

Counseling FAQ's

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New Students

What do I have to do to complete Assessment/Placement, Orientation and Counseling?

Effective Fall 2014, new incoming students must complete the following to obtain an earlier registration appointment:

- **Assessment/ Placement:** All students have the right to access credit ESL and transfer-level coursework in English and Math. The college uses multiple methods of placing students into such courses, including the use of high school cumulative grade point average, high school course grades, and high school courses taken. Please check your student portal. If you are unable to view your course placement, please see a counselor.

English as a Second Language (ESL) students must complete the guided self-placement process in order to take ESL courses (credit or non-credit). Please contact the ESL Department Chair for an appointment: <http://www.lamission.edu/English-as-a-Second-Language/Home.aspx?viewmode=0>

- **Orientation:** Log-on to your student portal at MyCollege.laccd.edu. Click on the "More to-do list details" link under the To Do Checklist. Click on "Orientation" to start.
- **Counseling:** Students must complete an Abbreviated Student Educational Plan with a counselor in a workshop or individually in an appointment setting. Visit the General Counseling Webpage to schedule an appointment or meet with a counselor on drop-in: <https://www.lamission.edu/Counseling/Home.aspx>

Returning Students

Do I need to reapply to the college if I am a returning student?

Students who have not enrolled for 2 or more semesters must reapply to the college here: <http://www.laccd.edu/Students/opencccapply/applylamc/Pages/default.aspx>

Which Math and English class should I enroll in?

Consult with a counselor to discuss the appropriate Math & English level, through drop-in or appointment.

English as a Second Language (ESL) students must complete the guided self-placement process in order to take ESL courses (credit or non-credit). Please contact the ESL Department Chair for an appointment:

<http://www.lamission.edu/English-as-a-Second-Language/Home.aspx?viewmode=0>

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

To obtain clearance for a course, meet with a counselor in a drop-in session and be prepared to provide transcripts.

What if I completed courses at another college and want to pursue a certificate, degree or transfer at LAMC?

Schedule a transcript evaluation appointment with a counselor. Students must have unofficial transcripts at the time of appointment, but must request official transcripts to be sent to LAMC.

How do I send official transcripts to LAMC?

Request official transcripts from the institution where you completed the courses and have them sent directly to our campus. **We do not accept unofficial copies of transcripts.** Please send official transcripts to:

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

For more information visit,
<http://www.lamission.edu/Admissions/Transcripts.aspx>

K-12 Students

How do I apply for dual enrollment?

K-12 students interested in enrolling in LAMC courses should contact the Dual Enrollment Office:

<https://www.lamission.edu/Dual-Enrollment/Apply-for-Dual-Enrollment.aspx>

Counseling Appointments

What services are available when I meet with a counselor?

Appointments

Students must make an appointment to see a counselor for the following services:

- Academic Dismissal Contract
- Comprehensive Student Educational Plan (CSEP)
- CSU/IGETC Certification (For classes taken outside LACCD)
- Graduation Petition
- Apply for Department Certificates
- Financial Aid Extension
- Loss of BOG
- Transcript Evaluation

Counseling appointments are on a first-come, first-served basis. Check the appointment link daily for any available appointments. Please use a computer/laptop and make sure you use Chrome or Firefox as a browser. [General Counseling Scheduler](#)

Drop-in

Students may stop by the Counseling Office during drop-in hours for the following services:

- Abbreviated Student Educational Plan (ASEP)
- Academic Renewal
- Change of Home College, Educational Goal, and Program Plan (Major) Petition
- CSU/IGETC Certification (For classes taken within LACCD)
- General Course Advising
- Petition for Repeated Coursework
- Prerequisite Challenge
- Prerequisite Clearance
- How to do drop-in Counseling

Chat with us on our Virtual Counters found on the [General Counseling website](#). It gets busy; please wait for one of the Front Desk Counters to be available for you to use the "knock on door" option.

Please use a computer/laptop and make sure that you use Chrome or Firefox as a browser. Click on the "knock on door" option. Agree to the Consent, click on the Canvas button and sign in with your School Credentials

How can I meet with a counselor?

Students can meet with a counselor during drop-in sessions or in a scheduled appointment.

- Drop-in Counseling: To begin a drop-in session, click on the "Knock on Door" icon on the Online Counter Support.
 - For optimal functionality, please use Google Chrome as the web browser
 - [Learn how to start a virtual online session by clicking HERE](#)
- Schedule an online appointment: To schedule a meeting with a counselor, click on the [scheduling link](#) to view the next availability.
 - Select a Meeting Date, Choose a counselor, Select Meeting Location, Select a reason for meeting, Select Meeting Date & Time Slot, Show more.. For more options, Complete the intake form and click on Schedule Appointment
 - Appointments are available one week in advance, each morning Monday-Friday.
 - EMBED VIDEO
- Counseling appointments are available in the following areas:
 - [EOP&S/ CAFYES/ CARE](#)
 - [DSPS](#)
 - [CalWorks](#)
 - [TRiO](#)
 - [International students](#)
 - [Veteran students](#)
 - [Non-Credit students](#)
 - [STEM \(Science, Technology, Engineering and Math\)](#)
 - [Transfer Center](#)
 - [Career Center](#)
 - [Athletics](#)

Am I assigned to a counselor?

No, you are not assigned to a specific counselor. There are counselors available for specific programs you may be part of. You may schedule an appointment with any counselor. Visit the "Meet the Counselors" section for more information related to counselors and their areas of expertise: <http://www.lamission.edu/Counseling/Meet-Our-Counselors.aspx>

Am I required to meet with a counselor?

Yes, you must meet with a counselor and complete an Abbreviated Student Educational Plan before your first semester. Upon completion of 15 degree-applicable units or when you declare a major, you must also make a one-hour appointment to develop a Comprehensive Student Educational Plan.

When is a good time to meet with a counselor?

Students can meet with a counselor any time and should check in at least once a semester. The best time to meet is before upcoming registrations periods in November and May.

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

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

Student Educational Plan

How do I get help choosing a major?

Visit the [Career Center](#) to access resources such as career assessments which are offered to help you decide on a major that best fits you. Other resources offered to assist students in exploring majors and careers include workshops, one-on-one appointments, access to major information databases, and classes such as [Counseling 4: Career Planning \(1 unit\)](#).

What classes should I take for my major?

For Associate Degrees, please check the [Los Angeles Mission College catalog](#) for specific classes required for your major or [Associate Degrees for Transfer](#).

For transfer to a UC or CSU campus, please refer to www.assist.org for a listing of possible major preparation classes. The video below will show you how to use ASSIST.org:

If interested in transfer to a private/independent or out-of-state institution visit the [Transfer Center](#). It is highly advised that you meet with a counselor to ensure that you are receiving the most appropriate information for achieving your educational goals.

What is a Student Educational Plan (SEP)?

A Student Educational Plan (SEP) is created by you and a counselor and is based on your academic goals. It outlines suggested classes based on major, educational objective, and sequence of classes.

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

An A-SEP is 1-2 semester plan of coursework. It is provided during a counseling appointment or drop-in services.

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

A C-SEP is a semester-by-semester plan of courses needed to work towards your educational goals, provided in a one-hour counseling appointment. Students are encouraged to complete a C-SEP when they declare a major, before completing 15 degree-applicable units or by their third semester.

What is a unit and how many should I take per semester?

A unit is a value that indicates the amount of college credit earned for a class. One semester unit is equivalent to 16 hours of class per semester. During Fall and Spring semesters 12 units or more is considered full-time.

What is the difference between major requirements and general education?

General Education: Classes required in a variety of disciplines such as English Composition, Math, Arts, Social Science, and Science that must be completed in order to fulfill graduation requirements. There are 3 general education patterns: [LAMC GE](#), [CSU GE](#) and [IGETC](#).

Major requirements: Specific classes required in a field of study that must be completed in order to demonstrate major preparedness and fulfill graduation requirements. See catalog for more information: <http://www.lamission.edu/Schedule.aspx>

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

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

Grades/Probation/Dismissal

How do I calculate my grade point average (GPA)?

To calculate your GPA, use the [GPA Calculator](#). For more information, please see a counselor.

How do I check my grades?

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

What is progress probation?

Progress probation is when the student has enrolled in a total of at least 12 semester units, and the percentage of all units in which they enrolled with recorded entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) reaches or exceeds fifty percent (50%).

What is academic probation?

Academic program is when the student has attempted at least 12 semester units of work and has a grade point average of less than a "C" (2.0).

How will a "D", "F", "W", or "NP" affect my academic record?

Grades of "D" or "F" will negatively affect your GPA. Receiving a "W" or "NP" will not be calculated into your GPA. However, a "W" or "NP" does place you at risk of progress probation and/or financial aid disqualification.

Can I repeat a course I received a "D" or "F" grade in?

You may only repeat a course in which you have received a "D" or "F" grade up to two additional times—a total of three attempts. An earned grade of "C" or higher may not be repeated.

What is Dismissal?

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters. A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student who is on progress probation is subject to dismissal if the cumulative percentage of units for which he/she received "W", "I", "NC", and "NP" reaches or exceeds fifty percent (50%) over a period of three (3) consecutive semesters.

Can a Dismissal be appealed?

Yes, students may appeal to the Vice President of Student Services by submitting a [General Petition](#) to Admissions & Records with any supporting documentation. For assistance, please see a counselor.

When can a dismissed student be readmitted to the college?

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

What is Academic Renewal?

Academic Renewal allows you to remove up to 30 units worth of LACCD coursework in which grades of "D" or "F" were received from calculation in the GPA. See the [Academic Renewal Petition](#) for more information.

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

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

Registration/ Enrollment

How do I add or drop classes?

You may add or drop classes using the [LACCD Student Information System](#).

The video below will show you how to add classes:

<https://3cm mediasolutions.org/privid/151037?key=a94f78938c1030e66bc9f36862047c3ac25310f0>

How do I apply to the college?

You may apply to the college by submitting an application [online](#).

Is there a deadline to add or drop classes?

Yes, deadlines to add or drop classes are published in the Semester Calendar (PDF) and the [Schedule of Classes](#).

What do pre-requisite, co-requisite and advisory mean?

- **Prerequisite:** A prerequisite is a class or skill you must have prior to enrolling into the target class.
- **Corequisite:** A corequisite is a class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade (“C” or better) prior to enrollment in the target course.
- **Advisory:** A class or skill you are advised to have, but not required to have, prior to enrolling the target course.

What steps do I need to take if I am unable to add a class that has a prerequisite?

1. Meet with a counselor during drop-in to demonstrate that you have met the prerequisite to obtain course clearance. Ways to demonstrate that you have met the prerequisite:
 - If you have taken classes outside of the LA Community College District (for example, College of the Canyons, Glendale Community College, or Moorpark College etc.), request official transcripts from other institutions to be mailed to [Admissions and Records](#).
 - If official transcripts have yet to be received from Admissions, provide the counselor with an unofficial transcript, with your name and the institution printed on the document.
 - If you have missing English and Math Placement, see a counselor for placement assistance.
2. Prerequisite Challenge with the Department Chair
 - If a counselor is unable to confirm equivalency of a course to clear a prerequisite, a [Challenge Petition](#) may be submitted to the appropriate Department Chair for review. This completed petition and all supporting documentation must be submitted at least five (5) days prior to the first day of instruction, to the departmental office responsible for the course you are challenging. Incomplete challenge packets will not be accepted. Once a complete challenge packet is presented to the department, a decision will be made within five (5) working days. You will be notified within three (3) working days subsequent to a decision being made. Challenges filed after the above deadline will only be considered for the following academic term.

When is the first day I can begin registering for classes?

Admissions will assign you a specific day and time for registration known as your registration appointment. You may register for classes any time after the appointment date.

When should I pay for my classes?

We recommend paying for classes as soon as possible before the semester begins. You may pay at the business office or online using the LACCD Student Information System. Failure to pay will result in placement of a “hold” on your record preventing you from registering in future classes.

Graduation/ Certificates and Degrees

What is an Associate Degree?

An Associate Degree is granted by a community college which recognizes a student's satisfactory completion of a program of study which consists of a minimum of 60 degree-applicable semester units. See [college catalog](#) for list of degrees.

What Degrees are offered at Los Angeles Mission College?

Los Angeles Mission College offers Associate in Arts (AA), Associate in Science (AS), Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) degrees. See [college catalog](#) for list of degrees.

What is the difference between an AA/AS and an AA-T/AS-T degree?

Whether the degree is an AA/AS or AA-T/AS-T is predetermined by the major. To find out if your intended degree is an AA/AS or AA-T/AS-T, please refer to the [college catalog](#) and/or [Transfer Center](#).

What is the difference between an associate's degree and certificate?

Certificate programs are designed for those students who have limited time or who wish to prepare for a particular field of student. Students may be seeking increased specialization that is job related, advancement in their present jobs, or preparation for new employment. Certificate programs do not require completion of general education courses, only courses for the major.

Do I have to get an AA/AS or AA-T/AS-T degree to transfer?

No, universities do not require an AA/AS or AA-T/AS-T degree to transfer. However, students completing an AA-T or AS-T degree receive priority admission to the CSU system. Students should check with a counselor for more details.

How do I meet residency to earn an associate's degree or certificate at LAMC??

ASSOCIATE DEGREE (AA/ AS/ ADT)

Residency: Students must complete no fewer than 12 units at the college conferring the degree.

CERTIFICATE OF ACCOMPLISHMENT REQUIREMENTS

Residency: Students must complete a minimum of one course required for the certificate of accomplishment at Los Angeles Mission College.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Residency: Students must complete a minimum of one-fifth (20%) of the units required for a certificate at the college conferring the certificate. (LACCD BR 6202.10). When the one-fifth (20%) residency requirement results in a fraction of units, units will be rounded down to the nearest whole unit for the benefit of our students. The CSU GE Breadth Certificate of Achievement is exempt from this requirement. See a counselor for details.

Which General Educational (GE) pattern should I follow?

General Education requirements vary by educational goals. Please see break down below for further details:

ASSOCIATE DEGREES TO GRADUATE FROM LAMC ONLY/ NON-TRANSFER:

- For students pursuing an Associate of Arts (AA) and/or Associate of Science (AS) degrees: [LACCD GE Pattern](#)

TRANSFER TO CSU ONLY:

- For students applying to the California State University (CSU) system: [CSUGE Pattern](#)

TRANSFER TO UC or CSU:

- For students applying to both the University of California (UC) and Cal State University (CSU) systems: [IGETC Pattern](#)

ASSOCIATE DEGREES FOR TRANSFER (ADTs):

- For Associate Degrees for Transfer (ADTs also known as AA-T/AS-T): [CSUGE Pattern](#) or [IGETC Pattern](#) can be utilized.
- Meet with a [counselor](#) to discuss which pattern best fits your educational plan.

For a comprehensive list of ADTs currently offered at LAMC, please click here to view [List of ADTs](#)

What if I want to get a second Associate Degree?

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

When and how do I apply for my Associate Degree and/or Certificate?

You must apply during the semester in which you are completing your final degree/ certificate requirements. It is highly recommended to meet with a counselor to petition for graduation. Check Associate degree Graduation Petition filing dates in the [Schedule of Classes](#) to find out when you should schedule your appointment. Certificate petitions are available year-round.