

POLICIES, REGULATIONS AND SERVICES

NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, disability or veterans status (Board Rule 1202). Inquiries regarding equal opportunity at West Los Angeles College should be directed to the LACCD Office for Diversity, Equity and Inclusion (www.laccd.edu).

ACADEMIC FREEDOM STATEMENT

Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

*For more information of Academic Rights and Responsibilities please visit the following link:
<http://www.laccd.edu/Board/Documents/BoardRules/Ch.I-ArticleII.pdf>

SUMMARY OF SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

Sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15 (Board Rule 15001). The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Title IX coordinator, Glenn Schenk, at (310) 287-4275 or the District Title IX coordinator, Cristy Passman, at (213) 891-2000 x 3113.

Any member of the college community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of the college. Every employee has the responsibility to report such conduct when the conduct is aimed at students.

Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

POLICIES, REGULATIONS AND SERVICES

LOS ANGELES COMMUNITY COLLEGE DISTRICT DISCRIMINATION POLICY

It is the policy of WLAC to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, ethnic group identification, ancestry, religion, creed, sex or gender (including sexual harassment), pregnancy, marital status, medical condition, sexual orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category and veteran status.

All programs and activities of WLAC shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the District and/or the College who engage in any form of discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

If you feel you have been discriminated against by a student or a College employee, faculty, staff or administrator, you may contact the Los Angeles Community College District (LACCD) Office of Diversity, Equity, and Inclusion to file a complaint. The contact information for the LACCD Office of Diversity, Equity and Inclusion can be found below. You may also file a complaint with the Office for Civil Rights. The contact information for the Office for Civil Rights can be found below. If you have witnessed discrimination, you may contact the LACCD Office of Diversity, Equity, and Inclusion or the Office for Civil Rights to file a complaint.

LACCD Office of Diversity, Equity, and Inclusion
770 Wilshire Blvd., 2nd Floor
Los Angeles, CA 90017

Director: (213) 891-2316
Office: (213) 891-2315
(213) 891-2317
Fax: (213) 891-2295

Office for Civil Rights
50 United Nations Plaza
Mailbox 1200, Room 1545
San Francisco, CA 94102

Main: (415) 486-5555
TDY: (800) 877-8339
Fax: (415) 486-5570
ocr.sanfrancisco@ed.gov

Reference: LACCD Administrative Regulation C-14 – Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints <http://www.wlac.edu/dsps/Accommodation-Grievance.aspx>

ACCOMMODATION GRIEVANCE

Grievance Procedure for Faculty Refusal to Provide Approved Accommodation

It is the obligation of the West Los Angeles College (WLAC or the College) faculty to render accommodations approved by the Disabled Student Program and Services (DSP&S) professionals in accordance with State and Federal laws, as applicable. The following process applies if a student is not receiving approved accommodations from any course of study at WLAC. WLAC takes all matters of disability-related discrimination seriously and will respond promptly. WLAC prohibits any form of retaliation, intimidation, or harassment against any individual who has filed or otherwise participated in the filing or investigation of a complaint, and any individual who believes he/she/they have been subjected to retaliation may file a complaint under the formal resolution procedure below.

Informal Resolution of Faculty Refusal to Provide Approved Accommodation

If a WLAC faculty member is not implementing an accommodation approved by DSP&S, an aggrieved student may engage in the informal resolution procedure described in this section. Students are not required to engage the informal resolution procedure before filing a formal complaint for disability-related discrimination (see below). Throughout the implementation of informal resolution procedure and the formal resolution procedure, if an aggrieved student pursues formal resolution, the accommodation originally approved by DSP&S will be provided to the student.

1. Contact the DSP&S office for assistance, specifically the counselor or Dean in DSP&S:

Mr. Eric Wagner, *Counselor*
9000 Overland Ave.
Culver City, CA 90230
E: wagnerep@wla.edu
P: (310) 287-4450

Vacant, *Dean*
9000 Overland Ave.
Culver City, CA 90230
E:
P: (310) 287-

2. Upon notification by the student that a member of the faculty is not implementing a DSP&S approved accommodation, a DSP&S staff member will attempt to resolve the matter within five (5) calendar days.
3. DSP&S will communicate with the instructor and, if needed, the Department Chair and/or Dean of the department for resolution.
4. If there is no resolution within five (5) calendar days, DSP&S will inform the student in writing of his/her rights to file a formal grievance for disability-related discrimination with:
 - WLAC through the formal resolution procedure (see below);
 - The LACCD Office of Diversity, Equity and Inclusion (<https://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/default.aspx>); and/or

- The Department of Education, Office of Civil Rights (<https://ocrcas.ed.gov/index.cfm>).

Report an Issue with Receiving an Approved Accommodation

It is the obligation of the West Los Angeles College (WLAC or the College) faculty to render accommodations approved by the Disabled Student Program and Services (DSP&S) professionals in accordance with State and Federal laws, as applicable. The following process applies if a student is not receiving approved accommodations from any course of study at WLAC. WLAC takes all matters of disability-related discrimination seriously and will respond promptly. WLAC prohibits any form of retaliation, intimidation, or harassment against any individual who has filed or otherwise participated in the filing or investigation of a complaint, and any individual who believes he/she/they have been subjected to retaliation may file a complaint by completing this form.

Formal Resolution of Complaints Alleging Disability Discrimination

All allegations of disability-based discrimination at WLAC shall be investigated and resolved in accordance with this formal resolution procedure. This formal resolution procedure applies to complaints by students or third parties that allege discrimination on the basis of disability, including complaints that allege that actions taken by WLAC employees, by students, or by third parties are discriminatory, such as an allegation that a faculty member is not implementing a DSP&S approved accommodation or an allegation that a WLAC policy or procedure (or lack thereof) is discriminatory.

1. The complainant will submit a written complaint to the College ADA Coordinator requesting resolution; if possible, the complainant's written complaint may include a list of witnesses. The contact information for the College ADA Coordinator can be found below. The College ADA Coordinator and designee(s) receive annual training in appropriate investigatory approaches and the applicable legal standards.

West Los Angeles College ADA Coordinator
Ms. Iris Ingram, *Vice President, Administrative Services*

9000 Overland Ave.
Culver City, CA 90230
E: ingramii@wlaac.edu
P: (310) 287-4367

2. The College ADA Coordinator and designee(s) will immediately begin a reliable and impartial investigation, which includes an opportunity for the complainant to present documents and witnesses, and requires the College ADA Coordinator and designee(s) to gather relevant documentary evidence and interview relevant witnesses.
3. The College ADA Coordinator will issue a written notice of outcome to the complainant, Dean of Support Services, Dean of Academic Affairs, and respondent within sixty (60) calendar days of receiving the complainant's written complaint. The written notice of outcome will include:
 - A determination if discrimination occurred, thus violating the College's and LACCD's discrimination policies based on the preponderance of the evidence, and the rationale for this determination;
 - If discrimination is found to have occurred, the College will identify and implement remedies that stop the discrimination,

- prevent recurrence, and remedy discriminatory effects on the complainant and others, if appropriate; and,
- Appeal rights (see below).

4. If the complainant or respondent disagrees with the determination by the College ADA Coordinator, the following appeal process is available:
 - The complainant or respondent may submit a written appeal to the College President within ten (10) calendar days of the date of the College ADA Coordinator's written notice of outcome. The written appeal should include the reason for appeal, such as the complainant or respondent feels there was an error in the College ADA Coordinator's investigation or would like to present new information/evidence.
 - The College President shall have ten (10) calendar days from the date of the appeal to issue his/her written decision on the appeal, including the findings of fact and rationale for the decision.
 - The College President can alter or change the determination and corrective measures in the College ADA Coordinator's written notice of outcome.
 - The College President's decision on the appeal is final.

Copies of the policy and procedures may be obtained from the LACCD Office of Diversity Programs and District website at: www.laccd.edu/diversity

YOU HAVE THE RIGHT!

- To work and study in an atmosphere free of harassment and discrimination
- To be judged by the same criteria as all others, not by standards that are less demanding, or more rigorous, or different in any way
- To complain, free of retaliation

ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every effort to make this catalog accurate and may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies and/or procedures as provided by law. Please refer to the online catalog addenda for the most current version of this publication at www.wlaac.edu/academic/index.aspx.

POLICIES, REGULATIONS AND SERVICES

APPLICATION FOR ADMISSION

Applications are available on the college website (www.wlac.edu). The Los Angeles Community College District and the college use a computer-generated 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.

ADMISSION TO THE DENTAL HYGIENE BACHELOR OF SCIENCE PROGRAM

Admission to the Dental Hygiene Bachelor of Science Program requires an additional application. For more information about the application process, see <http://www.wlac.edu/Allied-Health/DentalHygiene/Dental-Hygiene-Admissions.aspx>

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

Non-resident 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, California College Promise Grant [CCPG]). 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 for language training.

Proficiency is verified by one of the following:

- West 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 5
- iTEP minimum score of 3
- 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 \$27,500 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 Building SSB.

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 admitted.
5. The maximum out-of-pocket expense is \$5,000 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.

POLICIES, REGULATIONS AND SERVICES

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.

STUDENT FEES

Note: the fees listed below were accurate at the time this catalog went to print, and 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.

| TYPE OF FEE | Summer /Winter | Fall /Spring |
|--|--|--|
| Enrollment Fees for ALL Students (*subject to change by the California Legislature) | \$46/unit | \$46/unit |
| Additional Enrollment Fees for Upper Division Courses in DENTAL HYGIENE Program | \$84/unit | \$84/unit |
| Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$46* per unit enrollment fee) Capital Outlay Fee | \$193/unit \$25/unit | \$193/unit \$25/unit |
| Non-Resident Tuition for Out-of-State Residents Beginning 2015-16 Academic Year Capital Outlay Fee | \$197/unit \$25/unit | \$197/unit \$25/unit |
| Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the \$46* per unit enrollment fee) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED) | \$251/unit \$50 \$25 \$234 \$354 (Winter) (Summer) | \$251/unit \$50 \$25 \$708 |
| 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 –Standard All Student Lots | \$7 | \$20 |
| Parking Fee ASO Preferred | N/A | \$27 |
| 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/IGETC Certification is not available with Rush Transcript requests) First 2 transcripts ever requested Additional Rush Transcripts Verification of Enrollment/Transcripts First 2 transcripts ever requested Additional copy | \$7 \$10/copy Free \$3/copy | \$7 \$10/copy Free \$3/copy |

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 Cashier's Window:

Business Office, Building SSB:
Monday and Thursday 8:30 a.m. - 5:00 p.m.
Tuesday and Wednesday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 1:00 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

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 California College Promise Grant (CCPG) 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 California College Promise Grant (CCPG) 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

POLICIES, REGULATIONS AND SERVICES

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.

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

The Board of Trustees shall require that each campus collect a mandatory fee for the administration of a college health program to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702 (*Board Rule 8502*).

Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in district colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in district colleges exclusively through instructional television or distance education classes, (f) students who are enrolled in district colleges exclusively through contract education, (g) students admitted as special part-time students (k-12) or special summer school students under the provisions of board rule 81001.01 or 81001.02

Associated Students Organization

(ASO) Fee

This student activity fee supports scholarships, enrichment programs and student events on campus.

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 www.wlac.edu. All College parking areas are designated "Permit Parking Only" and are restricted to vehicles displaying a valid permit.

Parking passes can be ordered online at www.wlac.edu/Transportation/Parking.aspx.

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/Grades-Transcripts.aspx or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification.

STUDENT SUCCESS AND SUPPORT PROGRAM

Student Success & Support Program (SS&SP) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program process: admissions, orientation, assessment and testing, counseling, and student follow-up. "Matriculation" means a process that brings a college and an enrolled student into an agreement for the purpose of realizing the student's educational goal and completing the student's course of study through the college's established programs, policies, and requirements. This agreement is to be implemented by means of the student's individual educational plan.

The institution's responsibility under the agreement includes the provision of student services to provide a strong foundation and support for their academic success and ability to achieve their educational goals. Services that are provided to ensure student success include: Orientation to the college programs and services, Assessment in English or English as a second language and math, Counseling that provides the development of an education plan leading to a course of study and guidance on course selection that is informed by, and related to, a student's academic and career goals, assistance to students in the exploration of educational and career interests and aptitudes, identification of educational objectives, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses.

Additional services include referral to specialized support services as needed and available, including, but not necessarily limited to, federal, state, and local financial assistance; health services; career services; veteran support services; foster youth services; extended opportunity programs and services; campus child care services, programs that teach basic skills education and English as a second language; and disabled student services, evaluation of each student's progress and referral to appropriate interventions for students who are enrolled in basic skills courses, who have not declared an educational goal as required, or who are on academic probation.

The student's responsibilities under the agreement include, but are not necessarily limited to the identification of an academic and career goal upon application, the declaration of a specific course of study after a specified time period or unit accumulation, diligence in class attendance and completion of assigned coursework, and the completion of courses and maintenance of academic progress

toward an educational goal and course of study identified in the student's education plan.

The focus of the Student Success and Support Program is on the entering students' transition into college in order to provide a foundation for student achievement and successful completion of students' educational goals, with a priority toward serving students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.

Effective Fall 2014, first time non-exempt students seeking priority registration shall be required to:

- a. Identify a course of study
- b. Participate in the assessment process
- c. Complete an orientation activity provided by the college and
- d. Participate in counseling, advising, or educational planning service to develop, at a minimum, an abbreviated student education plan.

Effective Fall 2015 all new non-exempt students shall complete the above requirements.

In addition, all new non-exempt students shall develop a comprehensive education plan after completing 15 units of degree applicable course work or prior to the third semester of enrollment whichever comes first. Failure to comply with the requirements above may result in a hold on the student's registration and or loss of registration priority until the services are completed.

Exemption Criteria for Student Success and Support Services:

- a. The student has completed an Associate Degree or higher
- b. Student has enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards or
- c. Has enrolled at the college as a Special Admit student.

Any student exempted in accordance with this section shall be notified that he or she is exempted from participating in all or part of the matriculation process and shall be given an opportunity to choose whether or not to participate.

Registration Priority:

Students may register for no more than 19 units per semester (primary terms of Fall and Spring) and no more than 9 units during the Winter and Summer Sessions. Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below, from highest to lowest.

1. New and fully matriculated students as follows:
 - Members of the armed forces or veterans pursuant to Education Code 66025.8
 - Cal WORKS recipients in good standing with fewer than 100 degree applicable units

- Disabled Student Programs and Services (DSP&S) students in good standing with fewer than 100 degree applicable units
- Extended Opportunity Programs and Services (EOP&S) students in good academic standing with fewer than 100 degree applicable units and Foster youth or former foster youth pursuant to Education code section 66025.9 regardless of academic standing and units taken.

2. Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.
3. Students who have lost their enrollment priority as set forth below.
4. Special K-12 students pursuant to Education code section 76001.
5. To be eligible for registration priority as listed above students must have completed orientation, assessment and developed student education plans. Please note that failure to comply with these requirements may result in a hold on registration and/or loss of priority registration until services are completed.

Loss of Registration Priority

Students with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after:

- a. They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.
- b. Have earned one hundred (200) or more degree- applicable units in the District; however, non-degree applicable basic skills do not count toward the 100 units.

Appealing Loss of Registration Priority

Each college shall establish a Registration Appeals Committee to review requests from students appealing the loss of enrollment priority. College shall inform students of the appeals process and the time period by which appeals must be submitted. A student may appeal on one or more of the following grounds:

- a. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the student's control.
- b. The student applied for reasonable accommodation for a disability; but did not receive it in a timely manner.
- c. The student demonstrated significant academic improvement. Significant academic improvements as defines as achieving no less than a 2.0 grade point average in the prior term.

The college's Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals committee shall be final.

POLICIES, REGULATIONS AND SERVICES

Pre-Requisites, Co-Requisites And Advisories:

A **Pre-requisite** is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program

Co-requisite: Courses that a student is required to take simultaneously in order to enroll in another course.

Advisory: An advisory is a course that a student is advised, but not required to take in conjunction with or prior to a course or program.

Procedures for Challenging Pre/Co requisites and limitations on enrollment.

If a student believes a course taken at another college or university meets the prerequisite for a West Los Angeles College course in which he/she wishes to enroll, the student may submit a prerequisite clearance request. To submit a prerequisite clearance request, please visit the "Admissions and Expressway" page at www.wlac.edu.

If a student has not met a prerequisite at either West or another college/university and qualifies for an exemption from the pre-requisite requirement, a prerequisite challenge form should be submitted to the department chair. To learn more about the requirements to challenge a prerequisite, please visit the "Admissions" page and then the "Expressway" page at www.wlac.edu.

Limitations on Enrollment

All courses shall be open to enrollment, however enrollment in specific courses or programs may be limited as follows:

- a. Students meeting pre-requisites
- b. Health and safety considerations
- c. First come-first served basis
- d. Registration procedure
- e. Intercollegiate competition, honors courses or public performance courses, allocating available seats to those students judged most qualified, or
- f. Enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restriction,
- g. Students on probation or students or subject to dis- missal
- h. May be limited to enrollment in a total number of units to selected courses, or required to follow a prescribed educational plan.

Challenges to Limitations on Enrollment:

A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
2. The District is not following its policy on enrollment limitations, or
3. Basis upon which the District has established an enrollment limitation does not exist.
4. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed in 5 working days and if the challenge is upheld, the enrollment limitation shall be waived.
5. Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

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.

Selective Service

Under Veterans Affairs, according to Duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

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 SSB.

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.

Eligibility for Associated Student Organization Offices

Standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO) may be obtained at the following link.

<http://www.laccd.edu/About/Documents/AdministrativeRegulations/S-9.pdf>

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.

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.

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 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.

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 President of Student Services, the ASO Advisor oversees the Associated Student Organization Executive Council, Finance Committee, and Inter-Club Council.