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Anna Chiang, Computer Science & Applications
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ACADEMIC DIVISIONS

For a complete list of faculty members and department information please refer to our online Faculty & Staff directory at www.wlac.edu. Click "About" then "Directory" on the top menu. All phone numbers are (310) 287-####

APPLIED TECHNOLOGY

Chairperson– Jack Moy
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SUBJECT FIELDS

- Aviation Maintenance Technician
- Aerospace Production Technology

FACULTY

- Jack Moy
- Martin Nee
- Rudy Triviso

ARTS & PERFORMANCE

Chairperson– Joyce Sweeney
sweeneyj@wlac.edu
Phone: 4265 | Office: FA 102

SUBJECT FIELDS

- Architecture
- Art
- Art History
- Multimedia
- Music

FACULTY

- Michael Arata
- Joyce Sweeney

ARTS & PERFORMANCE

Chairperson- Laura Peterson (Acting)
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SUBJECT FIELDS

- Cinema
- Dance Studies
- Dance Techniques
- Film Production
- Theater

FACULTY

- Kevin Considine
- Elise Forier-Edie
- Michelle Funderburk
- Laura Peterson

ATHLETIC & KINESIOLOGY DIVISION

Chairperson – Ricardo Hooper
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SUBJECT FIELDS

- Kinesiology

FACULTY

- Robert Hager
- Colleen Matsuhara
- Marguet Miller

BEHAVIORAL SCIENCE

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SUBJECT FIELDS

- Administration of Justice
- Anthropology
- Child Development
- Corrections
- Family & Consumer Studies
- Fire Technology
- Psychology

FACULTY

- Corey Flournoy Williams
- Dolores Gallegos
- Payal Jain
- Jeffrey Lee
- Marlene Shepherd
- Charles "Buck" Stapleton
- Aimee Preziosi
- George Yan

BUSINESS

Chairperson– Gerald Ludwig
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SUBJECT FIELDS

- Accounting
- Business
- Corrections
- Entrepreneurship
- Finance
- Hospitality
- Management
- Marketing
- Real Estate
- Small Business Management
- Travel

FACULTY

- Charles Daniel
- Gustavo Demoner
- Gerald Ludwig
- Todd Matosic
- Lorenzo Ybarra

COMPUTER SCIENCE

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SUBJECT FIELDS

- Computer Applications & Office Technologies (CAOT)
- Computer Science Information Technologies (CO SCI)

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- Parvaneh Ghaforyfard
- Manish Patel
- Ashok Patil

COUNSELING

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FACULTY

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- Hye Jin "Esther" Gelsi
- Murrell Green
- Marcela Hernandez
- Robert Henrichs
- Casey Hunter
- Tamara Jones-Jamison
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HEALTH SCIENCES

Chairperson – Carlos Sermeno
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SUBJECT FIELDS

- Alcohol & Drug Abuse Studies
- Allied Health
- Certified Nursing Assistant
- Dental Assisting
- Dental Hygiene
- Emergency Medical Technician
- Health
- Health Occupations
- Medical Assisting
- Paramedic
- Pharmacy Tech

FACULTY

- Aracely Aguiar
- Yervant Boghos
- Carrie J. Canales
- Sara Coppola
- Carmen Dones
- Natalie Ferrigno
- Lisa Kamibayashi
- Joy Ogami-Avila
- Carlos Sermeno
- Melinda Smith

LANGUAGE ARTS DIVISION

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SUBJECT FIELDS

- American Sign Language
- Arabic
- Chinese
- Communication Studies
- English
- ESL
- French
- Humanities
- Japanese
- Philosophy
- Spanish

FACULTY

- Linda Alexander
- Holly Bailey-Hofman
- Luis A Cordova
- Josefina Culton
- Katherine Boutry
- Ana Figueroa
- Suzanne Floyd
- Frances T. Leonard
- Nuala Lincke-Ivic
- Kimberly Manner
- Rick Mayock
- Margot Michels
- Clare Norris
- Karen Quitschau
- Sandra Ruiz
- Nancy Sander
- Stella Setka
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- Leslie Tejada
- Timothy Welch

LIBRARY & LEARNING RESOURCES DIVISION

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SUBJECT FIELDS

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- Learning Skills
- Library Science
- Tutoring

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- Ken Lee
- Maria Yanez
- Susan Trujillo
- Tim Russell

MATHEMATICS DIVISION

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SUBJECT FIELDS

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- Tanshee Cheng
- Henri Feiner
- Thomas Harjuno
- Jamie Jenson

- Jeremy Jankins
- Manushak Movsisyan
- Matthew Robertson
- Vidya Swaminathan

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SUBJECT FIELDS

- Anatomy
- Astronomy
- Biology
- Chemistry
- Earth Science
- Environmental Science
- Geography
- Geology
- Microbiology
- Oceanography
- Physics

FACULTY

- Mesfin Alemayehu
- Elisa Atti
- Abraha Bahta
- Elizabeth Bell
- Byron Curletto
- Laurimar Escudero
- Steven Fink
- Thomas Haley
- Cameron Iverson
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- Economics
- History
- Law
- International Studies
- Paralegal Studies
- Political Science
- Sociology

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- Nikki Jacobson
- Meric Keskinel
- Tiffany Lanoix
- Christopher Lee
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MCSE - Microsoft Certified Systems
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MCT - Microsoft Certified Trainer

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Young, Helen

Associate Professor, Counseling
B.A., M.A., CSU Dominguez Hills

Zexter, Francine
 Instructor, Paralegal
 B.A., Boston University
 J.D., Whittier Law School

Zuk, Patricia,
 Assistant Professor, Biology
 B.S., McMaster University
 M.S., Wayne State University
 Ph.D., Wayne State University

ADJUNCT FACULTY

Abraham, A., Counselor
 Acker, C., Athletics
 Agak, G., Biological Sciences
 Alexander, A., English
 Allen, J., Allied Health
 Amaugo, C.E., Counseling
 Anselmo, J., Athletics
 Anders, B., English
 Aono, T., Art
 Apigo, M.J., Computer Science
 Arora, C., Health Occupation
 Arriola, P., Mathematics
 Austin, N., History
 Avci, T., Economics
 Barcos, C., Theater Arts
 Battle, A., Paralegal
 Bayssa, Beyene, Mathematics
 Beaty, R., Multimedia
 Bellamy, S., Business
 Berns, James, Mathematics
 Blake, L., Art
 Blechner, D.A., Art
 Blocker, B., Administration of Justice
 Bloom, C., Psychology
 Blount, J., English
 Boers, G., Child Development
 Boghos, Y., Health Occupation
 Boretz, M., English
 Borsum, John, Mathematics
 Brame, L., Nursing Science
 Bray, C., Marketing
 Breidenthal, S.E., Anatomy
 Buchynski, W., Communication
 Studies
 Buckner, K., Computer Science
 Burgh, S.J., Finance
 Cabrel, C., Counselor
 Cain, L., Psychology
 Calderon, P., Cinematic Arts
 Campbell, K., Economics
 Campbell, V., Psychology
 Camplone, A., Psychology
 Can, Minh, Mathematics
 Caputo, M., Art
 Carson, J., Dance Studies
 Carter, J., Law/ Real Estate
 Carty, B., Mathematics
 Casser, L., Cinematic Arts

Castillo, J., Medical Assisting
 Castillo, R., Spanish
 Center, M., Dental Hygiene
 Chambers, C., Dental Hygiene
 Chammou, E., Geography
 Chanda, K., Computer Science
 Charnov, E., Cinematic Arts
 Cheng, Tanshee, Mathematics
 Coccio, A.J., Travel
 Cole, J., Art
 Conal, R., Art
 Corrales, O., Administration of Justice
 Cosgrove E., Art
 Curry, D., Art
 Curry, S.C., Administration of Justice
 Daniel, C., Accounting
 Davis, K., Political Science
 Davis, S., Art
 de Seriere, A., Athletics
 DeVelasco, B., Biological Sciences
 Dunn, J., Dental Hygiene
 Edward, S.S., Child Development
 Elahi, F., Real Estate
 Ellison, C., Law/ Paralegal
 Elmi, I., Cinematic Arts & Theater
 Elrington, D., Finance
 Encisco-Givhan, G., Real Estate &
 Business
 Engen, R., Administration of Justice
 Esmaeili, Farrah, Mathematics
 Farahzadim, F., Health Science
 Fentress, M.J., English
 Farmer, K., Accounting
 Festinger, K., Music
 Fife, P., Communication Studies
 Filerman, B. A., Biological Sciences
 Fine, J., Dental Hygiene
 Fisher, H., Health & Kinesiology
 Fitzpatrick, D., Athletics
 Fogel, S., Administration of Justice
 Foreman, N.J., Mathematics
 Fox, B., Law
 Frame, S., Paralegal Studies
 Franden, Daniel, Mathematics
 Franks, M., Marketing
 Frazier, S., Child Development
 Frykenberg, J., History
 Fuller, D. M., Business
 Gabor, T., Administration of Justice
 Garcia, O., Chemistry
 Gamble, A., Counseling
 Gharamanians, J., Mathematics
 Gonsoski, S. K., Computer Science
 Gonzalez, A. B., Spanish

ADJUNCT FACULTY

Gorski, W., English
 Graham, M., Political Science
 Grant, R., Kinesiology
 Grayson, C., Real Estate
 Graziadei, K., ESL
 Grober, L., Theater Arts
 Guidry, N., Administration of Justice -
 Corrections
 Guilak, N., Theater Arts
 Guzman, E., Aviation Technology
 Habel, L. M., Speech
 Hamid, S., Geology
 Hammond, J., Kinesiology
 Hardy, M., Anthropology
 Harvey, D., Art
 He, J., Chinese
 Heikkinen, D., Anthropology
 Henk, N., Sociology
 Herdzina, S., English
 Hickman, B., Nursing Science
 Holman, D. L., Real Estate
 Hovsepian, J., Mathematics
 Howell, L. J., Real Estate
 Huang, Carrie, Mathematics
 Huber-Lytal, S., Biological Sciences
 Huddle, J., English
 Hulsey, S. G., Art
 Huotari, K., Art
 Irvin, R., Psychology
 Israel, F., Learning Skills
 Jackson, B., Health & Kinesiology
 Jacobsen, S., Law & Paralegal
 Studies
 James, R., English
 Jatkowski, R., Administration of
 Justice
 Johansen, L., Psychology
 Johnson-Adkins, B., Nursing Science
 Kang, K., Spanish
 Kaplan, R., Philosophy
 Katz, S., Administration of Justice
 Kaufman, S., Philosophy
 Kazadi, M., Paralegal Studies
 Khasky, A., Psychology
 Kim, J., Physiology
 Kim, Y., Spanish
 Kokovena, E., French
 Kolar, K.A., Library Science
 Kolkey, J. M., History
 Kondrad, K., Theater Arts
 Kowaney, R.,
 Computer Science
 Kuckreja, J., Health & Kinesiology
 Kutcher, S. R., Biology

Lai, I-Shen, Mathematics
 Lavasani, N., Art
 Lawrence, D., Dental Hygiene
 Ledezma, A., Dental Hygiene
 Lee, A., History
 Lee, J., Psychology
 Lee, P. H., Mathematics
 Legassick, T., Allied Health
 Lemonds, B., Speech
 Leslie, L., Management
 Leung, J., Administration of Justice
 Levine, S., Physics
 Levitt, C., Economics
 Lewis, R. R., Astronomy
 Liewen, M., Dental Hygiene
 Lim, A.,
 American Sign Language
 Liskin, E., English as a Second
 Language
 Long, H., English
 Lu, M., Accounting
 Lulejian, A., Health & Kinesiology
 Lunsman, A. M., Administration of
 Justice
 Lyons-Burns, S., English
 Mabsout, R., Economics
 Malik, A., Dental Hygiene
 Mancini, M., Cinema Arts
 Marks, J. R., Psychology &
 Mathematics
 Martin, K., Biological Sciences
 Matosic, T., Business
 Maybruck, I., Speech
 Mazzarelli, Ariel, Mathematics
 McCane, D. S., Cinema Arts
 McCaskill, T., Business
 McClain, S., English
 McDonnell, P., Mathematics
 McDowell, C., Kinesiology
 McIntosh, J., Accounting
 Menon, S. N., Chemistry
 Miele, P. F., Travel
 Mizuki, A., Spanish
 Monroe, R., Child Development
 Montes, A., Economics
 Monzon, F., Computer Science
 Moorty, S., Kinesiology
 Morgan, A., Accounting
 Morris, P. W., CAOT/Paralegal
 Most, R., Child Development
 Mulrooney, V., History
 Naselow, A., Chemistry
 Nelson, E., Cinematic Arts
 Newell, D., Paralegal Studies

Noonan, L., Humanities
 Oduoza, J., Nursing Science
 Okawa, R., English
 Olescyski, K.,
 Health & Kinesiology
 Oliver, P., Speech
 Olson, B., Multimedia
 Orlando, A., Anthropology
 Ortiz, J., English
 Padnick, E., Dental Hygiene
 Parsa, A., Humanities & History
 Paymah, E. E., Accounting
 Paulson, H. M., Travel & Economics
 Peers, M. A., Art
 Perez, R., Sociology
 Perez, R. E., Mathematics
 Pernoon, F., Theater Arts
 Piffner, B., Health Sciences
 Piken Nagler, E., Political Science
 Pilaro, J., English
 Piller, D., Real Estate
 Pinio, S. J., Management
 Porter, A., Real Estate
 Provost, J., Humanities
 Pulido, V., Kinesiology
 Pullukalayil, N., Nursing Science
 Puterbaugh, J., English
 Raack, J., Health Science
 Raffe, D., Dental Hygiene
 Raffel, Charmaine, Mathematics
 Ratkovich, J., Real Estate
 Reinauer, B. J., Psychology
 Rimas, B., Paralegal Studies
 Rocca, M., French
 Robinson, B., Counseling
 Rodriguez, A. M., English as a
 Second Language
 Rose, M. I., Real Estate
 Roston, J., Dance Studies
 Sandowicz, R., English
 Sarantopoulos, P., Mathematics
 Schimmenti, J. J., Law
 Schneidewind, S.D., Dental Hygiene
 Schulz, V., Philosophy
 Scott, S. T., Marketing
 Scranton, S., Child Development
 Sekiyoba, B., Economics
 Sermano, C., Dental Hygiene
 Sewell, K., Speech
 Serulien, A., Nursing Science
 Sharma, S., Microbiology
 Shaw, C., Law & Paralegal
 Shewfelt, O., Political Science

Simpson, M., Administration of Justice
 Slaughter, B. H., Computer Applications & Office Technologies
 Small, P., Music
 Spano, A., Music
 Stamps, B. L., Accounting
 Stern, J., Education
 Stillson, A., Mathematics
 Susuki, D., Political Science
 Sweeney, C., Music
 Szklarek, D., English
 Szostak, E., English
 Taira, K., Computer Science
 Tamaki, D., English as a Second Language
 Tippets, T., Chemistry
 Torabian, S., Health Science
 Tracey, M., English as a Second Language
 Tsiyer, I., Nursing Science
 Tu, W. T., Mathematics
 Tyszewicz, K., English
 Ulrich, J., Mathematics
 Valdivia, A., Accounting
 Valle, A., Counseling
 Vallejo, Jaime, Mathematics
 Vanderpool, J. P., Business
 Velasco, I., Dental Hygiene
 Vera, S., Administration of Justice
 Versace, L., English
 Vishwanadha, H., English
 Wainthropp, R., English
 Walbridge, M., Psychology
 Walker, A., Accounting
 Wang, L., Computer Science
 Wang, Jason, Mathematics
 Webster, N., Real Estate
 White, G., Psychology
 White, K., Psychology
 Wilhoit, J., Kinesiology
 Willenborg, P., English
 Williams, J. B., Administration of Justice
 Williams, R.D., Administration of Justice
 Williams, R., Child Development
 Willoughby, G. N., Art
 Winter, A., Humanities
 Wu, M., Dental Hygiene
 Xu, Lan, Mathematics
 Ybarra, L. F., Accounting
 Yilan, L., Economics
 Young, F., Real Estate
 Yuen, Y., Computer Science

Zaragoza, J., Spanish
 Zexter, D., Music
 Zurla, M., Theater Arts

EMERITI FACULTY

Ambers, Bruce
 (1979-2006)
 Professor, Physical Education, Athletics & Mathematics

Babcock, James
 (1981-1996)
 Professor, Physical Education, Athletics & Mathematics

Bates, Frank J.
 (1969-1979)
 Associate Professor, Business Administration; Construction Technician; Dean

Barnard, Christopher
 (1976-2002)
 Professor, Travel

Crippens, Eloise
 (1973-2010)
 Articulation Officer/Professor, Counseling

DuBois, May L.

Eisman, Shirley B.
 (1974-1992)
 Professor, Art

Feingold, Carl
 (1971-1983)
 Professor, Business

Feldman, Paul
 (1971-1987)
 Professor, Counseling Services

Fels, Eugene N.
 (1969-1981)
 Professor, Biology; Coordinator, Instruction

Field, Norman
 (1971-1983)
 Professor, Psychology-Special Reading

Fieman, Marvin
 (1982-1984)
 Professor, History

Feinerman, Sheldon "Scott"

Fisher, Albert
 (1974-1989)
 Professor, Cooperative Education

Frederic, Andrea M.

Froloff, Catherine
 (1969-2008)
 Professor, Library Science

Goldberg, Bernard

Gorenbein, Alvin
 (1979-1987)
 Professor, Aviation Maintenance Technology

Grounds, Donald G.
 (1972-1983)
 Professor, Aircraft Electronics Technology

Harris, Arthur
 (1976-2000)
 Professor, Health & Physical Education, Athletics

Heckman, Richard
 (1973-2002)
 Professor, History

Hicks, Robert L.
 (1970-1982)
 Professor, Aviation Maintenance Technology

Hollaway, Charles
 (1970-1999)
 Professor, Health & Physical Education, Athletics

Horowitz, Jack
 (1972-1992)
 Professor, Psychology

Isaksen, Leonard
 (1969-2004)
 Professor, Biology

Israel, Frances
 (XXXX – 2013)
 Associate Professor, Learning Specialist

Jacobs, Betty
 (1973-2012)
 Language Arts

Jackson, Gladys
 (1973-1994)
 Professor, Music

Jordan, John
 (1976-2009)
 Professor, Speech

EMERITI FACULTY

King, Thomas
(1981-1983)
Professor, Aviation
Maintenance Technology

Korach, Simon M.
(1969-1979)
Professor, Physical Education
Coordinator, Student Activities

Korst, William L.
(1970-1993)
Professor, Chemistry

Lee, John M.
(1979-1981)
Instructor, Physical Education
Assistant Dean, Admissions

Lemborn, Ulla
(1972 - 2006)
Professor, Dental Hygiene

Mancusi, Katherine F.
(1969-1983)
Professor, Counseling Services

Marks, James
(1969-1995)
Professor, Psychology

McMaster, Mary-Jane
(1973-2011)
Mathematics

McFadden, Jean K.
(1969-1983)
Professor, Business

Metzger, Carol K.
(1970-1977)
Professor, English

Mulrooney, Virginia
(1988-1999)
Professor, History

Nilsen, Lena K.
(1969-1989)
Professor, Music

Oester, John
(2006-2011)
VP, Administrative Services

Patterson, Rodney
(1980-2010)
Professor, Political Science

Pena, Ben
(1975-2002)
Professor, Spanish

Peterman, Anthony J.
(1970-1975)
Professor, Speech

Peters, Jeannine
(1974-1995)
Professor, Humanities &
Counseling

Piedrahita-Rook, Carmen
(1981-1990)
Associate Professor, Spanish

Price, Adeline S.
(1969-1983)
Professor, Business

Prince, Gray
(1979-1995)
Professor, Philosophy

Raack, James
(1972-2003)
Professor, Health

Ramos, Carlos

Rutherford, Ray
(1969-1984)
Professor, Chemistry

Saraffian, Edward
(1969-1995)
Professor, Mathematics

Scott, Consuela
(1971-1990)
Professor, Library Services

Starret, Esther R.
(1969-1975)
Professor, French

Sternberg, Roy D.
(1970-1983)
Professor, Accounting

Sumetz, Aaron
(1969-1984)
Associate Professor, History

Sutton, George
(1978-1983)
Professor, Aeronautics

Terebinski, Nina
(1984-1992)
Professor, Anthropology

Thomas, Gwendlyn
(1975-2010)
Professor, Business

Thomas, Lloyd
(1975-2010)
Professor, English

Titus, Clyde
Emeritus, Computer Science

Vella, Frances G.
(1969-1988)
Professor, Library Services

Vidal, Adele T.
(1969-1974)
Professor, Spanish

Virgin, Richard
(1970-1995)
Professor, Aviation

Wallace, Richard
(1993-1995)
Professor, Counseling

Weinstein, Rafael E.
(1972-2000)
Professor, English

Williams, Robert N.
(1977-1986)
Professor, Music & Humanities
Dean, Academic Affairs

Winer, Etta Skyle
(1970-1986)
Professor, History

Wilson, Kenneth
(1970-1978)
Instructor, Art

Witt, George S.
(1969-1975)
Professor, Dean, Student
Personnel Services

Wolf, Martin
(1970-1996)
Professor, Aviation

GLOSSARY OF TERMS

Academic Probation

After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal

Removal from a student's academic record (for the purpose of computing the grade point average) previously recorded substandard academic performance which is not reflective of a student's demonstrated ability. Special conditions must be met, and there is a maximum of 18 units.

Add Permit

A form issued by an instructor upon presentation of a valid ID Card which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

Administration

Officials of the college who direct and supervise the activities of the institution.

Admissions and Records

The office that admits a student and certifies his or her legal record of college work. The office also provides legal statistical data for the college.

ADT (See Associate Degree for Transfer)

Application for Admission

A form upon which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and processed.

Assessment

The process the college uses to evaluate student skills in areas such as reading, writing, mathematics and English-as-a-Second Language.

A.S.O.

The Associated Students Organization, which conducts activities on behalf of students. All enrolled students are eligible to join.

Associate Degree (A.A. or A.S.)

A degree (Associate in Arts or Associate in Science) granted by a community college upon satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

Associate Degree for Transfer (ADT)

California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include an Associate in Art degree for Transfer (AA-T) or an Associate in Science degree for Transfer (AS-T). The ADT degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

Audit

A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

Bachelor's Degree (B.A., B.S., A.B.)

A degree granted by a four-year college or university upon satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Career Certificate Program

A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, may require less than two years of full-time study, and may be pursued on a part-time basis. Student can request a Certificate of Achievement or Skill Award. Units will vary.

Career Program

A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree.

Certification

Completion of a body of transfer courses which meet the general education requirements of the California State University System (CSU) and/or Intersegmental General Education Transfer Curriculum (IGETC). IGETC will permit a student to transfer from a community college to a campus in either the University of California (UC) System or California State University (CSU) system.

Class Section

A group of registered students meeting to study a particular course at a definite time. Each section has a section number listed in the Schedule of Classes, and it appears in front of the class meeting time.

College Catalog

A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

Community College

A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment

A student may enroll in two mutually dependent courses within the same semester and/or may simultaneously enroll at both West Los Angeles College (WLAC) and a high school or another college.

Continuing Student

A student registering for classes who attended the College during one of the previous two semesters. A student registering for the fall semester is a continuing student if he or she attended the college during the previous spring or fall semesters; attendance during the summer and/or winter sessions are not included in this determination.

GLOSSARY OF TERMS

Cooperative Education

An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Corequisite

A course required to be taken in conjunction with another course.

Counseling

Guidance provided by professionals in collegiate, vocational, social, and personal matters.

Course

A particular portion of a subject selected for study. A course is identified by a subject title and course number; for example: "Accounting 1."

Course Title

A phrase descriptive of the course content. The course title of Accounting 1 is "Introductory Accounting 1."

Credit-by-Examination Course

Unit credit granted for demonstrated proficiency through testing.

CSU Certification

General Education Requirements (Transfer). See Certification

Disabled Students

Students who have special needs due to physical, learning or communicating impairments.

Dismissal

A student on academic or progress probation for three semesters may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year, and must petition for readmittance at the end of that period.

Drop

A student's official withdrawal from a class.

Educational Program

A planned sequence of credit courses leading to a defined educational

objective such as an Associate Degree or a Certificate.

Electives

Courses which a student may choose without the restriction of a particular major, program or curriculum; optional, not required.

Enrollment

That part of the registration process during which students select classes by section number to reserve a space and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-Time Student

A student may be verified as a full-time student if he or she is enrolled and active in 12 or more units during the spring or fall, or up to 7 units during winter or summer semesters.

General Education Requirements

(Lower Division Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Point Average (GPA)

A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of units attempted.

Grade Points

The numerical value of a college letter grade whereby: A = 4, B = 3, C = 2, D = 1, and F = 0.

Grade Points Earned

Grade points times the number of units for a class.

Graduate

A student Certified as having satisfied academic requirements.

IGETC

Intersegmental General Education Transfer Curriculum A general education program which transfer students use to fulfill lower-division general education requirements in the CSU or UC system without the need,

after transfer, to take additional lower-division general education classes. Depending on the transfer campus, there may be additional non-GE lower-division graduation requirements to be met (e.g., a foreign language, multi-cultural studies), as well as upper division general education requirements.

INC

Incomplete. The administrative symbol

"INC" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester, or the "INC" reverts to a letter grade determined by the instructor. Courses in which the student has received an incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

IP

In Progress. An "IP" is recorded on the student's permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division

Courses at the freshman and sophomore levels of college.

Major

A planned series of courses and activities selected by a student for special emphasis which is designed to teach certain skills and knowledge.

Matriculation

A combination of assessment of reading, writing, and mathematics skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

Minor

The subject field of study which a student chooses for secondary emphasis.

Module

A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

NDA

Non-degree applicable credit courses that do not apply toward a degree and are not transferable.

No Pass (NP)

A grade that a student receives in place of a letter grade, and is equivalent to a D or below.

Non-Penalty Drop Period

The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term, summer and winter session courses.

Parent Course

A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Pass/No Pass

A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. "P" is assigned for class work equivalent to a grade of C or above.

Permit to Register

A form listing an appointment day and time during which a student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

Prerequisite

A requirement that must be satisfied before enrolling in a particular course - usually a previous course, or achievement of a certain test score level.

Progress Probation

A student who has enrolled in 12 or more units and has received a W, NP, or INC (Incomplete) in 50 percent or more of the units attempted is placed on progress probation. A student whose cumulative number of units for which a W, NP, or INC has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.

RD

Report Delayed. This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration

The process whereby a continuing, new, or returning student whose application has been accepted formally enters the College for a specific semester and receives an ID card. The student may enroll in open classes as part of the registration process.

Returning Student

A student who was previously enrolled, but who did not attend the College during the previous two semesters. Attendance during the summer and/or winter sessions is not included in this determination. A student registering for the fall semester is a returning student only if he or she did not attend the college during the spring semester. Attendance during the summer session is not included in this determination.

Schedule of Classes

The booklet used during registration which gives the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a given semester.

Section Number

A four-digit class identification number which appears in the first column in the schedule of classes before the time of day (or evening) the class, meets.

Section Transfer

A form issued by an instructor upon presentation of a valid ID Card which permits the student to transfer from another section of the same class if the instructor determines so. The section transfer is official only if the Section Transfer Permit is processed by the Admissions & Records Office.

SEP

An individualized "Student Educational Plan" developed by a counselor in conjunction with the student.

Semester

One-half of the academic year-usually 15 weeks.

GLOSSARY OF TERMS

Skills Certificate

Completion of up to 17 units that meets a program's requirements.

Subject

A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency

Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Transcript

A student's permanent record, and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer

Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Course

A course designed to match the content of a lower-division course at a four-year institution, and for which credit may be transferred to that institution.

Transferable Units

College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Units

The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in a laboratory or on other exercises not requiring outside preparation.

Units Attempted

Total number of units in all courses for which a student received a grade of A, B, C, P, D, or F.

Units Completed

Total number of units in all courses for which a student received a grade of A, B, C, P, or D.

Units Enrolled

Total number of units in which the student is enrolled at the end of the non-penalty drop period. The total number of units for all courses appearing on the student's transcript.

Upper Division

Courses at the junior and senior levels of college.

W

An administrative symbol assigned to a student's permanent record for all classes which a student has dropped, or has been excluded from by the instructor, after the end of the non-penalty drop date, but before the last day to drop.

Withdrawal

The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.



CAMPUS MAP

