabilities and Learning Skills 41 (A-C): Study Strategies for the Learning Disabled.

Students who qualify may receive support services, special classes or both. For eligibility information, contact the Disabled Student Programs and Services Office at (310) 287- 4450.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S) / COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)

The EOP&S program is a state-funded program of support services which are designed to be above and beyond the scope of other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.

Who Is Eligible?

Students may be eligible for the EOP&S program if they satisfy the following requirements:

- Must be a Full-time student (12+ units).
- Qualify for the Board of Governors Fee Waiver (BOGFW) eligible under Method A or Method B.
- Application for Financial Aid is on file with WLAC.
- Student is educationally disadvantaged under Title V, Article 2, and Section 56220(e) of the California Code of Regulations.

Quality Services

Every student has the right to receive quality services. Our office is committed to excellence and takes pride in its ability to serve students in a timely, efficient and effective manner. It is our goal to continue maintaining the highest level of services to the students we serve.

Priority Registration

EOP&S students have an opportunity for registration prior to regular telephone registration for all students. With this service, participating students are reasonably assured of the appropriate classes at the right time, allowing for the accommodation of other needs and responsibilities (e.g., child care, work, family needs, community services).

Transfer Assistance

EOP&S 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.

Workshops

Student Success Workshops are designed to enhance student personal development and success in higher education. All work-shops are scheduled in advance, and students may attend without an appointment.

Book Voucher Program

EOP&S students in good standing are given a book voucher to purchase or rent books for authorized classes during the semester. Authorized classes are those listed in the Student Educational Plan/syllabus and approved by the EOP&S counselor.

Counseling

The EOP&S counselor is an important resource, and all EOP&S students are eligible to receive individualized counseling. Participating students are required to meet with an EOP&S counselor at least three times per semester to update or revise the Student Educational Plan.

In addition to assisting students with class selection, counselors provide information on job preparation skills whether the student plans to complete a certificate of achievement or certificate of completion, an associate degree, or transfer to a college or university.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a special program for a unique group of EOP&S students. Administered through the EOP&S office, the CARE program provides additional services to students who are single parents, head-of-household, and receiving public assistance from CalWORKS or TANF. Students who qualify for the CARE program are eligible to receive additional services in addition to those available under EOP&S.

Who Is Eligible?

Students may be eligible for the CARE program if they satisfy the following requirements:

- Full-time student (12+ units).
- Single parent head of household.
- Current recipient of CalWORKS/TANF.
- Have at least one child under 14 years of age.

FINANCIAL AID

Financial Aid is monies made available by the federal and state governments and private sources in the form of grants, employment, scholarships and loans. These monies are available to make it possible for students to continue their education beyond high school even if they and/or their family cannot meet the full cost of the post-secondary school. The basis for such programs is the belief that parents have the primary responsibility of assisting their dependents to meet educational costs, and that financial aid is available only to fill the gap between a family's contribution and the student's yearly academic expenses.

HOW TO APPLY

Students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The college code for West is #008596.

WHO IS ELIGIBLE?

To be considered for federal financial aid, a student must meet the following minimum requirements:

1. Be a U.S. citizen or eligible non-citizen. Eligible noncitizens are permanent U.S. residents who have documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Demonstrate that they have financial need.
3. Demonstrate satisfactory progress in a course of study leading to an A.A. or A.S. degree, an occupational certificate, or transfer to a baccalaureate degree program.
4. Not be in default on a Perkins Loan or Federal Stafford Loan at any school they have attended.
5. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), ACG, or State Student Incentive Grant.
6. Be registered with the Selective Service if required (males only).
7. Have a high school diploma or its equivalent, or provide documentation of "Ability to Benefit." See "Satisfactory Academic Progress Policy for Financial Aid Recipients" later in this section, for further information about the requirements for students who do not have a high school diploma or its equivalent.

WHEN TO APPLY

Deadline and priority filing dates change each academic year. Students should consult the current financial aid publications for specific deadline dates. The Los Angeles Community College District has established one priority filing date for summer school and one for fall and spring semesters each year. West Los Angeles College will give first priority to completed applications received by the priority dates within the guidelines set by federal and state regulations. Students who have missed the priority deadline dates are encouraged to apply, as surplus funds may be available.

If in doubt, call or visit your college Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms. Keep in mind that it takes a minimum of 6-8 weeks between the time you apply for aid and the time your award is completely processed.

DETERMINING FINANCIAL NEED

The number and amount of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the total of a parent's resources, and/or the student's own resources. Resources may include, but are not limited to salary or wages, veteran's benefits, Social Security benefits, or parent and/or student contributions. Resources are then measured against the institution's student expense budget to determine financial need.

A student's resources are determined by reviewing the financial aid application submitted by the student. Documentation of resources, including the 1040/Federal Income Tax transcript of the parent and/or student may be required. All information is confidential.

TYPES OF FINANCIAL AID AVAILABLE

GRANTS

- FEDERAL PELL GRANT
- FEDERAL WORK STUDY (FWS)
- BUREAU OF INDIAN AFFAIRS GRANT (BIA)
- CAL GRANTS: CAL GRANT A CAL GRANT B CAL GRANT C
- CHAFEE GRANT
- BOARD OF GOVERNORS FEE WAIVER (BOGFW)

SCHOLARSHIPS

- LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS

LOANS

- FEDERAL PERKINS LOAN
- FEDERAL STAFFORD LOAN PROGRAM
- BOOK LOANS
- FEDERAL STAFFORD LOAN PROGRAM
- BOOK LOANS

FEDERAL PELL GRANT

The Federal Pell Grant is a federally-funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from \$200 to \$5730 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal government, and is in most cases based on the previous year's income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In this case, the student will need to contact the Financial Aid Office for assistance.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards at West Los Angeles College generally range from \$200 to \$400 per academic year. FSEOG is available for as long as it takes to complete the first undergraduate degree within the time frame coinciding with LACCD's Satisfactory Progress Standards. When students apply for federal financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging policies. Priority will be given to the students with the most need.

All applicants must file the Free Application for Federal Student Aid (FAFSA) before the priority deadline date in order to be considered for this program.

BUREAU OF INDIAN AFFAIRS GRANT (BIA)

BIA Grants provide money to help defray the cost of education for students of American Indian heritage. Students may apply if they:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or a tribal group serviced by the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;

5. Have completed all of the application requirements. Amounts of the grants vary and are set by the individual agencies of the BIA.

Applications are available through the office of the Bureau of Indian Affairs or at the Central California Agency, Vocational Grants, 1824 Tribute Road, Suite J, Sacramento, CA 95815. For Higher Education Grant applications, write to the Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825.

STATE GRANTS

The State of California, through the California Student Aid Commission (CSAC), sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty, and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through CSAC.

CALGRANTS: To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizen, be considered an AB540 student, and be attending (or plan to attend) an eligible school or college in California. Students can receive only one Cal Grant, Cal Grant A, B, or C.

CAL GRANTS

The State of California, through the California Student Aid Commission, sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty, and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through the California Student Aid Commission.

To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizen, obtain a Social Security number, and be attending (or plan to attend) an eligible school or college in California. Students can receive only one Cal Grant, Cal Grant A, B, or C.

CAL GRANT A

Although this grant can only be used at four-year colleges, students are encouraged to apply for one while attending West Los Angeles College. Cal Grant A helps low- and middle-income students with tuition costs. Grant recipients are selected on the basis of financial need and grade point average.

Students who qualify for Cal Grant A and who want to attend a community college can have the CSAC hold their award until they transfer to a four-year college. The grant can be put on hold for no more than two years, provided that the student continues to qualify financially.

**** STUDENT ALERT! ****

Federal regulation requires students to repay a portion or the full amount of grants if you do not complete your program.

If you receive a GRANT and then WITHDRAW from some or all of your classes, you may OWE money back to the federal program. Here's how it works:

Based on the date you withdraw, the Financial Aid Office will calculate the portion of the grant that you have earned.

If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program. If you receive WORK money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

If you are Thinking of Withdrawing or Just Leaving - Please, Think Again

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses.

Maybe there are services (e.g., *tutoring, personal support*) that will help you stay. Talk to your instructors; see what advice and help they can offer.

Don't Leave Unless You Must - But, If You Take Care of Business Before You Go.

Go to the Financial Aid Office immediately. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it is important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will place a national HOLD on your student aid eligibility. You may also be referred to a debt collection agency if you do not take immediate action.

To be eligible for a new (first-time) Cal Grant A award, students must have a minimum of one full academic year of school work remaining and must be enrolled in at least 6 units of course work.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and a GPA verification form by the deadline date.

CAL GRANT B

This grant provides a living allowance for students that come from low-income families. Because this grant is intended for students who would be unable to attend college without such help. The maximum award amount is up to \$1,473.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and GPA verification form by the deadline date.

CAL GRANT C

This grant is intended for students who desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs.

Grants are limited to \$547 at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units and demonstrate occupational achievement or aptitude in the chosen field.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and GPA verification form by the deadline date.

CHAFEE GRANT

The California Student Aid Commission (CSAC) administers the California Chafee Program (CCGP). This program provides up to \$5,000 of free money to former foster youth for college courses or vocational school training expenses.

You must complete the FAFSA and be enrolled at least six units in an eligible program at WLAC.

You may complete the Chafee Grant Application online and receive additional information at www.chafee.csac.ca.gov.

LAW ENFORCEMENT PERSONNEL DEPENDENTS (LEPD) GRANT PROGRAM

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chiefs of Police, Police Officers, Sheriffs, Deputy Sheriffs, Marshals, Deputy Marshals, etc.) who have been killed or totally disabled in the line of duty.

For more information contact California Student Aid Commission Phone: (888)224-7268, #3. Web site: www.specialized@csac.ca.gov.

BOARD OF GOVERNORS FEE WAIVER (BOGFW)

The Board of Governors Fee Waiver (BOGFW) is offered by the California Community Colleges to help low-income students waive enrollment fees. Fees paid for students under this program include enrollment charges for the academic year and for summer session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this waiver. The fee waiver does not require repayment. The BOGG does not waive the health fee. For further information, please see "Board of Governor's Waiver and Enrollment Fee Assistance" (in the "Admissions Policies and Information" section).

***Note:** The Admissions Office makes the determination of whether a student is a California resident or a non-resident. Non-Resident students are not eligible for BOGFWs with the exception of AB 540 students.*

FEDERAL PERKINS LOAN PROGRAM

This loan is a long-term loan repayment program to help students with exceptional need meet their educational expenses. Students may borrow up to \$4,500 at the community college level, and up to \$9,000 to complete their undergraduate degrees. A Perkins Loan is available to students showing "exceptional need."

REPAYMENT OF LOANS

Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student, and can be extended to ten years and nine months after such date. During the repayment period, 5% interest is charged on the unpaid balance of the loan.

Students who are interested in the terms and conditions of the loan prior to applying for aid should come to the Financial Aid Office and ask for a copy of the promissory note.

FEDERAL STAFFORD LOAN PROGRAM

Eligibility for the Stafford Loan Program is based on financial need. In order to apply, applicants must submit a Stafford Loan Application as well as a Free Application for Federal Student Aid (FAFSA). To be eligible, a student must be enrolled in at least 6 units for the entire loan period. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Stafford Loan. The school which the applicant will attend must originate the Direct Stafford Loan Application before eligibility is established.

Students should refer to the Financial Aid Handbook for the loan limits set by the Los Angeles Community College District in an effort to emphasize and promote prudent debt management.

SUBSIDIZED LOANS

A subsidized loan in which the federal government will pay the interest on your loan while you are enrolled at least half time. Once you graduate, cease to be enrolled at least half time, or completely withdraw, you will be responsible to pay for the interest and begin making payments on your loan debt balance including interest payments. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: www.studentloans.gov

UNSUBSIDIZED LOANS

An unsubsidized loan is a loan in which the Federal Government does not pay interest on your loan. The interest on this loan begins accruing from the date the funds are disbursed. You are solely responsible to pay for the interest and loan debt balance for the entire life of the loan. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: www.studentloans.gov.

OTHER SOURCES OF FINANCIAL AID

Employment - Federal Work-Study Program (FWS)

The FWS program is a Federal program which enables students to earn part of their financial aid award through part-time employment. To be eligible, students must be U.S. citizens or eligible non-citizens, enrolled in the appropriate number of units, and must maintain good academic standing while employed under the program. Hourly wages vary with the type of work, work experience, and the number of units completed.

Additional Information

The Student Financial Aid section of this catalog is intended to give students an overview of the financial aid programs at West Los Angeles College. A financial aid handbook, "Financial Aid Guide," is available from the Financial Aid Office. It was written specifically to inform West Los Angeles College students about matters pertaining to financial aid on this campus, and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

How Student Financial Aid Is Determined

Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{NEED}$$

A parent's or student's contribution is determined from the information reported on the FAFSA and may be verified by a Federal Income Tax transcript (1040), and by agencies providing non-taxable income to the family.

Once the student's financial need and eligibility are established, a 'package of aid' is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan funds.

The LACCD prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

Satisfactory Academic Progress Policy for Financial Aid Recipients

To be eligible to receive financial aid, a student must meet all of the following criteria:

Initial Eligibility

In order to establish initial eligibility when applying for financial aid, students must meet all standards of satisfactory progress based on course work that is part of the Los Angeles Community College District's official student records.

If applicants have one semester in which progress was substandard, they will be placed on warning and considered for aid. Applicants with two or more semesters of substandard progress are not eligible and are expected to go through the appeal process to be considered.

Application of Standards

Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring/summer semester(s) for students on warning.
3. Review of the 90-unit limit will occur at the beginning of the semester. Students with fewer than 90 units within the LACCD at the time of review will be considered eligible for the remainder of that semester as long as all other standards are met.

Failure to Meet the Standards of Satisfactory Progress

Students failing to meet any one or more of the standards will be disqualified from financial aid. Students will be notified of their status via their school issued LACCD email.

Disqualification

Students who are ineligible for financial aid at any LACCD college are ineligible at all colleges within the LACCD.

Satisfactory Progress Standards

1. Students must maintain a semester and cumulative GPA of 2.00.
2. Students must have completed fewer than 90 units within the LACCD at the start of the semester. The college may make exceptions for students who may require additional units to complete their educational goal.

3. Eligibility for financial aid for classes of Instructional Television (ITV) must meet the same standards of regular courses.

Type of Class	Financial Aid	Eligibility
	Yes	No
Pass/No Pass	X	
ITV	X	
Audited Classes		X
ON-LINE	X	

4. Students are allowed 90 attempted units within the LACCD in which to complete their educational goal. Attending full time (12 or more units per semester), students would be expected to complete their program in three years.
5. Students must complete more than 67% of semester units attempted.

NOTE: Students should refer to this catalog for rules relating to repeatability of certain classes. Continued eligibility is based on progress at the institution from which aid is requested, except for total unit limitation.

Determination of Disqualification

1. Students who have met their educational goal are ineligible for further financial aid.
2. Students who have attempted 90 units with the LACCD are ineligible for further financial aid beyond the semester in which the 90 units were attempted.
3. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the semester must be disqualified.
4. Students must complete at least 67% of the cumulative units attempted.
5. Not have earned an Associates of Arts (AA) or Associates of Science (AS) degree outside of the Los Angeles Community College District. Not have already earned a baccalaureate degree or higher.

Appeals

Students may appeal financial aid disqualification by submitting a written appeal to the College Financial Aid Office. The College Financial Aid Office establishes deadline dates for submission of appeals through administrative channels established at the College. Students may be reinstated when they have met all of the satisfactory progress standards or by an appeal; however, awards cannot be paid retroactively.

Educational Goal

Each student must have an educational goal or objective that can be met at the institution from which financial aid is requested. Within the LACCD, having an educational goal is defined as:

1. Being enrolled in an eligible program or course of study leading to an Associate of Arts or Associate of Science Degree;
2. Being enrolled in a course leading to a Certificate upon completion; or
3. Being enrolled in a transfer program leading to a baccalaureate degree program.

Ability to Benefit

Students who have any of the qualifications listed below demonstrate the "Ability to Benefit" from a college education in accordance with applicable Federal Regulations:

1. Have received a high school diploma.
2. Have received a certificate of General Education Development (GED), or Certificate of State Equivalency of High School.
3. Have a homeschool completion credential.
4. Have taken and passed an approved Ability to Benefit exam or successful completion of a two year program that is acceptable for full credit toward a bachelor's degree based on federal guidelines.

The Financial Aid Office is located in Building SSB, telephone (310) 287-4532. The Assessment Office is located in Building SSB, telephone (310) 287-4462.

HEALTH CENTER

The Student Health Center in Building A-9 offers free or low cost healthcare services to all currently-enrolled students. All medical services are provided by a certified Nurse Practitioner. An On-call Physician is available for medical consults. The student health center is closed weekends and all official holidays.

The mandatory Student Health Fee of \$11 per semester (\$8 during the Summer and Winter Intersession, and subject to change) underwrites our health services and is payable at the time of registration.

The Student Health Center offers short term mental health counseling services (by appointment only) to students on campus. For more information on this service please call (310) 287-4478.

The Student Health Center requests everyone with serious medical emergencies on campus to call the Campus Sheriff at (310) 287-4314 in Lot 5, 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.

For more information please call (310) 287-4478, or go to: www.wlac.edu/Health-Center/index.aspx

HONORS

Honor Societies

Alpha Gamma Sigma / Phi Lambda Kappa

Alpha Gamma Sigma (AGS) is an honor society whose purpose is to promote and recognize scholastic achievement, cultural activities, leadership, scholarship, and to emphasize good character among students. The West Los Angeles College chapter of AGS, Phi Lambda Kappa, is involved in many campus activities and achieves community outreach through its charitable donations and service work at the college. Members of AGS assist with major college events such as the Dean's Honor Reception, the Scholarship Reception, and Commencement. Visit the web site www.geocities.com/ags_wlac/ags.

Phi Theta Kappa – International Honor Society

The purpose of Phi Theta Kappa (PTK) is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides an opportunity to develop leadership through service for an intellectual climate in which to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Students must have earned and maintain a 3.5 grade point average to be a member of PTK. Membership is open to full time, part-time, and international students. PTK currently meets once per month. For further information, please see Thomas Harjuno.

Transfer Honors Program

The Transfer Honors Program provides priority consideration for admission 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, CSU Stanislaus, LMU, Occidental College, Pepperdine University, Pitzer College, Pomona College, San Diego State University, University of Judaism, and Whitman College.

Program Benefits:

- Transcripts reflect participation in the program with "Honors" designation.
- Access to an Honors Counselor.
- Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.

- Priority in application for Transfer Alliance Program 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.

To Qualify for the Transfer Honors Program:

For continuing WEST students:

- Be eligible for English 101
- Completed 12 transferable college units
- Minimum GPA 3.2

For entry of High School Graduates:

- Minimum GPA 3.2
- Eligible for English 101 by assessment or AP Scores

To Apply:

Obtain and complete an application from the Transfer Honors web page at www.wlac.edu as well at the following:

- Unofficial transcripts from all institutions attended
- 500 word essay describing your academic experience thus far, your academic & professional goals for the future, and finally why you would like to be a part of the Transfer Honors Program.
- Submit your complete application packet to the Transfer Center/ Counseling office during the submission period listed on the Transfer Honors website. All applications are reviewed by the Transfer Honors Committee which is a minimum 10 day process after the start of each semester. Applicants will be notified of the committee's selection decision by the Transfer Honors Program Director.

Contract Honors Courses:

As a contract honors program any UC/CSU transferable course is eligible as honors with the instructors permission . The honors contract will reflect all requirements that must be met to earn the honor's credit. Student's must earn an "A" or "B" in the course in order to have the "Honors" notation placed on their transcript.

To Complete the Honors Program:

- Complete a minimum of 18 transferable units at WEST, consisting of 5 or 6 designated "Honors Courses"
- Complete a 200 level Math Course
- Have a GPA of 3.0 or higher in all course work
- Complete and file an application for admissions to your intended transfer university when appropriate.

For More Information please contact:

- Helen Young, Program Director
(310) 287-4289 | transferhonors@wlaac.edu
SSB - 3rd Floor
- Andrea Frederic, THP Counselor
(310) 287-4260
SSB - 3rd Floor

Dean's Honor

West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Dean's List and remain there from semester to semester by maintaining a 3.5 grade-point average. Part-time students are placed on the Dean's List after they have accumulated 12 units of work with a grade- point average of 3.5 or better and additionally for each semester's increment of 6-11 units for which a grade point average of 3.5 is maintained.

Notation of Dean's List achievement is made on the students' permanent records. Further recognition is given these students at a reception in their honor and by means of a personal letter from the Deans. Students of outstanding personality, scholarship and leadership are recognized through the yearly presentation of awards within the various college divisions. Award recipients are determined through divisional procedures.

Honor Cords

Braided gold honor cords are awarded to those students who graduate "Summa Cum Laude" with a GPA of 3.70-4.0.

Braided gold and blue honor cords are awarded to those students who graduate "Magna Cum Laude" with a GPA of 3.50-3.69.

Braided blue honor cords are awarded to those students who graduate "Cum Laude" with a GPA of 3.00-3.49.

Honor cords are presented only to students who qualify and participate in Commencement. Students who already possess an Associate in Arts or Science or equivalent, or an advanced degree are not eligible for these awards.

ATHLETICS

West Los Angeles College is a member of the Western State Athletic Conference. Other member institutions include Allan Hancock College, Antelope Valley College, Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Oxnard College, College of the Canyons, Cuesta College, Moorpark College, and Santa Monica College. The Western State Conference, the California Community College Athletic Association (CCCCAA), constitution and codes govern competition and eligibility.

Intercollegiate competition for men is offered in basketball cross- country, track & field, football, and baseball. Competition for women is offered in basketball, cross- country, track & field, volleyball, and soccer.

All questions pertaining to athletic eligibility should be directed to the Director of Intercollegiate Athletics at (310) 287- 4513. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students to Mr. Jewell Samilton, the West Los Angeles College Athletic Academic Counselor, at (310) 287-4273.

INTERNATIONAL STUDENTS

INTERNATIONAL F-1 VISA STUDENTS/ ADMISSIONS

West Los Angeles College is an institution approved to issue certificates of eligibility (I-20) for non immigrant student status. West Los Angeles College accepts qualified international students who wish to pursue occupational, transfer, and A.A. degree curricula. Refer to Page 10 for details about admissions criteria.

Students with F-1 visa status must maintain a full time academic load of 12 or more units each Fall and Spring semester. Student services include counseling, instructional support (tutoring) and a learning skills center, a student organization and an international student club. Information is available at www.wlac.edu/International-f1-visa/index.aspx

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of \$250,000 maximum benefit, with a per incident maximum benefit of \$100,000.
2. Repatriation of remains in the amount of \$15,000.
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$50,000.
4. Deductible not to exceed \$500 per accident or illness. \$25 co-pay for physician and urgent care visits. \$100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expense is \$2,500 if out-of-network medical services are used

PARKING

CAMPUS PARKING, TRAFFIC, AND SAFETY REGULATIONS

The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on 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. CVC grants the President of West Los Angeles College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard, or are abandoned with no license towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away – no exceptions. 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.

West Los Angeles College 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.

Free parking is available on Stocker Street.

METERED PARKING STALLS ARE USED PRIMARILY FOR VISITORS. STUDENTS WITH A PERMIT MAY USE THE METER, BUT THEY MUST PAY.

A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES. A STUDENT'S WEST LOS ANGELES COLLEGE PARKING DECAL IS VALID AT EACH LOS ANGELES COMMUNITY COLLEGE DISTRICT CAMPUS AT WHICH THE STUDENT IS CURRENTLY ENROLLED IN CLASSES.

Student parking permits are issued in the Business Office, Building SSB, upon payment of the student parking fees.

Parking passes can be ordered online at www.wlac.edu/Business-Office/index.aspx.

The parking permit serves as permission to park and is not a guarantee of a parking space.

Spaces designated as preferred student parking are restricted to ASO members. Spaces designated as employee parking are restricted to employees of LACCD.

See STUDENT FEES section in this college catalog for more details. A two-week grace period to purchase parking permits is given for the Fall/Spring semesters. A one-week grace period is given for the Summer/Winter sessions.

SCHOLARSHIPS

Throughout the year, West Los Angeles College receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, some require financial need, and some are awarded to students majoring in specific areas of study. The Student Activities Office will post these announcements on its bulletin boards as well as make general announcements in campus media.

Updated information and scholarship applications will be available in the Student Activities Building (A5); the Student Services Office (SSB 440); and the Financial Aid Office (SSB 210).

TRANSFER CENTER

Building SSB | (310) 287- 4353
Monday – Thursday: 8:30am - 5:00pm
Friday 8:30am - 1:00pm

Helen P. Young
 Director of Transfer Center & Honors Program
 (310) 287-4289

Andrea Frederic
 Transfer Honors Counselor | (310) 287-4260

Darrell Roberson
 Student Services Assistant | (310) 287-4542

The West Los Angeles College Transfer Center is a valuable re- source for students interested in a four year university. It is a place to relax and interact with other students who have similar goals.

Staff and student workers are available to assist you regarding the transfer process.

Students can meet with university representatives who can answer questions and provide information to increase transfer success.

Students can browse through literature and computer programs for transfer and career exploration.

The Transfer Center is your connection to your future.

Resources available include:

- Brochures, catalogs and other material outlining universities and transfer requirements.

- Opportunities to have one-on-one advising sessions with university representatives.
- Access to computer-based programs such as EUREKA to explore career and transfer options.
- Transfer fair highlighting the UC/CSU system as well as private and out of state universities.
- Transfer Preparedness Workshops facilitated by Counseling staff.
- Field Trips to 4-year colleges and universities. The goal of the transfer center is to engage students in the transfer process, therefore producing a successful transfer student.

TRANSFER HONORS PROGRAM

See Honors section on Page 30.

VETERANS SERVICES

West Los Angeles College programs are approved for veterans, enabling the College to work in close cooperation with the Veterans Administration 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.

In order to be eligible to receive assistance, students must ap- ply to the college, meet all admission requirements, and complete the necessary “Veterans Educational Benefits” forms (obtained from and returned to the Veterans 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.

The Veterans Affairs Office is located in the Admissions Office, Building SSB, and provides information and services for all veterans.

Withdrawals

It is the responsibility of veterans to immediately inform the Office of Veterans Affairs of any changes in enrollment status (changes in units taken). The last day of a veteran’s attendance in class must be immediately reported to the Veterans Administration 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 Office represents official withdrawal from a class.