

Minassian, Narbeh

From: Luna, Irma J.
Sent: Monday, December 21, 2015 12:10 PM
To: Enos, Kelly W.
Subject: Fall 2015 - Schedule of Classes revisions (Counseling)
Attachments: Fall 2015 Schedule of Classes Text Revisions.doc

Kelly,

The counseling department made updates to the schedule text on document attached (See pages 6, 14 & 26).

We review/update the schedule text twice a year during Fall and Spring semesters.

The college catalog gets updated once a year in February before we publish it in March.

Catalog updates are made on the same way via email using a word document and track changes.

Irma Luna

LAMC Academic Affairs
lunaj@lamission.edu | 818.364.7631

From: Park, Michong
Sent: Wednesday, April 15, 2015 1:47 AM
To: Luna, Irma J. <LunaIJ@lamission.edu>
Subject: Fall Schedule of Classes revisions

Hi Irma,

Please see attached for the revisions related to counseling.

The CSU GE and IGETC advising sheets may not change except for the dates since I have not heard about the final GE approvals yet. I will send those out by Monday.

Thank you,
Michong

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COLLEGE DISTRICT**

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PRESIDENT’S LETTER (President’s Office)

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Los Angeles Mission College has extensive programming to meet student needs and interests. For complete information, please consult our website at www.lamission.edu
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ACCOUNTING
ADMINISTRATION OF JUSTICE
AFRICAN AMERICAN STUDIES
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ART- Arts, Media & Performance
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BIOLOGY
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CINEMA - Arts, Media & Performance
COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES
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COMMUNICATION STUDIES
COOPERATIVE EDUCATION
CULINARY ARTS
DEVELOPMENTAL COMMUNICATIONS
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FAMILY & CONSUMER STUDIES
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INTERIOR DESIGN
ITALIAN
KINESIOLOGY
LAW
LEARNING SKILLS
LIBRARY SCIENCE
LINGUISTICS
MANAGEMENT
MARKETING
MATHEMATICS
MICROBIOLOGY
MULTIMEDIA - Arts, Media & Performance
MUSIC - Arts, Media & Performance
PERSONAL DEVELOPMENT
PHILOSOPHY
PHOTOGRAPHY
PHYSICAL SCIENCE
PHYSICS
PHYSIOLOGY
POLITICAL SCIENCE
PSYCHOLOGY
SOCIOLOGY
SPANISH
SUPERVISED LEARNING ASSISTANCE
THEATER - Arts, Media & Performance

Pg 3 – NEW 3 REPEAT RULE (Academic Affairs/Counseling)

IMPORTANT NOTICE All Students Please Read NEW 3 REPEAT RULE

Effective summer 2012, course withdrawal ("W") or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- For the **Fall** semester, **xxx** is the last day to drop a 16-week semester length class without a "W". Students will be able to drop a class online until this date. Contact the office of Admissions and Records for deadlines on late start, short-term and special program classes.
- A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- Where the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W."

Pg 4 Honors Priority Admission Transfer Programs (Mike Fenton/Afri Walker)

LAMC has numerous agreements with university and college campuses that give students who participate in these programs various transfer application advantages, the most important being priority admission. If you are interested in transferring to UCLA, we have a specific honors transfer program called UCLA Transfer Alliance/Honors Program (TAP). In addition, as a member of the Honors Transfer Council of California, LAMC participates in an alliance with many additional campuses. Information on both programs follows.

UCLA Transfer Alliance/Honors Program

The Los Angeles Mission College Transfer Alliance/Honors Program is designed for motivated students who plan on transferring to a four year college or university. The program consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. The TAP program offers participating students priority admissions to UCLA and additional opportunities at other universities. Admittance rates for UCLA college of letters and sciences were (tabulated for Fall 2011) for TAP/Honors students was 74.3% versus 27.5% for non-TAP/Honors students! Both current and new students may apply to be part of the TAP program.

Requirements: Students will complete five honors courses (minimum 15 UC transferable units) and maintain at least a 3.25 grade average, and honors designation will appear on the students' transcripts. For each honors course, students will complete a research project or paper designed in collaboration with the Honors Director Dr. Mike Fenton and the faculty member teaching the course.

Application requirements:

Current LAMC students must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher.

Entering students must have a high school GPA of 3.50 or higher or an SAT score above 1,000, and their placement tests must place them in English 101 or higher. If you do not meet a specific requirement but would like to be able to participate in TAP, please write to Dr. Mike Fenton at fentonms@lamission.edu to discuss your particular situation.

Application Packet Requirements:

Interested students should put together a packet that includes unofficial transcripts, a personal statement, faculty recommendation and a completed application which can be found on the Honors website: www.lamission.edu/honors/default.aspx

Benefits of TAP/Honors Participants @ UCLA:

- Priority admissions consideration to several prestigious four-year institutions, including UCLA
- An enriched academic program allowing students to gain opportunities to pursue topics and projects of individual interest within courses taken; opportunity to gain valuable critical thinking, research and writing skills; opportunities to explore interdisciplinary approaches to course topics
- Assistance in the transfer process
- Participation in TAP/Honors allows you to have a non-impacted Alternative Major Selection at UCLA
- UCLA Library Card

Benefits of TAP/Honors Participants Here @ LAMC:

- Transcripts that reflect participation in the program
- Regular opportunities for interaction and individual conferences with faculty mentors and program director
- Priority counseling with the Honors Counselor
- Book Store Fast Pass (Priority book store visits the first week of class)

- Recognition at LAMC graduation ceremony
- Opportunity to attend the annual Honors Students research Conference at UC Irvine as well as the UCLA TAP/Transfer Conference

Contact Information for the UCLA Transfer Alliance/Honors Program:

Contact Honors Counselor Afri Walker, 818.364.7647, or Honors Coordinator Dr. Mike Fenton, 818.364.7888

Additional Transfer Agreements through the Honors Transfer Council of California

This program was created to promote academic excellence, to stimulate creative intellectual thinking and discussions of academic issues among students and faculty, to increase awareness of current social issues, to encourage community service, to celebrate cultural diversity, and to prepare students for successful university transfer. LAMC Membership in the Honors Transfer Council of California gives our students the opportunity to participate in many honors agreements and the primary benefit is priority admission. To learn more about the Honors Transfer Council of California and the programs, agreements, priority admission, scholarships and other activities they offer to our students, go to

www.htcca.org/directors-counselors-faculty/transfer-agreements/

Participating Universities and Colleges:

Some of the universities and colleges that offer honors program transfer agreements and priority admission to those students who complete all requirements at the time of application for transfer are:

Cal Berkeley

UC Irvine

CSU Fullerton

San Diego State

San Jose State, Engineering

Azuza Pacific University

Chapman University

La Sierra University

Loyola Marymount University

Mills College

Pitzer College

Pomona College

University of San Diego

Whittier College

Whitman College

Benefits to Honors Program Participants at Each School:

Each University or College listed above has specific requirements and guidelines and each offers varying additional advantages outside of priority admission for students who complete the Honors Program requirements described. These advantages may include priority for housing, scholarships and other benefits. Transfer agreements for participating schools may be viewed at www.honorstcc.org/transfer/HTCC_Agreements.pdf

Requirements: The requirements are the same as they are for the UCLA TAP Program described above. Students must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher. Entering students must have a high school GPA of 3.50 or higher or an SAT score about 1000, and placement tests must place them in English 101 or higher. To earn Honors Program Certification, students must complete five honors courses with a 3.00 grade average, and honors designation will appear on the students' transcripts. For each honors course, students will complete a research project or paper with a specific faculty member for a class in which the student is enrolled.

Contact Information for HTCC Honors Transfer Programs:

Call Counseling at 818.354.7655 or 818.364.7656 and ask to meet with an honors counselor regarding all programs above. Go to www.lamission.edu/honors/default.aspx for additional materials.

Pg 5 ASSOCIATE DEGREE FOR TRANSFER

UPDATE TRANSFER DEGREES TO LIST:

Pg 6-7 LAMC Awarded \$4.3 Million to Establish a STEM Center

STEM Program Objectives:

- Offering STEM Summer Academy to incoming STEM majors.
- Supporting curriculum development in math, life science, physical science and computer science.
- Creating accelerated Math and Science series for STEM students.
- Offering internships in industry and academia
- Development of mentoring program
- Development of seminar series
- Enhancing Technology in STEM classes

Benefits of Being a STEM Program Student:

- A scholarly community that provides support and mentoring opportunities.
- Participation in the Summer Academy for Math and Sciences.
- Priority enrollment in STEM funded Math and Science courses
- Provides free math and science tutoring.
- STEM academic counseling that provides education plans and time management plans as well as transfer and career advisement.
- Participation in the STEM activities (academic trips, fairs, and clubs).
- May be eligible to participate in Undergraduate Research internships in academia and industry.

*"This internship has really cemented my belief that mechanical Engineering is right for me. The professors and students have guided me in an opportunity that has not only given me an insight into what to expect from the engineering field, but has also helped me experience what it is like to work with others in the lab and conduct research."***Eduardo Romero**

Faculty statements:

Said Pazirandeh, Chair, Physical Sciences

"The STEM grant and the programs and support it provides to Mission College have been a great opportunity for faculty and students at the college to build a community that supports higher learning and professional growth in the fields of science, mathematics, engineering and other technology related disciplines. Through support from this grant calculus-based physics courses have been offered at the college during the past year, and organic chemistry courses will be offered at the college during FALL 2015 and Fall 2015 semesters. These courses are an integral part of many STEM related majors pursued by Mission college students. In addition, the STEM grant provides tutoring and other support services such as mentoring for STEM students that is essential in their success at the college."

Robert Smazenka, Chair, Math, Computer Science & Engineering

"This grant is giving the STEM faculty a unique opportunity to provide our students with access to the sciences and mathematics. Reinvigorating the Computer Science program and facilities will provide our students with the courses, computing facilities, and technical experience necessary to succeed in the STEM disciplines. Currently, STEM has assisted with the integration new curriculum and courses in Computer Science. In addition, the STEM grant has provided engineering summer internships at CSUN and is collaborating with UCLA for additional internships. We look forward over the next three years to meeting other challenges and create opportunities for continued student support in Math, Computer Science, and Engineering."

Mike Fenton, Chemistry Faculty

"I'm excited to be a part of the STEM community and to be able to encourage and promote student participation in all STEM areas. The STEM grant is providing important resources for students to excel in the STEM areas. Traditionally, the sciences, technology, engineering, and math are difficult topics for students; however, with additional resources faculty will be able to optimize the learning experience, and provide the support needed to properly guide students through these disciplines. The STEM grant is providing STEM tutorial services, STEM specific counseling, summer internships at UCLA and CSUN, as well as summer academy programs. This in turn should better prepare students for university transfer and/or careers in these flourishing fields. Ideally, the STEM opportunity will enrich the learning experience and create an environment conducive to encouraging interested students to pursue their education in the STEM fields."

Richard Rains, Physics Faculty

"This is the third semester in which I've taught the engineering-level physics courses that have been made possible by the Mission College STEM grant. It has been a thrill to watch the high level of talent emerging from these unassuming young people, who are themselves surprised to discover their own capabilities, developing in response to the high-quality, stimulating environment provided by the grant. I have no doubt that many of them will go on to make significant technological contributions to our community and our nation. Thanks, STEM!"

Pg 8-9 AROUND THE CAMPUS (Student Services/Joe Ramirez)

DIVISION OF STUDENT SERVICES: The Division of Student Services is dedicated to students getting quality advisement and information. There are several departments and programs where students can get the support needed to make the right decisions that will guide them in the direction they choose. With the right information and the knowledge that there is a "real" person willing and ready to assist you, you can achieve your goals. Please review the following programs to find out how they can guide and direct you through the community college process.

Counseling Department

Our counselors are here to assist you in the development of your Student Educational Plan, and to advise you on class selection, academic issues, and career and job development resources. You can make an appointment in advance, drop by for a quick question or two and walk-in for an appointment.

If you are interested in the development of your Student Educational Plan, plan on making an appointment for an hour session. All counselors are here to help you! The Counseling Department is open Monday and Thursday from 8am to 5pm, Tuesday and Wednesday from 8am to 7pm and Fridays until 12 noon. Phone 818.364.7655 for an appointment.

Department Chair: Michong Park

General Counselors: Afri Walker, Michong Park,

Dianna Bonilla, Sherrie Loper, [Aleida Gomez](#), [Christine Kourinian](#)

Transfer Center Director: [Tashini Walker](#)~~Diana Bonilla~~

General Counselor/Articulation Officer: [Michong Park](#)~~Madelline Hernandez~~

Disabled Student Program & Services

DSP&S provides support for students with disabilities by setting up a student educational contract that addresses educational limitations. Students with disabilities are offered a wide array of support which can include: priority registration, academic/personal counseling; job development and career planning; assistive technology support; as well as linkage to campus/community referrals. Reasonable accommodations may include: test proctoring; note taking assistance; and classroom accommodations. The goal of DSPS is to assure that all students with disabilities are afforded equal access to the educational opportunities that exist at LAMC. Please visit us at www.lamission.edu/dsps for additional information.

Extended Opportunities Programs & Services (EOP&S)

Cooperative Agencies Resources for Education (CARE)

EOP&S/CARE works with a student population that must meet certain qualifications. Drop by the office to see if you qualify.

Students are awarded vouchers valued at \$225 each that are used to purchase only textbooks only at LAMC bookstore.

EOPS students also receive priority registration, three mandatory individual counseling sessions, tutorial support, available academic workshops and assistance with the financial aid process.

CARE students (EOP&S single parents receiving Cal/WORKS with at least one dependent child less than 14 years old) also receive an additional \$150 CARE book grants used to purchase textbooks and supplies at LAMC bookstore. All new EOP&S/CARE students are given survival kits, which include, but are not limited to backpacks, LAMC binders, notebook paper, pens, pencils and LAMC t-shirts. In addition, CARE students are also awarded meal vouchers valued at \$6 each that are used in the cafeteria. EOP&S/CARE students are awarded cash grants once or twice a year, depending on availability of funds.

Office of Admission and Records

Admissions is located in the Student Services annex of the Instructional Building, which is located near the clock tower. Admissions provides resources to support students, such as processing transcripts and verifications. Admissions accepts and processes a variety of petitions, including but not limited to course repetitions and general petitions. It is our goal to assist the best we can in the academic success of our students.

Office of Financial Aid & Scholarships

This office is located in the same location as Admissions & Records, EOP&S and the Counseling Department. Make sure you stop by and request information about meeting your financial needs. Many options are available, and staff can assist you in identifying the financial resource for which you qualify.

Transfer & Career Center

The Transfer & Career Center provides students with career and transfer services to assist students through the career exploration process and ensure a smooth transition to four year universities. Our staff is highly dedicated to your success.

Our services include: counseling appointments to address career and transfer questions, appointments with university representatives, transfer and career fairs, spotlight on careers workshops (see below), transfer related workshops, career assessments to help you decide on a major. We provide access to the internet and specialized software for career exploration, information on university field trips, access to public and private University catalogs, and much more. The Transfer & Career center has undergone several positive changes such as moving to a new more accessible location, longer hours of operation and additional support staff. These changes resulted in increased student contact and services.

The Transfer & Career Center is open Monday and Thursday from 8am to 5:30pm, Tuesday and Wednesday 8am to 7pm, and Friday 8am to 1pm.

We are located in the Campus Services building. Please contact us by phone at 818.364.7827 or by e-mail at transfer@lamission.edu. Below is a tentative schedule of events. For specific dates, please visit our website at www.lamission.edu/transfercenter

Make sure to watch the school calendar for Transfer/Career Center events that include

- University representatives from CSU, UC, and Private Universities
- Career Fair
- Evening Transfer Fair
- Spotlight in Careers Workshops
- Career Exploration for the Undecided Student
- Interviewing Techniques to Help You Land that Job

- Writing a Winning Resume Workshop, and
- Transfer Admission Guarantee (TAG) Program

TRIO/Student Support Services (SSS) Program

The TRIO/Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. SSS provides support services that promote and facilitate student's academic and personal success. To qualify for SSS, students must meet at least one of these requirements: 1) Be a first-generation college student (neither parent has a bachelor's degree); 2) meet an income guideline; 3) be a student with a disability.

Students selected to participate in SSS will qualify for one-on-one academic advising and counseling, individual and group tutoring, career counseling, study skills workshops, trips to cultural sites and colleges, and grant aid through a selective process. Contact us at 818.364.7821, or visit our website for more information: www.lamission.edu/sss

Pg 10 Our Mission Is Your Success

Los Angeles Mission College is dedicated to providing you with a quality education...

and to supporting students with diverse career, transfer and personal goals as they manage the demands of work, school and personal life. We offer a variety of class formats to fit your schedule needs, and we offer a wide range of transfer, professional, personal enrichment and support programs. Some programs are described in this schedule. For complete and up-to-date information please consult the college website at www.lamission.edu

COURSE FORMATS offering students a range of scheduling options include:

- **Traditional classes** - pages 23-45
on campus, day, evening and weekends
- **Online Classes** - page 11
and also listed within the schedule of courses
- **Hybrid Classes** - page 11
also listed within the schedule of courses
(combination of online and on campus)
- **Late Start and Short Term Classes** - page 12
also listed within the schedule of courses
- **ITV Classes** - page 14
Televideo courses
- **Off-Campus Locations**
Some courses are offered at area high school campuses.
Check the schedule listings.

PROGRAMS that help you meet your career, professional and personal goals:

Please consult the Los Angeles Mission College website, www.lamission.edu, for complete information on the programs below and to access our online catalog.

- **A.A. and A.S. Degree Programs**
- **College Transfer Courses**
- **Honors Transfer Program** - page 15
- **Career and Technical Education**
- **English as a Second Language Programs** -
pages 16-17 (Credit and Non-Credit)
- **GED and CAHSEE Preparation** - page 16
- **Concurrent Enrollment:** For high school students who are eligible to take college classes while still in high school.
See your high school counselor for complete eligibility.

and more... Go to www.lamission.edu for complete information and to view our college catalog.
Contact information for departments, programs and for college counselors are listed.

Pg 11 CLASS MATRIX (Irma)

Pg 12 ONLINE & HYBRID SCHEDULE (Irma Montoya/David Jordan)

Students often work full or part time jobs while going to college, so their time is valuable.

BENEFITS OF TAKING ONLINE CLASSES

- Provides flexibility, convenience, and 24/7/365 education.
- Provides independent learning
- Accommodates different learning styles
- Teaches you to be self-disciplined
- Access to great faculty from Mission College

Online courses bring education right to your home

Save time spent in traffic and invest it in your education. You can study from anywhere in the world. In an online environment, you are EMPOWERED to learn from others in your class. You can make intelligent and thoughtful contributions to discussions online.

You can read and review lecture notes as often as you want, interact within your courseware at any time, and you have the ability to send your professor questions at your convenience.

Are you ready to take an online class?

See if you are ready to take an online class by taking this simple survey - www.waol.org/getstarted/IsOnline4Me.asp

Have questions or need help deciding which path is best for you?

Contact an Online Counselor - 818.364.7655 or Email Afri Walker at walkeraf@lamission.edu or Diana Bonilla at bonilldi@lamission.edu

Check out the Counseling Webpage for more information - lamission.edu/counseling

Get Started with your Online Classes today

1. Become a student at Mission College - apply online: cccapply.org
2. Check which classes are offered online - missiononline.pbwiki.com
3. Check to see if the online class is still available (it may be full-online classes are very popular so register early) - mymission.lamission.edu/soco
4. Add your online class to your schedule of classes - go to the Student Information System - www.laccd.edu/student_information/sis_logon.asp (you will need your 88-Student ID to enter) - eweb4.laccd.edu/index.asp
5. Check to see who is your online instructor - and email him/her about your online class - missiononline.pbwiki.com/faculty
6. Make sure your computer is properly set up to take the class - tuneup.pbwiki.com
7. Find out which course management system your class uses. At Mission we have three different platforms - etudes ng, moodle and course compass - <http://missiononline.pbwiki.com>
8. Login to the correct online course management system for your online class - missiononline.pbwiki.com/login

Any problems?

Contact the Help Desk at

818.415.2015 or olinemission@gmail.com

or contact our Title V Tutor (Kelly) kps70@hotmail.com

Technical Support

Phone: 818.415.2015 or Email: olinemission@gmail.com

These classes are also listed in the FALL schedule.

Pg 13 SHORT-TERM & LATE START CLASSES (Irma)

Pg 13 Mobile alert notification system

Pg 14 ITV (Paul McKenna)

Pg 15 ACADEMIC ASSISTANCE FOR LAMC STUDENTS

The Learning Center (TLC)

Marie Zaiens, Director: zaiensme@lamission.edu 818.364.7757

Ground floor of the LAMC Library Building

Hours: Individual Use area – Monday through Thursday, 8am to 7pm / Learning Lab area - Monday through Thursday, 9am to 7pm

The Learning Center is a “hub” for activities designed to help students succeed in their classes. The Learning Center offers print and copy services and access to computers for general use in the Individual Use area as well as computers with academic software in the Learning Lab area. For students enrolled in Developmental Communications, computers are available Monday through Thursday from 8am to 7pm. The Information Desk is staffed by student assistants who are trained to offer basic support for computing, printing, and copying. Highly qualified student tutors, many of whom are enrolled in master’s degree programs, are trained to assist students with academic writing, reading, math, and computer assignments as well as class projects and homework. The Learning Center includes two centers developed by a Department of Education Title V Hispanic Serving Institution (HSI) grant that is devoted to student success: the *Academic Success Center (ASC – LRC 219)* and *Science Success Center (SSC – located in CMS 101 on the East Campus)*. Each semester, a variety of workshops and review sessions are offered covering topics in study skills and grammar through the Academic Success Center. The ASC also offers online videos in critical thinking topics to help students understand what critical thinking involves and how to apply critical thinking skills in any of their classes. Other online videos can prepare students for essay writing for English classes as well as any of other classes that include essay assignments. Workshops, study materials, and online videos for Anatomy, Astronomy, Biology, Chemistry, Physics, and Science Success Skills are presented by the Science Success Center. Math tutoring for 105, 112 and 115 students is held Monday through Thursday from 11am to 7pm in the Math Lab, LRC-215. The Learning Center is wheelchair accessible and provides automatic adjustable tables, adaptive software, and screen magnification. For further information on Learning Center services, please contact the Information Desk at 818.364.7754.

Academic Success Center (ASC)

In the Learning Resource Center, Library Building, Ground Floor, Room 219 - The ASC is wheelchair accessible.

Hours: Monday through Thursday: 11am to 7pm

The ASC provides FREE writing and reading assistance to registered students. We will help students to study, organize essays, learn MLA and APA styles, and improve grammar. Our knowledgeable writing coaches can help students to develop their skills or discuss writing styles for transfer level courses. Our new Reading Plus software program has helped some students improve their reading by five levels, and it is accessible from home. Students can take a Reading Plus or TABE reading assessment and begin improving their reading skills immediately. For more information visit the ASC or call the Information Desk at 818.364.7754

- Eleven computers are available with grammar, writing, and reading software to use anytime the Center is open. Two laptops and two Mac books are also available for student use.
- Workshops are provided on grammar review, APA and MLA styles, writing essays, and note-taking techniques.
- Reading Plus, PLATO, and ESL software is available on lab computers.
- Critical thinking tutoring focuses on analysis, argumentation, presupposing, assumptions, implications, and interpretation.

Website: <http://www.lamission.edu/learningcenter/asc.aspx>

Science Success Center (SSC)

CMS (East Campus), Middle Level, Seminar Room 101 - The SSC is wheelchair accessible.

Hours: Monday through Thursday, 10am to 8pm & Saturday 10am to 2pm

The SSC provides FREE assistance in science courses to registered students. Workshops in Anatomy, Biology, Chemistry, Physics, and Physiology are offered regularly. Midterm and FINAL EXAM workshops, walk in assistance, group study sessions, and online tutoring are available. For more information call 818.364-7600 ext.7133.

- Resources from professors, SSC handouts, science videos and animations, and links to social networking are on the SSC’s web page
- Support for success in Anatomy classes includes Histology slides, microscopes, and various anatomical models as well as tutoring.
- Critical SSC Science tutorial videos to support the understanding of the science material are now available to view and/or check out.
- Science related manipulative models are available for use in the SSC.

Contact: Kristina Gonzales, Lead Coordinator, STEM-Title III HSI

Science Success Center: gonzalkm@lamission.edu 818.364-7600 ext.7133

Website: <http://www.lamission.edu/learningcenter/ssc.aspx>

Learning Center Math Lab

Library Building, Ground Floor, Room 215 – The Math Lab is wheelchair accessible.

Hours: Monday through Thursday 11am to 7 pm.

Tutoring for Math 105, Math 112 and Math 105 is provided in the Learning Center Math Lab.

The Learning Center Math tutors are dedicated to student success and provide friendly assistance for class assignments and practice exams.

Tutors can also direct students to online videos, assist with math computer programs, and lend calculators and Math textbooks to students for use in the Learning Center.

- Math 105 and 112 instructors often hold their office hours in the Learning Center to answer class/program related questions and provide tutoring.
- The Learning Center is equipped with computers that support interactive software: MyMathLab, MyLabsPlus, WebAssign, Mathematica, and Minitab.

Contact: Lilit Haroyan, Instructional Assistant, Mathematics: haroyanl@lamission.edu 818-364-7628

Pg 16 STEM MATH CENTER, CLEP & CH DEV CENTER

STEM Math Center (formerly the Title V Math Center)

On the East Campus, Center for Math & Science (CMS)

Hours: Monday through Thursday 10am to 8pm; Friday and Saturday 10am to 4pm.

Individual and group tutoring provided for Physics and all Math classes offered at Mission College.

Knowledgeable, friendly, and patient tutors and math instructors are available to guide students through class assignments and practice exams. We have math textbooks and calculators available for students to use in the lab. Our staff can also assist students with math computer programs and online assignments. All services are free for registered students. No appointment needed.

- The tutoring lab is equipped with computers that support interactive software: MyMathLab, MyLabsPlus, WebAssign, Mathematica, and Minitab.
- Access is provided to online resources: MDTP Preparation materials, review exams and handouts provided by Math instructors
- Step-by-step solutions in video format are available for selected classes.
- Instructors often hold their office hours in the STEM Math Center to answer class/program related questions and provide tutoring.
- Workshops and study groups are scheduled throughout the semester; visit the STEM Math Center website: www.lamission.edu/mathcenter for more information.

Contact: Maria Renteria, STEM Math Center Coordinator: rentermd@lamission.edu 818.364.7811

Child Development Center

The Los Angeles Mission College Child Development Lab School has collaborated and partnered in the instruction of students since their inception 36 years ago. The CDC laboratory school is an institution of learning as well as offering students access to college. Our program is grounded in theory, the latest studies and current best practice. Early childhood education is fluid and changes with the needs of the community and society.

What has not changed in over 30 years is that the first 5 years of life is the most significant in learning and comprehension. Studies have only reinforced the need for early education, especially with new studies regarding brain development.

Our ratio's and participation of vested individuals make us a utopian society of care and education for children. We have the ideal environment that is conducive to learning. We have highly experienced and educated staff, low ratios and purposeful collaboration.

Pg 17-18 NON-CREDIT PROGRAM

Our classes are designed to provide opportunities for personal enrichment, enhancement of job opportunities and preparation for a college career. Our instructors are trained in their fields and committed to providing you with the best education.

Do you need to learn to speak English to advance your personal and career goals?

Do you want to get your GED or need help passing the CAHSEE exams?

Are you beginning your US citizenship process and want to prepare for the exam?

Do you want to go back to school and need academic preparation and guidance?

If you answered "yes" to any of the questions above, the Non-Credit program can help you. We offer...

English as a Second Language (ESL) Classes Learn to read, write and speak English today! Learn to speak, read and write English through our free courses that focus on conversation and beginning grammar. We will assess and place you in a class that best fits your needs. One of our counselors will also monitor your progress and help you transition into higher level credit ESL classes on campus.

GED Preparation and Services Pass your GED test today. We offer free preparation classes.

The General Education Development (GED) certificate is widely accepted as an equivalent to a high school diploma. The certificate is earned by passing five official GED tests in the areas of writing, reading, social studies, science and mathematics. Getting your GED certificate can make a big difference in your ability to get and keep a job or to qualify for further education. We will assess your math and English levels and place you into a class that best fits your needs. We offer free preparation classes that focus on reading comprehension and mathematics. We do not offer the GED test at our location but our program will monitor your progress, help you with the registration process and find a convenient location for you to take the test.

Citizenship Test Preparation Classes and Evaluation of Form N-400. Let us help you begin the process to become a U.S. citizen today!

During your naturalization eligibility interview, a USCIS Officer will test your ability to read, write, and speak English (unless you are exempt from the English requirements). You will also be given a civics test in English, to test your knowledge and understanding of U.S. history and government, unless you are exempt. Our classes will prepare you to pass the reading, writing and speaking tests. We also have services to help you complete the N-400 form and to answer any questions regarding the process.

Classes are FREE and Registration is fast and easy! All services and classes are free of charge and open to everyone in the community.

Don't wait any longer, call us today! For more information and for our schedule of classes please call Dennis Solares at 818.364.7774, or log on to <http://lamission.edu/noncredit>

Programa Non-Credit

¿Necesitas aprender inglés para tu desarrollo personal y laboral?

¿Quieres obtener el GED o necesitas ayuda para pasar el examen de CAHSEE para obtener el Diploma de High School?

¿Quieres empezar el proceso para hacerte ciudadano de Los Estados Unidos y necesitas ayuda preparándote para el examen Naturalización?

¿Quieres regresar a la escuela y necesitas prepararte académicamente y obtener consejería?

Si contestaste "Si" a una de estas preguntas llámanos hoy. El programa de Non-Credit te puede ayudar. Todos los servicios son GRATIS y registrarse es fácil. Todos los miembros de la comunidad pueden participar en este programa.

Clases de Inglés Como Segundo Idioma: Aprende Inglés con nuestras clases gratuitas, inscríbete hoy.

El idioma inglés es muy necesario para la comunicación diaria en este país, también es requerido hablarlo, leerlo y escribirlo para alcanzar metas académicas tanto como personales. Aprende a hablar inglés con nuestras clases gratuitas.

Nuestro programa se enfoca en el área de conversación y los niveles básicos de gramática. Nosotros te asesoraremos para poder colocarte en una clase indicada a tu nivel. Nuestros consejeros te ayudaran dándote información que te ayudara a seguir adelante con tus metas académicas.

Tendrás la oportunidad de continuar con clases de crédito en el colegio después de completar nuestro programa. Inscríbete hoy.

Clases de preparación de GED en Español: Nosotros te preparamos para que pases tu GED en español. ¡Comienza a trabajar para un mejor futuro hoy!

El certificado de GED (General Education Development) es aceptado como un equivalente a un High School diploma. El certificado puede ser adquirido al pasar una serie de exámenes en las áreas de lectura, matemáticas, estudios sociales, historia de E.E.U.U. y ciencias. El examen lo puedes tomar en español o inglés y está diseñado para medir el nivel de conocimiento de un estudiante a nivel de la High School. El pasar el examen de GED te ayudara a conseguir un mejor empleo, seguir tu educación y calificar para ayuda financiera.

Nosotros asesoraremos al estudiante para colocarlo en el nivel indicado. Nuestras clases están diseñadas para preparar al estudiante a pasar el examen. Nuestro programa no administra el examen pero te ayudaremos a encontrar un lugar y una fecha conveniente de acuerdo a sus necesidades, sea en español o inglés.

Clases de Ciudadanía y asesoramiento en la forma N-400. Prepárate y pase el examen de naturalización con la ayuda de nuestras clases, recibe ya los beneficios de ser un ciudadano de los Estados Unidos.

Durante la entrevista de naturalización un oficial de USCIS te hará un examen oral y escrito en inglés. (Excepto a personas que califican no tomarlo en inglés). La segunda parte del examen consiste en una prueba de conocimiento de historia y gobierno de Estados Unidos. Nuestras clases te ayudaran con una preparación solida para que puedas pasar el examen de naturalización y obtener tu ciudadanía. Te ayudaremos a llenar la aplicación N-400 y contestar todas las preguntas que tengas acerca del proceso. *No Espere Más,*

¡Lláme hoy! Para más información y horario de clases llame a Dennis Solares al 818.364.7774 o visite nuestra página de internet

<http://lamission.edu/noncredit>

Pg 19 English as a Second Language (ESL) Program

Why should you enroll in the Credit ESL Program at Mission College?

Our Mission is Your Success! To help you succeed in meeting your goals, our ESL Program provides...

- Dedicated, caring, and experienced instructors and staff
- Modern, technology-equipped classrooms
- State-of-the-art computer labs
- Multi-level program to meet your language development needs
- Day and evening classes to meet your busy schedule
- Financial Aid available for most students

Students who complete the 7-Level Credit ESL Program at Mission College can...

- Succeed in other college courses
- Be prepared to continue their college studies and earn A.A. and A.S. Degrees or complete certificates in fields like Culinary Arts, Child Development, Multimedia, Computer Science and other fields
- Enhance job skills and career advancement
- Increase vocabulary and reading skill
- Improve oral and written communication

Go to www.lamission.edu and click on "Apply Online" or come in person with your valid picture ID to complete an application and start the registration process. Once you have applied, Mission College will provide Assessment, Orientation, and Counseling to help you enroll in the correct ESL classes.

ESL Program at Mission College Levels and Classes

The ESL program at Mission College consists of seven levels of instruction. Research in language acquisition advises that skills not be taught in isolation. Consequently, some ESL classes are combined, and other ESL classes have corequisites. Students receive maximum benefit by taking all classes in each level concurrently.

Level 1: ESL 1 integrated (combined skills) -12 units MTWTh

Level 2: ESL 2 integrated (combined skills) -12 units MTWTh

Levels 3,4,5 and 6 have A, B, and C components:

ESL 3A, 4A, 5A, 6A: Writing/Grammar, 6 units, MW

ESL 3B, 4B, 5B, 6B: Reading/Vocabulary, 3 units, TTh

ESL 3C, 4C, 5C, 6C: Listening/Speaking, 3 units, TTh

Level 7: ESL 8: Advanced ESL Composition—6 units, MW

ESL 8 is equivalent to English 28 and satisfies the prerequisite for English 101.

Assessment - Which Level Should I Take?

All new students must take the Mission College ESL Placement Test. The results of this test will indicate which level you should enroll in. Mission College does not accept assessment test results from other colleges or adult schools.

Once enrolled, students who believe they were incorrectly placed should confer with their instructor and the ESL Department Chair.

For information, call 818.364.7666

El programa de (ESL) inglés como segundo lenguaje en Mission College Niveles y clases

El programa de (ESL) inglés como segundo lenguaje consiste en siete niveles de instrucción. El estudio en la adquisición del lenguaje recomienda la enseñanza de las habilidades integradas. Consecuentemente algunas clases de (ESL) están combinadas y otras clases requieren pre-requisitos. Los estudiantes reciben el máximo beneficio tomando todas las clases en cada nivel al mismo tiempo.

Nivel 1: ESL 1, Habilidades Integradas – 12 unidades, MTWTh

Nivel 2: ESL 2, Habilidades Integradas – 12 unidades, MTWTh

Nivel 3, 4, 5, y 6 Comprende las asignaturas A, B, y C.

ESL 3A, 4A, 5A, 6A: Escritura/Gramática – 6 unidades, MW

ESL 3B, 4B, 5B, 6B: Lectura/Vocabulario – 3 unidades, TTh

ESL 3C, 4C, 5C, 6C: Escuchar/Hablar – 3 unidades, TTh

Nivel 7: ESL8: Avanzado ESL composición – 6 unidades, MW

ESL 8 es equivalente a inglés 28 y satisface los requisitos para inglés 101.

Examen – ¿Cuál nivel debo tomar?

Todos los estudiantes nuevos deben tomar el examen de ESL en Mission College. Los resultados de este examen le indicarán a qué nivel deberá inscribirse. Mission College no acepta resultados de exámenes de otros colegios o escuela para adultos. Una vez inscrito el estudiante que crea que fue asignado a un nivel incorrecto deberá comunicarse con su instructor o el jefe del departamento de ESL.

Para mas informacion llama al 818.364.7666

Pg 20-21 THE APPLICATION & MATRICULATION PROCESS: A STEP-BY-STEP GUIDE

The STEPS TO SUCCESS Matriculation Process connects Los Angeles Mission College with students who enroll for credit courses into an agreement for the purpose of realizing the student's educational goals through the college's programs, policies, and requirements.

Matriculation Exemptions Status: At the time of application, all students are classified as Exempt or Non-Exempt from various matriculation components. Students may be exempt from one or more of the individual steps described below. Exempt students may participate in all matriculation components. All other students are coded as non-exempt and are expected to complete orientation, assessment, and counseling during their first semester at Los Angeles Mission College. Please refer to exemptions as they pertain to the steps below.

Student's Responsibilities: Non-exempt students are required to express at least a broad educational intent upon admission, declare a specific educational goal no later than the term after which 15 units of degree applicable credit courses are completed, diligently attend class, complete assigned coursework, complete courses and maintain progress toward an educational goal and cooperate in the development of a student educational plan.

Please follow the steps below. Contact information is indicated for each step so that you can call or email with your questions. The process described below is for new students and for returning students who have not attended any LACCD campus for two consecutive semesters.

STEP 1 COMPLETE AND SUBMIT AN ONLINE APPLICATION FOR ADMISSION

Online Application Process:

- GO TO www.lamission.edu and click on "Apply Online."
- You will be sent directly to the CCCApply.Org website, where you will follow the steps listed on the website.
- Allow approximately ten working days (excluding holidays and weekends) for the processing of your online application.
- Once your on-line application is successfully processed, you will receive an email confirmation containing your STUDENT IDENTIFICATION NUMBER and information explaining how to access your district wide registration appointment online. Your student identification number will allow you to access the registration system.

**As per LACCD policy, only online applications will be accepted by Admissions.
However, In rare and unusual circumstances paper applications will be accepted with prior approval.**

For more Information:

- Visit www.lamission.edu/admissions
- Stop by the Admissions Office in the Student Services Lobby located in the Instructional Building.
- Call 818.833.3322 during our regular office hours, which are subject to change. Check www.lamission.edu/admissions for current office hours.

STEP 2 ASSESSMENT

Campus Center Lower Level, Room 1529

ALL students who have submitted an application and have been issued a student I.D. number are required to take the assessment tests in English or English as a Second Language (ESL) and Math, unless exempt (please refer to exemptions below). The assessment process helps to place students in classes where they are most likely to succeed. Assessments are available on a walk-in basis, Monday through Thursday from 8 a.m. to 5p.m. Students must have their LACCD I.D. Number and present a valid form of picture I.D. prior to taking the assessment tests.

Please note: The Math assessment process requires students to self select the appropriate test level (Algebra Readiness, Elementary Algebra, Intermediate Algebra or Pre-Calculus). For more information on choosing the appropriate Math assessment test, please visit www.lamission.edu/math/MDTP%20sample%20test%20and%20guide.aspx

Assessment Results:

- Once the assessment tests have been completed, it will take approximately 24 hours for the results to be available.
- Full assessment reports will be available for pick up at the Assessment Center approximately 24 hours after test completion.
- Assessment reports for tests taken on Thursdays will be available for pick-up the following Monday.
- Students may also view their assessment results on the Student Information System – eweb2.laccd.edu/WebStudent/signon.asp

For more Information:

- Visit www.lamission.edu/assessment/default.aspx
- Stop by the Assessment Office in the Campus Center Lower Level Room 1529.
- Call 818.364.7613

Assessment Exemptions:

1. Students who have already earned an AA/AS Degree or higher or
 2. Students who are enrolling in recreational and/or personal growth classes only and have no intention of earning a degree or certificate
- Note: Students who have assessment results from a college that uses assessments that are on the approved list of assessment instruments for California Community Colleges or who have completed Math and English courses at other colleges may be exempt from Assessment. Proof of

transcripts and/or assessment results need to be presented to a Counselor in the Counseling Office.

STEP 3 ONLINE ORIENTATION

Once the assessment tests have been completed and results received, students may sign up at the Assessment Center or Counseling Department to attend an Online or In Person Orientation. It is highly recommended for all new students to attend an Orientation session unless exempt (please refer to exemptions below). Orientation presents important information about the college, educational programs, requirements, resources and services that will help students register for classes and succeed in meeting their educational goals.

For more Information:

- Visit www.lamission.edu/assessment/orientation.aspx
- Stop by the Assessment Office in the Campus Center, Lower Level, Room 1529.
- Call 818.364.7613

Orientation Exemptions:

1. Students who have already earned an AA/AS degree or higher, or
2. Students who are enrolling in recreational and/or personal classes only and have no intention of earning a degree or certificate, or
3. Students enrolling in fewer than 6 units of coursework and are concurrently enrolled at another college or university

STEP 4 COUNSELING

All new and returning students should meet with a counselor before registering for courses unless exempt (please refer to exemptions below). It is recommended that all students meet with a counselor regularly, as it provides an opportunity to review educational goals, course requirements, research majors and plan courses. New students will need to declare a program of study and complete a comprehensive student educational plan by the time 15 degree applicable units are completed. ~~and develop a Student Educational Plan (SEP).~~ It is HIGHLY recommended that students meet with a counselor each semester to receive updates on changes and review progress towards their educational goal. Please contact the Counseling Office for appointment and drop-in availability.

For more Information:

- Visit www.lamission.edu/counseling
- Stop by the Counseling Office in the Instructional Building, Administration Wing.
- Call 818.364.7655 or 818.364.7656

Counseling Exemptions:

1. Students who have already earned an AA/AS degree or higher, or
2. Students who are enrolling in recreational and/or personal classes only and have no intention of earning a degree or certificate, or
3. Students enrolling in fewer than 6 units of coursework and are concurrently enrolled at another college or university

STEP 5 APPLY FOR FINANCIAL AID

All students are encouraged to apply for financial aid. Eligible students who are U.S. citizens and eligible non-citizens should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The FAFSA is used to determine eligibility for federal and state financial aid, including grants, work-study, and loans. Students qualifying under AB540 for an exemption to paying California Nonresident Tuition who do not possess permanent Social Security numbers can apply for state financial aid (Cal Grants and the Board of Governor's (BOG) Fee Waiver) through the California Dream Act Application available online at www.caldreamact.org.

STEP 6 ONLINE REGISTRATION FOR YOUR COURSES

Register for Courses Online:

The first task is to go to www.lamission.edu and check for open classes. Have the four-digit section number of the classes you want ready. Then check and make sure there are no time conflicts for your chosen classes. Next, follow the seven steps listed below.

1. Have your student I.D. number ready before you sign on.
2. Have your four-digit pin number ready, which is your birth day and month without the year.
3. Go to the Los Angeles Community Colleges website, www.laccd.edu
4. Click on "Student Information System."
5. Select "Current Student."
- 6 Select "View Registration Appointment". (State Title V regulations mandate that students may not register before their appointment date.)

Fees

Enrollment Fees

| | |
|-------------------------|-----------------|
| Resident Student | \$46 (per unit) |
| Out-of-State Student | \$46 (per unit) |
| International Students* | \$46 (per unit) |

Additional Tuition Fees (non-resident students only)

| | |
|-------------------------|---|
| Out-of-State Student | \$212 (per unit) |
| International Students* | \$212 (per unit) includes additional capital outlay fee of \$25 |

Health Fees

| | |
|-----------------|----------------------|
| Fall & Fall | \$11 (each semester) |
| Winter & Summer | \$8 (each semester) |

Student Representation Fees

| | |
|---------------|-----|
| Each Semester | \$1 |
|---------------|-----|

Parking Fees

| | |
|-----------------|----------------------|
| Fall & Fall | \$20 (each semester) |
| Winter & Summer | \$10 (each semester) |

Associated Student Organization (ASO) Membership Fee

| | |
|-----------------|---------------------|
| Fall & Fall | \$7 (each semester) |
| Winter & Summer | \$3 (each semester) |

Audit Fee

| | |
|----------|------|
| Per Unit | \$15 |
|----------|------|

International Medical Insurance Coverage (IMED)

| | |
|--------------|-------|
| Per Semester | \$600 |
|--------------|-------|

(required for International or foreign students only)

**Additional \$25 Report Fee due once per semester*

Pg 22 Prerequisites, Corequisites & Advisories

Prerequisite: A class or skill you must have prior to enrolling in the target class. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course.

Corequisite: 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.

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

Target Course: Any course which the faculty has determined that requires completion of a prerequisite, corequisite, or advisory course.

Placement Level: The outcome from the assessment process which is used for placing students into the appropriate level of English, Mathematics, and English as a Second Language courses

Registration Limitation

All students need to demonstrate meeting the prerequisite or corequisite requirement in order to enroll into the target course.

- If the student satisfies the requirement by completing a class with a grade of "C" or better at LAMC or through the assessment process, he/she will be cleared for registering into the target course.
- If the student has satisfied the prerequisite or corequisite and/or placement at another college or through another method, he/she must submit the appropriate documentation (i.e. an official transcript or CCC placement results) to the Counseling Department located in the Instructional and Student Services Building (818.364.7655).

Once a counselor reviews the documents and finds that the prerequisite or corequisite has been satisfied, the counselor will issue a course placement authorization form. This form, once signed by the counselor, needs to be turned into the Admissions office along with the necessary add slip by the student for processing.

PREREQUISITE CHALLENGE PROCEDURE

All students need to demonstrate meeting the prerequisite or corequisite requirement in order to enroll into the target course.

- If the student satisfies the requirements by completing a class with a grade of "C" or better at LAMC or through the assessment process, he/she will be cleared for registering into the target course.
- If the student has satisfied the prerequisite or corequisite and/or placement at another college or through another method, he/she must submit the appropriate documentation (i.e. an official transcript or CCC placement results) to the Counseling Department located in the Instructional and Student Services Building.

Once a counselor reviews the documents and finds that the prerequisite or corequisite has been satisfied, the counselor will issue a course placement authorization form. This form, once signed by the counselor, needs to be turned into the Admissions Office along with the necessary add slip by the student for processing. Students without transcripts or other proof of meeting the specified prerequisite or corequisite but who believe that they have other clear and reliable evidence that they are adequately prepared to take the target course may go through the prerequisite or corequisite challenge process.

RIGHT TO CHALLENGE PREREQUISITES

Students have the right to file a challenge for any prerequisite or corequisites. Challenges can be based upon the following:

- The student has the knowledge or ability to succeed in the target course despite not meeting the prerequisite or corequisite. (Criteria for challenging based on knowledge or ability to succeed will be determined by each Academic Department.)
- The prerequisite or corequisite is not valid because it has not been established in accordance with the District's policy
- The prerequisite or corequisite is being applied in an unlawfully discriminatory manner
- The prerequisite or corequisite has not been made reasonably available, causing the student undue delay in completing his/her educational goal.

PREREQUISITE CHALLENGE PROCESS

1. Pick up the challenge form at the Counseling Office. It is required that students seeking to go through the challenge process meet with a counselor to discuss the process in further detail.

2. All challenge forms must be submitted at least five (5) working days prior to the first day of instruction as stated in the Schedule of Classes (please note: the challenge process takes five working days to complete). Challenges filed after this deadline will be considered for the following semester. If the challenge is approved or the college fails to resolve the challenge within 5 working days, the student shall be allowed to enroll in the course.

3. Once a petition packet is complete (including standard and discipline specific documents), the student will deliver it to the department responsible for the prerequisite or corequisite course. Once a complete packet is received, the department will have five (5) working days within which to make its decision, whereupon the department chair or department designee will sign and date the petition. Incomplete petition packets will not be accepted. If the Chair and/or Vice Chair is the instructor of the course that the student wishes to enter, then the Chair and/or Vice Chair will identify another faculty member in the discipline to review and approve the challenge form.

4. Upon review of the challenge, within three (3) working days of reaching its decision, the responsible department will attempt to notify the student using contact information provided on the petition form. All students requesting further information will be directed to contact the counselor of record. A copy of the form will be filed in the department office and the original will be returned to the counseling department.

- If the challenge is approved, the student must obtain the a course placement authorization from the counseling department and take it to Admissions along with the necessary add form for processing.
- If the challenge is denied, the student may be able to appeal the decision to the Vice President of Academic Affairs (see petition form for more details). Notification of the appeal decision will be sent to the student within 5 working days after its receipt. Students with complaints or challenges to any matriculation provision may appeal to the Vice President of Student Services.

Pg 23 How to Read the Schedule of Classes

BUILDING KEY

BUNG: Bungalows (Southeast of Instructional Building)
CAI: Cultural Arts Institute (adjacent parking structure)
CCDS: Center for Child Development Studies
(North corner of campus)
CMPC: Campus Center Building (college campus)
CSB: Collaborative Studies Building
(Northeast section of campus)
HFAC: Health, Fitness and Athletics Complex (East campus)
INST: Instructional Building (college campus)
LRC: Library Building (college campus)
ELCRGOLF: El Cariso Golf Course
ELCRPARK: El Cariso Park

OFF-CAMPUS LOCATIONS - see location map page 68

CCLA – Cesar Chavez Learning Academies:

ArTES - Art Theatre Entertainment School

ASE – Academy of Scientific Exploration

SJHS – Social Justice Humanitas Academy

TPA – Teacher Preparation Academy

CCEP -HS - Community Charter Early Prep. High

LAKEVIEW – Lake View Charter High School

MSSNBOWL - Mission Hills Bowl

SYLM-HS - Sylmar High

VAUG-HS - Vaugh Charter High

STUDENT STORE ANNOUNCEMENT

Information on required textbooks and costs of class materials are available on the College Student Store website: www.eagleslanding.lamission.edu

Pg 24-47 SCHEDULE

Fitness Center Text

FITNESS CENTER CLASSES

These classes will be held in the Fitness Center and include cardiovascular exercises combined with strength and circuit training. All students must download a copy of the Waiver form and bring to the first class meeting. (www.lamission.edu/fitness)

Orientation and Fitness Assessments will be administered the first week of class and NO adds will be accepted after the first week of class.

Students are required to bring their student ID and towel to each class.

CHARTS (Check if they need update)

- Chemistry
- ESL/English/Dev Com
- Math

Pg 48-53 General Policies

This schedule is an official publication of Los Angeles Mission College. It sets forth rules and regulations and, in case of conflict with information previously published, supersedes those publications of earlier date.

Mission of Los Angeles Community Colleges

The mission of the Los Angeles Community Colleges is to provide comprehensive lower-division general education, occupational education, transfer education, transitional education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

IN PURSUIT OF THIS MISSION, WE ENDEAVOR TO:

- Promote equal opportunity for participation;
- Maintain appropriate standards for academic achievement;
- Provide an educational environment which meets the needs of students with varied learning skills;
- Provide support services which contribute to instructional effectiveness and student success;
- Affirm the importance of multi-cultural, international, and intercultural collegiate experiences that foster individual and group understanding; and
- Manage effectively educational and financial resources.

Students' Statements

Falsification of any record or signed statement, or the withholding of information, subjects the student to immediate suspension or expulsion.

Instructional Materials

Students may be required to provide instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Withdrawal

Students wishing to drop a class or withdraw from the college during the semester may do so easily online through the Student Information System at www.laccd.edu or in person during the Admissions and Records Office hours. Failure to withdraw officially may result in an "F" grade. For the **FALL 2015 semester, students must withdraw online on or before XXX in order** to receive a W. Students in late start, short term, or special program classes must check with the Admissions & Records Office to determine the official drop date.

IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

HOW TO DROP CLASSES OR WITHDRAW FROM COLLEGE

1. Dropping classes or withdrawing from the college must be done by the drop date deadline for that class.
2. To drop classes online, have your student identification number ready and go to www.lamission.edu. Click on the upper right corner "Register for Classes," then select registration and select drop. Follow the prompts. Make a note of your confirmation number and check that your class is no longer in your schedule.
3. To drop classes in person, fill out a "Drop Card" and present the form and a picture identification at the Admissions Office. To drop ALL classes (withdrawal) check item number one, the first box, on the drop card. The Admissions staff processes the form and gives you a receipt. Keep your receipt for your records.
4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the refund deadline for that class. Refund deadlines are earlier for short term classes.
5. Students in short term classes must check withdrawal deadlines with the appropriate program director, the instructor or with the Admissions & Records office.

Withdrawal from Classes

FOR FALL 2015 SEMESTER: No notation ("W" or other) will appear on the student's record if the class is dropped online on or before **XXX THROUGH THE 11TH WEEK:** A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 4th through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal).

IMPORTANT - ALL STUDENTS PLEASE READ

Beginning Summer 2012: New 3 Repeat Rule

Effective summer 2012, course withdrawal ("W") or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- **For the FALL 2015 semester, XXX is the last day to drop** a 16-week semester length class without a "W". Students will be able to drop a class online until this date. Contact the office of Admissions and Records for deadlines on late start, short-term and special program classes.
- A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).

- Where the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W."

Access to Records

The California Legislature passed S.B. 182 (Stull), which codifies provisions of the Education Code and the Federal statutes implementing the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This permits students to inspect their personally identifiable records maintained by the college, and permits access to these records only upon the student's request (other than to certain specified categories). Information on these laws and college procedures in implementing them may be obtained from the Associate Dean of Admissions, who serves as the College Records Officer. Copies of pertinent State and Federal legislation are available for inspection.

Los Angeles Mission College considers the following information relating to a student to be directory information: student's name, city of residence, date of birth, major field of study, 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 recent previous educational agency or institution attended by the student. Students who do not wish any or all of the above categories of information to be given out should so indicate on their application at time of enrolling. Students are asked to voluntarily provide their student identification number for this purpose.

Family Educational Rights and Privacy

Act (FERPA) Notification 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 College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions 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 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 educational 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 College Admissions Office authorizing said release with a specific list of the information to be released.
- Federal and California law authorize 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 College Admissions 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.

• Pursuant to Board Rule 5201.10, 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 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 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 student 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 S.W.
Washington, DC 20202-4605

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 the Los Angeles Community College District and Los Angeles Mission College to make available its completion and transfer rates to all current and prospective students.

Beginning in Fall, 1996, a cohort of all certificates, 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 all California Community Colleges, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.2 percent attained a certificate, degree, or became "transfer-prepared" during a three year period from Fall 1997 to Fall 2000. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 29.8 percent transferred to another post secondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming transfer-prepared during a five semester period from Fall 1998 to Fall 2000.

Further information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office Student Right-To-Know Disclosure Website located at <http://srtk.cccco.edu/index.asp>

Student Grievance Procedure

The purpose of the Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to California Education Code Section 76224(a) which states:

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

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification, or reinstatement of Financial Aid. Informal resolution is encouraged.

A written Statement of Grievance must be submitted to the Compliance Officer within thirty (30) instructional days of the incident or after the student(s) learns of the basis for the grievance.

Recording Devices in the Classroom

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

Standards of Student Conduct and Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators 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 a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal law and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. Penalties are listed in degree of severity but not as chronological administration. College authorities will determine which type of penalty is appropriate.

1. WARNING – Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

2. REPRIMAND – Written reprimand for violation of specified rules.

A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.

3. DISCIPLINARY PROBATION – Exclusion from participation in privileges or extra-curricular college activities set forth in the notice of disciplinary probation for a specified period of time. The imposition of disciplinary probation involves Notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

4. RESTITUTION – Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

5. SUMMARY SUSPENSION – A Summary Suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary Suspension is limited to that period of time necessary to insure that the purposes of the Summary Suspension are accomplished, and in any case, no more than a maximum of 10 school days. Summary Suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

6. DISCIPLINARY SUSPENSION – Disciplinary Suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President, upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

7. EXPULSION – An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.

Violations of the Standards of Student Conduct are as follows:

9803.10 Willful Disobedience: Willful disobedience to directions of college officials acting in the performance of their duties.

9803.11 Violation of College Rules and Regulations: 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.

9803.12 Dishonesty: Dishonesty, such as cheating, or knowingly furnishing false information to colleges.

9803.13 Unauthorized Entry: Unauthorized entry to or use of the college facilities.

9803.14 College Documents: Forgery, alteration, or misuse of college documents, records, or identification.

9803.15 Disruption of Classes or College Activities: Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

9803.16 Theft of or Damage to Property: Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.

9803.17 Interference with Peace of College: 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.

9803.18 Assault or Battery: 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.

9803.19 Alcohol and Drugs: 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 same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substance," as used in this section includes, but is not limited to, the following drugs and narcotics: (a) opiates, opium, and opium derivatives, (b) mescaline, (c) hallucinogenic substances, (d) peyote, (e) marijuana, (f) stimulants and depressants, (g) cocaine.

9803.20 Lethal Weapons: Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace Officers, police Officers, and other government employees charged with policing responsibilities.

9803.21 Discriminatory Behavior: 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 discrimination on the basis of race, color, natural origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.

9803.22 Unlawful Assembly: 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.

9803.23 Conspiring to Perform Illegal Acts: Any agreement between two or more persons to perform an illegal act.

9803.24 Threatening Behavior: 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.

9803.25 Disorderly Conduct: Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.

9803.26 Theft or Abuse of Computer Resources: Theft or Abuse of Computer Resources including but not limited to the following:

a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

b. Unauthorized transfer of a file.

c. Unauthorized use of another individual's identification or password.

d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.

e. Use of unlicensed software

f. Unauthorized copying of software

g. 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.

h. Use of computing facilities to interfere with the regular operation of the college or District computing system.

9804 Interference with Classes: 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 exceeding one year, or by both such fine and imprisonment.

9805 Interference with Performance of Duties of Employees: Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

9805.10 Assault or Abuse of an Instructor: Assault or abuse of 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.

9806 Unsafe Conduct: Conduct which poses a threat of harm to the individual and/or to others. This 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 direction of District and/or college staff; willful disregard of safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Policy on Illegal File Sharing

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

Non-Discrimination Policy

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic groups identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, physical or mental disability (including AIDS) or veteran status (Reference: Board Rule 1202).

Politica No Discriminatoria

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la identidad de grupos étnicos, raza, color, nacionalidad, origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

Compliance Procedure

In order to insure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the President of the college, Dr. Monte E. Perez, 818.364.7795. Matters involving Section 504 may be directed to the Coordinator of Disabled Student's Program at 818.364.7733. In addition, inquiries may be directed to the District Office of Diversity Programs at 213.891.2315.

Proceso de arbitraje

Para cumplir con la póliza no discriminatoria en Los Angeles Mission College, dirija sus preguntas a la oficina del Presidente, el Dr. Monte E. Perez, 818.364.7733. Para asuntos sobre la sección 504, favor de dirigirse al Coordinador de estudiantes incapacitados, 818.364.7733, además puede dirigir sus preguntas a la oficina "Diversity Programs," 213.891.2315.

Compliance Officer

If students feel they have grounds for a grievance, they may contact the college President, who will help explain college rules and regulations, and, if a problem is resolvable, suggest the best method for resolving the problem. For additional information and a copy of Administrative Regulation E-55 (Student Grievance Procedures) see the college President, Dr. Monte E. Perez.

Oficial de arbitraje

Si un estudiante cree que tiene motivos para formular una acusación, puede comunicarse con el presidente del College que le ayudara dándole una explicación de las reglas y procedimientos de la institución. Si el problema puede ser resuelto, le dara una sugerencia de cual es la mejor manera de resolverlo. Para obtener información adicional y para conseguir la formula E55 de las regulaciones administrativas (student grievance procedure), por favor comunicarse con el Dr. Monte E. Perez.

Sexual Assault Policy

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to campus police at (818) 364-7843. The term "sexual assault" under the California Education Code, Section 67385(d), includes threats of sexual violence.

Anyone charged with campus-related sexual assault may be subject to prosecution under appropriate California criminal statutes; students may also be subject to discipline under the Student Disciplinary Procedures. The Sexual Harassment Policy may also apply, and the Compliance Officer may be contacted at 818.364.7701. Confidentiality shall be maintained. (Reference: Board Rule 16400.11.)

Politica de abuso sexual

El "Community College District", se compromete a proveer un ambiente seguro a los estudiantes, visitantes y personal. Cualquier incidente de abuso sexual debe ser reportado de inmediato al departamento de policia del Colegio al 818-364-7843. La palabra "abuso sexual", que se encuentra registrada bajo el código de educación de California en la sección 67385(d), incluye amenazas de violencia sexual. Cualquier persona acusada de abuso sexual en el Colegio puede ser sujeto a penalización bajo las leyes de California. Los estudiantes también pueden ser sujetos a disciplina bajo los procedimientos disciplinarios para estudiantes. La politica de acoso sexual puede ser aplicada y se puede comunicar al oficial de arbitraje al número de teléfono 818-364-7701. Esta información se mantendrá confidencial.

Sexual Harassment Policy

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees,

students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Officer located in the Administration Building, Room 123, 818.364.7701, or by calling the Senior Director of Educational and Student Support Services at 213.891.2279, or the Office of Diversity Programs at 213.891.2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

Politica de acoso sexual

La política de "Los Angeles Community College District", es proveer un ambiente educativo, de empleo y de trabajo excepto de avances sexuales, sollicitación de favores sexuales o cualquier otra conducta inapropiada física o verbal o comunicación que envuelva acoso sexual. Los empleados, estudiantes u otras personas que representen el Distrito y que acosen a alguien sexualmente pueden ser de acuerdo a la política de discriminación sexual o del Estado o la ley federal sujetos a disciplina que puede incluir: despido, expulsión o finalización del contrato.

Las reglas y procedimientos específicos para reportar acusaciones de acoso sexual que buscan una solución, se encuentran en el libro "Board of Rules" en el capítulo quince.

"Los Angeles Community College District", tiene una política que provee procedimientos formales e informales para resolver quejas. Copias de esta política y sus procedimientos pueden obtenerse del oficial de arbitraje en el edificio de la administración (Administration Building), oficina 123, o puede llamar al teléfono 818-364-7701, también puede comunicarse con el "Senior Director" de educación y apoyo a los servicios del estudiante (Educational and Student Support Services) al teléfono 213-891-2279 o a la oficina de diversificación de programas (Diversity Programs) al teléfono 213-8912315. Cualquier miembro del "Community College" y que incluye: estudiantes, profesorado y personal y que cree, percibe o en realidad experimenta un comportamiento que pudiera significar acoso sexual, tiene el derecho de pedir ayuda del College. Todo empleado tiene la responsabilidad de reportar tal conducta cuando envuelve al estudiante al oficial de arbitraje. Se les informa a los posibles denunciadores que soluciones por la ley civil y administrativas y que incluyen pero no se limitan a interdictos judiciales, ordenes de restricción u otras ordenes pueden estar disponibles.

Diversity Program

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), 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. Inquiries regarding equal opportunity practices at Los Angeles Mission College should be directed to the college Compliance Officer located in the Campus Center, 818.364.7701.

Drug-Free Environment

Los Angeles Mission College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug free institution of higher education.

On September 5, 1990, the Board of Trustees 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.

On April 20, 1989, the Los Angeles Community College District Board of Trustees adopted Rule 9803.19, which prohibits:

- Alcohol and Drugs. 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. "Controlled substances," as used in this section, include, but are not limited to, the following drugs and narcotics:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana stimulants
- f. depressants and
- g. cocaine.

The Board's policy on the Drug Free Workplace, adopted March 22, 1989, restates these prohibitions.

- 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.
- 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.
- Other Risks. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, 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. Additionally, on June 28, 2000, the Board of

Trustees adopted Rules 9803.24 Threatening Behavior, 9803.25 Disorderly Conduct, 9803.26 Theft or Abuse of Computer, and 9806 Unsafe Conduct. Each are fully described in Standards of Student Conduct.

Smoking Policy

In accordance with Board Rule 9804, smoking is permitted in designated areas only. A student who violates the rules is subject to the student disciplinary regulations.

Campus Security

The campus Sheriff's Office personnel are responsible for the safety and well being of staff, faculty and students, and of the security of college property and facilities, 818/364-7843.

Campus Crime Report

Los Angeles Mission College's general statistics and crime can be viewed at the following URLs:

- General Information <http://nces.ed.gov/ipeds/cool/InstDetail.asp?UNTID=117867>
- Crime <http://ope.ed.gov/SECURITY/InstDetail.asp?UNTID=117867> then click on Criminal Offenses, Hate Offenses, or Arrests.

When parking on campus...

- watch for your fellow students walking to class,
- drive slowly,
- park in student parking lots only,
- observe all posted signs and regulations, and
- display your LAMC Student Parking Permit.

For more details, request a parking brochure from the Sheriff's Department on campus.

Student Health Fee Information

The Los Angeles Community College Board of Trustees at its April 29, 1992 meeting modified Board rule 8502, thus making the \$11 Health Services fee a mandatory fee for all students enrolled in credit classes.

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) non-credit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (f) students who are enrolled in District colleges exclusively through contract education. Students exempted under the provisions of (a), (b) and (c) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Your registration fee receipt, or your current student I.D. must be presented to receive services.

Viewing Your Records

Under the provisions of the Family Education Rights and Privacy Act of 1974 students may see their records by making an appointment with a counselor for this purpose.

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Los Angeles Mission College offers these special services to students

Eagles' Landing Student Store

<http://eagleslanding.lamission.edu>

818.364.7798 or 818.364.7654

The Eagles' Landing Student Store/Bookstore is an educational resource center that provides students, faculty, staff and the community with a variety of products and services, including textbook purchase or rental, study aids, general merchandise, fashionable apparel, giftware, technology, special orders, and much more.

Students may purchase textbooks, handouts and reference material online via the website at eagleslanding.lamission.edu. To obtain the status of online orders, check availability, or for general questions call (818) 364-7798 or (818) 364-7654. Look for our new C-Store located at the new Center for Math & Science building.

Regular Student Store/Bookstore Hours located at the Main Campus:

Monday – Thursday 7:45 am - 7:15 pm

Friday 7:45 am - 1:00 pm

Saturdays, Sundays & Holidays Closed

Special Rush Hours during the first two weeks of the Fall and Spring semesters.

Regular Convenient Store Hours located at the CMS Building:

Monday – Thursday 8:00 am - 9:00 am

11:45 am - 1:00 pm

4:45 pm – 7:00 pm

Friday- Sunday Closed

Business Office

818.364.7600 ext. 7110

Payment of enrollment fees, refund requests, faculty, staff and student ID issuance and other financial transactions are handled in the Business Office.

Business Office Hours*

Monday & Tuesday 9 am - 6 pm

Tuesday & Thursday 9 am - 7 pm

Friday 9 am – 4 pm

Saturdays, Sundays & Holidays Closed

Special Rush Hours during the first two weeks of the Fall and Fall semesters

For more information visit: www.lamission.edu/services/businessoffice

Campus Child Development Center/Family Child Care Homes Education Network

818.364.7865

The Child Development Center provides a developmentally based curriculum

Off site, we have the Family Child Care Homes Education Network that consists of at least 19 licensed family child care providers who are located in the community around LAMC.

Qualified students may receive child care services for infants and toddlers, preschoolers, school-age children, with low or no fees.

Office Hours 8:00am to 4:30pm.

Infant/Toddler program and Preschool Program 7:30 to 5:00 Monday through Friday.

* *Qualified students may receive child care services with low to no fees.

College Ombudsperson

818.364.7690

The college ombudsperson is a faculty member selected by the president to assist students in resolving issues or problems they may have with faculty or the college.

Disabled Students Programs & Services (DSP&S)

818.364.7732

DSP&S offers counseling, tutoring, and assistive technology accommodations so that our campus upholds laws put in place to ensure all students equal rights to attend and succeed in higher education. Our counseling hours have increased, meaning more student support.

Regarding assistive technology accommodations services, we have upgraded our DSP&S assistive technology software and hardware to meet the demand of disabled students. We are also looking at equipping other campus computer lab areas with adaptive software and hardware. We help inform faculty and administrative staff on compliance with The Americans with Disability Act and ADA technology laws. We are planning to provide workshops during the Fall and Spring semesters. Please contact us for more information on accommodations. Visit us at www.lamission.edu/dsps for contact information.

Extended Opportunity Programs & Services/CARE

818.364.7645

EOP&S provides qualifying students with academic counseling, peer advisement, peer tutoring, free workshops, free university/ cultural tours, transfer assistance, and assistance with books. Single parents on CalWORKs may receive additional assistance through the CARE program.

EOPS/CARE students receive assistance to purchase their Cap and Gown for Graduation. Graduating students are recognized at a special Recognition Ceremony toward the end of the semester.

Student Activities

818.364.7820

The Student Activities Office offers many events/activities that welcomes students' participation; Student Government, student workshops, student clubs/organizations, fundraisers, dances, special events and welcome week. Student activities is also involved with the promotion of the campus Honor Awards events and the annual college commencement. All these activities are provided to support and enhance LAMC's student population college experience.

Please come to the Student Activities or visit the Associate Student Organization Offices located on the lower floor of the Campus Center.

* Hours subject to change

Offices which provide services to students include...

Please note that the hours for Student Services will change after the registration period, which is one week before the first day of class and two weeks after the first day of class. During the registration period, Student Services operations will be from 8 am to 7 pm, Monday – Thursday and 8 am to 4 pm on Friday. After the registration period, Student Services operations hours will be 8 am – 5 pm, Monday and Thursday. On Tuesday and Wednesday, hours will be 8 am to 7 pm, and on Friday, 8 am to noon. These hours refer to the following departments: Admissions & Records, Counseling Department, Financial Aid Office, EOP&S, Transfer Center and DSP&S. Department office hours are subject to change. Go to www.lamission.edu for current office hours.

Admissions & Records

818.833.3322

The Admissions and Records Office keeps all student records.

Go to www.lamission.edu to learn how you can apply online and also how to add or drop classes.

Career Center

818.364.7655 | www.lamission.edu/careercenter

Are you undecided about your major? Or perhaps you don't know much about your chosen career. Allow the Career Center to assist you. Stop by and meet with a counselor to help you evaluate personal abilities and interests, participate in our career events and workshops, or use [online ~~our~~ electronic](#) resources to explore career options and learn about different careers. Our goal is to help you formulate your career interests and choose a satisfying career.

Counseling

818.364.7655 or 818.364.7656

[All new and returning students are strongly advised to meet with a counselor before registering for courses. Meeting with a counselor regularly provides an opportunity to review educational goals, course requirements, research majors and plan courses. New students will need to declare a program of study and complete a comprehensive student educational plan by the time 15 degree applicable units are completed. It is highly recommended for students to meet with a counselor each semester to receive updates and review progress towards their educational goal. Students are strongly urged to make an appointment with a counselor to develop an Educational Plan. The Educational Plan is tailored to your needs and goals, and enables you to get the most from your studies.](#)

~~Career planning is an important part of planning for your future. For students interested in completing an Associate degree and transferring to a four-year college, the Transfer Center has the latest information on majors, transfer requirements, and application procedures at many public and private four-year colleges and universities.~~

~~All new students must take the college's assessment of English and Mathematics. The assessment process is designed to inform students of areas in which they need improvement to be best prepared for success in college.~~ The College Orientation Program is designed for students to learn about the college, educational programs, services, degree requirements, ~~and~~ the tools necessary to be a successful college student [and the opportunity to develop an abbreviated student educational plan.](#)

Online counseling is now available. Please visit website: www.lamission.edu/counseling

Financial Aid & Scholarships

818.364.7648 | www.lamission.edu/financialaid

The Financial Aid Office offers many services to our students including financial aid awareness events and workshops. Financial aid advising is available by appointment with the Financial Aid Supervisor. Our staff can answer your questions about financial aid programs, processes, and forms. We are here to help you fund your cost of education. Stop by the Financial Aid Office or visit our website at www.lamission.edu/financialaid.

Remember: YOU are in charge of your education; we are here to help you finance it.

Health Center

818.362.6182

The Student Health Center at LAMC offers a variety of medical and health education services available for all registered Los Angeles Community College District students. It is open varied hours which are posted on the trailer door. Students may call for an appointment or walk-in during scheduled clinic hours. Appointments can be made by calling 818.362.6182 or 818.837.7881. The hours for the Health Center vary and our posted on the trailer door which is located next to the Collaborative Studies Building.

This center will be staffed by medical and mental health professionals. Stop by the health center and check on available health services. Services not available at the on-campus center may be accessible through our San Fernando Health center located at 1600 San Fernando Road, and can be reached at 818.365.8086. We welcome all students to visit and utilize their Student

Learning Center

818.364.7756 | www.lamission.edu/learningcenter

Comprised of the Academic Success Center, Science Success Center, Math Lab, and Learning Lab. The Learning Center is a hub of activity designed to support student success by providing a variety of free services to Mission College students. One-on-one assistance and small-group tutoring sessions are available on the first floor of the Library Building for many skills and subject areas, including Writing and Reading across the curriculum, English, ESL, Literacy, Developmental Communications, and Mathematics 105, 112 and 155 on the East Campus in the CMS Middle Level Seminar Room 101, tutoring is provided for Physical Science and Life Sciences courses. Our tutoring staff includes peer tutors, graduate students, and professionals in these areas. In addition to the tutorial labs, where students receive in-depth help, learning software is available for self-paced study under the supervision of qualified tutorial support. Walk-in workshops are offered periodically on topics such as critical thinking skills, study and test taking skills, essay writing, and computer literacy. Our Learning Center staff welcomes the opportunity to assist students on the path to success.

The Learning Center also houses the Computer Commons and Print Center providing two copy machines, two printers, and 126 state-of-the-art Internet linked computers. The Learning Center is wheelchair accessible and specialized software and hardware accommodate students with disabilities. For more information please contact our staff in person or visit the Learning Center online at lamission.edu/learningcenter.

Library

818.364.7600 x7106 | www.lamission.edu/library

Online databases, books, reference materials, periodicals, and information from the Internet – the tools you need to succeed are all available in the Library. One of the reference librarians will help you find the information you need. You can study in our quiet individual study areas and small groups can use our study rooms. Call or visit the Library website for hours.

Transfer Center

818.364.7827 | www.lamission.edu/transfercenter

Students are encouraged to begin planning for Transfer as early as possible. The Transfer Center helps students prepare to continue their education at a four-year college or university. Services include counseling appointments to assist you in developing a student educational plan to transfer, assistance with filling out your University applications, opportunities to meet one-on-one with representatives from four-year institutions, Transfer Admission Guarantee (TAG) assistance, a resource library, transfer-related workshops and university fairs, information regarding articulation agreements, and computer stations. Transfer students can also earn an Associates Degree while completing transfer requirements. The Transfer Center staff is here to help you transfer to UC, CSU and private institutions.

TRiO/Student Support Services (SSS) Program

(818) 364-7821/ www.lamission.edu/sss

TRiO/Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. TRiO/SSS provides qualifying students with services including tutoring, mentoring, one-on-one counseling, study skills workshops, financial aid assistance, and cultural activities which promote and facilitate students' academic and personal success.

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Fire

1. If you smell smoke or see fire, activate the nearest fire alarm pull box. Call the campus sheriff, extension 7845 or 7843 (outside telephone 818.833.3504). If you are unable to contact the sheriff, call 911.
2. When you hear the fire alarm, proceed in an orderly fashion to the designated building evacuation assembly area. The last person to leave the room should close the door.
3. At the assembly area, wait for further instructions from a faculty member or administrator.

Earthquake

1. At first sign of shaking, get away from any potential Falling objects.
Try to get under a table or desk.
2. Do not run outside. If you are in a multistory building do not use the elevator.
3. If you are aware of any gas lines or heaters in the area, attempt to shut off the gas line or heater.
4. Wait for a faculty member or administrator to give further instructions.

Power Outage

1. Try to stay where you are and do not attempt to restore power.
2. Notify plant facilities, extension 7801 (outside telephone 818.364.7801).
3. Wait for the power to come back on or for information/instruction from plant facilities or an administrator to ascertain the probably length of the outage and to be advised of what to do next.

Evacuation

1. If you hear the alarm, proceed in an orderly fashion to the nearest exit and assemble at the designated building evacuation assembly area.
2. If you are in a multistory building, do not use the elevator.
3. At the assembly area, wait for further instructions from a faculty member or administrator.

Other Emergencies

1. In the case of other emergencies, you will be given instructions from a faculty member or administrator on what to do.
2. Please remain calm and follow instructions.

EMERGENCY PHONE NUMBERS

CAMPUS PHONES OUTSIDE PHONES

| | | |
|-------------------------|---------|--------------|
| Sheriff's Station | 7843 | 818.364.7843 |
| President | 7795 | 818.364.7795 |
| Academic Affairs | | |
| Vice President | 7635 | 818.364.7635 |
| Administrative Services | | |
| Vice President | 7780 | 818.364.7780 |
| Plant Facilities | 7801 | 818.364.7801 |
| Los Angeles County: | | |
| Police Department | 9 - 911 | 911 |
| Fire Department | 9 - 911 | 911 |

Pay Telephones: For any emergency - Press *11 to reach L. A. County Sheriff's Office

LACCD STUDENT IDENTIFICATION NUMBER AND CARD

To comply with federal privacy requirements, Los Angeles Mission College and the Los Angeles Community College District has discontinued use of the Social Security Number as the student's Identification number. Instead, a new Student Identification Number will be issued for each student. The college can only release this number to the student. The new nine-digit number is randomly generated, but each will begin with the digits "88." Students will use the same Identification Number in all nine colleges of the District.

Your first Student ID Card is free. **Go to the business office to obtain yours.** Student Identification cards are only issued for the current semester. All current semester fees must be paid in full to receive a student identification card. You will need to present your student registration/receipt for the current semester and also a second form of picture Identification such as a California ID or a high school picture ID.

Visit: www.lamission.edu/services/businessoffice for current office hours.

Where to use your new student ID card:

A valid student ID card is required to access student services in the following areas:

- Library
- Bookstore
- Financial Aid
- Health Center
- Computer Labs
- Health and Fitness Center

[Pg 58-61 IGETC & CSU Advising \(MiChong\)](#)

Pg 62 Financial Aid & Scholarships

Do you need assistance paying your enrollment fees?

The Board of Governors Fee Waiver Program (commonly referred to as BOG) is a California state program that waives enrollment fees. This waiver does not have to be repaid.

Eligibility: Students must be either residents of California or qualify under AB540 for an exemption to paying California Nonresident Tuition, AND be enrolled at Los Angeles Mission College in at least one (1) unit. Fees for audited classes, cannot be waived through the BOG.

There are three ways to qualify for the Fee Waiver:

There are three ways to qualify for the BOG Fee Waiver:

Method A: You (or your parents, if you are considered a Dependent student when completing the BOG Fee Waiver application) are a recipient of benefits under the TANF/CalWORKs Program, SSI (Supplemental Security Income), or General Assistance (also known as General Relief). You can also qualify for Method A if you meet one of the following criteria: you have certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a Dependent's Fee Waiver, you are a recipient of the Congressional Medal of Honor (or are a child of a recipient), you are a dependent of a victim of the September 11, 2001 terrorist attack, or you are a dependent of a deceased law enforcement/ fire suppression personnel killed in the line of duty.

Method B: Your (or your parents) income falls below the income standards set by the Board of Governors. By completing the FAFSA (or California Dream Act Application for eligible AB540 students) or BOG application your reported income will be used to determine your eligibility for BOG through Method B.

Method C: If you do not qualify based on Method A or Method B, you may be eligible for the BOG fee waiver through Method C. For eligible California residents, you must complete the Free Application for Federal Student Aid (FAFSA) available at www.fafsa.gov. For students qualifying under AB540 for an exemption to paying California Nonresident Tuition who do not possess a permanent Social Security number, you must complete the California Dream Act Application available at www.caldreamact.org. With this method, you may be eligible by demonstrating a minimal level of financial need as determined by the College and the California Community Colleges Chancellor's Office. Our Federal School Code (used on both the FAFSA and California Dream Act Application) is 012550.

How to apply: To qualify for Method A you must complete the Board of Governors (BOG) Fee Waiver Application. To qualify for Method B you can complete the BOG Fee Waiver Application or FAFSA/California Dream Act Application. You can pick up the BOG application at the Financial Aid & Scholarships Office or you may download it from the web at www.lamission.edu/financialaid by selecting the "Apply for a Fee Waiver" link on the left side.

Do you know that you may request for a refund of your enrollment fees?

If you have already paid your enrollment fees for **Summer 2014, Fall 2014, Winter 2015 and/or Spring 2015**, AND you are eligible for a BOG fee waiver, contact the campus Business Office regarding a refund.

Financial Aid & Scholarships

818.364.7648

Email: lamcfinaid@lamission.edu

Website: www.lamission.edu/financialaid

Twitter: www.twitter.com/LAMCFAO

Facebook: www.facebook.com (Like "LAMC Financial Aid")

Federal School Code: 012550

Office Hours:

Monday through Thursday 8 am – 2 pm and 5 pm – 6:45 pm

Friday 8 am – Noon

NOTE: Our office hours during the summer and winter terms may be different. Please consult our website for any updates.

Getting a college education is an investment in your future! We want your educational experience at Los Angeles Mission College to be challenging, rewarding and supportive; therefore, we are pleased to provide you with the information and tools to assist you in completing your educational goals. Read through the information below about the financial aid process, and check out the links to our website and other websites to find updates and new information to assist you.

What is Financial Aid?

Financial Aid is funding provided by the federal and state governments, the college, and private entities, to assist students with their educational expenses and is available in the form of grants, scholarships, employment and loans. Financial aid is meant to supplement the family's existing resources in funding the costs of a college education.

How to Apply for Financial Aid:

Eligible students who are U.S. citizens and eligible non-citizens should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The FAFSA is used to determine eligibility for federal and state financial aid, including grants, work-study, and loans. Students qualifying under AB540 for an exemption to paying California Nonresident Tuition who do not possess permanent Social Security numbers can apply for state financial aid (Cal Grants and the Board of Governor's (BOG) Fee Waiver) through the California Dream Act Application available online at www.caldreamact.org.

Both the FAFSA and California Dream Act Application are available annually, starting January 1st, for the following academic year. We encourage students to apply early, as some financial aid sources are limited and awarded to students who apply early and have financial need. To have your FAFSA or California Dream Act Application information sent to Los Angeles Mission College, make sure to use our ~~Federal~~ School Code: 012550. To apply for scholarships through the Financial Aid Office at Los Angeles Mission College, check out our website at www.lamission.edu/financialaid and select the "Scholarships" link on the left.

When Do I Apply?

You need to apply for financial aid every year. The FAFSA and California Dream Act Application are available starting January 1st of each year for the following academic year. We encourage students to apply early, as some financial aid sources are limited and awarded to students who apply early and have financial need.

Key Dates

- January 1st – FAFSA application available online at www.fafsa.gov for the following academic year. Also, the California Dream Act Application is available online at www.caldreamact.org.
- March 2nd – Application deadline for Cal Grant consideration.
- May 1st – LA Mission College "Priority" deadline. Submit your FAFSA and any follow-up documents and items by this date for maximum financial aid consideration.
- September 2nd – Extended Cal Grant B "competitive" awards deadline for eligible community college students only.

FINANCIAL AID NEWS

There are a number of changes in federal and state aid eligibility that took effect over the past two years. In particular:

1. The federal government has instituted a "6 year" limit on Pell Grant eligibility. This will limit ALL STUDENTS, including students who have already received Pell Grants at any college or university, to no more than 6 full-time academic years of Pell Grant eligibility (based on 2 full-time semesters per academic year). Students can check their eligibility and usage at the U.S. Department of Education's NSLDS website at www.nsls.ed.gov.
2. The "minimum need" for Board of Governors (BOG) fee waiver eligibility has been adjusted. In prior years, a student applying for the BOG fee waiver would only need \$1 or more of "financial need" to qualify for BOG (Method C). For the 2014-2015 academic year, the California Community Colleges Chancellor's Office (CCCCO) will determine a "minimum need" based on the value of a full-time BOG fee waiver award. Based on the \$46/unit Enrollment Fee for 2014-2015, and assuming full-time enrollment of 24 units for an academic year, the "minimum need" amount would be \$1104. We anticipate this will only affect a small portion of students, most of whom are not eligible for federal or state grant aid.
3. The federal government has removed the Ability to Benefit (ATB) option for students who do not have a high school diploma or GED. In past years a student could take an ATB test (or pass 6+ degree applicable units) and meet the "high school diploma/GED" standard for financial aid eligibility. As of July 1, 2012, students who have not started enrollment in college AND who are not high school graduates or possess a GED will NOT be eligible for financial aid (except for the BOG program).
4. Students qualifying under AB540 for an exemption to paying California Nonresident Tuition may be eligible for the Board of Governors (BOG) Fee Waiver. Also, students in this cohort may also qualify for Entitlement Cal Grants.
5. The federal government has established a limitation of 150% of the published length of a student's programs of study for Direct Subsidized Loans. More information is made available on our website and at our Loan Entrance Counseling workshops.

DETERMINING YOUR RESIDENCY STATUS

- For enrollment fee purposes, you are considered a RESIDENT of the state of California if you are:
 1. a citizen of the United States OR have permanent resident status, are a holder of an asylum or refugee visa, AND
 2. have lived in the state of California for at least one year and one day.
- For enrollment fee purposes, you are considered a NONRESIDENT of the state of California if you are:
 1. a citizen of the United States OR have permanent resident status, are a holder of an asylum or refugee visa, AND
 2. have NOT lived in the state of California for at least one year and one day.
- For enrollment fee purposes, you are considered an INTERNATIONAL STUDENT if you hold an F-1 Visa or other nonresident visa.

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Pg 64 Academic Departments

Pg 65-68 Building & Classroom MAPS (Leonard)

Pg 69 Off-Campus & Location MAPS (Irma & Leonard)

Pg 70 Pierce & Valley Advertising

Pg 71 Student Education Plan

Pg 80 Final Exam Schedule (Irma)

INSIDE BACK COVER – Building Office Listing

BACK COVER – Directory of College Services