A Message from the President:

I am so proud of you for making the wise decision to enroll at West. You have taken the first and most important step toward making your dream for your future come true. Now I need you to do one more thing to honor your decision to come to West: please take personal responsibility as a West student by reading this Student Handbook carefully. It will give you "must-have" information to smooth your path to your degree or certificate. It will also give you the names of staff who can help you with any question. Just put one foot in front of another and all the good people here at West will help you through. I look forward to the day I hand you your college degree or vocational certificate in front of all your family and friends. That will be a great day for both of us. I congratulate you on enrolling at West and wish you the very best.

Mark W Rocha
President

Our Mission Statement
The mission of West Los Angeles College is to serve the students and the community by providing quality instructional and support services including programs, facilities, and open access for all who can benefit from its instruction. The college, as an institution of higher learning, is committed to an environment that reflects respect for all students. The college provides an educational experience that is challenging and inclusive of the needs of its diverse student body. The college affirms the belief that multiculturalism contributes to the success of all students as they learn to value the diversity of the college and society. West Los Angeles College’s mission is founded upon a commitment to assist each student in developing an educational success strategy.

The college implements its mission through:
- Transfer Education
- Economic Development
- Career and Occupational Education
- Continuing Education
- General Education
- Support Services
- Foundation Skills Program
- Student Activities

Our Student Learning Outcomes
A. Critical Thinking
B. Communication
C. Quantitative Reasoning: Identify, analyze and solve problems that are quantitative in nature.
D. Self-awareness
E. Civic Responsibility
F. Technical Competence
G. Cultural Diversity
H. Ethics
I. Aesthetics
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2007 – 2008
College Calendar

Fall Semester 2007

Residency Determination Date .................. September 3, 2007
Labor Day Holiday .......................... September 3, 2007
Instruction Begins .......................... September 4, 2007
Veterans' Day Holiday (Observed) ............ November 12, 2007
Thanksgiving Holiday (Observed) ............ November 22, 23, 24, 2007
Final Examinations .......................... December 14 -20, 2007
Fall Semester Ends ...................... December 20, 2007

Winter Interseesion 2008

Residency Determination Date .................. January 1, 2008
Instruction Begins .......................... January 2, 2008
Martin Luther King's Birthday (Observed) .... January 21, 2008
Final Examinations .......................... Final exams are given on the last day of class
Winter Intersession Ends .................... February 8, 2008

Spring Semester 2008

Residency Determination Date .................. February 10, 2008
Instruction Begins .......................... February 11, 2008
Lincoln's & Washington's Birthdays (Observed) . February 15-18, 2008
Spring Break ............................. March 24-30, 2008
Cesar Chavez Day (Observed) ............ March 31, 2008
Final Examinations .......................... June 3-9, 2008
Commencement ............................. June 10, 2008
Spring Semester Ends ..................... June 10, 2008
PHONE DIRECTORY
General College
Telephone Number: (310) 287-4200

REGISTRATION (310) 605-0505

DIRECT PHONE LINES
(All phone numbers are in the (310) Area Code)

Academic Affairs 287-4394 or 287-4395
Accelerated College Transfer (ACT) Program 287-4369
Administrative Services 287-4368
Admissions and Records 287-4501
Assessment/Matriculation 287-4462
Associated Students Organization 287-4426
Athletics (Men’s) 287-4577
Athletics (Women’s) 287-4577
Aviation Maintenance Technology 287-4515
Bookstore 287-4560
Business Office 287-4262
Cal/WORKS 287-4261
Campus Police/Sheriff's Dept. 287-4314
Child Care Center 287-4357
Counseling 287-4399 or 287-4257
Dental Hygiene 287-4464
Distance Learning 287-4305
Disabled Students Programs and Services (DSP&S) 287-4450
EOP&S/CARE 287-4317
Financial Aid 287-4532
Health Center 287-4478
International Students Office 287-4312
JumpStart Program 287-4465
L.A. Sheriffs Office 287-4314
Library (Heldman Learning Resource Center) 287-4408
Learning Disabilities Program 287-4450
Learning Skills & Foreign Language Lab 287-4324
Student Services 287-4333
Talent Search & EOC Upward Bound/TRIO Program 287-4261
Transfer Center 287-4353
Tutoring 287-4324
Westside Extension 287-4475
Workforce Development Center 287-4261
New Student Matriculation Process

**STEP ONE**

**ADMISSIONS** – (A-13) Pick up a WLAC application for Admission at the Student Information Center or online at wlac.edu.

**STEP TWO**

**ASSESSMENT** – (A12-100) Make your Assessment appointment on the Assessment Appointment Computers located in the Student Entry Center or online at wlac.edu (under "Services for Students").

**STEP THREE**

**ORIENTATION** – (A12-100) Complete the WLAC Orientation and quiz online at wlac.edu or following your Assessment Test in the Assessment Center.

**STEP FOUR**

**COUNSELING** – (A13) Drop in or make an appointment to see a counselor at the counseling appointment computers or online at wlac.edu (under "Services for Students") and make an appointment to see a counselor at least once a semester.

**STEP FIVE**

**REGISTRATION** – (A13) Register for classes in the Admission & Records Department. Before the semester starts, students can register for classes online at wlac.edu or on the telephone using the S.T.E.P program.

**STEP SIX**

**FINANCIAL AID** – (A12-102) Financial Aid is available for qualified students who have completed the BOGG and FAFSA applications available at the Student Information Center A13 and Financial Aid Office or online at www.fafsa.ed.gov and www.pin.ed.gov to apply for a pin.

**STEP SEVEN**

**BUSINESS OFFICE** – (A13) Pay your student fees at the Business Office or by phone using the S.T.E.P program by credit card.

**STEP EIGHT**

**BOOK STORE** – (A8) Purchase your college books and supplies at the bookstore A-8.
STUDENT LIFE
ASSOCIATED STUDENT ORGANIZATION (ASO)

The ASO represent the students' best interest on all levels locally and statewide. WLAC also provides several informative workshops that will help guide you through the matriculation process. Our student government system is always looking for self motivated individuals with drive and determination. Call the ASO office at (310) 287-4426.

CLUBS ON CAMPUS

ALPHA GAMMA SIGMA (HONOR SOCIETY) – Dr. Mary Jane McMaster
ASU AFRICAN STUDENT UNION
CHILD DEVELOPMENT “HEART 4 KIDS” – Beth Evans
CHRISTIAN – Nuala Lineke-Ivic
CLUB LATINO UNITED FOR EDUCATION – David Smith
CRIMINAL JUSTICE – Charles Stapleton
CURRENT EVENTS – Bonnie Blustein
DENTAL HYGIENE – Aracely Aguiar
FILM SOCIETY – Martin Zurla
FRENCH – Margot Michels
HILLEL – Bernard Goldberg
INTERNATIONAL STUDENTS – Scott Feinerman
LAW – Vanita Nicholas
MATH – Dr. Mary Jane McMaster
PERPETUAL MOTION – Dr. Mary Jane McMaster
PHI BETA LAMBDA (BUSINESS) – Lartee Harris
POSITIVE KNOWLEDGE – Carlos Ramos
SCHOLARS – May DuBois
SOCCER – Kirk Olecsykski
FINANCIAL AID INFORMATION

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

How to Apply
Students must complete a Free Application for Federal Student Aid and mail it to the processor listed on the application.

Who Is Eligible?
To be considered for financial aid, a student must meet the following minimum requirements:

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

GRANTS
- FEDERAL PELL GRANT – Does not have to be repaid
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY – does not have to be repaid.
- FEDERAL WORK STUDY – Money is earned through job placement on/off campus.
- FEDERAL STAFFORD LOAN – Must be repaid.

STATE PROGRAMS
- CAL GRANT B ENTITLEMENT & COMPETITIVE AWARDS – Does not have to be repaid
- CAL GRANT C FOR VOCATIONAL PROGRAMS – does not have to be repaid.
- CHAFEE GRANT FOR ELIGIBLE FOSTER YOUTH – does not have to be repaid.
- CHILD DEVELOPMENT GRANT PROGRAM – does not have to be repaid.
- BOARD OF GOVERNOR’S FEE WAIVER – Waives enrollment & health fees.

DEADLINES:

- **NOVEMBER**
  - Submit your college Admissions Application.
  - Obtain a Department of Education PIN
  - For dependent students your parents need to also apply for a PIN.

- **JANUARY / FEBRUARY**
  - Submit your Free Application for Federal Student Aid (FAFSA) and Cal Grant GPA Verification
  - Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for Financial Aid.

- **MARCH / APRIL / MAY**
  - Deadline for PRIORITY Financial Aid – March 2nd
  - Deadline for the GPA Verification
  - Submit supporting documentation if requested.

- **MAY / JUNE**
  - Award notifications are issued for priority applicants!
AB 540 Exemption
On October 12, 2001 the Education Code was modified to exempt certain non-resident students, who attended and graduated from California high schools, from non-resident tuition. This change (Education Code, section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempted from paying non-resident tuition. Students exempted from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g. EOP&S, BOGG Fee Waiver). The exemption tuition is mandatory; if the District finds that a student meets all requirements in the law, non-resident tuition may not be charged. The students must meet all of the following eligibility requirements to be eligible for the exemption:

a. The student must have attended a California high school (grades 9 through 12) for three or more years.
b. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).
c. Except for non-immigrant aliens, any non-resident student who meets the requirements contained in “a” and “b” above shall be exempt from non-resident tuition even if he or she is a US citizen or lawful immigrant.
d. Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.

SERVICES FOR STUDENTS

ADMISSIONS
Building (A-13) 310-287-4501
- Adding a class
- Graduation petitions
- Registration questions
- Transcripts
- Veteran’s benefits
- General petitions
- Application for admission/questions
- Attendance verification
- Change of address
- Withdrawing from College

ASSESSMENT
Building (A-12) 310-287-4462
- Exemptions
- Placement Results – English, Math, ESL Assessment & Ability To Benefit Testing, Career Testing
- Pre-requisite Challenge

BOOKSTORE
Building (A-8) 287-4560
- Textbooks can be ordered online @www.wlac.edu
- Supplies
- Used book buy back
- Convenience Store

BUSINESS OFFICE
Building (A-13) 287-4262
- Payment of fees, Refunds
- Parking Permits
- ASO Fee
- Registration fee receipt
- Application for MTA bus pass

CHILD DEVELOPMENT CENTER
(Child Development Center) 287-4357
The Center provides services which are free or low cost, are safe and a positive learning environment for students’ children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for their elementary education. The CDC also offers a school age / evening program (Kindergarten – Middle School). Call for more details.
COUNSELING
Building (A-13) 287-4257
- Assist in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review).
- Work with students to develop individualized student educational plans.
- Help students to make appropriate course selections before registration.
- Explain requirements necessary to earn Associate Degrees, Certificates, and transfer to four-year colleges and universities.
- Assist students in making career choices and provide an understanding of the different majors offered at West Los Angeles College.
- Provide personal counseling and referrals when needed.

DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)
HLRC-119 287-4450
Provides support services for all verified disabled students pursuing a college education. All services and equipment are provided free of charge to any qualifying disabled student. For eligibility information, contact us.

EOPS/CARE
Building (B4-100) 287-4317
The EOP&S program is a state-funded program that provides support services that assist students who have experienced educational and financial disadvantages. Services include:
- Orientation to College
- Book Vouchers
- Transfer Grants
- Child Care stipends
- Counseling
- Tutoring
- Peer Advising
- Transportation Assistance

FINANCIAL AID
Building (A12-102) 287-4532
- Grants and Loans
- Federal Work-study
- Cal Grant Information
- Fee waiver or Deferments
- Scholarship Information

HEALTH CENTER / PSYCHOLOGICAL COUNSELING
Building (A-9) 287-4478
Offers free or low-cost healthcare services to all currently enrolled students.

INTERNATIONAL STUDENTS
Trailer 1 287-4312
Approved by the Bureau of Citizenship and Immigration Services to issue certificates of eligibility for non-immigrant (F-1) student status. Accepts students who wish to pursue occupational, transfer, and A.A. degree curricula.

JUMP START
Building (CE) 287-4465
High school students can take college courses and receive both high school and college credit. Permission of their parent/guardian and high school counselor required.

L.A. SHERIFFS OFFICE
Lot 5 Entrance 287-4314
Illness or injury, Emergency Criminal Complaint, Lost & found, Parking Permits, Safety

LIBRARY – LIRL AND TUTORIAL LABS
- Library and Instructional Media Center (HLRC 2nd floor) 287-4408
- Learning Skills and Foreign Language Lab (HLRC 2nd Floor) 287-4324
- Math Lab – B3-100
- Tutoring and Writing Lab HLRC 1st Floor 287-4420

LEARNING DISABILITIES PROGRAM
HLRC 287-4450
Testing and Assessment for learning disability eligibility accommodations.

ORIENTATION TO COLLEGE
Building (A-12) 310-287-4462
Introduction to college programs and services.
TRANSFER CENTER
Building (A-13) 287-4353
- Information on General Education Requirements
- Catalogues and computer-based information.
- Representatives from UC, CSU, and independent colleges and universities.

WORKFORCE DEVELOPMENT
Building (A-4) 287-4261
- Job Placement / GED
- CALWORKS / TANF
- TRIO – Talent search (x4518), EOC (x4256), Upward Bound (x4410),
  Student Support Services (x4303 HLRC)

PSYCHOLOGICAL COUNSELING REFERRALS

Suicide Prevention Center - 24 hour hotline
LA County only: 1 (877) 727-4747
Orange, Riverside, San Bernardino Counties: (310) 391-1253

Didi Hirsch Community Mental Health
Provides a wide variety of services in multiple locations around Los Angeles
4760 S. Sepulveda Blvd., Culver City, CA www.didihirsch.org
Intake: (310) 390-8896  Fax:(310)398-6590

Multiservice Family Center
101 N La Brea Ave # 301, Inglewood, CA. 90301 (310)412-0202

Open Paths Counseling Center
(310)398-7877  Fax:(310)397-6346

Airport Marina Counseling Center
7891 La Tijera Blvd. Westchester, CA 90045 www.airportmarina.org
(310)670-1410  Fax:(310)670-0919

Pepperdine University Counseling Center
6100 Center Drive, 5th Floor, L.A., CA 90045
(310)568-5752

Family Services of Santa Monica
1 533 Euclid St., Santa Monica, CA 90404 www.vistadelmar.org/fssm.html
(310)451-9747  Fax: (310)451-6106

UCLA Psychology Clinic
405 Hilgard Ave., 2191 Franz Hall, L.A., CA 90095 www.psych.ucla.edu/Resources/clinic/
(310)825-2305  Fax: (310)825-2306

UCLA Neuropsychiatric Hospital
760 Westwood Blvd., Los Angeles, CA 90095 www.npi.ucla.edu/centerandinit.html
(800) 825-9989  Fax: (310) 267-0376

Edelman Westside Mental Health Center (LA County Mental Health)
11080 West Olympic Blvd., L. A., CA 90064 www.dnhr.co.la.ca.us/ (310) 966-6500

Augustus F. Hawkins (LA County Mental Health)
1720 E. 120th St., Los Angeles, CA 90059 www.dnhr.co.la.ca.us/ (310)668-8123

The Women’s Clinic & Family Counseling Ctr.
(310)203-8899  Fax:(310)203-8555

Los Angeles Gay & Lesbian Center
1625 N. Schrader Blvd., Los Angeles, CA 90028 www.lagaycenter.org
PSYCHIATRIC EVALUATION REFERRALS

Venice Family Clinic
Provides a wide variety of services in multiple locations around West Los Angeles
604 Rose Ave., Venice CA 90291
For info and appointments call Nela Marriquin at (310)664-7530

Multi Service Family Center
101 N La Brea Ave #301, Inglewood, CA. 90301 (310)412-0202

Compton Mental Health Center (LA County Mental Health)
921 Compton Blvd., Compton CA 90220 (310) 668-6800  Fax: (310) 638-7854

EATING DISORDERS TREATMENT

UCLA Eating Disorders Program
300 UCLA Medical Plaza #2200, LA CA 90095  (800) 825-9989

DRUG & ALCOHOL TREATMENT

Clare Foundation
Services in multiple locations around West L.A. 1871 9th St., Santa Monica, CA 90404
www.clarefoundation.org (310)314-6200

Behavioral Health Services
Services in multiple locations around Los Angeles
www.bhs-inc.org
Inglewood: (310) 673-5750
Hollywood: (323)461-3161
Gardena: (310) 973-2272

Exodus Recovery Center - Brotman Hospital
3828 Delmas Terr., Culver City, CA 90231 (310)836-6700

Alcoholics Anonymous
www.alcoholics-anonymous.org 1 (800)923-8722   (323) 936-4343

Al-Anon
For relatives and friends of people with drinking problems
www.al-anon.alateen.org
(1)888) 425-2666 (1-888-4ALANON)

WOMEN'S SHELTERS IN LOS ANGELES COUNTY

Sojourn  (310)264-6644
Family Crisis Center  (310) 370-5902
East LA Shelter  
Free Spirit  (323)937-1312
Peace and Joy  (310)898-3117
WCCS  (562)945-3939
CAMPUS SERENITY

It takes the interest and concern of the entire college community to create an environment of safety and serenity for students to learn and for faculty to teach. It is our primary focus to create a community built upon mutual respect and positive regard for one another. Sometimes, life presents challenges that are difficult to handle. As human beings we respond to these challenges in a variety of ways. Sometimes our response can be healthy and sometimes unhealthy for ourselves and others. If you find yourself or a fellow student expressing overwhelming feelings and emotions that are stressful and you may need help with, we would like to invite you to come in and see a Counselor in A-13 Counseling Center. It is our desire to provide a safe environment for you to disclose your concerns, feelings, and problems without worry of disclosure or reprisal. The Counseling Center is a “shame-free” zone where every student is respected and honored.

Emotions that can be of harm to ourselves and others:

1. Overwhelming frustration or disappointment injuring our sense of ourselves.
2. Overwhelming feelings of intolerance, anxiety, and mistrust.
3. Strange macabre humor, insulting, belittling, mean, and inappropriate.
4. Academic and personal deterioration or decline in performance or appearance.
5. Overwhelmingly agitated with others opinions and demonstrates disregard for facts, and logic.
6. Constant thoughts of violence toward self (suicide) or others.
7. Overwhelming feelings of loneliness, detachment from family, and friends and others.
8. Overwhelming interest in violent acts.
9. Overwhelming feelings of being treated unfairly.
10. Overwhelming depression, lack of self-interest or interest in others or significant concerns.

We want to connect with you to assist you in every way possible, so that your educational experience is one of benefit to you.

Please do not hesitate to come in.
Building A13 - (310) 287-4250

NON TRADITIONAL EDUCATION
& CLASSES WITHOUT WALLS

ACCELERATED COLLEGE TRANSFER (ACT)
Building (ATA-115) 287-4369
Is a 2-year, open entry transfer and Associate of Arts degree program, courses offered are transferable to private and public universities. The ACT program has received commendations from the Accrediting Commission of the Western Association of schools and Colleges for addressing the needs of WLAC’s traditional and non-traditional student population.

DISTANCE LEARNING / ON-LINE CLASSES
Building (HLRC) 287-4305
West’s comprehensive Distance Learning Program enables students to earn college credits in a variety of courses that provide flexibility in scheduling and the ability to study when it is convenient for you! Most of our online classes have the same transferability as our on-campus classes. For online course offerings, transferability information, technical requirements and required materials please visit our website at http://www.wlac.edu/online.

ITV
Students complete the general education classes in a focused eight-week format. Classes are taught on four campuses. Students may attend at any location or change locations, if necessary, throughout the semester. Website: www.lamission.edu/itv
Telephone: 818-833-3594 or 800-917-9277
ASSOCIATE DEGREES, CERTIFICATES / SKILL CERTIFICATES & TRANSFER

West Los Angeles College provides educational programs that lead to transferring to four-year colleges and universities, as well as career programs that lead to Associate Degrees, Certificates of Completion, or Skill Certificates.

An Associate in Arts (A.A.) or Associate in Science (A.S.) Degree is granted to recognize a student’s satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units. Students wanting an Associate Degree may obtain two years of career training along with selected general education courses in a chosen field. Students wanting only career-oriented courses may choose a Certificate program as their objective. A minimum GPA of 2.0 (“C”) or better is required for an Associate Degree.

A Certificate of Completion is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Certificate programs are usually one-year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of “C” or better is required in each course required for the major.

A Skill Certificate is issued by the college for programs requiring 17 semester units or less. Skill Certificates are designed for those students who have limited time, or who wish to limit their commitment to a particular field of study. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a Skill Certificate often apply toward a Certificate Program or Associate Degree. A grade of “C” or better is required in each course required for the major. Always consult a counselor for verification. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed is also necessary. During the final semester in which completion of requirements takes place, students should petition the office for Associate Degrees, Certificates of Completion Skill Certificates. Units earned toward a Certificate applied toward an Associate Degree of the same major. For both the Degree and Certificate programs, transcripts from all other colleges attended must be on file Admissions office. A 2.0 GPA is required for all as well as for graduation.

For students seeking immediate employment in position, or upgrading in their current position, the college offers the following degrees. Transfer programs are covered in more detail in the next section, “Major Requirements”.

STUDY ABROAD – Prof. Josefina Oregel Culton
Telephone: 310-745-4243
e-mail: drculton@hotmail.com
www.interesd_study.com

WESTSIDE EXTENSION
PEC South 287-4475
Non credit community services classes, workshops and seminars.

WEEKEND COLLEGE
West Los Angeles College is expanding into the weekends to better serve students, introducing new course offerings on Fridays and Saturdays that feature a new and convenient scheduling format combining classroom and online instruction. Weekend College courses are scheduled on a six-week basis and are intensive in nature.
ASSOCIATE DEGREES
• Accounting
• Administration of Justice
• Anthropology
• Art – Ceramics
• Art – Drawing and Painting
• Aviation Maintenance Technician
• Biology
• Biology – Health Science
• Business
• Business Administration
• Chemistry
• Child Development
• Computer Applications & Office Technologies
  – General Office
• Computer Applications & Office Technologies
  – Word Processing
• Computer Science Information Technology Application Software
• Computer Science Information Technology Computer Science
• Dental Hygiene
• Drug and Alcohol Studies
• Economics
• French
• Geography
• Geology
• History
• Liberal Arts – Plan A
• Liberal Arts – Plan B
• Management
• Management – Small Business
• Marketing
• Music
• Paralegal Studies
• Philosophy
• Physical Education
• Physics
• Political Science
• Psychology
• Real Estate
• Sociology
• Spanish
• Speech
• Travel

CERTIFICATES OF COMPLETION
• Accounting
• Aviation – Aircraft Powerplant Technician
• Aviation – Airframe Maintenance Technician
• Business
• Child Development
• Computer Applications & Office Technologies (CAOT)
  – General Office
• Computer Applications & Office Technologies (CAOT)
  – Word Processing
• Computer Science Information Technology – Application Software
• Computer Science Information Technology – Computer Science
• Drug and Alcohol Studies
• Management
• Management – Small Business
• Paralegal Studies
• Real Estate
• Travel (Advanced)
**SKILL CERTIFICATES**

- Administration of Justice – Fingerprint Classification
- Administration of Justice – Juvenile Corrections Officer
- Administration of Justice – P.C. 832 Arrest Course
- Administration of Justice – Probation Officer
- Allied Health – Geriatric Care Technician
- Allied Health – Geriatric Home Technician
- Art – Computer Graphic Arts
- Avionics – Basic Avionics I
- Avionics – Basic Avionics II
- Business – Customer Service
- Child Development – Administration and Supervision of ECE (Early Childhood Education)
- Child Development – Curriculum Development
- Child Development – Director/Private Preschool
- Child Development – Early Literacy Development
- Child Development – Family Day Care Providers
- Child Development – Infant and Toddler Studies
- Child Development – Health, Nutrition, Safety Food Prep in Early Child Development Programs
- Child Development – Observation, Assessment Guidance in ECE (Early Childhood Education)
- Child Development – School Age Programs
- Child Development – Special Needs Children
- Child Development – Teacher/Private Preschool
- Communication, Entertainment and Media Arts Cinema
- Communication, Entertainment and Media Arts Radio Broadcasting
- Communication, Entertainment and Media Arts Theater Arts
- Computer Science Information Technology – Computer Network Management
- Jewish Studies
- Management – Small Business – Entrepreneurship
- Music – Songwriters’ Workshop
- Real Estate
- Travel (Basic)

**TRANSFER ASSOCIATE DEGREES**

The College offers the following Associate Degree transfer programs:

- Administration of Justice
- Anthropology
- Art
- Biology
- Biology – Health Science
- Business Administration
- Chemistry
- Child Development
- Computer Science Information Technology
- Economics
- English
- French
- Geography
- Geology
- History
- Liberal Arts
- Music

**TRANSFER ASSOCIATE DEGREES (CONT.)**

- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Speech
For complete information on Transfer Associate Degree requirements, the student should refer to “Graduation Requirements” and to “Transfer Requirements” in this section. Lower-division requirements of four-year colleges and universities are found under “Transfer Requirements.” Because baccalaureate institutions differ in their majors’ requirements, it is vitally important for transfer students to consult with a counselor before registration to get the best available information about courses they need to take.

**GRADUATION & TRANSFER REQUIREMENTS**

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to a lifetime interest. The requirements for the Associate Degree will change in the areas of: Math and English, Students will have to complete English 101 and Math 125 or a higher level math course to meet the requirements for the Associates Degree beginning Fall 2009.

1. **Unit Requirement** – 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout term of 16 weeks.

2. **Scholarship Requirement** – A 2.0 GPA (“C”) or better in all work attempted in the curriculum upon which the degree is based.

3. **Competency Requirement** – Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

   A. The competency requirement in reading and written expression may be met by:
      A1. Completion of a course in college reading and composition with a grade of “C” or better: English 101.

   B. The competency requirement in mathematics may be met by:
      B1. Completion of Math 115, or 117 and 118, or higher mathematics course with a grade of “C” or better, or (Change Fall 2009 to Math 125)
      B2. Achieving a satisfactory score on the District Mathematics Competency Examination given by the Mathematics Department.

4. **Residence Requirement** – Completion of at least 12 units of course work in residence and attendance at the College during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.

5. **Course Requirements** – Students who are majoring in programs of study for which 18 to 35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. These two Graduation Plans are outlined in the two-page General Education worksheet at the end of this section.
REQUIREMENTS FOR A SECOND ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

A student who contemplates acquiring a second associate degree should discuss this matter with a counselor to determine whether the student’s goal would better be met by either a baccalaureate degree or occupational certificate, or whether acquisition of a second associate degree meets a bona fide occupational requirement. The requirements for a second associate in arts or associate in science degree for someone already having earned an associate, bachelor’s or higher degree are as follows:

1. Completion of at least 30 NEW units, including those required by the new major. No units completed before the date of the last previous degree awarded can be used again.

2. A 2.0 GPA (“C”) or better in all work attempted for the second degree.

3. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the graduation requirements are completed.

4. Persons requesting a second degree must submit documentation of all college work completed elsewhere, including official transcripts documenting the first degree when filing a graduation petition for the second degree. The graduation petition must be filed in the Admissions office before the deadline date posted during the semester all requirements are being met.

5. General education requirements will be considered to have been met by the person who has an associate, baccalaureate or higher degree from an accredited institution. Students who plan to earn a bachelor’s degree should take a pattern of courses designed to complete the lower-division preparation for their major, and the general education pattern of the college to which they will transfer. Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU Certification requirements which will enable them to complete all their lower-division general education courses at West Los Angeles College.

TRANSFER REQUIREMENTS

Students who plan to earn a bachelor’s degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer. Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU certification requirements which will enable them to complete all their lower-division general education courses at West Los Angeles College. West Los Angeles College can provide lower-division preparation for most majors at most California public and private four-year institutions. For the purposes of classification, students who are paralleling the work of four-year colleges and universities are deemed to be “transfer students.” Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or

2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of these institutions regarding specific requirements for upper-division standing.
ENROLLMENT AND ATTENDANCE POLICIES

Open Enrollment - Unless specifically exempt by law, every course for which state aid is claimed is fully open to any person who has been admitted to the college and who meets the appropriate academic prerequisites.

Units of Work/Study Load Study List Limitations - Maximum and minimum unit requirements may apply, as follows:

Unit Maximum - The maximum study load is 18 units during a regular semester and 7 units during a Summer or Winter Intersession. The normal class load for students in the Fall or Spring Semester is from 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units must obtain approval from a counselor. Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes, or 9 units maximum.

Unit Minimum: A student must be enrolled in at least one course per term.

Attendance Statement: Only students who have been admitted to the college and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class. Students are encouraged to advise their instructors of anticipated absences.

Note: Students are responsible for officially dropping a class that they stop attending. See “Adding/Dropping/Section Transfer of Classes” below.

Auditing
Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of $15 per unit. Fees may not be refunded. Students enrolled in classes to receive credit for 10 or more semester units shall not be charged a fee to audit 3 or fewer semester units per semester.

Auditing (Cont)

2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

3. Priority in class enrollment shall be given to students desiring to take the course for credit.

4. Permission to enroll in a class on an audit basis is at the instructor’s discretion.

5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation. (Board Rule 6706.00)

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. The following, however, are not permitted:

- Concurrent enrollment in more than one section of the same course during a semester, with the exception of certain Physical Education classes on a limited basis.
- Concurrent enrollment in courses which are cross-referenced to each other.
- Enrolling in classes scheduled or conducted during overlapping times. Violation of this regulation will result in exclusion from class and denial of course credit in both courses/sections. (In addition to exclusion from both classes and denial of credit, violators will be subject to disciplinary action. See the “Student Conduct” section in this catalog.)
FINAL EXAMINATIONS
The college assumes that a student registers in good faith for a full semester’s work inclusive of all course requirements. The College Calendar clearly indicates the beginning and the end of each semester, and the instructional program is predicated upon this time plan. All students, as a part of their course work, are required to take final examinations in all subjects in accordance with an examination schedule made available each semester by the Office of Academic Affairs. No student will be excused from final examinations. No special final examinations are given at times other than scheduled except through the Office of the Vice President of Academic Affairs, and no such examination will be offered before the scheduled examinations.

ADDING/DROPPING/SECTION TRANSFER OF CLASSES

Adding Classes
Only students who have been admitted to the college and are in approved active status may add or attend classes. Enrolled students who want to add a class must obtain an add permit from the instructor.

Dropping Classes
Students wanting to drop one or more classes must do so through the Admissions Office by filing a drop card, via the Internet (www.wlac.edu), or by using the S.T.E.P. telephone registration system. It is the student’s responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of 75% of the time the class is scheduled will result in a “W” on the student’s record which will be included in the determination of progress probation.

Dropping Classes (Cont)
Drops are not permitted beyond the end of 12th week for a 16-week semester. A grade (A, B, C, D, F, CR, INC, or NCR) will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases with extenuating circumstances.

After the last day of the 12th week for a 16-week semester (or 75% of the time the class is scheduled, whichever is less), students may withdraw from class upon petition demonstrating extenuating circumstances, and after consultation with the appropriate faculty.

Section Transfer
Students may transfer from one section of a class to another section of the same class in the same semester with the approval of the instructor of the class being transferred to.

Withdrawal from the College
The college recognizes that a student does not leave college for superficial reasons. Students in need of mature advice should see a counselor prior to withdrawal. Official withdrawal requires completion of a form in the Admissions Office, or a written notice to that office. A student who does not comply with these requirements may receive failing grades. See the College Calendar in the current schedule of classes for the deadlines for withdrawal. Information on class withdrawal policy is included under “Grading Symbols and Definitions Policy” below.

COURSE CREDIT

Credit for Prerequisites
Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course. Violation of this regulation will result in exclusion from class and denial of course credit.

Credit by Examination
Students may receive credit for courses (on the list that follows) by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination must be submitted to the Admissions Office. The petition to receive credit by examination must be approved by the subject’s department chairperson. (Board Rule 6704)
Eligibility:
1. Be currently registered and have a minimum cumulative GPA of 2.0
2. Have completed 12 units within the Los Angeles Community College District and cleared all holds.
3. Not be currently enrolled in, nor have completed a more advanced course in this discipline.

Credit by Examination Courses
Credit by examination request forms are available in the Admissions Office. Students may petition for credit by examination for only the subjects that are listed on the current approved list of Credit by Examination Courses (Board Rule 6704).

Approved Credit by Examination Courses: Aviation Maintenance
- (Limited - must meet FAA rules)

Behavioral and Social Sciences Division
- Administration of Justice 1, 2, 3, 4, 5, 6, 7, 8, 15, 67, 75, 98, 101
- Anthropology 101, 102

Business Division
- Business 1, 38
- Law 1
- Real Estate 1, 3, 5, 7, 9, 21

Humanities and Fine Arts Division
- Art 101, 102
- Foreign Language
- Humanities 1
- Music 101, 201, 211, and 321
- Philosophy 1

Science Division
- Astronomy
- Biology 3 and 4
- Environmental Science 1 and 2
- Geology 1 and 2
- Oceanography 1

Limitations on Petitioning for Examination
The maximum number of units for which a student may petition for credit by examination at the College is 15 units (Board Rule 6704.10). The same 15-unit maximum applies toward meeting graduation requirements (Board Rule 6704.11). Units for which credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence (Board Rule 6704.12). No more than one challenge per course will be permitted. The student’s record shall be annotated “Credit by Examination”, and Credit by Examination grades shall be entered on the student’s record as “CRX” for passing and “NCX” for not passing (Board Rule 6704.13). A student who does not pass the exam for a course may not repeat the exam. (Board Rule 6704.14). Students may need to enroll in a special Credit by Exam course to obtain credit, and students will be responsible for any tuition fees. Credits acquired by examination are not applicable to meeting such unit load requirements as selective service deferment, veterans, or Social Security benefits.

COURSE REPETITION

Special Circumstances
Repetition of courses for which a grade of “C” or better has been recorded shall be permitted only upon advance petition of the student, and with written permission of the college president or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade point average.
To Improve Substandard Grades
Students may repeat up to a total of 15 units in which substandard grades ("D", "F" or "NCR") were awarded in the District. No specific course or categories of courses shall be exempt from course repetition. This policy only applies to courses taken at colleges within the Los Angeles Community College District.

To Improve Substandard Grades (Cont)
Other institutions may differ, and students planning to transfer to another college should contact the institution regarding its policy. Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

1. First Course Repetition to Remove a Substandard Grade.
Upon completion of a repeated course, the highest grade earned will be computed in the cumulative grade point average, and the student’s academic record so annotated.

2. Second Course Repetition to Remove a Substandard Grade.
A student may repeat the same course for a second time provided the student has:
   A. Received two substandard grades for the same District course.
   B. Filed a petition which states the extenuating circumstance which is the basis for the petition for the second repetition. “Extenuating circumstances” are verified cases of accidents, illness, military service, or other circumstances beyond the control of the student.
   C. Had the petition approved by the college president or designee. Attendance for second repetition may not be claimed for state apportionment. Upon completion of the second repetition, the grade used in computing the student’s cumulative grade point average shall be the highest grade earned, and the student’s record will be so annotated. The two lower substandard grades will not be used in the computation of the grade point average (Title 5, C.C.R., Sect. 513135, 51316, 55761, 55762, 58161).

Course Repetition and Activity Repetition
Certain courses in the catalog may be repeated for additional unit credit. These courses, marked “RPT” in the “Course Descriptions” section of the catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repetitions for a total of four enrollments regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable, but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity. Any combination may be used as long as four enrollments in one activity are not exceeded. Excess enrollment will result in administrative drop. Consult counselor for the latest restricted activity enrollment list.

NOTE: Whenever the student’s record is reviewed for the purpose of determining his or her unit credits, all of the student’s record is reviewed, not just the course work.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS
Students transferring from non-accredited institutions may, after successful completion of 30 units with a “C” or better grade-point-average, apply for up to 15 units of credit courses which parallel the offerings of the college. The following exceptions may be made to this regulation:

1. Credit for Military Service
Students who are currently serving in or have served in the military may, after successful completion of at least one course with the Los Angeles Community Colleges, request evaluation of credit earned through military service training schools and/or military occupational specialties.
2. Elective Credit for Military Training
Six units of elective credit for military service will be approved upon petition for graduation if the following conditions are met:
   A. Complete a minimum of 12 units at West Los Angeles College.
   B. Are currently enrolled.
   C. Serve 181 days or more in the armed services.
   D. Present an Honororable Discharge (DD 214) form. Elective credit for military service will not include subject credit for a physical education activity or Health Education class. No grade points will be given for military credit.

3. Credit for Law Enforcement Academy Training
Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
   A. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
   B. Credits granted by an institution of higher education for basic recruit academy training under the above provisions shall not be identified as equivalent to any required course in the major.

GRADES AND GRADE CHANGES
The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading Symbols and Definitions Policy. The determination a student’s grade by the instructor is final in the absence of error, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the college president or designee after the grievance procedure is completed. See “Student Grievance Procedure” under the “Student Conduct” section.

GRADING SYMBOLS AND DEFINITIONS POLICY
Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, certificate, or license. Grades shall be averaged on the basis of point equivalencies to determine a student’s Grade Point Average (GPA), using the following evaluative symbols:

SYMBOL DEFINITION GRADE POINT
A Excellent 4.00
B Good 3.00
C Satisfactory 2.00
D Passing 1.00 (Less than Satisfactory)
F Failing 0.00
CR Credit 0.00 (At least satisfactory - units not counted in GPA)
NCR No Credit 0.00 (Less than satisfactory - units not counted in GPA)
CRX Credit by Exam 0.00 (Units not counted in GPA)
NCX No Credit by Exam 0.00 (CR and NCR grades may be given only in courses authorized by the District. Credit/No Credit Option and Credit by Examination Policies.)

The following non-evaluative symbols may be entered on a student’s record:

SYMBOL DEFINITION
“INC” Incomplete
Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “INC” symbol being entered in the student’s record. The condition for removal of the “INC” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “INC” and the grade assigned in lieu of its removal. This record shall be given to the student with a copy on file in the college Admissions Office until the “INC” is made up or the time limit has passed. A final grade shall be assigned when work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “INC” symbol shall not be used in calculating units attempted or for grade points. THE “INC” MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

Note: 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
The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. “IP” indicates that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry/open-exit” course is assigned “IP” at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign a grade as specified above to be recorded on the student’s permanent record for the course.

“W” Withdrawal
It is the student’s responsibility to withdraw from class if he or she stops attending class. Students cannot rely upon faculty to exclude them. Withdrawal from a class or classes shall be authorized through the last day or 75% of the time the class is scheduled to meet. No notation (“W” or other) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled. Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a “W,” except in cases of extenuating circumstances. After the last day the withdrawal is allowed, the student may withdraw from class only upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.

“W” Withdrawal (Cont)
Withdrawal which has been authorized in extenuating circumstances shall be recorded as a “W.” The “W” shall not be used in calculating units attempted or for the student’s grade point average.

How to Calculate a Grade Point Average:
1. Add all units attempted for courses.
2. Add all grade points earned for courses completed.
3. Divide the total number of grade points earned into the total number of units attempted. Carry out to three decimal places.

CREDIT/NO CREDIT OPTION
The college president may designate courses in the college catalog wherein all students are evaluated on a “Credit/No Credit” basis, or wherein each student may elect no later than the end of the first 30% of the term, whether the basis of evaluation is to be “Credit/No Credit” or a letter grade. These courses will be noted in the college catalog as being eligible for the Credit/No Credit option.

1. USAGE FOR A SINGLE PERFORMANCE STANDARD - The Credit/No Credit grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Credit (CR) shall be assigned for meeting that standard, and a grade of No Credit (NCR) shall be assigned for failure to do so.
2. ACCEPTANCE OF CREDITS - All units earned on a “Credit/No Credit” basis at accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
3. RECORDING OF GRADE - A student who is approved to be evaluated on the “Credit/No Credit” basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of “C” or better. A student who does not perform satisfactorily will be assigned a “No Credit” (NCR) grade.
4. GRADE POINT CALCULATION - Units earned on a “Credit/No Credit” basis shall not be used to calculate grade point averages. However, units attempted for which “No Credit” (NCR) is recorded shall be considered in probationary and dismissal procedures.
5. STANDARDS OF EVALUATION - The student who is enrolled in a course on a “Credit/No Credit” basis will be held responsible for all assignments and examinations required in the course, and must meet the standards of evaluation which are identical for all students.
6. CONVERSION TO A LETTER GRADE - A student who has received credit for a course taken on a “Credit/No Credit” basis may not convert this credit to a letter grade.

7. COURSE REPETITION - A student who has received a grade of “No Credit” (NCR) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades policy.

REGULATIONS FOR CREDIT/NO CREDIT OR PASS/FAIL

Not all courses will be offered on a “Credit/No Credit” basis. Determination of courses will be made by the appropriate divisions. A maximum of 15 units of “Credit/No Credit” work may be used towards the A.A. degree. A maximum of one course per semester may be taken for “Credit/No Credit”. However, this restriction does not apply to students who already possess a bachelor’s or higher degree. “Credit/No Credit” may not be used for courses required toward a certificate, A.A. degree major or transfer preparation for a major and/or certification, or as a prerequisite for another course.

English 101 may not be taken for “Credit/No Credit”. CSU will allow no more than 30 units of “Credit/No Credit” graded courses toward the bachelor’s degree. UC will allow only 14 units of “Credit/No Credit” toward transfer. Students must notify the Admissions Office by the end of the 5th week of the course if they wish to take a course “Credit/No Credit”; otherwise, all courses are for a letter grade. This decision will be irrevocable. “Credit/No Credit” is similar to Pass/Fail. A credit grade is granted for performance which is equivalent to the letter grade of “C” or better. Students electing “Credit/No Credit” grading should be aware that although such grades are not calculated into the grade point average at West Los Angeles College, four-year colleges, in considering applications for admission, may consider the credit grade as the equivalent of “C.” Consultation with a counselor is advisable before making such elections.

APPROVED CREDIT/NO CREDIT COURSES

Allied Health/Dental Hygiene
• Dental Hygiene 87, 90, 91A, 91B, 92, 151, 160, 201, 251
Aviation and Travel Division
• All Travel courses
Behavioral and Social Sciences Division
• All Administration of Justice Courses
• All Anthropology courses
Business Division
• All Accounting, Business, Law, Management, Marketing, and Real Estate courses
Communication, Entertainment and Media Arts Division
• Theater 505
Computer Science and Applications Division
• All Computer Science Information Technology courses
Humanities and Fine Arts Division
• Architecture 5 through 49
• Art 101, 102, 103, 109, 201, 202, 203, 204, 205, 206, 301, 302, 304, 305, 501, 502, 503, 708, 709, 710, 711
• French 1, 2, 3, 4, 5, 6, 185, 285, 385
• Humanities 5, 30, 31
• Music 101, 111, 112, 141, 201, 211, 321, 501, 561, 775
• Philosophy 1, 3, 6, 8, 9, 20, 23, 41
• Spanish 1, 2, 3, 4, 5, 6, 8, 14, 21, 22
Language Arts Division
• English 127, 203, 204, 205, 206, 207, 208, 209, 210, 215, 218, 219
Library and Learning Resources Division
• Library Science 88, 99D, 99E, 101, 102, 117, 130
• Learning Skills 2, 3, 4, 5 10, 15, 49, 50
• Supervised Learning Assistance (Tutoring)
Mathematics Division
• Math 100
Science Division
• Biology 3, 4, 5
• Earth Science 1
• Environmental Science 1, 2
• Geography 1, 2, 3, 7
• Geology 1, 6
• Oceanography 1
ACADEMIC STANDARDS AND CREDIT POLICIES

Academic Renewal
Students may submit a general petition to the Admissions and Records Office to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed. If the above conditions are met, academic renewal shall be granted, consisting of:
   A. Eliminating up to 18 semester units of course work from consideration in the cumulative grade-point average; and
   B. Annotating the student’s academic record indicating where courses have been removed by an academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

Note: Academic renewal actions are irreversible.

Graduation Honors and Awards
Graduation honors and awards are to be based on the student’s cumulative grade point average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Academic Probation Policies
The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from probation calculations (Board Rule 8200).

1. Placement on Academic Probation - A student who has attempted at least 12 semester units shall be placed on academic probation following any semester when the grade point average for total units attempted is less than 2.0 (grade C) (Board Rule 8200.10).

2. Removal from Academic Probation - A student shall be removed from academic probation upon earning a grade point average of 2.0 (grade C) or higher in total units attempted (Board Rule 8201.10).

3. Progress Probation - A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of “W” and “INC” and “NCR” are recorded, reaches or exceeds fifty percent (50%) (Board Rule 8200.10). To drop a course and not have a grade entry appear on the official academic record to be counted as units attempted action must be taken prior to the close of the fourth week of a semester-long course.

4. Removal from Progress Probation - A student on progress probation because of an excess of units for which entries of “W,” “INC” and “NCR” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%) (Board Rule 8201.11).

Policy on Disqualification (Dismissal) – Students who are subject to disqualification (dismissal), and who have not been continued on probation throughout the appeal process, shall be notified of the disqualification (dismissal) by the college president or his designee. The disqualification (dismissal) will become effective the semester following the notification. A student who is on academic or progress probation shall be subject to disqualification (dismissal) whenever the student meets one of the two conditions listed below:
1. **Academic Disqualification (Dismissal)** - Any student on academic probation for three semesters shall be subject to disqualification (dismissal) (Board Rule 8202.10).

2. **Progress Disqualification (Dismissal)** - Any student who is on progress probation for three semesters shall be subject to disqualification (dismissal) for lack of satisfactory progress (Board Rule 8202.11).

**Re-Admission after Disqualification (Dismissal)** – Students who have been disqualified (dismissed) may petition reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to the College in compliance with College procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College (Board Rule 8202.16).

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**STUDENT CONDUCT**

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

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

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

- **Article VIII - Conduct on Campus - Board Rule 9803.10 Willful Disobedience**
  - Willful disobedience to directions of College officials acting in the performance of their duties.

- **Board Rule 9803.11 Violation of College Rules and Regulations**
  - Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

- **Board Rule 9803.12 Dishonesty**
  - Dishonesty, such as cheating, or knowingly furnishing false information to the College.

- **Board Rule 9803.13 Unauthorized Entry**
  - Unauthorized entry to or use of the College facilities.

- **Board Rule 9803.14 College Documents**
  - Forgery, alteration, or misuse of College documents, records or identification.

- **Board Rule 9803.15 Disruption of Classes**
  - Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

- **Board Rule 9803.16 Theft of or Damage to Property**
  - Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.

- **Board Rule 9803.17 Interference with Peace of College**
  - The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, or violation of any rules of conduct as set forth in this Article.
Board Rule 9803.18 Assault or Battery
Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19 Alcohol and Drugs
Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by the same; or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District, or while participating in any District or college-sponsored function or field trip. “Controlled substances” as used in this section include, but are not limited to, the following drugs and narcotics:
A. opiates, opium and opium derivatives
B. mescaline
C. hallucinogenic substances
D. peyote
E. marijuana
F. stimulants and depressants
G. cocaine

Board Rule 9803.20 Lethal Weapons
Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

Board Rule 9803.21 Discriminatory Behavior
Behavior while on a college campus or at a college-sponsored function, inconsistent with the District’s non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

Board Rule 9803.22 Unlawful Assembly
Any assembly of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23 Conspiring to Perform Illegal Acts
Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24 Threatening Behavior
A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25 Disorderly Conduct
Conduct that may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26 Theft or Abuse of Computer Resources
Theft or abuse of computer resources including but not limited to:
A. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
B. Unauthorized transfer of a file.
C. Unauthorized use of another individual’s identification and password.
D. Use of computing facilities to interfere with the work of a student, faculty member or College official, or to alter College or District records.
E. Use of unlicensed software.
F. Unauthorized copying of software.
G. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
H. Use of computing facilities to interfere with the regular operation of the College or District computing system.
Board Rule 9803.27 Performance of an Illegal Act
Conduct while present on a college campus or at a location operated and/or controlled by
the District or at a District sponsored event, which is prohibited by local, State, or federal
law.

DRUG-FREE CAMPUSES
West Los Angeles College adheres to, supports, and is in full compliance with
requirements that maintain our college as a drug-free institution of higher education.

COUNSELING, TREATMENT AND REHABILITATION
Students should contact the campus Counseling Office for assistance and referrals.
Employees should contact the Los Angeles Community College District Employee
Assistance Program.

RECORDING DEVICES
State law in California prohibits the use of any electronic listening or recording device in
a classroom without prior consent of the instructor and college administration. Any
student who needs to use electronic aids must secure the consent of the instructor. If the
instructor agrees to the request, a notice of consent must be forwarded to the Vice
President of Academic Affairs for approval.

SMOKING POLICY
Smoking is not permitted in any classroom or other enclosed facility which any student is
required to occupy or which is customarily occupied by non-smoking students.

DISCIPLINARY ACTION
Violation of the above Board Rules shall result in student discipline imposed in
accordance with the Student Discipline Procedures as stated in Board Rule 91101.
Discipline includes warning, reprimand, disciplinary probation, suspension or termination
of financial aid, suspension, withdrawal of consent to remain on campus, expulsion
subject to reconsideration, and permanent expulsion. Furthermore, institutional policies
and practices may impose disciplinary sanctions on students and employees consistent
with local, State, and federal law, up to and including expulsion, termination of
employment, and referral for prosecution for violations of the standard of conduct. The
Los Angeles Community College District is committed to drug- and alcohol-free
campuses, and we ask you to share in this commitment and dedication.

STUDENT GRIEVANCE PROCEDURE
The purpose of the student grievance procedure is to provide a prompt and equitable
means of resolving student grievances. The procedure enumerated in Administrative
Regulation E-55 shall be available to any student or applicant for admission who believes
a college decision or action has adversely affected his or her status, rights, and/or
privileges as a student. Education Code Section 76224(a) governs grievances relating to
course grades.

STUDENT RESPONSIBILITY
The college believes that education requires the concentrated effort of both the instructor
and the student. Consequently, the student is held responsible for providing the time and
personal effort and motivation necessary to meet the requirements of all his or her
courses. This would include regular and prompt attendance, adequate study time, and
careful adherence to the specific course work requested by the instructor.

STUDENTS 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. The completion rate numbers for West Los Angeles
College can be found at: http://srtk.cccco.edu/index.asp.
WEST LOS ANGELES COLLEGE

COLLEGE ADMINISTRATION

Mark W. Rocha, Ph.D, President
John R. Oester, Vice President of Administrative Services
Paul Stansbury, Ed.D., Vice President of Academic Affairs
Betsy Regalado, Vice President of Student Services
Isabella Chung, Associate Vice President, Administrative Services
Abraham Farkas, Esq., Acting Dean of Academic Affairs
Lawrence Jarmon, Ed.D., Dean of Admissions and Records
Maria Luisa Mateo, Ph.D., Dean of Academic Affairs
Vacant, Dean of Student Services
Vacant, Associate Dean of Academic Affairs
Frank Gonzales, Associate Dean of Student Services
Nick Dang, Manager of College Information Systems
Allan Hansen, Facilities Manager
Russel Monroe, Operations Manager
Larry Packham, Enterprise Manager
Edward Pai, Ph.D., Research Analyst
Glenn Schenk, Financial Aid Manager
Thea Muller, Bookstore Assistant Manager
Lawrence Woods, Compliance Officer

ACADEMIC DIVISION CHAIRS

Aracely Aguiar, Allied Health
Craig Wilder, Aviation and Travel
Charles Stapleton, Behavioral and Social Sciences
Vanita Nicholas, J.D., Business
John Jordan, Communication, Entertainment and Media Arts
Murray Levy, Computer Science and Applications
Sherron Rouzan, Counseling
Elizabeth Evans, Child Development
Jane Witucki, Dance, Health and Physical Education
Carlos Ramos, Humanities and Fine Arts
Betty Jacobs, Language Arts
Catherine Froloff, Library and Learning Resources
Mary Jane McMaster, Ph.D., Mathematics
Phyllis Morrison, Ph.D., Science