

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 five days a week, Monday through Thursday from 9:30am- 7:00pm and Friday 9:30am- 2:00pm. Hours of operation may vary at the beginning of semesters and during semester breaks.

The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids and computer software. The Bookstore recently launched a textbook rental program which saves students an average of 60% or more off the new textbook purchase price. The store also operates the PAWS 4 Snacks & Stuff convenience store which stocks a wide variety of snacks and beverages.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring terms. The Bookstore telephone number is (310) 287-4560. Additional information on the Bookstore and services provided can be found at www.wlac.edu/bookstore/.

COMPUTER SCIENCE AND APPLICATIONS DIVISION COMPUTER CENTER

The Computer Science Information Technology (CSIT) department provides a number of computer labs in order to support the various instructional programs. Labs, in general, are organized by curriculum or training program.

Primary labs includes; a CISCO/VMware lab (25 workstations), a Linux lab (30 workstations) supporting the cloud computing and virtualization curriculum, three general purpose computing labs consisting of approximately 130 computers. The general purpose labs support our programming, web design & development, Microsoft system & application, and Oracle database courses.

Students also have access to a general purpose lab that provides access to a wide range of software resources including; Microsoft Office, Microsoft Visual Studio, Adobe Web Premium, Legal Solutions Plus, WordPerfect, and SharePoint. Lab computers generally run the latest Microsoft operating system version.

Apple computers are available, as well. Students have access to Mac minis, iMac's, and Mac Pro's.

Labs and classroom resources are often provided through one of many industry alliances established by the CSIT department. Key academic alliances

are with Microsoft, CISCO, VMware (virtualization), EMC (information storage), Oracle (Database), Apple (Apple University Alliance) and CompTIA (Computer A+ Security+ certification). Through these alliances students and faculty have access to software and training resources free of charge or at significant discounts.

See the department website at www.wlac.edu/csit/index.html for the CE-101 Computer Lab hours. 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 and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient for you. Online and hybrid 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.

Degrees Available Completely Online

- Accounting
- Anthropology
- Business
- Business Administration
- Computer Network and Security Management Option
- Computer Science Information Technology
- English
- Fire Technology
- Liberal Arts
- Marketing
- Real Estate

Degrees Available Primarily Online

- Administration of Justice
- Child Development
- Computer Application and Office Technologies
- Computer Web Support / Database Administration
- Economics
- History
- Hospitality
- Management – Small Business
- Philosophy
- Political Science
- Spanish
- Travel

Certificates of Achievement Available Completely Online

- Computer Network and Information System Security
- Computer Network Management
- Computer Science Information Technology
- Computer Web Support and Administration
- Fire Technology
- Hotel Front Desk and Back Office Operations

Certificates of Achievement Available Primarily Online

- Business Application and Database Management
- Child Development
- Computer Web Support & Database Administration
- Event and Convention Planning
- Hospitality
- Hotel Sales and Marketing
- Management – Small Business

Skill Certificates Available Completely Online

- Accounting
- Basic & Advanced Travel
- Business
- Child Development – Administration and Supervision of Early Childhood Programs
- Child Development – Health, Nutrition, Safety and Food Sanitation of Early Childhood Programs
- Computer Applications and Office Technologies
- Computer Network Management
- Computer Network Security
- Computer Network and Security Management
- Entrepreneurship
- Fire Technology
- Jewish Studies
- Real Estate

Skill Certificates Available Primarily Online

- Child Development – Observation, Assessment, and Guidance in Early Childhood Programs
- Director/Private Pre-School
- Teacher/Private Pre-School

FOOD SERVICE

Café West, operated by Lovebirds award-winning Lovebirds Café & Bakery offers affordable in-door, out-door and to-go dining for students, faculty, staff and guests throughout the year. Chinese, Italian and Mexican entrees are available in addition to burgers and fries, salads and deli sandwiches. Pastries and a breakfast menu are also offered.

When classes are in session, the café is typically open from 7:00am - 9:00pm, Monday - Thursday and 8:00am - 2:00pm, Friday and Saturday.

In addition, the Bookstore provides a wide variety of hot and cold “grab and go” food and beverages. The 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 (HRLC) 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

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.

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.

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.

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.

For information on the Clery Act Information, go to: www.wlac.edu/sheriff/sheriff3.htm.

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.

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

You can view Westside Extension's offerings at <http://westside.wlac.edu>, contact them by emailing westside@wlac.edu or calling 310-287-4475.

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 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.

