This calendar is for classes that meet 4 days per week. If your class is not scheduled for 4 days per week, check with the instructor for the deadline dates.

**REGISTRATION**

Applications Accepted Online ............................................. Now

**GROUP 1:** Priority Registration* ..................................... Oct 24  
(EOP&S, DSPS, Veterans, Foster Care Youth & CalWORKs)

**GROUP 2:** Continuing Students Fully Matriculated* 
.................................................................................... Oct 27

**GROUP 3:** Students that have not Fully Matriculated* 
.................................................................................... Nov 14

**GROUP 4:** High School – Special K-12 admits ............. Nov 28

Residency Determination Date ............................................. Jan 1

*In order to maintain your registration appointment time, you must be in good standing, have fewer than 100 degree applicable units, and if required, be fully matriculated by October 7, 2016.

**LAST DAY TO**

Priority Enrollment & BOGG Appeal ..................... Fri, Oct 14
Prerequisite Clearance/Challenge Petition .......... Fri, Dec 9
Recency Petitions ........................................... Mon, Nov 21 – Wed, Dec 14
Third Attempt Petitions .......... Mon, Nov 21 – Wed, Dec 14
Add/Audit traditional classes 
  online ................................................................. Sun, Jan 1
  in-person ......................................................... Fri, Jan 6
Drop classes with a refund/no fee owed .......... Fri, Jan 6
Drop classes w/o a “W” ........................................ Fri, Jan 6
File for Pass/No Pass (formerly “Credit/NoCredit”) .......... Fri, Jan 6
Drop classes with a “W” ..................................... Fri, Jan 27
Graduation Petition Accepted 
................................................................. Dec 12, 2016 – Feb 3, 2017

**COLLEGE IS CLOSED**

College Holidays ......................... Dec 23 – 31*, 2016; Jan 1-2, 2017  
*Dec 27 & 28 - College is Open. No classes.

Martin Luther King Day ................................. Jan 16, 2017

ADDITIONAL DATES AT 
www.wlac.edu/academic/academic-calendar.aspx
Spring 2017 - 1st 8 Weeks

This calendar is for classes that meet 4 days per week. If your class is not scheduled for 4 days per week, check with the instructor for the deadline dates.

SESSION 1 ................. FEB 6 – MARCH 29

LAST DAY TO
Priority Enrollment & BOGG Appeal ............. Fri, Oct 14
Recency Petitions ......................... Tues, Jan 3 – Fri, Jan 27
Third Course Repeat Petitions .... Tues, Jan 3 – Fri, Jan 27
Prerequisite Clearance/Challenge .............. Fri, Jan 27
Add/Audit classes
  online ............................................ Sun, Feb 5
  in-person ....................................... Mon, Feb 13
Drop classes with a refund/no fee owed ...... Mon, Feb 13
File for Pass/No Pass (formerly “Credit/NoCredit”)
  .................................................... Mon, Feb 13
Drop classes w/o a “W” ........................ Mon, Feb 13
Drop classes with a “W” ....................... Thurs, March 16

Spring 2017 - 2nd 8 Weeks

This calendar is for classes that meet 4 days per week. If your class is not scheduled for 4 days per week, check with the instructor for the deadline dates.

SESSION 2 .................. APRIL 10 – JUNE 4

LAST DAY TO
Priority Enrollment & BOGG Appeal ............. Fri, Oct 14
Recency Petitions ......................... Tues, Jan 3 – Fri, Jan 27
Third Course Repeat Petitions .... Tues, Jan 3 – Fri, Jan 27
Prerequisite Clearance/Challenge .............. Fri, Jan 27
Add/Audit classes
  online ............................................ Sun, April 9
  in-person ....................................... Mon, April 17
Drop classes with a refund/no fee owed ...... Mon, April 17
File for Pass/No Pass (formerly “Credit/NoCredit”)
  .................................................... Mon, April 17
Drop classes w/o a “W” ........................ Mon, April 17
Drop classes with a “W” ....................... Fri, May 19

Stay informed...

WLAC.edu/Events

@WestLACollege

text 51555

WestTEXT!
Congratulations for picking West Los Angeles College!

NerdWallet.com is a fun site to search. It reminds us that perks for college students include greater likelihood of employment. Students with IDs may be eligible for discounts in software, travel and entertainment. College graduates are more likely to have employer-paid health benefits. Twenty-eight percent of married college graduates attended the same college as their spouses. Surveys reveal that education levels have some effects on higher income, better health, even more happiness factors.

Your decision to come to West is a great step toward increasing your earning potential soon and throughout your career. CCCApply.org estimates that median earnings for community college graduates are almost 20% greater than those of workers with high school diplomas. Students who transfer to four-year institutions and graduate with BAs have median earnings more than 60% higher than high school graduates’ earnings.

You chose to go to college, and you chose West!

Thank you for choosing us. Over 90% of our surveyed students recently agreed that they would recommend West to someone choosing a college. Students report that West has a great, small college feeling where students feel that their success matters to faculty and staff. One student put it as “…friendly staff, small and personal classes, easy to navigate campus.”

West has what students need in certificate programs, degrees, job readiness, and transfer. The college is constantly innovating and improving for you.

We wish you every success in your college journey.

From the President
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WHO MAY APPLY FOR ADMISSIONS?

- A high school graduate, or
- A person who is eighteen years of age or older who can benefit from instruction, or
- A student under eighteen years of age and not a high school graduate, under special programs.

HOW DO I APPLY?

Apply Online at www.WLAC.edu – click “Apply,” on the top right of the page. (Paper applications no longer accepted.) There is no charge to apply.

HIGH SCHOOL STUDENTS may enroll concurrently at West by submitting the standard online admissions application and a “Supplemental Application for Admissions for a Student in Grades K-12.” This form must be approved by your high school counselor and your parent/guardian. Both applications are available online, in this Schedule of Classes, through the High School website at www.wlac.edu/highschool and in the Admissions and Records Office. High School students must re-submit the K-12 supplemental application form every semester and are limited to 11 units per semester (7 units in winter session).

International Students For step-by-step instructions on how to apply, visit www.WLAC.edu/International-F1-Visa.

MUST I BE A CALIFORNIA RESIDENT?

You do not need to be a California resident to attend West. However, for tuition purposes, students are required to have a status that allows them to establish California residence prior to the Residence Determination Date. The “Residence Determination Date” is that day immediately preceding the opening day of instruction of the Fall or Spring semester, summer session or winter intersession.

LIMITED ENGLISH PROFICIENCY

Occupational Education Classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested the students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a Second Language.

To achieve a “High-Level Registration Opportunity,” students who are new to the college must complete Orientation, Assessment and a Student Educational Plan. The higher your registration level, the more likely you are to get your first choice of classes. See page 6.

MATERIALS IN ALTERNATIVE FORMATS

Students with verifiable disabilities who require alternate formats of college publications and resources should contact the Vice President of Student Services in SSB 440. The College will provide information in alternate text formats upon request in the timeliest manner possible.

STUDENT GRIEVANCE PROCEDURE

See “Grievance Procedures” in the Services for Students.

REGISTRATION PRIORITY

NEW RULES

ACCREDITATION & PROFESSIONAL PROGRAM APPROVALS

West Los Angeles College, a California public, tax-supported community college, is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Blvd, Ste 204, Novato, CA, 94949; [415] 506-0234, [415] 506-0238 fax), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education.

ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every effort to make the Schedule of Classes accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies, and procedures as provided by law.
A "New Student" is defined as one who has never taken classes at West or who is returning after a 3 year or 6 semester period since their last enrollment at West. A "Returning Student" is one who has had a break of more than 2 semesters between enrollments at West. Both categories of students must submit a new application to the college.

**COMPLETE APPLICATION**
Apply Online at www.WLAC.edu.

**GET REGISTRATION APPOINTMENT**
(Appointment to Enroll in Classes)
If you applied online, you will be emailed important Student Success & Support Program Information, including your registration appointment within 7 business days. You may register online on, or anytime after, your appointment date / time.

**WEST EXPRESSWAY**
Students who are new to the college need to complete the West Expressway which offers: Orientation, Assessment and Counseling, an Abbreviated Student Educational Plan and other important information. Students who complete the West Expressway will gain access to Priority Registration.

**Orientation to College**
Orientation introduces you to the campus resources, support services and college programs which are available to help you make better, more informed educational and career choices.

**Assessment Testing**
The Assessment testing in math, and English or English-as-a-Second Language, will show your educational strengths and needs and can provide useful information for planning a course of study. The Assessment results will provide critical "Placement Recommendations" for you and for your Counselor. You will be "placed" in a specific Math and English or ESL course. Access College Assessment Preparation online at www.WLAC.edu (click Expressway) or visit the Assessment Center in SSB 420.

**Appointment With a Counselor**
Using the Assessment results, your goals, past education and work experience, the counselor will help you develop an Abbreviated Student Educational Plan (ASEP), begin to identify an educational goal, and select the appropriate classes.

**APPLY FOR FINANCIAL AID 2016-2017**
To receive the best aid package, new and returning students should file the Free Application for Federal Student Aid (FAFSA) between January 2, 2016 and March 2, 2016. Students who did not file a FAFSA prior to March 2, 2016 are urged to file their FAFSA as soon as possible. You may file for and receive financial aid after March 2. The FAFSA form is available online at www.fafsa.gov. The Financial Aid Office provides assistance in completing the necessary forms to apply for financial aid.

**REGISTER FOR CLASSES**
Register for classes online. Be sure you indicate a major and educational goal in the system.

Enroll in classes online at www.WLAC.edu (click Register). Once classes begin, you may have to get an "Add Permit" from the instructor to enroll in a class. To add an ONLINE CLASS, you must email the instructor for permission. For additional instructions, visit: www.WLAC.edu/Online and click on the "Enrollment Process" link. See calendar for deadline dates. You must complete Orientation, Assessment and a Student Educational Plan through the West Expressway to gain a “High Level Registration Priority.”

**PAY FEES**
You may pay with a debit or credit card when you register online. You may also pay with cash, check, debit or credit card at the Business Office, SSB 230. Fees are due when you register for classes.

**GET STUDENT ID CARD**
Go to the ASO Office or Library (HLRC), for your student ID card.
Continuing Students

Getting Started

Priority Registration Information
Continuing Students who have completed 15 units or more prior to their third (3rd) semester, and have completed the college Orientation, Assessment, and abbreviated Student Education Plan need to acquire a Comprehensive Student Educational Plan (CSEP) from a Counselor and maintain good academic standing (2.0 GPA) to have access to Priority Registration.

RECEIVE REGISTRATION APPOINTMENT LETTER
Continuing Students will receive an email with their registration appointment date/time. Students may register online at the date/time indicated or any day thereafter. As a continuing student you must have completed Orientation, Assessment and a Comprehensive Student Educational Plan (CSEP) with a counselor.

Apply for Financial Aid 2016-2017
To receive the best aid package for 2016-17, continuing students should file the Free Application for Federal Student Aid (FAFSA) between January 2, 2016 and March 2, 2016. Students who did not file a FAFSA prior to March 2, 2016 are urged to file their FAFSA as soon as possible. You may file for and receive financial aid after March 2. The FAFSA form is available online at www.fafsa.gov. The Financial Aid Office provides assistance in completing the necessary forms to apply for financial aid.

How to Enroll Online

1. From the WLAC home page at www.WLAC.edu, click REGISTER in the upper right corner.

2. The Student Information System (SIS) Sign-on page will be displayed.
   Sign-on to SIS:
   a. SSN/SID = Your Student ID or Social Security
   b. 4 Digit Pin = Default PIN: month and day of birth (ex., January 15 is 0115)
   c. Click on the “Submit” button.

3. The main menu will be displayed.
   Click on Registration option (Fourth button from the top, on the right side of the screen).

4. The Registration page will be displayed.
   a. Select the following:
      • College
      • Semester and Year
      • Action (i.e., Add or Drop)
   b. Type in the Section Number.
   c. Click on Submit button.

   NOTE: If this is the first time you are registering for classes, another menu will appear that will ask for your MAJOR Code (list is provided in the menu) and NUMBER OF HOURS you will be working in the semester.

5. A message will be displayed indicating results of ADD or DROP operation.

6. Be sure to write down your confirmation number or print it.
Class Planning Worksheet

Use this worksheet to plan your class schedule. Fill it in before you register online.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Course Name</th>
<th>Time</th>
<th>Day(s)</th>
<th>Units</th>
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FEES WORKSHEET

The fees listed were accurate at the time this schedule went to print but are subject to change by the California Legislature.

A: Enrollment fees
   - Dental Hygiene Program: Adl Enrollment Fees - Upper Division Courses
     - $46.00 x ____ units = $_____
     - $84.00 x ____ units = $_____

B: Non-Resident Tuition for Out-of-State residents
   - $243.00* x ____ units = $_____

C: Non-Resident Tuition for International Students and/or F-1 VISA
   - (Non-Resident International Students must also pay the Enrollment fee of $46 per unit and $35 application and $618 insurance)
   - $243.00* x ____ units = $_____

D: Health Center fee
   - Health Fee exemption information can be found in Academic & Financial Policies section.
   - $11.00

E: Student Government (ASO) membership
   - $7.00

F: Parking Permit
   - (An ASO Preferred Parking Permit at $27.00 includes the ASO membership fee and other perks.)
   - $20.00 or $27.00

G: Student Political Representation Fee (mandatory)
   - $1.00

H: Audit Fee
   - $15.00

TOTAL FEES DUE: $_____

* Effective Fall 2016

Fees are subject to change without prior notification.

Payment Options

In Person:
- Pay by cash, electronic check, debit or credit card at the Business Office. Cash only for transcript verifications and diplomas. Checks are accepted for payment of current semester fees only.
  - Monday & Thursday, 8:30 am - 5:00 pm
  - Tuesday & Wednesday, 8:30 am - 7:00 pm
  - Friday, 8:30 am - 1:00 pm

By Mail:
- Pay by cashier’s check or money order.
  - WLAC Business Office
  - 9000 Overland Ave., Culver City, CA 90230

On-Line:
- Pay by Visa, Mastercard, American Express, Discover
PARA LLENAR LA SOLICITUD
Llenar la solicitud en www.WLAC.edu.

PARA OBTENER LA CITA DE REGISTRO
(Cita para Inscibirse en Clases)

Si usted presentó la solicitud en línea, se le enviará un correo electrónico durante los siguientes 7 días laborables con información importante acerca del Programa de Éxito y Apoyo para el Estudiante, incluyendo su cita de registro. Usted puede registrarse en línea el día o en cualquier momento posterior a su fecha de cita.

“WEST EXPRESSWAY”
Los estudiantes que son nuevos en este colegio deberán completar el programa llamado “West Expressway”, el cual ofrece:

 Orientación, Examen de Evaluación y un Plan Breve de Educación para el Estudiante y otros detalles importantes de información. Los estudiantes que completen el “West Expresswa” tendrán acceso Prioritario al Registro.

Orientación para el Colegio
Esta Orientación le presentará los recursos del campus, los servicios de apoyo y los programas del colegio que están disponibles para ayudarle a tomar mejores decisiones acerca de la educación y las carreras con mejor información.

Examen de Evaluación
El Examen de Evaluación en matemáticas, y de Inglés o Inglés como Segundo Idioma mostrará las áreas fuertes de su educación y sus necesidades, y puede proporcionar información útil para planear un curso de estudio. Los resultados de esta Evaluación proporcionarán “Recomendaciones de Colocación” muy importantes para usted y para su Consejero-Aesor. Usted será colocado en un curso específico de Matemáticas y de Inglés o Inglés como Segundo Idioma. Ingrese a la página en línea de Preparación para la Evaluación del Colegio en www.WLAC.edu (dé click en ExpressWay) o visite El Centro de Evaluación en SSB 420.

Cita con un Consejero-Asesor
El consejero le ayudará a desarrollar un Plan Educatinal Breve para el Estudiante (PEBE) usando los resultados de la evaluación, sus objetivos, su educación anterior y su experiencia en el trabajo. Y lo ayudará a comenzar a identificar una meta Educativa y a elegir las clases apropiadas.

SOLICITAR AYUDA ECONÓMICA 2016-2017
Para recibir el mejor paquete de ayuda, los estudiantes de nuevo ingreso y de reingreso deben llenar la Solicitud para Ayuda Federal sin costo (SAF) (en inglés FAFSA) entre el 2 de enero, 2016 y el 2 de marzo, 2016. Los estudiantes que no llenen esta Solicitud antes de marzo 2, 2016 se les pedirá que lo hagan lo antes posible. Usted puede pedir y recibir ayuda económica después de marzo 2. El formato de esta solicitud está en la página web: www.fafsa.gov. La Oficina de Ayuda Económica proporciona ayuda para llenar las hojas necesarias para solicitar esta ayuda económica.

CÓMO REGISTRARSE EN CLASES
Regístrese en clases en línea. Asegúrese de indicar en el sistema un área de estudio y su carrera meta.


CÓMO PAGAR
Usted puede pagar con tarjeta de crédito cuando se registre en línea. También puede pagar en efectivo, con cheque o con tarjeta de débito o crédito en la Oficina Principal SSB 230. Usted debe pagar cuando se registre en las clases.

PARA OBTENER SU CREDENCIAL DE ESTUDIANTE
Vaya por su Credencial de Estudiante a la Oficina de “ASO” (Associated Student Organization) o a la Biblioteca Heldman Learning Resources Center (HLRC).

ESTUDIANTES DE NUEVO INGRESO Y DE REINGRESO
Cómo Inscibirse en Classes

“Un estudiante de nuevo ingreso” es aquel que nunca ha tomado clases en West o que regresa después de un periodo de 3 años ó 6 semestres desde su última inscripción en West. “Un estudiante de Reingreso” es aquel que interrumpió sus estudios en West durante más de 2 semestres entre inscripciones. Ambas categorías de estudiantes deben presentar una nueva solicitud de ingreso a este colegio.

CALIFORNIA DREAM ACT
A partir del 1 de enero del 2013, el California Dream Act extenderá las becas Cal Grant A, B y C, becas institucionales y becas de exención de pago de matrícula en colegios comunitarios a los estudiantes que cumplan los requisitos de la AB 540. La AB 540 pasó en el 2001 y permite a los estudiantes que cumplen los siguientes requisitos pagar la misma matrícula y cuotas que los estudiantes considerados residentes de California www.WLAC.edu/Financial-Aid/News.aspx
To Add a Class

You can add a class on the date/time of your registration appointment or anytime thereafter up to the add deadline. Only students with an active application on file receive a registration appointment. Please go to page 6 to determine if you need to complete an admissions application.

Classes can be added through the Student Information System online until the first day of the semester. Once the semester begins, you may have to obtain an “Add Permit” from the instructor. It is your responsibility to submit the “Add Permit” to Admissions (SSB 220) to officially register in the class by the deadline date.

To add an ONLINE CLASS, you must email the instructor for permission. For additional instructions, visit www.WLAC.edu/Online and click on “Enrollment” on the top of the menu.

Your instructor will not allow you to remain in the class unless you are officially registered in the class.

If you fail to present your add card to Admissions within one week of receiving it, you will not be added to the class.

For Online Classes

You must email the instructor to request permission to be added to the class. See additional instructions in the Online Classes section of this schedule. Professor’s email addresses are located at www.WLAC.edu/Online (click “Schedules”).

To Drop / Withdraw From Classes

Use the Student Information System online to drop a class or classes you no longer plan to attend. Since it is the students’ responsibility to drop a class, write down the confirmation number for your records or print it.

Please check the college calendar inside the front cover of this schedule for important dates.

THE LAST DAY TO DROP WITHOUT A “W” HAS BEEN CHANGED TO A SHORTER DEADLINE. OBSERVE THE CALENDAR PAGE FOR THE LAST DAY TO DROP WITHOUT A “W”. FOR SHORT TERM CLASSES THAT HAVE DIFFERENT START OR END DATES CHECK WITH THE OFFICE OF ADMISSIONS.

PLEASE NOTE: It is the student’s responsibility to drop a class no longer being attempted. Failure to drop a class in a timely manner may result in a “W” or an “F” on your academic record. You may also be held accountable for payment of all fees whether you attend or do not attend class.

FYI

You Can Register At More Than One LACCD College

Students registering for classes online can register for classes at any of the other colleges in the Los Angeles Community College District:

- West L.A. College
- East L.A. College
- L.A. City College
- L.A. Harbor College
- L.A. Mission College
- Pierce College
- L.A. Trade Technical
- L.A. Southwest College
- L.A. Valley College

You can register for Instructional Television (ITV) classes as well.

SEARCH FOR CLASSES ON THE WEB!
Using the college’s web registration system, you can search for available classes at any college in the Los Angeles Community College District.

Search for a particular course by time and days of the week!

12,000 CLASSES TO CHOOSE FROM!
The opportunity to enroll at multiple colleges gives you access to over 12,000 classes throughout the nine colleges in the Los Angeles Community College District.

Attend the 1st class session or risk losing your seat.

Failure to be present for the first day of classes may result in your seat being given to another student.
Student Success & Support Program
(Formerly known as Matriculation)

The Student Success & Support Program (SS&SP) uses the matriculation process to assist the student in achieving his or her educational goals and offers an agreement between the college and student who enrolls for credit and non-credit classes. We ask that you participate in a partnership with us to ensure your educational success. The Student Success & Support Program process offers orientation, assessment, counseling and follow-up services and is strongly recommended to any student who has the following educational goals on the college application:

A. Vocational Certificate
B. Associate Degree
C. Transfer to a four year university
D. Undecided about your specific goals and considering one of the above options.

Exemption: Students are exempt from participation in orientation, assessment, or counseling if they have:

A. Completed an associate degree or higher.
B. Enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards, or
C. Has enrolled at the college as a Special Admit student.

Note: Although a student may have met the criteria for exemption from participation in the matriculation process, they are still invited to participate in any part or all of the matriculation process.

College Responsibilities:
A. Assess your educational skills and career goals.
B. Orient you to WLAC programs, services and policies.
C. Provide top-quality instruction.
D. Provide a wide variety of courses.
E. Offer services to support your education.
F. Track progress toward your goal.

Student Responsibilities: Students are encouraged to establish a “home college” for purpose of receiving matriculation services. Matriculation services provided at one college shall be honored at other colleges within the LACCD. All students shall be required to:

A. Identify an education and career goal;  
B. Diligently engage in course activities and complete assigned coursework; and;
C. Complete courses and maintain progress toward an educational goal and completing course of study.

Registration Priority:
To be eligible for registration priority as listed below, students must have completed orientation, assessment and developed student education plans.

Students may register for no more than 19 units per semester (primary terms of Fall and Spring), and no more than 9 units during the Winter and Summer Sessions. Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below from highest to lowest:

1. New and fully matriculated students as follows:
   • Members of the armed forces or veterans.
   • Cal Works recipients in good standing with fewer than 100 degree applicable units.
   • Disabled Student Programs and Services students (DSPS) in good standing with fewer than 100 degree applicable units.
   • Extended Opportunity Programs and Services (EOPs) students in good standing with fewer than 100 degree applicable units and,
   • Foster youth or former Foster youth regardless of academic standing and units taken

2. Continuing students in good standing with fewer than 100 degree applicable units, middle college students in good standing with fewer than 100 degree applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.

3. Students who have lost their enrollment priority as set forth.
4. Special k-12 admits.

Loss of Registration Priority:
Students with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after:

a. They are placed on academic or progress probation or any combination thereof, for two consecutive terms.
b. Have earned one hundred (100) or more degree-applicable units in the LACCD district; however, non-degree applicable basic skills / ESL units do not count toward the 100 units.

c. Complete the College Orientation and planning service to develop, at a minimum, an abbreviated comprehensive education plan after completing 15 units of degree applicable course work, or prior to the third semester of enrollment, whichever comes first. Failure to comply with the requirements, above, may result in a hold on the student’s registration and/or loss of registration priority until the services are complete.

Appealing loss of Registration Priority: You may appeal loss of Registration Priority if the following has occurred:

a. The student has extenuating circumstances such as verified cases of accidents, illnesses or other circumstances beyond the student’s control.
b. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
c. The student has demonstrated significant academic improvement (no less than a 2.0 grade point average in the prior term).

Appeal Process: Students are directed to the WLAC website under the admissions webpage the “forms” tab will provide the student with the “Appeal to retain priority registration petition.” This form once completed with attached documentation can be scanned and emailed to appeals@wlac.edu for processing. The College’s Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Appeals Committee shall be final.

New Students: First time non-exempt students seeking priority registration shall be required to complete the following which is achieved through the West Expressway:

a. Identify a course of study
b. Participate in the assessment placement process
c. Complete the College Orientation and
d. Participate in counseling, advising, or another educational planning service to develop, at a minimum, an abbreviated student education plan.

Note: Effective Fall 2015 all new non-exempt students shall complete a-d above

Effective Fall 2015, ALL non-exempt students shall develop a comprehensive education plan after completing 15 units of degree applicable course work, or prior to the third semester of enrollment, whichever comes first. Failure to comply with the requirements, above, may result in a hold on the student’s registration and/or loss of registration priority until the services are complete.

For more important information, see page 154.
GO TO COLLEGE. We’ll Pay For It.

Traditional Age Students, Older Students, and Full & Part-time students are all eligible to apply for financial aid including...

$0.00 TUITION
Board of Governors (BOGW) Fee Waiver covers $46/per unit fees (application online at www.wlac.edu/financial-aid/bogg.aspx), effective July 1, 2012.

Money You DON’T HAVE TO PAY BACK For Tuition, Books & Expenses
GRANTS are state and federal funds available to eligible students that you never have to pay back.
They include Federal Pell Grants (up to $5,775 per year); Cal Grants B (as much as $1,656 per year for eligible California residents); Cal Grants C (as much as $547 per year for eligible California residents); Chafee Grants (up to $5,000 per year for former foster youth).

SCHOLARSHIPS are gift-aid awarded on the basis of merit, and/or academic excellence, and/or financial need, and/or other criteria such as major, leadership or gender. Visit the ASO Office (Bldg A9) for scholarship information.

On-Campus Jobs to Help Meet Your Expenses
FEDERAL WORK-STUDY
This program offers federal subsidized jobs for students. Almost all of the jobs are on campus.

Low-Interest Loans
There are a number of loan programs available to students to assist with tuition, books and living expenses.

VISIT WLAC’S FINANCIAL AID OFFICE FOR INFORMATION ON THESE PROGRAMS
Student Service programs including EOP&S, TRIO and CARE also provide book vouchers, child care and more.

Financial Aid Information

EFFECTIVE FALL 2016. FEE WAIVERS

CALIFORNIA COMMUNITY COLLEGES BOARD OF GOVERNORS APPROVES CHANGES TO FEE WAIVER PROVISIONS.

This new policy took effect in Fall of 2016.

Under new regulations, students would loose eligibility for the Board of Governors Fee Waiver if they are on probation for not maintaining a 2.0 GPA for two consecutive primary terms or not successfully completing half the units attempted in that period.

For help on the FAFSA, see page 172.

REMEMBER
The earlier you initiate the process of applying for financial aid, the sooner you will be notified of your status.

You may also wish to apply for a Board of Governors Grant Fee Waiver (BOGW).

Applications are available in the Financial Aid Office and at www.WLAC.edu/Financial-Aid/Forms.aspx.

ATTENTION BOARD OF GOVERNORS FEE WAIVER STUDENTS
The health fee will no longer be waived for students who are eligible for a fee waiver. Please feel free to contact the Financial Aid Office on extension 4532 if you have any questions.

Health fee is $11 in fall and spring.

WLAC Federal School Code: 008596
# Student Fees

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount</th>
<th>Refund Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Fee</strong></td>
<td>$46 per unit*</td>
<td>End of second week of the semester</td>
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<tr>
<td><strong>Dental Hygiene Program</strong></td>
<td>$84 per unit*</td>
<td>Deadline for short term classes will be different for each class</td>
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<tr>
<td><em>Admission Fees - Upper Division Courses</em></td>
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<tr>
<td><strong>Non-Resident Tuition</strong></td>
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<tr>
<td>(All non-resident students must pay the $46 per unit enrollment fee in addition to non-resident tuition. Non-resident tuition is due upon registration.)</td>
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<td></td>
</tr>
<tr>
<td>Students from another state:</td>
<td>$243 per unit</td>
<td>End of second week of the semester</td>
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<tr>
<td><strong>International Student Fees:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F1 Visa</strong></td>
<td>$243**/unit</td>
<td>Deadline for short term classes will be different for each class</td>
</tr>
<tr>
<td><strong>Intl Online</strong></td>
<td>$243**/unit</td>
<td>One time fee (non-refundable)</td>
</tr>
<tr>
<td><strong>Application Fee:</strong></td>
<td>$35</td>
<td>Non-refundable</td>
</tr>
<tr>
<td><strong>SEVIS Processing Fee:</strong></td>
<td>$25</td>
<td>Full refund before first day of instruction.</td>
</tr>
<tr>
<td><strong>Insurance for 6 months</strong></td>
<td>$636*</td>
<td>Prorated by vendor thereafter, provided no claim has been filed.</td>
</tr>
<tr>
<td><strong>Other</strong></td>
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</tr>
<tr>
<td><strong>Non-resident Tuition:</strong></td>
<td>$243**/unit</td>
<td>Deadline for short term classes will be different for each class</td>
</tr>
<tr>
<td><strong>Application Fee:</strong></td>
<td>$35</td>
<td>One time fee (non-refundable)</td>
</tr>
<tr>
<td><strong>SEVIS Processing Fee:</strong></td>
<td>$25</td>
<td>Non-refundable</td>
</tr>
<tr>
<td><strong>International Student Medical Insurance for 6 months</strong></td>
<td>$636*</td>
<td>Full refund before first day of instruction.</td>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td><strong>Audit Fee</strong></td>
<td>$15 per unit</td>
<td>Not Refundable or Transferable</td>
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<tr>
<td><strong>Student Representation Fee</strong></td>
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<td>Non-refundable</td>
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<tr>
<td><strong>Parking Fee</strong></td>
<td>$7 or $10 - Winter/Summer $20 or 27 - Fall/Spring</td>
<td>No refund after the “drop class with refund date”</td>
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<tr>
<td></td>
<td></td>
<td>(An ASO Parking Preferred Permit at $10 or $27.00 includes the ASO membership fee and other perks.)</td>
</tr>
<tr>
<td><strong>Associated Students Organization (ASO)</strong></td>
<td>$3 - Winter/Summer $7 - Fall/Spring</td>
<td>The ASO is the governing body for all students on campus. The ASO represents the student body to the administration, faculty, staff, and community; and state and national government.</td>
</tr>
</tbody>
</table>

**Transcripts - All fees owed must be paid before transcripts or verifications will be released.**

*For instructions on requesting transcripts, visit [www.wlac.edu/Admissions/Grades-Transcripts.aspx](http://www.wlac.edu/Admissions/Grades-Transcripts.aspx)*

**Normal Processing** (May be requested in person or online)

- First 2 transcripts ever requested are free. Additional copies are $3 per copy. Transcripts requested online are $5.25. Allow seven working days for processing.

**Emergency Processing of Transcripts** (Must be requested in person)

- First 2 transcripts ever requested are $7.00 per copy. Additional Rush Transcripts are $10.00 per copy. CSU/IGETC Certification is not available with Rush Transcript requests.

**Verification of Enrollment/Transcripts**

- First 2 transcripts ever requested are FREE. Additional copies are $3.00 per copy. Allow 5 working days for processing.

**TAX CREDIT AVAILABLE TO STUDENTS:** In accordance with federal tax credit legislation, the Los Angeles Community College District office will mail a verification 1098T form the end of January to each student registered at least half-time on census day and who has paid registration fees. Please check with your tax preparer to determine if you are eligible to take advantage of this credit and the amount you may deduct.

For information on Fee Refunds see the Things to Know section at the back of the schedule.
The ACT program:
Evening or Weekend – Your Choice!
One classroom meeting per week + 3 hours online per week.

Whether you are pursuing a transfer degree in Liberal Arts & Sciences or Business Administration or preparing for a career in teaching… the ACT program has a pathway for you! The ACT program combines evening or Saturday classes with online instruction to offer a variety of fully transferable two-year pathways for individuals with demanding schedules that conflict with traditional weekday course offerings. The two-year ACT pathways also include a small number of courses scheduled fully online for 16 weeks.

Weekend Classes:
Combines the best of classroom and online instruction

Weekends are alive at West! West Los Angeles College offers weekend classes for potential students who are interested in completing college coursework but are unable to attend class during the week. In order to meet the needs of such students, West offers Saturday classes through the ACT program (see above) as well as a wide variety of Saturday classes in Child Development, Computer Science, Paralegal, Physical Education, and other subject areas. Some classes meet entirely on campus, and others combine Saturday meetings with online instruction. Classes also vary in terms of start date and length of session (from 6-week to 16-week).

Extensive Online Classes:

WLAC leads Los Angeles community colleges in online course offerings. In addition to more than 100 online courses, West students have access to support services online including enrollment and registration, a writing lab, tutoring, library resources, counseling and a book store.

For more information or list of courses, turn to the BLUE PAGES in this schedule or visit: www.WLAC.edu
# Courses of Study at West

WEST OFFERS THE FOLLOWING “ASSOCIATE DEGREES FOR TRANSFER” (ADT), ASSOCIATE DEGREES (D), CERTIFICATES (C), & CLASSES (Cls)

For more info on ADTs, visit www.WLAC.edu/academics/pdf/ADT_MajorsReq.pdf

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>ALLIED HEALTH</th>
<th>AA-T / AA-S</th>
<th>DEGREE</th>
<th>CERTIFICATE</th>
<th>CLASSES</th>
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<tr>
<td>2104.40</td>
<td>Alcohol &amp; Drug Studies (Psychology)</td>
<td>D</td>
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<tr>
<td>1230.30</td>
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<td>1240.10</td>
<td>Certified Nursing Assistant (CNA)</td>
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<td>1260.01</td>
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<td>1230.80</td>
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<td>1208.20 &amp; 1208.10</td>
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<td>Pharmacy Technology</td>
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<td>1002.10 &amp; 1002.30</td>
<td>Art - Drawing &amp; Painting (1002.10) and Art – Ceramics (1002.30)</td>
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<td>1002.00</td>
<td>Art – Studio Arts</td>
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<td>C</td>
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<td>1008.00</td>
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<td>Film Production Crafts</td>
<td>C</td>
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<td>0614.00</td>
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<td>AS-T</td>
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<td>1007.01</td>
<td>Theater Arts</td>
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<td>Airframe Maintenance Technician</td>
<td>D</td>
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<td>0950.20</td>
<td>Aircraft Power Plant Technician</td>
<td>C</td>
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<tr>
<td>0950.00</td>
<td>Aviation Maintenance Technician</td>
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<th>MAJOR CODE</th>
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<tr>
<td>0701.00</td>
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</table>

~ CONTINUED ON NEXT PAGE ~
### Courses of Study at West

**PAGE 2 OF 2**

For more info on ADTs, visit [www.WLAC.edu/academics/pdf/ADT_MajorsReq.pdf](http://www.WLAC.edu/academics/pdf/ADT_MajorsReq.pdf)

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<td>Kinesiology (Physical Education)</td>
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MLC 9/14/2016