

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The ASO represents the student body in the shared governance process. The ASO advisor and the Vice President of Student Services represent the faculty and administration of the college as sponsors and advisors of the Executive Council, the Finance Committee and the Inter-Club Council. Extensive power of self-government is placed in ASO hands. Such power enables students to develop and express initiative in terms of the common good. Governed by the Executive Council, the Associated Students Organization conducts activities on behalf of students.

In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of ASO.

A \$7 student activity fee supports scholarships, enrichment programs and student events on campus. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees.

I. LACCD Administrative Regulation E-22 (Eligibility for Student Association Officers) pertains to the following standards:

- A. The candidate or officer must be a currently-paid member of the ASO at the college where the election is being held, and have successfully completed no more than 80 degree-applicable units in the District.
- B. The candidate may seek only one campus office within the District.
- C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. "Current" means the most recently completed semester.
- D. The candidate or officer must not be on academic or progress probation. Academic probation results when a student fails to maintain an accumulated grade point average of 2.0. Progress probation is defined as having recorded an "INC" (Incomplete) or "NCR" (*No Credit*) for fifty percent or more of all units in which a student has enrolled.

- E. The candidate or officer must be actively enrolled in, and must successfully complete, six (6) units by the end of the semester. Students falling below this requirement must forfeit their office. Candidates may be enrolled in more than one college in the district.

II. A candidate or officer is ineligible for ASO office:

- A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices; and
- B. If he or she has served in any office or position where he or she voted on the expenditure of ASO funds in any college.

III. An officer may serve a fifth semester if eligible at the time of assuming office, with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).

IV. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. Officers not adhering to the standards for office will be required to forfeit their positions.

V. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position (Board Rules, 9801-9806).

VI. Any candidate or officer with a disability may request an accommodation for the requirements of section I (E):

- A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of Disabled Students Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, as appropriate.
- B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of 5 units throughout his/her term in accordance with Education Code section 76071.
- C. Procedures for requesting an accommodation under E-22:
 1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.

2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

VII. Students enrolled in college credit and/or noncredit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

VIII. Individual colleges may set forth standards for office in their ASO constitutions which are higher, but not lower, than those listed above with the exception of the accommodations listed in Section VI above.

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually. Each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

Student Clubs and Organizations

Believing that students will enrich their college experience by participation in extracurricular activities, the College is proud of its active club program. Principal support for club programs comes from the Inter-Club Council, composed of a representative from each campus club and chaired by the vice president of the ASO.

In conforming to the California Education Code, the only recognized clubs are those chartered by the ASO. Thus, the college assumes no responsibility for activities of un-chartered groups, including off-campus social organizations that consist of students or former students. State law prohibits membership in secret organizations.

Recognized Clubs and Organizations

- Alpha Gamma Sigma Honor Society
- American Criminal Justice Association
- Anthropology Club
- Art Club
- Christian Club
- Dental Hygiene Club
- EOPS/CARE Club
- Paralegal Club
- Phi Beta Lambda (Business)
- Phi Theta Kappa (International Honor Society)
- Political Club
- Psychology Club
- Rubik's Cube Club
- Social Justice Alliance
- Umoja Black Student Movement
- Value Creation Buddhists Association

Colors and Logo

The college colors, selected by the students of West Los Angeles College in 1969, are royal blue and gold. The original college nickname was the "Oilers," which was selected because of the proximity of the surrounding oil fields. Historically, students were referred to as the "Oilers."

CHILD DEVELOPMENT CENTER

The Child Development Center is a nurturing place for children of WLAC student-parents. It is licensed by the DPSS Community Care Licensing. The Center provides services which are free or low cost, are safe, and a positive learning environment for students' children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for their elementary education. The school age/evening program (Kindergarten – Middle School) offers children opportunities to complete their homework, use the outdoor play equipment (including our ½ basketball court), computers and interesting and fun enrichment activities. Applications are available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole. For additional information phone (310) 287-4357. Applications are also available on the college web site.

Hours and Days

The Center offers services day and evening. It is open Monday – Thursday* from 7:45 a.m. to 4:00 p.m. for Toddlers and Preschoolers. The Center is open to school-age children Monday – Thursday from 3:15 p.m. to 10:05 p.m. *Friday availability is available for preschooler only, is subject to adequate enrollment, and ends at 2:30 p.m. The Center offers a meal program to the day program.

Ages of Children

- Children aged 2-5 years are accepted into the M-Th 8:00 a.m. – 4:00 p.m. program.
- Children aged 3-5 years are accepted into the Friday program.
- Children who turn 5 by December 2 of the enrolling Fall semester and are enrolled in Kindergarten and children 14 years of age and in Middle School are accepted into the M-Th 3:15 p.m. – 10:05 p.m. program.

Children must attend a minimum of two sessions a week in the day program and one session per week in the evening program. Tuition is based on a sliding scale ranging from \$1.00 to \$2.50 an hour for student families. Qualifying families may be placed on a grant from CalWORKS, State Preschool, or General Child Care to reimburse tuition (different grants assist different age groups of children).

The Center is a teacher training program for students wishing to pursue a career in working with young children.

COUNSELING CENTER

The Counseling Department at West Los Angeles College assists students in making decisions regarding educational, career, and personal concerns. Counseling is available for educational, transfer and career exploration. These services are provided by professional counselors through individual counseling, workshops and referrals to resources on and off campus.

The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals, to make decisions, to develop self-confidence, self-direction and self-esteem.

An academic counseling session begins with educational goal-setting, exploring education options and opportunities, evaluating the student's educational background, and providing the student with clear, concise, up-to-date educational information. Counselors can assist individuals to assess their interests, strengths, abilities, and values; to set goals; to make plans to accomplish those goals; and to address personal problems or barriers that impede plans to fulfilling those educational goals.

A counseling session will also assist individuals in selecting appropriate programs of study relative to their chosen objectives. Individual student/counselor conferences are available by appointment. Counseling is available on a walk-in basis during Registration only. Counseling appointments may be made online at www.wlac.edu or in the Student Entry Center (Building A-13) on the Counseling Appointment computers.

Entering (first year) students are encouraged to enroll in Personal Development courses (PD 4, 5, 8, 15, or 17). These courses are designed to help students become better acquainted with the educational opportunities at West Los Angeles College, and will assist students in developing programs of study that will help them attain their educational goals.

The Counseling Center is open 8:30 a.m. to 7:00 p.m. Monday through Thursday, and Friday 8:30 a.m. to 2:00 p.m. during a regular semester. Students can obtain additional information by calling (310) 287-4399/4257, or by visiting the West Los Angeles College web site (www.wlac.edu). The Counseling Center is located in the Student Entry Center, Building A-13.

Summary of Counseling Services

- Assist in completion of petitions (*e.g., academic renewal, course repeat, preliminary graduation review*).
- Work with students to develop individualized student educational plans.
- Help students to make appropriate course selections before registration.

- Explain requirements necessary to earn Associate Degrees, Certificates, and transfer to four-year colleges and universities.
- Assist students in making career choices and provide an understanding of the different majors offered at West Los Angeles College.
- Provide personal counseling and referrals when needed.

Special Counseling

Special counseling and academic advisement is available for EOP&S/CARE, DSP&S (disabled), International, CalWORKS and TRIO students.

DISABLED STUDENTS PROGRAMS & SERVICES

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. All services and equipment are provided free of charge to any qualifying disabled student.

The DSP&S Office is located in the Heldman Learning Resources Center (HLRC), room 119. The Office is open Monday through Thursday, 9:00 a.m. to 5:30 p.m., and Friday, 9:00 a.m. to 12:00 p.m. Early morning and evening appointments can be made by special arrangement. The telephone number is (310) 287-4450.

The following services are offered:

- Note taking assistance.
- Classroom accommodations for students with disabilities.
- Registration assistance.
- Special parking permits.
- Academic and career guidance counseling.
- Adaptive equipment and technology aids.
- Specially adapted computers.
- Test proctoring and related accommodations.
- Instructor liaison.
- Learning strategies and study skills classes

The DSP&S Office also maintains a liaison with the California Department of Rehabilitation and other public agencies such as the Regional Center and Westside Center for Independent Living.

Learning Disabilities Program

Assessment, special services, and individual instruction are available for students with learning disabilities. Students wishing to improve skills such as reading, writing, memory, arithmetic and other areas in order to succeed in their classes may be eligible for this program.

- Liaison with the Recording for the Blind and Dyslexic (*books on tape*).
- Alternate media and assistive technology
- Test proctoring and related accommodations.
- Special classes, such as Learning Skills 40: Introduction to Learning Disabilities and Learning Skills 41 (A-C): Study Strategies for the Learning Disabled.

Students who qualify may receive support services, special classes or both. For eligibility information, contact the Disabled Students Programs and Services Office at (310) 287- 4450.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S) / COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The EOP&S program is a state-funded program of support services which are designed to be above and beyond the scope of other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.

Who Is Eligible?

Students may be eligible for the EOP&S program if they satisfy the following requirements:

- Full-time student (*12+ units*).
- Board of Governors Fee Waiver (*BOGFW*) eligible under Method A or Method B.
- Application for Financial Aid is on file with WLAC.
- Student is educationally disadvantaged under Title V, Article 2, and Section 56220(e) of the California Code of Regulations.

Quality Services

Every student has the right to receive quality services. Our office is committed to excellence and takes pride in its ability to serve students in a timely, efficient and effective manner. It is our goal to continue maintaining the highest level of services to the students we serve.

Priority Registration

EOP&S students have an opportunity for registration prior to regular telephone registration for all students. With this service, participating students are reasonably assured of the appropriate classes at the right time, allowing for the accommodation of other needs and responsibilities (e.g., child care, work, family needs, community services).

Transfer Assistance

EOP&S students interested in transferring to the University of California (UC) or the California State University (CSU) system may qualify for a transfer application fee waiver. In addition, students applying to the university can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

To apply:

- Complete an EOP&S Application.
- Attend an EOP&S Orientation.
- Meet with an EOP&S Counselor.

Book Voucher Program

EOP&S students in good standing are given a book voucher to purchase books for authorized classes during the semester. Authorized classes are those listed in the Student Educational Plan/syllabus and approved by the EOP&S counselor.

Counseling

The EOP&S counselor is an important resource, and all EOP&S students are eligible to receive individualized counseling. Participating students are required to meet with an EOP&S counselor at least twice per semester to update or revise the Student Educational Plan. In addition to assisting students with class selection, counselors provide information on job preparation skills whether the student plans to complete a certificate of achievement or certificate of completion, an associate degree, or transfer to a college or university.

Tutoring

EOP&S students are eligible to receive one-on-one tutoring from other students who have successfully passed the same course with a grade of B or higher. Tutoring takes place at the Tutoring Center, inside the EOP&S office. Although tutoring is available on a drop-in basis, students are encouraged to schedule an appointment.

Peer Advising

There may be an occasion when a counseling appointment is not necessary, but a question or concern needs addressing. The EOP&S office has retained the services of student employees trained to help students find answers to their questions. Peer advisors are available on a drop-in basis or by appointment.

Workshops

Student Success Workshops are designed to enhance student personal development and success in higher education. All workshops are scheduled in advance, and students attend without an appointment.

Cooperative Agencies Resources For Education (CARE)

CARE is a special program for a unique group of EOP&S students. Administered through the EOP&S office, the CARE program provides additional services to students who are single parents, head-of-household, and receiving public assistance from CalWorks or TANF. Students who qualify for the CARE program are eligible to receive additional services in addition to those available under EOP&S.

Who Is Eligible?

Students may be eligible for the CARE program if they satisfy the following requirements:

- Full-time student (12+ units).
- Single parent head of household.
- Current recipient of CalWorks/TANF.
- Have at least one child under 14 years of age.

FINANCIAL AID

Financial Aid is monies made available by the federal and state governments and private sources in the form of grants, employment, scholarships and loans. These monies are available to make it possible for students to continue their education beyond high school even if they and/or their family cannot meet the full cost of the post-secondary school. The basis for such programs is the belief that parents have the primary responsibility of assisting their dependents to meet educational costs, and that financial aid is available only to fill the gap between a family's contribution and the student's yearly academic expenses.

How to Apply

Students must complete a Free Application for Federal Student Aid (FAFSA Code# 008596) and mail it to the processor listed on the application.

Who Is Eligible?

To be considered for financial aid, a student must meet the following minimum requirements:

1. Be a U.S. citizen or eligible non-citizen. Eligible noncitizens are permanent U.S. residents who have documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Show that they have financial need.

3. Demonstrate satisfactory progress in a course of study leading to an A.A. or A.S. degree, an occupational certificate, or transfer to a baccalaureate degree program.
4. Not be in default on a Perkins Loan or Federal Stafford Loan at any school they have attended.
5. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant.
6. Be registered with the Selective Service if required (*males only*).
7. Have a high school diploma or its equivalent, or provide documentation of "Ability to Benefit." See "Satisfactory Academic Progress Policy for Financial Aid Recipients" later in this section, for further information about the requirements for students who do not have a high school diploma or its equivalent.

When to Apply

Deadline and priority filing dates change each academic year. Students should consult the current financial aid publications for specific deadline dates. The Los Angeles Community College District has established one priority filing date for summer school and one for fall and spring semesters each year. West Los Angeles College will give first priority to completed applications received by the priority dates within the guidelines set by federal and state regulations. Students who have missed the priority deadline dates are encouraged to apply, as surplus funds may be available.

If in doubt, call or visit your college Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms. Keep in mind that it takes 6-8 weeks, and sometimes longer, between the time you apply for aid and the time your award is completely processed.

Determining Financial Need

The number and amount of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the total of a parent's resources, and/or the student's own resources. Resources may include, but are not limited to salary or wages, veteran's benefits, Social Security benefits, or parent and/or student contributions. Resources are then measured against the institution's student expense budget to determine financial need.

A student's resources are determined by reviewing the financial aid application submitted by the student. Documentation of resources, including the 1040/Federal Income Tax return of the parent and/or student may be required. All information is confidential.

Types of Financial Aid Available

GRANTS

- FEDERAL PELL GRANT
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
- BUREAU OF INDIAN AFFAIRS GRANT (BIA)
- CAL GRANTS:
 - 1) CAL GRANT A
 - 2) CAL GRANT B
 - 3) CAL GRANT C
 - 4) CAL GRANT T
- CHAFEE GRANT
- BOARD OF GOVERNORS FEE WAIVER (BOGFW)

SCHOLARSHIPS

- LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS

LOANS

- FEDERAL PERKINS LOAN
- FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)
- FEDERAL STAFFORD LOAN PROGRAM
- BOOK LOANS

Federal Pell Grant

The Federal Pell Grant is a federally-funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from \$200 to \$4350 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal Pell Grant Program, and is in most cases based on the previous year's income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In this case, the student will need to contact the Financial Aid Office for assistance.

**** STUDENT ALERT! ****

There is a Federal law about paying back money if you leave school.

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

Based on the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have earned.

***Note:** If you withdraw after you have earned 60% of your grant, you do not owe any repayment.*

If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program. If you receive WORK money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

If you are Thinking of Withdrawing or Just Leaving - Please, Think Again!

Immediately, see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses.

Maybe there are services (*like tutoring or personal support*) that will help you stay. Talk to your instructors; see what advice and help they can offer.

Don't Leave Unless You Must - But, If You Must, Take Care of Business Before You Go.

Go to the Financial Aid Office immediately. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it is important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards at West Los Angeles College generally range from \$200 to \$400 per academic year. FSEOG is available for as long as it takes to complete the first undergraduate degree within the timeframe coinciding with LACCD's Satisfactory Progress Standards. When students apply for financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging policies. All applicants must file the Free Application for Federal Student Aid (FAFSA) before the priority deadline date in order to be considered for this program.

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the cost of education for students of American Indian heritage. Students may apply if they:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or a tribal group serviced by the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
5. Have completed all of the application requirements. Amounts of the grants vary and are set by the individual agencies of the BIA.

Applications are available through the office of the Bureau of Indian Affairs or at the Central California Agency, Vocational Grants, 1824 Tribute Road, Suite J, Sacramento, CA 95815. For Higher Education Grant applications, write to the Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825.

Cal Grants

The State of California, through the California Student Aid Commission, sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty, and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through the California Student Aid Commission.

To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizen, obtain a Social Security number, and be attending (or plan to attend) an eligible school or college in California. Students can receive only one Cal Grant, Cal Grant A, B, C or T.

Cal Grant A

Although this grant is used at four-year colleges, students are encouraged to apply for one while attending the Los Angeles Community Colleges. Cal Grant A helps low- and middle-income students with tuition costs. Grant recipients are selected on the basis of financial need and grade point average.

Students who qualify for a grant and who want to attend a public community college can have the Student Aid Commission hold their award until they transfer to a four-year college. The grant can be held to two years, but not for more than two years, provided that the student continues to qualify financially.

To be eligible for a new (first-time) Cal Grant A award, students must have a minimum of one full academic year of school work remaining and must be enrolled in at least 6 units of course work.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date.

Cal Grant B

This grant provides a living allowance for entering college freshmen that come from very low-income families. Because this grant is intended for students who would be unable to attend college without such help, all new Cal Grant B awards are available to students.

There are several special Cal Grant B awards for community college students transferring to four-year colleges. The special award requires enrollment on at least a half-time basis at an eligible four-year tuition/fee charging college in the fall of the semester the funds will be received. The applicant's last school of attendance must be a community college. Those who have already transferred to a four-year college are not eligible for a special Cal Grant B. At a community college the grant can range from \$100 to \$1,551 per academic year.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date.

Cal Grant C

This grant is intended for students who desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs because they are from low- to middle-income families.

Grants are limited to \$576 at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units and demonstrate occupational achievement or aptitude in the chosen field.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date. The applications are available from the campus Financial Aid Office.

Cal Grant T

This is a special grant for students whose goal is teaching.

Chafee Grant

The California Student Aid Commission (CSAC) has a new program entitled the California Chafee Program (CCGP). This program provides up to \$5,000 of free money to former foster youth for college courses or vocational school training expenses.

You must complete the FAFSA and be enrolled at least halftime in an eligible program at WLAC.

You may complete the Chafee Grant Application online and receive additional information at www.chafee.csac.ca.gov.

Law Enforcement Personnel Dependents Scholarships

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (*Chiefs of Police, Police Officers, Sheriffs, Deputy Sheriffs, Marshals, Deputy Marshals, etc.*) who have been killed or totally disabled in the line of duty.

For more information and application material, write directly to the California Student Aid Commission, 1410 Fifth Street, Sacramento, CA 94245-0001. Phone: (888) 224-7268, #3. Web site: www.specialized@csac.ca.gov.

Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver (BOGFW) is offered by the California Community Colleges to help low-income students pay enrollment fees. Fees paid for students under this program include enrollment charges for the academic year and for summer session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this waiver. The fee waiver does not require repayment. For further information, please see "Board of Governor's Waiver and Enrollment Fee Assistance" (in the "Admissions Policies and Information" section).

Note: *The Admissions Office makes the determination of whether a student is a California resident or a non-resident. Non-Resident students are not eligible for BOGFWs.*

Federal Family Education Loan Programs (FFELP) Federal Perkins Loan Program

This loan is a long-term loan repayment program to help students with exceptional need meet their educational expenses. Students may borrow up to \$4,500 at the community college level, and up to \$9,000 to complete their undergraduate degrees. A Perkins Loan is available to students showing "exceptional need."

Repayment of Loans

Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student, and can be extended to ten years and nine months after such date. During the repayment period, 5% interest is charged on the unpaid balance of the loan principal.

Students who are interested in the terms and conditions of the loan prior to applying for aid should come to the Financial Aid Office and ask for a copy of the promissory note.

Federal Stafford Loan Program

Eligibility for the Stafford Loan Program is based on financial need. The interest rate on these loans is variable, from 4% to 8%. Interest rates may vary from year to year. Students with outstanding 7-8% loans will continue borrowing at that rate (contact lender about consolidation programs). The federal government pays the interest while the student is enrolled on a half-time basis in an eligible educational institution, and for a six-month grace period afterwards.

These loans are available through participating banks, savings and loan associations, and credit unions to California residents or non-residents who will attend a Los Angeles Community College, and also to California residents who attend institutions outside of California for the period of enrollment in school. The loans are guaranteed by the State of California and insured by the federal government.

In order to apply, applicants must submit a Stafford Loan Application as well as a Free Application for Federal Student Aid (FAFSA). The maximum amount that a student can borrow the first year is \$3,500; the second year (30 units or more completed) the maximum amount is \$4,500. To be eligible, a student must be enrolled in at least 6 units for the entire loan period. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Stafford Loan. The school which the applicant will attend must certify the Stafford Loan Application before it is submitted to the lender.

Students should refer to the Financial Aid Handbook for the loan limits set by the Los Angeles Community College District in an effort to emphasize and promote prudent debt management.

OTHER SOURCES OF FINANCIAL AID

Employment - Federal Work-Study Program (FWS)

The FWS program is a Federal program which enables students to earn part of their financial aid award through part-time employment. To be eligible, students must be U.S. citizens or eligible non-citizens, enrolled in the appropriate number of units, and must maintain good academic standing while employed under the program. Hourly wages vary with the type of work, work experience, and the number of units completed.

Additional Information

The Student Financial Aid section of this catalog is intended to give students an overview of the financial aid programs at West Los Angeles College. A financial aid handbook, "The Helping Hand," is available from the Financial Aid Office. It was written specifically to inform West Los Angeles College students about matters pertaining to financial aid on this campus, and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

How Student Financial Aid Is Determined

Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution:

Cost of Attendance – Expected Family Contribution = NEED

A parent's or student's contribution is determined from the information reported on the FAFSA and may be verified by a Federal Income Tax Return (1040), and by agencies providing non-taxable income to the family.

Once the student's financial need and eligibility are established, a 'package of aid' is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan monies.

The LACCD prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

Satisfactory Academic Progress Policy for Financial Aid Recipients

To be eligible to receive financial aid, a student must meet all of the following criteria:

Initial Eligibility

In order to establish initial eligibility when applying for financial aid, students must be enrolled in a minimum number of units and are expected to meet all standards of satisfactory progress based on course work that is part of the Los Angeles Community College District's official student records.

If applicants have one semester in which progress was substandard, they will be placed on probation and considered for aid. Applicants with two or more semesters of substandard progress are not eligible, and are expected to go through the appeal process to be considered.

Educational Goal

Each student must have an educational goal or objective that can be met at the institution from which financial aid is requested. Within the LACCD, having an educational goal is defined as:

1. Being enrolled in an eligible program or course of study leading to an Associate of Arts or Associate of Science Degree;
2. Being enrolled in a course leading to a Certificate upon completion; or
3. Being enrolled in a transfer program leading to a baccalaureate degree program.

Application of Standards

Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring semester(s) for students on probation.
3. Review of the 90-unit limit will occur at the beginning of the student's first semester of attendance. Students with fewer than 90 units within the LACCD at the time of review will be considered eligible for the remainder of that academic year as long as all other standards are met.

Failure to Meet the Standards of Satisfactory Progress

Students failing to meet any one or more of the standards will be disqualified from financial aid. Students must be notified of their status.

Disqualification

Students who are ineligible for financial aid at any LACCD college are ineligible at all colleges within the LACCD.

Satisfactory Progress Standards

1. Students must maintain a semester and cumulative GPA of 2.00.
2. Students must have completed fewer than 90 units within the LACCD at the start of the academic year. The college may make exceptions for students who may require additional units to complete their educational goal.
3. Eligibility for financial aid for classes of Instructional Television (ITV) must meet the same standards of regular courses.

Type of Class	Financial Aid	Eligibility
	Yes	No
Pass/No Pass	X	
ITV	X	
Audited Classes		X
ON-LINE	X	

- Students are allowed 90 units within the LACCD in which to complete their educational goal. Attending full time (12 or more units per semester), students would be expected to complete their program in three years.
- Students must complete more than 75% of semester units attempted with a grade of A, B, C, D, F, or P each semester.

NOTE: Students should refer to this catalog for rules relating to repeatability of certain classes. Continued eligibility is based on progress at the institution from which aid is requested, except for total unit limitation.

Financial Aid Probation

Students who transfer from colleges outside of the Los Angeles Community College District who do not submit academic transcripts from those colleges will be placed on financial aid probation for one semester.

Determination of Disqualification

- Students who have met their educational goal are ineligible for further financial aid.
- Students who have completed 90 units with the LACCD are ineligible for further financial aid beyond the academic year in which the 90 units were completed.
- Students who do not achieve a cumulative GPA of 2.00 or better by the end of the academic year must be disqualified.

Appeals

Students may appeal financial aid probation or disqualification by submitting a written appeal to the College Financial Aid Office. The College Financial Aid Office establishes deadline dates for submission of appeals through administrative channels established at the College. Students may be reinstated when they have met all of the satisfactory progress standards or by an appeal; however, awards cannot be paid retroactively.

Ability to Benefit

Students who have any of the qualifications listed below demonstrate the “Ability to Benefit” from a college education in accordance with applicable Federal Regulations:

- Have received a high school diploma.
- Have received a certificate of General Education Development (GED), or Certificate of State Equivalency of High School.
- Have successfully completed a two-year program that is acceptable for full credit toward a bachelor’s degree.
- Have passed an independently administered test that is approved by the Secretary of the Department of Education.

The Financial Aid Office is located in Building A-12, telephone (31 0) 287-4532. The Assessment Office is located in Building A1 2-1 00, telephone (310) 287-4462.

STUDENT HEALTH CENTER

The Student Health Center in Bldg. A-9 offers free or low-cost healthcare services to all currently-enrolled students. The telephone is (310) 287-4478. Operating hours are Monday through Thursday, 8:00 a.m. to 1 :00 p.m. and 5:00 p.m. to 8:00 p.m.; and Friday, 8:00 a.m. to 1 :00 p.m. The Center is closed on Saturday, Sunday, and all official holidays. MD voicemail is available when the Center is closed.

The Student Health Center offers mental health counseling services (by appointment only) to students on campus. For more information on this service, please call (310) 287-4535.

The mandatory Student Health Fee of \$1 1 per semester (\$8 during the Summer and Winter Intersessions, and subject to change) underwrites our health services and is payable at the time of registration.

The Student Health Center requests everyone with serious medical emergencies on campus to call 91 1 immediately, and then contact the Campus Sheriff at (310) 287-4314 in Lot 5, for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area.

For more information on the various services available, please contact the Center at (31 0) 287-4478.

Immunization Policy

The Department of Health Services wants students to be immunized against measles. The college will require such immunization only if it is deemed essential by the Department of Health Services.

HONORS AND AWARDS (ACADEMIC) AND DEAN'S LIST REQUIREMENTS

West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Dean's List and remain there from semester to semester by maintaining a 3.5 grade-point average. Part-time students are placed on the Dean's List after they have accumulated 12 units of work with a grade-point average of 3.5 or better and additionally for each semester's increment of 6-11 units for which a grade point average of 3.5 is maintained.

Notation of Dean's List achievement is made on the students' permanent records. Further recognition is given these students at a reception in their honor and by means of a personal letter from the Deans. Students of outstanding personality, scholarship and leadership are recognized through the yearly presentation of awards within the various college divisions. Award recipients are determined through divisional procedures.

Honor Cords

Braided gold Honor Cords are awarded to those students who graduate "With Great Distinction," which indicates a grade point average of 3.50 (B+) or better. Honor cords in the college colors of blue and gold are awarded to students who graduate "With Distinction." This requires a "B to B+" average of 3.00 to 3.49. Honor cords are presented only to students who qualify and participate in the June Commencement Ceremonies. Students who already possess an Associate in Arts or equivalent, or an advanced degree are not eligible for these awards.

Honor Societies –

Alpha Gamma Sigma / Phi Lambda Kappa

Alpha Gamma Sigma is an honor society whose purpose is to promote and recognize scholastic achievement, cultural activities, leadership, scholarship, and to emphasize good character among students. The West Los Angeles College chapter of AGS, Phi Lambda Kappa, is involved in many campus activities and achieves community outreach through its charitable donations and service work at the college. Members of AGS assist with major college events such as the Dean's Honor Reception, the Scholarship Reception, and Commencement. Visit our web site for more info:

www.geocities.com/ags_wlac/ags.

Phi Theta Kappa –

International Honor Society

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides an opportunity to develop leadership -through service, for an intellectual climate in which to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in

continuing academic excellence. Students must have earned and maintain a 3.5 grade point average to be a member of PTK. Membership is open to full time, part-time, and international students. PTK currently meets once per month.

For further information, please see Thomas Harjuno in B8-100.

INTERCOLLEGIATE ATHLETICS

West Los Angeles College is a member of the Western State Athletic Conference. Other member institutions include Allan Hancock College, Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Oxnard College, College of the Canyons, Cuesta College, Moorpark College, and Santa Monica College. The Western State Conference, the California Community College Athletic Association/Commission on Athletics (CCCAA/COA), constitution and codes govern competition and eligibility.

Intercollegiate competition for men is offered in basketball cross-country, track & field, football, and baseball. Competition for women is offered in basketball, cross-country, track & field, volleyball, and soccer.

All questions pertaining to athletic eligibility should be directed to the Director of Intercollegiate Athletics, Mr Steve Aggers at (310) 287- 4263. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students to Mr. Jawell Samilton, the West Los Angeles Athletic Academic Counselor, at (310) 287-4273.

INTERNATIONAL STUDENTS

International (F-1) Visa Students/Admissions

West Los Angeles College is an institution approved by the Bureau of Citizenship and Immigration Services to issue certificates of eligibility for non-immigrant (F-1) student status. West Los Angeles College accepts a number of qualified international students each semester who wish to pursue occupational, transfer, and A.A. degree curricula.

1. Demonstrate English language ability adequate to enable the student to profit from instruction at the college level. Adequacy of English proficiency is determined by a satisfactory score on the Test of English as a Foreign Language (TOEFL). A score of 45-46 on the Internet-based test, 450 on a standard, or 133 on a computer-based test is the minimum acceptable score. However, students qualifying at lower levels may be admitted for entry in WLAC English as a Second Language courses; check with the International Student Services Office. Transfer applicants in the U.S. may substitute WLAC placement exam results for the TOEFL.

2. Show evidence of academic achievement equivalent to an American high school education.
3. Demonstrate the ability to pay the non-resident tuition, enrollment fee, and personal living expenses for one year.

Once an international student has been accepted as a student at West Los Angeles College, the student must maintain a full-time academic load of 12 or more units per semester. A number of services are available to international students such as counseling, orientation, a language laboratory, and an international student organization. Information is available in the International Student Services Office in the trailer opposite the Admissions Office, Building A-13.

All international students should contact the International Student Services Office as soon as they arrive, and all students are highly encouraged to carry health insurance.

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of at least \$50,000 per accident or illness;
2. Repatriation of remains in the amount of \$7,500;
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000; and
4. A deductible not to exceed \$500 per accident or illness.

TRANSFER HONORS PROGRAM

The West Los Angeles College Honors Program is expanding to offer students an enriched and vigorous curriculum of general education classes. The Honors program provides priority consideration for admission to selected prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Chapman University, Occidental College, Pacific University, Pepperdine University, Pitzer College, Pomona College, San Diego State University, University of Judaism, Whitman College.

Program Benefits:

- 1) Transcripts reflect participation in the program with "Honors" designation.
- 2) Access to an Honors Counselor.
- 3) Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
- 4) Priority in application for Transfer Alliance Program scholarships.
- 5) Participation in the annual Honors Student Research Conference at UC Irvine.
- 6) Bus trips and tours to Alliance universities.
- 7) Opportunities for interaction and individual conferences, and mentoring.

To Qualify for the Transfer Honors Program:

- Minimum of 3.0 Grade Point Average (GPA) from high school in subject A-G courses; or if already at West, completion of 12 transferable college Units with a minimum 3.0 GPA or better;
- Eligible for English 101 through WLAC assessment or completion of English 28 or ESL 8 at West LA College with grade of "A" or "B".

To Apply:

- If you have met the qualifications, obtain a Transfer Honors Application from the Honors Transfer counselor, or download from the WLAC website;
- Present your official high school transcript or West LA College transcript, application and personal essay to the Transfer Honors Program Director;
- The Transfer Honors Program Director will notify you regarding your acceptance.

Contract Honors Courses:

- Students in the Transfer Honors program can enroll in any IGETC courses with instructor agreement to write a contract for additional Honors credit work.

All regular course work assignments and exams must be completed in the class and the student must earn an "A" or "B" before the Honors extra credit can be granted.

Honors Certification:

- Complete at least 18 units of Transfer Honors Courses work at West in (5-6 designated classes);
- Maintain a minimum of 3.2 GPA or above for all college transfer courses including those in your major.

SCHOLARSHIPS

Throughout the year, West Los Angeles College receives announcements on scholarship opportunities for students. The focus of each scholarship is different; some require good grades, some require financial need, and some are awarded to students majoring in specific areas of study. The Student Activities Office will post these announcements on its bulletin boards as well as make general announcements in campus media.

Updated information and scholarship applications will be available in the Student Activities Building, A-5; the Student Services Office, Building A-1 3; and the Financial Aid Office, Building A-1 2-102.

The following scholarships may be offered through West Los Angeles College:

1. **DAVID RODRIGUEZ MEMORIAL SCHOLARSHIP IN THE SOCIAL SCIENCES AND COMMUNITY SERVICE**
This scholarship will be awarded to a full-time, first-time undergraduate student at West Los Angeles College who possesses a reputation of good character and demonstrates a record of extracurricular school and/or community service involvement. Minimum GPA of 2.8 and one letter of recommendation from a WLAC instructor/professor are required. The scholarship award amount is \$1,500 per academic year.
2. **WLAC FOUNDATION SCHOLARSHIPS**
Awards of \$1000 and \$2000 are offered to students of any major who have completed at least 45 units at West Los Angeles College, and have demonstrated excellence in the classroom. Minimum GPA is 3.75.
3. **DON LEIFFER AWARDS**
Awards of \$500 are made to recognize outstanding academic achievement by students representing each of the college's twelve academic divisions.
4. **ASSOCIATED STUDENTS ORGANIZATION AWARDS FOR ACADEMIC ACHIEVEMENT**
The Associated Students Organization, in conjunction with the twelve instructional divisions, makes one \$100 award per division to an outstanding student selected by division faculty members. Recipients must be ASO members.
5. **ASSOCIATED STUDENTS ORGANIZATION LEADERSHIP AWARDS**
The Associated Students Organization, in conjunction with the twelve instructional divisions, makes one \$100 award per division to a student who has exhibited leadership or strong involvement in college and community activities. Recipients must be ASO members. For further information, contact a division chairperson.
6. **ISABEL SHANE MEMORIAL AWARD**
One \$250 award is made to an outstanding Art or Music major. The award may be made in the areas of design, ceramics, history, painting, choral music, instrumental music, piano, multi-media or computer graphics.
7. **ANDREW MASON MEMORIAL AWARD**
This \$250 award in honor of Andrew Mason, long-time professor of Science, is made to a student who excels in the field of Science.
8. **LYDIA VERA SORRENTO AWARD**
This fund provides a \$250 award for a student who achieves academic excellence in foreign languages.
9. **CHARLES S. REMY JR. MEMORIAL AWARDS**
Two \$450 scholarships are given in honor of the first student body president of West, and are awarded to students who have exhibited outstanding leadership on campus or in the community.

One award of \$250 is given to a full-time student who has completed at least 15 units in the Aviation Maintenance Technician (AMT) or Aviation Electronics Technology (AET) Program. The student must have a GPA of 3.0 or above, both in the major and in general education courses. The recipient must have a demonstrated record of service to the community, and financial need may be considered as well.
11. **THE HENRY KUBO MEMORIAL AWARD FOR EXCELLENCE IN MATHEMATICS**
This \$250 award is made annually to an outstanding student in Mathematics in honor of Henry Kubo, long-time professor of Mathematics.
12. **THE MORRIS J. HELDMAN CHEMISTRY AWARD**
This \$250 award, in memory of WLAC's Founding President, is made to an outstanding Chemistry student.
13. **IRVING R. TANNENBAUM MEMORIAL AWARD**
This \$250 award is made to a second-year student who intends to transfer to a four-year college or university to continue studying Physical or Biological Science. The award is made in honor of Irving R. Tannenbaum, long-time professor of Chemistry.
14. **ALPHA GAMMA SIGMA (AGS) LEADERSHIP AWARD**
This \$200 award is made to an AGS member who has demonstrated leadership skills for two semesters.
15. **ALPHA GAMMA SIGMA (AGS) SCHOLASTIC AWARD**
This \$150 award is made to an AGS student who has demonstrated outstanding scholastic achievement during the previous year.

- 16. THE WLAC “OUTSTANDING ATHLETE” AWARD**
One \$100 award is given to an athlete who has made outstanding athletic contributions and has completed more than 36 units.
- 17. MARK D. LIT AWARDS**
These two awards for \$200 each are for all majors who work and support a family while they attend school.
- 18. CHARLES H. BROWN SCHOLARSHIP AND LEADERSHIP AWARDS**
Two awards, for \$100 and \$200, are given to individuals who have demonstrated leadership and community service involvement. These students must have a declared major and have a demonstrated financial need.
- 19. JOAN VAN STELLE TEACHING SCHOLARSHIPS**
Two scholarships of \$500 each will be given to assist second-year students with educational plans who intend to transfer to four-year colleges or universities to major in Education.
- 20. DOROTHY G. GIBSON AWARD**
This \$500 award is given to a student who has been out of college at least two years and has returned to WLAC in the last year to continue his or her education. The student must also have a demonstrated financial need.
- 21. EOP&S/CARE SCHOLARSHIPS**
Two \$250 awards are given to EOP&S eligible students with unmet financial needs
- 22. WLAC FACULTY/ACADEMIC SENATE SCHOLARSHIP**
One scholarship of \$200 is awarded to a student who has completed at least 24 units and is on a transfer track to a four-year college or university. The student must show leadership skills or involvement in school government, community, or extracurricular activities.
- 23. ALPHA GAMMA SIGMA SERVICE AWARD**
This \$200 award is made to an AGS student who has performed outstanding volunteer services.
- 24. EUGENE N. PHELPS MEMORIAL ACHIEVEMENT AWARD**
This \$500 award is made in honor of Eugene N. Phelps, long-time professor of American Culture. It is given to a student who has completed History 41 and/or History 42 and will be transferring to a four-year college or university in the Fall Semester. Demonstrated community service is desirable; financial need may be a consideration.
- 25. WLAC FALL FEST VENDORS AWARD**
This \$1 00-\$200 award is given to any student returning to college at least 15 years after high school; who is enrolled for two semesters in a Business or Liberal Arts major; has a minimum GPA of 2.5; and has completed 35 units but less than 60 units.
- 26. JAN NATHAN, PMA PUBLISHERS AWARD**
This award is given to any student returning to college at least 15 years after high school.
- 27. MATHEMATICS DEPARTMENT AWARDS**
Two awards of \$200 each will be given to students who have demonstrated diligence of effort. Students must have completed Math 125 in the Fall Semester or be enrolled in 125 for spring.
- 28. WLAC ALUMNI SCHOLARSHIP**
This award of \$200 is given to a student who participates in campus activities and shows leadership qualities.
- 29. DENTAL HYGIENE ALUMNI AWARD**
This \$200 award is presented to the graduating student who demonstrates outstanding professionalism. The student has provided compassionate and caring therapy to patients, and maintained integrity and respect in his or her relationships with patients, classmates and faculty.
- 30. DR. JOSE AND TERESA JARA DENTAL HYGIENE SCHOLARSHIPS**
These two \$150 scholarships are awarded to students of Hispanic descent, who are first or second-year WLAC Dental Hygiene students, and are bilingual. They must be SADHA members, demonstrate leadership skills and community service involvement, and have financial need. The students must submit a 300-word essay entitled, “How to Serve My Community as a Dental Hygienist.”
- 31. RABBI SIDNEY J. JACOBS MEMORIAL SCHOLARSHIP**
This \$200 scholarship is awarded to a student who volunteers time helping people, animals or the environment. Students should be able to provide documentation of community service.
- 32. GWEN-MARIE THOMAS “NO STOPPING ME NOW” AWARD**
This \$500 award will be given to an African-American or Latino male who has been incarcerated in the State or Federal system, and has exhibited a proven path of educational improvement and community service.
- 33. GWEN-MARIE THOMAS “MY HEROINE” AWARD**
This \$500 award will be given to assist a single parent who is a first-generation college student, enrolled in a minimum of 6 units, and employed at least 20 hours per week.

34. DOROTHY C. KAHN-GALLOWAY CHILD DEVELOPMENT TEACHER TRAINING SCHOLARSHIP

Applicants must have completed 15+ units in Child Development at West Los Angeles College. The purpose of this scholarship is to assist Child Development students in their quest to complete teacher preparation. The recipient of this scholarship must show evidence of real commitment to the enhancement of the lives of young children, and show evidence of commitment to his or her scholastic endeavors.

35. CONTRACTORS BUILDING MATERIALS SCHOLARSHIP

This \$500 scholarship will be given to a student who is enrolled in a Business, Management or Entrepreneurship class, and has a formal plan of becoming a business owner and serving the community. An abbreviated business plan must be presented. The student must also have a proven class attendance record of at least 90%, and financial need may be considered.

36. ROBERT LENCH HONORS SCHOLARSHIP

One award of \$500 is offered to a graduating Transfer Honors Program student of any major. This scholarship provides the student with assistance to complete his or her baccalaureate degree.

37. EDWIN AND DOROTHY PACKHAM AWARD

These \$200 to \$400 awards are given to students working in enterprise activities based on scholarship, educational goals, unmet financial need and service to the college community..

38. CALLISHA A. ELDRIGE-BELL ACHIEVEMENT AWARD

This \$100 award will be given to an African-American continuing student or a student transferring to a 4-year college. The recipient must also have an interest in pursuing a career in healthcare (Nursing, Medicine, Medical Technology, etc.) or in Education.

39. AAUW SANTA MONICA BAY BRANCH LOCAL SCHOLARSHIP FUND

Two \$1000 scholarships will be awarded to women who are full-time West Los Angeles College students, who have 3.00 - 3.75 GPAs, are U.S. citizens, and who reside on Los Angeles' Westside. Open to Healthcare or Education majors only.

40. AAUW SANTA MONICA BAY BRANCH LOCAL SCHOLARSHIP FUND

Two \$1000 scholarships will be given to female students who have enrolled directly in WLAC after graduating from a West Los Angeles high school. They must be United States citizens, attending school full-time, and have GPAs of 3.0. Open to students in all classes.

41. CHUCK AMAUGO SCHOLARSHIP

This \$250 scholarship is given to a financial aid recipient who has been identified by Disabled Student programs & Services (DSP&S) with a disability. Students should have completed 24 units and a maximum of 48; should be involved in multicultural and or community service; and be working toward completing a vocational or certificated program.

42. PRESIDENT "Q" AWARD

This \$500 scholarship is awarded to a student who has exemplified the qualities of strength of character, leadership and concern for fellow students. Students must also demonstrate creativity and community service.

43. BARBARA MATHIEU ANTHROPOLOGY STUDENT SCHOLARSHIP

This \$300 scholarship is awarded to a student who has shown interest in the topic as determined by course instructor, and has been or is a current member of the Anthropology Club.

Complete information and scholarship applications are available in the Financial Aid Office, Building A1 2-102; in the Vice President of Student Services Office, Building A-13; and in the Student Activities Building, A-5.

THE TRANSFER CENTER

Building A-13 | (310) 287-4353 Main

Monday	8:30am - 5:00pm
Tuesday	8:30am - 3:00pm
Wednesday	8:30am - 7:00pm
Thursday	8:30am - 3:00pm
Friday	8:30am - 2:00pm

Tony Gamble

Transfer Center Director
(310) 287-4495

Darrell Roberson

Student Services Assistant
(310) 287-4542

Did you come to West with a plan to transfer to a four year university? Or, did you develop an interest in transfer after your experiences at West? The Transfer Center can support both needs.

The goal of the Transfer Center is to identify and encourage students to avail themselves of transfer services, and in doing so, increase transfer readiness and transfer success. In conjunction with other college programs and services, students will be informed of all that West Los Angeles College has to offer to prepare for higher education. Collaborative efforts with faculty will also serve to engage students with transfer information and services.

The Transfer Center will produce a monthly calendar of events. University representatives will visit on a regular basis, and provide current information to students. Activities will also include events at four year institutions. The Transfer Center is a comfortable place to sit, lounge, and review transfer literature, computer-based information, and interact with others interested in higher education. UCLA peer advisors are available to provide encouragement, motivation and follow-up services, based upon their recent experiences as transfer students to UCLA.

Other services currently provided by the Transfer Center:

- Representatives from UC, CSU, and independent colleges and universities meet with students to provide information needed to transfer.
- Accurate information on requirements for majors from www.assist.org.
- Information on general education requirements.
- Catalogues and computer-based information needed to prepare for transfer.
- Transfer Day during the fall semester, with representatives from more than 30 colleges and universities on campus to provide information about UC, CSU, and independent institutions.
- Opportunities to participate in cultural and academic events at local colleges and universities.
- Computer workstations to enable students to access information on the internet, and to file admissions applications.

VETERANS SERVICES

West Los Angeles College programs are approved for veterans, enabling the College to work in close cooperation with the Veterans Administration by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

In order to be eligible to receive assistance, students must apply to the college, meet all admission requirements, and complete the necessary "Veterans Educational Benefits" forms (obtained from and returned to the Veterans Affairs Office). Veterans receiving assistance are responsible for knowing and strictly observing the regulations regarding a change of objectives, withdrawing from classes, overpayments, program planning, and the 60-unit rule. The Veterans Affairs Office is located in the Student Services Building, A-13, and provides information and services for all veterans.

Changes of Objectives

Veterans may make one change of objective during the period of their entitlement. A change of major, however, is not necessarily a change of objective. A change of major results in a change of objective when an extension of time is necessary to complete the new objective or when a new degree is required.

Withdrawals

It is the responsibility of veterans to immediately inform the Office of Veterans Affairs of any changes in enrollment status (changes in units taken). The last day of a veteran's attendance in class must be immediately reported to the Veterans Administration in order to avoid overpayments. An excessive number of units of "W" may lead to academic probation or disqualification. Filling out the appropriate form or giving written notice to the Admissions Office completes official withdrawal from a class.

Selective Service

Under Veterans Affairs, according to Duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

SPECIAL PROGRAMS & SUPPORT SERVICES

ACCELERATED COLLEGE TRANSFER (ACT)

Accelerated College Transfer (ACT) is an open-entry, rigorous transfer program that addresses the educational needs of serious, highly motivated and committed students.

ACT's accelerated structure is in complete compliance with California's education Code and Title V regulations, and its format and 60-unit curriculum fulfill the general education requirements for transfer to universities and private universities.

Through ACT, the new Associate of Arts and Transfer degree can be obtained in two years or less, in consultation with a college counselor.

For additional information, call the ACT office at (310) 287-4369 or the Counseling office at (310) 287-4257.

BOOKSTORE

The Bookstore, located in Building A-8, offers a variety of services to students, faculty and staff at West Los Angeles College. It is open six days a week, Monday through Saturday, and four evenings a week, Monday through Thursday.

The Bookstore sells textbooks and supplies, college imprinted sportswear, general books, study aids, computer software and magazines. It also operates a convenience store that stocks a wide variety of snacks and beverages.

The Bookstore accepts Visa, MasterCard, Discover and American Express charge cards, as well as personal checks from students with a valid student ID or printout of classes and a current California driver's license.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring terms, and for the last two days of the Summer and Winter Intersessions. The Bookstore telephone number is (310) 287-4560. The Bookstore operates an online store you can access by clicking the Bookstore link at www.wlac.edu.

COMPUTER SCIENCE AND APPLICATIONS DIVISION COMPUTER CENTER

The Data Center is located in CE-1 01 and is for use only by students who are registered in Computer Science Information Technology and Computer Applications and Office Technology classes. The lab is equipped with 30 PC's plus several scanners, laser printers, and large print monitor stations. The labs are staffed with Instructional Assistants and are Internet connected. Software available on this network includes: MS Assembler, MS Visual C++, MS Visual BASIC, MS Visual J++, MS Word, WordPerfect, MS Excel, MS PowerPoint, MS Access, MS Outlook, QuickBooks, MS Front Page, Glencoe Keyboarding, Integrated Accounting for Payroll, and Legal Solutions. The lab strives to use the current releases of these programs.

Classes are not scheduled into this lab, and it is for individual use by Computer Science or Computer Applications students.

In addition, several other computer labs are equipped for a total of 140 computers on the same network. These rooms function as part-time classrooms and part-time labs for individual Computer Science or Computer Applications classes or students.

There are two more classrooms equipped with computers for use by programming, MCSE certification, or CISCO Systems certification classes. WLAC is a Microsoft Networking CISCO Networking and Information System Security Training Center. Students who take applications classes may also be preparing for MOUS certification, although we are not an official site.

The Data center is open Tuesday through Thursday, 1:30 p.m. until 10 p.m., and Friday and Saturday, 8 a.m. until 4:30 p.m. Students not enrolled in Computer Science or Computer Applications classes may use the open computer lab in the Heldman Learning Resource Center (HLRC) nearby.

DISTANCE LEARNING PROGRAM

Anytime, anywhere, education is online at West Los Angeles College! Get connected with West's comprehensive Distance Learning Program and earn college credit in a variety of courses that provide flexibility in scheduling and the ability to study when it is convenient for you. Distance learning classes feature the same content and offer the same transferability as on-campus classes. For transferability information see the Online Classes section of the current Schedule of Classes or the West Los Angeles College Online Classes web-site at <http://www.wlac.edu/online>.

Online courses are fully interactive, and most do not require any campus visits. Students have the flexibility of accessing course work 24 hours a day, 7 days a week from any updated computer with Internet access. Students are also welcome to access online courses using the Library Instructional Research Lab (LIRL) on the 2nd floor of the HLRC. A few online classes have on-campus requirement; see the current Schedule of Classes or the Online classes website at <http://www.wlac.edu/online> for specific course requirements.

Online course offerings include:

- Accounting 1, 2, 15, 16, 21, 22, 25
- Administration of Justice 1, 2, 4, 8, 14, 15, 16, 39, 67, 75, 160, 308
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- Travel 100, 130, 135, 137, 140, 155, 175, 180, 200, 300

Please see the Online Classes website at <http://www.wlac.edu/online> for online course syllabi, required textbooks and software, login instructions and links to Technical Requirements and Helpful Hints.

For questions, or to request additional information, contact Eric Ichon, Distance Learning Program Coordinator, at (310) 287-4305 or by e-mail at ichone@wlac.edu.

FOOD SERVICE

The college plans to open a coffee bar/convenience store on the south side of campus behind the HRLC and Fine Arts Complex. The coffee bar will offer premium coffee service, pastries, fresh salads and sandwiches. The new convenience store will offer a wide variety of hot and cold “grab and go” food and beverages.

The convenience store, located in the Bookstore, will continue to provide an assortment of snacks and beverages.

HOUSING

The college does not provide residence facilities. Rooms and apartments are available in nearby communities.

INTERNET RADIO

The West Los Angeles College internet radio station (<http://kradio.wlac.edu>) was developed to provide information and marketing of college programs and activities. Created and produced by Broadcasting and Multi-Media students under the supervision of faculty and administrative staff, this site serves as WLAC’s portal to the World Wide Web. Students participating in the Communication, Entertainment and Media Arts (CEMA) program will receive hands-on training and learn industry standards and best practices, which will enable them to develop character and gain experience to compete in the professional world of communications and entertainment media.

JUMPSTART PROGRAM

JUMPSTART provides high school students the opportunity to earn transferable college credits, begin preparing for a career, and earn credits toward high school graduation through participation in a supportive academic experience.

Students may enroll in classes offered at the West Los Angeles College campus or in specifically designated courses offered at their high school.

Students must obtain written permission from their parents and high school counselors to participate in JUMPSTART.

For more information, please visit www.wlac.edu/jumpstart or call (310) 287-4451.

LIBRARY AND LEARNING RESOURCES

This Division actively seeks to help students in achieving their ultimate educational goal: academic success. Thus, it seeks to accommodate and to support the variety of legitimate learning styles that students develop to achieve that success. A student, for example, may want to study either alone or in a group; accomplish research in the traditional method or learn about new online methods of research; polish basic skills in English or Math or supplement subject-content courses (e.g., Chemistry, Foreign Language, History, Political Science) in a computer-assisted instructional environment; or seek tutorial assistance. Any student can accomplish any combination of these modes of learning in the Division of Library and Learning Resources.

The Division consists of two departments: the Library, and Learning Activities. The Division occupies the Heldman Learning Resource Center (HRLC) building. The Library is located on the 2nd and 3rd floors, Learning Activities on the ground level.

Operational hours vary from semester to semester; so please contact the Library Circulation Counter (x4408), Learning Center (x4486), Reference Desk (x4269), or visit the Divisional web site <http://library.wlac.edu> for current information.

LIBRARY

Reference and Circulation Services

The Reference Desk is staffed by librarians who respond to all research and reference queries, assisting students with effective strategies to obtain information. Numerous instructional and bibliographical aids are available in print and on the Library’s web site. At the Circulation Counter, books, textbook reserves, periodicals, and other materials may be checked out for prescribed periods of time.

Book Collection and Other Library Resources

The Library’s collection consists of approximately 62,000 print titles and two e-book collections. Most of the print titles are available for general circulation. Others are held either in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include a collection of serials or periodicals of approximately 70 titles. The Library also maintains an instructional media collection of DVDs, video tapes, CDs, and audio recordings. Remote access is provided for all electronic resources, including several periodical and reference databases.

Information Competency (IC)

According to the American Library Association, Information Competency "is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." The UCs, CSUs, and the Academic Senate of the Community Colleges of California, among others nation-wide, all endorse information competency as a priority for college students. The Western Association of Schools and Colleges names information literacy, among other priority competencies, specifically in their Handbook of Accreditation:

Baccalaureate programs ensure the development of core learning abilities and competencies including, but not limited to, college-level written and oral communication; college-level quantitative skills; information literacy; and the habit of critical analysis of data and argument.

To address this core competency the Library provides a number of IC classes and orientations. Students participate in a teacher-sponsored class-orientation. More ambitious students may want to undertake one of the for-credit Library Science courses, many transferable to CSU and/or UC. Please consult the current Schedule of Classes for the IC courses.

Library Lab and Classroom

Information Competency courses and workshops are taught in the Library Internet Research Classroom (LIRC, or LRC 218). All of the Library's online resources are available there for students undertaking formal IC instruction.

These resources are also available at the larger Library Instructional Research Lab (LIRL) which is the school's only unrestricted, college-wide computer lab. Together LIRC and LIRL provide nearly 100 student computers, offering access to the online catalog, periodical and research databases, the Internet, and selected Microsoft applications.

Learning Activities

Located on the first floor of the HLRC, Learning Activities is an active learning center. It includes computer-assisted instruction as provided by Learning Skills and peer and group tutoring. Included in this group of learning activities are the Language Lab and the Writing Lab. Hours of operation vary from semester to semester, please contact Curt Riesberg at extension 4486 or visit the library web site.

Learning Skills

Learning Skills offers classes that address basic skills in language acquisition and mathematics and subject-content courses that take advantage of computer-assisted instruction in an open-classroom laboratory environment as well as in traditional in-class instruction. Basic skills courses include classes on language acquisition (grammar, vocabulary, reading fundamentals, essay writing) and mathematics (basic math to intermediate algebra). Beyond basic skills, other skills courses support and foster student success in subjects that include, for example, Chemistry, and Political Science. Some additional areas that Learning Skills courses can assist students are to study for the math, reading, and essay assessment exams that are for nursing programs, GED and CBEST. Students enroll in one-half or one unit open-entry/open-exit, self-paced, individualized courses.

Tutorial Services

A campus-wide, free Tutorial Services Program provides assistance in many subjects. Tutoring is only for courses taught at West Los Angeles College. Peer tutoring is available on a drop-in basis; arrangements may be made for group tutoring. Please consult the current tutoring schedule for availability of tutors and times.

Language Lab

Foreign language lab courses are held in the foreign language lab. Students use interactive multimedia computer tutorials to enhance listening, reading, and writing skills in a foreign language. The lab activities allow the students to review, drill, and master vocabulary and grammar material presented in the lecture course. Foreign language video, audio-cassettes and software keyed to the textbook are available for lab use only. Students taking Spanish online should take the lab course offered online.

Joyce Jaffe Writing Lab

The Writing Lab services are available on a drop-in basis to any student wanting help with organizing, developing, writing, and revising class papers for courses at West Los Angeles College (e. g., English, Health, Psychology) and with preparing essays for scholarship and transfer applications.

ONLINE TEACHER CERTIFICATE PROGRAM (OTCP)

The Online Teacher Certificate Program (OTCP) is designed for college instructors who are teaching, or interested in teaching, online or hybrid courses.

For additional program information, contact Eric Ichon, Distance Learning Program Coordinator, at (310) 287-4305 or by e-mail at IchonE@wla.edu.

SHERIFF'S SERVICES

The Los Angeles Community College District maintains a Sheriff's Department on campus. The Deputy Sheriffs in this department are peace officers of the State of California and are trained at the Los Angeles County Sheriff's Department Academy, as are the Security Officers. They exceed all requirements necessary for police employment.

The Sheriff's Department is located in Building C-3 on Freshman Drive by Lot 5. The College Sheriffs are on campus 24 hours each day throughout the year. The Sheriff's Department handles criminal complaints and personal injuries. The Sheriffs also handle lost and found property and general assistance relating to the campus. The telephone number for the Sherriff's Department is (310) 287-4314.

CAMPUS PARKING, TRAFFIC, AND SAFETY REGULATIONS

The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads.

All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A. CVC grants the President of West Los Angeles College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard, or are abandoned with no license, towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away, no exceptions. Please check fences and curbs for tow-away signs. **ALL POSTED CAMPUS TRAFFIC AND PARKING REGULATIONS WILL BE ENFORCED.** Parking on campus is a privilege and permission to park may be revoked at any time.

West Los Angeles College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

Students may only park in the following Parking Lots:

Parking Lot 5	Entry on Freshman Drive
Parking Lot 7	Entry on Albert Vera or South B Streets
Parking Structure	(Scheduled to open by January 1, 2009)

THERE IS NO FREE PARKING AREA ON THE CAMPUS. ALL PARKING AREAS REQUIRE A PERMIT. PERMITS MUST BE DISPLAYED ON THE REAR VIEW MIRROR.

METERED PARKING STALLS ARE USED PRIMARILY FOR VISITORS. STUDENTS WITH A PERMIT MAY USE THE METER, BUT THEY MUST PAY.

A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES.

A STUDENT'S WEST LOS ANGELES COLLEGE PARKING DECAL IS VALID AT EACH LOS ANGELES COMMUNITY COLLEGE DISTRICT CAMPUS AT WHICH THE STUDENT IS CURRENTLY ENROLLED IN CLASSES.

Student parking permits are issued in the Business Office, Building A-13, upon payment of the student parking fees.

See STUDENT FEES section in this college catalog for more details.

A two week grace period to purchase parking permits is given for the Fall/Spring semesters.

General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.

8. Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. Motorcycles, motor scooters and motorized bicycles must park in motorcycle areas of lot No. 1 or 7. **MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.**
9. Always lock your car and set brakes when parking.
10. If you feel you have received a parking citation in error, see the College Sheriff between the hours of 7:00 a.m. - 9:00 p.m., Monday – Thursday and 8a.m.- 4p.m., Friday –Saturday (Not including Holidays). Sheriff's Office open 24 hours. For emergency calls: (310)287-4314 or (310)287-4315.

Bicycle Safety Rules

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.
2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.
3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.
4. If bicycles are chained to poles outside classrooms they must be parked so as not to obstruct sidewalks.
5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code.
6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.
7. Riding on grass is prohibited.

Roller-skates, in-line skates and skateboards are not permitted on campus.

Dogs are not permitted on campus. (except for seeing eye dogs)

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Monday-Thursday, 6:00 p.m. to 6:00 a.m. Friday-Saturday, closed on Sunday.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route

or caravanning, be advised that the District assumes no liability or responsibility for the transportation and any person driving a personal vehicle is not an agent of the District.

WESTSIDE EXTENSION (WLAC Community Services)

Westside Extension offers an array of elective, not-for-credit classes, workshops and one-day seminars in a wide variety of topics, including arts and crafts, computers, business, personal finance, performing arts, writing and personal development. Extension classes are taken for career development, personal growth or simply enjoyment, and there are usually no tests or homework. A class may meet just once during a semester, or for several sessions, depending on the topic.

The Extension Program is self-supporting, with all revenues generated from class registration fees. Financial assistance is not available. Three times a year, a Westside Extension brochure of classes is mailed to local residents to promote upcoming classes. Registrations and payment of class fees are handled through the Extension Office only. Westside Extension can be reached at (310) 287-4475 or www.wlac.edu/westside/index.htm.

The office is located in the lobby of the PEC South Building. See the web site for office hours, as they vary throughout the year.

WORKFORCE DEVELOPMENT CENTER

CalWORKs and TRiO Programs

The Workforce Development Center administers the CalWORKs/TANF program that supports GAIN participants attending the college. Supportive services such as counseling, advisement, workshops, work study, and job placement are provided.

The W.D.C. also includes a TRiO cluster of programs serving students from middle school, high school (Talent Search and Upward Bound), and community college (Educational Opportunity Center and Student Support Services). The TRiO programs provide experiences such as visits to college and university campuses, cultural events, counseling, tutoring, and assistance with financial aid, career counseling, and job placement. Programs also assist students with test performance on the ACT, SAT and CAHSEE examinations.

The W.D.C. includes job placement services to assist students with internships, part and full-time jobs, job counseling, resume assistance, and interview preparation.

The Workforce Development Center, Building A-4, can be reached at (310) 287-4261.