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770 Wilshire Blvd. | Los Angeles, CA 90017 | (213) 891-2000

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**WEST LOS ANGELES COLLEGE**

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Michael Arata, *Humanities and Fine Arts*  
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Mary Jane McMaster, Ph.D., *Mathematics*  
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# PHONE DIRECTORY

**General College Telephone Number: (310) 287-4200**

**DIRECT PHONE LINES**

All phone numbers are in the (310) Area Code

**OFFICE TELEPHONE NUMBER**

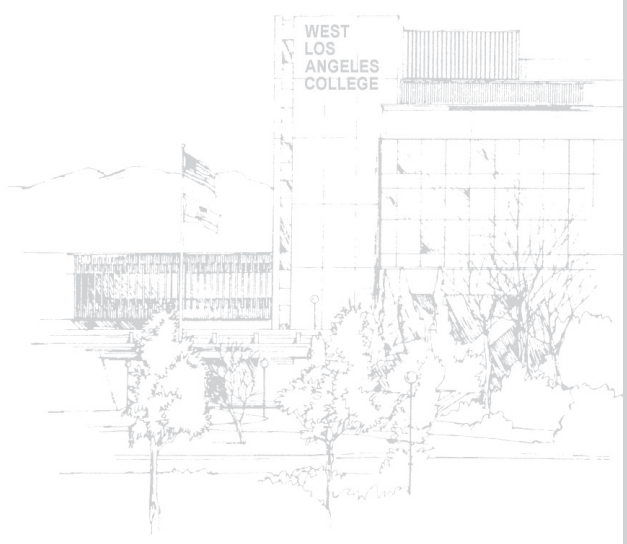
Academic Affairs	287-4374
Administrative Services	287-4368
Admissions and Records	287-4501
Assessment/Matriculation	287-4462
Associated Students Organization	287-4426
Athletics (Men's)	287-4577
Athletics (Women's)	287-4577
Aviation Maintenance Technology	287-4515
Bookstore	287-4560
Business Office	287-4262
CalWORKS	287-4261
Campus Police/Sheriff's Dept.	287-4314
Child Care Center	287-4357
Counseling	287-4399 or 287-4257
Dental Hygiene	287-4464
Distance Learning	287-4305
Disabled Students Programs and Services (DSP&S)	287-4450
Extended Opportunity Programs and Services (EOP&S)	287-4317
Financial Aid	287-4532
Health Center	287-4478
International Students Office	287-4312
JumpStart Program	287-4465
Library (Heldman Learning Resource Center [HLRC])	287-4408
Paralegal Studies Program	287-4438
Student Services	287-4333
Tutoring	287-4324
Westside Extension	287-4475
Workforce Development Center	287-4261

**ACCREDITATION**

West Los Angeles College is a public community college accredited by the **Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges**  
**10 Commercial Boulevard, Suite 204, Novato, CA 94949.**  
This publication was produced by the Office of Academic Affairs.

West

**2010-2012 CATALOG**



# PRESIDENT'S MESSAGE

## Here at West Los Angeles College, we say "Go West. Go Far."

This is not just a catchy phrase. It influences how we do things, how we approach education and how we treat our students. Our job as instructors, administrators and staff is to help you get from where you are now to where you want to go. You will find that at West, you feel like a person that matters, not just a student ID number.

My favorite quote about West is "It's got a small private school feel but at an affordable price." Student after student echoes this impression in their own way.

## Other things you should know about West...

The scenic campus is being transformed into a more modern institution for today's students. The beautiful setting remains. But new buildings integrating technology with improved student learning are now open and in progress.

We offer paths to university transfer that fit diverse student needs including full, part-time, weekend and fully online options. We also offer over 65 Associate Degree and certificate programs.

Particularly unique degree programs include a television/film production trades academy; a dental hygiene program that rivals universities; an aviation maintenance program; an ABA-approved paralegal program; and preparation for computer science industry exams.

West faculty, with the exception of some vocational programs, all have advanced degrees. Classes are taught by faculty, not student assistants. Our smaller class sizes allow student to receive more attention.

For those of you considering West, there is so much more to say than this page can hold. I invite you to visit the campus in person and/or on the web and see for yourself. To those of you who have already selected West, thank you for choosing us for your important education. We do not take it for granted.

**Best Wishes,**  
**Rose Marie Joyce, Ph.D.**  
*Interim President*



## 2010–2011 COLLEGE CALENDAR

### FALL SEMESTER 2010

Residency Determination Date . . . . .	Aug 29, 2010
Labor Day Holiday (Observed) . . . . .	Sept 6, 2010
Instruction Begins . . . . .	Aug 30, 2010
Veterans' Day Holiday (Observed) . . . . .	Nov 11, 2010
Thanksgiving Holiday (Observed) . . . . .	Nov 25-28, 2010
Final Examinations. . . . .	Dec 13-19, 2010
Fall Semester Ends . . . . .	Dec 19, 2010
Winter Break . . . . .	Dec 20, 2010 - Jan 2, 2011

### WINTER INTERSESSION 2011

Residency Determination Date . . . . .	Jan 2, 2011
Instruction Begins . . . . .	Jan 3, 2011
Martin Luther King's Birthday (Observed) . . . . .	Jan 17, 2011
Final Examinations . . . . .	The last day of class
Winter Intersession Ends . . . . .	Feb 6, 2011

### SPRING SEMESTER 2011

Residency Determination Date . . . . .	Feb 6, 2011
Instruction Begins . . . . .	Feb 7, 2011
Lincoln's & Washington's Birthdays (Observed) . . . . .	Feb 18 & 21, 2011
Cesar Chavez Day (Observed). . . . .	Mar 31, 2011
Spring Break . . . . .	April 18 - 25, 2011
Memorial Day Holiday (Observed) . . . . .	May 30, 2011
Final Examinations . . . . .	May 31 - Jun 6, 2011
Spring Semester Ends . . . . .	Jun 6, 2011

### SUMMER 2011

Summer Session Begin (Instruction Dates Vary) . . . . .	Jun 13, 2011
Independence Day . . . . .	Jul 4, 2011
Summer Sessions End . . . . .	Aug 21, 2011

*NOTE: Dates subject to change.*

## 2011–2012 COLLEGE CALENDAR

*See 2011 - 2012 Schedules of Classes for dates.*

# ABOUT THE DISTRICT



## THE CATALOG

The West Los Angeles College (West) Catalog describes the courses, programs and services of the college that are planned for the 2010-2012 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current and complete information may be obtained from the appropriate department or administrative office or from the WLAC website at [www.wlac.edu](http://www.wlac.edu).

## THE COLLEGE

West Los Angeles College, located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 12,000 students attending day, evening and weekend classes. West serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students represent a rich mixture of nationalities and cultures.

## Administration

West Los Angeles College's president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. They all carry out the vision of the college: "West: A gateway to success for every student."

## Academic Divisions

The college features thirteen divisions which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are: Allied Health; Aviation, Travel and Hospitality; Behavioral and Social Sciences; Business; Communication, Entertainment and Media Arts; Computer Science and Applications; Counseling; Dance, Health and Physical Education; Humanities and Fine Arts; Language Arts; Library and Learning Resources; Mathematics; and Science.

## Support Services

Support services of the College include: the Child Development Center (CDC), Disabled Students Programs and Services (DSP&S), Distance Learning and Online Education, Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE), Matriculation, Student Services, Counseling, Financial Aid, and the Workforce Development Center.

## Accreditation

The college is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and offers a wide range of transfer and vocationally-oriented programs. The American Dental Association and the Federal Aviation Administration also recognize the vocational curricula offered at West Los Angeles College. The American Bar Association has given full approval to the Paralegal Studies Program.

## THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

The Los Angeles Community College District, the largest in California, serves approximately 150,000 students and is governed by a publicly-elected seven-member Board of Trustees. The District's administrators, a Chancellor, Senior Vice Chancellor, and other senior staff members are appointed by the Board of Trustees. A non-voting student member who is nominated by the Associated Students Organizations of all nine campuses also sits on the Board.

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# GENERAL INFORMATION

## EDUCATIONAL PHILOSOPHY

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to the provision of education, which benefits students and enables them to contribute to society.

Our colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide the means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges' communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education

## OUR VISION

**WEST: A gateway to success for every student.**

## OUR MISSION

West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

A West, education enriches students with the knowledge and skills needed to earn certificates and degrees, to transfer, to build careers, and to pursue life-long learning.

## OUR VALUES

### **Excellence**

West envisions each student and employee striving for excellence in and out of classes, laboratories, libraries, studios, playing fields and offices.

### **Ethics**

We hold ourselves and others to the highest standards in personal as well as intellectual responsibilities. This informs relationships among students, staff, faculty and administration.

### **Empowerment**

At West, everyone – students, staff, faculty, and administration – is empowered by high expectations, respect and acknowledgement in all pursuits, from single lessons to completed degrees, from daily encounters to formal policy deliberations.

### **Engagement**

To be fully engaged – academically, locally and globally – is to embrace learning with passion, commitment and energy.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

West Los Angeles College uses student learning outcomes to continually assess student learning and institutional improvement. Student learning outcomes are used to measure achievement of course goals, programs, and degrees. Assessment data provide information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, student learning outcome assessment assists programs, departments and the college in accreditation by providing evidence of quality teaching and learning.

- A. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- B. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- C. **Quantitative Reasoning:** Identify, analyze, and solve problems that are quantitative in nature.

- D. **Self-awareness/Interpersonal:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- E. **Civic Responsibility:** Apply the principles of civility to situations in the contexts of work, family, community and the global world.
- F. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.
- G. **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
- H. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.
- I. **Aesthetics:** Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life.

## NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability or veterans status (*Board Rule 1202*).

Inquiries regarding equal opportunity at West Los Angeles College should be directed to the College Equal Opportunity Officer.

## SUMMARY OF SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15 (*Board Rule 15001*). The Los Angeles Community College District has a policy which provides formal and informal

procedures for resolving complaints. Copies of the policy and procedures may be obtained from Sherron Rouzan, Advocate for Students at (310) 287-4527; or by calling the Office of Diversity Programs at (213) 891-2315.

Any member of the college community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of the college. Every employee has the responsibility to report such conduct when the conduct is aimed at students.

Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

## STUDENT ID SYSTEM AND SOCIAL SECURITY NUMBER

The Los Angeles Community College District is committed to protecting student privacy and has worked to change existing data collection and storage systems to eliminate the use of Social Security numbers as the primary method of student identification.

During July 2006, in accordance with state legislation, the college switched to a new student identification system. At the time the new student ID system was introduced, current students were sent a letter informing them of their new identification number. New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers "88" to make it easy to identify. For additional information, visit our college website at: [www.wlac.edu](http://www.wlac.edu), or visit the Admissions Office in A-13.

## ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every effort to make this catalog accurate and may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies and/or procedures as provided by law.



# INFORMACIÓN GENERAL

## ¿QUIÉN PUEDE MATRICULARSE?

- Una persona que terminó la preparatoria, o
- Una persona que tenga 18 años, y pueda beneficiarse de una educación
- Un estudiante de 18 años y que no terminó la preparatoria bajo unos programas especiales.

## ¿CÓMO PUEDE MATRICULARSE?

1. Obtenga un formulario en Admissions Office - Bldg A-13 o por medio de la red electrónica ("Internet").
2. El formulario tiene que ser presentado en persona o a través del Internet con una fotografía. También, traiga un comprobante de su número de seguro social. Si usted no tiene un número de seguro social, usted puede pedirle a la escuela un número de identificación.

## ¿COMO PUEDE USTED MATRICULARSE EN LAS CLASES?

**Nuevos Estudiantes:** Después de entregar su solicitud, usted recibirá una cita para matricularse. Usted podrá matricularse en las clases por medio del uso del el Internet a cualquier hora después de la fecha/hora de su cita.

Si es necesario, las computadoras estarán disponibles en la escuela para inscribir a los estudiantes.

La mayoría de los estudiantes tendrán que hacer una cita para que se les evalúe el nivel académico. La evaluación ayuda a determinar el nivel apropiado de las clases que los estudiantes pueden tomar.

Nosotros recomendamos que los estudiantes nuevos participen en una orientación, antes de matricularse en clases.

**Estudiantes matriculados:** Si usted ha tomado clases en WLAC en los últimos dos semestres, usted recibirá una cita para matricularse por correo electrónico. Usted puede matricularse para las clases por el Internet a cualquier hora/fecha después de su cita para matricularse. Las computadoras están disponibles para los estudiantes..

**Estudiantes que quieran re-inscribirse:** Si han pasado mas de dos semestres desde que tomo clases en WLAC usted tendrá que re-inscribirse.

Para matricularse por el Internet, visite la pagina:  
[www.wlac.edu](http://www.wlac.edu).

## COSTO DE INSCRIPCIÓNES:

**Residentes de CA:** \$26.00 por unidad

**No-residentes:**

\$186.00 por unidad (residentes fuera del estado)

\$204.00 por unidad (estudiantes extranjeros)

*Estudiantes extranjeros tambien tienen que pagar \$26.00 de la matriculación por cada unidad.*

## AYUDA FINANCIERA:

Usted tiene que ser un ciudadano estadounidense o residente permanente para recibir ayuda económica. La ayuda económica incluye "grants" (ayuda federal o estatal y becas que usted no tiene que pagar) y préstamos de bajo interés. La ayuda le puede asistir a usted a pagar por la matriculación, libros y costo de vivienda.

**PASO 1:** Llene y someta la forma FAFSA. La forma está disponible en el Internet ([www.fafsa.gov](http://www.fafsa.gov)) o en la oficina de Ayuda Financiera, A-12.

**PASO 2:** Varias semanas más tarde, usted recibirá un Informe De Ayuda Estudiante (Student Aid Report - "SAR") por correo electrónico. Tráigalo a la Oficina de Ayuda Financiera para empezar un fichero y hablar sobre cualquier problema con su solicitud.

**PASO 3:** La Oficina de Ayuda Financiera repasará su solicitud y procesa automáticamente la matricula con excepción financiera para los estudiantes que califican bajo este criterio.

**PASO 4:** La Oficina de Ayuda Financiera le mandará a usted una Carta de Notificación que le explicará la ayuda que usted va a recibir.

**PASO 5:** Los cheques de ayuda financiera, serán enviados por correo o enviados electrónicamente a la cuenta de banco del estudiante durante el año. Típicamente su primer cheque llegará después de dos semanas después de que reciba la carta de notificación, pero puede tardar más tiempo.

## LA MATRÍCULA CON EXCEPCIÓN FINANCIERA (FEE WAIVER)

Si usted es un residente de California con ingresos bajos, usted puede calificar para la matrícula con excepción financiera, la cual cubre la matrícula. Esta no cubre libros y mantenimiento (gastos). Para esto usted necesita llenar la solicitud de FAFSA para saber si usted puede calificar en estas áreas.

*NOTA: Cuando usted someta la solicitud de FAFSA automáticamente es considerado para la matrícula con excepción financiera. Si usted necesita la matrícula con excepción financiera inmediatamente tendrá que llenar la solicitud respectiva. Estas formas están disponibles en la oficina de ayuda financiera, A-13.*