

## COUNSELING SERVICES

The Counseling Department at West L.A. College assists students in making decisions regarding education, career, and personal concerns. Counselors are available to assist students in educational planning, transfer preparation, and career exploration. Workshops for students and referrals to resources to aid students are also available on- and off-campus.

Counselors are available to day and evening students in Building A-13 (the Counseling Center). Your counseling appointment may be scheduled Mondays-Thursdays from 8:30 a.m. to 7:00 p.m. and Fridays from 8:30 a.m. to 2:00 p.m. (Hours vary during the Summer and Winter Sessions).

An academic counseling session includes, but is not limited to:

- Interpreting Math and English Assessment scores
- Exploring educational choices, goals, and options
- Developing an individual Student Educational Plan (SEP)
- Encouraging student success based on each student's individual goals

New students are encouraged to enroll in an appropriate Personal Development course (see our Schedule of Classes). Personal Development courses are designed to help students become better acquainted with educational opportunities at West Los Angeles College and explore career paths. Counselors assist students in developing programs of study that will help them achieve their educational goals.

The Counseling Center can be reached at (310) 287-4399 or (310) 287-4257. Counseling appointments can be made at [www.wlac.edu/counseling/counselor.htm](http://www.wlac.edu/counseling/counselor.htm). Then click on the online appointments link. Appointments may also be made in-person inside the Student Entry Center using the counseling appointment computer workstations.



## WHAT IS ASSESSMENT?

Since reading, writing and mathematics skills are essential for learning and understanding all subjects, it is helpful for students to know their level of performance in these areas. Testing in these subjects, as well as in English-as-a-Second Language (ESL), will show your educational strengths and needs and can provide useful information for planning a course of study at West L.A. College.

You can not fail the assessment test. The assessment is not administered to keep you out of college or specific classes. The purpose of reviewing the results - along with your high school records, educational and employment experiences, current work schedule and motivational level - is to help you plan your classes. Your West L.A. College counselor can provide interpretation of test results and work with you to prepare an individualized Student Educational Plan (SEP).



Contact the Assessment Office for information about the types of testing available and its testing schedule.

The Assessment Office is located in Building A-12, room 100. The telephone number is (310) 287-4462.



# HOW TO REPAIR YOUR ACADEMIC RECORD

## NOTICE OF ACADEMIC TROUBLE

There are times when you may find it difficult to manage all of the competing demands in your life. Your student academic performance may suffer as a result those demands. There are three notifications a student may receive from West L.A. College if their academic standing is in jeopardy:

### Academic Probation, Progress Probation and Dismissal

*NOTE: If you are notified that your standing as a current student falls into any of the three academic performance categories identified above, it is important for you to see a counselor as soon as possible to discuss your options for protecting or repairing your academic standing.*

**ACADEMIC PROBATION** - This occurs when the student has attempted 12-units of coursework and his/her Grade Point Average (GPA) has slipped below 2.0 ("C" average) for all units attempted or completed since the first semester.

Removal - A student shall be removed from Academic Probation upon earning a Grade Point Average (GPA) of 2.0 ("C" average) or higher for total number of course units attempted.

**PROGRESS PROBATION** - The student has enrolled in at least 12-units of classes and in 50% or more of the class units attempted receives a:

W (Withdrawal), INC (Incomplete) or NC (No-Credit).

**Removal** - A student shall be removed from Progress Probation when fewer-than-half (50%) of the class units you've taken receive a W, INC or NC. ---neither approach quite right

**DISMISSAL** - You may be dismissed from West L.A. College if you are placed on Academic Probation or Progress Probation and your academic performance remains at that level for three consecutive semesters. If you are dismissed from West L.A. College, you may not attend any other college in the Los Angeles Community College District (LACCD) for two semesters.

## REPAIRING YOUR RECORD

**Course Repeat** - You may repeat up to 15-units of coursework in which a substandard grade of D, F, or NC was earned. This policy only applies to courses taken at colleges within the Los Angeles Community College District. After you have successfully completed a repeated course, you are required to submit a General Petition Form for the courses repeated to the Admissions & Records Office. Your highest grade earned will be computed into your cumulative GPA and your academic record will be annotated to reflect the grade earned.

**Academic Renewal** - You may be granted Academic Renewal if:

- 1) you achieve a GPA of 2.5 or higher in your most recent 15-units of coursework OR you earn a GPA of 2.0 or higher in your most recent 30-units of coursework

**AND**

- 2) two calendar years have passed from the time the course to be removed from your record was completed. If Academic Renewal is granted, up to 18 units of coursework can be eliminated and your permanent record shall be annotated indicating where courses have been removed by Academic Renewal action.

*(NOTE: Academic Renewal actions are irreversible.)*



# TRANSFER CENTER

**Did you plan to transfer to a four-year college or university when you enrolled at West L.A. College?  
Or, did you develop an interest in transferring to a four-year institution  
after you began your college experience at West?**

**Whichever path you've followed, the West L.A. College Transfer Center  
can support your transfer objective.**

The goal of the Transfer Center is to identify and encourage students to take advantage of transfer services. The Transfer Center builds a student's transfer readiness and increases their opportunity for transfer success to the college or university of their choice.

Transfer Center staff informs students about the full range of programs and services that West has to offer that can prepare them for their next step up in higher education. Faculty members collaborate with the Transfer Center to engage students and provide them with specific transfer information and services that fit their individual student needs. The Transfer Center produces a monthly calendar of events.

Representatives from public and private colleges and university regularly visit the campus to meet with West students. They provide up-to-date information on their institutions. Transfer Center activities also include events at four-year colleges.

The Transfer Center lounge is a comfortable place to relax, review college transfer literature, research transfer information online, and interact with other students interested in their next step in higher education. UCLA Peer Advisors provide encouragement, motivation, follow-up services and student-centered advice based upon their recent experiences as transfer students from to UCLA.

#### **Transfer Center services include:**

- Student meetings with representatives from UC, CSU, independent colleges and universities to gain valuable information they need to know to successfully transfer to the school of their choice.
- Accurate information on requirements for majors from [www.assist.org](http://www.assist.org) and [www.collegesource.org](http://www.collegesource.org)
- Information on general education requirements for transfer.
- Catalogues and computer-based information needed to prepare for college transfer.
- Assistance with preparing personal statements for applications.
- Fall Semester "Transfer Day" on-campus activities with representatives from more than 30 colleges and universities, including information about UC, CSU, and independent institutions.
- Student participation in cultural and academic events at local colleges and universities.
- Computer workstations for student Internet access to college transfer information and to file admission applications.



# SPECIALIZED COUNSELING SERVICES

For more information on any of these programs, contact them directly.

## **DISABLED STUDENTS PROGRAMS & SERVICES (DSP&S)**

**Heldman Learning Resources Center (HLRC)**

**Room 119 (310) 287-4450**

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide 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.

## **EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOP&S) COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

**Building B-4, Room 100 (310) 287-4317**

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

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

## **FINANCIAL AID, Building A-12 (310) 287-4532**

Financial Aid is funds made available by the federal and state governments and private sources in the form of grants, employment, scholarships and loans. These funds are available to make it possible for students to afford the expenses of continuing their education beyond high school, even if they and their family cannot meet the full cost of the post-secondary school. The basis for financial aid programs is the belief that parents have the primary responsibility for assisting their dependents financially to pay for their college education. Financial aid is only available to fill in the gap between family financial contributions and student academic expenses.

## **STUDENT HEALTH CENTER, Building A-9**

**Student Health Services (310) 287-4478**

**Student Mental Health Services (310) 287-4535**

The Student Health Center offers free or low-cost health services to all students currently enrolled at West L.A. College. The Student Health Center also offers mental health counseling services to students on campus (by appointment only).

## **PERSONAL DEVELOPMENT**

Personal Development courses offered through the department have been structured to prepare you to complete your college education in a timely manner and begin exploring career paths. Personal Development courses are highly recommended for new students and returning students. Please see the appropriate Schedule of Classes for available Personal Development courses that may interest you.

## **TRANSFER HONORS PROGRAM (FORMERLY TAP/SCHOLARS PROGRAM) www.wlac.edu/transfer/index.html (310) 287-4543**

The Transfer Honors Program (THP) of West Los Angeles College is designed to fully prepare highly motivated students to successfully transfer to a four-year college or university. For more information, contact the THP Program offices.

## **VETERANS SERVICES**

**Student Services - Building A-13 (310) 287-4500**

West Los Angeles College programs are approved for veterans. The college works in close cooperation with the Veterans Administration and offers training under Public Law 894 (Federal Education Rehabilitation Program) and Public Law 634 (War Orphans Act). The college also works cooperatively with the California Veterans Educational Institute under Chapter 34, Title 38, of the United States Code. The Veterans Affairs Office provides information and services for all veterans.

## **WORKFORCE DEVELOPMENT CENTER (CalWORKs/TriO/Job Placement) Building A-4 (310) 287-4261**

The Workforce Development Center administers the CalWORKs/TANF program that supports GAIN participants attending the college. Supportive services including counseling, advisement, workshops, work-study, and job placement are provided.

The WDC includes a TRiO cluster of programs serving students from middle school, high school (Talent Search and Upward Bound) and community college (Educational Opportunity Center and Student Support Services).

TRiO programs provide experiences such as college and university campus visits, cultural events, counseling, tutoring, financial aid assistance, career counseling and job placement. WDC programs also aid students with test performance on ABT, ACT, SAT and CAHSEE examinations.

The WDC offers special job placement services to help students secure internships, and part-time or full-time jobs. The WDC also offers students job counseling, resume preparation assistance, and job interview training.



# ACADEMIC SUPPORT FOR STUDENT-ATHLETES

## Athletics

A Member of the Western States Conference

The mission of the West L.A. College Academic Support Program for Student-Athletes is to provide a framework for academic achievement for students participating in collegiate sports.

The Support Program for Student-Athletes includes, but is not limited to referrals to appropriate departments, personal counseling, and athletics education on current trends and regulations from the Commission on Athletics (COA), National Collegiate Athletic Association (NCAA), and National Association of Inter-collegiate Athletics (NAIA).



### Men's Sports

Baseball (Spring 2008)  
Basketball  
Cross Country  
Football  
Track & Field



### Women's Sports

Basketball  
Cross Country  
Soccer (Fall 2008)  
Track & Field  
Volleyball (Fall 2008)

Below are the following services provided to Student-Athletes at West Los Angeles College:

- Student Educational Plans (SEP) tailored specifically for transfer to a NCAA or NAIA institution
- Walk-in and scheduled student-athlete appointments
- Summer Bridge for student-athletes entering West L.A. College
- Parent Orientations
- Personal Development courses personalized for student-athletes
- Free tutoring in multiple subject areas
- Quarterly team meetings
- Early Alert Program and Academic Progress Reports each semester
- Scholar Athlete Awards
- Special support classes to assist student-athletes with learning disabilities



# FREQUENTLY CALLED DEPARTMENTS

All phone numbers listed below are 310 area code

## Counseling Department

Sherron Rouzan (Department Chair)	287-4257	Andrea Frederic (General/TAP/Dental Hygiene)	287-4260
John Workman (General)	287-4364	Anthony Gamble (Transfer)	287-4495
Paul Zolner (General)	287-4356	Dianne Kazahaya (CalWORKS)	287-4261
Helen Young (General/Online)	287-4289	Alma Narez-Acosta (EOP&S/CARE)	287-4259
Patricia Bandy (Matriculation)	287-4473	Vidal Valle (EOP&S)	287-4210
Adrienne Foster (DSPS)	287-4562	Eloise Crippens (Articulation Officer)	287-4240

Admissions and Records Office	287-4388/4501
Assessment/Matriculation Center	287-4462
Associated Students Organization (ASO)	287-4426
Athletics	287-4577
Bookstore	287-4560
Business Office	287-4262
Child Development Center	287-4563
Counseling Office	287-4399/4257
Disabled Student Programs & Services (DSP&S)	287-4450
EOP&S / CARE Program	287-4317
Financial Aid Office	287-4532
Health Center / Psychological Services	287-4478
International Students Office	287-4312
JumpStart	287-4465
Learning Disabilities Program	287-4450
Library (HLRC):	287-4408
Instructional Media Center	287-4408
Learning Skills & Foreign Language Lab	287-4324
Tutoring	287-4324
Transfer Center	287-4353
Westside Extension	287-4475
Workforce Development Center	287-4261
General Reception / Job Placement	287-4261
CalWORKs / TANF	287-4261
Trio Educational Opportunity Center	287-4256
Trio Talent Search	287-4518
Trio Student Support Services	287-4303
Trio Upward Bound	287-4410

## Online Resources

West Los Angeles College	<a href="http://www.wlac.edu">www.wlac.edu</a>
FAFSA web site	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
California Student Aid Commission	<a href="http://www.csac.ca.gov">www.csac.ca.gov</a>
Department of Education	<a href="http://www.ed.gov">www.ed.gov</a>
College & University Websites	
California State University Mentor	<a href="http://www.csu.mentor.edu">www.csu.mentor.edu</a>
About California State Universities	<a href="http://www.calstate.edu">www.calstate.edu</a>
About the University of California Campuses	<a href="http://www.universityofcalifornia.edu">www.universityofcalifornia.edu</a>
Association of Independent California Colleges & Universities	<a href="http://www.aiccu.edu">www.aiccu.edu</a>
AICCU Mentor	<a href="http://www.aiccumentor.org">www.aiccumentor.org</a>
Assist (Transfer Credit Information)	<a href="http://www.assist.org">www.assist.org</a>
College Source (College Catalogs Online)	<a href="http://www.collegesource.org">www.collegesource.org</a>



# FREQUENTLY ASKED QUESTIONS

## How do I earn a degree from West? If I earn a degree, do I automatically qualify for transfer to a university?

You may earn an associate degree at West L.A. College when you: (1) complete of a minimum of 60-units applicable to your degree, (2) complete 12-units of your course work at West L.A. College [on campus or online], and (3) maintain a Grade Point Average (GPA) of 2.0 or higher. Earning an Associate of Arts or Associate of Science degree may not mean you have successfully completed all of the course requirements for transfer to the university of your choice. Consult with your counselor about the specific lower-division courses required for college transfer by the university you choose.

## How do I earn a Vocational Certificate or Career Certificate? May I return to earn a degree?

A "Certificate of Completion" can be earned in state-approved career-prep programs by students seeking a high degree of specialization, such as dental hygiene or paralegal training. Our certificate programs usually take one year and require students to successfully complete 18-or-more semester units. The required courses prepare students for immediate employment. "Skill Certificates" are issued by West L.A. College for programs requiring 17-or-fewer semester units and typically last less than one year. Courses needed to earn a Skill Certificate and Certificate of Completion often can be applied toward earning an Associate Degree.

## How long may I take to complete a college program?

Generally, there is no time limit for a student to complete a college program. However, students enrolled in EOP&S, Veterans, or financial aid programs may have restrictions applied to the length of time it takes them to successfully complete their education goals. If a student fails to complete 50%-or-more of their attempted course units and earns a W, NCR or INC in their courses, they will be placed on Progress Probation.

## What is a major? How do I declare a major?

A major is a series of courses and planned education activities chosen by a student for special emphasis. A major is a course of study that is designed to teach the greatest depth of skills and knowledge in a specific academic discipline. Students may declare a major when completing their application for admissions. However, it is not necessary to declare a major to register for classes. Students may wait until a later date to do so. After selecting a major, students should submit the required paperwork to formally declare a major to the Admissions & Records Office.

## What is the IGETC?

The Intersegmental General Education Transfer Curriculum (IGETC) – is a general education course pattern that community college transfer students may follow to fulfill their lower-division general education requirements (also called GEs) for transfer to a California State University or University of California campus. All IGETC courses must be completed with a "C" grade or better. After all of the required course disciplines have been completed, you may receive IGETC certification for your transferring institution. IGETC is not appropriate for all majors. Students are urged to see a counselor for more details.

## What is CSU General Education Certification?

All California State University (CSU) campuses accept a common pattern of general education courses. If a student completes the entire CSU general education course pattern prior to transferring to one of the 23 campuses statewide, they can request certification of their official transcript from Admissions and Records. All 23 campuses will honor this certification and the student will not be required to take any additional lower-division general education courses in the certified areas.

## What are general education courses?

General Education courses (GEs) are required for graduation. They provide a broad base of knowledge in English, Mathematics, Humanities, Arts, Social and Behavioral Sciences, and Natural Sciences.

## How do I receive credit for coursework taken at another college?

If you wish to receive credit for courses you completed at another college, you should request that the college you previously attended send your official transcripts for those courses directly to West L.A. College Admissions & Records. After your transcripts are on file at Admissions & Records, students are advised to schedule a counseling appointment for an evaluation of their successfully completed course work.

## How do I prove that I meet a course's prerequisite?

If you have successfully completed a prerequisite course in English or Mathematics at another college, please bring your official transcript or report card to the Counseling Center for approval and obtain a prerequisite approval card for submission to Admissions & Records.

## What is an AA degree? What AA degrees are offered at West L.A. College?

An Associate of Arts (AA) degree consists of 60-units of general education, major courses and elective courses. For a list of the Associate degrees available at West Los Angeles College, please refer to our college catalog or visit our website at [www.wlac.edu](http://www.wlac.edu).

## Am I required to take the English and Math assessment test? What are they?

The assessment test helps students select the right level of courses and may be required to enroll in certain classes. First-time students attending West L.A. College are strongly urged to complete English and Math assessment exams when they enroll. All students enrolling in English or Math classes are required to take assessment. EXCEPTION: Students may not need to take assessment exams if (1) they have completed an assessment exam in the previous two years at any college within the L.A. Community College District or (2) if they have acceptable test and student placement information from another college or university they previously attended.

## Can I transfer to a four-year college without an Associate Degree?

Yes, you may transfer to a four-year college without earning an Associate Degree. However, in most cases, the courses required for transfer to a four-year college will also likely meet the requirements for earning an Associate Degree.

