

West Guide

SPRING 2016



This guide provides important and useful information to help ensure your success at West and to make the most of your education experience in the U.S.A

International Student Success Center
HLRC 2nd Floor Room 222
West Los Angeles College
9000 Overland Ave,
Culver City



HELLO SPRING

2016

Dear International Students,

On behalf of the International Student Success Center, we would like to wish all international students all the best for the upcoming Spring semester. We would also like to thank our International Student Ambassadors for always supporting us and being part of the International Student Program.

Sincerely,
International Student Success Center
HLRC 2nd Floor Room 222

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**West Los Angeles College provides community services information in this booklet for international students to use as reference. Services listed do not imply endorsement by the College. The information are from sources deemed reliable, but not guaranteed.



INTERNATIONAL STUDENT PROGRAM (ISP)

International Student Success Center at HLRC 2nd Floor, Room 222

Receive directions for everything on campus! For example:

- Tutoring (English writing, research writing, research skills, math...)
- Direction to the best resources for selecting classes
- How to study for classes in the American education system
- General advice
- Information on IGETC, General Education, GPA, etc.
- Housing
- Transportation
- Events for international students

Location: Walk-in anytime to Library 2nd floor, Room 222 during hours of service or make an appointment.

Spring 2016 Hours: Monday – Thursday: 1:00 pm – 4:00 pm

Contact: (310) 287-4458

ISPSupport@wlaac.edu

Facebook: *West Los Angeles College - International Student Program*

ISP Newsletter: *West International News (WIN)* is a monthly publication during Fall & Spring semesters.

Publisher: WLAC ISP Ambassadors

Editor: Dr. Katherine Boutry

Writer: ISPSupport@wlaac.edu, (310) 287-4458

Spring 2016 International Student Events

1. Welcome and Welcome Back: February 16th, 2016 (Tuesday)

12.45pm – 3pm HLRC 4th floor

2. Graduation & Summer Party: May 24th, 2016 (Tuesday)

12.45pm – 3pm, HLRC 4th floor

RSVP with ISP Support is needed for Welcome/ Welcome Back and Graduation events. Can RSVP in person at HLRC 222, by phone at (310)287-4458, or by email at ISPSupport@wlaac.edu.

ACADEMIC CALENDAR

Spring 2016: Traditional Semester	
SESSION PERIOD	February 8 - June 6, 2016
M-F CLASSES Begin	Feb 8, 2016
Sat CLASSES Begin	Feb 20, 2016
FINALS	May 31 - June 6, 2016
LAST DAY TO	
Add/Audit Traditional Classes	Online: Feb 7, 2016 In-person: Feb 19, 2016
Drop a Class with a refund/no fee owed	Feb 19, 2016
Drop a Class without a "W"	Feb 19, 2016
Drop a Class with a "W"	May 6, 2016
File Pass / No Pass	Feb 19, 2016
GRADUATION PETITION ACCEPTED	Nov 16- Apr 22
CAMPUS CLOSED	Presidents' Day: Feb 12 - Feb 15 Cesar Chavez Day: Mar 31 Spring Break: April 1 - April 8 Memorial Day: May 30
<i>NOTE: Short-term courses and other accelerated program classes have different deadlines. Please check with your instructor.</i>	

Spring 2016: 8 Week	Session #1	Session #2
Session Period	Feb 8 - March 30	April 11 - June 5
LAST DAY TO		
Apply In-Person	1st Day of Class	1st Day of Class
Add / Audit Classes	ONLINE: Feb 7 in-person: Feb 16	ONLINE: Apr 10 in-person: Apr 18
Drop classes with a refund/no fee owed	Feb 16	Apr 18
Drop classes w/o a W	Feb 16	Apr 18
Drop classes w/a W	Mar 17	May 20
File Pass / No Pass	Feb 16	Apr 18

ASSESSMENT

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

Following diligent practice and review in all subject areas of Math, English or ESL you will be able to schedule your Assessment test online.

Compass Test Prep sites:

- www.testprepreview.com/compasspractice
- www.act.org/compass/sample
- www.khanacademy.org

Make an Assessment Appointment:

Assessment appointments can be made on-line, once you have completed the Admissions process and you have received your student identification number.

ATB Test Prep:

Every student preparing for the Ability to Benefit (for Financial Aid) test should take the ATB test Prep before taking the test to ensure success on the test. www.wlac.edu/matriculation/ATBinfo.pdf

Online Assessment Appointment:

Assessment Appointments can be made online at any time. Assessment Appointments can also be made in the Student Entry Center located in the Student Services Building.

Walk In Assessment:

Walk In Assessment is available throughout the year, except during “Heavy Registration” period, which is usually two weeks before and one week after the first day of classes.

ASSESSMENT INFORMATION

Contact info: SS+SP (Student Success+ Support Program)
Student Service Bldg. (SSB) 420
Phone: (310) 287-4462
Fax: (310) 287 – 4496
Email: studentcall@wla.edu





WEST LOS ANGELES COLLEGE LIBRARY & LEARNING CENTER

www.wlac.edu/library

Reference Desk: (310)287-4269

Library (HLRC 2nd & 3rd floors) - provides

- ✓ LIRL (Library Instructional Research Lab, aka Computer Lab – both PCs and MACs), FREE Wi-Fi service for your own laptops, and other electronic devices too (user: your student ID#; password: month and date of your birthday, e.g. “0302” for March 2nd). Copying, B&W and Color printing available for a fee.
- ✓ Printed books & periodicals
- ✓ Online eBooks, online databases, and 24/7 live chat -- “Ask a Librarian” service (remote access is also available with your 9-digit WLAC student ID #)

REGULAR LIBRARY HOURS

- Mon - Thurs: 7:30am - 8:00pm
- Fri: 9:00am - 1:00pm
- Sat: 11:00am - 3:00pm
- Closed Sundays and Holidays

Learning Center (HLRC 1st floor) – provides the following services for FREE, and more (310) 287-4404

- ✓ Subject Tutoring (For examples: Math, Statistics, Chemistry, Biology, Computer Science)
- ✓ Writing Lab to assist you in writing papers for variety of West Los Angeles class (such as English, health, psychology, art appreciation) and writing essays for scholarship and transfer applications

LEARNING CENTER AND TUTORING HOURS

- Limited tutoring the 1st week
- Mon - Thurs: 7:30am – 8:00pm
- Fri: 9:00am - 1:00pm
- Sat: 11:00am - 3:00pm
- Closed Sundays and Holidays



PUBLIC LIBRARY INFORMATION

Palms-Rancho Park

(Los Angeles City Public Library)
2920 Overland Avenue,
Los Angeles, CA 90064
(310) 840-2142
www.lapl.org

Beverly Hills Public Library

444 North Rexford Drive,
Beverly Hills, CA 90210
(310) 288-2220
<http://www.beverlyhills.org/services/library/>

Culver City Julian Dixon Library

(Los Angeles County Public Library)
4975 Overland Avenue,
Culver City, CA
(310) 559-1676 ex. 3
<http://www.colapublib.org/libs/culvercity/index.php>

Santa Monica Public Library

601 Santa Monica Boulevard,
Santa Monica, CA
(310) 458-8600
<http://smpl.org/>



TRANSFER HONORS PROGRAM

WLAC Transfer Honors Program students receive **priority admissions consideration to selected prestigious four-year institutions** including UCLA, UC Irvine, UC Riverside, UC Santa Cruz, Pomona, and Occidental, Chapman and Pepperdine and other alliance universities. Greater potential for priority transfer admission to top universities.

For More Information please go to

- www.wlac.edu/transfer/honors-program

Or contact:

- **Helen Young, Transfer Honors Director**
(310) 287-4289, Office in SSB 340
- **Andrea Frederic, Transfer Honors Counselor**
(310) 287-4260, Office in SSB 340

LOCATION: Student Entry Center, Building 350, (310) 287-4257

REGULAR HOURS:

Mon & Thurs 8:30am - 5:00pm

Tues & Wed 8:30am - 7:00pm

Fri CLOSED

Hours subject to change during summer and winter sessions.

To make Counseling appointments go to SSB 350 or call (310) 287-7242.

Transfer Honors Program Admissions Criteria Requirements for Spring 2016

High school graduates - be eligible for English 101 based on assessment or AP TEST Score & minimum GPA of 3.2

Current West Student - Completed 12 transferable college units with a 3.2 GPA or better & be eligible for English 101



WEST LANGUAGE ACADEMY (WEST LA)

Westside Extension is pleased to offer the West Language Academy; an intensive English language program West Language Academy is located on the campus of West Los Angeles College, in the hills of Culver City. We're located just minutes away from Hollywood, Venice Beach, Marina Del Rey, Beverly Hills and Malibu. West language Academy offers top-notch, innovative language instruction by professional language educators who are dedicated to your English language success!



West Language Academy offers six sessions of intensive English classes each year. Each session is seven weeks long. The upcoming session dates are:

Spring 2016	Session #2: Feb. 29 - April 21 (no class April 4-7) Session #3: April 25 - June 9
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Within each session, West Language Academy offers 6 levels of English classes, ranging from absolute beginner speaking and writing abilities to more advanced academic proficiency. Your studies at West Language Academy will include 20 hours of instruction each week – 5 hours per day, 4 days a week. Classes are limited to 15 students' maximum per class.

You will experience innovative, cutting-edge language instruction by professional English language professors. Topics include conversation, speaking, vocabulary, reading, writing, listening, grammar, idioms, and English proficiency test preparation.

Tuition for the West Language Academy

The tuition for each 7-week session is \$1,725. Tuition for the West Language Academy is processed by the Westside Extension office. Tuition is due at least 5 days before the start of class. Contact the Westside Extension office to see if you may enroll within 4 or fewer days of a class starting. If you are outside the U.S. and prepay your tuition but your F-1 visa request is denied, then you may defer your start date or request a refund for any prepaid tuition. If you are already in the U.S. on a Visa, then refer to the Refund Policy for information about cancelling and withdrawing. Also, in order to process your application, you must include a non-refundable \$100 application fee with your completed application form. You may pay by credit card, cashier's check or money order. If you have attended the West Language Academy before and stopped taking classes, then you do not have to pay this application fee again if your last date of attendance is within 180 days from your new start date of attendance. The fee is also waived if you defer your scheduled start date to another session within 180 days. Please feel free to contact us if you have any questions.

West Language Academy

Contact: Lisa Saperston

Telephone: (310) 463-6799

Email: WestLanguageAcademy@wla.edu

Fax: (310) 571-6141

Office Hours: Monday – Friday, 12 – 5 pm.



Regulations on employment for F-1 students

The most common types of employment available to F-1 students are on-campus employment and practical training (either curricular or optional).

On-Campus Employment

This is the only work allowed to F-1 students without special permission from United States Citizenship and Immigration Services (USCIS). Students may work part-time on the premises of the school that issued their currently valid I-20, while attending that school and maintaining their F-1 status. A student may be employed by the school or by a commercial firm that operates on the campus to provide direct services to the student body.

Curricular Practical Training (CPT)

This type of off-campus employment is approved for F-1 students who wish to engage in temporary work to gain practical experience in their field of study. For CPT, the work performed must be an “integral part of an established curriculum“ of the student’s degree program. The regulations list the examples of “alternate work/study, internship, cooperative education, or any other type required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

Optional Practical Training (OPT)

Like CPT, OPT is off-campus employment approved for F-1 students who wish to engage in temporary work to gain practical experience in their field of study. The main difference is that OPT is not connected to any particular course and may be granted for a period of up to 12 months after completion of studies. However, OPT must still be in the student’s area of study and commensurate with the level of education achieved. At each educational level (bachelors, masters, etc.), students are allowed a total of 12 months of full-time OPT which can be split into pre- and post- completion segments.

Please check this websites for more information:

www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment

www.ice.gov/sevis/employment/





International Student's Health Insurance

What is covered by this insurance?

- Benefit year maximums for all medical benefits unlimited.
- Most doctor and hospital charges paid at 100% (after co-pay and deductible) when you use a PPO provider; most charges at 70% when you use a non PPO provider.
- Preventive care (immunizations, physical exams and certain tests and screenings).
- Most prescriptions at 50% of actual charge (note – you must pay full cost at the time of pick up and then submit a claim for 50% reimbursement).
- Mental health treatment.
- Pregnancy and maternity.
- Physical therapy up to 24 visits per benefit year, additional visits as authorized as medically necessary.

What is not covered by this insurance?

- Dental or vision care, including eye examination or routine dental examination (dental treatment due to injury is covered, at \$500 maximum).
- Cosmetic surgery, unless due to an injury or sickness.
- Pre-existing conditions, for the first 6 months of the policy, unless you had continuous coverage under other insurance for the full 6 months immediately preceding this plan. This exclusion does not apply to pregnancy, nor to an insured person who is under the age of 19.
- Other exclusions see policy or call the insurance company.

How do I get medical treatment?

- If you are on campus, please visit the campus health center first before you go to any other doctor (unless it's an emergency).
- If it's an emergency such a severe injury or sickness, go to the nearest emergency room or dial 911 from any phone.
- If you go see an outside doctor, you can save money by using a preferred provider (PPO).
- Once you have selected a doctor from the list, call their number to double check they are an Anthem PPO provider and to schedule an appointment.
- When you go to the doctor, show them your ID card and pay the \$10 co-pay.

How do I find a doctor?

Go to www.anthem.com/ca, and then follow these instructions:

1. Select “find a doctor” – use visitor search if you have not received your ID card in the mail.
2. Choose plan type- select “large group”.
3. Select a plan- Blue Cross PPO (prudent buyer).
4. Select a provider type and specialty.
5. Click next.
6. Choose enter address and type in the City/State or Zip Code to find the doctors closest to you.

Please note this information is also available on website: www.4studenthealth.com

How to obtain an ID card?

Your ID cards will be mailed to you after the start of the term.

Keep your ID card until you receive a new one.

What to do if you lose your card:

Go to www.gghstudent.com and download a replacement card or

Call Ascension at (800) 537-1777 to request a replacement card

It is very important to have proof of insurance coverage in order to receive prompt medical treatment.

Keep your ID card with you at all times!

Plan information:

For more information about the plan, please visit our website:

www.4studenthealth.com

There you can find:

- Online enrollment
- Downloadable enrollment form (to mail)
- Provider search
- Brochure
- Claim form
- Answers to common questions
- Link to the student health center
- Other links to useful information



What do I have to pay?

- The cost of the premium
- A one-time \$50 deductible
- A \$ 10 co-pay when you go to a doctor's office
- A \$150 co-pay if you go to Emergency Room (waived if you admitted to hospital)
- 50% of the cost of prescriptions
- Out of network co-insurance (30% of total charges) if you don't use a PPO provider
- Total amount for any services not covered by insurance (exclusions)



Do I need to submit a claim?

- In most cases, the provider will submit the claim for you
- If you are asked to pay for services up front, then you will need to complete a claim form to be reimbursed by the insurance company
- Send a claim form with the bills and receipts for medical treatment to:

Anthem Blue Cross

Life and Health Insurance Company

PO BOX 6007

Los Angeles, CA 90060-0007

- Make sure you fill out the form completely so your claim will be processed promptly.
- Keep copies of all the documents you submit for claims.
- To check the status of a claim you submitted, call Anthem at (800) 695-1164





MEDICAL CENTERS

Please Note: Your insurance card (compulsory issuance with your enrollment with the school) allows you to have an extensive list of doctors and/or hospitals for your selection. Attaining medical services or treatments from this list entitles you to more coverage provided by the company. However, you may choose to go the doctors/hospitals outside of this list, but do take note that the insurance company will pay for a larger portion of it, but you will still be responsible for a smaller portion of the bill.

UCLA Medical Center (www.uclahealth.org)

11303 Washington Blvd., Suite 100
Los Angeles, CA 90066
(310) 391-7281

Cedars Sinai Medical Center (cedars-sinai.edu/International-Patients)

8700 Beverly Blvd., Suite 245 East
Los Angeles, CA 90048-1804
(310) 423-7890

Medical Group of Culver City (www.mgcconline.com)

4340 Overland Avenue
Culver City, California 90230 (cross street Braddock)
(310) 559-4411

Superior Medical Clinic and Urgent Care

(www.supermedclinic.com)
11600 Venice Boulevard, Los Angeles, CA 90066
(310) 390-9551
24-hour Access Hotline: (310) 904 - 9142
Open Hours: Mon-Fri 9:30AM – 7:00PM



CAMPUS RESOURCES



Associated Student Organization (ASO)

- The Associated Students Organization works hard to represent the interests of the student body and make important changes in enhancing student life at West Los Angeles College. As the primary liaison between the students and the faculty, staff, and administration, the ASO makes sure the students' voices are heard. Membership to the Associated Student Organization is \$7.00 and provides you a myriad of benefits. More information can be found at: <http://www.wlac.edu/aso/index.html>

ASO Benefits

YOUR MEMBERSHIP INCLUDES:

- Eligibility to hold a student government office
- Eligibility for scholarships
- Eligibility to join a club and/or charter a club
- Discounts on Movie Tickets: \$7.50 cash only
- Pacific, Regal, AMC, Laemmle & RAVE
- FREE Access to the ASO computers. Unlimited Print and copy for 10¢ a page and discount on faxing services
- FREE entrance to all WLAC athletic games
- FREE scantrons during midterms & finals
- FREE bluebooks during midterms & finals
- FREE pencils, pens, highlighters (subject to availability)



COPY CENTER



B&W Prints and Copies are only 10¢/page





CLUBS - GET INVOLVED!

Interested in meeting new friends? Keep on maximizing your student life? Ready to push your own limits and take challenges developing your own personal growths? Joining a club makes all this achievable!

Note: Remember, everyone starts out shy in a new environment, but if you do not try to challenge yourself, you will never know what you are capable of.

ASO Campus Clubs:

Aerospace
Alpha Gamma Sigma
Anthropology
Black Student Union
Cheerleading
Chemistry Club
Christian
Creative Writing
Criminal Justice
Dance Performance
Dental Hygiene
Economics
Environmental Club
International Students
Martial Arts Club
Performing Arts
Phi Beta Lambda
Phi Theta Kappa
Political
Psychology
Puente
Social Justice Alliance
Umoja Black Student Movement
Value Creation Buddhist Association
West Veterans Club
WLAC Chess
WLAC Paralegal



If you are interested in joining a club, stop by the ASO (A9) office during regular hours for more information.

Can't find the club you'd like to join? Charter one! Only minimum of six signatures of ASO membership holders required!

HOURS:

Monday: 8.30 am to 3.00 pm. Tuesday: 8.30 to 7.00 pm. Wednesday & Thursday: 8:30 am to 5:00 pm. Friday 9.00 am to 1.00 am. Friday: 9:00 am to 1:00 pm



Volunteer Opportunities off campus

Best Buddies California

Best Buddies is a nonprofit organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities (IDD)

Location: **5601 W. Slauson Ave. Ste. 225**

Culver City, CA 90230

Telephone: **(310) 642-2620**



Reading to Kids

All you have to do is dedicate one Saturday a morning a month to go read and do a craft with fun kids.

Location: **1600 Sawtelle Blvd**

Ste 210 Los Angeles, CA 90025

Telephone: **(310) 479-7455**



No Limits For Deaf Children

No Limits serves an unmet need in the community by teaching deaf children to confidently speak, achieve, dream, and inspire through its national theatrical program and after-school educational center.

Location: **9801 Washington Blvd 2nd Floor**

Culver City CA 90232 USA

Telephone: **(310) 280-0878**



L.A. Goal

L.A. GOAL's educational, vocational and recreational programs provide opportunities for adults with developmental disabilities to increase their independence and employability

Location: **4911 Overland Ave**

Culver City CA 90230 USA

Telephone: **(310) 838-5274**



Bookstore and PAWS



The location of the Bookstore has been changed. The Bookstore is now located in the **SSB BUILDINGS** front of General Classroom building. The Paws store is also located between old Admissions and CE Building.

Bookstore

Monday / Thursday: 9:30 AM - 5:00 PM
 Tuesday / Wednesday: 9:30 AM - 7:00 PM
 F: 8AM-1:30PM
 Saturday & Sunday: CLOSED

Student Service Building (SSB)
 9000 Overland Avenue
 Culver City, CA 90230
 (310) 287-4560
 Fax#: (310) 837-9320

Want more information on textbook rentals?
wrentals@wlac.edu

PAWS

Monday - Thursday: 7:30am - 9:00pm
 Friday & Saturday: 8:30am -1:00pm
 Sunday: CLOSED

Larry Packham, *Bookstore Manager*
 (310) 287-4424, packhald@wlac.edu

Olga Pech, *Assistant Manager*
 (310) 287-4425, pechOL@wlac.edu

Need to contact the online bookstore?
onlinebookstore@wlac.edu



WESTSIDE EXTENSION

westlac.augusoft.net/index.cfm

Westside Extension offers an array of elective, not-for-credit classes, workshops and one-day seminars for kids and adults in a wide variety of topics. Extension classes are usually taken for career development, as a way to explore new interests or for simple enjoyment. Classes are short and have no credits or grades assigned to them.

Westside Extension offers:

- Medical coding & billing
- Healthcare Careers
- Dental Hygiene
- Business Development
- Fitness & Recreation
- Intensive English Academy
- Dance
- Dance & Recreation
- Gymnastics
- Ice Skating & Hockey
- Career and Professional
- Computers & Technology
- Writing & publishing
- Personal Growth Interests



Westside Extension

Telephone: (310) 287-4475

West Los Angeles College

9000 Overland Ave, Culver City CA 90230-3519

FAX: (310) 287-4258

Email: westside@wla.edu

Website: westlac.augusoft.net



HOUSING

Contact International Student
Program Support Service in HLRC 222
(310) 287-4458 Email: ISPSupport@wlaac.edu

Homestays

If you prefer to live with a host American family, you may wish to look into a homestay Program. These programs are arranged through private companies that charge a fee to match you with a compatible, pre-screened family. Your living arrangements would depend on your personal preferences as well as those of the host family. The host family often provides meals; typically the student would have a private bedroom and share a bathroom with members of the family. In most cases, a refundable damage deposit will be charged in addition to the processing fee and the monthly rent. Prices vary greatly by company and facilities provided. Each of these private companies has its own rules and regulations; West Los Angeles College does not monitor or administer these programs. Applications must be submitted directly to the organization and processed prior to your arrival. Keep in mind that some of these companies require full payment in advance.

Questions for Homestay Companies

- How close to West Los Angeles College does the host family live?
- Is there public transportation nearby?
- How long will it take to commute to West Los Angeles College?
- What are the household rules?
- May I have overnight guests?
- Am I expected to do any chores?
- Will I have a private phone line?
- Private T.V.?
- What is the latest that I may receive phone calls?
- Will I have a private bathroom?
- Are there other students in the household?
- Is there a curfew?
- Are there any pets in the house?
- Why does the host wish to house a student?
- What is the primary language spoken in the house?
- What is the religious orientation of the household, and will the hosts have any expectations of my own religious activities?
- Does the household observe any dietary practices or restrictions?
- If meals are included in the monthly fee, and I do not like the food, may I get a rate adjustment and cook my own meals?
- What will the homestay company do if I am not happy with the family with whom I have been placed?
- Is smoking allowed in the house?
- Will someone meet me at the airport?



Global Student Services

C/o1436 Brett Place #18 San Pedro, California 90732 USA.

Tel: (310) 438-7485 Fax: (424) 338-0404

Email: infor@global-student-service.com

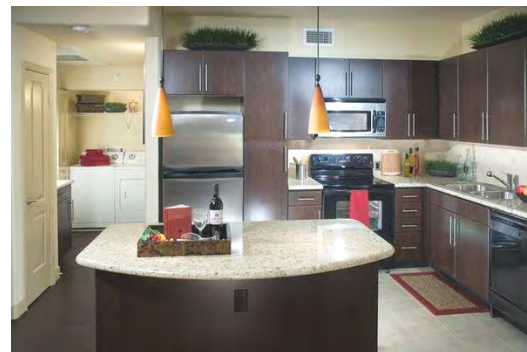
Website: www.global-student-service.com

Sara's Homestay

Tel: (212) 564-5979 Fax: (212) 564-0475

E-mail: info@sarahomestay.com

Website: www.sarahomestay.com



International Student Placements

199 First Street, Suite #305, Los Altos, CA 94022

Tel: (650) 947-8879

Email: Shannon@isphomestays.com

Website: www.isphomestays.com

IHPS Homestays

International Housing Placement, INC

600 N.Rosemead Blvd., Suite 211 Pasadena, CA 91107

Tel: (626) 798-0209 Fax : (626) 795-5198

Email: info@IHPSHomestays.com

Website:www.ihpshomestays.com

Regency West Company

12624 Rose Avenue

Los Angeles, California 90066 USA

Tel: (310) 930-5190 Fax: (310) 398-1009

Email: regencywes@cs.com

Website: www.regency-homestay.com



Student International Housing Inc. (S.I.H.)

LAX Airport Spectrum 5757 West Century Blvd, Suite 700,

Los Angeles, CA 90045 USA

Tel: (310) 320-4700 or (310) 348-2925

Fax: (310) 320-4744 or (310) 348-2926

Email: sihousing@aol.com

Website:www.studentinternationalhousing.com

Universal Student Housing

424 Kelton Ave., Ste. 514 Los Angeles, CA - 90024

Tel: (310) 824-4908

Email: contact@usaish.com

www.usaish.com/hmst.htm

Solutions in LA

9646 Lucerne Avenue #204

Culver City CA 90232

Tel: 1 -310 391 5030

E-mail: info@solutionsinla.com

Website: <http://www.solutionsinla.com/>



Regency Homestay Services
360 N.Sepulveda Blvd., Suite 3008
El Segundo, CA 90245
Tel: (310) 452-1676
Fax: (310) 452-1865

Apartment Rentals

Zillow

Internet: www.zillow.com

Westside Rental

Address: 7901 Melrose Ave, Los Angeles, CA 90046
Tel : (310) 395-7368
Hours: 9:00 am – 5:00 pm
Website: www.westsiderentals.com

Miller&Desatnik Management

Address: 3623 Motor Avenue, Los Angeles, CA 90034
Tel: (310) 838-1828 Fax: (310) 841-2161
Hours: Mon-Fri 9.00am-5.00pm
Sat-Sun 11.00am-4.00pm
Website: www.mdrents.com

There are a variety of apartments available for rent in Culver City and surrounding neighborhoods. Free lists may be found in local newspapers, on the internet, or the International Student Program Support Office may be able to assist you.

Useful Tips to Keep in Mind When Selecting Your Accommodations:

What to expect: When renting an apartment, be prepared to fill out a background check, which usually requires bank account information, previous addresses, and personal and professional references. Often, landlords will also request a Social Security Number to check on your financial history. If you do not have a Social Security Number, please visit the International Student Program Support Office and you will be given a letter for your landlord stating that you are not eligible for a Social Security Card unless you work as a Student Worker at West Los Angeles College. It is normal for a landlord to require first and last month's rent, and a damage deposit. Utilities (water, gas, electricity) may or may not be included in the rental amount. This information will be contained in your lease; this is a legally binding agreement, so make sure to read it carefully before signing.

About Leases: Landlords are looking for responsible, financially secure tenants; they usually prefer to have local references. If you have difficulty with this process, provide a copy of your financial statement. It may also be useful to provide an enrollment verification, available at the Admissions Office.

When you find the apartment of your choice, make sure you receive a lease agreement. All rental agreements or leases should be in writing. Read it thoroughly and make sure you understand it completely. If there is any language you do not understand, ask a reliable person to explain it to you. If your landlord does not give you a copy, it is important to request one; your lease is the only evidence of your legal tenancy and is designed to protect both parties' rights.

At a minimum, a lease or rental agreement should include the following:

- rental rate
- required damage deposit
- length of occupancy
- apartment rules
- termination requirements

Some questions you may want to ask include:

- what is the amount of rent
- what is included in the rent (i.e., gas, electric, water, parking, laundry, etc.)
- how many people may occupy the apartment
- when and how must rent be paid each month
- if roommates share the apartment, who is responsible if one should leave
- under what conditions is the damage deposit refundable
- what is the length of occupancy
- what is the landlord's right-of-entry
- what is the sub-let policy
- what is the guest policy
- what are the rules concerning pets, conduct, and use of recreational facilities

If corrections or repairs are needed before you move in, make the rental agreement contingent upon these corrections and agree upon a completion date. This agreement should be in writing, dated and signed by both parties.

It is always good to pay rent and other payments by check, not cash. Write the purpose on the face of the check (example: "April rent for Apt. #1, 123 Elm Street"). If you must pay in cash, get a signed and dated receipt from the landlord.

Leasing versus month-to-month renting: Most apartments are rented under either a lease agreement or a month-to-month rental agreement. A lease agreement is usually for a one-year term. Remember that you will be responsible for the rent for the entire lease period, even if you wish to move out. Before you sign a lease agreement, make sure that you are completely satisfied with the accommodations, and that you like the landlord.

Some landlords allow month-to-month rental agreements. This type of arrangement allows you and the landlord to have more flexibility. The negative side of this arrangement is that the landlord may decide not to renew your rental agreement, and you will be forced to relocate at the end of one month.

Damages: Protect yourself from false accusations of damage by going through the apartment with the manager before you move in. Make a list of existing damages, paying attention to appliances, cracked plaster, draperies, carpets, lighting fixtures, etc. Ask the manager to sign this list and date it. Sign it yourself, and make copies for both to keep. Should you damage the premises, you are responsible for making repairs. You are expected to leave the premises in the same condition as when rented, reasonable wear-and-tear expected.

Sub-Letting: If, for any reason, you need to leave before your lease expires, some landlords will allow you to sub-let to another tenant. You would most often do this if you want to travel during school breaks, but do not wish to lose the right to live in that apartment after returning. Sub-letting is only allowed with the landlord's permission, and some landlords do not permit it.



TRANSPORTATION

Culver City Bus --- www.culvercity.org/en/Government/Transportation/Bus

The Culver City Bus provides on-campus service. The bus stop is located in front of the SSB & GC buildings.



Culver City Bus

Bus Fares / Tarifas		Student (K-12) Estudiante (K-12)	Senior (62+ yrs.) Disabled/Medicare Mayores (+62 años) / Incapacitados
Blind - Free Ciegos - Gratis	Base Fare Tarifa Regular		
Fare / Tarifas	1.00	75¢	35¢
Local Transfer (Culver CityBus - Culver CityBus) Transbordo Local	25¢	25¢	10¢
Inter-Agency Transfer Transbordo Entre-Agencia	40¢	40¢	20¢

Culver CityBus fareboxes accept dollar bills, coins, EZ transit passes and TAP; however, they DO NOT make change. Las cajas de tarifa de Culver CityBus aceptan billetes de dólar, monedas, EZ transit passes y TAP. Sin embargo, no dan cambio.

Senior citizens 62 and over, disabled, or Medicare recipients must show their ID in order to pay a reduced fare. Mayores de edad +62, incapacitados y recipientes de Medicare deben demostrar su identificación para pagar la tarifa reducida.

High School Students may be required to show their student ID as proof of age. Puede requerirse que estudiantes de escuela preparatoria muestren su identificación para prueba de edad.

For the safety, comfort and convenience of all passengers...

Culver CityBus Operators will not open the front doors after pulling away from bus stops. Please offer priority seating, at the front of the bus, to senior and disabled passengers. We DO NOT allow smoking, eating, drinking, or sunbaths on the bus. All radios, games, cell phones and other electronic devices shall be listened to through earphones only. Shirt and shoes shall be worn while on-board. Carts, strollers and boogie boards may be brought on-board and shall be stored out of the aisle. For your convenience, all Culver CityBuses are equipped with bike racks.

Transfers

You will need to purchase a Local Transfer when transferring from one Culver CityBus to another Culver CityBus and an Inter-Agency Transfer (IAT) when connecting to any other bus or rail system. Please inform the operator when boarding if you need a Local or Inter-Agency Transfer. Transfers are valid for two (2) hours and must be properly punched.

Holidays

Limited bus service is provided on Lines 1, 3 and local 6 on the following holidays:

New Year's Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day

Culver CityBus Office

4343 Duquesne Ave, Culver City, CA 90232
Monday - Friday • 7:30 am - 5:30 pm

Automated Schedule Information:	(310) 253-6510
Lost & Found, Commendations & Complaints:	(310) 253-6500
Connecting Agencies' Schedule Information:	(323) 466-3876

Culver City Bus number 3 and 4 stop on-campus.

Metropolitan Transportation Authority (Metro) (www.metro.net/index.asp)
Bus Services, covering greater parts of LA and surroundings, Trip planner available on Website, Timetables & Maps

Metro Bus

The Metro Bus provides service throughout the Greater Los Angeles Area. If you would like to ride Metro for a reduced fare, please visit metro.net for instructions on applying for a standard College/Vocational pass. These reduced fare passes are available to qualified applicants for \$36 a month.

www.metro.net/around/fares



Metro Expo Line

The Metro Expo Line connects the Westside by rail to Downtown LA, Hollywood, the South Bay, Long Beach, Pasadena and dozens of points in between. With 10 new stations serving USC, Expo Park, and diverse LA neighborhoods such as Culver City, the Crenshaw District and Downtown LA, the Metro Rail system will expand to 80 stations and over 87 miles of rail to destinations across LA County.

www.metro.net/projects/exposition/



Big Blue Bus

The Big Blue Bus provides service throughout the Westside of Los Angeles. Further information about bus routes, schedules, and fares can be found at:

www.bigbluebus.com



Taxi Services

Yellow Cab Co.
www.layellowcab.net

(310) 817-6823

United Taxi Los Angeles
www.unitedtaxi.com

(323) 653-5050



Uber
www.uber.com/

Lyft
www.lyft.com

** For Uber and Lyft, download the app on your smartphone.



Directory Assistance

Google Map www.maps.google.com

- Trip Planner with route options available
- Map view, Satellite views, Street views



*The information listed in the booklet are from sources deemed reliable, not guaranteed. Please verify for accuracy.

FURNITURE STORES

IKEA

600 N San Fernando Blvd

Burbank, CA

(888) 888-4532

www.ikea.com/us/en



Target

10820 Jefferson Blvd

Culver City, CA

(310) 839-5200

www.target.com

Furniture Rental

Students often find themselves in transition, and may prefer to rent furniture than to buy it. This allows more flexibility when “move time” comes! A selection of local companies is listed below:

- CORT Furniture Rental: www.cort.com
- Fashion Furniture Rental: www.fashionfurniture.com
- Rent-A-Center: www.rentacenter.com

Home improvement and construction products:

HOME DEPOT:

12975 W Jefferson Blvd

Los Angeles, CA

(310) 822-3330

Website: www.homedepot.com



Dicks True Value Hardware

12216 Venice Blvd

Los Angeles, CA 90066-3814

(310) 397-3220

Website: www.dickstruevalue.com





USEFUL CONTACT LIST AROUND CULVER CITY

(Obtained from the Culver City website: www.culvercity.org)

For All Emergency, call **911**

City Bus Route Info.....	(310) 253-6510
Fire Prevention/Fire Marshal.....	(310) 253-5925
Police Department/Non-Emergency.....	(310) 837-1221
Culver City Free Wi-Fi: www.culvercity.org/Government/IT/WiFi/WiFiAccess.aspx	
Culver City Library.....	(310) 559-1676
Social Security Administration.....	(800) 772-1213
Southern California Gas.....	(800) 427-2200
United States Post Office.....	(800) 275-8777
Time Warner Cable.....	(323) 892-2253
Vector Control (rodents, insects, etc.).....	(310) 915-7370



PUBLIC SERVICES

U.S Post Office
 11111 Jefferson Blvd
 Culver City, CA, 90230



(310) 391-2704

U.S. Social Security Administration
 11500 W Olympic Blvd. Suite 300
 Los Angeles, CA 90064



(800) 772-1213

Culver City Chamber of Commerce
 6000 Sepulveda Blvd. # 1260
 Culver City, CA 90230
www.culvercitychamber.com



(310)287-3850

West Los Angeles Chamber of Commerce
 2370 Westwood Blvd
 Los Angeles, CA 90064



(310) 441-2900

SHIPPING & DELIVERY SERVICES

FedEx Office Print & Ship Center

5575 Sepulveda Blvd
Culver City, CA, 90230

(310) 313-2578

The UPS Store

10736 Jefferson Blvd
Culver City, CA, 90230

(310) 558-4778



INTERNET Access (places you may find FREE internet services:

(1) West Los Angeles College provides FREE WiFi to students on campus (use your 8 digits student ID# as user's name & 4 digits (usually month and date of your birthdate) as passcode to log in)

(2) Culver City FREE Coverage area map:

www.culvercity.org/en/Government/IT/WiFi/CoverageMap.aspx

(3) Hotspots in/near Culver City:

1. Public Libraries (e.g. Culver City Julian Dixon Library @ 4975 Overland Avenue, Culver City, CA 90230 (310)559-1676
2. Many food locations: Denny's (all), Starbucks Coffee (most), McDonald's (most), Burger King (some), Taco Bells (some), Jack-in-the-Box (some)
3. Shopping locations: Westfield Culver City Mall, Culver City Town Plaza (310)480-8080
4. Hotels: Four Points by Sheraton LA Westside (310)641-7740, Courtyard Marriott Los Angeles Westside (310)484-7000



BANKING SERVICES

Bank of America (www.bankofamerica.com)

5541 Sepulveda Boulevard

Culver City, CA 90230-5513

(310) 636-4500

3809 Culver Center

Culver City, CA 90232-3302

(310) 247-2080

Chase (www.chase.com)

10970 Jefferson Boulevard,

Culver City, CA

(310) 398-4092

Citibank (www.citibank.com)

5700 Sepulveda Boulevard

Culver City, CA 90230-6407

(310) 390-3961

Wells Fargo Bank (www.wellsfargo.com)

11030 Jefferson Boulevard,

Culver City, CA 90230-5520

(310) 390-7389

10011 Washington Boulevard,

Culver City, CA 90232-2727

(310) 204-7500

Bank of the West (www.bankofthewest.com/)

9735 Washington Boulevard

Culver City, CA 90232-2721

(310) 202-8877

US Bank (www.usbank.com)

5399 Sepulveda Boulevard

Culver City, CA 90230-5200

(310) 391-7222



TELECOMMUNICATIONS

AT&T (www.att.com)

- **Pre-paid Numbers**
- **Create phone lines** (Be prepared for a deposit of up to \$500 if you do not have a Social Security Number)
- **Set up wireless or cable services**

3851 Overland Avenue, Culver City, CA 90230 (310) 559-2019

T-Mobile (www.tmobile.com)

- **Pre-paid Numbers**
- **Create phone lines** (Be prepared for a deposit of up to \$500 if you do not have a Social Security Number)
- **Set up wireless**

6000 Sepulveda Blvd #2490, Culver City, CA 90230 (310) 391-6070

Sprint (www.sprint.com)

- **Pre-paid Numbers**
- **Create phone lines** (Be prepared for a deposit of up to \$500 if you do not have a Social Security Number)
- **Set up wireless**

5528 South Sepulveda Blvd. Culver City, CA 90230 (310) 391-8610

Verizon (www.verizon.com)

100 N. La Cienega, Suite #233, Los Angeles, CA 9004 (310) 659-0775

Metro PCS (www.metropcs.com)

Prepaid plans range from \$40 to \$60 for unlimited talk, text and web.

5359 S. Sepulveda Boulevard, Culver City, CA. 90232 (714) 730-2890

Boost Mobile (www.boostmobile.com)

This is a prepaid mobile phone service. Options range from \$2 per day to \$50 per month for unlimited texts, calls and internet.

10826 Venice Blvd. 104 Culver City CA, 90230 (310) 202-6802

Virgin Mobile (www.virginmobileusa.com)

Prepaid and pay as you go services with no required contracts.

Unlimited messaging email, data, and web on all plans starting at just \$25 per month. Kiosks are available in Radio Shack and Target stores.

10826 Venice Blvd. 104 Culver City, CA 90230 (310) 202-6802





LOCAL FOOD (RESTAURANTS, FAST FOOD)

Culver City Westfield Mall (Food Courts)

6000 Sepulveda Boulevard,
Culver City, CA
(310) 390 5073.

Denny's (24 hours with FREE Wi-Fi)

10700 Jefferson Blvd,
Culver City, CA
(310) 559-5351

El Pollo Loco

5529 Sepulveda Boulevard
Culver City, CA 90230-5513
(310) 390-8097

Little Osaka (Sawtelle Blvd)

It's a blend of restaurants that have been around forever, and some newer shinier restaurants, hip stores like Giant Robot and Black Market, and the neighborhood stores like the lawnmower repair and the bait shop that none of the visitors come for, but which have served the community for a long time.

ROC

2049 Sawtelle Blvd
Los Angeles, CA 90025
310.235.2089

Menchie's Frozen Yogurt

5622 Sawtelle Blvd.
Culver City, CA 90230
(310) 915-7190

Pizza Hut

10702 Jefferson Boulevard
Culver City, CA 90230
(310) 838-9600

Sushi Mashiko (Japanese)

10726 Jefferson Boulevard,
Culver City, CA
(310) 280-0198



Subway

10814 Jefferson Boulevard
Culver City, CA 90230
Get Directions
(310) 836-782



Habibi Café *(Middle Eastern)*

923 Broxton Avenue
Westwood, CA 90024
(310) 824-2277



Tofuya *(Korean)*

2021 Sawtelle Boulevard
Los Angeles, CA 90025-6229
(310) 473-2627

Yoshinoya

5495 Sepulveda Blvd # B
Culver City, CA 90230-5558
(310) 397-4357

Chipotle

9512 Culver Boulevard,
Culver City, CA 90232
(310) 841-0561



In-N-Out Burger

13425 Washington Blvd.
Culver City, California 90292
(800) 786-1000

Almaza Fine Mediterranean Cuisine *(Halal)*

8905 W. Venice Boulevard,
Los Angeles, CA
(310) 280-9006

Kabab Grill *(Halal)*

10401 Venice Boulevard,
Los Angeles, CA 90034
(310) 202-0041

Mayura Indian Restaurant *(Halal)*

10406 Venice Boulevard,
Culver City, CA 90232
(310) 559-9644



Moonshadows (*Seafood*)

20356 Pacific Coast Highway
Malibu, California 90265
(310) 456-3010

Yamato Restaurant (*Japanese*)

1099 Westwood Blvd, 90024-2902
Los Angeles, CA
(310) 208-0100

Tender Greens

9523 Culver Blvd,
Culver City, CA 90232
(310) 842-8300

Monsoon Café (*Asian Fusion*)

1212 Third Street Promenade
Santa Monica, California 90401
(310) 576-9996

The Cheesecake Factory

189 The Grove Dr,
Los Angeles, CA 90036
(323) 634-0511

Cafe Del Rey

4451 Admiralty Way
Marina Del Rey, CA 90292
(310) 823-6395

Moun of Tunis

7445 ½ sunset Blvd
Hollywood, CA 90046
(323) 874 – 3333

Bagatelle Los Angeles

755 North La Cienega
Los Angeles, California 90069
(310) 659-3900

Urth Café

267 S Beverly Dr,
Beverly Hills, CA 90212
(310) 205-9311



Z Garden

2350 Pico Blvd,
Santa Monica, CA 90405
(310) 392-2900

Café Laurent

4243 Overland Ave,
Culver City, CA 90230
(310) 558-8622



Stella Mare's

50 Los Patos Way,
Santa Barbara, CA 93108
(805) 969-6705

BCD Tofu House

#2, 869 S Western Ave,
Los Angeles, CA 90005
(213) 380 3807



Hokkaido Seafood Buffet

10850 West Pico Blvd,
Los Angeles, CA 90064
(310) 475 8181

Blaze Pizza

4114 Sepulveda Blvd,
Culver City, CA 90230
(310) 398 1200





Coffee shops

The Coffee Bean & Tea Leaf *

10705 Washington Blvd.
Culver City, CA 90232
310-253-5011



The Conservatory for Coffee, Tea & Cocoa

10117 W Washington Blvd,
Culver City, CA 90232
(310) 558-0436

Starbucks Coffee *

11030 Jefferson Blvd
Culver City, CA
(310) 398-1945



9718 W Washington Blvd
Culver City, CA
(310) 204-1075

The Spot Café & Lounge

4455 Overland Ave,
Culver City, CA 90230
(310) 559-8868



Ugo, an Italian Café

3865 Cardiff Ave,
Culver City, CA 90232
(310) 204-1222



Coffee Connection

3838 S Centinela Ave,
Los Angeles, CA 90066
(310) 391 1380





SUPERMARKETS & GROCERY STORES

99 Cents Store

12717-41 W. Washington
Los Angeles, CA 90066
(310) 577-8998



99 Ranch Market *(Chinese)*

140 W Valley Blvd
San Gabriel, CA 91776
(626) 307-8899



Sorrento Italian Market

5518 Sepulveda Blvd,
Culver City, CA 90230
(310) 391 7654



Daiso Japan

2130 Sawtelle Blvd
Ste 112
Los Angeles, CA 90025

Costco Wholesale

13463 W Washington Blvd,
Marina Del Rey, CA 90292
(310) 754-2003



India Sweets & Spices *(Indian)*

9409 Venice Boulevard,
Culver City, CA
(310) 837-5286



Marukai Market *(Japanese)*

12121 W Pico Blvd
Los Angeles, CA 90064
Neighborhood: West Los Angeles
(310) 806-4120
www.marukai.com



Mitsuwa Marketplace *(Japanese)*

33760 South Centinela Ave
Los Angeles, CA 90066
(310) 398-2113



Nijiya Market (*Japanese*)

2130 Sawtelle Blvd Suite 105
Los Angeles, CA 90025
(310) 575-3300



Pavilions

11030 Jefferson Boulevard, Culver City, CA.
(310) 398-1945

Payless International Market (*Arabic*)

10817 Venice Boulevard
Los Angeles, CA 90034
(310) 836-9841



Ralphs Grocery: Store 284

10772 Jefferson Boulevard, Culver City, CA
(310) 839-4107



Simpang Asia

10433 National Boulevard, Los Angeles, CA
(310) 815-9075

Sprouts

5660 Sepulveda Blvd, Culver City, CA
(310) 591-1028



Target Culver City

10820 Jefferson Boulevard, Culver City, CA.
(310) 839-5200
3535 S La Cienega Blvd, Los Angeles, CA
(310) 895-1131

Trader Joe's

9290 Culver Blvd, Culver City, CA
(310) 202-1108

Whole Foods

225 Lincoln Blvd
Venice, CA, 90291
(310) 566- 9480





SHOPPING & ENTERTAINMENT

Westfield Culver City Shopping Mall

6000 Sepulveda Blvd, Culver City, California
(310) 390-5073

Westside Pavilion Mall

10800 West Pico Boulevard, Los Angeles, CA
(310) 474-6255

Beverly Center

8500 Beverly Boulevard, Los Angeles, CA
(310) 854-0070

Beverly Connection

8489 W 3rd St, Los Angeles, CA
(323) 658-6085

The Grove

189 The Grove Drive, Los Angeles, CA
(323) 900-8080

Farmers Market

6333 W 3rd St, Los Angeles, CA 90036
(323) 933-9211

The Americana at Brand

889 Americana Way, Glendale, CA 91210
(818) 637-8982



Third Street Promenade (Santa Monica)

Third Street between Wilshire Boulevard and Broadway, Santa Monica, CA
(310)393-8355

Santa Monica Place

395 Santa Monica Place, Santa Monica, CA
(310) 260-8333

Century City

10250 Santa Monica Blvd # 833, Los Angeles
(310) 277-3898



Melrose Avenue

Anyone who says that LA lacks street culture need only come to this iconic street for an extensive array of designer boutiques, trendy fashion stores, dining establishments, and everything in between. A great spot for people watching and soaking up the eclectic atmosphere.

Rodeo Drive

Rodeo Drive #1, Beverly Hills, CA 90210





Outlets in Southern California

CAMARILLO PREMIUM OUTLETS

740 E. Ventura Boulevard

Camarillo, CA 93010

(805) 445-8520

Camarillo, CA (Los Angeles Area)

CARLSBAD PREMIUM OUTLETS

5620 Paseo del Norte, Suite 100

Carlsbad, CA 92008

(760) 804-9000

Carlsbad, CA (San Diego Area)

CITADEL OUTLETS

100 Citadel Drive #480,
Los Angeles, CA 90040

(323) 888-1724

(Los Angeles Area)

DESERT HILLS PREMIUM OUTLETS

48400 Seminole Drive

Cabazon, CA 92230

(951) 849-6641

Cabazon, CA (Palm Springs/LA Area)

LAS AMERICAS PREMIUM OUTLETS

4211 Camino de la Plaza

San Diego, CA 92173

(619) 934-8400

San Diego, CA (San Diego Area)

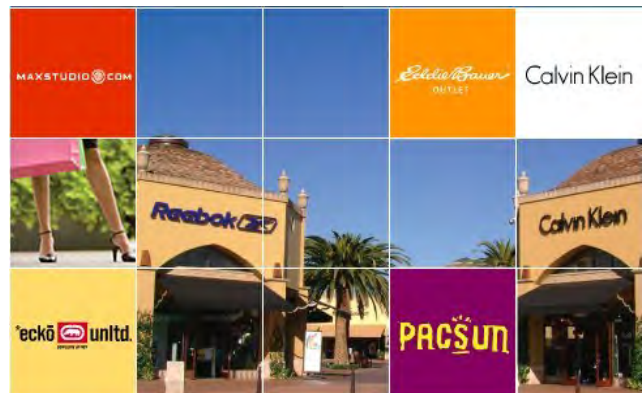
PISMO BEACH PREMIUM OUTLETS

333 Five Cities Drive, Suite 100

Pismo Beach, CA 93449

(805) 773-4661

Pismo Beach, CA (Central Coast)





Activities to Do in Los Angeles

Hollywood Sports (Paintball and Airsoft)

Address: 9030 Somerset Blvd,
Bellflower, CA 90706
Phone: (562) 867 9600
Web: www.Hollywoodsports.com



K1 Speed (Go Kart)

Address: 19038 S Vermont Ave,
Gardena, CA 90248
Phone: (310) 532 2478
Web: www.k1speed.com



Marina Del Rey Sportfishing & Whale Watching

Address: 13759 Fiji Way,
Marina Del Rey, CA 90292
Phone: (310) 822 3625
Web: www.mdrsf.com



LA River Park Safari

Address: 2825 Benedict St,
Los Angeles, CA 90039
Phone: (310) 740 7294
Web: www.lariverkayaksafari.org



Bowlero Mar Vista (Bowling)

Address: 12125 Venice Blvd,
Los Angeles, CA 90066
Phone: (310) 391 5288
Web: www.bowlero.com





National Parks

Yosemite National Park

Yosemite National Park is set within California's Sierra Nevada Mountains.

Phone: (209) 372-0200



Sequoia National Park

Sequoia National Park is a national park in the southern Sierra Nevada east of Visalia, California, in the United States

Phone: (559) 565-3341



Redwood National and State Parks

The Redwood National and State Parks are old-growth temperate rainforests located in the United States, along the coast of northern California.

Phone: (707) 465-7335



Kings Canyon National Park

Kings Canyon National Park is a national park in the southern Sierra Nevada, east of Fresno, California.

Phone: (559) 565-3341





MOVIE THEATRES

AMC Loews Broadway 4

1441 3rd St. Promenade
Santa Monica, CA 90401
310-458-3924



The Rave

4020 Marlton Ave
Los Angeles, CA 90008
(323) 296 1005

Arclight Hollywood

6360 Sunset Blvd
Los Angeles, CA 90028
(323) 464-1478

Pacific Theatres at the Grove

189 The Grove Drive
Los Angeles, CA 90036
(323) 692-0103

TCL Chinese Theatre

6925 Hollywood Blvd,
Hollywood, CA 90028
(323) 461-3331

Culver Stadium 12

9500 Culver Boulevard
Culver City CA 90232
(310) 559-2416

El Capitan Theatre

6838 Hollywood Blvd,
Hollywood, CA 90028
(818) 845-3110

AMC Century City 15

10250 Santa Monica Blvd, 2000
Los Angeles, CA 90067
(310) 277-2262



AMC Santa Monica 7

1310 3rd St,
Santa Monica, CA 90401
(310) 451-9440



VETERINARY

Center-Sinai Animal Hospital (www.centersinaianimalhospital.com)

10737 Venice Boulevard, Los Angeles, CA 90034
(310) 559-3770

City of Angels Veterinary Specialty Center

(www.dogandcatdentist.com)

9599 Jefferson Boulevard, Culver City, CA 90232
(310) 558-6111



Culver City Animal Hospital (www.thepetsvet.com)

5830 Washington Boulevard, Culver City, CA
(424) 543-8624

LAUNDRY FACILITIES

Liberty Dry Cleaners & Laundry

10814 Jefferson Boulevard
Culver City, CA 90230-4992
(310) 836-1884

Cinema Cleaners (www.cinemacleaners.com)

10980 Jefferson Boulevard
Culver City, CA 90230
(310) 391-5588

Launderland (www.launderland.com)

10829 Venice Boulevard
Los Angeles, CA 90034-7103
(310) 558-8633





DRIVING

LA does have an extensive public transport system, but it truly is a city obsessed with cars and car culture. This section will help to inform you about how to obtain a California Driver's License and renting, owning a vehicle.

If you are a visitor in California over 18 and have a valid driver license from your home state or country, you may drive in this state without getting a California driver license as long as your home state license remains valid. However, obtaining a California Driver's License will make it easier to register and insure your own car.

The California Driving Test has both written and practical aspects outlined below:

- Pass a vision exam;
- Pass a traffic laws and sign test. There are 36 questions on the test. You have three chances to pass;
- Practical driving test.

Department of Motor Vehicles (DMV)

California DMV's can be extremely busy. It is definitely best to book an appointment and inquire what documents you may need in advance to avoid long lines and being turned away.

www.dmv.ca.gov

We have listed some of the closest DMV offices to West Los Angeles College below:

Culver City

11400 Washington Boulevard
Los Angeles, CA. 90066.
(800)777-0133

Santa Monica

2235 Colorado Avenue
Santa Monica, CA. 90404.
(800)777-0133





Buying a Car and the Basic Responsibilities of Owning and Driving a Car.

1. Select the car you like and find a dealership

Auto dealers near Culver City:

Toyota Culver City

9077 W Washington Blvd, Culver City, CA 90232

(310) 559-3777

Honda Culver City

9055 W Washington Blvd, Culver City, CA 90232

(310) 815-3888

Volkswagen Santa Monica

2440 Santa Monica Blvd, Santa Monica, CA 90404

(424) 322-2756

Audi Beverly Hills

8850 Wilshire Blvd, Beverly Hills, CA 90211

(424) 281-5600



Mercedes-Benz Beverly Hills

9250 Beverly Blvd, Beverly Hills, CA 90210

(310) 659-2980

BMW Beverly Hills

5070 Wilshire Blvd, Beverly Hills, CA 90036

(877) 794-4678

You can find more auto dealerships on websites:

www.cars.com

home.autos.msn.com

www.carmax.com

2. Car Insurance In California, you will not be allowed to register your car without proof of auto insurance, which means you cannot drive legally without an auto insurance. Below are some common insurance companies, you can contact them to ask a quote.

AAA www.calif.aaa.com	800-924-6141
All State www.allstate.com	800-255-7828
Geico www.geico.com	800-861-8380
21 Century www.21st.com	877-310-5687



3. Registration Register your vehicle with DMV (Department of Motor Vehicle). All vehicles must be registered, and you will be responsible to pay the registration fee annually. After you pay the annual fee, new sticker for your license plate will be mailed to you to place on your rear license plate.

4. Citation Pay for the parking citations and traffic citations before the due date. Penalties for late payment are high.

5. Basic Maintenance Change engine oil, inspect the vehicle brakes and tires regularly. You can go to the car dealership or to independent auto mechanics for basic service

Car Rental

Renting car is a great alternative to the often complicated process of buying, registering and maintaining a car of your own. Some companies require drivers to be over 25 and hold a US driver's license. The companies listed below are more accommodating to those who do not fit these criteria.

Enterprise Rent-a-Car

This company has locations all over Los Angeles. Enterprise rents to those over 21 who have an international driving license. www.enterprise.com/carrental/home.do

10799 Santa Monica Blvd, Westwood, CA
(310) 475-8738

4940 South Sepulveda Blvd,
Culver City, CA 90230-5210
Tel.: (310) 390-9641

Culver City-Venice Blvd,
10757-61 Venice Blvd.
Los Angeles, CA 90034-6214
Tel.: (310) 839-5600



Alamo Rent a Car

Alamo will rent to anyone over 21 with an international driving license, but those under 25 will have to pay a \$25 per day under age fee.

9020 Aviation Boulevard, Los Angeles, CA
(888) 826-6893
www.alamo.com

699 Rent-a-Car

Renters must be at least 18 years of age with two years of driving experience.
Renters under the age of 25 must have either,
A. a major credit card issued by a U.S. bank and their own liability insurance, Or
B. Their own full coverage insurance that bridges to non-owned (rented) vehicles.
All drivers aged 18-21 are assessed an underage driver fee of \$18.99/day
All drivers aged 22-24 are assessed an underage driver fee of \$10.99/day

1415 North La Brea Ave.
Los Angeles, California 90028
(323) 851-9600

11223 Venice Boulevard
Los Angeles, California 90066
(310) 574-5400 www.699rentacar.com

Zip car

Anyone 21 and over with a valid driver's license can apply to be a member. Once membership cards are received you will have access to any Zipcar in the LA area.
(866) 494-7227
www.zipcar.com/la

Cultural Adjustment

International students may encounter difficulties while adjusting to life in the USA. The excitement of living in a new country and environment, meeting new friends, tasting new cuisines, but at the same time feeling homesick, is a common experience for some international students.

A comprehensive orientation program should provide international students with much of the academic, social, intercultural and immigration information that they will need.

International students will also become aware that the real America is so different than what has been portrayed by the media and pop culture. Hollywood movies, celebrities, TV programs, fast food, and other chain stores are not necessarily good representations of a very complicated U.S.A.

Survival Tips for International Students

When you feel "overwhelmed," you should talk to people. One on one especially with someone who has the time and patience to listen, and then gradually into groups where you will meet new people. Or you may want to "hang out" with people from a common background, other international students who can empathize with your feelings.

To prepare for "homesickness," students recommend buying international phone cards as a 'must-have' because talking to loved ones can really strengthen you through hard times. Also, bringing some memorabilia, photos, posters, music, or artwork from your country can make the transition as smooth as possible.

To cope with "homesickness," you can also keep yourself occupied with studies, work, by hanging out with friends, or volunteering in student or community organizations.

Stay active and healthy, get involved, and be inclusive. Although you may feel comfortable speaking your language, hanging out with friends from your own country, and participating in the international student organization, try to include Americans in your activity or discussion. Speak English when there are other students around, and avoid building an "exclusive club" of your group. Be proud to be your cultural ambassador. Americans are eager to learn from you about your culture.

If international students have any more questions or feel that they would like to speak to someone about how they are feeling they can contact International Student Support and we will be happy to assist you with any of your problems and refer you to the appropriate person to address your needs.

LOS ANGELES ATTRACTIONS



Museums

California Science Center

700 State Dr., Los Angeles, CA. 90037

(310) 724-3623

Getty Center

1200 Getty Center Dr., Los Angeles, CA. 90049

(310) 440-7300

Getty Villa

17985 Pacific Coast Highway, Pacific Palisades, CA. 90272

(310) 440-7300

Los Angeles County Museum of Art

5905 Wilshire Blvd, Los Angeles, CA. 90036

(323) 857-6000

Museum of Contemporary Art

152 N Central Ave, Los Angeles, CA 90012

(213) 625-4390

Museum of Tolerance

9786 Pico Blvd, Los Angeles, CA. 90035

(310) 772 2505

Natural History Museum of Los Angeles

900 Exposition Blvd, Los Angeles, CA. 90036

(213) 763-3466

The GRAMMY Museum

800 W Olympic Blvd, Los Angeles, CA 90015

(213) 765-6800

Zoos and Theme Parks

Aquarium of the Pacific

100 Aquarium Way, Long Beach, CA. 90802

(562) 590-3100

Los Angeles Zoo

5333 Zoo Dr., Los Angeles, CA. 90027

(323) 644-4200

Santa Monica Pier Aquarium

1600 Ocean Front Walk, Santa Monica, CA. 90401

(310) 393-6149

Disneyland

1313 S Harbor Blvd., Anaheim, CA. 92802

(714) 781-4565

Knott's Berry Farm

8039 Beach Blvd., Buena Park, CA. 90620

(714) 220-5200

Legoland

1 Legoland Dr., Carlsbad, CA. 92008

(760) 918-5346

Six Flags Magic Mountain

26101 Magic Mountain Parkway, Valencia, CA. 91355

(661) 255-4100

Universal Studios Hollywood

100 Universal City Plaza, Universal City, CA. 91608

(800) 864-8377

The Queen Mary

1126 Queens Hwy, Long Beach, CA 90802

(877) 342-0738



Beaches

Venice Boardwalk, Venice Beach, CA.

This beach boardwalk is one of the most popular boardwalks in the United States. It is a great way to experience how colorful life can be with many different cultures, lifestyles and belief systems taking place side by side.

Santa Monica Pier, Santa Monica, CA.

This pier is a popular recreation and entertainment venue. The pier is filled and surrounded by attractions, restaurants and shops.

Santa Monica Beach, Santa Monica, CA.

This wide and long beach is very relaxing and is separated from the shops and attractions of Santa Monica by the Pacific Coast Highway.

Zuma Beach, Malibu, CA.

This is one of the most popular and famous beaches in Southern California. The drive down the Pacific Coast Highway to get there is itself a gorgeous way to take in some of beautiful scenery.

Hermosa Beach, CA.

This beach is adjacent to a family friendly downtown area of this city incorporated into Los Angeles County. There are many restaurants and cafes. This area has a very relaxed feel.

Manhattan Beach, CA.

This beach is located adjacent to the Manhattan Beach downtown area, which is an incorporated city within Los Angeles County. This is also very relaxed and has a younger vibe than Hermosa Beach.





Places to travel within the United States of America:

1. **New York City, NY:** Statue of Liberty, Empire State Building, Wall Street, Central Park, Times Square
2. **San Francisco, California:** Golden Gate Bridge, Fisherman's Wharf
3. **Washington, D.C. (District of Columbia):** White House
4. **Boston, Massachusetts:** Harvard University, MIT
5. **San Diego, California:** Zoo, Sea World
6. **Las Vegas, Nevada:** Casinos, Restaurants, Shows
7. **Hawaii:** Beach, Scuba Diving
8. **Miami, Florida:** Beach, Entertainment
9. **Chicago, Illinois:** Millennium Park, Lincoln Park Zoo
10. **Seattle, Washington:** Space Needle



Travel Tips:



TRAVEL TIPS

If you are leaving the United States of America for vacation to your country or anywhere else, please make sure that you have had your I-20 visa signed by campus Designated School Officials (DSO) for WLAC.

Contact Angel Viramontes in International Student Service,
Building: Student Services 4th floor, Room 415.
Mon-Thurs (9:00 - 5:00 p.m.)
Friday (9:00 - 1:00 p.m.)
studentvisa@wlac.edu



WEST LOS ANGELES COLLEGE - ADMINISTRATORS AND SERVICES

Name	Title + Department	Phone
Robert Sprague	President (Interim)	(310) 287-4325
Ara Aguiar	Vice President, Academic Affairs (Acting)	(310) 287-4398
Iris Ingram	Vice President, Administrative Services	(310) 287-4367
Michael Goltermann	Vice President, Student Services (Acting)	(310) 287-4248
Alcala, Celena	Dean, Academic Affairs (Acting)	(310) 287-4395
Walter Jones	Dean, Academic Affairs	(310) 287-4244
Kathy Walton	Dean, Academic Affairs	(310) 287-4376

USEFUL CAMPUS CONTACT INFORMATION

ADMISSIONS OFFICE (SSB 220)

(310) 287-4501

- Adding a class • General petition
- Graduation petitions • Application for admission/questions
- Registration questions • Attendance verification
- Transcripts • Change of address
- Veteran's benefits • Withdrawing from College
- CA High School Exit Exam • Outreach

Mon & Thurs: 8:30 am - 5 pm

Tues & Wed: 8:30 am - 7 pm

Fri: 8:30 am to 1 pm.

ASSESSMENT/MATRICULATION (SSB 420)

(310) 287-4462

Mon & Thurs: 8 am - 5 pm

Tue & Wed: 8 am - 7 pm

Fri: 8 am - 12 pm

ASSOCIATED STUDENTS ORGANIZATION (ASO)

ASO Student Activity Center (A-6), ASO Office (A-9) • (310) 287-4304

- Campus Clubs/Events • Activities • Photo ID Cards

Mon & Wed: 8:30 am - 5 pm

Tue 8:30 am - 6 pm

Thurs: 8.30 am – 5 pm

Fri: 9 am - 1 pm

ATHLETICS (PECN) • (310) 287-4263

Mon – Thurs: 8 am - 4:30 pm

BOOKSTORE (SSB 121) • (310) 287-4560

- Text Books and Supplies/Used Book Buyback
- Convenience Store

Mon – Thurs: 9:30 am - 7pm

Fri: 8.30 am - 2 pm

BUSINESS OFFICE (SSB 230)

(310) 287-4262

- Payment of fees, Refunds • Application for MTA bus pass

- Registration fee receipt • Parking Permits

Main Business Office:

Mon & Thurs: 8:30 am - 5 pm

Tues & Wed: 8:30 am - 7 pm

Fri: 8:30 am – 1 pm

CHILD DEVELOPMENT CENTER (CDC)

(310) 287-4357

- Child Care

Mon – Thurs: 7:45 am - 4 pm

COUNSELING OFFICE (SSB350)

(310) 287-7242

- Academic counseling • Transfer questions

Mon & Thurs: 8:30 am - 5 pm

Tues & Wed: 8:30 am – 7 pm

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

(SSB320) • (310) 287-4450

Mon - Thurs: 8:30 am – 4:30 pm

Fri: 9 am - 1 pm

DISTANCE LEARNING PROGRAM (HLRC 4A)

(310) 287-4305

Mon-Thurs: 8:30 am - 6 pm

Fri: 9 am - 1 pm

EOPS/CARE PROGRAM (SSB330)

(310) 287-4317

Extended Opportunity Programs and Services (EOPS)

Cooperative Agencies Resources for Education (CARE)

Mon – Thurs: 8:30 am - 4:30 pm.

FINANCIAL AID OFFICE (SSB210)

(310) 287-4532

• Grants and Loans • Fee waiver or Deferments

• Federal Work-study • Scholarship Information

• Cal Grant Information

Mon & Thurs: 8:30 am. - 5 pm

Tues & Wed: 8:30 am - 7 pm

Fri: 8.30 am – 1 pm

HEALTH CENTER (A-9) • (310) 287-4478

Student Health Center

Mon & Thurs: 8:30 am – 4 pm

Tue & Wed: 9:30 am – 6 pm

HONORS/TRANSFER ACTIVITIES (SSB 3rd

Floor) • (310) 287-4289

INSTITUTE FOR STUDENT SUCCESS (A-4) •

(310) 287-4261

Mon – Thurs: 8:30 am - 12 Noon &

1 pm - 4:30 pm

Friday by appointment only.

INTERNATIONAL STUDENTS OFFICE

(SSB415) • (310) 287-4312

Mon – Thurs: 9:30 am - 6 pm

Fri: 9 am - 1 pm

LIBRARY & LEARNING CENTER at HLRC

Building

- Library (HLRC 2nd and 3rd floors)
• (310) 287-4408
- Library Instructional Research Lab (LIRL – Computer Lab) (2nd floor)
- Information & Circulation Desk (2nd floor)
• (310) 287-4408
- Reference Desk (2nd floor) • (310) 287-4269
- Tutoring (1st floor) 287-4404
- Foreign Language Lab (1st floor)
• (310) 287-4404
- Writing Lab (1st floor) • 287-4420

Mon – Thurs: 7:30 am – 8 pm

Fri: 9 am – 1 pm

Sat.: 11am - 3 pm

L.A. COUNTY SHERIFFS OFFICE

(Bldg. C3 – Lot 5 Entrance) • (310) 287-4311

(310) 287-4314

• 24 hour patrol • Any emergency or criminal complaint

• Any illness/injury • Parking Permits (Temporary)

• Lost and Found • Any safety related problem

TRANSFER CENTER (SSB340) •

(310) 287-4353

Mon & Thurs: 8:30 am – 5:30 pm

Tue & Wed: 8:30 am – 7 pm

Fri: 8:30 am – 1 pm

WESTSIDE EXTENSION - PARKING LOT 5

(Building A) • (310) 287-4475

• Not-for-credit classes • Older Adult Classes

Mon – Fri: 12 pm – 5 pm

INTERNATIONAL STUDENT AMBASSADORS

(Ambassadors are academic advisors to assist you in succeeding at West)

International Student Ambassadors Name	Discipline / Department	Phone	E-mail address
Chuck Amaugo	Financial Aid and Adjunct Counselor	(310) 287-4396	AmaugoCE@wlac.edu
Kathy Boutry	English - Faculty	(310) 287-4470	BoutryK@wlac.edu
Ana Chiang	Computer Science - Chair	(310) 287-4253	ChiangA@wlac.edu
Judy Chow	Library - Faculty	(310) 287-4401	ChowJ@wlac.edu
Josefina Culton	Spanish - Faculty	(310) 287-4549	CultonJO@wlac.edu
Nick Dang	IT Manager	(310) 287-4359	Dangnt@wlac.edu
John Frykenberg	History - Adjunct Faculty	(323) 810-0651	Frykenjs@wlac.edu
Kathleen Greer	International Student Services Assistant	(310) 287-4312	GreerKL@wlac.edu
Thomas Harjuno	Math - Faculty	(310) 287-4342	HarjunT@wlac.edu
Eric Ichon	Distance Learning – Dean	(310) 287-4305	IchonE@wlac.edu
Lisa Kamibayashi	Allied Health - Faculty	(310) 287-4457	Kamibal@wlac.edu
Nikki Jacobson	Paralegal Studies Program - Faculty	(310) 287-4291	jacobsn@wlac.edu
Arthur Lara	Admissions & Records Evaluator	(310) 287-4330	LaraA@wlac.edu
Sunny Leon	Admissions & Records Evaluator	(310) 287-4372	Leons@wlac.edu
Fran Leonard	English Faculty & Language Arts - Vice Chair	(310) 287-4203	Leonarf@wlac.edu
Ken Lee	Library Science - Faculty	(310) 287-4402	LeeKen@wlac.edu
Ken Lin	Library Science - Chair	(310) 287-4437	Link@wlac.edu
Francisco Monzon	Computer Science – Adjunct Faculty	(310)287-4280	MonzonF@wlac.edu
Tracy Pham	Information Technology Specialist	(310) 287-4466	PhamT@wlac.edu
Ashok Patil	Computer Science - Faculty	(310) 287-4463	PatilA@wlac.edu
Marcela Redoles	Spanish Adjunct - Faculty	E-mail Only	RedoleM@wlac.edu
Jack Ruebensaal	Political Science – Faculty	(310) 287-4222	RuebenJ@wlac.edu
Nancy Sander	ESL – Faculty	(310) 287-4584	SanderN@wlac.edu
Lisa Saperston	Language Academy -- Faculty, Administrator	(310) 287-4200	LisaWLA@wlac.edu
Olga Shewfelt	Political Science – Faculty	(310) 287-4223	ShewfeO@wlac.edu
Patricia Siever	History & African American Studies - Faculty	(310) 287-4531	SieverP@wlac.edu
Bob Sprague	President (Acting)	(310) 287-4398	Spragurl@wlac.edu
Vidya Swaminathan	Math – Faculty	(310) 287-4214	Swaminv@wlac.edu
Alice Taylor	Art & Humanities – Faculty	(310) 287-4201	TaylorA@wlac.edu
Luo Yilan	Economic - Adjunct Faculty	(323) 893-4961	YilanLH@wlac.edu

1. International Student Club:

Faculty Advisor: Josefina Culton (310) 287-4549

CultonJO@wlac.edu

2. International Student Services:

Dean of Admissions and Records: Michael Goltermann (310) 287-4579

Golterim@wlac.edu

Outreach & School Relations: Angel Viramontes (310)287-4451

Viramoa@wlac.edu

International Student Services Assistant: Kathleen Greer (310) 287-4312

GreerKL@wlac.edu

3. International Online Distance Learning:

Dean of Academic Affairs: Eric Ichon (310) 287-4305

IchonE@wlac.edu

4. Counselor for International Students

Counselor Adriana Martinez (310) 287-4356

Martinaf@wlac.edu

GLOSSARY OF COLLEGE TERMS:

Add: To enroll in a class. Select your classes according to your transfer requirements and “Student Educational Plan”. See a counselor for assistance in the selection of classes. Add classes by logging on to the online Student Information System, or by walk-in (Building A-13).

Articulation Agreements: Formal agreements between West and other campuses. This agreement determines the equivalence of courses in West to that of other institutions, such as UC, CSU, and other private colleges and universities. See a counselor (Bldg A-3) or visit the Transfer Center (HLRC 124) for details of these agreements, or log on to Assist (www.assist.org).

Add Slip: Signed slip from a class instructor granting permission for enrollment into a closed class.

Associate of Arts or Science Degree (A.A. or A.S.): Academic degrees awarded after satisfactory completion of graduation requirements at a community college or the first two years of a four-year college or university.

Bachelor of Arts or Science Degree (B.A. or B.S.): Academic degrees awarded after satisfactory completion of undergraduate or major program of study at a college or university. The first two years of your undergraduate studies, known as General Education, can be taken at an accredited community college such as West, then transfer into a university as a third year junior to complete your B.A. or B.S. degree under the four-year college or university.

Catalog: The West college catalog is available at the Library, Counseling Center, and at the WLAC website. Detailed with the complete list of course description, faculty information, it offers useful information such as school directories, student services, academic policies, degrees/certificates, graduation & transfer requirements, etc.

Certificate of Achievement: Issued in state-approved programs designed for students who are looking for specialized learning to fit their occupational skills and knowledge to enter the workforce. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Certificate programs usually take one year to complete and prepare students for immediate employment.

Closed Class: A class that has reached its maximum amount of intakes and hence cannot accept any more students is considered close. Students may ask permissions directly to the class’ instructors for enrollment. If permission is granted, the student will be given an **Add Slip**.

Co requisite: A corresponding course that must be taken concurrently with another course. E.g. A physical science class that is taken concurrently with the lab component of the class.

Course Number: The number listed after a course name (such as English 101, Math 124).

Credit/No Credit Grading: Grading scheme in place of the traditional grading standards (Grades A-F). An optional grading alternative, so as to not disclose the exact measure of a grade. Credit (CR) indicates that the student has passed the class with a C or above No Credit (NC) is equivalent to a failing grade of D or F. CR/NC grading scheme is not applicable for courses taken under your major.

Dismissal (Disqualification): Termination of a student’s eligibility to attend WLAC after being on probation for two semesters.

Drop: Withdrawing from a class you no longer want to attend. See academic counselor BEFORE you stop attending. Find another class to replace the one you want to drop. If you do not officially drop, you may receive an “F”. Drop classes at the Registration Office (A13).

Elective: A course that is not specifically required for your major or general education but may be taken to meet unit requirements.

Freshman Status: Refers to students who have completed fewer than 30 units.

Full-Time Status: Refers to students who maintain between 12 and 19.5 units per semester. All international students are required to maintain at least 12 units for spring and fall semester.

General Education Courses: Mandatory courses which must be completed in order to graduate or transfer.

Grade Point Average (GPA): The average grade earned by a student, calculated by dividing the grade points earned by the number of credits.

IGETC: Intersegment General Education Transfer Curriculum. The list of **general education** courses required for transfer to CSU and UC campuses.

Incomplete Grade: A grade given to a student who has not completed a class due to unforeseen circumstances (such as illness). All coursework must be completed and a final grade assigned within one year.

Major: A specific course of study that is the focus of an undergraduate degree.

Open Class List: A list of currently open classes being offered. The updated open class list is available on the school website.

Prerequisite: A requirement that must be met before enrolling in a course (a placement test or prior course). Prerequisites are listed in the Catalog and Schedule of Classes.

Probation, Academic: A student is placed on Academic Probation when his or her grade point average falls below a 2.0 after enrolling in 12 or more units.

Probation, Progress: A student is placed on Progress Probation after enrolling in at least

12 units and failing to complete at least half of those units.

Registration: The process of enrolling in classes each semester. Registration is generally conducted in person, online, or by telephone.

Schedule of Classes: It is published each semester, it lists descriptions, instructors, and meetings times and locations of all classes offered that semester. You can buy it at Book store. Also, it's available online at the WLAC website (free).

Section Code or Number: The 4-digit number of a particular class in a given term. For example, each section of English 101 falls under a different scheduled meeting at a different place or time and under a different instructor. Section codes are used to register and are found in the Schedule of Classes.

Sophomore Status: Refers to students who have completed 30 or more units.

Transcript: An official record of one's academic achievements. Transcripts are available at the Admissions (A-3).

Transfer Courses: Classes that are accepted for credit at four-year colleges and universities. These classes are typically courses numbered from 1-99.

Unit: The amount of college credit given for a course based mainly on the number of hours the course meets each week. One unit generally represents one hour of class per week.

Wait List: A list created once a class is closed. Once the semester has begun, students on the wait list receive priority for adding a class if spaces become available.

Withdrawal: Formally removing yourself from all classes in which you are enrolled. The Registration Office (A-3) processes all withdrawals. Try to get this on the same page as above.



International Student Success Center
HLRC 2nd Floor Room 222
9000 Overland Avenue, Culver City, CA 90230
(310) 287-4458