

APPLICATION FOR ADMISSION

Applications are available on the college website (www.wlac.edu), or at the Office of Admissions and Records, Student Services Building A-1 3. (If applying on campus, a photo ID must be submitted with the application for admission.) From that point on, the Los Angeles Community College District and the college use a computer-generated number (not the social security number) to identify student records.

ADMISSION ELIGIBILITY

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for any public California two-year community college. Persons who do not possess a high school diploma or its equivalent, but who meet additional criteria, are also eligible for admission. Additional eligibility criteria include:

1. Being eighteen (18) years of age or older.
2. Being an apprentice, as defined by Section 3077 of the California Labor Code.
3. Being in grades K through 12, under special circumstances.

International F-1 Visa students may be required to show acceptable proof of ability in English and to provide other documents, as outlined in the international student application. See the college website at www.wlac.edu and click on International Students.

REGISTRATION MATERIALS

Students continuing from the prior semester will automatically receive registration materials. New and returning students are issued registration information when the application for admission is processed.

Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

READMISSION

Students who have not attended West for two or more semesters must file a new application. Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the "Supplemental Application for Admission of Students in Grades K-12" for every academic term in which they wish to enroll.

Information regarding other eligibility criteria and/or admissions procedures is available in the Office of Admissions and Records.

RESIDENCY REQUIREMENTS

California Residence Requirements

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is that day immediately preceding the opening day of instruction of the semester or session. Residence is defined as a union of act and intent. F-1 Visa students, by virtue of their non-resident status, do not meet this requirement.

NON-RESIDENT

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residency Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the State. Certain non U.S. citizens are permitted to establish residency and others are not. Check with the Admissions Office regarding your particular status. A student classified as a nonresident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

NON-RESIDENT TUITION FEE

Effective Summer 2009, nonresident students who are admitted as "Special Part-time Students Grades K-12" will be charged nonresident tuition fees for all units taken. The tuition fee for non-resident students must be paid at the time of registration.

NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE

A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below.

Non-resident refunds will be computed as follows:

| CLASS TYPE | DATE REQUEST TIME STAMPED | REFUND |
|--------------------------------|-------------------------------------|--------------|
| Regular Length | Through second week of instruction. | Full Tuition |
| (Fall, Winter, Spring, Summer) | After second week of instruction. | No Refund |
| Short Term | Through 10 percent of class length. | Full Tuition |
| (Less than regular length) | After 10 percent of class length. | No Refund |

AB 540 EXEMPTIONS

On October 12, 2001 the Education Code was modified to exempt certain non-resident students who attended and graduated from California high schools from non-resident tuition. This change (Education Code, Section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g., *EOP&S*, *BOG Fee Waiver*). The exemption tuition is mandatory; if the District finds that a student meets all requirements in the law, non-resident tuition may not be charged.

The student must meet all of the following eligibility requirements to be eligible for the exemption:

1. The student must have attended a California high school (grades 9 through 12) for three or more years.
2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).
3. Except for non-immigrant aliens, any non-resident student who meets the requirements contained in "1" and "2" shall be exempt from non-resident tuition even if he/she is a U.S. citizen or lawful immigrant.
4. Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form, which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.

INTERNATIONAL (F-1) VISA STUDENTS/ADMISSIONS

West Los Angeles College is an institution approved by the U.S. Citizenship and Immigration Services to issue certificates of eligibility for non immigrant (F-1) student status. West Los Angeles College accepts a number of qualified international students each semester who wish to pursue occupational, transfer, and Associate degree curricula.

All applicants must meet the following admissions criteria:

1. Diploma/transcripts from a secondary school (high school) or diploma/transcripts from a U.S. high school or diploma/transcripts from a foreign university
2. English language proficiency to begin academic program OR start program at West Language Academy for language training.

Proficiency is verified by one of the following:

- West Language Academy assessment
 - WLAC ESL assessment level 5 or above
 - English is your native language
 - Attendance at a U.S. high school for a minimum of two years
 - Attendance at a U.S. college or university with a passing grade in English 101 or equivalent
 - International Baccalaureate with an English Language score of 3 or better
 - TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964
 - IELTS minimum score of 4.5
 - iTEP minimum score of 4
 - STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass
 - Cambridge Certificate of Proficiency in English (CPE) score of "C" or better
 - Cambridge General Certificate of Education reflecting A Level Placement
3. Demonstrate the ability to pay the nonresident tuition and fees and personal living expenses estimated at \$16,500 per year (fees subject to change). Fees include mandatory Medical Insurance provided by LACCD with no substitution of other medical insurance coverage.

International students must maintain a full time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and Summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring) and Learning Skills Center, and an international student organization. Information is available in the International Student Services Office located in the Admissions and Records Office, Building A-13.

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

International students attending a college in the Los Angeles Community College District under an F-1 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 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; and
4. A 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 expenses is \$2,500 if out-of-network medical services are used.

STUDENT IDENTIFICATION NUMBER

The Los Angeles Community College District maintains a student record system that uses a computer-generated number to identify an individual. For legal and privacy reasons, it no longer uses the social security number. Changes in a student's ID number may be made only in the Admissions Office.

STUDENT RECORDS AND DIRECTORY INFORMATION AND FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college. At the same time, the District has a responsibility to fulfill public information needs (e.g., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the District may release directory information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college records officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the records officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically exempt by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the records officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (*Requests for transcripts should be made at www.wlac.edu.*)

No student records, other than directory information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the records officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the college may be released or withheld at the discretion of the records officer.

No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding student records, directory information, and policies for records access, release, and challenge should be directed to the records officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

TRANSCRIPTS

Upon written request by the student, a copy of the student's academic record shall be forwarded to the student, or his or her designated addressee, promptly by U.S. mail or other responsible forwarding agency. A student or former student shall be entitled to two free copies of the transcript of his or her record. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3 per copy. Students may request special processing to expedite their request for an additional fee of \$10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be submitted to the Office of Admissions. Transcripts from another institution are not available for copying (*Board Rule 8401.10*).

The student's transcript may be withheld if:

1. Any library books or other college property are charged to the student or are unreturned, or
2. There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

Submitting Academic Transcripts

- Official copies of academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail.
- No transcripts will be accepted directly from students.
- This recommended policy shall remain in effect until further notice. (6/2/05)

We advise that official transcripts mailed directly from the last high school attended and from each college attended be submitted. However, this is not a requirement for admission. All transcripts become the property of the college and cannot be returned to the student.

| TYPE OF FEE | Summer /Winter | Fall /Spring |
|--|------------------------------------|------------------------------------|
| Enrollment Fees for ALL Students (*subject to change by the California Legislature) | \$26/unit | \$26/unit |
| Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$26* per unit enrollment fee) | \$186/unit | \$186/unit |
| Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the \$26* per unit enrollment fee) | \$204/unit | \$204/unit |
| Application Fee | \$35 | \$35 |
| SEVIS Processing Fee | \$25 | \$25 |
| International Student Medical Insurance (IMED) | \$237/128 | \$474 |
| Audit Fee | \$15 | \$15 |
| Health Services Fee (Mandatory) | \$8 | \$11 |
| Associated Student Organization (ASO) Membership Fee (Optional) | \$3 | \$7 |
| Student Representation Fee (Mandatory) | \$1 | \$1 |
| Parking Fee All Student Lots | \$7 | \$20 |
| Instructional Materials Fee | See courses in schedule of classes | See courses in schedule of classes |
| Other Fees (All fees owed must be paid before transcripts or verifications will be released.) | | |
| Emergency Processing of Transcripts (CSU/ICETC Certification is not available with Rush Transcript requests) | | |
| First 2 transcripts ever requested | \$7 | \$7 |
| Additional Rush Transcripts | \$10/copy | \$10/copy |
| Verification of Enrollment/Transcripts | | |
| First 2 transcripts ever requested | Free | Free |
| Additional copy | \$3/copy | \$3/copy |

STUDENT FEES

Note: the fees listed below were accurate at the time this catalog went to print in August 2010, but are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Payment Methods

There are several ways to pay fees depending on the student's personal convenience and physical access to the college:

In Person: Pay by cash, check or credit card at the following Cashier's Window:

Main Business Office, Building A-13:
Monday-Friday 8:30 a.m. - 4:15 p.m.; or

Window 7 in the lobby of Admission area:
Monday-Thursday 4:15 p.m. - 7:00 p.m.

U.S. Mail: Make check or money order payable to West Los Angeles College. Send to WLAC Business Office, 9000 Overland Ave., Culver City, CA 90230. Be sure to provide your Student ID number, current address, and phone number with your check.

On-Line: Pay by Visa, MasterCard, American Express, Discover Card

If you pay your fees by check, you authorize the College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account as soon as the same day and you will not receive a cancelled check back from your financial institution. A \$10 handling fee will be charged for each check returned as not payable by the bank.

Enrollment Fee

The Enrollment Fee Section 72252 of the Education Code requires community colleges to charge an enrollment fee to each student enrolling in college. All students are required to pay the enrollment fee after they have registered for classes. A hold will be placed on the student's permanent record until fees are paid by the time of registration each semester.

Board of Governors' Waiver and Enrollment Fee Assistance

West Los Angeles College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The Board of Governors (BOG) Enrollment Fee Waiver is available to a student whose family is receiving Temporary Assistance for Needy Families (TANF) / CalWORKs, Supplemental Security Income/State Supplemental Program, General Assistance/General Relief, or who meet the qualifying income standard. In addition, dependents of Veterans/ National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and dependents of deceased law enforcement /fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

An Automatic Fee Waiver will be processed for eligible California residents who have filed a Free Application for Federal Student Aid (FAFSA) with the College Financial Aid Office. All other students must contact the Financial Aid Office to obtain a Board of Governors Fee Waiver (BOGFW) Application.

See Board of Governors Fee Waiver Program under "Financial Aid."

Enrollment Fee Refund Policy

For full term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that date, unless the student must drop a class due to cancellation or rescheduling by the college administration.

For short term courses: The student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that date, unless the student must drop a class due to its cancellation or rescheduling by the college administration.

1. All refund of fees paid MUST BE requested through the Business Office. Refund must be accompanied with the original copy of the register receipt and credit card slip. A picture I.D. is also required.
2. A waiting period of 15 working days for check payment will be observed before cash or check refund will be given. A cancelled check will be required to obtain an earlier refund. Refunds for payment processed by electronic check can be processed after a 10 working day waiting period upon presentation of an electronic payment receipt.
3. Non-resident tuition fee refund will be made by check.

Non-Resident Tuition Fee

(See Residency Requirements).

Audit Fee

Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.

Health Services Fee

According to State Law and Los Angeles Community College District policy, no student is exempt from paying the student health fee. Beginning Fall 2006, this fee will no longer be waived for students receiving a BOG fee waiver.

Associated Students Organization (ASO) Fee

This student activity fee supports scholarships, enrichment programs and student events on campus. The ASO fee is paid each semester and entitles the student to a WLAC photo identification card.

Student Representation Fee

This is a mandatory per semester fee to provide support for representatives to state student view points before various governmental offices and agencies.

Parking Fee

Parking fee information is available at the Business Office. All College parking areas are designated "Permit Parking Only" and are restricted to vehicles displaying a valid permit.

Instructional Materials

Students may be required to provide their own additional instructional or other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Other Fees

Please visit www.wlac.edu/admissions/transcripts.html or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification.

MATRICULATION

ADMISSION, ASSESSMENT, ORIENTATION, COUNSELING, REGISTRATION, FOLLOW UP

Matriculation is a process that assists the student in achieving his or her educational goals. It is an agreement between the college and student who enrolls for credit and non-credit. Here is how the matriculation process works:

1. **ADMISSIONS:** Complete the West application On-line at www.wlac.edu or in person at the Admissions office [Building A13, Admissions and Records Office.
2. **ASSESSMENT:** Because reading, writing, and mathematics skills are essential for learning and understanding all subjects, it is helpful for students to know their level of performance in these areas. Testing in these subjects, as well as in English as a Second Language, will show your educational strengths and needs and can provide useful information for planning a course of study at West Los Angeles College. Testing is not conducted to keep you out of college or specific classes. Your test results, along with your high school records, educational and employment experiences, current work schedule, and motivational level, can be used to help you plan your classes. Your West

Los Angeles College counselor can provide interpretation of test results and work with you to prepare a Student Educational Plan (SEP). The Assessment Office can provide information about the types of testing available and its testing schedule. Students can take the test once per semester. Accommodations will be made available for students with special needs. Please contact the Assessment Center at (310) 287-4462 for more information.

ENGLISH AND MATHEMATICS:

All students wishing to enroll in English, ESL, or Mathematics classes are required to be assessed, and there is no charge for assessment. In order to be assessed, students must first file a WLAC Application for Admission with the Admissions Office. Assessment appointments can be made online at www.wlac.edu or in person at the Student Entry Center on the Assessment Appointment Computers. WALK-IN Assessment is available throughout the year. Math and English Practice Tests are available in the Student Entry Center or online: www.act.org/compass/sample/index.html. Please bring your student ID and a valid picture ID. Students may not need to take an Assessment Exam if they have taken the test in the last two years, or have acceptable test and placement information from another college as approved by a West Los Angeles counselor.

For additional Information on Assessment Testing, please call (310) 287-4462.

ENGLISH AS A SECOND LANGUAGE:

A special English assessment is available to students whose native language is not English, and who wish to enroll in ESL classes.

MATRICULATION PROCEDURES FOR CHALLENGING PRE/COREQUISITES AND LIMITATIONS ON ENROLLMENT:

Prerequisites to all Mathematics and English courses are enforced. Prerequisite/Corequisite Challenge Petitions are available in the Student Entry Center, Counseling and Admissions Offices and in the Assessment Center. See the information in the Academic Policies section of this catalog for additional data about prerequisites.

- Complete the prerequisite and corequisite challenge petition. These forms are available in the Student Entry Center and Counseling Department.
- Submit the completed petition and supporting documentation to the department chairperson.

- Your request will be evaluated by the department and a written/verbal response will be available from Admissions and Records within five (5) working days (except during school holidays, winter session, and summer session). This form must be submitted to the Department Chair no later than the last date to add classes, which is published in the schedule of classes for the semester you would like to enroll.
- You are allowed to enroll in the course if the challenge is upheld.
- An appeal may be filed with the Dean of Academic Affairs or designee if necessary.
- No units will be granted for successfully challenged courses by this request. To challenge a course for credit, refer to the process for earning credit by examination in the college catalog.
- Some courses are limited to students who must audition or tryout in order to be accepted in the course (e.g., *athletics, or performance courses*).

If a course has not been offered in the last three semesters and the student believes their progress in attaining their educational goal will be delayed, a course may be considered “not reasonably available.”

Some other grounds for challenge require that you support your challenge with documentation. You may be requested to provide specific information to the Department Chair or Dean of Academic Affairs. Failure to do this may result in delayed resolution. See below for additional information about supporting documentation.

SUPPORTING DOCUMENTATION:

To support your challenge where required, the following kinds of documentation may be submitted:

- Copy of high school/college transcript.
- Written documentation of work or related experience from employer.
- Doctor’s statement.

TITLE V REGULATIONS (SECTION 55201):

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and if the challenge is upheld, the student shall be permitted to enroll in the course program in question. A student may challenge any prerequisite or corequisite on one or more of the grounds listed below:

- The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites.
- The prerequisite or corequisite is in violation of this article.
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The student has knowledge or the ability to succeed in the course program despite not meeting the prerequisite or corequisite.
- The student will be subject to undue delay in attaining the goal in his/her educational plan because the prerequisite or corequisite course has not been reasonably made available; and
- Such other grounds for challenge as may be established by the district governing board.

Prerequisite/Corequisite challenge petitions are available in the Student Entry Center, Counseling and Admissions Offices, Building A-13, and in the Assessment Center, Building A-12. Assistance with the challenge process can also be found in the Counseling Offices.

3. **ORIENTATION:** The purpose of the West Los Angeles College Orientation is to provide students with information concerning college programs, college services, student rights and responsibilities. Currently, the College Orientation is offered to students online at www.wlac.edu or directly before or following their completion of the Assessment Test in Building A-12. Orientation is also available to students who have completed or are exempt from the assessment test on a walk-in basis except during heavy registration periods (two weeks before and one week after the first day of classes). For information concerning Orientation, please call (310) 287-4462.
4. **COUNSELING AND ADVISEMENT:** Counseling is a major component of Matriculation. Students are encouraged to make an appointment with a counselor to prepare a Student Educational Plan (SEP). Students will be advised regarding selection of courses and information regarding transfer, certificates, degree programs, majors, SEPs, and more. Students seeking assistance with career planning are encouraged to enroll in Personal Development courses and visit the Online Career and Personal Development Center at the college website at www.wlac.edu/matriculation/Career.html. Counseling appointments may be made online at www.wlac.edu or in the Student Entry Center on the Counseling Appointment computers.

5. **REGISTRATION:** Taking advantage of Steps 1 through 4 will facilitate your registration. Use the college web site, www.wlac.edu to register.
6. **FOLLOW-UP:** Each semester you are encouraged to meet with a counselor to review completed classes and to update your Student Educational Plan. To stay on target, continue meeting with a counselor at least once each semester.

Online counseling is also available. DegreeWorks is a valuable resource for educational planning. For additional information, visit www.wlac.edu/counseling/counselor.html.

COLLEGE'S RESPONSIBILITIES UNDER THE MATRICULATION PROCESS:

- In general, provide orientation for new and nonexempt students.
- Orient you to West programs, services and policies.
- Assess your educational skills and career goals.
- Counsel and advise you on developing your Student Educational Plan (SEP). This process assists students from the time they enroll until the time they complete their studies at any of the campuses of the Los Angeles Community College District.
- Deliver top-quality instruction.
- Provide a wide variety of courses.
- Offer services to support your education.
- Track progress toward your goal.

STUDENT'S RESPONSIBILITIES UNDER THE MATRICULATION PROCESS:

- Express a general educational intent initially, and after a reasonable period of time, declare a specific educational goal.
- Attend class and complete courses while making reasonable progress toward achieving an educational goal, meeting the standards established by the college and the State of California. You agree to:
 - 1) Declare an educational goal.
 - 2) Meet with a counselor to discuss your choice.
 - 3) Attend classes.
 - 4) Complete assignments and courses.
 - 5) Strive to make progress toward your goal.
 - 6) Seek support services as needed.

EXEMPTION CRITERIA FOR MATRICULATION:

The matriculation process is strongly recommended to any student who has the following educational goal on the college application:

- A vocational certificate
- An Associate degree
- Transfer to a four-year university
- Undecided about your specific goals and considering one of the above options.

Exempt criteria:

- You are not considering one of the above educational goal options and have completed fewer than 16 units of courses for personal interest.
- You have completed an Associate degree or higher
- You have participated in the Assessment Placement Process within the last two years or course equivalency at another California Community College or four-year institution with a grade of "C" or higher and present "Official Transcripts with grade or interpreted test results" from the respective college or four-year institution. Some colleges are unable to provide course/placement results that can be used for exemption; if this occurs, the student will need to take the WLAC Assessment test.

If you have been declared exempt, you will be notified at the admissions station that you are covered by an exemption. You will also be given the opportunity to elect whether or not to participate in the matriculation process or any part of the matriculation process. Students who do not wish to participate in various components of the Matriculation process may request a "Waiver" from the Matriculation Coordinator. All students enrolling in credit and non-credit courses are requested to participate in the Matriculation process unless exempt. However, even though exempt, students may choose to participate in any matriculation component. In addition, students wishing to challenge specific matriculation services will be informed of their rights to participate in all other non-disputed components, and will be asked to sign a statement waiving their right to the matriculation services, thus providing acknowledgment to the college of receipt of the information above.

COMPLAINT OF UNLAWFUL DISCRIMINATION:

A student who feels that a matriculation practice has been used to unlawfully discriminate against him or her may file a petition with the Matriculation Coordinator. The student may also appeal that decision through the college grievance procedure.

VETERANS

Admissions Requirements for Veterans

Veterans are required to follow these procedures:

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.
2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.
3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.
5. File VA Form 22-1995 (*Request for Change of Program or Place of Training*) if you are a transfer student.
6. Apply each semester for continuous VA educational benefits.

Program Planning For Veterans

Veterans should select their major and choose courses from those listed under that major in the catalog. It is advisable to make an appointment with a counselor for academic assistance. The VA will not pay for courses that do not fit into a veteran's selected major.

Elective Credit for Military Service

Through the general petition process, the college will maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that the student has received appropriate credit for previous education and training, with the training period shortened proportionally. The student and the VA will also be notified of this process. Students must include a copy of their DD21 4, school transcripts, and/ or course documentation with their petitions, and submit them to the Office of Admissions and Records.

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive 6 units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

Adds and Drops For Veterans

Add permits or drop cards must be submitted to the Admissions Office, and the Veterans Clerk must be notified of program changes. Failure to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Academic Probation

In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

For additional information pertaining to academic status, see the Veterans Clerk in the Admissions Office, Building A-13.