

# STUDENT SERVICES AND ACADEMIC RESOURCES

## Financial Aid

Contact the Financial Aid Office or most information is available at: [www.wlac.edu/Financial-Aid](http://www.wlac.edu/Financial-Aid)

The Financial Aid Office is located in SSB 210. Check the web site for hours of operation as they may vary. Phone: (310) 287-4532

Financial Aid is made available by the federal and state governments and private sources in the form of grants, employment, scholarships and loans. These funds are available to make it possible for students to continue their education beyond high school.

### How to Apply

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

### Who is Eligible?

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

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

"Satisfactory Academic Progress Policy for Financial Aid Recipients" later in this section, for further information about the requirements for students who do not have a high school diploma or its equivalent.

### When to Apply

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

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

### Determining Financial Need

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

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

### Types of Financial Aid Available

#### Grants

- FEDERAL PELL GRANT

- FEDERAL WORK STUDY (FWS)
- BUREAU OF INDIAN AFFAIRS GRANT (BIA)
- CAL GRANTS: CAL GRANT A CAL GRANT B CAL GRANT C
- CHAFEE GRANT
- California College Promise Grant (CCPG)

### Scholarships

- LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS

### Loans

- FEDERAL DIRECT LOAN PROGRAM
- BOOK LOANS

### Federal Pell Grant

The Federal Pell Grant is a federally-funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from \$200 to \$5775 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal government, and is in most cases based on the previous year's income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov).

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

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

In such cases, the student will need to contact the Financial Aid Office for assistance.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

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

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

### Bureau of Indian Affairs Grant (BIA)

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

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or a tribal group serviced by the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
5. Have completed all of the application requirements. Amounts of the grants vary and are set by the individual agencies of the BIA.

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

### State Grants

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

### Cal Grants

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

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

To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizen, obtain a Social Security number, and be attending (or plan to attend) an eligible school or

## Student Services and Academic Resources

college in California. Students can receive only one Cal Grant, Cal Grant A, B, or C.

### Cal Grant A

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

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

**Dental Hygiene Students** enrolled in the Bachelor of Science program are eligible for the CAL Grant A.

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

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

\*Students enrolled in the Bachelor of Science Degree Program in Dental Hygiene are eligible for Cal Grant A.

### Cal Grant B

This grant provides a living allowance for students that come from low-income families. Because this grant is intended for students who would be unable to attend college without such help.

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

### Cal Grant C

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

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

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

### \*\* STUDENT ALERT! \*\*

FEDERAL REGULATION REQUIRES STUDENTS TO REPAY A PORTION OR THE FULL AMOUNT OF GRANTS IF YOU DO NOT COMPLETE YOUR PROGRAM.

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

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

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

IF YOU ARE THINKING OF WITHDRAWING OR JUST LEAVING  
-  
PLEASE, THINK AGAIN

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

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

DON'T LEAVE UNLESS YOU MUST -  
BUT, IF YOU DO, TAKE CARE  
OF BUSINESS BEFORE YOU GO.

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

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

### Chafee Grant

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

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

You may complete the Chafee Grant Application online and receive additional information at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

### Law Enforcement Personnel Dependents (LEPD) Grant Program

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

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

### California College Promise Grant (CCPG) [formerly known as the Board of Governors Fee Waiver (BOGFW)]

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

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

### Federal Direct Loan Program

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

school which the applicant will attend must originate the Direct Loan Application before eligibility is established.

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

### Subsidized Loans

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

### Unsubsidized Loans

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

### Other Sources of Financial Aid

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

### Additional Information

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

### How Student Financial Aid Is Determined

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

## Student Services and Academic Resources

Cost of Attendance  
 - Expected Family Contribution  
 Need

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

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

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

### Satisfactory Academic Progress Policy for Financial Aid Recipients

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

#### Initial Eligibility

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

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

#### Application of Standards

Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring/summer semester(s) for students on warning.
3. Review of the attempted units less than 150% of the number of units required for your academic program occur at the beginning of the semester. Students with fewer than 150% attempted units within the LACCD at the time of review will be considered eligible for the remainder of that semester as long as all other standards are met.

#### Failure to Meet the Standards of Satisfactory Progress

Students failing to meet any one or more of the standards will be disqualified from financial aid. Students

will be notified of their status via their school issued LACCD email.

#### Disqualification

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

#### Satisfactory Progress Standards

1. Students must maintain a semester and cumulative GPA of 2.00.
2. Students must have completed fewer than 150% of the number of units required for your academic program within the LACCD at the start of the semester. The college may make exceptions for students who may require additional units to complete their educational goal.
3. Eligibility for financial aid for classes of Instructional Television (ITV) must meet the same standards of regular courses.

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

4. Students are allowed up to 150% attempted units within the LACCD in which to complete their educational goal. Attending full time (12 or more units per semester), students would be expected to complete their program in three years.
5. Students must complete more than 67% of semester units attempted.

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

#### Determination of Disqualification

1. Students who have met their educational goal are ineligible for further financial aid.
2. Students who have attempted more than 150% of the number of units required for your academic program with the LACCD are ineligible for further financial aid beyond the semester in which the 150% units required for your academic program were attempted.
3. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the semester must be disqualified.
4. Students must complete at least 67% of the cumulative units attempted.
5. Students may not have earned an Associates of Arts (AA) or Associate of Science (AS) degree

outside of the Los Angeles Community College District nor have already earned a baccalaureate degree or higher.

### Appeals

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

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

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

### Ability to Benefit

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

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

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

### Scholarships

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

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

## Transfer Information

### TRANSFER CENTER

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

#### Sherron Rouzan

Director of Transfer Center & Honors Program

#### Darrell Roberson

Student Services Assistant  
(310) 287-4542

The West Los Angeles College Transfer Center is a valuable resource for students interested in a four-year university. The goal of the Transfer Center is to engage students in the transfer process, and produce a successful transfer student. It is a place to relax and interact with other students who have similar goals.

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

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

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

The Transfer Center is your connection to your future.

Resources available include:

- Brochures, catalogs and other material outlining universities and transfer requirements.
- Opportunities to have one-on-one advising sessions with university representatives.
- Access to computer-based programs such as EUREKA, to explore career and transfer options.
- Transfer fairs highlighting the UC/CSU system, as well as private and out-of-state universities.
- Transfer Preparedness Workshops facilitated by counseling staff.
- Field Trips to four-year colleges and universities.

The goal of the transfer center is to engage students in the transfer process, therefore producing a successful transfer student.

## Student Services and Academic Resources

---

### Transfer Honors Program

See Honors Programs section.

### 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](http://www.wlac.edu/Act/index.aspx) for details.

## Special Instructional Programs

---

### 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](http://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](http://www.wlac.edu/Online) for specific course requirements.

Please visit [www.wlac.edu/online](http://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](mailto: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

### 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

## Honors Programs

### Honor Societies

#### Alpha Gamma Sigma / Phi Lambda Kappa

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

#### Phi Theta Kappa – International Honor Society

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

### Transfer Honors Program

The Transfer Honors Program provides priority consideration for admission to selected prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton, CSU Stanislaus, LMU, Occidental College, Pepperdine University, Pitzer College, Pomona College, San Diego State University, University of Judaism, and Whitman College.

#### Program Benefits:

- Transcripts reflect participation in the program with "Honors" designation.

- Access to an Honors Counselor.
- Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
- Priority in application for Transfer Alliance Program scholarships.
- Participation in the annual Honors Student Research Conference at UC Irvine.
- Bus trips and tours to Alliance universities.
- Opportunities for interaction and individual conferences, and mentoring.

#### To Qualify for the Transfer Honors Program:

##### For continuing WEST students:

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

##### For entry of High School Graduates:

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

#### To Apply:

Obtain and complete an application from the Transfer Honors web page at <http://www.wlac.edu/Transfer-Programs/Transfer-Honors-Program.aspx> as well as the following:

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

#### Contract Honors Courses:

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

#### To Complete the Honors Program:

- Complete a minimum of 18 transferable units at WEST, consisting of 5 or 6 designated "Honors Courses"
- Complete a 200 level Math Course
- Have a GPA of 3.0 or higher in all course work



## Student Services and Academic Resources

---

- Complete and file an application for admissions to your intended transfer university when appropriate.

### **For More Information, please contact the Transfer Center:**

SSB – 3<sup>rd</sup> Floor | (310) 287-4542

### **Dean's Honor**

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

Notation of Dean's List achievement is made on the students' permanent record.

### **Honor Cords**

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

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

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

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

### ***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](http://www.westside.wlac.edu) Contact the office by emailing [westside@wlaac.edu](mailto:westside@wlaac.edu) or calling (310) 287-4475.

## Educational Support Services

---

### ***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.

### ***Computer Science Information Technology (CSIT) 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.

### ***Disabled Student Programs & Services***

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

The DSP&S office is located in the Student Services Building (SSB). Office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 4:00 p.m. The telephone number is (310) 287-4450.

The following services are offered:

- Note taking assistance.
- Classroom accommodations for students with disabilities.
- Academic and career guidance counseling.
- Adaptive equipment and technology aids.
- Adapted computer labs.
- Test proctoring and related accommodations.

### ***Extended Opportunity Programs and Services (EOP&S)***

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

#### **Who Is Eligible?**

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

- Be a California resident or CA DREAMER/DACA/AB540.
- Qualify for the California College Promise Grant (formerly Board of Governors Grant) method A, B, or C with a 0 EFC (Expected Family Contribution).
- Must be a full-time student (12+ units).
- Not have completed more than 70 units.
- Be educationally disadvantaged.

#### **Quality Services**

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

- Book voucher assistance
- Academic, personal and educational counseling
- Priority registration
- One-on-one tutoring
- University field trips
- Supplies
- Letters of recommendations
- University fee waivers
- Scholarships and other related services

#### **Priority Registration**

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

#### **Transfer Assistance**

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

#### **Workshops**

## Student Services and Academic Resources

---

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

### **Book Voucher Program**

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

### **Counseling**

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

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

### ***Cooperative Agencies Resources For Education (CARE)***

---

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

### **Who Is Eligible?**

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

- Full-time EOP&S students (12+ units).
- Single parent head of household.
- Current recipient of CalWORKS/TANF.

### ***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](http://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.

### *NEXTUP (Cooperating Agencies Foster Youth Educational Support)*

NextUp is a supplemental, categorical component of Extended Opportunity Programs and Services (EOPS). The purpose of NextUp is to strengthen the capacity of community college districts to support the higher education success, health and well-being of some of the nearly 13,000 current and former foster youth who are enrolled in California's community colleges.

### Who is eligible? Students must ...

- Be California resident
- Qualify to receive a California College Promise Grant (Formerly Board of Governors Fee Waiver) method A or B or C with an expected 0 EFC (Expected Family Contribution)
- Be a current or former foster youth in California whose dependency/Wardship was established after the youth's 16th birthday
- Be under 26 at the beginning of the academic year
- Be enrolled in at least nine units

### Services available:

Outreach, orientation and registration services; academic and personal counseling; priority registration, tutoring services, transfer and career employment services; frequent in-person contact; service coordination; independent living and financial literacy skills support; book and supply grants; unmet need grants; transportation assistance; meal tickets and/or emergency food support; emergency housing referrals; health and mental health services payment assistance; referrals to health services, mental health services, housing assistance, food assistance and other related services.

### *Guardian Scholars Program*

The **Guardian Scholars Program** is another resource for current and former foster youth enrolled at the

## Student Services and Academic Resources

---

college. The Program offers comprehensive support services which are similar to the ones offered by the NextUp Program. The difference between the NextUp and Guardian Scholars Program is the eligibility criteria and other services available.

Who is eligible?

- Any current and former foster youth

Services available:

Outreach, orientation and registration assistance, financial aid and employment assistance, book vouchers, academic and personal counseling, life skills workshops, mentoring, on and off campus referrals, tutoring, supply grants, meal tickets, transportation, university fieldtrips and other related services.

### High School Programs

#### **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.

### 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, 3<sup>rd</sup> 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.

### Counseling Center

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

1. The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals, and to make appropriate academic decisions.
2. An academic counseling session begins with educational goal setting, exploring education options and opportunities, evaluating the student's educational background, and providing the student with clear, concise, up-to-date educational information. Counselors can assist individuals to assess their interests, strengths, abilities, and values; to set goals; to make plans to accomplish those goals; and to address personal challenges or barriers that impede plans to fulfilling those educational goals.
3. A counseling session will also assist individuals in selecting appropriate programs of study relative to their chosen objectives. Individual student/counselor conferences are available by

appointment. Brief counseling is available on a walk-in basis. Counseling appointments may be made online at [www.wlac.edu](http://www.wlac.edu), or in the Student Services Building – 2<sup>nd</sup> Floor, or by calling the Counseling Center directly at (310) 287-4257 / 4399.

4. Entering (first year) students are encouraged to enroll in Counseling 5, 17, and 40. Returning students and second year community college students are strongly encouraged to enroll in Counseling 4, 8, and 20. These courses are designed to help students become better acquainted with the educational opportunities at West Los Angeles College and will assist students in developing programs of study that will help them attain their educational and career objectives.
5. The Counseling Center is available to students 8:30 a.m. to 5:00 p.m. Monday and Thursday and 8:30 a.m. to 7:00 p.m. Tuesday and Wednesday. The Counseling Center is open 8:30 a.m. to 4:00 p.m. on Fridays.

### Summary of Counseling Services

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

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

### Additional Counseling Services

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

# Student Services and Academic Resources

---

## Student Activities

---

### *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.

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>

### *Athletics*

---

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

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

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

### *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.

### *Constitution & Citizenship Day Observance*

---

The U.S. Constitution is one of the most influential legal documents in existence, created over 200 years ago. West Los Angeles College supports every effort to affirm the American Democratic process. Each year on September 17th, the college participates in the annual observance of American Constitution and Citizenship Day. On this day, there are special programs held in classes sponsored by the Political Science program including guest speakers, distribution of pocket constitutions, and similar activities.

### *Voter Registration*

---

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

### *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.

### *Commencement Information*

---

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

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

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

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

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

### Graduation Petition Process

Students who anticipate graduation must complete a Graduation Packet:

#### Step 1

To ensure you are eligible for graduation with an Associate's or Bachelor's Degree\*, please confirm that the following items are in progress or have been completed:

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

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

#### Step 2

Students may choose a General Education Plan from the following:

- The Associate Degree Graduation Plan
- Plan CSU\* - For all majors
- Plan IGETC\* - For all majors

#### Step 3

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

#### Step 4

Make an appointment with a Counselor.

#### Step 5

Submit the completed Graduation Packet to the Office of Admissions and Records.

Graduation Information can be found at our website:  
[www.wlac.edu/Graduation/index.aspx](http://www.wlac.edu/Graduation/index.aspx)

## Campus Resource Support Services

### 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](http://www.wlac.edu/Bookstore/index.aspx)

### 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.

#### Ages of Children

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

Children must attend a minimum of two sessions a week in the day program and one session per week in the evening program. Tuition is based on a sliding scale for



## Student Services and Academic Resources

---

student families. Qualifying families may be placed on a grant from CalWORKS, State Preschool, or General Child Care to reimburse tuition (different grants assist different age groups of children).

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

### Health Center

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

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

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

The Student Health Center requests everyone with serious medical emergencies on campus to call the Campus Sheriff at (310) 287-4314 in Lot 5, for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area. Emergency call boxes are located throughout the campus.

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

### Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, West Los Angeles College offers services and referrals to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Contact the [Student Health Center](#), the [Employee EAP](#) and/or the [Welcome Center](#) for more information.

### 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.

### 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@wlac.edu](mailto:davisl@wlac.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.wlac.edu/Sheriff/index.aspx](http://www.wlac.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.

### Parking

#### Campus Parking, Traffic, and Safety Regulations

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

Section 21113A. CVC grants the President of West Los Angeles College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard or are abandoned with no license towed away at the owner's expense.

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

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

Free parking is available on Stocker Street.

Metered parking stalls are used primarily for visitors. Students with a permit may use the meter, but they must pay.

A valid permit must be displayed at all times. A student's West Los Angeles College parking decal is valid at each

## Student Services and Academic Resources

---

Los Angeles Community College District campus at which the student is currently enrolled in classes.

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

Parking passes can be ordered online at [www.wlac.edu/Business-Office/index.aspx](http://www.wlac.edu/Business-Office/index.aspx).

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

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

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