



Consumer Information

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at West Los Angeles College (WLAC). Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained.

I. Information about West Los Angeles College

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In carrying out their assigned responsibilities, many offices at WLAC collect and maintain information about students. Although these records belong to the college, both college policy and federal law accord students a number of rights concerning these records. The Federal Family Educational Rights and Privacy Act (FERPA) establishes the rules and regulations regarding access to and disclosure of student records.

WLAC may release student directory information upon request. However, students may indicate on their application that they do not wish to have their directory information released. Non-directory information (such as student transcripts) may be released to third parties (such as universities or employers) if the student submits a written request for the release of such information. Requests for student information issued through a subpoena are forwarded to our district legal counsel.

Directory information is defined to mean one or more of the following: student's name, city of residence, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and previous public or private school attended.

Any currently enrolled or former students shall have access to any and all of their records on file at the college. Upon request, WLAC responds to student record requests within ten business days, although a student may pay a fee for a "rush" request and the record will be produced within one business day. If a student owes the college fees or has a college "hold" on his or her account, the student still has a right to inspect his or her records, although official records (e.g.: transcripts or verifications) will not be produced and mailed until the holds are resolved.

Students, by written request to the Office of Admissions and Records, may challenge the content of their records pursuant to Education Code section 76232. Such challenges will be processed according to procedures established by the college administration. For example, WLAC has an elaborate grade challenge procedure with multiple levels of appeal through faculty and administration.

Privacy of and Access to Student Records

The Information Practices Act of 1977, California Civil Code, Sections 1798 et. seq., guarantee certain rights:

The Right to Privacy - Only information about you that is relevant and necessary to carry out the purpose of the college will be collected. This information will be used only in the administration of specific college programs.

The Right to Access - You may request access to any records about you that are maintained by the college. The college shall promptly let you or your chosen representative inspect or shall provide you copies of any document or item of information in your case record within ten (10) working days of a written request.

Protection Against Redisclosure - All persons who are allowed access to your records are prohibited from disclosing this information to anyone else without your specific, informed, written consent. There are specific instances where information may be released without your informed, written consent, such as in the case of a medical emergency.

Student Identification Number - Students are not required to provide their social security number except to receive student financial aid and the 1098T Hope Tax Credit Form. However, social security numbers are helpful in identifying student records upon transfer to other institutions. All students are strongly encouraged to select a personal identification number to protect electronic access to their records.

Records Holds - Per California Education Code, Title 5, a student's records may not be released if there are outstanding fee obligations.

SERVICES FOR STUDENTS WITH DISABILITIES

Disabled Students Programs and Services (DSPS)

DSPS provides support services to students with disabilities in an effort to ensure equal opportunity and participation at the college. To receive services from DSPS each student is responsible for the following:

Verification of Disability

Submit verification of disability by a physician or other qualified professional

DSPS Services

Academic Counseling
Assistive Technology
Test proctoring
Note takers

Only those students with a DMV plate or placard may park in designated blue curbed areas on campus. Every student must purchase a campus parking pass.

The DSPS Office is located in the Student Services Building (SSB) 320.

Hours: Monday - Thursday 8:30 a.m. to 7:00 p.m.

Friday 8:30 a.m. – 2:00 p.m.

Phone: (310) 287-4450

DSPS High Tech Center

The High Tech Center is specifically designed for students with disabilities at West LA College. Its primary purpose is to allow students with disabilities to use computers through various assistive technologies. The high tech center is located in SSB 320. Our computers are equipped with both adapted computer hardware and software that can be combined to accommodate and assist students with their course work and educational goals.

Disabled Students' Rights

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability against persons in programs or activities receiving or benefiting from federal assistance. Thus, in post-secondary education settings, Section 504 mandates - reasonable accommodations for adults with professionally documented physical or learning disabilities.

Vocational Rehabilitation Services

Students having physical, emotional, or other disabilities may be eligible for State Department of Rehabilitation services if their disabilities affect their vocations. These services include vocational counseling and guidance, reimbursed training and job placement. Under certain circumstances, students may also qualify for assistance with medical needs, living expenses and transportation.

Interested students can find more information at www.dor.ca.gov.

COST OF ATTENDING THE COLLEGE

For actual tuition and fee charges contact:

Business Office, SSB 230

Phone: 310-287-4262

Or visit the following page on our website: www.wlac.edu

For estimated tuition and fees, books and supplies, room and board, and personal/miscellaneous expenses contact:

Financial Aid Office, SSB 210

Phone: 310 287 4532

Or visit the following page on our website: www.wlac.edu/financialaid

REFUND POLICY

State regulations require that students must withdraw prior to the first 10% of a course in order to be eligible for a refund of fees.

Students may view refund deadlines at:

<http://www.wlac.edu/scheduleofclass/schedulecalendar.html>.

Official withdrawals by the refund deadline will result in a credit to the student's registration account of the fees associated with the course that was dropped. Please remember that withdrawal from classes may impact your financial aid award and you may be required to return money you have received back to the financial aid office.

WITHDRAWAL PROCEDURES

Withdrawals

All withdrawals are completed by the student through our Student Information System (SIS). To log into the SIS system, please visit www.wlac.edu, then click "For Students". From there, please carefully follow the log in instructions.

Attendance

Please note that students who miss the first meeting of a class or who have too many absences MAY be dropped by the instructor at any time during the semester. However, it is the responsibility of the student to withdraw in order to meet all fee and withdrawal deadlines and to avoid grade penalties.

Absences

Instructors may allow absences for reasons of illness, emergencies, or college-sponsored activities including field trips, athletic events, speech tournaments, or other co-curricular activities. Those student activities should be scheduled to minimize absences from regularly scheduled classes.

Absence/Make-up Activities

Instructors may require make-up activities equivalent to the lessons missed through absence. What constitutes an excused absence and any required make-up activities, should be stated clearly, preferably in writing, by the instructor at the start of the course.

Student Responsibility

It is the student's responsibility to be aware of and adhere to State-mandated drop deadlines and deadlines to request a pass/no-pass option. In addition, students should be aware of and adhere to the deadlines for fee-payment and refund of fees. Students should verify all transactions by copying and retaining the transaction ID number issued through SIS. Students should check their SIS account and LACCD issued email account regularly for important information and notifications.

Working Students

Working students should remember that taking 15 units of college coursework requires about the same amount of time as working 40 hours a week; therefore, full-time students should work no more than 15 hours a week. Students may contact the Financial Aid Office or call 310-287-4532 to determine their eligibility for financial assistance. No student should expect any instructor to lower course standards to accommodate them for not doing required coursework due to work employment.

Financial Aid Students

Financial Aid Students withdrawing from all courses must contact the Financial Aid Office prior to completion of the withdrawal.

REPAYMENT POLICY (RETURN OF TITLE IV AID)

The federal government mandates that students who withdraw from all classes may only keep the financial aid (federal "Title IV" grant and loan assistance) they have "earned" up to the time of withdrawal. Funds that were disbursed in excess of the earned amount must be returned by the university and/or the student to the federal government. The repayment policy is available in the Financial Aid Office.

DESCRIPTIONS OF ACADEMIC PROGRAMS

Information on the university's academic programs, degree offerings, and plans for future programs is available from the Office of Academic Affairs at 310-287-4200 or you can visit <http://www.wlac.edu/academics> for a list of current academic programs.

Degrees and Certificates

By authorization of the Board of Governors of the California Community Colleges, West Los Angeles College confers the Associate in Arts or Associate in Science degrees on students who complete at least sixty (60) units with a grade of "C" or better in prescribed courses.

West Los Angeles College awards the Certificate of Achievement to students who successfully complete the required courses of a certificate program including a minimum of 18 units. West Los Angeles also grants the Skill Certificates (less than 18 units) to students who complete a specially designed or intensive learning activity.

FACULTY

Information on the college's faculty and instructional personnel is available through the Office of Academic Affairs at 310-287-4200.

ACCREDITATION INFORMATION

Accreditation and Approvals

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 Blvd., Ste. 204, Novato, CA 94949; (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U. S. Department of Education. The college and its instructional programs are also approved by the Board of Governors of the California Community Colleges and by the State Department of Education for training veterans.

II. Information Regarding Student Financial Aid

Contact the Financial Aid Office or most information is available at:

www.wlac.edu/financialaid

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

OVERVIEW OF FINANICAL AID PROGRAMS

West Los Angeles College has a full array of Title IV programs, California State Programs and Scholarships.

Title IV Aid

Pell Grant

Supplemental Educational Opportunity Grant (SEOG)

Academic Competitiveness - not available after June 30, 2011

Federal Direct PLUS Loan

Federal Direct Subsidized Loan

Federal Direct Unsubsidized Loan

Federal Work Study

Federal Perkins Loan

State of California Financial Aid

Board of Governors Fee Waiver

Cal Grant B

Cal Grant C

Chafee Grant (federally funded program administered by CSAC)

Scholarships

Scholarship opportunities are awarded and disbursed through the combination of the WLAC Foundation, Financial Aid and the Associated Student Office (ASO).

HOW TO APPLY FOR FINANCIAL AID

Federal – all Title IV aid

www.fafsa.gov

State

Board of Governors Fee Waiver – www.cccapply.org

CalGrant – www.csac.ca.gov

Chafee Grant – www.csac.ca.gov

FINANCIAL AID ELIGIBILITY REQUIREMENTS

Title IV Aid

To determine if you're eligible, the U.S. Department of Education uses a standard formula to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your electronic Student Aid Report (eSAR) contains this number and will tell the Financial Aid Office if you are eligible. The Financial Aid Office will begin the awarding, packaging, and verification process. You should go to the www.wlac.edu/financialaid web link and check your financial aid status regarding the process of your file and awards.

Board of Governors Fee Waiver

The Board of Governors Fee Waiver (BOGFW) waives your course enrollment fee of \$46/unit if you are a California resident, and if one of the following conditions applies to you when you enroll:

- You are qualified for federal financial aid during the same academic year for which you are seeking a BOGFW and have a minimum of \$1104 in unmet need.
- You or your parents are receiving SNAP/Cal WORKS benefits, SSI or General Assistance at the time that you apply for the BOGFW A. You will be required to provide documentation to show participation in one of these programs.
- You fall into the qualifying income bracket as determined by filling out a BOGFW B application. The Financial Aid Office will process your application and notify you if you qualify.

- You qualify according to one of these groups:

Certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?

Certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?

Certification from the Department of Veterans Affairs that you are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?

Certification form the CA Victim Compensation and Government Claims Board document that you are eligible as a dependent of a victim of the September 11, 2001, terrorist attack?

Certification from a public agency employer that you are eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?

Veterans' Dependents Board of Governors Fee Waiver

This form must be completed and turned into the Los Angeles County Veterans Service Office; for more information contact Admissions and Records (310) 287-4370

Cal Grant B and C

The California Student Aid Commission (CSAC) determines a student's eligibility for the receipt of a Cal Grant. All notifications of awards are sent by CSAC directly to the student. The institution verifies the enrollment status, income and disburses the funds.

At WLAC, the annual GPA verification is sent electronically for all enrolled WLAC students. There is no need for the paper GPA verification form. These are sent on or before March 2 and September 2 annually. New High School students should contact the High School College Counselor for the GPA verification form to be completed

EOP/S, CARE, Foster/Kin Youth, Disabled Student Program and Services:

These programs are administered by the college through the Office of Dean of Support Services please contact Dr. Shalomon Duke at Dukesa@wlac.edu

HOW ELIGIBILITY FOR NEED-BASED AID IS DETERMINED AND HOW NEED-BASED AID IS AWARDED

The Federal Methodology (FM) is the formula used by the federal government to determine your Expected Family Contribution (EFC) for a Federal Pell Grant, campus-based programs, and Federal Subsidized Direct Loan Programs. For non-need-based Federal Unsubsidized Direct Unsubsidized Loans, your EFC is not a factor; however, loan amounts cannot exceed the cost of attendance.

Depending on your financial circumstances (student for those that are independent and student and parent for those that are dependent), the FM uses one of three models to determine your EFC: the regular, the simplified, and the automatically - assessed formulas. Which one is applied depends on your financial situation.

The regular formula for federal student aid

For a majority of students and/or parents, this is the formula that will be applied. It evaluates assets and income and determines how much your family can contribute to your cost of education. That amount is then used to determine the amount and type of aid — such as grants, self-help, or loans — that you are eligible to receive.

Basically, for the regular formula, what the family owns that has monetary value (checking accounts, savings accounts, etc) is combined with what you earn. Here's how it works:

Asset assessment

The assets you report on your FAFSA are added to determine your family's financial strength. (If it's less than zero, then it's calculated as zero). If you own a farm or business, your net worth is adjusted to help protect the farm assets. The FM then waives a portion of your net worth for education savings and asset protection and what's left over is your discretionary net worth — basically this is cash and what can be converted to cash. (It's possible that your discretionary net worth could be less than zero.) This amount is multiplied by an asset-conversion rate — the portion of your assets the federal government thinks you will be able to contribute to your cost of education. If the amount comes out as less than zero, then your asset contribution is set at zero.

Income assessment

Your asset contribution is added to your available income to establish your "adjusted available income." This total is multiplied by a rate that varies depending on your adjusted available income — the more you have, the higher the percentage. Finally, the FM arrives at your EFC for that year. If more than one child in a family attends college at least half-time, the EFC is divided equally among them. So, if two children are in college and the EFC is \$5,000, then \$2,500 is allotted to the EFC for each child.

The simplified formula for federal financial aid

Sometimes, the FM ignores your family's assets altogether and uses your income only to calculate your EFC. Once again, as with the regular formula, the amount that you can contribute is used to determine what kind of student aid, such as federal work study or the FSEOG, you are eligible to receive.

You might qualify for this simple formula if you meet these criteria:

You or your parents filed or can file a 1040A or 1040EZ, or don't have to file any tax returns at all

Your parents' (if you're a dependent) adjusted gross income on their return (or on their W-2s if they aren't required to file) is \$49,999 or below

What matters here is whether or not you (or your parents) are eligible to file a 1040A or 1040EZ — not if you actually filed them. A family may have filed a 1040, but if their combined income was less than \$50,000 and they were eligible to file a 1040A or 1040EZ, the qualifications for the simplified formula have been met.

The automatically-assessed formula for federal student aid

For the last FM model, there isn't much to evaluate. If you or your family qualifies, the EFC assessed is automatically \$0! If you're an undergraduate student, that makes you eligible for the maximum Federal Pell Grant. You may also be eligible for a Federal Supplemental Educational Opportunity Grant (FSEOG).

The criteria are simple:

You or your parents filed or can file a 1040A or 1040 EZ, or you and your parents are not required to file any tax returns at all; and

You or your parents' adjusted gross income on their return (or on their W-2s if they aren't required to file) is \$20,000 or less.

FINANICAL AID FOR STUDY ABROAD

At this time, the study abroad program is not eligible for Title IV aid, but may be eligible for the Board of Governors Fee Waiver.

LOAN CODE OF CONDUCT POLICY

It is the policy of West Los Angeles College to avoid conflicts of interests between the College and lenders, guarantee agencies, or other affiliations related to student financial aid or student loans; and, to establish an ethical framework for professional behavior and responsibilities at West Los Angeles College.

All employees at West Los Angeles College will not accept any compensation from lenders, guarantee agencies or other affiliations related to student financial aid or student loans. This prohibition includes any compensation for consulting.

For purposes of this policy, “financial aid employees” includes all officers or employees of the College who participate in making any decision involving student financial aid or student loans. Also, for purposes of this policy, compensation given to a family member of a financial aid employee, or which is given to another individual because of that individual’s relationship with a financial aid employee, is considered to have been made to the financial aid employee.

Financial aid employees are subject to the College’s conflict of interest policy, which requires that all decisions be made solely on the basis of a desire to promote the best interests of students and the College. All employees are required to disclose the existence of any conflict of interest and are prohibited from participating in decisions which are affected by the conflict of interest.

The College’s conflict of interest policy does not prohibit employees from receiving benefits of nominal value. For purposes of this Student Financial Aid Code of Conduct, “nominal value” means compensation having a value of \$20 or less. Any financial aid employee who, either directly or indirectly, receives compensation from a lender, guarantee agency or other affiliation related to student financial aid or student loans having a value of more than \$20 must disclose all pertinent information relating to such compensation, in writing, to the Director of Financial Aid within 30 days of receipt of the compensation.

All College employees are prohibited from receiving remuneration in the form of travel, lodging, meals or honoraria from any lender, guarantee agencies, or other affiliations related to student financial aid.

All College employees shall not serve on any advisory boards or committees of student lending organizations, guarantee agencies, or other affiliations related to student financial aid.

All College employees will not have lenders, guarantee agencies, or other affiliations related to student financial aid pay for any printing services and shall not allow the College’s name or logo to be printed on any lender materials.

No employee at the College in the financial aid office and or officers of the College shall commit the College to any revenue-sharing agreements and or conditioning the use of a lenders Title IV loans to receive private loans with any lenders, guarantee agency or other affiliations related to financial aid or students.

The Financial Aid Office will not allow employees of lenders, guarantee agencies or other affiliations related to financial aid to work or provide staffing to the Financial Aid Office.

The Financial Aid Office will not allow the use of lenders, guarantee agencies or other affiliations related to financial aid to be a call center for the Financial Aid Office.

Financial aid employees are prohibited from denying a student the right to choose any lending financial institution from which they wish to borrow and shall not impede the processing of any loan.

RIGHTS AND RESPONSIBILITIES OF AID RECIPIENTS

Students receiving financial aid must be aware of their responsibilities while receiving aid.

Responsibilities for continued financial aid eligibility are:

- Satisfactory academic progress (SAP) requirements.
- Reporting accurate personal, financial and enrollment information on your financial aid documents.
- The need to pursue a degree, certificate, or taking courses that transfer towards a baccalaureate degree at a four-year institution.
- The requirement to repay West Los Angeles College for any overpayment made to you through financial aid funds.
- The return of Title IV funds (federal financial aid) if withdrawn from all courses.
- Payment of all registration fees within forty-eight hours of your enrollment.
- The requirement to update personal information, especially your address with the

Financial Aid Office.

Rights that you the student have:

- To receive information regarding the financial aid award package and process.
- To receive information concerning the cost of attendance, student budgets, and the award received.
- To receive information regarding the probationary status and the appeal process.
- All policies regarding refunds.

All policies and procedures regarding financial aid can be found at:

<http://www.wlac.edu/financialaid>

FINANICAL AID AND SCHOLARSHIP FRAUD

According to the Federal Trade Commission, perpetrators of financial aid fraud often use the following lines to sell their scholarship services; students should avoid any scholarship service or website that says the following:

- "This scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to hold this scholarship."
- "We'll do all the work."
- "This scholarship will cost some money."
- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered.

If you believe you've been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1 (877) FTC-HELP or see www.ftc.gov/scholarshipcams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act to enhance protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud.

III. Information Regarding Student Outcomes

GRADUATION AND RETENTION RATES

Please contact the Office of Research and Planning at 310-287-4361.

GRADUATION AND RETENTION RATES FOR STUDENT ATHLETES

This must be provided to student-athletes, their parents, high school coaches, and guidance counselors when an athletically related student aid offer is made. The NCAA provides this information directly to high schools. For information, contact the Athletic Department at 310-287-4577.

EMPLOYMENT FOR GRADUATES

Available information about job placement rates and the types of employment obtained by college graduates may be obtained from the Office of Institutional Research; Terri Fisher, Research Support, at 213-891-2468.

GRADUATE AND PROFESSIONAL EDUCATION FOR GRADUATES

This does not pertain to West Los Angeles College as the college is a community college and does not have graduate and professional programs.

ATHLETIC PROGRAM PARTICIPATION AND FINANCIAL SUPPORT

As part of The Equity in Athletics Disclosure Act, information on annual participation rates and financing of men's and women's sports in intercollegiate athletic programs is available by request to students and the general public. For more information or to receive a copy of the report, contact the Athletic Department at 310-287-4577.

IV. Information Regarding Health and Safety

CAMPUS SAFETY AND SECURITY

In the class schedule produced every semester, West Los Angeles College publishes campus crime statistics in accordance with the "Crime Awareness and Campus Security Act of 1990". Student may purchase a copy of the schedule at the campus bookstore or

may view the schedule online at www.wlac.edu. To reach the campus Sherriff's Office, students should call 310-287-4314. However, during an emergency, students should call "911".

VACCINATION POLICY

The policies on immunizations for new students can be found in the Campus Health Center in building A-9 or by calling 310-287-4478.

V. Information about Admissions

The Admissions Office is located in SSB 220 on the West LA Campus at 9000 Overland Ave, Culver City, CA 90230.

Student application and registration should be completed through our Student Information System (SIS) at www.wlac.edu.

VI. West Los Angeles College'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.