

STUDENT PROGRAMS & SERVICES

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The ASO General Council represents students in the shared governance process. The ASO emphasizes student leadership and self-governance to enable students to develop and express initiative in terms of the common good. Governed by the Executive Council, the Associated Student Organization conducts activities on behalf of the students. The General Council represents the student body's interests at the college, district, regional, state, and federal levels. On behalf of the Vice Presidents of Student Services, the ASO Advisor oversees the Associated Student organization Executive Council, Finance Committee, and Inter-Club Council.

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 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:

Note: the following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization (ASO) officers must be met:

- 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 or session. The ASO Constitution may not set a higher GPA requirement.

- D. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10
- E. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students who forfeit office for failing to meet this unit requirement will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
- F. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student who exceeds the requisite 80 degree- applicable unit maximum must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
2. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree- applicable unit maximum.

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 in the District.

- B. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
- 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. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. 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 if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Chapter IX, Article VIII, Sections 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.

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 uncharted 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
- Cheer Club
- Chess Club
- Christian Club
- Club Latino United for Education
- Criminal Justice Club
- Dental Hygiene Club
- Economics Club
- EOPS/CARE Club
- Fitness Club
- International Student Club
- Paralegal Club
- Phi Beta Lambda (Business)
- Phi Theta Kappa (International Honor Society)
- Political Club
- Puente Club
- Social Justice Alliance
- The Student Voice – WLAC Newsletter
- Umoja Black Student Movement
- Value Creation Buddhists Association
- WLAC Walking Club

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." The current mascot for West is the Wildcat.

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 foster a positive learning environment for students' children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for their elementary education.

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 offers a meal program to participants of the day program.

Ages of Children

• Children aged 2-5 years are accepted into the Monday – Thursday 8:00 a.m. – 4:00 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.

COMMENCEMENT

Commencement Information

Commencement occurs at the end of the Spring semester. Students may petition to graduate if they anticipate completion of the requirements for an Associate Degree or Certificate of Achievement.

Certificate of Achievement candidates may petition at any time during the year using a Certificate Petition; however, the deadline for Spring certificate petitions must be the same as the graduation petition deadline in order to invite everyone to the ceremony in a timely manner.

Students must file within the deadlines to be invited to West's Commencement ceremony.

Graduation petitions are accepted throughout the academic calendar year during the Spring, Summer, Fall, and Winter semesters.*

**Please refer to the Academic Calendar in the current schedule of classes for exact dates and deadlines.*

Graduation Petition Process

Students who anticipate graduation must complete a Graduation Packet:

Step 1

To ensure you are eligible for graduation with an Associates Degree, please confirm that the following items are in progress or have been completed:

- 12 units of residency completed at West
- A minimum 2.0 cumulative grade point average
- A "C" or better in English 101* and Math 125*
- A "C" or better in all major courses
- 60 degree applicable units

** Continuous enrollment prior to Fall 2009 may have catalog rights to English 28 & Math 115*

Step 2

Students may choose a General Education Plan from the following:

- Plan A – For majors with a minimum of 18 units
- Plan B – For majors with a minimum of 36 units
- Plan CSU* - For all majors
- Plan IGETC* - For all majors

**Students are still required to fulfill the Health and PE requirements.*

Step 3

Official transcripts from all colleges/universities that you have attended must be on file in the Office of Admissions and Records, except for Los Angeles Community College District campuses. Transcripts must be mailed directly from the institution to West.

Step 4

A transcript evaluation petition must be completed for courses taken outside of the Los Angeles Community College District.

Step 5

Submit the completed Graduation Packet to the Office of Admissions and Records. It is highly recommended that you submit a Graduation Checklist Worksheet from DegreeWorks.

Graduation Information can be found at our website:
www.wlac.edu/graduation/index.html

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 by appointment. These services are provided by professional counselors through individual counseling, group workshops and referrals to appropriate resources on and off campus.

1. The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals. To make appropriate academic decisions, to develop self-confidence and self direction, and to build self-esteem.
2. 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 challenges or barriers that impede plans to fulfilling those educational goals.

3. 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. Brief counseling is available on a walk-in basis. Counseling appointments may be made online at www.wlac.edu, or in the Student Entry Center or by calling the Counseling Center directly at (310) 287-4257 / 4399.
4. Entering (first year) students are encouraged to enroll in Personal Development courses (PD 5, 17, & 40). Returning students and second year community college students are strongly encouraged to enroll in PD 4, 8, and 20. 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 and career objectives.
5. The Counseling Center is available to students 8:30 a.m. to 5:00 p.m. Monday and Thursday and, 8:30 a.m. to 7:00 p.m. Tuesday and Wednesday. The Counseling Center is open 8:30 a.m. to 1:00 p.m. on Fridays.

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 & IGETC/CSU Certifications).
- Work with students to develop individualized student educational plans for academic, transfer and career goals
- 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 and certificate programs offered at West Los Angeles College.
- Provide limited personal counseling and referrals on and off campus when appropriate.

Additional Counseling Services

Additional counseling services are also available through EOP&S/CARE and DSP&S programs.

DISABLED STUDENT PROGRAMS & SERVICES

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

The DSP&S Office is located in the Heldman Learning Resources Center (HLRC), room 119. Office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 1:00 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.
- Adapted computer labs
- 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 (electronic text)
- 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 Student 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.

To Apply:

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

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 one of these universities can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

Workshops

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

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 three times 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.

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) and mail it to the processor listed on the application. The college code for West is #008596.

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 a minimum of 6-8 weeks 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
- 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 \$8025 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 (*e.g., tutoring, 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 place 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, or C.

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.

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 half-time 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 contact California Student Aid Commission 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 varies. 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). 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, "Financial Aid Guide," 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:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{NEED}$$

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	

4. 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.
5. Students must complete more than 67% 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.*

Determination of Disqualification

1. Students who have met their educational goal are ineligible for further financial aid.
2. 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.
3. 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:

1. Have received a high school diploma.
2. Have received a certificate of General Education Development (GED), or Certificate of State Equivalency of High School.

3. Have successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree.
4. 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 (310) 287-4532. The Assessment Office is located in Building A12-100, telephone (310) 287-4462.

HEALTH CENTER

The Student Health Center in Bldg. A-9 offers free or low cost healthcare services to all currently-enrolled students. All medical services are provided by a certified Nurse Practitioner. An On-call Physician is available for medical consults. Contact the health center for current operating hours. The student health center is closed weekends and all official holidays.

The mandatory Student Health Fee of \$11 per semester (\$8 during the Summer and Winter Intersession, and subject to change) underwrites our health services and is payable at the time of registration.

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 Student Health Center requests everyone with serious medical emergencies on campus to call 911 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 please call (310) 287-4478, or go to: www.wlac.edu/services/brochures/healthcenter.pdf

HONORS

Honor Societies

Alpha Gamma Sigma / Phi Lambda Kappa

Alpha Gamma Sigma (AGS) 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 the web site for more info: www.geocities.com/ags_wlac/ags.

Phi Theta Kappa – International Honor Society

The purpose of Phi Theta Kappa (PTK) 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 the MSA Bldg.

Transfer Honors Program

The Transfer 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, and Whitman College.

Program Benefits:

- Transcripts reflect participation in the program with "Honors" designation.
- Access to an Honors Counselor.
- Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
- Priority in application for Transfer Alliance Program scholarships.
- Participation in the annual Honors Student Research Conference at UC Irvine.
- Bus trips and tours to Alliance universities.
- 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 West assessment or completion of English 28 or ESL 8 at West with grade of "A" or "B."

To Apply:

- If you have met the qualifications, obtain a Transfer Honors Application from the Transfer Honors counselor, or download from the WLAC website;
- Present your official high school transcript or West 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 Honors at West;
- Maintain a minimum of 3.2 GPA or above for all college transfer courses including those in your major.

For More Information please contact:

- Eloise Crippens, Program Director
(310) 287-4240 | transferhonors@wla.edu
HLRC 124
- Andrea Frederic, THP Counselor
(310) 287-4260 in A13

Dean’s Honor

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 “Summa Cum Laude” with a GPA of 3.70-4.0. Braided gold and blue honor cords are awarded to those students who graduate “Magna Cum Laude” with a GPA of 3.50-3.69. Braided blue honor cords are awarded to those students who graduate “Cum Laude” with a GPA of 3.00-3.49. Honor cords are presented only to students who qualify and participate in Commencement. Students who already possess an Associate in Arts or Science or equivalent, or an advanced degree are not eligible for these awards.

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- 4513. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students to Mr. Jewell Samilton, the West Los Angeles College Athletic Academic Counselor, at (310) 287-4273.

INTERNATIONAL STUDENTS

International F-1 Visa Students/Admissions

West Los Angeles College is an institution approved to issue certificates of eligibility (I-20) for non immigrant student status. West Los Angeles College accepts qualified international students who wish to pursue occupational, transfer, and A.A. degree curricula. Refer to Page 10 for details about admissions criteria.

Students with F-1 visa status must maintain a full time academic load of 12 or more units each Fall and Spring semester. Student services include counseling, instructional support (tutoring) and a learning skills center, a student organization and an international student club. Information is available at www.wla.edu/international/f1visa.html

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 \$250,000 maximum benefit, with a per incident maximum benefit of \$100,000.
2. Repatriation of remains in the amount of \$15,000.
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$50,000.
4. Deductible not to exceed \$500 per accident or illness. \$25 co-pay for physician and urgent care visits. \$100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expense is \$2,500 if out-of-network medical services are used.

PARKING

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:

- South Parking Structure and its overflow lot
- Parking Lot 5 Entry on Freshman Drive

THERE IS NO FREE PARKING AREA ON THE CAMPUS. ALL PARKING AREAS REQUIRE A PERMIT. PERMITS MUST BE CLEARLY DISPLAYED IN THE VEHICLE.

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.

SCHOLARSHIPS

Throughout the year, West Los Angeles College receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, 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, A5; the Student Services Office, Building A13; and the Financial Aid Office, Building A12-102.

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

1. AAUW SANTA MONICA BAY BRANCH LOCAL SCHOLARSHIP FUND

Two \$1000 scholarships will be awarded to women who are full-time West students, are U.S. citizens, and who reside on Los Angeles' Westside. Open to Healthcare or Education majors only. Minimum GPA is 3.0.

2. ALPHA GAMMA SIGMA (AGS) LEADERSHIP AWARD

This \$200 award is granted to an AGS member who has demonstrated leadership skills for two semesters. Minimum GPA is 3.25.

3. ALPHA GAMMA SIGMA (AGS) SCHOLASTIC AWARD

This \$150 award is granted to an AGS student who has demonstrated outstanding scholastic achievement during the previous year. Minimum GPA is 3.5.

4. ANNA CHIANG COMPUTER SCIENCE TECHNOLOGY SCHOLARSHIP

Eight \$300 scholarships will be awarded to students who have completed at least five computer science (CO SCI) courses and have passed CISCO, COMPTIA, or CISSP. Minimum GPA is 3.4.

5. 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 is a former or current member of the Anthropology Club. Minimum GPA is 3.0.

6. CHARLES S. REMY JR. MEMORIAL AWARDS

Two \$450 scholarships are granted 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 granted 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.

7. DENTAL HYGIENE ALUMNI AWARD

This \$200 award is presented to the graduating student who demonstrates outstanding professionalism. The recipient will have provided compassionate and caring therapy to patients, and maintained integrity and respect in his or her relationships with patients, classmates and faculty. Minimum GPA is 3.0.

8. DON LEIFFER AWARDS

Awards of \$500 are granted to recognize outstanding academic achievement by students representing each of the college's twelve academic divisions. Minimum GPA is 3.0.

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

Applicants must have completed 15+ units in Child Development at WLAC. 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. Minimum GPA is 2.5.

10. DOROTHY G. GIBSON AWARD

This \$500 award is granted 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.

11. EDWIN AND DOROTHY PACKHAM AWARD

These \$200 to \$400 awards are granted to students working in enterprise activities based on scholarship, educational goals, unmet financial need and service to the college community. Minimum GPA is 2.75.

12. EUGENE N. PHELPS MEMORIAL ACHIEVEMENT AWARD

This \$500 award is granted in honor of Eugene N. Phelps, long-time professor of American Culture. It is awarded 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. Minimum GPA is 3.25.

13. GWEN-MARIE THOMAS "MY HEROINE" AWARD

This \$500 award will be granted 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. Minimum GPA is 3.0.

14. GWEN-MARIE THOMAS "NO STOPPING ME NOW" AWARD

This \$500 award will be granted 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. Minimum GPA is 3.0.

15. HENRY KUBO MEMORIAL AWARD FOR EXCELLENCE IN MATHEMATICS

This \$250 award is granted annually to an outstanding student in Mathematics in honor of Henry Kubo, long time professor of Mathematics. Minimum GPA is 3.0.

16. IRVING R. TANNENBAUM MEMORIAL AWARD

This \$250 award is granted 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. Minimum GPA is 3.0.

17. ISABEL SHANE MEMORIAL AWARD

One \$250 award is granted 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. Minimum GPA is 3.0.

18. JAN NATHAN, PMA PUBLISHERS AWARD

This award is granted to any student returning to college at least 15 years after high school. Minimum GPA is 2.5.

19. JOAN VAN STELLE TEACHING SCHOLARSHIPS

Two scholarships of \$500 each will be granted to assist second-year students who intend to transfer to four-year colleges or universities to major in Education. Minimum GPA is 2.0.

20. LYDIA VERA SORRENTO AWARD

This fund provides a \$250 award for a student who achieves academic excellence in foreign languages. Minimum GPA is 3.5.

21. MATHEMATICS DEPARTMENT AWARDS

Two awards of \$200 each will be granted to students who have demonstrated diligence of effort. Students must have completed Math 125 or Math 128, or be enrolled in Math 200 or higher. Minimum GPA is 2.0.

22. MORRIS J. HELDMAN CHEMISTRY AWARD

This \$250 award, in memory of West's Founding President, is granted to an outstanding Chemistry student. Minimum GPA is 3.0.

23. 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. Minimum GPA is 2.5.

24. 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. Minimum GPA is 3.5.

25. ROBERT LENCH HONORS SCHOLARSHIP

One award of \$500 is granted to a graduating Transfer Honors Program student of any major. This scholarship provides the student with assistance to complete his or her baccalaureate degree. Minimum GPA is 3.0.

26. WLAC ALUMNI SCHOLARSHIP

This award of \$200 is granted to a student who participates in campus activities and demonstrates leadership qualities. Minimum GPA is 2.5.

27. 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 demonstrate leadership skills or involvement in school government, community, or extracurricular activities. Minimum GPA is 3.5.

28. WLAC FALL FEST VENDORS AWARD

This \$100-\$200 award is granted 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. Minimum GPA is 2.5.

29. WLAC FOUNDATION SCHOLARSHIPS

Awards of \$1000 and \$2000 are granted to students of any major who have completed at least 45 units at WLAC and have demonstrated excellence in the classroom. Minimum GPA is 3.75.

30. 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. Minimum GPA is 3.0.

- Computer workstations provide students access to online transfer applications and other information
- Transfer fair highlighting the UC/CSU system as well as private and out of state universities.
- Transfer Preparedness Workshops facilitated by Transfer Center Counselor.
- Field Trips to 4-year universities.

The goal of the transfer center is to engage students in the transfer process; therefore producing a successful transfer student. We are open to suggestions that will increase transfer efficiency of West Los Angeles College.

TRANSFER CENTER

Building A-13 | (310) 287- 4353
Monday – Thursday: 8:30am - 5:00pm
Friday 8:30am - 1:00pm

Andrea Frederic

Transfer Center Director | (310) 287-4260

Darrell Roberson

Student Services Assistant | (310) 287-4542

The West Los Angeles College Transfer Center is a valuable resource for students interested in a four year university. It is a place to relax and interact with other students who have similar goals. Staff and student workers are available to assist you regarding the transfer process. UCLA peer advisors share transfer experiences, providing motivation and encouragement. Meet the university representatives who can answer your questions and provide information to increase your transfer success. Browse through literature and computer programs for transfer and career exploration. The Transfer Center is your connection to your future.

Resources available include:

- Brochures, catalogs and other material outlining universities and transfer requirements.
- Opportunities to have one on one advising sessions with university representatives.
- Access to computer-based programs such as EUREKA to explore career and transfer options.
- Computer workstations provide students access to online transfer applications, transfer eChat and other information
- Transfer fair highlighting the UC/CSU system as well as private and out of state universities.
- Transfer Preparedness Workshops facilitated by Transfer Center Counselor.
- Field Trips to 4-year colleges and universities.

The goal of the transfer center is to engage students in the transfer process; therefore producing a successful transfer student. We are open to suggestions that will increase transfer efficiency of West Los Angeles College.

TRANSFER HONORS PROGRAM

See Honors Section on Page 29.

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.

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. Completing the appropriate form or giving written notice to the Admissions Office represents 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.

ACCELERATED COLLEGE TRANSFER (ACT)

The Accelerated College Transfer (ACT) program is a two-year sequence of coursework designed for the highly motivated student who is interested in a non-traditional pathway to degree completion and/or transfer. The ACT program offers multiple two-year pathways to complete the following Associate of Arts degrees while simultaneously fulfilling IGETC requirements for transfer to UC and CSU campuses:

- **Business Administration**
- **Liberal Arts and Sciences: Arts & Humanities**
- **Liberal Arts and Sciences: Behavioral and Social Sciences**
- **Liberal Arts and Sciences: Health Professions**
- **Liberal Arts and Sciences: Math, Science and Computer Science**

The ACT program also offers pathways for vocational training:

- **Certificate of Achievement in Real Estate**
- **Prerequisite coursework for West's Dental Hygiene program**
NOTE: Completion of prerequisite coursework does not guarantee admission into the WLAC Dental Hygiene program. Please visit www.wlac.edu/alliedhealth/dental/, or contact the Allied Health division at (310) 287-4457, for additional information regarding admission requirements.

The ACT program features hybrid (classroom-based and online instruction) in 8-week sessions to offer flexible degree and certificate pathways for individuals with demanding schedules that conflict with traditional weekday course offerings*. The two-year pathways also include fully online courses to enable students to complete 15+ units in any given semester. The mixed format of the ACT program grants students the flexibility to complete entire degree/certificate programs during evenings, on the weekend, and online! Please visit the website at www.wlac.edu/act for details.

* Some courses (including Math) are scheduled fully online for 16 weeks. Science courses with lab components are scheduled as fully classroom-based for 16 weeks.

BOOKSTORE

The Bookstore 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 Computer Lab is located in CE-101 and is for use only by students who are registered in Computer Science Information Technology (Co Sci) and Computer Applications and Office Technology (CAOT) classes. The lab is equipped with 20 PC's plus storage, file, print and Linux servers. The labs are Internet connected and staffed with an Instructional Assistant. Software available in CE-101 includes: Microsoft Office Suite, Linux, Oracle, VM Ware, Visual Basic, C++, Adobe Web Premium CS5, Keyboarding, Legal Solutions, and Word Perfect.

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

In addition, several other rooms are equipped with computers for a total of 170 computers on the same network. These rooms function as computer classrooms for individual Computer Science or Computer Applications classes or students.

For example, the Computer Science Department has an academic relationship with the following industry leaders:

- Microsoft
- CISCO
- Oracle
- EMC
- VM Ware
- CompTIA

CE-106A is equipped with CISCO equipment switches and routers for CISCO classes and students.

The CE-101 Computer Lab is open Tuesday through Thursday, 1:30 p.m. until 10 p.m., Friday 9 a.m. to 12 p.m., and Saturday, 8 a.m. to 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).

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 online classes that provide flexibility in scheduling and the ability to study when it is convenient for you. Online classes feature the same content and offer the same transferability as on-campus classes. For transferability information, check out the "Hybrid and Online Classes" section of the current Schedule of Classes or visit the West Los Angeles College Distance Learning Program web site at www.wlac.edu/online.

Online classes 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 up-to-date computer with Internet access. Students are also welcome to access online classes using the Library Instructional Research Lab (LIRL) on the 2nd floor of the Library. Hybrid classes have an on-campus requirement; see the current Schedule of Classes or visit the Distance Learning Program web site at <http://www.wlac.edu/online> for specific course requirements.

Please visit www.wlac.edu/online for a list of current hybrid and online class offerings, online student services and more. For questions, or to request additional information, contact Eric Ichon, Dean of Distance Learning & Instructional Technology, at (310) 287-4305 or by email at ichone@wlac.edu.

FOOD SERVICE

The Bookstore provides a wide variety of hot and cold "grab and go" food and beverages. In addition, the new PAWS convenience store also offers an assortment of snacks and beverages for students on the go.

HOUSING

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

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 college level classes offered at West 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/highschool or call (310) 287-4451.

LIBRARY AND LEARNING RESOURCES

The Library and Learning Resources 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 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 the Learning Center. The Division occupies the Heldman Learning Resource Center (HLRC) building. The Library is located on the 2nd and 3rd floors, and the Learning Center is located on the ground level.

Free Wi-Fi access is available to all West students and staff. Wi-Fi access points are strategically located throughout the Library building to allow Internet access anywhere within the building.

Operational hours vary from semester to semester, so please contact the Library Circulation Counter (x4408), Learning Center (x4404), Reference Desk (x4269), or visit the Divisional web site www.wlac.edu/library for current information.

LIBRARY

24/7 Online Reference Services

West Los Angeles College Library offers 24/7 online live chat reference services to answer research question 24 hours a day, 7 days a week.

Audio-Visual and Multimedia Services

Library staff will assist faculty and students to access and use the audio-visual & multimedia resources in the Library.

Book Collection and Other Library Resources

The library collection consists of approximately 67,000 print titles and two e-book collections of approximately 15,000 titles. 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 nationwide, 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 Library Science courses 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 Library Science courses.

Library Lab and Classroom

Library Science courses are taught online, and the workshops are conducted in the Library Internet Research Classroom (LIRC -- HLRC 218). All of the Library's online resources are available in LIRC for students undertaking Library Science coursework or other formal instruction in information competency.

These resources are also available at the larger Library Instructional Research Lab (LIRL) which is the school's college-wide computer lab. Both PC and Mac computers are available at LIRL. Together LIRC and LIRL provide over 150 student computers, offering access to the online catalog, periodical and research databases, the Internet, and selected Microsoft applications.

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. Instructional and bibliographical aids are available in print and on the library web site. At the Circulation Counter, books, textbook reserves, periodicals, and other materials may be checked out for prescribed periods of time.

LEARNING CENTER

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.

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.

Learning Center

Located on the first floor of the HLRC, the Learning Center provides an active learning center. It includes computer-assisted instruction facilitated by Learning Skills staff, as well as peer and group tutoring. Included in the Learning Center are the Language Lab and the Writing Lab. Hours of operation vary from semester to semester, please contact extension 4404, or visit the library web site.

Learning Skills

The Library and Learning Resources Division offers Learning Skills classes that address basic skills in language acquisition and mathematics and provide support for other subject area courses. Learning Skills courses are offered via computer-assisted instruction in an open-classroom laboratory environment, as well as via 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). Other Learning Skills courses support and foster student success in such subjects as Chemistry, and Political Science. Learning Skills courses can also assist students in studying for the math, reading, and essay assessment exams 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 provided 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.

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, Dean of Distance Learning & Instructional Technology, at (310) 287-4305 or by e-mail at IchonE@wlaac.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 Sheriff's Department is (310) 287-4314.

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 (excluding 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 who is not an agent of the District.

WESTSIDE EXTENSION

(West 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.

The office is located in the Parking Lot 5. See the web site for office hours, as they vary throughout the year.

WORKFORCE DEVELOPMENT CENTER

CalWORKs and TRiO Programs

The Workforce Development Center (WDC) 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 WDC 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 and SAT examinations.

The WDC 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 can be reached at (310) 287-4261.