
Accuracy Statement

The Los Angeles City College (LACC) catalog contains the academic and administrative policies and regulations that govern enrollment of students at LACC. Students are responsible for knowing the academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the college.

Although the college strives to assure the accuracy of the information in this catalog, the college and Los Angeles Community College District (LACCD) reserve the right to make modifications and updates as necessary.

Catalogs are published for each academic year. The catalog's academic year is indicated in the catalog's title (for example, 2024-2025). Addenda to the catalog are published to include mid-year changes.

This new catalog takes effect at the start of the fall 2024 semester.

The catalog and schedule of classes are available on the college website at www.lacc.edu/academics/class-schedules

Student Responsibility To Be Informed

While LACC provides numerous support services to assist students, it remains the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures.

Regulations will not be waived, and exceptions will not be granted if a student pleads ignorance of policies or procedures.

Catalog Rights and Continuous Attendance

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms. Having "Catalog Rights" means students may choose to be held to the graduation requirements listed in the catalog at the time their enrollment begins in the Los Angeles Community College District (LACCD), or for any subsequent catalog year during which they maintain continuous attendance.

"Continuous attendance" means attending at least one term (fall, winter, spring, summer) each academic year at any United States regionally accredited post-secondary institution. Courses with a "W" (withdrawal) count towards determining continuous attendance. Credit and Noncredit coursework both count toward attendance.

Students granted a "MW" (military withdrawal) or an "EW" (excused withdrawal) under the provisions of BP 4230 Grading and Academic Record Symbols, will be considered to be in "continuous attendance" for their required period of military service or excused withdrawal.

Exceptions to the Catalog Rights requirements may be made at the discretion of the Articulation Officer on a case-by-case basis.

Alternative Publication Formats

Students with verifiable disabilities who require alternate formats of college publications should contact the Vice President of Student Services at (323) 953-4000 ext. 2460. The college will provide information in alternate text formats upon request in the time-liest manner possible.

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www.lacc.edu

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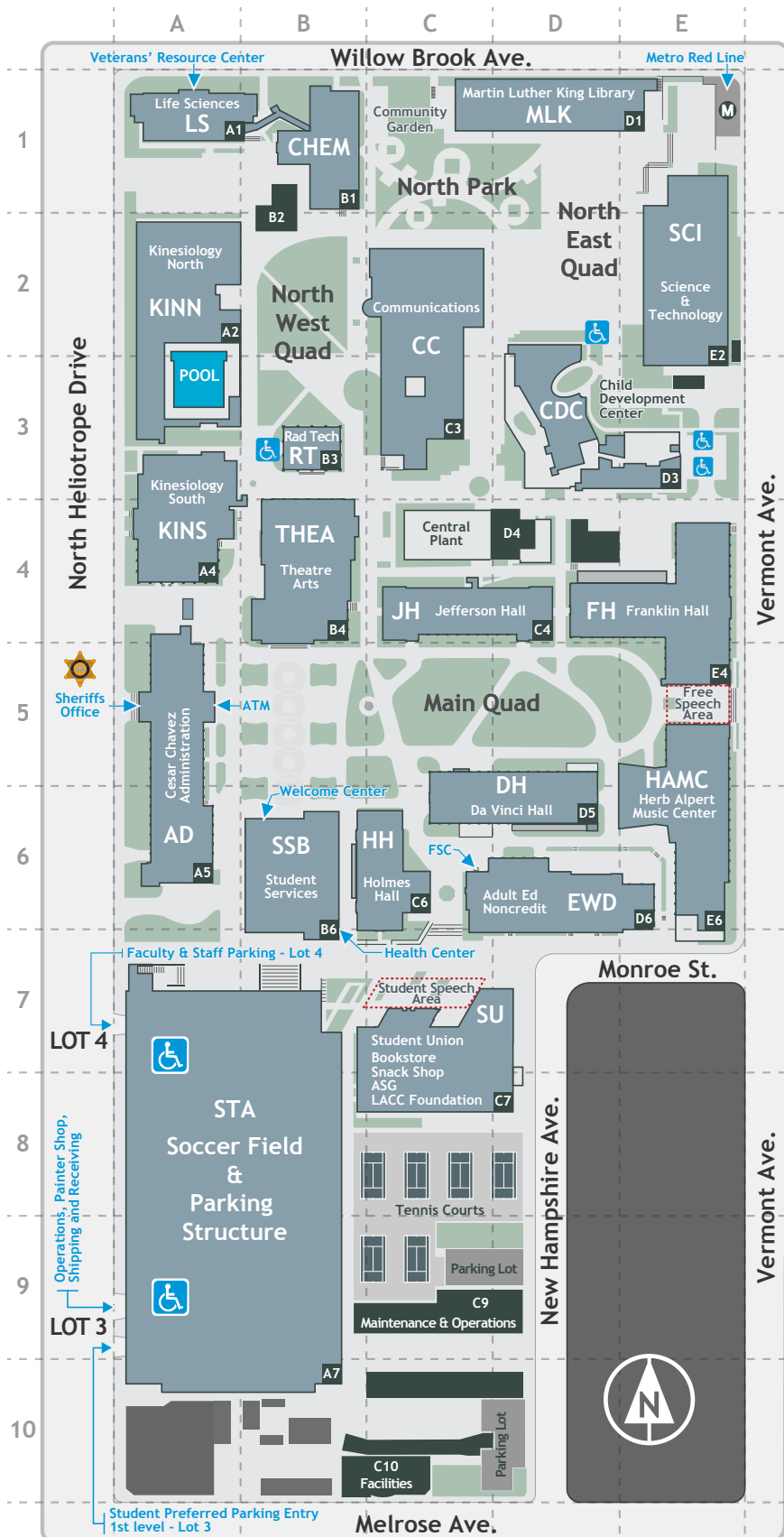
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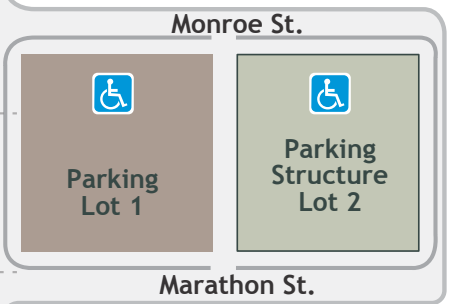
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www.lacc.edu

For Los Angeles County Sheriffs
(Campus Police): (323) 953-2911
or dial #3 on any campus phone.

- B6 - Student Services Building:**
- Admissions & Records
 - Business Office
 - CalWORKs
 - Career / Transfer Centers
 - Counseling
 - EOPS / CARE / NextUp
 - Financial Aid
 - First Year Experience
 - Foster & Kinship Care Education
 - Health & Wellness Center
 - Office of Special Services
 - TRIO
 - Upward Bound
 - Welcome Center



Fall 2023
Revised August 21, 2023

WELCOME TO LOS ANGELES CITY COLLEGE

Dear Students,

We're delighted that you're considering Los Angeles City College (LACC) for your educational journey. Whether you're aiming to start a new career path, enhance your existing skills, obtain certification, or complete an associate degree for immediate employment or further education at a four-year institution, LACC presents an array of cost-effective and varied educational and professional opportunities.

For more than 90 remarkable years, Los Angeles City College has been a cornerstone of education within the Los Angeles community. We take pride in our diverse student population and the dedicated team of staff and faculty committed to nurturing your aspirations in academics, your professional path, and personal ambitions.

Enclosed within this catalog you'll find essential resources at your fingertips, including vital campus contacts, a comprehensive guide to student services, detailed course offerings, and essential information on district, state, and federal guidelines. Whether you're aiming to attain an associate degree or certificate, transition to a university, or acquire skills for career enhancement, LACC is here to support your journey. We offer a multitude of career pathways, skill development courses, basic education improvements, and opportunities for personal growth and continuous learning.

Our flexible class scheduling includes daytime, evening, and weekend options, as well as online and blended formats to accommodate various lifestyles and learning preferences.

Our programs are meticulously crafted to yield tangible outcomes. We facilitate seamless transfers to four-year degrees through articulation agreements and offer career-ready programs in skilled trades, allied health, and computer science. Beyond academics, LACC students can engage in a variety of student organizations and clubs. Comprehensive support services such as academic advising, career counseling, and financial aid are at your service to address any questions and aid in your class enrollment process.

All new first-time students are entitled to two years of tuition-free education courtesy of the Promise Program. Additionally, our Financial Aid office is at hand to guide you through the various state and federal financial assistance options. The fall 2024 course schedule offers a variety of classes with the flexibility of online or on-campus attendance.

As one of the nine colleges in the Los Angeles Community College District, LACC is known as "The City's College." The true measure of our success is reflected in our alumni who continue to make significant contributions to society. On behalf of the Los Angeles Community College District Board of Trustees, the chancellor, our faculty, and staff, we invite you to engage with us, explore what we have to offer, and select LACC as your partner in education.

I eagerly anticipate welcoming you to the LACC community as both a student and a future esteemed alumnus.

Sincerely,

Dr. Amanuel Gebru

President



Los Angeles City College Mission

The mission of Los Angeles City College is to promote accessible and equitable learning to benefit the diverse local and global communities we serve. We empower students to achieve their educational and career goals by providing pathways to support their completion of associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.

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ABOUT LACC

Who We Are

Los Angeles City College is The City's College.

LACC has been part of the fabric of the city of Los Angeles for more than 90 years, with both UCLA and Cal State Los Angeles originating on the LACC campus. As a diverse college and a vehicle for increasing social and economic mobility for our city, LACC remains the destination for students to believe, achieve, and succeed.

Established in 1929, LACC is one of the oldest of the California Community Colleges. Located in the heart of Hollywood on 49 acres, LACC provides a dynamic innovative learning environment offering more than 100 vocational and professional programs including degrees, transfer programs, and certificates to more than 18,000 students. Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from many ethnic groups, cultures, and countries in the world.

LACC has always risen to the challenges presented by a world undergoing rapid and confusing changes.

LACC provides an innovative and engaging learning environment, offering degrees, transfer programs, and certificates to our students. We have reimagined remote education; expanded services to students in need of food, emergency financial aid, laptops, and services; and implemented initiatives to continue to fulfill our commitment in the pursuit of racial and social justice. LACC offers an array of on-campus and online classes and remains committed to helping students achieve their educational and personal goals.

As The City's College, we are committed to providing a welcoming, inclusive, supportive, and accepting community where all who come know they belong.

History

One of nine college campuses of the Los Angeles Community College District, what is now LACC was originally a farm outside of Los Angeles. When the Pacific Electric Interurban Railroad connected downtown Los Angeles and Hollywood in 1909, the area began to develop rapidly. In 1914, the Los Angeles Board of Education moved the California State Normal School, a school to train teachers, from downtown Los Angeles to Vermont Avenue in Hollywood.

In 1917, UC Regent Edward A. Dickson and Ernest Carroll Moore, Director of the Normal School, began working together to lobby the State for the second University of California campus. On May 23, 1919, their efforts were rewarded when Governor William D. Stephens signed Assembly Bill 626 into law, which turned the school facilities into the Southern Branch of the University of California and added its general undergraduate program, the College of Letters and Science. The Southern Branch campus opened on September 15 of that year, offering two-year undergraduate programs to 250 Letters and Science students and 1,250 students in the Teachers College, under Moore's continued direction.

In need of more space, the Southern Branch of the University of California, what is today UCLA, moved to its present location in 1929 and the LA Board of Education bought the Vermont site for \$700,000. On September 9, 1929, Los Angeles Junior College

opened its doors for the first time with over 1,300 students and 54 teachers. It later changed its name in 1938 to Los Angeles City College.

The Chief Executive Officers of LACC since its was founded:

| | |
|---------------------------------------|--------------|
| Dr. William H. Snyder, Director | 1929-1934 |
| Dr. Rosco C. Ingalls, Director | 1934-1945 |
| Dr. Einar W. Jacobsen, President | 1946-1948 |
| Dr. Howard S. McDonald, President | 1949-1955 |
| Dr. John Lombardi, President | 1955-1966 |
| Dr. Glenn G. Gooder, President | 1966-1970 |
| Dr. Louis Kaufman, President | 1970-1973 |
| Dr. John H. Anthony, President | 1973-1977 |
| Dr. Stelle Feuers, President | 1978-1989 |
| Dr. Edwin Young, President | 1989-1991 |
| Mr. Jose L. Robledo, President | 1991-1997 |
| Dr. Mary Spangler, President | 1997-2003 |
| Dr. Doris Givens, President (Interim) | 2003-2005 |
| Dr. Steve Maradian, President | 2005-2007 |
| Dr. Jamillah Moore, President | 2007-2012 |
| Ms. Renee Martinez, President | 2012-2018 |
| Dr. Mary Gallagher, President | 2018-2023 |
| Dr. Amanuel Gebru, President | 2023-Present |

Accreditation and Professional Program Approvals

Los Angeles City College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at accjc.org/complaint-process/

Contact information for the ACCJC:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
331 J Street Suite 200
Sacramento, CA 95814
Telephone: (415) 506-0234
Email: accjc@accjc.org
Website: accjc.org

LACC programs are also accredited or approved by:

- Addiction Studies: California Consortium of Addiction Programs and Professionals (ccapp.us)
- Certified Dietary Managers: Association of Nutrition and Food-service Professionals (anfponline.org)
- Child Development Center: NAEYC Accreditation of Early Learning Programs (NAEYC.org/accreditation)
- Dental Laboratory Technician: Commission on Dental Accreditation of the American Dental Association (coda.ada.org/en_ada.org)
- Nursing: The California Board of Registered Nursing (rn.ca.gov)
- Paralegal Studies: American Bar Association (americanbar.org)
- Radiologic Technology: Joint Review Committee on Education in Radiologic Technology (jrcert.org)

Student Right-To-Know Disclosure

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 2019, 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 below. 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.

For the fall 2019 cohort (first-time, full-time students seeking a certificate, degree, or transfer; tracked over three years):

- Completion rate: 23.61%
- Transfer rate: 7.97%

(Source: Student Right to Know website: <http://srtk.cccco.edu/741/srtk22.htm>)

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 2019 to spring 2022. 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 2020 to spring 2022, are transfer students.

For Student Right-To-Know information, visit the LACC website at: www.lacc.edu/about/disclosures

Los Angeles County Sheriff and Campus Security Reports

The Los Angeles Community College District has a contract with the LA County Sheriff's Office to provide services for the protection of students, staff, visitors, and other persons on campus. They are also responsible for the protection of the District's buildings and property. The sheriff's will respond to a variety of personal emergencies, including emergency notification (in compliance with the privacy act), lost and found property, and police escort upon request. For further information, contact the Sheriff's Office at (323) 953-4005.

Campus Security Reports

Pursuant to the Clery Act, the College's Security Reports are published at www.lacc.edu/campus-life/campus-safety/jeanne-clery. Students may obtain a paper copy of the report upon request from the Sheriff's Office.

Academic Year

The academic year is divided into four sessions:

- Fall Semester (16 weeks, August - December)
- Winter Session (5 weeks, January - February)
- Spring Semester (16 weeks, February - June)
- Summer Session (5-week and 8-week sessions, June - August), subject to approval by the Board of Trustees

Academic Calendar

Fall 2024 Semester: August 26 - December 15, 2024

| | |
|------------------------------|---|
| Online schedule available | April 8, 2024 |
| Priority registration begins | April 15, 2024 |
| Open enrollment | May 6, 2024 |
| No penalty drop date | September 8, 2024 |
| Last day to drop with a "W" | November 17, 2024 |
| Final exam days | December 9, 2024 - December 15, 2024 |

Winter 2025 Session: January 6 - February 9, 2025

| | |
|------------------------------|--------------------|
| Online schedule available | September 25, 2024 |
| Priority registration begins | October 21, 2024 |
| Open enrollment | November 11, 2024 |

Spring 2025 Semester: February 10 - June 9, 2025

| | |
|------------------------------|--------------------------------|
| Online schedule available | October 14, 2024 |
| Priority registration begins | October 21, 2024 |
| Open enrollment | November 11, 2024 |
| No penalty drop date | February 23, 2025 |
| Last day to drop with a "W" | May 11, 2025 |
| Final exam days | June 3, 2025 - June 9, 2025 |

Summer 2025 Semester: June 16 - August 31, 2025

| | |
|---------------------------|--|
| Online schedule available | Check the LACC Academic Calendars website* |
| Registration begins | Check the LACC Academic Calendars website* |

*www.lacc.edu/academics/calendars

Dual enrollment and short-term classes with varying start and end dates may have a different calendar. For more information contact Admissions and Records at: www.lacc.edu/admissions

ABOUT OUR CAREER AND ACADEMIC PATHWAYS

What is a Pathway?

A collection of programs of study and support services that enable a student to satisfy graduation, transfer, and employment requirements or earn industry-recognized credentials.

Pathway Team

A team located in each pathway that will work with students on their journey to academic and career success, including an Academic Affairs dean, embedded counselor, and success coach.

- Counselors: support students in choosing classes and making educational goals.
- Success Coaches: connect with a caseload of students through individual and group meetings, offering personalized guidance.

What is a program of study?

A program of study is comprised of a structured sequence of course(s), within a specified field of study, that culminates in an industry-recognized credential, Certificate of Achievement, Associate of Art or Science (AA/AS) degree, transfer readiness, and/or IGETC/CSU Certification.

| <u>Academic Pathways</u> |
|--|
| 1. Science, Technology, Engineering, and Math (STEM) |
| 2. Business |
| 3. Social and Behavioral Sciences |
| 4. Languages, Humanities, and Communications |
| 5. Visual, Performing, and Entertainment Arts |
| 6. Health Sciences, Child and Family Sciences |
| 7. Noncredit and Adult Education |

Make sure to work with an LACC Counselor to confirm your pathway and develop an education plan. For more information about the programs of study under each pathway, visit: www.lacc.edu/academics/pathways.

GETTING ONTO YOUR PATHWAY

ADMISSIONS

Admission Application

The first step to becoming a college student is to submit a college application at: www.lacc.edu/admissions/apply

- The college application is for new, returning, or high school students wanting to take classes for college credit.
- The noncredit application is for students wishing to enroll in no-cost (0 unit) courses that provide lifelong learning and career preparation opportunities. Noncredit also serves as a first point of entry and a transition point to credit instruction.
- International students should contact the International Student Program for information on how to apply to the college at iss@lacitycollege.edu or visit the website at www.lacc.edu/student-services/spr/international

After the submission of a college application, the applicant will receive a Student ID and instructions on how to access the Student Information System portal and college email. In general, college applications will be processed in 1-2 business days.

For assistance in completing the online application, prospective students should visit the campus Welcome Center located in the Student Services Building or online in live chat at <https://laccd.zoom.us/j/3239532455>.

Readmission Policy

If you missed two or more consecutive semesters (fall or spring) you must file a new application and submit to an academic counselor for review and approval. The counselor will send the approved petition to admissions for processing.

Required form: [Readmission Petition](#)

Email to: admissions@lacitycollege.edu

High School Enrollment

To enroll in LACC courses as a high school student (concurrent/dual enrollment), you will need to reach out to your school counselor, apply to LACC, and complete a K-12 supplemental application. Visit the Dual Enrollment Program website at www.lacc.edu/admissions/dual-enrollment to see the steps you need to follow.

Admission Eligibility Requirements

Prospective college applicants must possess a high school diploma or its equivalent to meet the basic eligibility requirements for admission.

Prospective students who do not possess a high school diploma or its equivalent are eligible for admission if they meet the following additional eligibility requirements:

- Be at least eighteen (18) years of age, or
- Be an apprentice, as defined by Section 3077 of the California Labor Code, or
- Be concurrently enrolled in K-12 under concurrent and dual enrollment status

Residency Classification

The residency classification determines the amount of enrollment or tuition fee that a student will be required to pay for course enrollment. In addition, the residency status is used to determine student eligibility for the California College Promise Grant.

California Residency

To be classified as a California resident, a prospective student must have resided in California for at least one year and one day preceding the student's residence determination date. The residence determination date is the day before the opening day of instruction at any given semester.

Non-Resident

Students who do not meet the California residency status requirement will be classified as non-residents. Students with non-resident classification must pay the additional non-resident fee established by the LACCD Board of Trustees. International students with F-1 or M-1 Visa status are classified as non-resident and subject to the required non-resident fees. Visit the fee section in this catalog for more information.

Appeal of Residency Status

Except for F-1 Visa international students, students with an initial determination of non-resident status have the right to appeal their residency status. To do so, the non-resident student must complete a Residency Questionnaire form (with supporting documents as listed on the form) and submit it to the Admissions and Records office. The Residency Questionnaire form is available online at the Admissions and Records office web page at www.lacc.edu/admissions. The form must be submitted within 30 calendar days of non-resident notification and before the start of the semester in which the student is requesting a reclassification.

Required form: [Supplemental Residency Questionnaire Form](#)

Email to: admissions@lacitycollege.edu

Non-Resident Tuition Exemptions

California Non-resident Tuition Exemption, commonly known as AB 540, exempts certain students from paying non-resident tuition (higher than resident tuition) and/or allows them to apply and receive state aid at certain California public and private colleges.

For this exemption, you must satisfy either items 1 or 2 (time and coursework requirements):

1. Three (3) or more years of full-time attendance or attainment of equivalent credits earned in California from the following schools (or any combination thereof):
 - a. High School *
 - b. Adult School *
 - c. Community College (credit or non-credit courses) **

*Full-time attendance = minimum of 420 hours/school year

**Credit courses = full-time attendance is a minimum of 12 units semester/quarter per year.

**Non-credit courses = full-time attendance is a minimum of 420 hours/school year

OR

2. Three (3) or more years of full-time high school coursework and attended a combination of elementary, middle and/or high school in California for a combined total of three (3) or more years.

AND

must satisfy any from item 3 (graduation and/or transfer requirement)

3. Graduation and/or transfer requirements:
 - a. Graduate from a California high school, or
 - b. Obtain a GED, HiSET, or TASC in California, or
 - c. Attain an associate degree from a California Community College, or
 - d. Fulfilled the minimum transfer requirements to transfer from a California Community College to a University of California or California State University.

The following items must also be met to qualify for AB 540 status:

4. You will register or enroll in an accredited and qualifying California college or university, and
5. If applicable, you must complete an AB 540 affidavit stating that you will legalize your immigration status as soon as you are eligible (see the Admissions and Records office at your college), and
6. You must not hold a valid non-immigrant visa (A, B, C, D, E, F, J, H, L, etc.), except persons granted Temporary Protected Status (TPS) or hold a U Visa.***

If you meet the requirements above, you should complete the CA Dream Act Application for financial aid. (A certified GPA is also necessary for Cal Grant consideration.)

The college is responsible for verifying your AB 540 eligibility. Check with Admissions and Records office early in the summer before the fall term starts to complete the required AB 540 affidavit.

For more information, contact the Admissions and Records office at admissions@lacitycollege.edu.

Required form: [California AB540 Non-Resident Tuition Exemption Request](#)

Email to: admissions@lacitycollege.edu

Unit Limit

Students should work with an academic counselor to carefully plan their academic programs. Students may enroll for a maximum of 19 units for the spring or fall semesters, and 9 units for summer or winter sessions.

Students should contact the Counseling Office (in the Student Services Building, 2nd Floor) to petition to take excess units or visit the counseling department website at www.lacc.edu/student-services/counseling.

In general, students may receive no more than 30 semester units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have

learning disabilities. “Remedial coursework” is defined as “pre-collegiate basic skills courses” which are described as “those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses.”

Planning Your Program/Major

See the Graduation Requirements section of this catalog for detailed information on the requirements for completing programs at LACC. See a counselor or visit the Transfer Center for more information.

Using GI Bill® Education Benefits

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

More information about education benefits offered by VA is available at the official US government website at benefits.va.gov/gibill.

To use GI Bill® Education Benefits, you must:

1. Submit admissions application to LACC. Determine your eligibility for GI Bill® and apply for education benefits at: va.gov/education/eligibility/. You will receive a Certificate of Eligibility letter (COE) if you have been determined eligible to use education benefits.
2. Submit to VA (mail or online) Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
3. Meet with a Veterans Resource Center (VRC) counselor to complete a comprehensive student education plan. The Veterans Administration will not pay for courses that are not included in a veteran's or dependent's education plan.
4. Enroll in courses as indicated on the student education plan.
5. Submit the following forms to the Veterans Resource Center:
 - Chapter 31 (Veteran Readiness and Employment/VR&E): VRE Authorization Form (to be sent from VR&E Counselor directly to college), DD214, new VRC student intake form, certification request form.
 - Chapters 30 (Montgomery) & 33 (Post-9/11): Certificate of Eligibility, DD214, new VRC student intake form, certification request form.
 - Chapter 35 (Survivors & Dependents): Certificate of Eligibility, SSN of veteran providing benefits, new VRC student intake certification request form.
 - Chapter 1606 (Montgomery Selected Reserve): Certificate of Eligibility, DD2384, new VRC student intake form. certification request form.
 - New VRC student intake and certification request forms can be found at www.lacc.edu/student-services/spr/veterans

Important: Veterans and dependents must submit a certification request form for EVERY semester they wish to use GI Bill® Benefits. Adds and drops for veterans and dependents must be reported to the LACC Veterans Resource Center as soon as possible. Failing to do so may result in an overpayment or underpayment.

***AB 1899 allows U and T visa holders to also apply for state financial aid. (T visa holders should file a FAFSA, U visa holders should file a CA Dream Act Application).

Other Notes:

1. To maintain eligibility, veteran students must maintain standards of academic progress as indicated in this catalog.
2. The Veterans Administration will not pay for courses that are not included in a veteran's educational plan, and will not pay for out-of-state tuition fees.
3. 70 Unit Rule - Once a veteran has received an associate degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.
4. Academic Probation: In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

General Education Credit for Military Service

Upon verification of completion of a Basic Training course in any of the armed services, LACCD General Education Area E Health and Physical Education general education requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

See Academic Policies, Credit for Military Service, and Elective Credit for Military Training. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

Selective Service

Under Veterans Affairs, Duration Code section 66500, male applicants under the age of 26 must register with the Selective Service.

International Students

The college is certified by the Department of Homeland Security to issue I-20's to non-immigrant visa students seeking to obtain an F-1 visa.

The Department of Homeland Security requires students with B-visas to change their visa status to either a F-1 or M-1 non-immigrant visa prior to pursuing a course of study at the college.

Admission Process and Required Documents:

Review the information below to understand the admission process to Los Angeles City College as a full-time F-1 visa international student.

Step 1

Complete the LACC Online International Application (CCC Apply) at lacc.edu/Students/openccccapplyint/applylacc/Pages/default.aspx

Step 2

Review the checklists A) and B) below, to determine which checklist applies to you, and gather all the necessary documents.

| A) Initial Student Checklist (for students currently living outside of the United States or residing in the United States on a B Visa) | B) Transfer Student Checklist (for students currently living in the United States) |
|---|---|
| <p>Students who are applying from abroad as a new F-1 visa student must submit the following documents:</p> <ol style="list-style-type: none"> 1. F-1 Student Supplemental Application Form found at: lacc.edu/sites/lacc.edu/files/2022-08/Supplemental-Application_Fillable-2021-22.pdf 2. Proof of Funds - Current proof of funding must be in the form of a bank letter or a bank statement (with an official signature/seal). All bank verifications should indicate U.S. currency and dated within 6 months of the term start date. An estimated yearly expense is \$23,000 U.S. dollars. 3. Affidavit of Support Form (if you have a financial sponsor) 4. Proof of English Proficiency* 5. Copy of Transcripts or Equivalent (i.e., certificate of completion, diploma). Students under the age of 18 must provide proof of high school completion. | <p>Students who are currently in the United States on an F-1 visa and wish to transfer to Los Angeles City College must submit the following documents:</p> <ol style="list-style-type: none"> 1. F-1 Student Supplemental Application Form found at: lacc.edu/sites/lacc.edu/files/2022-08/Supplemental-Application_Fillable-2021-22.pdf 2. Proof of Funds - Current proof of funding must be in the form of a bank letter or a bank statement (with an official signature/seal). All bank verifications should indicate U.S. currency and dated within 6 months of the term start date. An estimated yearly expense is \$23,000 U.S. dollars. 3. Affidavit of Support Form (If you have a financial sponsor): lacc.edu/sites/lacc.edu/files/2022-08/Affidavit-of-Support-Form_Fillable.pdf 4. Proof of English Proficiency* 5. Copy of Transcripts or Equivalent (i.e., certificate of completion, diploma). Students under the age of 18 must provide proof of high school completion. 6. Copy of I-20 from current school 7. Copy of Passport and Visa stamp 8. Intent to Transfer-In Form: lacc.edu/sites/lacc.edu/files/2022-08/Intent-to-Transfer-In-Form_Fillable.pdf 9. I-94 (if you are applying for Change of Status) |

International students are required by the LACCD to have medical insurance through the District.

For more information visit the website at www.lacc.edu/student-services/spr/international

Do you want to attend LACC as an international student?

Submit an inquiry at: www.lacc.edu/student-services/spr/international/our-services/live-chat

*For ways to satisfy the English Proficiency requirement visit: www.lacc.edu/student-services/spr/international/prospective-students/english-proficiency

FINANCIAL AID

Financial Aid Office

Student Services Building, 1st Floor
(888) 930-5222

www.lacc.edu/financial-aid

Federal School Code: 001223

What is Financial Aid?

Financial Aid are financial resources from federal, state, institutional, and private programs designed to expand college access. The available financial assistance comes in the form of grants, work-study, loans, and scholarships. The assistance makes it possible for individuals to continue their education beyond high school, even if they and/or their families cannot meet the full cost of post-secondary education.

Eligibility for Federal Aid and Cal Grants

To be considered for federal and state financial aid, you must generally meet the following minimum requirements:

- Be a US citizen, or an eligible non-citizen, a permanent resident who has valid documentation from the US Department of Homeland Security verifying that their stay in the US is for other than temporary purposes or be classified as an AB540 for state aid eligibility only.
- Demonstrate financial need
- Be making satisfactory academic progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized, or FPLUS Loans (Parental Loans for Undergraduate Students) at any school attended
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), or Cal Grant programs
- Be enrolled as a regular student in an eligible program
- Have a valid social security number (only required for eligibility for federal aid)
- Demonstrate an Ability to Benefit (as defined in this section)

Ability to Benefit

If you meet one of the qualifications listed below, you will have to demonstrate the ability to benefit from a college education in accordance with applicable federal regulations.

- Received a high school diploma or passed a high school proficiency examination; or
- Received a certificate of General Education Development (GED); or
- Successfully completed a two-year program (minimum 48 credit towards a bachelor's degree)

If you are unable to demonstrate an Ability to Benefit, you should still apply for financial aid as you may qualify for the California College Promise grant.

Apply for Financial Aid

If you are a U.S. citizen or non-citizen who holds eligible immigration documents, you can apply for all federal and state financial aid programs by completing a Free Application for Federal Student Aid (FAFSA). Apply online at: <https://studentaid.gov/h/apply-for-aid/fafsa>

Students who are classified AB540 by the LACC Admissions Office may apply for California financial aid programs by completing a CA Dream Act Application (CADAA). Apply online at: <https://dream.csac.ca.gov/landing>

You will need a User ID and password to “sign” your FAFSA or CA Dream Act application. If you are a dependent student, your parent will also need a User ID and password. The option to create your User ID and password will be presented to you when you first begin your application. If you choose not to create your User ID and password at the beginning of the application, the option will be presented to you again when you get ready to submit. The financial aid application process is free, and you should never pay for federal or state financial aid. You will need to submit additional applications and/or forms for federal direct loans, emergency loans, or scholarships.

Priority Dates and Deadlines

| TYPE OF AID | DEADLINE |
|----------------------------------|--|
| Pell Grant, Cal Grant, loans | Financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period. To be considered for Cal Grant, the FAFSA or CADAA must be submitted no later than March 2 for the subsequent award year. Students planning to attend a community college have a secondary deadline of September 2 to apply for Cal Grant. |
| California College Promise Grant | June 30 of the award year |
| Federal Work Study and FSEOG | Submit a FAFSA application by May 1 and have a completed file by June 1 |

Dates and deadlines are subject to change.

Verification

If you are selected for verification by the U.S. Department of Education or the California Student Aid Commission when your application is processed, the Financial Aid Office will request that you submit additional documents. Check your student portal for any required documentation to complete your financial aid. Documents are submitted online in the Financial Aid Portal at <https://lacitycollege.studentforms.com>.

Requirement to Return Federal Financial Aid

If you receive financial aid and withdraw from ALL courses at the institution in the first 60% of the term, you may have to return all or a portion of the funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and you will be billed and must return any “unearned” federal grant funds received. You may also have to return any state financial aid funds received in full. Failure to return these funds may result in the denial of future financial aid.

Post-Withdrawal Disbursements

If you completed your financial aid file but withdrew from all your courses before receiving any disbursements from federal aid, you may be eligible for a post-withdrawal disbursement. If you are eligible for such a disbursement, you will be notified by email.

You are advised to contact the Financial Aid Office before withdrawing from your classes.

Financial Aid Enrollment Status

Some financial aid awards will be adjusted based on the student’s enrollment. The Pell Grant uses the enrollment intensity, and the Cal Grants use enrollment status. The table below shows proration rules for these student aid programs:

| PELL GRANT PRORATION BY ENROLLMENT INTENSITY | UNITS | PERCENTAGE RECEIVED |
|--|-------|---|
| 100% | 12 | 100% |
| 92% | 11 | Three Quarter Time (75%) |
| 83% | 10 | |
| 75% | 9 | |
| 67% | 8 | Half Time (50%) |
| 58% | 7 | |
| 50% | 6 | |
| 42% | 5 | Less than Half Time (Cal Grant requires a minimum of 6 units) |
| 33% | 4 | |
| 25% | 3 | |
| 17% | 2 | |
| 8% | 1 | |

Full-Time Definition

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters. Full-time students are eligible to receive the maximum Pell Grant.

For financial aid enrollment status evaluation, winter semester units are added to the fall unit load.

Federal Recalculation Requirements

Disbursements are adjusted if there are changes in the enrollment status on the Pell Recalculation Date (PRD). Disbursements will be adjusted if enrollment increases or decreases. Disbursement for late-starting classes cannot be issued until the class begins. After the PRD of each semester, no further award adjustments can be made based on late enrollment. The only exception to this rule is the winter semester courses, which start after the PRD and are eligible for disbursement. Students must complete the courses to be eligible for the disbursement.

Federal Financial Aid

LACC offers the following federal financial aid programs. Detailed information about each program can be found at www.lacc.edu/financial-aid

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Iraq and Afghanistan Service Grant
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Work Study (FWS)
- Direct Student Loans

California Financial Aid

LACC offers the following California financial aid programs. Detailed information about each program can be found at www.lacc.edu/financial-aid.

- CA College Promise Grant (CCPG)
- Cal Grant
- Cal Grant for Students with Dependents
- Chafee Grant Program
- Student Success Completion Grant (SSCG)
- Learning-Aligned Employment Program (LAEP)
- Dream Act Service Incentive Grant (DSIG)

Scholarships

For information about scholarships, visit: www.lacc.edu/financial-aid.

Determining Financial Need

The type of financial aid and amount awarded will be determined by the LACC Financial Aid Office according to federal, state, and institutional regulations. Most financial aid awards are based on demonstrated financial need, which is calculated using this formula:

$$\text{Cost of Attendance} - \text{Student Aid Index} = \text{Unmet Need}$$

Financial aid reduces your unmet need, which is the gap between your Cost of Attendance (COA) and your Student Aid Index (SAI). By utilizing federal and state aid programs, along with scholarships and other sources of aid, the Financial Aid Office aims to meet 100% of your unmet need.

2024-2025 Cost of Attendance: CA Residents*

| CATEGORY | AT HOME | | AWAY FROM HOME | |
|---|-----------------|----------------|-----------------|-----------------|
| | FALL & SPRING | SUMMER | FALL & SPRING | SUMMER |
| Enrollment & Fees (13 units) | \$1,238 | \$616 | \$1,238 | \$616 |
| Books & Supplies | \$1,062 | \$531 | \$1,062 | \$531 |
| Total Direct Costs (paid to the college) | \$2,300 | \$1,147 | \$2,300 | \$1,147 |
| Housing & Meals | \$12,753 | \$4,251 | \$25,407 | \$8,469 |
| Transportation | \$1,791 | \$597 | \$1,962 | \$654 |
| Personal | \$4,059 | \$1,353 | \$4,968 | \$1,656 |
| Total Indirect Costs (not paid to the college) | \$17,343 | \$5,781 | \$29,016 | \$9,672 |
| Total Resident | \$20,903 | \$7,348 | \$34,637 | \$11,926 |

2024-2025 Cost of Attendance: Non-Resident*

| CATEGORY | AT HOME | | AWAY FROM HOME | |
|---|-----------------|-----------------|-----------------|-----------------|
| | FALL & SPRING | SUMMER | FALL & SPRING | SUMMER |
| Enrollment & Fees | \$10,572 | \$5,283 | \$10,572 | \$5,283 |
| Books & Supplies | \$1,062 | \$531 | \$1,062 | \$531 |
| Total Direct Costs (paid to the college) | \$11,634 | \$5,814 | \$11,634 | \$5,814 |
| Housing & Meals | \$12,753 | \$4,251 | \$25,407 | \$8,469 |
| Transportation | \$1,791 | \$597 | \$1,962 | \$654 |
| Personal | \$4,059 | \$1,353 | \$4,968 | \$1,656 |
| Total Indirect Costs (not paid to the college) | \$17,343 | \$5,781 | \$29,016 | \$9,672 |
| Total Resident | \$30,237 | \$12,015 | \$43,971 | \$16,593 |

* Subject to change without notice by the California Legislature.

A dependent childcare allowance of \$1,000 may be added to the cost of attendance for students with childcare expenses. Students with a spouse attending the same school will receive one childcare allowance per family.

Estimating the Cost of Education at LACC

Use the net price calculator to help you estimate the total cost of education at: <https://misweb.cccco.edu/npc/741/npcalc.htm>

Satisfactory Academic Progress Policy**General Information**

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain satisfactory academic progress (SAP) as they work toward completing their educational objective (certificate, AA or AS degree, or transfer program). The Los Angeles Community College District (LACCD) has established guidelines to promote timely completion of its educational programs, which are applied to all classes taken in the LACCD. These standards apply to all students who apply for and receive both federal and state financial aid.

Students receiving financial aid must be enrolled in an eligible program. Eligible programs are:

- A program that leads to an associate degree
- A program that is at least a two-year academic transfer program acceptable for full credit toward a bachelor's degree
- A program that leads to an approved certificate of achievement

Satisfactory Academic Progress Standards

- You must maintain a 2.0 cumulative GPA
- You must complete your program within 150% of the published units that are required for its completion
- You must complete 66.5% of all coursework attempted

Fraud

Any student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and/or to the Federal government. Restitution of any financial aid received in such a manner will be required.

MATRICULATION

The matriculation process helps students identify and accomplish their educational goals by accomplishing the following steps: admission, online orientation, self-placement into Math and English courses, counseling, and follow-up services. As part of the process, students declare a specific educational goal and major, attend class regularly, complete assigned course work, and maintain satisfactory progress toward the achievement of their educational goal.

Admissions

Students can complete an admissions application online at www.lacc.edu/Students/opencccapply/applylacc/Pages/default.aspx (See the 'Admissions' section in this catalog for more information). Students can also speak to an Outreach staff member at the Welcome Center (located on the 1st floor of the Student Services building) or at their high school (as applicable in the LACC service area) for assistance in completing the admissions application and to receive general campus information.

Online Orientation

The LACC online orientation introduces students to campus policies, procedures, resources, academic expectations, financial assistance, support services, and college programs which are available to help students make better, more informed educational and career choices. Students will need to log into their portal in order to access the LACC online orientation. Students can complete the online orientation 24 hours a day/ 7 days a week from any computer with a browser and Internet access. Completing orientation is a necessary condition for priority registration. You can also go into the Welcome Center to get assistance with completing orientation from the Outreach staff.

Complete your online orientation at:
www.lacc.edu/admissions/matriculation/orientation

Counseling/ Student Educational Planning

LACC's Career and Academic Pathways can be found at: www.programmap.lacitycollege.edu/academics

Counselors are available to help students identify an academic path (foundational skills, certificate, associate degree, associate degree for transfer, and/or pathway for university transfer) and enroll in courses that will align with their general education, competency and major requirements reflected on the student education plan (SEP).

Ideally, students should meet with a counselor early in their enrollment at LACC to create an SEP that maps out the courses needed to graduate and/or transfer. A counselor will help students evaluate and develop a sequence of courses that will take into consideration prerequisites, corequisites, transcript evaluation,

financial means, schedule, and career and academic goals. Failure to complete a student educational plan will impact priority enrollment.

Matriculation Exemptions

Students may be exempt from matriculation core services if they:

- Have earned an associate degree or higher
- Enrolled at the college for a reason other than career development, advancement, transfer, attainment of degree or certificate of achievement, or completion of basic skills English or English as a Second Language course sequences
- Are taking classes to maintain a license
- Are concurrently enrolled K-12 students

REGISTRATION

Registration is given in the following order to new and continuing students who are in good academic standing and completed college orientation and an educational plan. LACC follows Board Policy 2900 for enrollment procedures.

- Priority Registration Tier 1: CalWORKs, DSPS/OSS, EOPS, Foster Youth, Active Duty Veterans
- Priority Registration Tier 2: Athletes, Promise, Completion
- Registration Tier 3: Continuing/New Fully Matriculated Students
- Registration Tier 4: Students Who Lost Priority
- Registration Tier 5: Open Enrollment, including K-12 Special Admits

For specific registration dates, visit the Academic Calendar website at www.lacc.edu/academics/calendars.

Registration Appointments

Students continuing from the prior semester will automatically receive an email notification and reminder on their student portal. New and returning students are issued a registration appointment when the application for admission is approved. A registration appointment is not required during the open enrollment period.

Assistance With Enrolling

If you need help enrolling in a class, email the Admissions and Records office at admissions@lacitycollege.edu from your student email account. Use "Add Class" for a subject line and include your name, student number, course name, course number, and permission number from the instructor (if necessary).

Considerations for Enrollment

A number of factors may prevent a student from enrolling in a course:

- Enrollment holds (non-payment of fees, academic dismissal)
- Not having completed a prerequisite
- Concurrent admission form has not been processed (for high school students)

- The student's portal indicates that they are an "alumni," meaning they do not have an active application on file because they have not been enrolled in the last two regular full-term semesters
- The student obtained a grade of A, B, C, CR, P, or I in a previous attempt of a non-repeatable class

Loss of Priority Registration

With the exception of current and former foster youth, a student may lose their priority registration if:

1. They are placed on academic probation for two (2) consecutive semesters; or
2. They completed one hundred (100) or more degree applicable units within LACCD

Appealing Loss of Priority Registration and Loss of California College Promise Grant

After each regular term, the college will send an email notification to students who are subject to the loss of priority registration and California College Promise Grant (CCPG). Students may petition to appeal the loss of priority registration or CCPG by submitting a Petition to Appeal Loss of Enrollment and CCPG that comes with the notification.

A student may appeal on one or more of the following grounds:

1. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
3. The student demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term.

All petitions must be submitted by the established deadline as stated in the notification or in the college website.

The college Priority Registration and Loss of CCPG Appeals Committee will review each petition and inform the student of the outcome within ten (10) business days after the review of petition. The decision of the Priority Registration and Loss of CCPG Committee shall be final.

Required form: [Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal](#)

Email to: admissions@lacitycollege.edu

Late Registration

(LACCD Administrative Procedure 5070)

If a class has available space, students can enroll in the class through the second day of the semester.

If a class is full and the wait list is full, a student may register for a class with permission from the instructor. The late registration process occurs during the first two weeks of the semester. Students wishing to add a class should show up on the first day of the class and obtain a permission number from the instructor or send an email to the instructor. Instructor's emails can be found in the Directory at www.lacc.edu/about/directory. Students can use the permission number to register through the Student Information System (mycollege.laccd.edu).

Limitations on Enrollment

(LACCD Board Policy 4260)

Unless specifically exempted by statute or regulation, every course offered is fully open for enrollment and participation by any person who has been admitted to LACC and who meets the prerequisites (California Code of Regulations Title 5 §55200-55202). Enrollment in specific courses may be limited.

Online Distance Education States

Students from the following states are eligible to take online classes at LACC: Alabama, Arizona, California, Georgia, Hawaii, Idaho, Louisiana, Maine, Mississippi, Montana, Nebraska, New Hampshire, New Jersey, North Carolina, Ohio, South Carolina, South Dakota, Tennessee, Texas, Vermont, Washington, West Virginia, Wisconsin.

Plus US military bases and territories: Armed Forces in the Americas; Armed Forces in Africa, Canada, Europe, and the Middle East; Armed Forces in the Pacific, Marshall Islands.

Concurrent Course Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Kinesiology classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses). Enrolling in classes scheduled or conducted during overlapping times is not permitted. Violation of this regulation will result in loss of transfer credit. Consult with the department for additional information.

Auditing Classes

Students who have completed an application and who are authorized to register may be permitted to audit a class.

For more information, see the Auditing entry in the "Student Handbook" section of this catalog.

Required form: [Audit Enrollment Request](#)

Email to: admissions@lacitycollege.edu

Wait List

If a class is full and a wait list option is available, a student can use the student portal to indicate they would like to be placed on the wait list. As enrolled students drop from the class, students on the wait list will be automatically added to the class.

Students are limited to 12 units of wait list classes. Note that the wait list stops running the Sunday before the class starts; therefore if you are not enrolled by the first day of class, contact the instructor to request permission to enroll.

Students who are moved from the wait list to an open seat will be removed from a non-repeatable class if they obtained a grade of A, B, C, CR, P, or I in a previous attempt of the same course.

Fourth Attempt Petition

A student may enroll and receive a grade of “W, D, F, NCR, or NP” in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances which are defined as “verified cases of accidents, illness, or other circumstances beyond the control of the student.” Petitions will be reviewed on a case-by-case basis and must be approved by both the appropriate academic chair and a counselor.

Fourth Attempt Petitions will be considered for spring and fall semesters only:

- Spring semester: October 1 to December 1
- Fall semester: April 1 to May 1

Students who have a change of work schedule or other extenuating circumstances may request a section transfer from one class to another class in the same course subject. Section transfers can only occur when both classes have the same start and end dates.

You can request a section transfer by emailing your current instructor, who will submit the request to the Admissions and Records office. Consent must be granted by the new instructor for the new class and may involve instructor-to-instructor transfer of grade records.

Required form: [Fourth Attempt Petition](#)

Email to: admissions@lacitycollege.edu

Cancellation of Classes

The college reserves the right to cancel a class due to insufficient number of enrolled students prior to the end of the second week of the term.

Dropping Classes and Withdrawing From College

(LACCD Administrative Procedure 5075)

Students may add and drop classes during the designated add/drop period. Each class has unique drop dates. Go to mycollege.edu to log in to your class schedule. Click on Manage Classes. Go to View My Classes. Click on the Class number. Click on Enrollment Information to see the drop deadlines. Contact Admissions and Records at admissions@lacitycollege.edu for any drop date inquiries.

Consult with an academic counselor when considering withdrawal from classes and/or the college. Clearance of the record in courses where equipment has been issued is required when a student separates from such classes. Students may drop individual classes from their student portal. Students who cease attending class or classes, officially or unofficially, are subject to the following regulations:

1. Dropping or withdrawing officially from a class prior to the 20% of a term (10% point in short-term summer, winter, and late-start classes) will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 20% of the term is completed will result in a “W” being recorded on the student's permanent record. It

is the student's responsibility to drop before the deadline dates. Excessive “W” grades may lead to financial aid disqualification and college dismissal.

3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the student academic performance during the period of attendance. Students may receive a failing grade in courses in which they stop attending and fail to officially drop or withdraw from the class.
4. Students seeking withdrawal from a class after the “W” deadline for extenuating circumstances should file a general petition in the Office of Admissions and Records. The petition should clearly state the extenuating circumstances and provide supporting documentation.

The Admissions and Records office will review student petitions and notify the student of a decision. The following criteria will be applied: Verification of cases of accidents, illness, or other circumstances beyond the control of the student (i.e., death of an immediate family member, natural disaster, and/or other extenuating circumstances that prevented a student from complying with college course withdrawal policy).

Students wishing to appeal the final decision should review the Student Grievance Procedures, Administrative Regulation E-55.

A “W” (Withdrawal) counts as attempted enrollment. Students are limited to three attempts to repeat the same course.

It is a student's responsibility to drop classes they no longer wish to attend. Failure to drop a class may result in fee charge and/or having grades of “W” or “F” recorded on the official student transcripts.

Excused Withdrawal (EW)

Excused Withdrawal (EW) is withdrawal from a course after the final drop deadline when extenuating circumstances (accidents, illness, or others beyond your control) prevent you from completing it. To request an EW, complete and submit this form to the Office of Admissions and Records. You may do so during the term in which the course(s) are in session, or any time thereafter.

Required form: [Emergency Withdrawal Request](#)

Email to: admissions@lacitycollege.edu

Prerequisites, Corequisites, and Advisories

PREREQUISITE: A condition of enrollment that a student is required to meet in order to demonstrate readiness before enrolling in a course.

COREQUISITE: A course that a student is required to enroll simultaneously with (or, in some cases, may be allowed to enroll in the corequisite prior to) the primary course.

ADVISORY: A course that a student is advised, but not required, to take in conjunction with or prior to a course. Condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program.

Satisfactory Grade

All prerequisites must be completed with a satisfactory grade. "Satisfactory grade" means the grade you earned must be an A, B, C, or Pass. If you are currently enrolled in a course that is used as a prerequisite for the subsequent course, you can enroll in the next course while the prerequisite is in progress.

Clearing a Prerequisite or Corequisite

(LACCD Administrative Procedure 4260)

Prerequisite clearance is not automatic when you send official transcripts from an institution outside of LACC to our Admissions and Records office. You can simply provide a counselor a copy of an unofficial transcript verifying your name, the accredited college, the course, and the grade earned for review.

Steps for prerequisite clearance:

1. Email the college at prereqs@lacitycollege.edu
2. In the subject line add: "Your Name - Student ID# - the LACC course(s) you intend to take"
3. Attach a copy of your transcript (unofficial is acceptable) that clearly shows the college name, your name, the course title, the term taken, and the final grade received
4. A counselor will evaluate if your coursework meets the stated pre- or corequisite and will clear you accordingly

Challenging a Prerequisite or Corequisite

(LACCD Administrative Procedure 4260)

If you do not meet a stated prerequisite, corequisite, or the equivalent, or you are not permitted to enroll due to a limitation on enrollment, but if you can provide satisfactory evidence, you may seek entry into the course if space is available in a course when you file a challenge to the prerequisite or corequisite. If no space is available in the course when your challenge is filed, the challenge must be resolved prior to the beginning of registration for the next term(s) and, if the challenge is upheld, you will be permitted to enroll if space is still available in the subsequent term(s).

Submit your prerequisite/corequisite challenge to the appropriate Department Chair.

You have grounds for challenging a pre- or corequisite course if (Title 5 Section 55003 subdivision (p)):

1. The prerequisite or corequisite has not been made reasonably available
2. The prerequisite was established in violation of district approved processes
3. The prerequisite is discriminatory or applied in a discriminatory manner
4. The student has knowledge or ability to succeed in the course despite not meeting the prerequisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available
6. Other grounds for challenge may be established by the district governing board.

Regardless of the grounds for challenge, you have the obligation to provide satisfactory evidence that the challenge should be upheld.

However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

Required form: [Prerequisite Challenge Petition](#)

Email approved forms to: admissions@lacitycollege.edu from your laccd student email.

FEES

(LACCD Board Policy 5030)

Student Fees

The fees listed below were accurate at the time this catalog went to print and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Enrollment Fees for California Residents

California residents are required to pay \$46 per unit. For example, if you take 10 units, the cost is \$460.

K-12 Students

Concurrently enrolled middle/high school students are exempt from paying enrollment fees provided they enroll in 11 units or less. If the students enroll in more than 11 units, they will have to pay the enrollment fee.

Fee for Out-of-State Non-Residents

United States citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$342 per unit. (Note: Fees subject to change by the California legislature).

Fee for Residents of a Foreign Country

Students with visas which require residency in a country outside the United States are required to pay a non-resident fee of \$342 per unit. (Note: Fees subject to change by the California legislature.)

Health Fee

The Los Angeles Community College District charges \$19 per semester (and a \$16 per summer or winter session) mandatory health fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the health fee if they are eligible for religious reasons. Contact the Dean of Student Activities for religious exemption procedures.

Parking Fee (Optional)

The parking fee is \$20 for fall or spring semester and \$10 for summer or winter session. You may pay the parking fee and obtain the parking permit from the Business Office. Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Students who purchase a parking permit may park in student lots. The Business Office is NOT responsible for parking citations given to any students parking in areas not designated as student parking. Read all posted signs.

Associated Student Government Fee

LACC students are encouraged to join the ASG by paying the ASG fee of \$7 for fall or spring and \$3 for summer or winter session. By joining the ASG, students will get preferred parking in one of the three student lots. Check with the ASG office for information about membership benefits.

F-1 Visa Student Fees

- Application processing fee: One-time \$50 fee (non-refundable)
- SEVIS Fee: A \$25.00 non-refundable fee is added to the enrollment charges each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.
- International Medical Insurance (IMED): Summer \$371.04; Winter \$257.98; Fall/Spring \$773.94.

Note: Fees subject to change.

Instructional Materials Fee

Students may be required to pay (out of pocket) for instructional and other material required for some courses.

Enrollment Fee Waiver - California College Promise Grant

(Formerly known as Board of Governor's (BOGG) Fee Waiver)

If at the time of enrollment a student is receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income (SSI) or State Supplementary programs (SS), or the General Assistance Program (GAP), or has low income as deemed by the State of California and classified as a California resident, the enrollment fee may be waived by completing the Free Application for Federal Student Aid (FAFSA), the California Dream Act Application, or the CCPG form available on the LACC Financial Aid website.

Loss of California College Promise Grant

With the exception of current and former foster youths, a student may lose their fee waiver when placed on academic probation for two consecutive semesters.

Summary of Fees

| TYPE OF FEE SUMMER | SUMMER/WINTER | FALL/SPRING |
|---|--------------------------------------|-------------|
| Enrollment Fees for ALL Students (*subject to change by the California Legislature) | \$46/unit | \$46/unit |
| Non-Resident Tuition for Out-of-State Residents | \$342/unit | \$342/unit |
| Non-Resident Tuition for International Student and/or F-1 VISA | \$342/unit | \$342/unit |
| Application Fee (one-time) | \$50 | \$50 |
| SEVIS Processing Fee (each semester) | \$25 | \$25 |
| International Student Medical Insurance (IMED) (each semester) | Summer: \$371.04 Winter: \$257.98 | \$773.94 |
| Audit Fee | \$15 | \$15 |
| Health Services Fee | \$16 | \$19 |
| Associated Student Government (ASG) Membership Fee (Optional) | \$3 | \$7 |
| Student Representation Fee (Mandatory) | \$2 | \$2 |
| Parking Fee – Standard All Student Lots | \$10 | \$20 |
| Transcripts (All fees owed must be paid before transcripts will be released.) | | |
| Regular Processing (Mailed out within 7 to 10 business days) | \$3/copy | \$3/copy |
| Rush Processing (Same Day Pickup) | \$10/copy | \$10/copy |

Fee Refund Policies

Full-Term Course Fees

A student will automatically receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the fee previously paid towards meeting the cost of the fee of a course to be added during the same semester. Note that after the refund deadline there will be absolutely no refunds even when an added course has fewer units than a course that was dropped.

Short-Term Course Fee

A student will automatically receive a full refund up to the end of a period of time equal to approximately 10% of the total class time. There will be no refunds after that time, unless a student must drop a class because it was canceled or rescheduled by the college administration.

Non-Resident Tuition Fee

Refunds of non-resident tuition for full-term or short-term courses are governed by the same policies as indicated above. A student will automatically receive a full refund of the enrollment fee if they drop by the refund deadline.

Student Representation Fee

A \$2 student representation fee provides independent support for student-elected governmental affairs representatives to express on your behalf the opinions and viewpoints of community college students regarding education and social issues before city, county and district government offices and agencies at the local, state, and federal level.

This fee helps ensure students have a voice in the government process. Opting out of the \$2 student representation fee reduces the ability of local and state student body organizations to lobby in support or against education-related issues on behalf of students.

Parking Fee

Parking permits may be returned and refunded on or before the semester Drop Deadline. In order to get a refund, permits must be returned, and a refund form available at the Business Office.

Academic and Progress Probation

(LACCD Board Policy 4250, Administrative Procedure 4250)

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

Probation and Loss of Fee Waiver

A student enrolled in the LACCD shall be placed on academic or progress probation under the following conditions:

- Academic Probation. The student has attempted at least 12 semester units of work and has a grade point average of less than a "C" (2.0).
- Progress Probation. The student has enrolled in a total of at least 12 semester units, and the percentage of all units in which the student has enrolled with recorded entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit), or "NP" (No Pass) reaches or exceeds fifty percent (50%).
- California Promise Grant – loss of eligibility. A student eligible to receive a California Promise Grant shall lose eligibility if they are placed on academic or progress probation for two consecutive semesters. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. Foster youth, or former foster youth under the age of 24, are exempt from the loss of fee waiver due to academic or progress probation.

Removal from Probation and Reinstatement of Fee Waiver

A student shall be removed from academic or progress probation and have their fee waiver restored upon meeting the following criteria:

- Removal from Academic Probation - A student shall be removed from academic probation when his/her cumulative grade point average is 2.0 or higher.
- Removal from Progress Probation - A student shall be removed from progress probation when the percentage of units for which entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) are recorded drops below fifty percent (50%).

A student may retain or reinstate the California Promise Grant based on achieving the minimum grade point average or progress standard defined above in removal from academic probation/removal from progress probation.

Probation: Dismissal, Appeal of Dismissal, and Readmission

(LACCD Administrative Procedure 4255)

Students on academic or progress probation are subject to dismissal, as follows:

Dismissal - Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

"Consecutive semesters" are those where a break in the student's enrollment does not exceed one full primary term.

Dismissal - Progress Probation

A student who is on progress probation is subject to dismissal if the cumulative percentage of units for which he/she received "W", "I", "NC", and "NP" reaches or exceeds fifty percent (50%) over a period of three (3) consecutive semesters. However, a student who is on progress probation, and during a semester for which symbols of "W", "I", "NC", and "NP" entered for units enrolled is fewer than 50%, shall not be dismissed as long as the 50% threshold is not surpassed during that term.

"Consecutive semesters" are those where a break in the student's enrollment does not exceed one full primary term.

Appeal of Dismissal

(LACCD Administrative Procedure 4255)

Students subject to dismissal have the right to file a written petition with the Admissions and Records office to appeal a proposed dismissal action if they experienced extenuating circumstances beyond their control which warrant an exception to the proposed dismissal.

Readmission After Dismissal

(LACCD Board Policy 4250, Administrative Procedure 4255)

A student who has been dismissed must wait two semesters before requesting readmission. The student shall submit a written petition requesting readmission to his/her home college. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures and subject to fulfillment of conditions prescribed in AP 4255. Readmitted students are returned to probationary status.

ENGLISH, ESL, AND MATH PLACEMENT

In order for you to achieve your degree, certificate, or transfer more quickly, California community colleges, including LACC, have changed their methods for placement in required Math, English, and ESL (English as a Second Language) courses. You will no longer need to take a placement exam as in the past. Instead, your U.S. high school grades and coursework in Math and English will count toward your placement (for more information, visit assessment.cccco.edu).

What if you do not have your high school records, did not complete at least 11th grade in a U.S. high school, or graduated from a high school outside of the United States? You can still enroll in Math and English courses but should consult with a counselor to see which level of Math or English would be most appropriate to start with.

If you are an international student or speak a language other than English, you will complete an ESL Guided Self-Placement Survey.

Once you know your recommended Math, English, and ESL courses, you can enroll in the classes and get on your educational path. You can learn about the ESL guided self-placement process at www.lacc.edu/academics/esl/placement. Students interested in completing this process can email assessment@lacitycollege.edu.

When you apply using CCCApply or update your placement information using the LACCD MMAP Web Form on your To-Do Checklist, you will be placed into the appropriate course.

English Placement

According to California law, you can start in ENGLISH 101, our transfer-level course. However, you might feel the need for some academic support. As a result, you can use your high school GPA and coursework to determine which support courses, if any, you should take in order to increase your chances of success.

Below is the chart we have devised to help with your decision:

| TIER | PLACEMENT CRITERIA | COURSE | RECOMMENDED SUPPORT COURSE |
|------|--|-------------|-----------------------------------|
| 1 | HSGPA greater than/equal to 2.6 | ENGLISH 101 | |
| 2 | HSGPA between 1.9 and 2.6 | ENGLISH 101 | ENGLISH 101Z |
| 3 | HSGPA less than 1.9 | ENGLISH 101 | ENGLISH 101Z (highly recommended) |
| 4 | Insufficient data to apply the above (see Guided Self-Placement) | | |

HSGPA = U.S. high school cumulative grade point average

English 101Z is an equivalent transfer-level four-unit course with a lecture and a three-hour lab. If English is not your native language, you may consider the ESL pathway, with E.S.L. 008 being the last sequential course before moving into ENGLISH 101. There is also a transfer-level E.S.L. 110 course, equivalent to English 101 and transferable to the CSUs, which ESL students can take instead of English 101.

| COURSE | DESCRIPTION |
|--|---|
| ENGLISH 101 College Reading and Composition I | A transfer-level English composition course that is required for all degrees and all transfer patterns. The course is also a prerequisite for all other transfer-level ENGLISH courses. The course includes tutoring. |
| ENGLISH 101Z College Reading and Composition plus 3-hour Lab | An equivalent transfer-level college English course with a lecture and three-hour lab. |
| E.S.L. 008 Advanced ESL Composition | A below-transfer-level course intended to prepare English language learners. This course does not meet any transfer or degree requirement. |
| E.S.L. 110 College Composition for Non-Native Speakers | A transfer-level composition course designed for non-native English speakers, equivalent to ENGLISH 101 and transferable to CSUs. |

Along with the support course, we have support services, such as embedded tutoring in our stand-alone ENGLISH 101 and E.S.L. 110 courses, the Writing Support Center and ESL Lab, and free, two-week English boot camps, to help you with your critical reading and writing skills. Consult with the English/ESL department chair for more information about these services.

English as a Second Language (ESL) Placement

If you are an international student or speak a language other than English, we have the ESL Guided Self-Placement Survey to see which level of ESL courses will be best for you. Simply email assessment@lacitycollege.edu to request a time to complete the ESL guided self-placement process. For information on the Survey and ESL placement, contact General Counseling or the English/ESL department. You can also visit www.lacc.edu/academics/esl/placement to get started.

Math Placement

Students are responsible for submitting official transcripts and/or AP or IB exam score data, or in its absence, any available self-reported high school coursework and grade data for Math placement.

| PRIOR COURSEWORK OR MILESTONE | MINIMUM SCORE OR YEAR-END GRADE | PLACEMENT LEVEL | COURSES |
|---|---------------------------------|--------------------------------------|--|
| IB HL Mathematics Analysis and Approaches Exam (2021 or later) or Mathematics Exam (prior to 2021) | 5 | Calculus I | MATH 261, 261S |
| High School Calculus, or Pre-Calculus, or Trigonometry AND Math Analysis or Integrated Math 4 | C/P | | |
| Integrated Math 4 or Math Analysis (but not Trigonometry) | C/P | Business Calculus | Math 236; and all transfer-level SLAM* |
| Intermediate Algebra, Integrated Math 3, or Trigonometry | C/P | Pre-Calculus | Math 260, 260S; and all transfer-level SLAM* |
| None of the above are true AND completed US High School Diploma, GED, or CA Equivalency Certificate | | Transfer-level prior to Pre-Calculus | Math 245, 258 *Transfer-level SLAM: Math 215, 227, 227S, 229, 230; BUS 015; SOC 125 |

*Codes appended with "S" will be applied to students with high school GPA <=2.6. At this placement level validated concurrent support (MATH 202 or TUTOR 001) are highly encouraged for students who feel they need additional support.

The following courses may satisfy requirements for Business, Science, Technology, Engineering, and Mathematics (BSTEM):

- MATH 236 Calculus for Business and Social Science
- MATH 245 College Algebra
- MATH 258 Geometry and Trigonometry
- MATH 260 Pre-calculus
- MATH 260S Pre-calculus with Support

The following courses may satisfy requirements for Statistics and Liberal Arts Math (SLAM) courses:

- MATH 215 Principles of Mathematics I
- MATH 227 Statistics
- MATH 227S Statistics with Support
- MATH 229 Statistics for Data Science
- MATH 230 Math for Liberal Arts Students

MATH 202 (Mathematics Workshop) and TUTOR 001 are available for students who feel they need additional support.

Guided Self-Placement

If you are not able to provide enough information for automated placement, have been away from high school for more than 10 years, or did not attend or graduate from a U.S. high school or earn a GED or CA High School Proficiency certificate, you may use the Guided Self-Placement process. This may involve meeting with a counselor or other college officer to discuss topics such as the following to help you with placement:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under the AB705 and AB1705 laws

Math Competency for Continuing Students

If you started taking classes prior to fall 2019, maintained continuous enrollment, and have placed into any transferable-level math course, you have met math competency for all eligible associate degrees (does not include Associate Degrees for Transfer). If you were admitted in fall 2019 or later, you will have met competency by verifying earning a C- grade or better in intermediate algebra, its equivalent or higher at a U.S. regionally accredited high school or college, or by other means defined in LACCD Administrative Regulation E-79.

Pre-/Corequisites and Major Requirements

Prerequisites, corequisites, advisories, and limitations are necessary to ensure that you succeed in your coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and limitations do not constitute unjustifiable obstacles towards your access and success. If you place into a course that is part of a sequence you do not need to take any course lower in that sequence. This includes any course that is a pre- or corequisite to any course in the same subject or any other subject, or is a prerequisite or requirement for any program.

Math

If you place into MATH 215, 227, 227S, 229, 230, 236, 245, 258, 260, or 260S you are not required to take any lower-level math course. If you plan to earn an associate degree and cannot meet math competency through any other approved means, you are required to pass a college course prior to graduation.

English

If you place into ENGLISH 101 you are not required to take any lower-level English course. Since there is no prerequisite for our transfer-level course, you can begin with ENGLISH 101. If you feel you have met this English requirement through another means, such as taking an equivalent class at another college outside our district consult a counselor, the articulation officer, or the English/ESL department. Otherwise, you will need to enroll and pass this course in order to graduate with an associate degree and/or transfer.

If you are an ESL student, you will need to take the guided self-placement survey to determine which level of E.S.L. classes to enroll in.

See a counselor for more information regarding English, ESL, and math placement.

LEARNING IN YOUR CAREER AND ACADEMIC PATHWAY

Learning Outcomes

A learning outcome is a statement that describes what students will be able to do after completing any set of college experiences, a course, an instructional program, or an interaction with a student support service. Students are advised to become familiar with the learning outcomes for each of their courses, their chosen program of study, and for the student services they utilize.

Course Student Learning Outcomes (CSLOs)

Course student learning outcome describe the skills and abilities a student will have once they have successfully completed a course. Course student learning outcomes can be found on the course syllabus that you receive in each class section.

Program Student Learning Outcomes (PSLOs)

Program student learning outcomes describe the learning obtained across multiple courses. They describe the skills and abilities you will have once you have successfully completed all the courses and requirements of a program. Program student learning outcomes are listed in this catalog.

Institutional/General Education Student Learning Outcomes (ISLOs/GELOs)

Institutional student learning outcomes describe the skills and abilities that students are expected to have acquired once they complete an associate degree at LACC. Students will achieve the following 11 outcomes:

1. Broad & Integrative Knowledge. Consolidate broad knowledge that bridges multiple areas of learning and fields of study.
2. Civic Engagement. Have the knowledge, skills, and values necessary to help promote the quality of life in diverse communities through both political and non-political processes.
3. Diverse Perspectives. Display the intellectual flexibility that enables perception of the world through varied cultural customs, practices, and viewpoints of different identities.
4. Ethical Reasoning. Rationally reflect and evaluate ethical systems and codes of conduct.
5. Aesthetic Awareness. Ability to create, categorize, appreciate, and analyze artistic objects and the aesthetic responses of audiences.
6. Communication Competency. Produce verbal and written communication that is clear, logical, organized, and adapted to effectively meet the needs of various audiences.
7. Critical & Creative Thinking. Use appropriate reasoning, analytic, and problem-solving strategies to draw logical conclusions or formulate creative solutions.
8. Information Competency. Research, evaluate, use, and communicate information in various formats.

9. Quantitative Competency. Represent and logically interpret mathematical information visually, numerically, and verbally.
10. Lifelong & Applied Learning. Apply skills to address unscripted problems and practice intellectual curiosity that values diversity of thought.
11. Technical Proficiency. Demonstrate specific proficiencies with respect to the major field of study.

Assessment of Learning Outcomes

Student learning is assessed on a continuous basis to ensure that students are learning the course and program objectives and content as well as acquiring the understanding, skills, and/or knowledge desired by student support services and administrative services.

Through a systematic student learning outcomes assessment process, faculty members review their courses and make adjustments to improve student achievement. Student support services and administrative services review the effectiveness of the services provided and make improvements as needed.

STAYING ON YOUR CAREER AND ACADEMIC PATHWAY

STUDENT SERVICES

Online assistance with student services including Admissions and Records, Counseling, and Financial Aid can be found at Cranium Café (www.laccd.craniumcafe.com/login). Register with your LACC student email account and password.

Admissions and Records

Student Services Building, First Floor
(888) 930-LACC or (888) 930-5222
Email: admissions@lacitycollege.edu
www.lacc.edu/admissions

The mission of the Admissions and Records Office is to uphold the academic policies of the college and maintain the academic records of students. Through the Admissions and Records Office you can receive assistance with:

- Admissions application
- Registering for classes
- Residency reclassification
- Transcript and enrollment verification request
- Graduation petition
- Student record
- Information changes (such as name, address)
- Petitions: Fourth Attempt, Loss of California College Promise Grant (BOGW), Loss of Priority, Repeating Courses, Prerequisite Challenges

Associated Student Government (ASG)

Student Union Building, Office of Student Life
(323) 953-4000 ext. 2450
Email: studentlife@lacitycollege.edu
www.lacc.edu/campus-life/asg

The LACC Associated Student Government (ASG) is the officially designated student organization that represents students' needs and concerns. The ASG is a significant component of LACC's shared governance process. The governing body of the ASG is the Student Senate, composed of officers elected annually by the student body at large, following requirements of LACCD Board Policies 5400, 5410, and 5420.

LACC students are encouraged to join the ASG by paying the ASG fee of \$7.00 per semester.

Benefits of being an ASG member:

- Upgrade to the Preferred Student Parking Lot (while permits are available)
- Free Admission and food to all ASG Events
- 20 Free Prints or Copies in the Student Union Computer Lab
- Discounted Poster Printing
- \$10 AMC Movie Tickets (available at the Business Office)

For volunteer and other information send us an email at: studentlife@laccd.edu

Business Office

Student Services Building, Second Floor
(323) 953-4000 ext. 2180
Email: businessoffice@lacitycollege.edu
www.lacc.edu/offices/business

The mission of the Business Office is to provide support and guidance relative to all financial needs and obligations of our students and to view our interactions with them as a part of their positive learning experience at LACC.

We offer the following services:

- Collection of fees relating to enrollment, health, tuition, ASG membership, student representation, parking, and transcripts
- Assistance with student account balances and refund requests.
- Issuance of 1098 Form for students who pay fees out of their pocket

CalWORKs

Student Services Building, Third Floor
(323) 953-4000 ext. 2599/2856
(323) 953-4000 ext. 2586
www.lacc.edu/student-services/spr/calworks

The California Work Opportunities and Responsibility for Kids (CalWORKs) provides access to educational programs for student-parents receiving public assistance. We help empower students to embrace their dreams, achieve their academic and career goals, and succeed in long-term economic self-sufficiency.

The CalWORKs program is an innovative program that provides FREE workforce training, education, and childcare services for students receiving public assistance.

Students receive assistance with:

- Greater Avenues for Independence (GAIN) documents to receive books and supplies free of cost
- Counseling/case management
- Work Study placement
- Tutoring
- Childcare

Career Center

Student Services Building, Second Floor
(323) 953-4000 ext. 2267
www.lacc.edu/student-services/ecs/career-center

The mission of the Career Center is to educate and serve students in major exploration and career planning.

The Career Center provides students with:

- Career & major exploration through career assessments and counseling
- Career assessments & assessment interpretation
- Assistance with labor market research to help students make informed choices of occupational fields and employment trends

- Job preparation, including assistance with resumes, cover letters, and interviewing skills
- Career workshops
- Education and career planning

Child Development Center

Child and Family Studies Building, First Floor
Gayane Panosyan, Director (323) 953-4000 ext. 2220
www.lacc.edu/student-services/spr/cdc

The LACC Campus Child Development Center, distinguished by its accreditation from the National Association for the Education of Young Children (NAEYC), offers an enriching environment dedicated to supporting the educational aspirations of LACC student-parents through premier care and educational services for their children. This commitment extends to families within the community, embodying a comprehensive approach to early childhood education. LACC Child Development Center makes quality education accessible to children aged 2 to 5, either free of charge or at a minimal cost. Our core philosophy is centered around providing activities that are meticulously tailored to cater to the holistic development of each child, fostering emotional, social, physical, and intellectual growth in a nurturing setting.

We welcome and encourage you to visit our center. Email us at cdc@lacitycollege.edu or call to make an appointment for a tour.

Interest forms are available online at: www.lacc.edu/student-services/spr/cdc/enrollment

City Cares Network

Student Union 225
(323) 953-4000 ext. 2190
Email: caresnetwork@lacitycollege.edu
www.lacc.edu/student-services/spr/lacc-cares

The City Cares Network is Los Angeles City College's basic needs center, and the home of several programs that provide essential resources to students from every corner of the campus community. LACC and the LACC Foundation work together under the City Cares umbrella to offer students a variety of services and aid, depending on the student body's evolving needs.

In addition, LACC's City Cares Network administers its own branch of the Fresh Success program. Visit its website for a description and a list of services offered.

Counseling

Student Services Building, Second Floor
(323) 953-4000 ext. 2250
www.lacc.edu/student-services/counseling

General Counseling is a "one-stop shop" to help facilitate your educational endeavors which we hope will culminate in you graduating from LACC and/or transferring to a university. Through our online and in-person services you will be able to:

- Identify your academic path and goals (e.g., certificate, associate degree, associate degree for transfer)
- Enroll in courses that align with your general education and major requirements which are mapped and reflected in your student education plan (SEP)
- Be more knowledgeable and aware of campus policies, processes, procedures, and resources to help you complete your academic path and goals

Cub Store Bookstore Services

Student Union Lobby
(323) 953-4000 ext. 2142
Email: bookstore@lacitycollege.edu
www.laccbookstore.com

The mission of the LACC Cub Store is to support the educational experience by providing students, faculty, and staff with the course materials and resources requisite for student success.

The LACC Cub Store offers a wide variety of textbooks (print, digital, loose-leaf etc.), supplies and course materials that assist LACC students in reaching their full educational potential. The store also offers a variety food and beverages, along with imprinted school merchandise.

The LACC Cub Store obtains information from faculty for needed textbooks and materials and provides these items for purchase by LACC students and the LACC community.

The cost of textbooks by term and course is available online at the bookstore web page and low cost/no cost book options are portrayed in the live schedule of classes. Visit our website for more information.

Office of Diversity, Equity, Inclusion and Accessibility

Deputy Title IX and DHR Coordinator
Los Angeles Community College District Office
(213) 891-2315

LACC prohibits discrimination, harassment, and retaliation (DHR) based on sex and gender (including sexual harassment, gender identity, and gender expression), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, sexual orientation, medical condition (cancer related), age (40 and above), and/or veteran status. This is in accordance with applicable federal and state law and District College policy. The policy applies to admission, access, and treatment in College programs and activities for all students.

To address Title IX and DHR issues, LACCD has designated a Compliance Investigator for LACC who is specially trained to work with individuals who report DHR complaints based on a protected class or sexual misconduct and provide information about resources, support services, and procedural options. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with ODEIA for City, Stephanie Green via email greens@email.laccd.edu or by phone at 213-891-2315. Students may also wish to file a complaint using the online link here: <https://laccd.guardianconduct.com/incident-reporting>.

- Copies of Administrative Regulations C-14 and C-15, LACCD's Title IX and DHR policies and procedures and relevant forms may be obtained online at <https://www.laccd.edu/offices/diversity/title-ix>.

Extended Opportunity Programs and Services (EOPS)

Student Services Building, Third Floor
(323) 953-4000 ext. 2300

Email: eops@lacitycollege.edu
www.lacc.edu/student-services/spr/eops-care-cafyes

EOPS is a state-funded comprehensive academic counseling program designed to provide additional support to eligible students. Our mission is to enhance student success by providing “over and above” services to students who experience economic and academic barriers to their education. Services include priority registration, orientation, academic counseling, books, individualized tutoring, transfer application fee waivers, meal vouchers, and more.

Single parents/heads of household receiving public assistance (CalWORKS/TANF) who have at least one child under the age of 18 can receive assistance through the CARE program. Additional services include transportation passes/parking permits, books, supplies, meal vouchers, and technology assistance.

Current or former foster youth under the age of 26 may be eligible for the NextUp program, previously known as CAFYES. Additional services include housing assistance, transportation passes/parking permits, technology, and resources to help ameliorate food insecurity.

Financial Aid

Student Services Building, First Floor
(888) 930-LACC or (888) 930-5222
Email: finaid@lacitycollege.edu
www.lacc.edu/financial-aid

The Financial Aid Office administers federal, state, and institutional programs designed to expand college access. The available financial assistance comes in the form of grants, work-study, loans, and scholarships. The assistance makes it possible for individuals to continue their education beyond high school, even if they and/or their families cannot meet the full cost of post-secondary education.

The Financial Aid office provides assistance with applying for:

- Federal and state financial aid grants
- Work-study job opportunities
- Student loans
- Scholarships

First Year Experience (FYE)

Student Services Building, Second Floor
www.lacc.edu/student-services/fye
www.lacc.edu/student-services/fye/sye

The First Year Experience (FYE) program is designed to help you be successful in your first year of college by providing a supportive, nurturing environment complete with educational and career guidance, so you may achieve your educational and career goals. We offer:

- Priority registration
- College Promise - First year of classes is free for qualifying students
- Priority enrollment in Math and English classes
- Dedicated faculty members committed to your success
- Special FYE social and extracurricular activities
- Committed counselors to help you create an educational plan for transfer to university and/or LACC graduation

- Success coaches to help answer general questions, refer you to resources, and support you on your college journey

FYE students who continue their education have the option to receive assistance through the Second Year Experience (SYE).

Visit the website for the application to FYE, events, internships, and live chat.

Foster and Kinship Care Education

Student Services Building, Third Floor
(323) 953-4000 ext. 2335
Email: LACC-FosterCare@lacitycollege.edu
www.lacc.edu/student-services/spr/fkce

The Foster and Kinship Care Education program provides quality education and support opportunities for caregivers. Through trainings, caregivers learn how to meet the educational, emotional, behavioral, and developmental needs of children and youth.

We offer continuous support for our Resource Parents (foster, kinship, and adoptive) through trainings in areas such as:

- Parenting skills: child development, behavior management, grief and loss, cultural diversity, self-esteem, safety issues, CPR, and first aid
- Permanency planning: reunification, emancipation, guardianship, adoption, working with birth parents, visitations
- Working with the system: roles, responsibilities, and rights of resource parents; accessing community resources
- Specialized areas: prevention of teen pregnancy, prenatal drug and alcohol exposure, child abuse, physical disabilities, learning disabilities, substance abuse issues, attachment issues
- Special Care Increment (SCI) training: Formally known as D-Rate and F-Rate, SCI is for Resource Parents who care for medically challenged foster children and/or behaviorally challenged foster children

Visit the website for registration, information on trainings, and live chat.

Foster Youth Programs

Student Services Building, Third Floor
(323) 953-4000 ext. 2345

Guardian Scholars

Email: guardianscholars@lacitycollege.edu
www.lacc.edu/student-services/spr/guardian-scholars

The Guardian Scholars Program (GSP) serves students of all ages who are current, former, or emancipated foster youth. GSP's mission is to provide academic and personal guidance to help empower students on their educational journeys to earning a career technical certificate, associate degree, and/or transfer to a university.

The program supports current former and emancipated foster students as they transition into adulthood and pursue their educational/vocational goals. GSP provides a seamless integration of student support services including counseling, tutoring, peer mentoring, leadership and self-development workshops, financial aid support, and community resources. The program's primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.

NextUp

Email: lacc-eops@lacitycollege.edu
www.lacc.edu/student-services/spr/eops-care-cafyes

Guardian Scholars Program students who meet further eligibility requirements are eligible for additional support services through NextUp. The purpose of NextUp is to support the recruitment, enrollment, retention, graduation, and transfer of current and former foster youth students under 26 at LACC. The NextUp program (formerly known as CAFYES), is an extension of services for educationally disadvantaged students provided by Extended Opportunity Programs and Services (EOPS).

Services offered include:

- Academic/transfer counseling
- Priority enrollment/registration
- Book and supply grants
- Meal vouchers
- Unmet need grants (if budget permits)
- Transportation assistance
- Health and mental health service referrals
- Career/life skills workshops
- Field trips and networking opportunities

Eligibility requirements:

- Be a resident of California
- Be enrolled in at least one class and is working towards enrollment in 9 units (6 units if in OSS)
- Qualify to receive a BOG fee waiver (low-income) and be educationally disadvantaged
- Be a current or former foster youth in California whose dependency was established or continued by the court on or after the student's 13th birthday, and be younger than 26 years of age at the beginning of the academic school year
- Provide a copy of the "Dependency Verification Letter" (also known as Ward of the Court Letter)

Fresh Success Program

Student Union Building, Second Floor 218
 (323) 953-4000 ext. 2190

Email: freshsuccess@lacitycollege.edu
www.lacc.edu/student-services/spr/lacc-cares/fresh-success

The Fresh Success Program at LACC focuses on addressing existing socio-economic barriers that impact student persistence, retention, and completion. The program is dedicated to providing basic essential resources alongside a wide range of academic, personal and career support services to LACC students receiving CalFresh (SNAP) benefits and pursuing a Career Technical Education (CTE), vocational, basic skills, English Language Learning, or basic education degree or certificate. Check our website for eligibility requirements.

Eligible LACC Fresh Success students have access to resources such as:

- Textbook and supply vouchers
- Emergency rent or utility assistance
- Minor auto repair assistance
- Transportation assistance
- Career-related testing fees
- Academic counseling and proactive case management

Fresh Success is made possible by a partnership between CalFresh and the Foundation for California Community Colleges.

Health and Wellness Center

Student Services Building, First Floor 120
 (323) 953-4000 ext. 2485

Email: healthctr@lacitycollege.edu
www.lacc.edu/student-services/spr/health-wellness-center

The Health and Wellness Center provides all currently enrolled students with physical and mental health services to facilitate academic success at LACC by promoting healthy lifestyles and caring for your physical and/or psychological needs. We provide basic, high quality, and cost-effective services in a comfortable and compassionate environment. A mandatory Student Health Fee of \$19 per semester is payable at the time of registration. Appointments can be made to see a medical provider or mental health professional.

The Health and Wellness Center provides the following services:

- Basic primary and non-emergency care
- Health care counseling
- Emotional and behavioral counseling
- Family planning
- Referrals
- TB skin test
- Oral dental screenings
- Other laboratory tests and immunizations (TD, Hep B, MMR), some of which carry additional fees

High School Student Programs

Dual Enrollment

Student Union, Second Floor
 FYE Window #33
 (323) 953-4000 ext. 1335
 Email: dualenrollment@lacitycollege.edu
www.lacc.edu/admissions/dual-enrollment

Dual Enrollment is a partnership between the college and local high schools. Dual Enrollment allows students to take college-level courses and earn credit concurrently for both high school and college. This program provides students with the opportunity to experience college-level academics while still in high school. Here's an overview of how a dual enrollment program typically works:

- **Course Selection:** High school partners select courses every semester to be offered at the school site. These courses can vary widely, covering subjects like mathematics, sciences, humanities, social sciences, and more.
- **Eligibility/Application:** Students should demonstrate readiness for college-level work. To join a course students should speak to their high school counselor, apply to the college, and complete a K12 form.
- **College Credit:** Upon successful completion of the course, students earn credits that can be applied toward both college credit and potentially high school graduation requirements. These credits are usually UC and CSU transferable, but policies may vary.
- **Cost:** Dual enrollment courses are free to K12 students.
- **Academic Rigor:** Dual enrollment courses are designed to challenge students academically and provide a preview of the demands of college-level coursework. This experience can better prepare students for the transition from high school to higher education.
- **Benefits:** Participating in a dual enrollment program can have several benefits. It allows students to earn college credits early, potentially reducing the time and cost required to earn

a college degree. Courses are transferable to UC and CSU systems. Students can earn credit towards high school graduation requirements. Additionally, it provides exposure to the academic expectations of college, helping students make more informed decisions about their future educational and career paths.

- Student Support: High schools typically provide support and guidance to students enrolled in dual enrollment programs. This can include academic advising, counseling services, and assistance with navigating the college admissions process. Students can also access all LACC programs and services including the library, the writing lab, and tutoring.

The Dual Enrollment Program is an excellent opportunity for motivated high school students to accelerate their academic progress and gain valuable college experience before formally entering higher education. It can open doors to future educational and career opportunities while easing the transition from high school to college.

Outreach and Recruitment

Student Services Building Second Floor 211
(323) 953-4000 ext. 4002
Email: outreach@lacitycollege.edu
www.lacc.edu/admissions/outreach-initiatives

The Outreach and Recruitment office at LACC serves as a liaison to the local community. Our office is responsible for disseminating information to high school students, teachers, counselors, parents, and the public about educational partners for K-12 school districts. We facilitate the transition of students from area high schools to LACC or other colleges and universities through regular academic advertisement and other pre-graduation activities. Our office provides access to educational programs, establishing LACC as a path to a four-year degree or a successful career.

Our office provides prospective, new, and current students with information regarding all academic and non-academic aspects of LACC. Outreach services include:

- LACC application for admissions
- Online or group orientation
- Navigating the student portal
- Registering for classes
- Instruction on how to make fee payments
- Information regarding student services and programs
- Education on financial aid resources
- Concurrent enrollment (for high school students)
- Identifying registration holds
- Student photo ID (Cub Card)
- College fairs
- Campus tours
- High school visits
- Workshops/presentations
- Referrals

TRIO/Upward Bound

Student Services Building, Second Floor 242
(323) 953-4000 ext. 2315
Email: lopezme@lacitycollege.edu
www.lacc.edu/admissions/outreach-initiatives/upward-bound

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from under-represented backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation students, and students with disabilities to progress through the academic pipeline.

Upward Bound serves high school students from low-income families in which neither parent holds a bachelor's degree (first-generation potential-college student). We guide program participants through their high school years, providing academic skills development, information on college admissions and financial aid, career exposure, and first-hand experience of college life. Our objective is to prepare our students for success not only in high school but also in a post-secondary educational institution of their choosing.

International Student Program

Administration Building, AD 109
(323) 953-4000 ext. 2470
Email: iss@lacitycollege.edu
www.lacc.edu/student-services/spr/international

The International Student Program (ISP) assists international students with completing the paperwork needed to apply for an F-1 Visa. Through the ISP, students receive:

- Academic counseling, educational plans, and transfer assistance
- International student orientation for all incoming and transfer students
- U.S. immigration advisement
- Travel authorization and advisement regarding application for new visas
- Authorization and advisement on how to apply for optional practical training and extension of programs
- Liaison with U.S. and foreign embassies/consulates
- Assistance with matters of cultural adjustment
- Informational workshops, programming, and cultural activities
- Networks for international students to assist one another

Students in the ISP may apply to be part of the Language Academy (Intensive English Program), which helps students improve their English skills so they can excel in their college courses. Contact la@lacitycollege.edu for more information.

Visit the website for live chat, F-1 Visa status requirements, forms related to F-1 Visa status, workshops, and other information regarding the program.

LACC Extension

Administration Building, AD 109
(323) 953-4000 ext. 2651
Email: laccextension@lacitycollege.edu
www.lacc.edu/academic-programs/extension

LACC Extension is a not-for-credit program that offers a wide array of classes and programs available to anybody in the community. Focused on giving you the opportunity to build new skills or grow in the skills you already have, Extension class offerings range from courses that are fun and recreational to those that are more career-focused.

Through reasonably-priced classes, LACC Extension engages the community to participate in lifelong multi-generational learning no matter what level of education you have previously received. Our classes provide individuals easy access to learning, both in the registration process and through our diverse offerings catered to meet the community's interests and needs.

To register for classes, visit our website or contact us by phone.

LACC Foundation

Student Union Building, Third Floor
(323) 953-4011
www.laccfoundation.org

The Foundation is a non-profit, tax-exempt corporation designed to receive gifts for the Los Angeles City College from individuals, corporations, and private foundations.

The Los Angeles City College Foundation develops philanthropic support to increase the capacity for accessible educational opportunities providing academic and vocational excellence for the students of Los Angeles City College, as well as enriching the cultural, economic, and civic life of Los Angeles.

To ensure the success of LACC students:

1. The Foundation expands programs, employing strategies to meet students' basic needs including food, housing, utilities, transportation, and access to healthcare.
2. The Foundation seeks to enable low-income students to enroll, persist, and succeed in Los Angeles City College's postsecondary education.
3. The Foundation annually provides students with over \$1 million in the form of scholarships, awards, book vouchers, emergency loans, and other means of financial support to allow them to continue to excel in their educational endeavors.

Lost and Found

Cesar Chavez Administration Building, Room 111
(323) 953-4005 or #3 from an on-campus telephone
www.lacc.edu/campus-life/campus-safety/sheriffs-office/lost-found

Inquiries about personal belongings lost on campus should be directed to the Sheriff's Office. The sheriffs will attempt to give notification if items turned in have identification. Property held for over 30 days will be sent to Central Property, where it is destroyed.

Mathematics, Engineering, Science Achievement (MESA) Program

Location: Life Science Room
www.lacc.edu/academic-programs/mesa

The LACC MESA Program serves students that are educationally and financially disadvantaged who are on a STEM track to transfer to a four-year institution pursuing a STEM degree in either Chemistry & Biochemistry, Computer Science, Information Systems and Application, Data Science, Earth Science (Geology), Engineering, Life Science (Biology), Life Science (Biology), Mathematics, or Physics.

Benefits:

- Increase the number of underrepresented students who graduate with degrees in math, science, and engineering
- Increase college retention and transfer rate to four-year institutions
- Build community within your STEM discipline
- Provide academic support that can boost your academic performance
- Provide peer to peer mentoring & faculty mentoring
- Provide conference attendance and field trips related to major.
- Provide student stipends

Scholarships

Financial Aid Office:
www.lacc.edu/financial-aid/scholarships

LACC Foundation:
www.laccfoundation.org/students/apply-for-scholarships/

Merit scholarship opportunities are available to LACC students through the Financial Aid Office and the LACC Foundation. Criteria may include evidence of leadership in various academic departments and/or student activities, citizenship, financial need, and scholastic ability.

Office of Special Services (OSS)

Student Services Building, First Floor Room 100
(323) 953-4000 ext. 2270
Email: oss@lacitycollege.edu
www.lacc.edu/student-services/spr/oss

The Office of Special Services/Disabled Students Programs and Services works with students who have physical, mental health, learning, and other disabilities to ensure equal access to academic programs and success at LACC (Administrative Procedure 5140). Students meet with their counselor or specialist to discuss how their disability impacts their education and to provide professional documentation of their disability. They work together to identify and authorize the appropriate services and accommodations the student needs which may include:

- Sign language interpreters
- Assistive/adaptive technology and training
- Alternate text (audio books, Braille, large print, etc.)
- Learning disabilities assessment and support
- Priority (early) registration
- Referrals (on/off campus resources)
- Specialized academic counseling: education and academic accommodation plans
- Learning Foundations classes
- Alternative testing
- Specialized tutoring
-

Disability Parking

(Not administered by OSS)

Accessible parking spaces are available in designated parking lots on campus. Any vehicle parked in an accessible space designated for individuals with disabilities on campus must display a state of California placard and a valid LACC student/staff parking sticker.

Closed Captioning/Accessible Videos

(Not administered by OSS)

Federal and State law requires that instructional or informational publications, videos or films, and materials purchased or used by the college for student or public use be accessible.

Service Animal Accommodation

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Students and visitors with disabilities who require the assistance of a service animal are encouraged to contact the campus ADA Coordinator for more information.

Office of Student Life

Student Union Building 219
(323) 953-4000 ext. 2450
Email: studentlife@lacitycollege.edu
www.lacc.edu/campus-life/student-life

The Office of Student Life is dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to LACC student development through trainings, workshops, strategic co-curricular programming, and access to resources. We are dedicated to meeting each student's needs in order to develop transferable skills for their personal, academic, and professional lives.

Services include:

- Peer 2 Peer mentor program
- Dean's Honor Tea
- Student Leadership Academy
- Commencement information
- Student basic needs support
- Student clubs and organizations

Puente Program

Location: Student Services Building, Second Floor
Phone Number: (323) 953-4000 ext. 2250
Email: garcia@lacitycollege.edu
www.lacc.edu/Academics/Counseling/Department-Home

Puente means "bridge" in Spanish. The mission of the Puente Program is to increase the number of educationally underrepresented students who transfer to four-year colleges and universities, earn degrees, and return to their communities as leaders and mentors to future generations. Puente is open to all students.

List of services provided: Students in the Puente program work closely with a Puente counselor until they transfer to a four-year college or university. Each cohort takes an English 101 and Counseling course and receives support from mentors in the local professional community.

Resources for Success

Student Services Building, Third Floor
(323) 953-4000 ext. 1302
www.lacc.edu/campus-life/student-life

This special program addresses the basic needs of college students who are participating in EOPS, CalWORKs, TRIO SSS, and OSS.

Some of our services include:

- Textbook and school supply support
- Academic tutoring
- Housing support including (utilities)
- Food resources
- Financial support for an identified cohort of students with the greatest unmet financial need
- Case management

Transfer Center

Student Services Building, Second Floor
(323) 953-4000 ext. 2215
www.lacc.edu/student-services/transfer-center

The mission of the Transfer Center is to assist you in preparing for transfer to a four-year college or university by providing you with accurate, up-to-date information and a set of coordinated resources, activities, and services that support your transfer process.

Some of our services include:

- Advising and Counseling - General information and advising is available on a walk-in basis. Limited transfer counseling appointments may also be available. Call or visit office for availability.
- Application assistance - Get help with your admissions and supplemental applications
- College brochures - Review printed pamphlets and flyers with information for CSU, UC, and private colleges

- Workshops - Presentations on a variety of topics including UC/CSU transfer requirements, admissions applications, and the UC personal insight, and transfer guarantee are available throughout the year
- Representative visits - College representatives from various four-year colleges and universities visit the Center to provide one-on-one advising to LACC students
- Annual Transfer Day - Every fall the Center organizes a college Transfer Day with representatives from local and out-of-state universities

Check our online calendar frequently for an updated list of scheduled events and activities.

TRIO/Student Support Services

Student Services Building, Third Floor
(323) 953-4000 ext. 2466
Email: wooten@lacitycollege.edu
www.lacc.edu/academic-services/trio-sss

The Trio/SSS program provides services that assist students in obtaining an associate degree and transfer to four-year institution within four years at LACC.

Services include:

- Tutoring
- Workshops
- Cultural activities
- Computer lab access
- Calculator loan
- University field-trips
- Grant aid awards
- Free printing
- Academic and personal counseling
- Assistance with transfer and financial aid application

UMOJA

Student Services Building Second Floor, Room 270
(323) 953-4000 ext. 2462
Email: umoja@lacitycollege.edu
www.lacc.edu/student-services/spr/gendiversity-multicultural-center/umoja

Umoja (a Kiswahili word meaning “unity”) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. We believe that when the voices of histories of students are deliberately and intentionally recognized, the opportunity for self-efficacy emerges and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American diasporas.

Services include:

- Supportive environment
- Counseling
- Tutoring
- Cultural workshops and events
- Leadership development
- Academic workshops
- Faculty and staff mentoring
- Historically Black Colleges and Universities (HBCU) tours
- Transfer agreements with UCs and HBCUs

Veterans Resource Center (VRC)

Life Sciences Building, Room 101
(323) 953-4000 ext. 2125
Email: veteransaffairs@lacitycollege.edu
www.lacc.edu/student-services/spr/veterans

The goal of the Veterans Resource Center (VRC) program is to create a supportive environment by acknowledging, honoring, and addressing veterans' unique needs, while helping them attain their educational goals.

Contact the VRC for more information about approved degrees, certificates, and transfer programs for VA benefits.

Services include:

- Campus service referrals including disability services through the Office of Special Services (OSS), Financial Aid, and Transfer Center
- Computer lab and printing services
- Mental health services through U.S. Vets
- VA educational benefits certification
- Veterans Club

Welcome Center

Student Services Building, SSB180
(323) 953-4000 ext. 2455
For real time assistance: <https://laccd.zoom.us/j/3239532455>
www.lacc.edu/student-services/welcome-center

The Welcome Center is a one-stop location where you can find information about academic programs, access computers to apply to LACC, and complete the necessary steps to enroll as a student. Visit the website to live chat and meet with the members of the Welcome Center Team via Zoom.

Current and prospective students receive assistance with a variety of services including:

- Application for admission to the college
- Online orientation
- Registering for classes
- Student services & programs
- FAFSA completion
- Concurrent enrollment (for high school students)
- Identifying registration holds
- Taking student photo ID (Cub Card)
- Navigating the student portal
- Paying tuition fees
- General questions about the college

ACADEMIC SUPPORT SERVICES

Cranium Cafe

Cranium Cafe is a meeting and collaboration tool designed specifically for student support. Once inside Cranium Cafe, students can utilize a variety of assets to enhance their experience remotely. Within Cranium Cafe, students can engage with staff members through the following avenues:

1. Live Chat - instantly chat with someone who is available
 2. Enter a Lobby - wait in line to speak to a representative
 3. Schedule an Appointment - make a future appointment where you can meet via telephone or video chat
- For more information about Cranium Cafe visit the website www.lacc.edu/academic-services/cranium-cafe

Office of Economic Development and Workforce Education

Life Science, LS 207
(323) 953-4000 ext. 1521
www.lacc.edu/academic-programs/edwe

The Office of Economic Development and Workforce Education (EDWE) at LACC works collaboratively with internal and both public and private sector partners throughout Los Angeles County to transform communities through excellence in career education. With the support of businesses, industry partners, and a variety of LAUSD schools, LACC is bridging the gap between a competitively skilled and competent workforce, and new, evolving workplace demands.

EDWE is empowered to provide exceptional, targeted programs and services by the administration of federal, state, and local level grants, and various workforce-related projects. EDWE facilitates the provision of a broad spectrum of pathways, resources, training, and tools for students, professionals, and businesses including:

- Career Technical Education (CTE)
- Dual Enrollment programs
- Student internships
- LACC Apprenticeship Initiative
- Career advancement services
- Job preparation and readiness support

ESL Lab

Jefferson Hall JH 318
Email: writingsupport@lacitycollege.edu
www.lacc.edu/academic-services/writing-support/esl-lab

The ESL Lab provides assistance for all students enrolled in ESL classes. You can also access the ESL Lab online by logging into LACC Penji Tutoring in Canvas.

At the ESL Lab, you can:

- Meet with a tutor (in-person or online)
- Submit assignments and get feedback from tutors
- Attend workshops and conversation club sessions
- Practice grammar and writing skills with the Achieve online program
- Check out a book from the ESL Library
- Use computer stations to complete assignments

General Tutoring

Learning Center, MLK, Jr. Library, Second Floor
Email: gptutoring@lacitycollege.edu
www.lacc.edu/academic-services/tutoring

The General Tutoring program provides tutoring services online and in-person for selected disciplines. Following are the current subjects for which tutoring is offered: anatomy, chemistry, communication studies, and music. Tutoring for individual courses is subject to availability. Check the website for an updated list of courses for which tutoring is offered. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to web.penjiapp.com and selecting LACC | General Tutoring.

Library

Martin Luther King, Jr. Library
(323) 953-4000 ext. 2400
www.lacc.edu/academic-services/library

The mission of the Martin Luther King, Jr. Library is to provide user-oriented quality services, instruction, and resources to support the mission and goals of the College. The Martin Luther King, Jr. Library offers:

- Computers for students (including accessible stations and 2 tables with height adjustability)
- Wireless access on all floors
- Copy and print stations
- Group study rooms
- Circulation/Periodicals Desk with textbooks and reserve material
- Reference Desk with faculty Librarians for research assistance
- Ask a Librarian 24/7 chat service
- Over 100,000 print books
- Online databases with ebooks, periodicals, and scholarly material
- A one-unit course is offered: LIB SCI 101 College Research Skills

Noncredit Adult Education Program

Economic Workforce Development, Chemistry Building
(323) 953-4000 ext. 2230
www.lacc.edu/academics/pathways/fs/noncredit-dept

The Noncredit Adult Education Program provides academic preparation, basic skills, High School Equivalency (HSE), English as a Second Language (ESL), short-term vocational programs, workforce training, and preparation to help you attain the essential knowledge, skills, and abilities to successfully acquire and retain employment, transition to college, and/or effectively explore, plan and establish career pathways leading to growth opportunities in high demand occupations.

The Noncredit Adult Education Program offers over 40 CDCP certificates and more than 100 noncredit courses. Classes are noncredit and tuition FREE and do not generate degree-applicable college units. A full range of free personal, career and academic counseling services are available to you when enrolled in a noncredit course.

Classes are located at LACC and many educational sites throughout the community. Open-entry/open-exit classes allow you to register anytime during the school year. Day, evening, and Saturday classes are scheduled to meet your scheduling needs.

The program offers:

- Academic Preparation - Basic Skills - High School Equivalency. Strengthen your skills in reading writing, spelling, mathematics, English usage, and grammar. Academic Preparation provides you with a strong educational foundation that can be used as a basis of employment preparation, college-level readiness, High School Equivalency Test Preparation, and vocational programs.
- English as a Second Language (ESL). Improve your English listening, speaking, writing, and pronunciation skills to reach your career, academic, and personal goals. Classes also incorporate civics education. Specialized strands such as Vocational ESL and ESL Conversation are available for advanced-ESL levels.
- Citizenship. Introduces you to the U.S. citizenship and naturalization process, U.S. history, and government. Prepares you for the U.S. Citizenship and Immigration Services USCIS interview and exam.
- Career Educational Training Programs. Offers you a variety of short-term certificate programs and single course options designed to prepare for a high-demand career and advance current work skills. The Career Educational Training programs combine academic knowledge with technical and occupational skills to provide you with pathways to long-term careers and success.

Specific information regarding the certificates and courses offered can be found in the Noncredit Adult Education Program section of this catalog.

Online Education

Administration Building, AD 300
Teaching and Learning Center
(323) 953-4000 ext. 2480
www.lacc.edu/academics/online

Students can earn college credits, degrees, and certificates without coming to campus for classes. Online education takes place over the internet and can be offered synchronously (meeting at a designated time using Zoom) or asynchronously (no required real-time meetings). The college uses the Canvas learning management system. The schedule of classes indicates which sections are offered in an online format.

Students taking online classes have access to all support services. Visit the website for more information on technology, resources, and expectations for students to succeed in online education.

Pi-Shop (Math Tutoring)

Learning Center, MLK, Jr. Library, Second Floor
Email: pishop@lacitycollege.edu
www.lacc.edu/academics/pathways/stem/math-dept/student-support/pi-shop

The Pi-Shop provides math tutoring service for students in all math levels, including Statistics and Mathematical Programming. Our service offers flexible tutoring options, including individual and group sessions, in-person and online, to support and enhance students' math learning. By working with our experienced tutors, students can achieve significant learning outcomes, including:

Students who use Pi-Shop tutoring services will:

- Solve mathematical problems using appropriate techniques.
- Analyze and interpret the results with the use of technology.

Ralph Bunche Scholars Program

Franklin Hall 205
(323) 953-4000 ext. 2345
Email: guardianscholars@lacitycollege.edu
www.lacc.edu/academic-programs/ralph-bunche-scholars

The Ralph Bunche Scholars (RBS) Program is LACC's honors transfer program. Honors students are known for academic excellence and rigor, and the program provides research opportunities. For information about admission requirements, our transfer partners, and the application process, visit the website.

Additional benefits of participating:

- Priority consideration when applying to transfer to UCLA and other elite universities
- Being part of a cohort of academically motivated students
- Closer collaboration with professors
- Academic advising from Honors Counselors
- Opportunities to present research
- Opportunities for scholarships
- Library privileges at UCLA
- Specialized meetings, get-togethers, trips, seminars

Successful completion of the RBS requirements provides the best pathway for transfer some of the most competitive colleges and universities in the nation.

Learning Center

Learning Center, MLK, Jr. Library, Second Floor
Email: learningcenter@lacitycollege.edu
www.lacc.edu/academic-services/tutoring

The LACC Learning Center offers tutoring services online and on campus to support students in a variety of disciplines. The following tutoring programs are located in the Learning Center: The General Tutoring program, the Pi Shop (Math Tutoring), and the Writing Support Center. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to web.penjiapp.com and selecting LACC | General Tutoring, LACC | Pi Shop, or LACC | Writing Center.

Writing Support Center

Learning Center, MLK, Jr. Library, Second Floor
Email: writingsupport@lacitycollege.edu
www.lacc.edu/academic-services/writing-support

The Writing Center provides writing assistance for all students, including those enrolled in English composition, literature, and other departments' classes with required writing assignments. Services include individual tutoring (in person and online), paper submission for receiving asynchronous feedback, faculty-led workshops on key writing and grammar topics, use of our Achieve writing-skills software, and embedded tutoring in ENGLISH 101 and E.S.L. 110 courses. Services are designed to enhance students' writing skills and confidence. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to <https://web.penjiapp.com/> and selecting LACC | Writing Center.

STUDENT HANDBOOK

ACADEMIC POLICIES

Attendance

(LACCD Administrative Procedure 5070)

Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Board of Trustees and in published regulations. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.

Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered "no-shows" and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the fall/spring semesters, and 60% point of the class for summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time.

Students are expected to notify faculty by email and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled.

Any drops or exclusions that occur between 30% and 75% of the term will result in a "W" on the student's record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade ("A", "B", "C", "D", "F", "P", or "NP") will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of approved extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to withdraw from class verifying extenuating circumstances.

For more information visit the Admissions and Records website at www.lacc.edu/admissions

Final Examinations

Final examinations are given in all courses. The final examination schedule for the current semester is available at www.lacc.edu/academics/class-schedules/final-exam-schedules

Academic Honors

(LACCD Administrative Procedure 4223)

Students with outstanding scholastic achievement are given public recognition through the LACC Dean's and President's Honors Lists, within the following parameters:

Dean's Honor List Requirements:

- Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a 3.5 or higher GPA.
- Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 or more graded units and earn a 3.5 or higher GPA in the qualifying semester.

President's Honor List Requirements:

Students who have appeared on the Full-Time or Part-Time Dean's Honor for three or more consecutive semesters will be placed on the President's Honor List.

Credits in the LACCD during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of "Credit" (Pass/No Pass) will not be counted in meeting the unit requirement for the Dean's or President's Honor List. Students who think they qualify for either of these honors can go to the Admissions and Records office to verify their eligibility.

Contact Admissions and Records office with questions or to have your certificate printed at admissions@lacitycollege.edu.

Grading Symbols and Definitions and Conditions for Use

(LACCD Administrative Procedure 4230)

Only the symbols in the grading scale given in this section shall be used to grade all courses.

Grades shall be averaged on the basis of the point equivalences to determine a student's grade-point average, using the following evaluative symbols:

| GRADE | DEFINITION | GRADE POINTS |
|-------|--|--------------|
| A | Excellent. | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Less than satisfactory. | 1 |
| F | Failing. | 0 |
| P | Pass (At least satisfactory – units awarded not counted in GPA) Applies to credit and noncredit courses. | |
| NP | No Pass (Less than satisfactory – units awarded but not counted in GPA) Applies to credit and noncredit courses. | |
| SP | Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol) | |

Explanation of Symbols Without Impact on Grade Point Average

I - Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions and Records office until the “I” is made up and a final grade assigned, or when one year has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstance.

IP - In Progress

The “IP” symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await the course completion. The appropriate evaluative symbol (grade) and unit credit shall replace the IP symbol once the course is completed.

RD - Report Delayed

The “RD” symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. The “RD” may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

W - Withdrawal

a. A student who withdraws prior to the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol “W” on their transcript. Instructors shall exclude students who are inactive during the first 30% of the term through the first census date for the academic term, as established by the District, by the deadline established by the District (See AP 5070 Attendance).

b. A student who withdraws after this period, but before the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on their transcript. Instructors shall exclude students who remained enrolled after the first census date, but who subsequently became inactive students prior to the expiration of 75 percent of the term, by the second exclusion deadline as established by the District.

c. A student who remains in a course beyond the final District withdrawal date for the course may not withdraw and shall receive the appropriate grade symbol on their transcript.

d. The “W” shall not be used in calculating grade point averages but shall be used in determining probation and dismissal of a student (see AP 4250 Probation and AP 4255 Dismissal and Readmission).

e. “Inactive students” include:

- Students identified as no-shows
- Students who officially withdraw
- Students who are no longer participating in the courses and are therefore dropped by the instructor

A student will be permitted to withdraw from a class and receive a “W” no more than three times.

MW - Military Withdrawal

Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses.

a. Upon verification of such orders, the military withdrawal symbol “MW” shall be assigned to all courses affected by the military withdrawal.

b. Military withdrawals shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

EW - Excused Withdrawal

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

a. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) on their transcript. Students shall not be denied an excused withdrawal due to a college’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances.

b. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts.

c. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

Required Form: [Emergency Withdrawal Request](#)

Email to: admissions@lacitycollege.edu

Pass/No Pass Option

(LACCD Administrative Procedure 4232)

You may receive a P or NP grade only for those credit courses that have been identified by the faculty as being eligible for Pass/No-Pass grading. This includes credit courses that are graded exclusively on a Pass/No Pass basis and courses that allow students the choice of earning a Pass/No Pass grade or a letter grade. All other credit courses must be completed with a letter grade. Pass/No Pass grades are not counted in the GPA. For courses in which a student has a choice of grading method, the student must request the grading method change by the last day of instruction. Letter grades are not awarded for noncredit courses, but may be

graded on a Pass/No Pass/Satisfactory Progress basis. In order to earn a passing grade, students must satisfactorily complete the coursework at the level of a letter grade of C or higher.

Required form: [Pass/No Pass Grading Petition](#)

Email to: admissions@lacitycollege.edu

The following credit courses are graded as Pass/No Pass only:

| SUBJECT | NUMBER |
|----------------|---|
| CH DEV | 084-1, 084-2, 085-1 |
| E. S. L. | 003A, 003B, 003C, 004A, 004B, 004C |
| ENGLISH | 067, 068, 104, 108 |
| KIN | 372-1, 372-2 |
| LRNFDTN | 001, 002, 003, 004, 031A, 031B, 032, 040, 059, 070, 071 |
| MATH | 010, 100, 185, 202 |
| MUSIC | 180-1, 180-2, 180-3, 180-4 |
| PSYCH | 043 |
| RAD TEC | 280, 281, 282, 283 |
| REGNRSG | 104L, 105L, 106L, 107L, 108L, 109L, 110L, 111L |

All noncredit courses (BSICSKL, ESL NC, ESLCVCS, VOC ED) are recorded as Pass/No Pass/Satisfactory Progress.

Recording of Grade

A student who is enrolled in a course on the "Pass/No Pass" basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion is equivalent to the grade of "C" or better. A student with unsatisfactory performance will be assigned a "No Pass" grade.

Grade Point Calculation

Units earned on a "Pass/No Pass" basis shall not be used to calculate grade point averages. However, units attempted for which the "NP" (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures.

Conversion to Letter Grade

A student who has received credit for a course taken on a "Pass/No Pass" basis may not convert this credit to a letter grade.

Grades and Grade Changes

(LACCD Administrative Procedure 4231)

The Instructor of Record for the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the Instructor of Record for the course, or upon authorization by the College President upon the conclusion of the grade grievance process.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college's academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, and such longer period shall apply at that college.

You may request a grade change by submitting a General Petition form.

Required form: [General Petition](#)

Email to: admissions@lacitycollege.edu

Academic Renewal

(LACCD Administrative Procedure 4240)

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. You must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

You may petition to have your academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Coursework to be disregarded is limited to "D" and "F" grades in courses not subsequently completed with a "C" or better at the LACCD colleges.
2. In order to qualify for academic renewal, the student must have completed a minimum of the equivalent of 12 semester units with a 2.0 GPA at any United States regionally accredited institution(s) at any time after the semester or session of the coursework to be disregarded.
3. At least one (1) semester must have passed since the semester or intersession term when the coursework to be disregarded was completed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Graduation honors and awards are to be based on your cumulative grade point average for all college work attempted.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Complete an Academic Renewal Petition and meet with a counselor for review and approval of the petition. You or the academic counselor can send the approved petition for processing to the Admissions and Records office.

Required Form: [Academic Renewal Petition](#)

Email to: admissions@lacitycollege.edu

Auditing

(LACCD Board Policy 4070)

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

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for 10 or more semester units shall not be charged a fee to audit three or fewer semester units per semester. This fee structure is subject to change.
2. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students wanting to take the course for credit.

Required form: [Audit Enrollment Request](#)

Email to: admissions@lacitycollege.edu

Repeatable Courses

(LACCD Administrative Procedure 4225, 4227, 4228)

Certain courses in the college catalog may be repeated for additional unit credit. These courses, marked "RPT" in the "Credit Courses" section of this catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods.

Limits on Active Participatory Courses

Active participatory courses which do not fall under sections 1, 2, and 3 above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Submit a Repeated Class Petition to Admissions and Records to request grades of D or F be removed from your grade point calculation when you have repeated the class. Only classes repeated within the Los Angeles Community College District are eligible.

Required form: [Repeated Class Petition](#)

Email to: admissions@lacitycollege.edu

Conditions to Repeat a Course

(LACCD Administrative Procedure 4225)

Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades ("D", "F" or "NC", "NP") were awarded provided they have not already attempted the same course three times.

When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

For the first and second repetitions of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student's cumulative grade point average.

Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed

petition documenting extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Duplicative Credit

Duplicative credit in non-repeatable courses should not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

Repetition of Courses In Which a Satisfactory Grade Was Recorded

- a. Repetition of courses for which a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the College President, or designee, based on a finding that extenuating circumstances exist which justify such repetition. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.
- b. Repeating a course due to significant lapse is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course (defined as no less than 36 months since the most recent grade was awarded). At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA.
- c. When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average.
- d. Students may repeat a cooperative work experience course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- e. Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards.
- f. Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Course Families

(LACCD Administrative Procedure 4227)

Courses in physical education, visual arts, or performing arts that have related content are grouped into a course family. Students may only take four courses within a course family.

| COURSE FAMILY | COURSES |
|--------------------------------|---|
| Art - Acrylic | ART 304, 305, 306 |
| Art - Ceramics | ART 709, 710, 711, 713, 714 |
| Art - Clay Sculpture | ART 707 |
| Art - Design | ART 501, 502, 503 |
| Art - Directed Studies | ART 185, 285, 385 |
| Art - Drawing | ART 201, 202, 203, 209 |
| Art - Gallery Techniques | ART 521 |
| Art - Graphic Design | ART 604, 605, 606 |
| Art - Illustration | ART 620, 621 |
| Art - Imaging | ART 618, 619 |
| Art - Life Drawing | ART 204, 205, 206, 207 |
| Art - Oil Painting | ART 307, 308, 309, 310, 311, 312 |
| Art - Relief Printmaking | ART 401, 402, 407 |
| Art - Sculpture | ART 700, 701, 702, 703, 706 |
| Art - Typography | ART 600, 601, 603 |
| Art - Water Color | ART 301, 301A, 302, 303 |
| Art - Web Site Design | ART 645, 646 |
| Cooperative Education | 911, 921, 931, 941 IN THE FOLLOWING DISCIPLINES: ACCTG, ADM JUS, ART, BUS, CAOT, CH DEV, CIN- EMA, CIS, ENG GEN, FINANCE, JOURNAL, LAW, MARKET, MGMT, MUSIC, PHOTO, REAL ES, THE- ATER, COOP ED 195, 196, 295, 296, 395, 396; SUPV 941 |
| Dance - Ballet Techniques | DANCETQ 111, 112, 113, 114 |
| Dance - Dance Choreography | DANCEST 301, 302, 303, 304, 452 |
| Dance - Dance Performance | DANCEST 822, 823 |
| Dance - Dance Productions | DANCEST 814 |
| Dance - Folk Dance Forms | DNCESPC 311, 312 |
| Dance - Jazz Techniques | DANCETQ 121, 122, 123, 124 |
| Dance - Latin and Social Dance | DNCESPC 321 |
| Dance - Modern Techniques | DANCETQ 141, 142, 143, 144 |
| Dance - Special Projects | DANCEST 185, 285 |
| Dance - Tap Dance | DNCESPC 331 |
| Dance - Yoga/Stress Management | DANCETQ 221, 222, 223, 224, 231, 241, 242 |
| KIN - Acrobatics | KIN 206 |
| KIN - Aerobics, Circuit Trng | KIN 045, 229, 230, 246, 250, 250-1, 250-2, 250-3, 326, 327, 329-2, 329-3, 330-2, 330-3, 331, 333 |
| KIN - Aquatics | KIN 201, 201-1, 202, 205, 300, 300-1, 300-2, 300-3, 301-1, 301-2, 301-3, 303, 303-1, 303-2, 303-3, 303-4 |
| KIN - Court Sports | KIN 266, 266-1, 266-2, 271, 271-1, 271-2, 291, 291-1, 291-2 |
| KIN - Directed Studies | KIN 185, 285 |
| KIN - Individual Activities | KIN 268, 328, 328-1, KIN MAJ 100 |
| KIN - Martial Arts/Combatives | KIN 215-1, 215-2, 215-3, 217 |
| KIN - Mind/Body Conditioning | KIN 249-1, 249-2, 251-1, 251-2, 251-3, 265 |
| KIN - Team Sports | KIN 287, 287-1, 287-2, 289, 289-1, 289-2, 290 |
| KIN - Track and Field | KIN 180, 237, 272, 307, 307-2, 307-3, 334, 334-2, 334-3, 334-4 |
| Music - Brass Instruments | MUSIC 601, 602, 603, 604 |
| Music - Classical Guitar | MUSIC 650, 651, 652, 653, 654, 664, 670, 771 |
| Music - Percussion Instruments | MUSIC 631, 632, 633, 634 |
| Music - Piano | MUSIC 311, 312, 313, 314, 321, 322, 323, 324, 341, 341-1, 341-2, 341-3, 341-4, 361, 361-1, 361-2, 361-3, 361-4 |
| Music - String Instruments | MUSIC 611, 612, 613, 614 |
| Music - Voice | MUSIC 400, 401, 402, 403, 404, 411, 412, 413, 414, 431, 432, 433, 434, 441, 453, 563 |
| Music - Woodwind Instruments | MUSIC 621, 622, 623, 624 |

| COURSE FAMILY | COURSES |
|------------------------------------|---|
| Theater - Acting | THEATER 278 |
| Theater - Acting Study & Prof | THEATER 271, 272, 273, 274, 274-1, 274-2, 275 |
| Theater - Analysis of Theater | THEATER 105-1, 105-2, 105-3, 105-4 |
| Theater - Directed Study | THEATER 185, 285, 385 |
| Theater - Directing | THEATER 225, 227 |
| Theater - Ensemble Performance | THEATER 291, 292, 293 |
| Theater - Movement | THEATER 265 |
| Theater - Musical Theater | THEATER 210, 212, 279, 280 |
| Theater - Performance Prep. | THEATER 276, 276-1, 276-2, 277 |
| Theater - Student Performance | THEATER 232, 233, 235 |
| Theater - Theater in the Community | THEATER 250 |
| Theater - Voice Theory | THEATER 240, 242-1, 242-2, 242-3, 242-4 |

Limitations on Awarding Credit

LACC does not grant credit for courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted. College courses taken may duplicate AP, IB and/or A-Level examinations. Additionally, exams may duplicate each other (for example, an AP or IB exam in the same subject area).

The CSU and UC and their respective campuses govern credit limitations toward the baccalaureate degree. For UC credit limits visit the section "special regulations for courses in specific subject areas" on the UC Transfer Articulation website at ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html or contact the Counseling Department for more information.

Credit for courses completed at other institutions inside the United States

(LACC Administrative Procedure 4051)

If you are seeking credit for coursework from other institutions in the U.S., the college must be regionally accredited. You will need to have your transcripts evaluated by the appropriate faculty. Major course requirements for local degrees and certificates of achievement may be substituted or waived solely at the discretion of academic department faculty, provided that the major requirement units do not fall below 18 units for the local degree or 16 units for the certificate of achievement.

Course substitutions need not be stated in the college catalog, student information system, or any other database that houses academic program requirements. Course substitutions for major requirements for Associate Degrees for Transfer may be recommended by academic department faculty but must be reviewed and approved by the college Articulation Officer. Substitution of coursework required to meet any general education requirements and graduation competency is solely at the discretion of the counseling faculty or Articulation Officer.

Appropriate credit will be awarded when your transcripts are officially verified and when you submit graduation petitions and/or transfer certification. Your official transcripts and/or external exams from other institutions must be sent directly to the Admissions and Records office.

Pass Along Credit

LACC does not award credit posted to a third-party institution's transcript. Credit is only considered from the original institution's official academic record.

Credit for courses completed at institutions outside the United States

(LACCD Administrative Procedure 4051)

The intent of this policy is to provide a process for granting LACCD associate degree general education, graduation competency, and unit (elective) credit for course work completed at institutions of higher education outside the United States. This policy does not apply to Associate Degrees for Transfer (ADTs), IGETC, or CSU GE-Breadth. For more information you may refer to LACCD ADT Reciprocity Guidelines, IGETC Standards, CSU Executive Order 1100, or contact the Counseling Department.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
2. Students may receive credit for the following:
 - a. LACCD General Education Plan, excluding Area B1 American Institutions
 - b. LACCD Competency Requirement, excluding Written Expression

Credit for Prior Learning

(LACCD Administrative Procedure 4235)

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Credit for Military Service/Training, student-created portfolios, and credit by examination. To discuss the awarding of credit for prior learning, contact a counselor or the appropriate department chair.

Credit for Prior Learning useful links:

Advanced Placement (AP) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPST473C85C>

International Baccalaureate (IB) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPSWV749E27>

CLEP - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPRZP707333>

Credit for Military Service

(LACC Administrative Procedures 4100, 4235)

- To receive credit for military services you will need to arrange for your military transcripts to be sent to our LACC Admissions and Records office (you can request them at <https://jst.doded.mil>).

We encourage you to visit the Veterans Resource Center where a counselor will evaluate your transcripts for appropriate General Education credits and/or for major course substitution toward our local degrees and certificates.

Note that you must also include documentation of at least 181 days of active duty performed (e.g., DD214).

Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Visit www.lacc.edu/admissions/transcripts for information on how to request an official academic transcript online, through the student portal, or by mail. The transcript will include all coursework completed within LACCD.

Each student is entitled to two academic transcripts without charge. Regular transcripts cost \$3 each and require 7 to 10 working days of processing time from the day your request is received by Admissions and Records. Rush transcripts cost \$10 per transcript and are available for same day pickup.

Required form: [Transcript Request Form](#)

Email to: admissions@lacitycollege.edu

STUDENT CODE OF CONDUCT

Standards of Student Conduct

(LACCD Board Policy 5500)

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

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

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

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 colleges.
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 of or damage to property belonging to the college, a member of 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 or 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 the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:
 - Opiates, opium and opium derivatives
 - Mescaline
 - Hallucinogenic substances
 - Peyote
 - Marijuana
 - Stimulants and depressants
 - 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 for 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 function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, 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. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
16. Conduct which may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.
17. Theft or abuse of computer resources including but not limited to:
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized use of another individual's identification and password
 - Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records
 - Use of unlicensed software

- Unauthorized copying of software
 - Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus
 - Use of computing facilities to interfere with the regular operation of the college or district computing system
18. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, state, or federal law.
 19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
 20. 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 in a county jail not exceed one year, or by both such fine and 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.
 21. 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.
 22. 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.
 23. Conduct which poses a threat of harm to the individual and/or to others includes, but is not limited to, the following types of conduct:
 - Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
 - Failure to follow safety directions of District and/or College staff;
 - Willful disregard of safety rules as adopted by the District and/or College; and/or
 - Negligent behavior which creates an unsafe environment.

Student Discipline Procedures

(LACCD Administrative Procedure 5520)

The purpose of this Administrative Procedure is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by LACC independently of any charges filed through civil or criminal authorities, or both.

General Policy

Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Policy 5500 ("Standards of Student Conduct") are essential to the maintenance of a quality college environment. These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District's standards of behavior or other college property or at a college-sponsored activity or event.

Disciplinary Action

The College may take appropriate disciplinary action in response to student misconduct as defined by the violation of the Standards of Student Conduct.

Disciplinary measures may be taken by the college independent of any charges filed through civil or criminal authorities, or both. Disciplinary action may include warning, reprimand, restitution, suspension, or expulsion from one or more classes, programs, activities, campus locations, or the entire district.

You may address questions pertaining to student conduct to: alvarezj@laccd.edu or visit the student conduct website at: www.lacc.edu/campus-life/campus-safety/student-conduct

ADDITIONAL POLICIES AND INFORMATION

Alcohol and Drug-Free Campus

(LACCD Administrative Procedure 3550, 3560)

LACC adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education. The LACCD Board of Trustees has adopted the following standards of conduct:

Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

Educational Environment Policy

Due to requirements set forth by the Occupational Safety and Health Administration, proper attire, including shoes, eyewear, and other articles, should be worn during all class hours.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Legal Sanctions

Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

Other Risks

Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing and co- and extra curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Sex Offender Registration

California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the college's Sheriff's Department Office.

Smoking Policy

(LACCD Board Policy 3570)

Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff, and/or administrators.

Workforce Diversity

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability,

marital status, sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. An Affirmative Action Program will be maintained in accordance with Board Rule 101301.

Inquiries regarding Workforce Diversity at LACC should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

Counseling, Treatment, and Rehabilitation

Students should contact the LACC Student Health and Wellness Center at (323)-953-4000 ext. 2485 for assistance and referrals.

Title IX

Title IX of the 1972 Education Amendments (Title IX) is a Federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Sex discrimination includes gender-based discrimination or harassment, sexual harassment, sexual misconduct, sexual assault, dating and domestic violence, and gender-based stalking.

New Regulations

In May 2020, the US Department of Education issued new Title IX regulations mandating how colleges that receive federal funding must respond to sexual harassment and sexual misconduct under Title IX. In August 2020, these new Title IX regulations went into effect. To be compliant with the new regulations, LACCD adopted a new Administrative Regulation (C-15) to respond to Title IX complaints that meet specific criteria.

Filing a complaint

To address Title IX issues, LACCD has designated a Title IX and Deputy Title IX Coordinator specially trained to work with individuals who report gender-based discrimination and sexual misconduct and provide information about resources, support services, and procedural options. To make a report about a specific incident, contact the Deputy Title IX Coordinator below assigned to your college or site within the District.

Natalie Mason-Kinsey
Title IX Coordinator
Director of Diversity, Equity, Inclusion & Accessibility
(213) 891-2315
titleix@email.laccd.edu

Reporting to Law Enforcement

You have the right to file a report with law enforcement as well as the District. You can file a criminal complaint with the Sheriff's Department at your College or local police department, depending on where the incident took place. For a crime that occurred on campus, contact the Sheriff's Office at (323) 953-2911, or if off-campus, call 911.

LACCD Title IX Policy & Procedure

The LACCD Prohibited Discrimination and Harassment Policy, which covers sexual harassment and Title IX issues is in Chapter XV of the Board Rules.

To file a Title IX Complaint, you can contact the appropriate Title IX Coordinator or Deputy Coordinator above or submit a Complaint form online.

Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy

(LACCD Board Rule 15001)

It is the policy of the Los Angeles Community College District to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The Los Angeles Community College District Board of Trustees condemns any act of Sexual Misconduct committed at any of its facilities or at any of its activities. The Los Angeles Community College District is committed to taking immediate and appropriate action upon learning of potential incidents of Sexual Misconduct.

Investigation of all complaints alleging violations of this Chapter shall be conducted under the auspices of the Office of Diversity, Equity, and Inclusion. Implementation of temporary, interim sanctions shall be overseen by the Title IX Coordinator for that site, with the advice and consent of relevant administrators. Implementation of permanent sanctions shall be overseen by the College President or at the Educational Services Center ("ESC") by the Deputy Chancellor as set forth in the Administrative Regulations which comply this policy.

Natalie Mason-Kinsey
Title IX Coordinator
Director of Diversity, Equity, Inclusion & Accessibility
(213) 891-2315
titleix@email.laccd.edu

Academic Freedom

(LACCD Board Policy 4030)

Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff, and in the case of students, to abide by the District's Standards of Student Conduct.

The District recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas,

taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Student Rights and Grievances

(LACCD Administrative Procedure 5530)

The purpose of this regulation 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 to 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 incompetency, shall be final.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; an appeal for residency decision; the eligibility, disqualification or reinstatement of financial aid; student discipline; freedom of the press; or employee discipline.

The role of the ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance.

Statute of Limitations

The statute of limitations period for requesting a Grievance Hearing under this regulation is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance.

For more information about student grievances visit the website at: www.lacc.edu/campus-life/campus-safety/student-conduct/student-grievances or send an email to ombudsperson@lacitycollege.edu

Family Education Rights and Privacy Act

(LACCD Administrative Procedure 5040)

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.

Students may submit to the Admissions and Records office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the Admissions and Records office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.

With the exception of grade grievances, which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the Admissions and Records office authorizing said release with a specific list of the information to be released.

Federal and California law authorizes certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information

released. To do so, the student must submit the appropriate District form to the Admissions and Records office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

The Los Angeles Community College District has designated the following student information as directory information:

- a. The student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;
 - b. Student employee records may be released in order to comply with collective bargaining agreements;
 - c. The names, addresses, and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
 - d. At the discretion of the College President, the names, addresses, and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Free Speech Areas and Campus Access

I. Background

Education Code Section 76120 requires the Board of Trustees to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each Community College campus. This section requires that these rules and regulations include provisions for the time, place, and manner for conducting free speech activities. The Board of Trustees has delegated to the Chancellor the responsibility for developing and implementing the required free speech rules and regulations on each LACCD campus.

The Chancellor, or his/her designee, shall work with each College President to identify campus areas available for student expressive activity and to develop the required time, place and manner regulations applicable to the exercise of free expression by students. In addition, the College President at each College shall identify a portion of his/her college campus as a Free Speech Area(s), and develop appropriate regulations to govern the use of such area(s). The identified Free Speech Area(s) is/are areas available to all persons for First Amendment activities, including the distribution of free literature or materials, and obtaining petition signatures.

The purpose of these regulations is to foster free speech, assembly, and other expressive activities, while addressing the need of each Community College campus to make necessary arrangements to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Accordingly, these regulations are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of College business and activities.

Each campus shall have copies of this Administrative Regulation, copies of the campus time, place and manner regulation, and copies of the campus map identifying the FSA(s) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

II. Accessing the Free Speech Area(s)

The location of the Free Speech Area(s) on each College campus is/are identified on the College's campus map. The Office of Student Services or similar office is also identified on the campus map. A copy of the campus map is available online on each College's website. Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete a "Voluntary Acknowledgment Form." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

Completing the "Voluntary Acknowledgment Form" is completely voluntary and is available in the Office of Student Life located in the Student Union Building. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgment Form." The form is not a permit to use a Free

Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (213) 891-2315, Fax: (213) 891-2295, and email: Diversity-Programs@email.laccd.edu.

Free Speech Area Time, Place, and Manner Regulation

The Los Angeles City College Free Speech Area(s) is/are identified on the campus map.

The use of the campus Free Speech Area(s) is subject to the following restrictions:

1. Time

The Free Speech Area(s) is/are open from 8:30am to 8:00pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Free Speech Area(s).

2. Place

The Free Speech Area(s) is/are the space(s) identified on the campus map. The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem necessary.

3. Manner

There are no restrictions on the subject matter or viewpoint that may be expressed by users.

Persons using the Free Speech Area(s) shall not:

- Use any means of amplification
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby
- Undertake any activity that substantially disrupts the orderly operation, or substantially interferes with the education activities, of the College
- Use speech or expression which is obscene according to current legal standards
- Engage in illegal activities or activities which violate LACCD or campus rules
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations

All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.

All persons who wish to use a table or place any large in the free speech area, must obtain permission from the Office of Student Life only to ensure that the placement of the table or large object will not obstruct the walkways.

The Office of Student Life should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the free speech area. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the Office of Student Life with as much advance notice as circumstances reasonably permit.

No unauthorized vehicles are allowed on campus.