Updated Aug. 10, 2020

The West Los Angeles College (West) Catalog describes the policies, services, programs, and courses offered by the college for the 2020-2022 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current and complete information may be obtained from the appropriate department or administrative office or from the WLAC website at www.WLAC.edu. The catalog will be distributed in hard copy (limited quantities) and available online. Catalog corrections and addendums will be in the online version.

NOTE: Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines. It is the student’s responsibility to read the information presented in this catalog and to know and observe all policies and procedures related to his/her program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.

West Los Angeles College is a public tax-supported educational institution that offers post-secondary education opportunities and is administered by the Los Angeles Community College District.

West Los Angeles College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges - 10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234, an institutional accrediting body recognized by the Commission on Higher Education Accreditation and the U.S. Department of Education.
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ABOUT THE COLLEGE AND THE DISTRICT

Los Angeles Community College District
770 Wilshire Blvd.
Los Angeles, CA 90017
(213) 891-2000

The Los Angeles Community College District

Over the past seventy-seven years we've served as educator to more than three million students. Affordable, accessible and practical, the LACCD offers opportunity to all. Our doors are wide open for a diverse student population eager for skills, knowledge and upward mobility. LACCD educates almost three times as many Latino students and nearly four times as many African-American students as all of the University of California campuses combined. Eighty percent of LACCD students are from underserved populations.

Community colleges serve adults of all ages, meeting the needs of a society where "lifelong learning" is the rule and multiple careers and continual retraining are the norm. More than half of all LACCD students are older than 25 years of age, and more than a quarter are 35 or older. More than any other California system of higher education, community colleges offer a first - and a second - chance for anyone who wants to succeed.

The Mission Statement of the Los Angeles Community College District

The Mission of the Los Angeles Community College District is to foster student success for all individuals seeking advancement, by providing equitable and supportive learning environments at our nine colleges. The District empowers students to identify and complete their goals through educational and support programs that lead to completion of two or four-year degrees, certificates, transfer, or career preparation. In doing so, the District fulfills its commitment to the community to improve the social welfare of the region, to enhance the local economy, to close persistent equity gaps, and to prepare future community leaders.

The Vision Statement of the Los Angeles Community College District

The LACCD will strive to become a national leader in student success by providing high quality, accessible, educational opportunities across the greater Los Angeles area that improve students' lives, enrich the area's many diverse cultures, and strengthen the regional economy. The District will do so by continuing to provide a culture of continuous learning and by closing persistent equity gaps.

Board of Trustees

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Laurence B. Frank, J.D., Interim Vice Chancellor of Workforce and Resource Development
Carmen V. Lidz, M.S., Vice Chancellor/Chief Information Officer
Vice Chancellor of Finance and Business Services (Vacant)
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Jeffrey M. Prieto, J.D., General Counsel
Rueben C. Smith, D.C.Sc., Chief Facilities Executive
About the College and the District

Western Los Angeles College

9000 Overland Avenue
Culver City, CA 90230
(310) 287-4200

Our Vision
WEST: A gateway to success for every student.

Our Mission
West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

At West, education enriches students with the knowledge and skills needed to earn certificates and undergraduate degrees, to transfer, to build careers, and to pursue lifelong learning.

Our Values
Excellence
West envisions each student and employee striving for excellence in and out of classes, laboratories, libraries, studios, playing fields and offices.

Ethics
We hold ourselves and others to the highest standards in personal as well as intellectual responsibilities. This informs relationships among students, staff, faculty and administration.

Empowerment
At West, everyone – students, staff, faculty, and administration – is empowered by high expectations, respect and acknowledgement in all pursuits, from single lessons to completed degrees, from daily encounters to formal policy deliberations.

Engagement
To be fully engaged academically, locally and globally is to embrace learning with passion, commitment and energy.

The College
West Los Angeles College
9000 Overland Avenue, Culver City, CA 90230
(310) 287-4200 | www.WLAC.edu

The college colors, selected by the students of West Los Angeles College in 1969, are royal blue and gold. The original college nickname was the “Oilers,” which was selected because the campus neighbors an oil field on one side. Teams were referred to as the “Oilers.” However, in 2008 as part of the college’s 40th anniversary celebration, the students and faculty selected a new mascot – the Wildcats.

West Los Angeles College, located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 12,000 students attending day, evening and weekend classes. West serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tierra/Windsor Hills, Marina Del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students represent a rich mixture of nationalities and cultures.

The motto “GO WEST. GO FAR.” was also adopted near the time of the 40th anniversary celebration. It speaks to the success of our alumni and the mission of our faculty and staff – to help our students realize their goals and go far in life.

Administration
West Los Angeles College’s president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. They all carry out the vision of the college: “West: A gateway to success for every student.”

Academic Divisions
The college features twelve divisions which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are: Applied Technology; Arts & Performance; Behavioral Science; Business; Computer Science and Applications; Counseling; Health Sciences; Human Development and Family Studies; Language Arts; Library Services; Mathematics; Science; Public Safety and Paralegal Studies; and Social Sciences.

Support services of the College include: The Child Development Center (CDC), Disabled Students Programs and Services (DSP&S), Distance Learning, Extended Opportunity Programs and Services/ Cooperative Agencies Resources for Education (EOPS/CARE), Student Success and Support...
Program (SSSP), Student Services, Counseling, Financial Aid, and the Workforce Development Center.

Accreditation

The college is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and offers a wide range of transfer and vocationally-oriented programs. The college is also accredited by the following: The American Dental Association; the Federal Aviation Administration; the California Association of Alcohol and Drug Educators; and the Commission on Accreditation of Allied Health Education Programs.

The American Bar Association has given full approval to the Paralegal Studies Program.

Information on these accreditations can be found on the www.WLAC.edu/WLAC-Accreditation.

Educational Philosophy

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to the students and to the provision of education, which benefits students and enables them to contribute to society.

Our College, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide the means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges’ communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

Institutional Student Learning Outcomes

West Los Angeles College uses student learning outcomes to continually assess student learning and institutional improvement. Student learning outcomes are used to measure achievement of course goals, programs, and degrees. Placement data provide information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, student learning outcome assessment assists programs, departments and the college in accreditation by providing evidence of quality teaching and learning.

Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

Self-awareness/Interpersonal: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

Civic: Apply the principles of civility to situations in the contexts of work, family, community and the global world.

Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

Aesthetics: Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one’s life.

West’s Equal Opportunity Statement

It is the policy of the LACCD to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability, and veteran status.

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

For more information about our district’s diversity and compliance programs, please contact our Office of Diversity Programs at 213-891-2315 or 213-891-2316.

Academic Freedom Statement

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

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

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

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

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

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

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<th>Summary of Sexual Harassment Policy</th>
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<td>The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.</td>
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Sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15 (Board Rule 15001). The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the College Title IX coordinator, at (310) 287-4275 or the District Title IX coordinator, at (213) 891-2000 x 3113.

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

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

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<td>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.</td>
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<td>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.</td>
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<th>Student Trustee Election Procedure</th>
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<td>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.</td>
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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.

LACCD DISCRIMINATION POLICY

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

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

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

LACCD Office of Diversity, Equity, and Inclusion
770 Wilshire Blvd., 2nd Floor
Los Angeles, CA 90017
Director: (213) 891-2316
Office: (213) 891-2315
(213) 891-2317
Fax: (213) 891-2295

Office for Civil Rights
50 United Nations Plaza
Mailbox 1200, Room 1545
San Francisco, CA 94102
Main: (415) 486-5555
TDY: (800) 877-8339
Fax: (415) 486-5570
ocr.sanfrancisco@ed.gov

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

ACCOMMODATION GRIEVANCE

Grievance Procedure for Faculty Refusal to Provide Approved Accommodation

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

Informal Resolution of Faculty Refusal to Provide Approved Accommodation

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

1. Contact the DSP&S office for assistance, at (310) 287-4450.
2. Upon notification by the student that a member of the faculty is not implementing a DSP&S approved accommodation, a DSP&S staff member will attempt to resolve the matter within five (5) calendar days.
3. DSP&S will communicate with the instructor and, if needed, the Department Chair and/or Dean of the department for resolution.
4. If there is no resolution within five (5) calendar days, DSP&S will inform the student in writing of his/her
rights to file a formal grievance for disability-related discrimination with:
- WLAC through the formal resolution procedure (see below);
- The LACCD Office of Diversity, Equity and Inclusion (https://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/default.aspx); and/or

Report an Issue with Receiving an Approved Accommodation

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

Formal Resolution of Complaints Alleging Disability Discrimination

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

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

West Los Angeles College ADA Coordinator
Silvia Barajas, Vice President, Administrative Services

9000 Overland Ave.
Culver City, CA 90230
E: Barajas2@wlac.edu
P: (310) 287-4367
2. The College ADA Coordinator and designee(s) will immediately begin a reliable and impartial investigation, which includes an opportunity for the complainant to present documents and witnesses, and requires the College ADA Coordinator and designee(s) to gather relevant documentary evidence and interview relevant witnesses.

3. The College ADA Coordinator will issue a written notice of outcome to the complainant, Dean of Support Services, Dean of Academic Affairs, and respondent within sixty (60) calendar days of receiving the complainant’s written complaint. The written notice of outcome will include:
   - A determination if discrimination occurred, thus violating the College’s and LACCD’s discrimination policies based on the preponderance of the evidence, and the rationale for this determination;
   - If discrimination is found to have occurred, the College will identify and implement remedies that stop the discrimination, prevent recurrence, and remedy discriminatory effects on the complainant and others, if appropriate; and,
   - Appeal rights (see below).

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

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

CONSUMER INFORMATION

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires institutions participating in federally funded financial aid programs to make information about the institution available to current and prospective students.

West’s web page, which is updated as new information becomes available, contains consumer information, and is located here: [http://www.wlac.edu/Gainful-Employment/Consumer-Information.aspx](http://www.wlac.edu/Gainful-Employment/Consumer-Information.aspx)

In addition to the information contained in this Catalog about the college and our programs, further information is available online at the following websites:

- [Accreditation, Approval, and Licensure of Institution and Programs](http://wlac.edu/WLAC-Accreditation/index.aspx)
- [Career Services](http://wlac.edu/Career-Center/index.aspx)
- [O*Net Online Link](https://www.onetonline.org/)
- [Copyright Infringement Policies and Sanctions](https://wdirectory.wlac.edu/employees/Show-Employees-Table.aspx) (see Board Rule 9803.12 - Dishonesty)
- [Complaint Process](http://wlac.edu/Policies/Grievance.aspx)
- [Computer Labs](http://www.wlac.edu/Computer-Science/Facilities-Labs.aspx)
- [Educational Programs](http://wlac.edu/Academic/areas-of-study.aspx)
- [Facilities and Services for Students with Disabilities](http://wlac.edu/dsps/index.aspx)
- [Faculty](https://wdirectory.wlac.edu/employees/Show-Employees-Table.aspx)
- [Instructional Facilities](http://wlac.edu/Transportation/index.aspx)
- [Net Price Calculator](https://misweb.cccco.edu/npc/749/npcalc.htm)
• Student Activities - http://wlac.edu/ASO/index.aspx
• Student Code of Conduct - http://www.wlac.edu/Policies/Student-Discipline.aspx
• Student Diversity - http://www.wlac.edu/Research-Planning/Research/College-Profile.aspx
• Textbook Information - http://wlac.edu/Bookstore/index.aspx
• Transfer Information & Services - http://wlac.edu/Transfer-Programs/index.aspx

STUDENT RIGHT TO KNOW

In compliance with the Students-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542):

It is the policy of the Los Angeles Community College District and West Los Angeles College to make available its completion and transfer rates to all current and prospective students.

Beginning in fall 1996, a cohort of all certificates, degree-and transfer-seeking first-time, full-time students were tracked over a three-year period. These rates do not represent the success rates of the entire student population at West Los Angeles College, nor do they account for student outcomes occurring after this three-year period. The completion rate numbers for West Los Angeles College can be found at: http://srtk.cccco.edu/index.asp.

ACCURACY STATEMENT

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