

POLICIES, REGULATIONS AND SERVICES

TRANSFER HONORS PROGRAM

See Honors section.

VETERANS SERVICES

West Los Angeles College programs are approved for veterans, enabling the College to work in close cooperation with the Veterans Administration by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

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

The Veterans Affairs Office is located in the Fine Arts (FA) Building, 3rd Floor, Room 300, and provides information and services for all veterans.

Withdrawals

It is the responsibility of veterans to immediately inform the Office of Veterans Affairs of any changes in enrollment status (changes in units taken). The last day of a veteran's attendance in class must be immediately reported to the Veterans Administration in order to avoid overpayments. An excessive number of units of "W" may lead to academic probation or disqualification. Completing the appropriate form or giving written notice to the Admissions Office represents official withdrawal from a class.

ACCELERATED COLLEGE TRANSFER (ACT)

The Accelerated College Transfer (ACT) program is a two-year sequence of coursework designed for the highly motivated student who is interested in a non-traditional pathway to degree completion and/or transfer. The ACT program offers multiple two-year pathways to complete the following Associate of Arts degrees while simultaneously fulfilling IGETC requirements for transfer to UC and CSU campuses:

- Business Administration
- Liberal Arts and Sciences: Behavioral and Social Sciences
- Liberal Arts and Sciences: Health Professions
- Liberal Arts and Sciences: Math, Science and Computer Science

The ACT program features hybrid (classroom-based and online instruction) in 8-week sessions to offer flexible degree and certificate pathways for individuals with demanding schedules that conflict with traditional weekday course offerings. Some courses (including Math) are scheduled fully online for 16 weeks. Science courses with lab components are scheduled as fully classroom-based for 16 weeks. The two-year pathways also include fully online courses to enable students to complete 15 units or more in any given semester. The mixed format of the ACT program grants students the flexibility to

complete entire degree/certificate programs during evenings, on the weekend, and online! Please visit the website at www.wlac.edu/Act/index.aspx for details.

BOOKSTORE

The Bookstore offers a variety of services to students, faculty and staff at West Los Angeles College.

The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids and computer software. The Bookstore's textbook rental program saves students an average of 60% or more compared to new textbook purchase price. The store also operates the PAWS 4 Snacks & Stuff convenience store in building B-4 which stocks a wide variety of snacks and beverages.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring terms.

It is open five days a week, Monday through Thursday from 9:30am-7:00pm and Friday 9:30am- 2:00pm. Hours of operation may vary at the beginning of semesters and during semester breaks.

The Bookstore telephone number is (310) 287-4560. Additional information on the Bookstore and services provided can be found at www.wlac.edu/Bookstore/index.aspx

CAMPUS AND COMMUNITY PROGRAMS

Eligibility requirements must be met to participate in CalWORKs, TRIO, SSS, and EOP&S programs.

CalWORKs

The program serves eligible students and their families with educational and career support and opportunities that include a variety of resources that facilitate and enable students to complete a program of study that leads to employment and or college completion

TRIO Programs

TRIO Programs are federally funded programs that support student success.

Student Support Services

Provides resources and academic services to eligible West Los Angeles College students, increasing persistence, transfer and graduation from postsecondary institutions. Participants receive stipends.

Educational Opportunity Center

This outreach program serves eligible participants with a comprehensive array of services designed to counteract the enormous socio-economic and educational disadvantages constituents face. Participants receive assistance with college admissions and financial aid applications; assistance in preparing for college entrance exams; information and workshops on financial and economic literacy; guidance on secondary school entry and reentry and referrals to GED programs; individualized personal, career, and academic advisement; tutorial services; workshops; assistance with course selection; and mentoring.

Educational Talent Search

Provides services to participants at Webster and Marina Del Rey Middle Schools and Dorsey High School that build confidence through academic services and enrichment activities, grade level success, high school completion and supports post-secondary enrollment.

- **Upward Bound Classic 1** (Crenshaw & Dorsey High Schools)
- **Upward Bound Classic 2** (Los Angeles & Hamilton High Schools)
- **Upward Bound Math Science 1** (Crenshaw & Dorsey High Schools)
- **Upward Bound Math Science 2** (Los Angeles High School)
These programs provide academic and cultural experiences as prescribed by the funding sources for eligible participants within the partner schools who have the potential for success and acceptance into college. Programming and activities include afterschool tutoring, Saturday academies and summer programs. The Math Science programs promote STEM postsecondary enrollments. Participants receive stipends.

COMPUTER SCIENCE AND APPLICATIONS DIVISION COMPUTER CENTER

The Computer Science Information Technology (CSIT) Division provides a number of computer labs to support the various instructional programs. Labs, in general, are organized by curriculum or training program.

Primary labs include: a CISCO/VMware lab (25 workstations), a Linux lab (30 workstations) supporting the cloud computing and virtualization curriculum, and three general purpose computing labs consisting of approximately 130 computers. The general purpose labs support programming, web design & development, Microsoft system & application, and Oracle database courses.

Students also have access to a general purpose lab that provides access to a wide range of software resources including: Microsoft Office, Microsoft Visual Studio, Adobe Web Premium, Legal Solutions Plus, WordPerfect, and SharePoint. Lab computers generally run the latest Microsoft operating system version.

Students will have access to Mac minis, iMacs, and Mac Pros.

Labs and classroom resources are often provided through one of many industry alliances established by the CSIT department. Key academic alliances are with Microsoft, CISCO, VMware (virtualization), EMC (information storage), Oracle (Database), Apple (Apple University Alliance) and CompTIA (Computer A+ Security+ certification). Through these alliances, students and faculty have access to software and training resources free of charge or at significant discounts.

DISTANCE LEARNING PROGRAM

Anytime, anywhere education is online at West Los Angeles College! Get connected with West's comprehensive Distance Learning Program and earn college credit in a variety of online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient for you. Online and hybrid classes feature the same content and offer the same transferability as on-campus classes. For transferability information, check out the "Hybrid and Online Classes" section of the current Schedule of Classes or visit the West Los Angeles College Distance Learning Program web site at www.wlac.edu/online.

Online classes are fully interactive, and most do not require any campus visits. Students have the flexibility of accessing course work 24 hours a day, 7 days a week from any up-to-date computer with Internet access. Students are also welcome to access online classes using the Library Instructional Research Lab (LIRL) on the 2nd floor of the Library. Hybrid classes have an on-campus requirement; see the current Schedule of Classes or visit the Distance Learning Program web site at www.wlac.edu/Online for specific course requirements.

Please visit www.wlac.edu/online for a list of current hybrid and online class offerings, online student services and more. For questions, or to request additional information, contact Eric Ichon, Dean of Distance Learning & Instructional Technology, at (310) 287-4305 or by email at ichone@wlac.edu.

Degrees Available Completely Online

- Accounting
- Anthropology
- Business
- Business Administration
- Computer Network and Security Management
- Computer Science Information Technology
- English
- Fire Technology
- Liberal Arts
- Marketing
- Real Estate

Degrees Available Primarily Online

- Administration of Justice
- Child Development
- Computer Application and Office Technologies
- Computer Web Support / Database Administration
- Economics
- History
- Hospitality
- Management – Small Business
- Philosophy
- Political Science
- Science
- Spanish

POLICIES, REGULATIONS AND SERVICES

Certificates of Achievement Available Completely Online

- Accounting
- Computer Network and Information System Security
- Computer Network Management
- Computer Science Information Technology Computer Web Support and Administration
- Fire Technology
- Hotel Front Desk and Back Office Operations

Certificates of Achievement Available Primarily Online

- Business Application and Database Management
- Child Development
- Computer Web Support & Database Administration
- Event and Convention Planning
- Hospitality
- Hotel Sales and Marketing
- Management – Small Business

FOOD SERVICE

The Bookstore provides a wide variety of hot and cold “grab and go” food and beverages. The PAWS convenience store in building B-4, also offers an assortment of snacks and beverages for students on the go.

Café at West is located next to the Bookstore.

HOUSING

The college does not provide residence facilities. Rooms and apartments are available in nearby communities.

LIBRARY AND LEARNING RESOURCES

The Library actively seeks to help students in achieving their ultimate educational goals—academic success. Thus, it seeks to accommodate and to support the variety of learning styles that students develop to achieve that success.

A student, for example, may want to study alone or in a group; accomplish research in the traditional method or learn about online methods of research; supplement subject-content courses (e.g., Chemistry, Foreign Language, History, and Political Science) in a computer-assisted instructional environment. Students can accomplish any combination of these modes of learning in the Library.

The Library is located in the Heldman Learning Resource Center (HRLC) building. Free Wi-Fi access points are strategically located throughout the Library building to allow internet access anywhere within the building.

Operational hours vary from semester to semester, so please contact the Library Circulation Counter (x4408), Reference Desk (x4269), or visit the Library website www.wlac.edu/Library/index.aspx for current information.

LIBRARY

24/7 Online Reference Services

West Los Angeles College Library offers 24/7 online live chat reference services to answer research questions 24 hours a day, 7 days a week.

Audio-Visual and Multimedia Services

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

Book Collection and Other Library Resources

The Library collection consists of approximately 63,000 print titles and approximately 100,000 e-book collection titles. Most of the print titles are available for general circulation. Others are held in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include a collection of serials or periodicals of over 60 titles.

The Library also maintains an instructional media collection of DVDs, video tapes, CDs, and audio recordings. Remote access is provided for all electronic resources, including several periodical and reference databases.

Information Competency (IC)

Information Competency “is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information,” according to the American Library Association. The UCs, CSUs, and the Academic Senate of the Community Colleges of California, among others nationwide, all endorse information competency as a priority for college students. The Western Association of Schools and Colleges names information literacy, among other priority competencies, specifically in their Handbook of Accreditation:

Baccalaureate programs ensure the development of core learning abilities and competencies including, but not limited to, college-level written and oral communication; college-level quantitative skills, information literacy, and the habit of critical analysis of data and argument.

To address this core competency, the Library provides Library Science courses. Students participate in a teacher-sponsored class-orientation. More ambitious students may want to undertake one of the for-credit Library Science courses, many of which are transferable to CSU and/or UC. Please consult the current Schedule of Classes for Library Science courses.

Library Lab and Classroom

Library Science courses are taught online, and the workshops are conducted in the Library. All of the Library's online resources are available in the LLRC for students undertaking Library Science coursework or other formal instruction in information competency.

These resources are also available at the larger Library Instructional Research Lab (LIRL) which is the school's college-wide computer lab. Both PC and Mac computers are available at LIRL. Together LIRC and LIRL provide over 150 student computers, offering access to the online catalog, periodical and research databases, the Internet, and selected Microsoft applications.

Reference and Circulation Services

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

LEARNING CENTER

Located on the first floor of the HLRC, the Learning Center provides an active learning center. It includes computer assisted instruction facilitated by staff as well as peer and group tutoring. Included in the Learning Center are the Language Lab and the Writing Lab. Hours of operation vary from semester to semester- please contact (310) 287-4404, or visit the library web site.

Tutorial Services

A campus-wide, free Tutorial Services Program provides assistance in many subjects. Tutoring is provided only for courses taught at West Los Angeles College. Peer tutoring is available on a drop-in basis; arrangements may be made for group tutoring. Please consult the current tutoring schedule for availability of tutors and times.

Joyce Jaffe Writing Lab

The Writing Lab services are available on a drop-in basis to any student wanting help with organizing, developing, writing, and revising class papers for courses at West Los Angeles College (e.g., English, Health, Psychology) and with preparing essays for scholarship and transfer applications.

Language Lab

Foreign language lab courses are held in the foreign language lab. Students use interactive multimedia computer tutorials to enhance listening, reading, and writing skills in a foreign language. The lab activities allow the students to review, drill, and master vocabulary and grammar material presented in the lecture course. Foreign language video, audio-cassettes and software keyed to the textbook are available for lab use only. Students taking Spanish online should take the lab course offered online.

SHERIFF'S SERVICES

The Los Angeles Community College District contracts with the County of Los Angeles Sheriff's Department (LASD) to provide law enforcement and security services on campus. The Deputy Sheriffs are peace officers of the State of California. They are teamed on campus with Security Officers hired and trained by the LASD. Police Cadets employed by the College are assigned to work with the Sheriff's officers.

The Sheriff's Station is located in Building C-3 on Freshman Drive, inside Parking Lot 5. The Sheriff's Station is open 24 hours a day throughout the year. The Sheriff handles criminal complaints, personal injury incidents, lost and found property, and general assistance requests for the College.

Sheriff's Station: (310) 287-4314 Non-Emergency
Deputy Lee Davis
Email: davisl@wlaac.edu | Phone: (310) 287-4557

Emergencies should be reported by calling 9-1-1. For more information about the campus Sheriff or related topics, including Cleary Act information, visit www.wlaac.edu/Sheriff/index.aspx.

General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
8. Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.
9. Always lock your car and set brakes when parking.
10. If you feel you have received a parking citation in error, see the College Sheriff between the hours of 7:00 a.m.-9:00 p.m., Monday – Thursday and 8a.m.-4p.m., Friday–Saturday (excluding holidays). Sheriff's Office open 24 hours. For emergency calls: (310)287-4314, or (310) 287-4315.

Bicycle Safety Rules

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.
2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.
3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.
4. If bicycles are chained to poles outside classrooms, bicycles must be parked so as not to obstruct sidewalks.

5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. If bike lanes are striped on the road, ride within the lanes.
6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.
7. Riding on grass is prohibited.

Roller-skates, in-line skates, scooters and skateboards are NOT permitted on campus.

Dogs are not permitted on campus. **However, valid** service animals are permitted.

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

Non-District Sponsored Transportation

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

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

WESTSIDE EXTENSION

(West Community Services)

Westside Extension offers an array of elective, not- for-credit classes, workshops and one-day seminars in a wide variety of topics, including career training and preparation, arts and crafts, computers, business, personal finance, performing arts, writing and personal development. Extension classes are taken for career development, personal growth or simply enjoyment, and there are usually no tests or homework. A class may meet just once during a semester, or for several sessions, depending on the topic.

The Extension Program is self-supporting, with all revenues generated from class registration fees. Financial assistance is not available. Three times a year, a Westside Extension brochure of classes is mailed to local residents to promote upcoming classes. Registrations and payment of class fees are handled through the Extension Office only.

The office is located in Fine Arts Building, room 202. See the web site for office hours, as they vary throughout the year.

You can view Westside Extension's offerings at www.westside.wlac.edu Contact the office by emailing westside@wlac.edu or calling (310) 287-4475.

RULES, REGULATIONS & POLICIES

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Board Rules 9803 – Standards of Conduct

Board Rule 9803.10 - Willful Disobedience

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

Board Rule 9803.11 - Violation of College Rules and Regulations

Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12 - Dishonesty

Dishonesty, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13 - Unauthorized Entry

Unauthorized entry to or use of the College facilities.

Board Rule 9803.14 - College Documents

Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15 - Disruption of Classes

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.