Is Transfer Your Goal?

Each year, hundreds of West students transfer to local universities and colleges around the country. We can help you join them.

TRANSFER CENTER
Location SSB 340 | (310) 287-4353
The Transfer Center is your connection to your future. Do you aspire to earn a bachelor’s degree or go on to graduate school? Come in to the center to explore your options. Meet with University Representatives. Utilize the resources available to assist you in choosing the university that’s right for you. Transfer workshops are also available to ensure that you are properly prepared to transfer.

COUNSELING
Location SSB 350 | (310) 287-4257
Too many students inadvertently take classes that neither meet their university transfer or degree goals. Work with a counselor early to select the right classes for your target universities. Uncode the mysteries of “IGETC” (UC & CSU transfer requirements).

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOP&S)
Location SSB 330 | (310) 287-4317
EOP&S is designed for students who are economically and/or educational disadvantaged. Special services include transfer counseling and workshops; assistance with university applications; priority registration; tutoring; individualized counseling and a supportive peer network.

CARE
Similar to EOP&S, CARE serves students who are single parents or heads-of-household. Students who qualify may receive childcare assistance, book vouchers, transportation stipends, academic or vocational counseling, and single parent workshops. You must receive assistance from CalWORKs or TANF to qualify.

ONLINE RESOURCES
TRANSFER ECHAT: Talk online with representatives from prominent universities including UCLA, CSUN and Cal State Dominguez Hills. Visit www.WLAC.edu/Transfer_echat.

DEGREE WORKS: Monitor your progress towards meeting transfer requirements online. Get recommendations on which classes to take. Visit www.WLAC.edu/Counseling/Counselor.html.
IGETC ADVISING FORM – for transfer to the CSU / UC System

General Education Plan 2012-2013

THIS FORM SUBJECT TO CHANGE EACH YEAR Please consult with a Counselor as updates are made throughout the year C IP N

I. ENGLISH COMMUNICATIONS 2-3 COURSES (6-9 Sem/8-12 Quarter Units)

A. English Composition: English 101
B. Critical Thinking/ English Composition: English 103,
C. Oral Communication (CSU requirement only): Speech 101, 102, 104, 151

II. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING 1 COURSE (3 Sem/4 Quarter Units)

A. Math 227, 235+, 236+, 245+, 260+, 261+, 262+, 263, 270, 275 Max UC credit for two courses: Math 235&236; 261&262

III. ARTS AND HUMANITIES 3 COURSES (9 Sem/12 Quarter Units)

Choose 1 course from A, 1 course from B, and a third course from A or B

A. History 10, 20, 33, 41; Philosophy 1, 20, 34, 5, 6, 10; History 2, 86, 87; Humanities 1, 30, 31, 60, 77; Jewish Studies 3, 6


C. Other College ____________________ Advanced Placement ____________________

IV. SOCIAL AND BEHAVIORAL SCIENCES 3 COURSES (9 Sem/12 Quarter Units)

Choose 3 courses from at least two different disciplines

A. Physical Science: Astronomy 1; Chemistry 51+, 60+, 101+1; 102+, 211+, 212+; Earth Science 1.2*

B. Biological Sciences: Anatomy 1; Anthropology 101, (Anthro 101 must be completed prior to or concurrent with Anthropology 111 to receive IGETC credit); Anthropology 111; Bio 3A &3B* (to receive UC/CSU credit both 3A&3B must be completed) 6+*, 7+*; 104+; Environmental Science 2; Micro 20+; Physiology 1; Psychology 2

C. Laboratory Activity: Requirement met by any corresponding lab to lecture in area 5A or 5B

V. PHYSICAL AND BIOLOGICAL SCIENCES 2 COURSES (7 Sem/9 Quarter Units)

Choose 1 course from A, 1 course from B. At least 1 course must include a corresponding lab. Lecture courses with Labs included are marked with [*] Separate Lab courses are marked with (*)

A. Physical Science: Astronomy 1; Chemistry 51+*, 60+, 101+1; 102+, 211+, 212+; Earth Science 1.2*

B. Biological Sciences: Anatomy 1; Anthropology 101, (Anthro 101 must be completed prior to or concurrent with Anthropology 111 to receive IGETC credit); Anthropology 111; Bio 3A &3B* (to receive UC/CSU credit both 3A&3B must be completed) 6+*, 7+*; 104+; Environmental Science 2; Micro 20+; Physiology 1; Psychology 2

C. Laboratory Activity: Requirement met by any corresponding lab to lecture in area 5A or 5B

VI. LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY)

Proficiency in any foreign language can be met by passing 2 years of a foreign language in high school with a grade of C or better, 2 years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses: Arabic 2, Chinese 1, 2, 22 French 1, 2, 3, 4, 5, 6; Japanese 1, 21(1) &22; Spanish 1 or 21(1) & 22, 3, 4, 5, 6. Courses at Level 3 may be double counted in Area 3B. (*) 21 and 22 combined are equivalent to Foreign Language 1. If proficiency was met in high school, transcript must be provided (no units granted for HS coursework).

CSU Requirement ONLY – GRADUATION REQUIREMENT (NOT part of IGETC American Institutions)

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer.


B. Political Science 1

Other College ____________________ Advanced Placement ____________________

Major Prep Courses:

Electives:

**Credit for one course only +courses may be limited by UC; ea repeatable; (C = Completed, IP = In Progress, N = Need) TOTAL

Counselor’s Signature ____________________ Date ________________
### California State University System

**CSU General Education Plan 2012-2013**

Every community college may apply its courses differently, even if the course has the same title and course number. Consult with a counselor for up to date information. Areas A1, A2, A3, B4 must be completed with a grade of "C" or higher before transferring to a CSU.

**THIS FORM SUBJECT TO CHANGE EACH YEAR**

**Please consult with a counselor.**

<table>
<thead>
<tr>
<th>A</th>
<th>ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</th>
<th>9 Semester /12 Quarter UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>Oral Communication</td>
<td>Speech 101, 102, 121, 151</td>
</tr>
<tr>
<td>A-2</td>
<td>Written Communication</td>
<td>English 101</td>
</tr>
<tr>
<td>A-3</td>
<td>Critical Thinking</td>
<td>English 102***, 103; Philosophy 6, 8; Speech 104</td>
</tr>
</tbody>
</table>

English 103 is a CSULA requirement

*All coursework in this area must be completed with a "C" or better to meet admissions requirements to a CSU campus.*

Other College | Advanced Placement |
---|---|

<table>
<thead>
<tr>
<th>B</th>
<th>PHYSICAL UNIVERSE AND ITS LIFE FORMS</th>
<th>9 Semester /12 Quarter UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1</td>
<td>Physical Science</td>
<td>Astronomy 1; Chemistry 51L+, 60L+, 101L, 102L, 211L, 212L; Earth Science 1; Environmental Science 1; Geography 1, 15*; Geology 1, 6*; Oceanography 1; Physical Science 1; Physics 6**, 7**, 12, 14*, 37**, 38*, 39**; (+UC transfer credit limit: Credit given for only one series Physics 6/7 or Physics 37/38/39)</td>
</tr>
</tbody>
</table>

(+Chemistry 51 and 60 combined: max credit one course. No credit for Chem. 51 or 60 if taken after Chem. 101 or 102)

| B-2 | Life Science | Anatomy 1*; Anthropology 101; Biology 3A & 3B*(to receive UC/CSU credit for 3A, 3B+ must be completed); 6**, 7**, 10*; Environmental Science 2; Microbiology 20*; Physiology 1*; Psychology 2*(+No credit for Bio 3A, 3B if taken after Bio 7 or 7) |

| B-3 | Laboratory Activity | This requirement may also be satisfied by completion of any lecture with lab course listed in area B1 or B2 above that is marked with an *:

Anthropology 111*; Biology 3B*(to receive UC/CSU credit for 3A, 3B+ must be completed); Earth Science 2*; Geography 15*; Geology 6*; Physical Science 14*; Physics 14*(Lab for Physics 12) |


Coursework in area B-4 (Math/Quantitative Reasoning) must be completed with a "C" or better for admission to a CSU. |

Other College | Advanced Placement |
---|---|

<table>
<thead>
<tr>
<th>C</th>
<th>ARTS AND HUMANITIES</th>
<th>9 Semester /12 Quarter UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1</td>
<td>Arts</td>
<td>Art 101, 102, 103, 107, 109, 111, 201, 501, 502, 708, 709; Cinema 3(same as Theater 505); 107; Humanities 73***, Music 101, 111, 121, 122, 141; Physical Education 814; Theater 100, 110, 200, 505(same as Cinema 3)</td>
</tr>
</tbody>
</table>

| C-2 | Humanities | Arabic 1, 2; American Sign Language 1, 2; Chinese 1, 21; English 102***; 127, 203, 204, 205, 206, 209, 215, 219, 233*(same as English Studies 6) 234, 239, 275; French 1, 2, 3, 4, 5, 6, 11; History 1, 2, 86, 87; Humanities 1, 30, 31, 60, 61, 77; Japanese 1, 21; Jewish Studies 3, 6*(same as English 233); 26, 27, Philosophy 1, 20, 33, 41; Spanish 1 or 21, 22, 2, 3, 4, 5, 6; Speech 135; Theater 120 (ea);repeatable |

Other College | Advanced Placement |
---|---|

<table>
<thead>
<tr>
<th>D</th>
<th>SOCIAL SCIENCES</th>
<th>9 Semester /12 Quarter UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D-0</td>
<td>Sociology &amp; Criminology</td>
<td>Admin. Of Justice 1, 4, 67; Sociology 1, 2, 11</td>
</tr>
</tbody>
</table>

| D-1 | Anthropology & Archeology | Anthropology 102, 103, 121, 134 |

| D-2 | Economics | Business 1; Economics 1, 2, 10, 11 |

| D-3 | Ethnic Studies | African American Studies 2, 4**, 5**; English 219**, 234**; History 41**, 42** (43, 44 Pending Approval) |

| D-4 | Gender Studies | History 1, 52** |

| D-5 | Geography | 2 |

Other College | Advanced Placement |
---|---|

<table>
<thead>
<tr>
<th>E</th>
<th>LIFELFUNDUNDATION AND SELF-DEVELOPMENT</th>
<th>3 Semester /4 Quarter UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family &amp; Consumer St.</td>
<td>21; Health 2, 7, 11; Personal Development 20, 40; Psychology 41***, 52, 64;</td>
<td></td>
</tr>
</tbody>
</table>

| PE Activity | DanceST 814; DanceTQ 463; Physical Education 102, 262, 289, 301, 440, 460, 470, 508, 553, 630, 665, 666, 667, 668, 679, 682, 683, 684, 690; *Only 1 unit of DANCAST, DANCEQ, P.E., Phys Ed, activity may be counted in this area |

Other College | Military Credit |
---|---|

**Major Prep Courses:**

**Electives:**

<table>
<thead>
<tr>
<th>C</th>
<th>Completed, IP = In Progress, N = Need</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**Counselor signature**

Date

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(C= Completed, IP = In Progress, N = Need)
There are two paths that a student can follow to initiate graduation for the AA/AS degree at WLAC:
1) Counselor-Initiated
2) Student-Initiated

For the graduation filing period see academic calendar at the front of this schedule book.

Late graduation petitions must be approved by the Dean of Student Services and must be signed off by a counselor.

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1. Students who anticipate graduation may complete a Graduation Packet that is available in Admissions and Records or online at www.wlac.edu/graduation, and either take the Student-Initiated path and complete the graduation forms themselves, or take the Counselor-Initiated Path and complete the forms with the assistance of a Counselor.

2. To ensure you are eligible to petition for graduation, please check if the following items are in progress or have been completed:
   - 12 units of residency completed at West Los Angeles College
   - At least a 2.0 grade point average
   - A grade of “C” or better in English 101 and Math 125
   - A grade of “C” or better in all major courses
   - 60 degree applicable units

3. Official transcripts from all college/universities attended are on file in Admissions and Records. Transcripts must be mailed directly from institution to institution. Ordering of transcripts from schools within the Los Angeles Community College District is not required.

4. Courses taken at schools outside of the Los Angeles Community College District must be evaluated by either a Counselor or by submitting the Transcript Evaluation Petition to the Evaluation and Graduation Office in Admissions and Records.

5. Submit the completed Graduation Packet to the Evaluation and Graduation Office in Admissions and Records. See above for Graduation Petition filing periods.

Other important graduation information and forms: www.WLAC.edu/Graduation
Monitor your academic progress: www.WLAC.edu/Graduation/Degree_Audit.html
**WEST LOS ANGELES COLLEGE**

**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**

**PLAN A (2012-2013)**

**Updated 10/2011**

**General Education Requirements:** Minimum of 30 semester units.

**Major Requirements:** Minimum of 18 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better or a “P” if the course is taken “Pass No Pass” basis.

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### A. NATURAL SCIENCES

**LECTURE COURSE REQUIRED**

- Anatomy 1
- Anthropology 101, 111
- Astronomy 1
- Biology 3A, 3B
- Chemistry 51
- Earth Science 1
- Environmental Science 1, 2
- Geography 15
- Geology 1
- Microbiology 20
- Oceanography 1
- Physics 1, 14
- Physiology
- Psychology 2

Courses with Labs are marked with (L). Separate Lab courses are marked with (*). 3 Semester /4 Quarter Units minimum

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### B. SOCIAL AND BEHAVIORAL SCIENCES

**9 Semester /12 Quarter Units minimum**

**B1. AMERICAN INSTITUTIONS** (3 Semester Units minimum)
- African American Studies 4 (same as History 41)
- History 11, 12, 14, 41, 42
- Political Science 1

**B2. SOCIAL AND BEHAVIORAL SCIENCES** (3 Semester Units minimum)
- Administration of Justice 1, 4, 67
- African American Studies 2, 4
- Anthropology 102, 103, 121, 134
- Business
- Child Development 1
- Economics 1, 2, 10, 11
- Geography 2
- History 1, 2, 29, 86, 87
- Law 1 (same as Business 5)
- Library Science 101, 103
- Personal Development
- Political Science 2, 7
- Psychology
- Sociology 1, 2, 11

**B3. Minimum of 3 additional semester units from B1 or B2 above.**

Courses Other College

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### C. HUMANITIES

**3 Semester /4 Quarter Units minimum**

- Arabic 1, 2
- American Sign Language 1, 2
- Art 101, 102, 103, 107, 111, 201, 501, 708, 709
- Chinese 1, 21, 22
- Cinema 1, 3 (same as Theater 505)
- English 102, 127
- French 1, 2, 3, 4, 5, 6, 10
- History 1, 2, 40
- Humanities 1, 30, 31, 60, 61, 77
- Japanese 1, 21, 22
- Jewish Studies 6
- Music 101, 111, 121, 141
- Philosophy 1, 20, 33, 41
- Spanish 1 or 21, 22, 2, 3, 4, 5, 6
- Speech 135
- Theater 100, 110, 120, 200

Courses Other College

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### D. LANGUAGE AND RATIONALITY

**12 Semester /16 Quarter Units minimum**

**D1. ENGLISH COMPOSITION** * (3 Semester Units minimum)
- Business 32, 28, 101
- Journalism 101

*English & **Math competency requirements changed effective F’09 academic year. English 101 & Math 125 required for competency*

**D2. COMMUNICATION AND ANALYTICAL THINKING** ** (6 Semester Units minimum)
- Co Sci 901, 902, 915, 933, 934, 936, 938
- English 102, 103
- Math 115, 117, 118, 125, 127, 128 or higher
- Philosophy 6, 8, 9
- Speech 101, 102, 121, 151

**D3. Minimum of 3 additional semester units from D1 or D2 above.**

Courses Other College

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### E. HEALTH AND PHYSICAL EDUCATION

**3 Semester Units minimum**

**E1. HEALTH EDUCATION** (2 Semester Units minimum)
- Health 2, 7, 11

*Note: Health 2 includes PE activity*

**E2. ONE PHYSICAL EDUCATION ACTIVITY** (1 Semester Unit minimum)
- ANY P.E./PHYSICAL EDUCATION/DANCE/ACTIVITY may be counted for this area

Military Credit

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**Major / Area of Emphasis:**

Major Courses (minimum 18 units) See WLAC catalog for major requirements

Electives

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**Competency Met:**

<table>
<thead>
<tr>
<th>Eng: Course</th>
<th>Math: Course</th>
<th>Test</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

(L) course with Lab; (*) separate Lab course; (#) same as course

C = Completed  IP = In Progress  N = Need

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**Counselor’s Signature**

**Date**

108
**WEST LOS ANGELES COLLEGE**

**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**

**PLAN B: 2012-2013**

**General Education Requirements:** Minimum of 18 semester units.

**Major Requirements:** Minimum of 36 units in a single or related field, or online vocational degrees. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better or a “P” if the course is taken on a “Pass or No Pass” basis.

**THIS FORM SUBJECT TO CHANGE EACH YEAR**

Please see a counselor and check the college catalog for specific major requirements.

**A. NATURAL SCIENCES**

- **LECTURE REQUIRED**
- **3 Semester / 4 Quarter Units minimum**

| Courses with Labs are marked with L; Separate Lab courses are marked with *.
| Anatomy 1, Anthropology 101, 111*, Astronomy 1; Biology 3A & 3B*, 6*, 7*, 211L; Chemistry 51L, 60L, 101L, 102L, 211L; Earth Science 1, 2; Geography 1, 15*, Geology 1, 6*, Microbiology 20; Oceanography 1, Physical Science 1, 14*; Physics 6*, 7*, 12, 37*, 38*, 39*; Physiology 1*; Psychology 2

- Other College ____________________________

**B. SOCIAL AND BEHAVIORAL SCIENCES**

- **3 Semester / 4 Quarter Units minimum**

| African American Studies 4#(same as History 41), 5#(same as History 42); History 11, 12, 14, 41#, 42#;
| 43,**44** Pending Approval | Political Science 1

- Other College ____________________________

**C. HUMANITIES**

- **3 Semester / 4 Quarter Units minimum**

| Arabic 1, 2; American Sign Language 1, 2; Architecture 101; Art 101, 102, 103, 107, 109, 111, 201, 501, 502, 708, 709; Chinese 1, 21, 22; Cinema 1, 3#(same as Theater 505), 5, 107; English 102, 127, 203, 204, 205, 206, 209, 215, 219, 233#(same as Jewish St. 6); 234, 239, 275; French 1, 2, 3, 4, 5, 6; History 1, 2, 86, 87; Humanities 1, 10, 30, 31, 60, 61; Japanese 1, 21, 22; Jewish Studies 3, 6#(same as English 233) 26, 27; Music 101, 111, 121, 122, 136, 141, 201, 202, 211, 321-324, 341, 411-413, 561, 775; Philosophy 1, 20, 33, 41; Spanish 1, or 21, 22, 2, 3, 4, 5, 6; Speech 135, Theater 100, 110, 120, 200, 505

| Other College ____________________________ | Advanced Placement __________________

**D. LANGUAGE AND RATIONALITY**

- **6 Semester / 8 Quarter Units minimum**

| English Composition *#(3 Semester Units minimum) | English & Math competency requirements changed effective F09 academic year. English 101 & Math 125 required for competency.
| Business 32, English 28, 101; Journalism 101
| Accounting 1; Co Sci 901, 902, 930; English 102, 103; Library Science 101; Math 115, 117, 118, 125, 127, 128 or higher; Philosophy 6, 8, 9; Speech 101, 104, 121, 151

| Competency Met: *Eng: Course ______ **Math: Course ______ Test ______ |

| Other College ____________________________ | Advanced Placement __________________

**E. HEALTH AND PHYSICAL EDUCATION**

- **3 Semester / 4 Quarter Units minimum**

| Health Education (minimum 2 units in Health Education) | Note: Health 2 includes P.E. activity
| Health 2, 7, 11 (Include one activity course from E2 or authorized exemption)

| Physical Education Activity (minimum 1 unit in P.E. Activity) | Military Credit (if applicable)
| ANY P.E./PHYSICAL EDUCATION/DANCEST/DANCE/TQ/ ACTIVITY may be counted for this area

**Major/Area of Emphasis:**

**Major Courses (minimum 36 units)**

| Electives

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**TOTAL**

C = Completed  IP = In Progress  N=Need

Counselor’s Signature ____________________________ Date __________
## Associate Degree: Plan A & B

### GRADUATION REQUIREMENT

<table>
<thead>
<tr>
<th>For all continuing students entering PRIOR to Fall 2009</th>
<th>For all new/returning students ENTERING Fall 2009 or after</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Mathematics Competency</strong></td>
<td><strong>A. Mathematics Competency</strong></td>
</tr>
</tbody>
</table>
| 1. Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:  
  - Mathematics 115 or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent.  
  - Electronics 10, 12, 14  
  - General Engineering Technology 121  
  OR  
  2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination. | May be met by completion of one of the following:  
  1. Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:  
     - Mathematics 125 or any higher-level mathematics courses with a prerequisite of at least mathematics 125 or its equivalent.  
  3. A score of 3 or higher on one of the following AP Exams:  
     - Calculus AB, Calculus BC or Statistics  
  4. Complete the college assessment exam in mathematics and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement. |
| **B. Reading and Written Expression Competency**        | **B. Reading and Written Expression Competency**         |
| 1. Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:  
  - English 28, English 61, English 62, English 63, English 65  
  - English 101  
  - Journalism 101  
  2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges. | May be met by completion of one of the following:  
  1) Completion of English 101 (or its equivalent at another college) with a grade of “C” or better.  
  2) A score of 3 or higher on one of the following AP Exams:  
     - English Language and Composition  
     - English Composition and Literature  
  3) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.  
  4) Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into a English course above the level of English 101 have met the competency requirement. |

IV. Residence Requirement: Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for injustice or undue hardship. (6201.13)

**HOW TO CHOOSE THE CORRECT GENERAL EDUCATION PLAN**

Students will follow either Plan A or Plan B depending on the number of units in their major. Please check the college catalog or speak with a counselor.
THINGS TO KNOW

Services for Students

ADMISSIONS & RECORDS
SSB 220  |  (310) 287-4200
Get started. Apply for admission. Register for classes. Add or drop classes. Petition for a certificate or to graduate with an Associates degree.

ASSESSMENT CENTER
SSB 420  | (310) 284-462
Pick up your placement results, career testing and prerequisite challenges. Make an appointment in the Counseling Office in SSB 350.

ASSOCIATED STUDENTS ORGANIZATION
Building A-5  | (310) 287-4426
The Associated Student Organization (ASO) is the governing body for all students on campus. It is comprised of elected and appointed student members who serve as a legislative branch to the students for a term of one year. The council represents the student body to the administration, faculty, staff, community, state and national government. The ASO is committed to addressing the needs and concerns of all students at WLAC. Benefits of membership include; Eligibility to hold a student government office; Eligibility for scholarships; Ability to charter a club; Free admission to all athletic events; Free use of computers in ASO office; Free midterm and finals scantrons and blue books.

ATHLETICS
Physical Education Complex (PEC)  | (310) 287-4263
Compete in the Western State Conference (WSC). Participate in men and women’s collegiate sports: Baseball, Basketball, Cross Country, Football, Soccer, Track & Field, and Volleyball. For more information, obtain the Student Athlete Handbook.

BOOKSTORE
SSB 1st Floor  |  (310) 287-4560
Buy books and supplies for your courses, plus snacks, cards and gift items. You can also visit the Bookstore online, 24/7 at www.wlac.edu/bookstore.

Paws for Snacks & Stuff located just north of the CE building in the B Bungalows is West’s new store that offers a full selection of convenience foods and supplies! Paws opens early and stays open late when classes are in session.

For office hours, visit the College website www.WLAC.edu/Services

BUSINESS OFFICE
SSB 230  | (310) 287-4262, after 3:45 p.m. (310) 287-4416
The Business Office is where students can pay fees including tuition, for parking permits and for official transcripts. The Business Office accepts cash, checks, money orders and credit cards. Go to www.wlac.edu and click on the “Register for Classes” (upper right corner) button to enter the “Student Information System.”

CHILD CARE
Child Development Center (CDC)  | (310) 287-4357
The campus Child Development Center offers student-parents quality, licensed care in a modern childcare facility and early childhood education for their youngsters during day and evening classes: Toddlers (2-3 yrs) and preschoolers (3-5 yrs) - Monday-Thursday: 7:45 a.m. to 4:00 p.m. and Friday 7:45 a.m. to 2:30 p.m.

COUNSELING
SSB 350  |  (310) 287-4257
Your counseling session can help you determine your educational interests, assess your knowledge, and evaluate your abilities. Meet with a counselor, develop your “Student Educational Plan” and achieve your community college education goal (transfer or career).

DISABLED STUDENTS PROGRAMS & SERVICES
SSB 320  |  (310) 287-4450
DSP&S opens doors for students with special physical, communication or learning needs. DSP&S is located on the First Floor of HLRC. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES
SSB 330  | (310) 287-4317
EOPS provides services to enrolled students who are economically and educationally disadvantaged. The primary goal of EOPS is student success: college transfer, certificate of completion or college degree. Cooperative Agencies Resources for Education (CARE) – provides assistance to students who are single parents or heads-of-household. Students who qualify may receive childcare assistance, book vouchers, transportation stipends, academic or vocational counseling, and single parent workshops.

NEW HOME OF STUDENT SERVICES, BOOKSTORE & CAFE
FINANCIAL AID
SSB 210  |  (310) 287-4532
Financial Aid staff help students determine their eligibility for loans, grants, and scholarships from private and government sources. Download podcasts 24/7 from the Financial Aid web page.

STUDENT HEALTH CENTER
Building A-9  |  (310) 287-4478
The Student Health Center is an on-campus health facility for all enrolled students. Student Health Center staff provides free or low-cost primary care, check-ups and mental health counseling.

INSTRUCTIONAL SUPPORT (TUTORING) & LEARNING SKILLS CENTER
Heldman Learning Resources Center (HLRC) | (310) 287-4486
Improve your reading, language, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects.

INTERNATIONAL STUDENT SERVICES
SSB 415  |  (310) 287-4312
International Student Services helps students process F-1 Visa – International Student admissions for qualified non-immigrant international students eligible for career occupation or academic transfer status. For more information, go to International Student Services online or visit our office.

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LIBRARY SERVICES
HLRC  |  (310) 287-4269 & (310) 287-4406
The WLAC Library provides instruction on how to use the online catalog, eBooks, periodical and research databases and 24/7 live chat reference services. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provides a beautiful view ideal for study.

OUTREACH & SCHOOL RELATIONS
SSB 410  |  (310) 287-4451  |  www.WLAC.edu/HighSchool
Do you want to learn more about earning college credit while still in high school? Are you preparing to graduate from high school? Do you need more information to make your college choice? The Office of School Relations and Outreach is here to help you – and your parents or guardians and high school counselor – understand your education opportunities. Learn how to apply, enroll in college and earn transferable college credits.

SEXUAL VIOLENCE
HART (Healthy Advocacy Response Team)  |  (310) 287-4527
For additional information on filing administrative or criminal charges and/or support resources available to victims, visit www.wlac.edu/wgeneral/AB1088_info_West.pdf or contact Sherron Rouzan in the WLAC Counseling Office in SSB 350.

TIPS FOR SUCCESS
www.WLAC.edu/WGeneral/Tips.htm

TRANSFER CENTER
SSB 340  |  (310) 287-4353
The Transfer Center helps prepare students to transfer to a college or university to complete their upper class education (junior and senior years) and graduate successfully from a four-year school. The Transfer Center assists students seeking to meet transfer requirements for admission to University of California (UC) and California State University (CSU) schools, and private or public colleges and universities nationwide.

VETERANS OFFICE
SSB 220  |  (310) 287-4370 / (310) 287-4365
The Veterans Office works cooperatively with the U.S. Veterans Administration (VA) to help veterans and their dependents make use of their G.I. Bill education benefits.

WLAC/INSTITUTE FOR STUDENT EXCELLENCE
(Program eligibility required to enroll)
Find locations at www.WLAC.edu/Services  |  (310) 287-4261
CalWorks - Community college program that provides educational and career opportunities for students and their families.
TRiO - Federally funded programs that provide services for high school completion, college readiness and entry into postsecondary institutions.

Educational Opportunity Center - Assists students 19 years and older.  (310) 287-4476
Educational Talent Search - Assists middle and high school students.  (310) 287-4518
Student Support Services - Assists West Los Angeles College students.  (310) 287-4304
Upward Bound - Assists high school students.  (310) 287-4523

Pre-School Program (ages 2 – 5)
While you’re preparing for tomorrow your child can prepare for Kindergarten. Low cost, positive and fun learning environment.
Hours: M-Th 7:45am – 4:00pm
To Apply ~ Applications available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center. Tuition from $1.00 - 2.50 per hour and is based on family income and size. Qualifying families may be reimbursed for tuition.
A student enrolling in one of the colleges of the Los Angeles Community College District may rightfully expect that the faculty and administration 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 judgement; to engage in sustained and independent search for truth; and to exercise their right to free inquiry and free speech in a responsible, non-violent manner. In furtherance of the student’s 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 laws, 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. A record will be kept of all persons who use the facilities or grounds of the college.

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 a student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

1. Willful disobedience to directions of College officials acting in the performance of their duties.
2. 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.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the College.
4. Unauthorized entry to or use of the College facilities.
5. Forgery, alteration, or misuse of College documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.
7. Theft or damage to property belonging to the college community, or a campus visitor.
8. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud, unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.
9. 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.
10. 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 that 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. “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
11. 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 by all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.
12. Behavior while on a college campus or at a college-sponsored activity, 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 veteran status.
13. Any assemblage of two or more persons to (1) do an unlawful act; or (2) do a lawful act in a violent, boisterous or tumultuous manner.
14. Any agreement between two or more persons to perform illegal acts.
15. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars ($500), or imprisonment. As used in this section, “physical force” includes, but is not limited to, use of one’s person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.
16. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.
17. Every parent, guardian or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities, is guilty of a misdemeanor.
STUDENT DISCIPLINARY ACTION
Violation of 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 from school, 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.

STUDENT DISCIPLINE PROCEDURES
Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct.

Pursuant to Education Code Section 76030, the District has adopted Board Rule 91101, Student Discipline Procedures, to ensure uniform procedures of due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established standards of student conduct.

The provisions do NOT apply to grievance procedures, student organization councils and courts, the suspension, for good cause, of any student from a class by an instructor for the day of suspension, and residence determination or other academic and legal requirements for admission and retention.

Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Office of the Vice-President of Student Services.

STUDENT GRIEVANCE PROCEDURES
The purpose of the Student Grievance Procedure is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

A complaint regarding a grade is handled through the grade petition process in Admissions and Records. See www.wlac.edu/admissions/forms/GradeReview.doc. To submit a complaint against an instructor, visit the Office of Academic Affairs. If there is an issue of unlawful discrimination or any other type of grievance, please visit the Office of the President for direction. If you believe the matter was not handled appropriately after using the campus process, you may contact the California Chancellor’s Office. Find a link at www.WLAC.edu/Financial/Gainful_Employment.html

CLASSES OPEN TO THE PUBLIC
It is a policy of this District that, unless specifically exempt by statute, every course, course section or class (the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District) shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations.

Los Angeles County Sheriff’s Department
Community College Bureau
Located in Building C3
at the Lot 5 Entrance
(off Freshman Drive)

To reach the main Sheriff’s Office on campus
dial (310) 287-4314

During an emergency, Dial “911” from any phone on campus.
During Non-Emergencies, dial *30 or *80 from any campus pay phone. There is no charge.
COLLEGE CATALOG
The WLAC College Catalog is the official document for the college. Please refer to it for more detailed information on courses, graduation requirements and rules and regulations.

COURSE PREREQUISITE AND COREQUISITE POLICY
To help students succeed in classes, many courses have either “required” or “recommended” prerequisites or corequisites. (Anything listed after “Prerequisite” is required; recommended prerequisites simply say “Recommended.”) Prerequisites mean the preparation or previous coursework considered necessary for success in the course. Corequisite refers to concurrent enrollment in another course, and unless indicated as “Recommended,” is required for courses taken outside of the District. Please see counseling.

ADDING CLASSES
Only students who have been admitted to the college and are in approved active status may add or attend classes. Active students who wish to add a class after the start of the semester must obtain a signed “Add Permit” from the instructor. If the class is online, the student must email the instructor to request to add (go online to www.wlac.edu/online and click on “Enrollment”). A student can add a class up to the deadline dates listed in another course, and unless indicated as “Recommended,” is required for courses taken outside of the District. Please see counseling.

DROPPING / WITHDRAWING
& REPEATING CLASSES
Limit of 3 Attempts – Effective July 2012, Title V regulations limit the number of times a student can enroll in a non-repeatable credit course to three (3) attempts. Opting for a “W” in a class or earning a grade of “D” or “F” all count as attempts. If a class is dropped prior to the “No Penalty” withdrawal date so that no “W” is received, it will NOT count as an attempt at the class. For more information on this policy, exceptions, and how to petition, visit www.wlac.edu/admissions/policies.html. The web page also addresses making wise class selections and deciding when and whether to drop a class.

DROPPING CLASSES
Students should use the online Student Information System to drop a class or classes they no longer plan to attend. Students should write down the confirmation number for their records or print it. It is the students’ responsibility to drop a class. Failure to drop a class in a timely manner may result in a “W” on 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. Deadlines for dropping a class with no “W” or with a “W” are published in this class schedule and online at www.wlac.edu.

REPEATING CLASSES
To Improve Substandard Grades
Students may repeat coursework in which substandard grades (“D,” “F,” or “NP”) were awarded in the District. This policy only applies to courses taken at colleges within the Los Angeles Community College District. 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.

Special Circumstances
Repetition of courses for which a grade of “C” or better has been recorded shall be permitted only upon advance petition by 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.

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

2. Third Course Repetition to Remove a Substandard Grade. A student may repeat the same course for a third time provided the student has:
   A. Received three 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 a third repetition may not be claimed for state apportionment. Upon completion of the third 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 three lowest 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).

REMEDIAL COURSEWORK LIMIT
Students are subject to a 30-unit limit on remedial coursework. If you reach this limit, please refer to http://adultinstruction.org. If you are an ESL or disabled student, you may qualify for an exception to this policy.
GRADES AND GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student. The determination of a student’s grade by the instructor is final in the absence of mistake, 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. Refer to our Grade Review Petition www.wlac.edu/admissions/forms.html for a full explanation of the process for appealing an instructor’s decision.

RECORDING DEVICES

Education Code 78907 prohibits anyone in a classroom from using any electronic listening or recording device without the prior consent of the instructor. Any student violating this section is subject to appropriate disciplinary action. Any person, other than a student, who willfully violates this section is guilty of a misdemeanor.

NOTICE FOR STUDENT INFORMATION

Official copies of academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail. No transcripts will be accepted directly from students. This recommended policy shall remain in effect until further notice. (6/2/05)

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. EOPS, 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 student must meet all of the following eligibility requirements to be eligible for the exemption:

1. The student must have attended a California high school (grades 9 through 12) for three or more years.

2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).

3. Except for non-immigrant aliens, any non-resident student who meets the requirements contained in “1” and “2” above shall be exempt from non-resident tuition even if he or she is a US citizen or lawful immigrant.

4. 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.

NON-RESIDENT STUDENTS

Non-resident students pay non-resident tuition rates.

FEE EXEMPTION FOR SPECIAL PART-TIME STUDENTS GRADES K-12

The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student’s high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.

FEE REFUND POLICY

1. All refunds for fees paid MUST BE requested through the Business Office. Refunds must be accompanied with the original copy of the REGISTER RECEIPT and CHARGE SLIP if paid by credit card. A pictured I.D. is also required.

2. A waiting period of 15 WORKING DAYS for check payments will be observed before a cash or check refund will be given. A cancelled check will be required to obtain an earlier refund. Refunds for payment processed by electronic check can be processed after a 10 working day waiting period upon presentation of an electronic payment receipt.

3. Non-resident tuition fee refunds will be made by check.

CHECK PAYMENT PROCESSING

When you provide a check as payment, you authorize us either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day we receive your payment and you will not receive a cancelled check back from your financial institution.
**BOOKSTORE REFUND POLICY**
This is an abbreviated version of the return policy. Obtain the full policy from the Bookstore.

**Refunds/Exchanges:** The last day for refunds/exchanges will be printed on your receipt and posted in the Bookstore.

If all of the conditions for refunds/exchanges listed below are met, a full refund or exchange will be given on textbooks and required supplies for Fall/Spring: if returned by Saturday of the 2nd week of classes Summer, Winter and Short Term Classes: if returned by Saturday of the 1st week of classes

1) The original cash register receipt is presented; 2) Items are clean, unmarked, and in resalable condition; 3) Packaged (Syllabi, Course Packs, Textbook Packages with CD’s, Tapes, etc.) are unopened in their original packaging.

All Computer Software, Storage Media, Trade Books, Study Aids, College Catalogs and sale item sales are final. All other merchandise must be refunded or exchanged within 24 Hours of purchase. Any item not in the same condition as when purchased is not eligible for refund. Clothing must be in unworn condition.

Purchases made after the deadline outlined above, may be refunded/exchanged within 24 hours if the conditions listed above are met and are subject to a 10% restocking fee.

**Non-returnable:** Textbooks and required supplies purchased before the Booklist is posted, or during final exams are non-returnable.

**Book Buy Back:** Textbooks from previous semesters may only be sold back during book buyback periods.

**GENERAL PARKING POLICIES**
Parking regulations are provided to ensure safe and accessible parking to students and staff at WLAC. Students and staff are required to adhere to all parking regulations and posted signs throughout the campus. Motorcycle and motorized bike parking is allowed in a designated location in Lot 5 only. Motorcycles must display their sticker permits on the front shock sleeve.

Street parking is not permitted on most perimeter streets, except on Stocker Dr. Student decals are sold online or at the Business Office for $20 during the Fall or Spring semester and $7 during the summer session. Passes ordered online will be mailed to the student. Visit www.WLAC.edu/BusinessOffice for more information. Every student and visitor must have either a parking decal applicable to that academic session or purchase a daily parking permit placed in their vehicles’ left front window. Machines dispensing the daily parking permits for $2 may be found in the parking structure and the overflow lot (8A), lots 3, 5 and 7. To avoid a citation, a parking decal or a daily parking permit must be properly displayed.

Since parking is free during the first two weeks of the spring semester there will be no exceptions to these rules. Any vehicle without either a decal or a daily permit will be ticketed after the two week “grace period.”

Caution: Exceeding posted speed limits on campus streets or in the parking structure and failure to adhere to the posted “No Stopping” signs will also subject you to a citation.

**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 (Board Rule 2419).

**STUDENT RIGHT TO KNOW**

**COMPLETION RATES**
In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2005, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed at http://srtk.cccco.edu/index.asp. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became ‘transfer prepared’ during a three year period, from Fall 2005 to Spring 2008. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered ‘transfer prepared’. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming ‘transfer-prepared’ during a five semester period, from Spring 2006 to Spring 2008, are transfer students.

**STUDENT EMAIL PROGRAM**
Effective Spring 2011, West began communicating with students through their Student.LACCD.edu email accounts. Like many universities, West provides its students with “cloud” email accounts, powered by the MicrosoftLive@edu suite of applications. To access your student email account, click on the button on the WLAC For Students page at www.WLAC.edu. Log on with your student ID# and your birthday and birth month.
NON-DISCRIMINATION POLICY
It is the policy of the LACCD to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability, and veteran status.

All programs and activities of the LACCD shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the District who engage in any form of discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In order to ensure Equal Opportunity/Non-Discrimination Policy compliance at West Los Angeles College, please direct inquiries to: Diversity Programs Representative, and Title IX/Gender-Equity Coordinator, (310) 287-4383; Section 504 Handicap Program Contact Person, Betsy Regalado, (310) 287-4333. In addition, inquiries may also be directed to the District Office of Diversity Programs at (213) 891-2315.

SUMMARY OF SEXUAL HARASSMENT POLICY
The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Employees, students or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules in Chapter 15. The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained at West Los Angeles College from the President’s Office at (310) 287-4325; Sherron Rouzan, Advocate for Students at (310) 287-4527, or by calling the Office of Diversity Programs at (310) 891-2315. Members of the college community, which includes students, faculty, and staff, who believe they have experienced conduct that may constitute sexual harassment, have the right to seek help from the college. Every employee has the responsibility to report such conduct to the Compliance Officer when it is directed toward students. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available.

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.

POLÍTICA DE NO-DISCRIMINACIÓN
La política del Distrito de Los Colegios Comunitarios de Los Ángeles es implementar de forma afirmativa la igualdad de oportunidades a todos sus empleados y solicitantes calificados sin distinguir entre raza, color, origen, ascendencia, religión, credo, sexo, edad, estado civil, condición médica (relacionada con cáncer), personas liciadas, mujeres embarazadas, inclinación sexual y su condición como veterano (del servicio militar).

PROCEDIMIENTO DE ACATAMIENTO A LA POLÍTICA DE IGUALDAD DE OPORTUNIDADES Y NO-DISCRIMINACIÓN
A fin de asegurar el acatamiento a la Política de Igualdad de oportunidades en el Colegio del Oeste de Los Ángeles, sirváse dirigir sus quejas con el Representante de Acción Afirmativa y Coordinador del Artículo IX/Igualdad Sexual, Sr. Lawrence Woods al (310) 287-4383; y con el Betsy Regalado, Coordinador del Programa de Incapacitados, Sección 504 al (310) 287-4450. También puede llamar a la Oficina de Acción Afirmativa del Distrito al (213) 891-2315.

RESUMEN DE LA POLÍTICA DE ACOSO SEXUAL
La Política del Distrito de los Colegios Comunitarios de los Ángeles es de ofrecer un ambiente educativo, de trabajo y de negocios dentro de un ámbito libre de maltrato, acoso sexual, de cualquier tipo de conducta verbal o física que conlleva a cualquier tipo de abuso sexual. Empleados, estudiantes y cualquier persona que preste sus servicios con el Distrito y que se vea involucrado en algún tipo de acoso sexual al anteriormente citado en la actual política o legislación federal del Estado, será puesto a disposición de las autoridades para aplicar medidas disciplinarias, podría ser destituido de su cargo con baja en su contrato y hasta expulsado. En el capítulo 15 del reglamento del Consejo se han suscrito los procedimientos y regulaciones específicas para reportar cargos de acoso sexual y para poner remedio a dichos casos. El Distrito de los Colegios Comunitarios de Los Ángeles cuenta con una política de procedimientos formales e informales para resolver conflictos y atender quejas. Copias de dicha política y sus regulaciones pueden ser adquiridas en West L.A. College Oficina del President al (310) 287-4327; con la Sra. Sherron Rouzan al (310) 287-4527 o al (310) 287-4273, o a la Oficina de los Programas de Acción Afirmativa al (310) 891-2315.

Cualquier miembro de los Colegios Comunitarios, incluyendo estudiantes, profesores y personal que crea, perciva o haya sido víctima de cualquier tipo de conducta de maltrato sexual tiene el derecho de solicitar ayuda del Colegio. Todo empleado tiene la responsabilidad de reportar tal conducta con el representante de la Oficina de Maltrato y Abuso Sexual. Quejas de gravedad serán puestas a disposición de la ley.

CONOCIMIENTO LIMITADO DEL IDIOMA INGLÉS
Contamos con Clases de Educación Vocacional para distintas ramas del trabajo abiertas a todos los estudiantes y, aún para aquellos que todavía no dominan el idioma inglés. Aunque la falta de conocimiento del idioma inglés no es un impedimento para registrarse en dichos cursos, sugerimos a los estudiantes deficientes en el idioma
Student Rights & LEGAL PROTECTIONS

EQUAL OPPORTUNITY COMPLIANCE PROCEDURE
In order to insure Equal Opportunity Policy compliance at West Los Angeles College, please direct inquiries to the college President’s Office at (310) 287-4325.

In addition, inquiries may be directed to the District Office of Diversity Programs at (213) 891-2315.

STUDENT DIRECTORY INFORMATION
West Los Angeles College considers the following information relating to a student to be "directory information": student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, and most recent previous educational agency or institution attended by the student. Students who do not wish the above categories of information to be given out should so indicate on the Release of Directory Information form in the Admissions Office.

In addition, branches of the U.S. military are entitled to receive the following student information: student’s directory information as defined above, student’s address, telephone number, date of birth, and major field of study. This information will not be released if you so indicate on your Application for Admission.

The College Foundation is entitled, with permission, to receive the following student information: student’s name, address and telephone number. The College Foundation is not entitled to release student information to third parties. This information will not be released if a student so indicates on his or her Application for Admission.

FAMILY EDUCATION RIGHTS AND PRIVACY ACTS
The California Legislature has passed S.B. 182 (Stull), which codifies provisions of the Education Code and the Federal statutes implementing the “Family Education Rights and Privacy Act” of 1974 (Buckley Amendments). This permits students to inspect their personally identifiable records maintained by the college, and permits access to these records only upon the student’s written request (other than to certain specified categories). Information on these laws and college procedures in implementing them may be obtained from the Dean of Admissions, who serves as the College Records Officer.

UNAUTHORIZED RELEASE OF STUDENT RECORDS
Release of student records by faculty members to third parties, which includes parents and other family members, without a student’s written permission or in the absence of a judicial order is prohibited by the California Constitution and the Education Code.

This information is published in accordance with “The Crime Awareness and Campus Security Act of 1990”

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For more information, visit www.wlac.edu/sheriff/sheriff3.htm
West Los Angeles College’s Distance Learning Program offers anytime, anywhere, education!

Through our comprehensive Distance Learning Program, earn college credit in a variety of courses that provide flexibility in scheduling and the ability to study when it is convenient for you.

Online classes feature the same content and offer the same transferability as on-campus classes. For transferability information, see the Online Classes section of the current WLAC Schedule of Classes or visit www.WLAC.edu/Online.

Online courses are fully interactive, and most do not require any campus visits. Students have the flexibility of accessing course work 24 hours a day, 7 days a week from any updated computer with Internet access. Students are also welcome to access online courses using the WLAC Library Instructional Research Lab (LIRL) on the 2nd floor of the HLRC.

See the current Schedule of Classes or the online classes’ website at www.WLAC.edu/Online for specific course requirements.

DEGREE PROGRAMS
OFFERED COMPLETELY ONLINE
Accounting
Business
Business Administration
English
Liberal Arts
Marketing
Real Estate

OFFERED PRIMARILY ONLINE
Administration of Justice
Computer Applications & Office Technologies
Economics
History
Philosophy
Political Science
Spanish
Travel

CERTIFICATE PROGRAMS
OFFERED COMPLETELY ONLINE
Accounting
Basic & Advanced Travel
Business
Computer Network
Computer Network Security
Computer Network & Security Management
Computer Apps & Office Tech
Jewish Studies
Real Estate
Welcome to West!

ADMISSION CHECKLIST

Use this checklist to help you navigate your way through the registration process. 
(Turn page for K-12 instructions)

☐ Complete West Los Angeles College Application online

☐ Go to the Financial Aid Office (SSB 210) to see if you qualify for a fee waiver or other financial resources.

☐ Complete Assessment Testing in Math & English (SSB 420).

☐ View on-line Orientation (SSB 420).

☐ Schedule a counseling appointment or visit the counseling office for a student education plan and advisement (SSB 350).

☐ Check your LACCD email account

☐ Register for classes on-line.
   Make sure to register for a Personal Development 40 “Student Success Seminar” or Personal Development

20 “Scope of Career Planning.” See schedule of classes for more details.

☐ Visit the Bookstore (SSB 1st Floor) to purchase or rent your books and school supplies.

☐ Go to the Business Office (SSB 230) to pay your fees, purchase a parking pass and get a printout of your classes!

☐ Get your student ID card at the ASO Office (Building A-5).

☐ Make sure to read the schedule of classes for important dates & deadlines.

☐ Follow up with a counselor each semester to make sure you are on track! (SSB 350)

NOTES:__________________________________________________________________________
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TO ENROLL

ONLINE:
Online Registration (www.WLAC.edu). Please follow the steps provided below:

- Click on “Register For Classes”
- Click on “Student Information System”
- Enter your Student ID number.
- Enter your PIN number (First 4-digits of your birthdate, ex: April 4, enter 0404) and click “SUBMIT”
- Click on “Registration”
- Click on college, select “West Los Angeles College”. Select semester/year. Select “Add,” then enter the section number.

Prerequisite, Co-Requisite: If you’re planning to enroll in an English/ESL or Math class that has a prerequisite or co-requisite you must (1) Take the assessment test and place in that level, or (2) show proof that you have completed the prerequisite classes with satisfactory grades. Bring unofficial transcripts or grade report to the Counseling Office for approval before registering for that class.

Assessment Information: Take the English, Math or ESL test. Appointments for the assessment test are made in the Counseling Office (SSB 350) or Online. You will need to take an assessment test if you: (1) Do not have an AA degree or higher, (2) Plan to take English/ESL and/or Mathematics. Assessment results are available upon completion of the Orientation** session.

Orientation: The purpose of the West Los Angeles College Orientation is to provide students with information concerning college programs, college service, student rights and responsibilities. Currently, the College Orientation is offered to students directly following their completion of the Assessment Test. For information concerning Orientation, please call (310) 287-4462.
# Admissions

## FOR MIDDLE & HIGH SCHOOL STUDENTS

Use the checklist below to help you enroll at WEST and navigate your way to success.

More information available at www.wlac.edu/highschool

### CONDITIONS:
The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.

### FOR PARENT/GUARDIAN:
I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child’s student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

### NOTE:
High school students may only register for classes meeting Associate Degree and/or University Transfer Requirements. Students that wish to register for Math or English courses may not enroll in classes below Math 125 and/or English 101.

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### MIDDLE SCHOOL STUDENTS

- Submit WLAC Application to Outreach & School Relations (SSB 410)
  - WLAC ID # : ________________________
- Complete Math/English Assessment (SSB 420 ) and New Student Orientation.
- Submit the following documents to the Office of Student Services (SSB 410 , 310-287-4333) for review of course selections
  - Supplemental K-12 form
  - Official assessment results printout
  - Student transcripts
  - Letter from middle school describing how student will benefit from instruction at WLAC
- Check your LACCD email

### HIGH SCHOOL STUDENTS

- Submit WLAC Application & Supplemental K-12 to Outreach & School Relations (SSB 410).
  - WLAC ID # : ________________________
- Complete assessment exam if enrolling in Math/English
  - (see ASSESSMENT section below for more details)
- Check your LACCD email
- Register for classes online at www.wlac.edu.
  - Click "REGISTER FOR CLASSES"
  - Enter your WLAC ID # and Pin (birth month & day).
  - Select the semester, select "ADD", and enter the 4-digit section number from the schedule of classes
  - Click "SUBMIT" (note: Your registration is not complete until you receive a confirmation message on the screen).
- Visit the Bookstore to purchase textbooks & supplies
- Visit the Business Office (SSB 230 ) or www.wlac.edu to pay student fee*.
- Make sure to read the schedule of classes for important drop dates and deadlines.

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* Effective summer 2009, the nonresident tuition fee will be charged for all students who are classified as nonresidents; students may apply for an individual waiver pursuant to Board Rule 8100.15. The LACCD also charges a health fee and, where applicable, a student representation fee.

### ASSESSMENT:
Students that wish to register for an English, ESL, or Math class must (a) complete an assessment exam & complete the online New Student Orientation, or (b) submit proof of assessment exam results from another college, or (c) submit proof of having completed an English/math course at another college, or (d) submit proof of passing AP exam scores. Appointments available at www.wlac.edu/matriculation/Assessment.html.

### BOOKSTORE:
Visit our online store at www.wlac.edu (click “Bookstore” in the “For Students” section).

### LACCD EMAIL:
To log onto your email please go to http://www.Wlac.edu/Studentlife/.

### STUDENT ID:
Requests for official printouts may be made at the Business Office and taken to ASO (A-5) to obtain a WLAC student identification card.
ADMISSION: Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student in grades K-12 who has met the LACCD’s admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48800, 48800.5, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

FEES: Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300(f), LACCD Board Rule 8100.03.) Effective starting Summer 2009, the nonresident tuition fee will be charged for all students who are classified as nonresidents; students may apply for an individual waiver pursuant to Board Rule 8100.15. The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

CONDITIONS: The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student’s high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.

K-12 STUDENT INFORMATION

Student Name: ___________________________ Birth Date: ___________________________

Student Address: ___________________________ ___________________________

Phone No.: ___________________________ E-mail Address: ___________________________

FOR STUDENT: I authorize the release of my transcript information to my school upon the school’s written request.

Signature of Student ___________________________ Date ___________________________

FOR PARENT/GUARDIAN: I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child’s student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

Print Name of Parent/Guardian ___________________________ Signature of Parent/Guardian ___________________________ Date ___________________________

COLLEGE ENROLLMENT INFORMATION

(term to be completed by the K-12 school official)

Term (select one): [ ] Fall Semester [ ] Winter Intersession [ ] Spring Semester [ ] Summer Session Year: ___________________________

College: ___________________________ Enrollment Status: [ ] Part-time (11 units or less) [ ] Full-time (more than 11 units)

1. College Course Subject/Number ___________________________ 2. College Course Subject/Number ___________________________ 3. College Course Subject/Number ___________________________

4. College Course Subject/Number ___________________________ 5. College Course Subject/Number ___________________________ 6. College Course Subject/Number ___________________________

I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 students, please enclose the student’s transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college). If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year’s graduating class.

Print Name of Official ___________________________ Signature of Official (original required) ___________________________ Date ___________________________

FOR LAUSD STUDENTS: LAUSD Student ID No. ___________________________ School Location Code ___________________________

COLLEGE APPROVAL

(term to be completed by the College’s Chief Instructional Officer (or designee))

[ ] Approved to Attend [ ] Not Approved to Attend

Reason(s) for Refusal: ___________________________ ___________________________ Signature ___________________________ Date ___________________________
# Faculty Contact Information

An instructor’s email can be found by clicking the search icon on the directory page at www.wlac.edu. Instructors’ emails are also found on their syllabi. For online instructors, go to www.wlac.edu/online.

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<td>287-4299 <a href="mailto:alemaym@wlac.edu">alemaym@wlac.edu</a></td>
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<td>Harjunto, Thomas</td>
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<td>Harris Lartee</td>
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<td>287-4440 <a href="mailto:harrisll@wlac.edu">harrisll@wlac.edu</a></td>
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<td>287-4541 <a href="mailto:hildebc@wlac.edu">hildebc@wlac.edu</a></td>
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<td>Jacinto, Norma</td>
<td>FA 300</td>
<td>287-4212 <a href="mailto:jacinton@wlac.edu">jacinton@wlac.edu</a></td>
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<td>Matsuhara, Colleen</td>
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<td>287-4591 <a href="mailto:matsuchc@wlac.edu">matsuchc@wlac.edu</a></td>
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<td>287-4208 <a href="mailto:mayockr@wlac.edu">mayockr@wlac.edu</a></td>
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<td>Philosophy</td>
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125
### Faculty Contact Information

**EMAIL:** An instructor’s email can be found by clicking the on the directory page at www.wlac.edu. Instructors’ emails are also found on their syllabi. For online instructors, go to www.wlac.edu/online.

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<td>Assoc. Dean, Acad. Affairs/Contract Ed.</td>
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West Los Angeles College offers classes at off-campus locations. These classes are offered in partnership with local high schools, community agencies, and other institutions. Classes are set up to meet the needs of the clientele each agency serves.

### Off-Campus Locations

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| ANIM OHS | Animo Venice Charter High School  
820 Broadway Street  
Los Angeles, CA 90291 |
| BH HIGH | Beverly Hills High School  
241 Moreno Drive  
Beverly Hills, CA 90212  
Tel: (310) 229-3685, Fax: (310) 286-7446 |
| CLINIC | Clinic  
Contact Allied Health Office for  
Convalescent Home Locations  
Tel: (310) 287-4464 |
| CCSR CNTR | Culver City Senior Center  
4096 Overland Ave. | Various Rooms  
Culver City, CA 90230 |
| CLDE PPPR | Claude Pepper Senior Center  
1762 South La Cienega Blvd. | Cafeteria  
Los Angeles, CA 90035 |
| CRENshaw | Crenshaw High School  
5010 11th Ave.  
Los Angeles, CA 90043 |
| CULV HS | Culver City High School  
4401 Elenda St.  
Culver City, CA 90230  
Tel: (310) 842-4200 |
| DORSEY | Dorsey High School  
3537 Farmdale Ave.  
Los Angeles, CA 90016  
Tel: (323) 298-8400 |
| HAMILTON | Hamilton High School  
2955 South Robertson Blvd.  
Los Angeles, CA 90034 |
| HAWTHORN | Hawthorne Mathematics & Science Academy  
4467 W. Broadway  
Hawthorn, CA 90230 |
| HLWD CPR | Hollywood CPR | Airport Campus  
9700 Sepulveda Blvd.  
Los Angeles, CA 90045  
Tel: (310) 258-0123 |
| HOLMAN | Holman United Methodist Church  
Community Center Room  
3320 West Adams Blvd.  
Los Angeles, CA 90018 |
| LACES | Los Angeles Center for Enriched Studies  
5931 West 18th St.  
Los Angeles, CA 90035  
Tel: (323) 938-1620 |
| LA HIGH | Los Angeles High School  
4650 West Olympic Blvd.  
Los Angeles, CA 90019  
Tel: (323) 900-2700, Fax: (323) 936-8455 |
| LAIAD | LA Institute of Architecture & Design  
3807 Wilshire Blvd Ste 330  
Los Angeles, CA 90010  
Tel: (213) 251-4500 |
| LAPD ARTC | LAPD Ahmanson Recruit Center  
5651 W. Manchester Ave.  
Los Angeles, CA 90045  
Tel: (310) 342-3109 |
| PALISADE | Palisades Charter High School  
15777 Bowdoin St.  
Pacific Palisades, CA 90272 |
| RLYT BRD | Consolidated Realty Board  
3725 Don Felipe Dr.  
Los Angeles, CA 90008  
Tel: (323) 299-5570 |
| ST MARY | St. Mary's Academy  
701 Grace Ave.  
Inglewood, CA 90301  
Tel: (310) 674-8470, Fax: (310) 674-6255 |
| UCLA | UCLA  
Contact Allied Health Office for info.  
Tel: (310) 287-4464 |
| UNIV HIGH | University High School  
11800 Texas Ave.  
Los Angeles, CA 90025  
Tel: (310) 914-3500, Fax: (310) 478-6535 |
| URBN LEAG | Urban League  
5414 Crenshaw Blvd.  
Los Angeles, CA 90043 |
| VERBUM | Verbun Dei High School  
11100 South Central Ave.  
Los Angeles, CA  
Tel: (323) 564-6651 |
| VIEW PARK | View Park Prep High School  
5701 South Crenshaw Blvd.  
Los Angeles, CA 90043  
Tel: (323) 508-2810 |
| WESTCHST | Westchester High School  
7400 Manchester Ave.  
Los Angeles, CA 90045 |
| VENICE HS | Venice High School  
13000 Venice Blvd.  
Los Angeles, CA  
Tel: (310) 306-8111, Fax: (310) 306-3249 |

### Online Courses

Online courses can be completed on your home, office or on-campus computer. Contact the instructor or department for how to complete required hours.

### TBA = To Be Arranged

When a class is listed with # hrs/wk, this means # of hours per week of work is required. Contact the instructor or department for how to arrange hours.
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