

Counseling FAQ's

When and how do I turn in a college application?

Application for admissions is submitted online. To see application timelines, view Los Angeles Mission College online application process for Admissions:

<http://www.laccd.edu/Students/opencccapply/applylamc/Pages/default.aspx>. You may fill out an online application [here](#).

What is AOC?

Effective Fall 2014, new incoming students must complete core matriculation services including: assessment placement, orientation, and counseling (AOC). Students must complete AOC prior to their priority registration date and time.

Why should I complete AOC?

Continuing and new students will be able to obtain an earlier registration appointment simply by completing an English/ESL & Math Assessment, Orientation, and meeting with a counselor to create an abbreviated student educational plan.

Where is the Assessment Center?

The Assessment Center is located in Room 1529 on the 1st floor (lower level) of the Campus Center Building. Contact information for the Assessment Center can be found [here](#).

What is the purpose of the assessment exam?

To evaluate and place you in the correct level of Math and English/ESL, which will help you succeed towards your educational goals.

How often can I take the assessment exam?

Students are only allowed to retest once a calendar year from test date.

Who needs Orientation?

Orientation is recommended for all new non-exempt students (see [Matriculation Exemptions](#) in college catalog). The purpose of the college orientation is to present important information about the college programs, requirements, services, campus resources, academic expectations and institutional procedures. Please call or come by the Counseling Department to sign up for the orientation. Orientations are available year round online by [Clicking Here](#)

When can I register for classes?

The [Admissions and Records Office](#) will assign a registration appointment, which is a specific date and time on which you can register for classes. You may add classes at any time after your registration appointment date. You can check your date online via the [Student Information System](#).

How do I add and drop classes?

You may add or drop a class online through the [Student Information System](#). Once the semester begins, you may only add a class by contacting the instructor.

Is there a deadline to add or drop classes?

Yes, deadlines to add and drop classes are printed in the [Schedule of Classes](#) or you can view the current Academic Calendar online <http://www.lamission.edu/students/calendar.aspx>

What is a prerequisite?

A prerequisite is a class or skill you must have prior to enrolling into the target class.

What is a corequisite?

A corequisite is a class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in the target course.

What is an advisory?

A class or skill you are advised to have, but not required to have, prior to enrolling the target course.

What if I completed a prerequisite or corequisite at another institution?

In order to show proof of meeting a prerequisite or corequisite completed outside of the Los Angeles Community College District, you must provide a Counselor with official sealed transcripts from the institution where you completed the course or have transcripts sent directly from the institution to our campus. We do not accept unofficial copies of transcripts. Please send official transcripts to:

Los Angeles Mission College
Attn: Admissions-Transcripts
13356 Eldridge Avenue
Sylmar, CA 91342

How do I schedule a counseling appointment?

Appointments may be scheduled in person or by telephone at (818) 364-7655 or (818) 364-7656. Appointments are scheduled on a first-come, first-served basis.

Am I assigned to a counselor?

No, you are free to choose any counselor from our staff.

How often should I meet with a counselor?

We recommend that you schedule an appointment with a Counselor at least once per semester.

Who can I contact if I was enrolled in special education courses in K-12 or have been diagnosed with a psychological, physical, or other disability?

You are encouraged to contact the [Disabled Students Programs & Services \(DSPS\)](#).

What is a C-SEP (Comprehensive Student Educational Plan)?

A C-SEP is a semester-by-semester plan of courses needed to work towards your educational goals. This is typically completed during an appointment with a counselor. Students are encouraged to complete a C-SEP before they complete 15 degree applicable units or by their third semester.

What is an A-SEP (Abbreviated Student Educational Plan)?

An A-SEP is 1-2 semester plan of coursework. It is provided during the in-person orientation, and may also be completed via drop-in services.

What are Units?

The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

What classes should I take for my major?

For an Associate Degree, please check the [College Catalog](#) for specific courses required for your major. For transfer students, common transfer major sheets are available [here](#). For transfer to a UC or CSU, you may also refer to [Assist.org](#). We strongly encourage you to schedule an appointment to meet with a counselor for further information.

What is the difference between major requirements and general education courses?

Major requirements are specific courses required in your field of study in order to fulfill graduation and transfer requirements. General education courses are classes which are required in a variety of subjects which must be completed in order to fulfill graduation and transfer requirements. We strongly encourage you to schedule an appointment with a counselor for further information.

How do I get help choosing a major?

Visit the Counseling Office and speak with a counselor. It is also recommended that you enroll in one of our Counseling courses.

How do I calculate my Grade Point Average (GPA)?

Instructions on how to calculate your GPA are available on the Transfer Center Website when clicking on GPA Calculator under Main Menu. Click [here](#)

How do I check my grades?

You may check your grades through the [Student Information System](#).

How does a 'D', 'F', 'NCR' (No Credit), or 'W' (Withdrawal) affect my Grade Point Average (GPA)?

A 'D' or 'F' affects your GPA. A 'NCR' or 'W' do not affect your GPA.

Can I repeat a course which I did not pass?

Any course which you received a 'D', 'F', 'NCR' (No Credit), or 'W' (Withdrawal) can be taken up to three times without permission. If you wish to take a class for a fourth time, you will need to file a [General Petition](#) form (click [here](#)) with the Admissions and Records Office for permission to retake the course.

Can I replace a non-passing grade with a passing one?

Yes, once the passing grade has been posted on your transcripts, you may file a [Course Repeat Petition form](#) (click [here](#)) with the Admissions and Records Office. The non-passing grade will not be removed from your official transcript but it will be removed from your Grade Point Average calculation.

What can I do about non-passing grades if I do not repeat the class?

You may file a [Petition for Academic Renewal](#) (click [here](#)) with the Admissions and Records Office if 1) at least 1 year has passed since the grades were received, and 2) you have achieved a Grade Point Average of 2.5 in your last 15 semester units or a 2.0 in your last 30 semester units at any accredited college or university. The non-passing grades will not be removed from your official transcript but they will be removed from your Grade Point Average calculation. Up to 30 units may be removed in this manner.

I have taken classes from another college or university. How do I get my transcripts evaluated?

You can call or visit the Counseling Office for a transcript evaluation appointment.

I am an online student and have taken classes at another college or university. How do I get my transcripts evaluated?

You can make an Eounseling appointment by clicking on the following to access the link:

[LAMC ECounseling](#)

What is Academic Probation?

After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

What is Progress Probation?

Progress Probation is when a student has enrolled in at least 12 semester units and at least 50 percent of all units attempted are recorded as "W" (Withdrawal), "INC" (Incomplete), or "NC" (No Credit). Students who have been placed on Progress Probation for three consecutive semesters are subject to dismissal from the college.

What is Dismissal?

A student on academic or progress probation may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for re-admittance at the end of that period of time.

Can a Dismissal be appealed?

Yes, students may appeal to the Vice President of Student Services.

When can a dismissed student be readmitted to the college?

A dismissed student may request reinstatement to the college after two semesters have passed. The student shall submit a written permission requesting readmission to college in compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

What is an Associate Degree?

An Associate Degree is granted by a community college which recognizes a student's satisfactory completion of a program of study which consists of a minimum of 60 degree applicable semester units.

What is the difference between an Associate of Arts (AA) and an Associate of Sciences (AS) Degree?

Whether your Degree is an Associate of Arts (AA) or Associate of Sciences (AS) is determined by your major. To find out if your intended Degree is an AA or AS, please refer to the [College Catalog](#).

When and how do I apply for my Associate Degree?

You must apply during the semester in which you are completing your final degree requirements. Graduation Petitions are completed during an appointment with a counselor. Check Graduation Petition filing dates in the [Schedule of Classes](#) to find out when you should schedule your appointment.

What if I want to get a second Associate Degree?

Per LACCD Board Rule 6204, an additional Associate Degree requires completion of all current degree requirements and completion of a minimum of 6 units in the major at LAMC. Please consult with a Counselor for additional information.

Do I need to obtain an Associate Degree to transfer?

No, universities do not require an Associate Degree to transfer.

What is an AA-T or AS-T?

This is a transfer degree designed to provide a clear pathway for students planning to transfer to a CSU campus. Completion of transfer degree guarantees admission, with junior standing, to a program deemed "similar" within the CSU system. It does not guarantee admission to a specific major or campus.

What is a Certificate of Completion?

Certificate of Completion are programs designed for students who wish to study in a specific field only. Certificate of Completion programs vary in length but must include at least 18 semester units. Please consult the [College Catalog](#) for information on Certificates of Completion which are available.

What is a Skill Certificate?

Skill Certificates are programs which are geared towards students who have limited time or wish to focus only on a particular field of study. Skill Certificates are limited to 17 or fewer semester units and often apply toward a Certificate of Completion or Associate Degree. Please consult the [College Catalog](#) for information on Skill Certificates which are available.

How do I apply for a Skill Certificate or Certificate of Completion?

Once the requirements for your Certificate have been fulfilled, please visit the Department Chair of the subject which the Certificate is in, and complete the appropriate petition (<http://www.lamission.edu/certs/default.aspx>). Certificate of Accomplishment (Skill) Petition should be submitted to the Academic Affairs Department for processing. Certificate of Achievement Petition should be submitted to the Admissions and Records Office.