

WELCOME TO LOS ANGELES CITY COLLEGE

Dear Students,

We're delighted that you're considering Los Angeles City College (LACC) for your educational journey. Whether you're aiming to start a new career path, enhance your existing skills, obtain certification, or complete an associate degree for immediate employment or further education at a four-year institution, LACC presents an array of cost-effective and varied educational and professional opportunities.

For more than 90 remarkable years, Los Angeles City College has been a cornerstone of education within the Los Angeles community. We take pride in our diverse student population and the dedicated team of staff and faculty committed to nurturing your aspirations in academics, your professional path, and personal ambitions.

Enclosed within this catalog you'll find essential resources at your fingertips, including vital campus contacts, a comprehensive guide to student services, detailed course offerings, and essential information on district, state, and federal guidelines. Whether you're aiming to attain an associate degree or certificate, transition to a university, or acquire skills for career enhancement, LACC is here to support your journey. We offer a multitude of career pathways, skill development courses, basic education improvements, and opportunities for personal growth and continuous learning.

Our flexible class scheduling includes daytime, evening, and weekend options, as well as online and blended formats to accommodate various lifestyles and learning preferences.

Our programs are meticulously crafted to yield tangible outcomes. We facilitate seamless transfers to four-year degrees through articulation agreements and offer career-ready programs in skilled trades, allied health, and computer science. Beyond academics, LACC students can engage in a variety of student organizations and clubs. Comprehensive support services such as academic advising, career counseling, and financial aid are at your service to address any questions and aid in your class enrollment process.

All new first-time students are entitled to two years of tuition-free education courtesy of the Promise Program. Additionally, our Financial Aid office is at hand to guide you through the various state and federal financial assistance options. The fall 2024 course schedule offers a variety of classes with the flexibility of online or on-campus attendance.

As one of the nine colleges in the Los Angeles Community College District, LACC is known as "The City's College." The true measure of our success is reflected in our alumni who continue to make significant contributions to society. On behalf of the Los Angeles Community College District Board of Trustees, the chancellor, our faculty, and staff, we invite you to engage with us, explore what we have to offer, and select LACC as your partner in education.

I eagerly anticipate welcoming you to the LACC community as both a student and a future esteemed alumnus.

Sincerely,

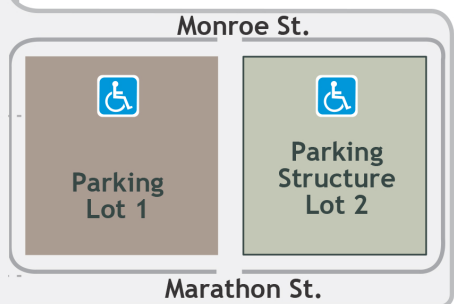
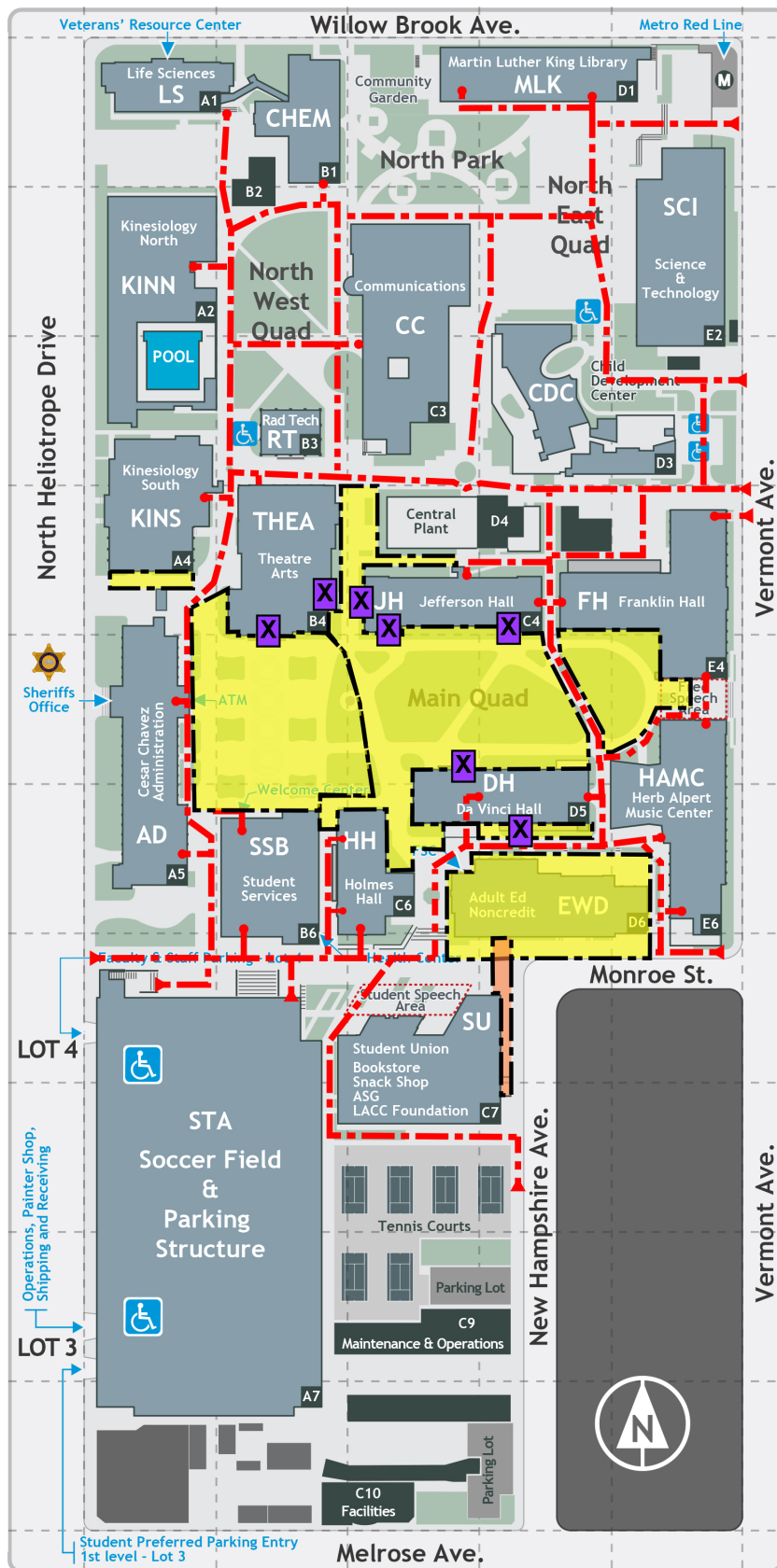
Dr. Amanuel Gebru

President



Los Angeles City College Mission

The mission of Los Angeles City College is to promote accessible and equitable learning to benefit the diverse local and global communities we serve. We empower students to achieve their educational and career goals by providing pathways to support their completion of associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.



Winter 2025
Revised May 5th, 2025

Accuracy Statement

The Los Angeles City College (LACC) catalog contains the academic and administrative policies and regulations that govern student enrollment at LACC. Students are responsible for understanding and adhering to all policies and regulations that affect their program of study throughout their enrollment at the college.

While the college strives to ensure the accuracy of the information in this catalog, both the college and the Los Angeles Community College District (LACCD) reserve the right to make modifications and updates as necessary.

Catalogs are published annually, with the academic year indicated in the catalog title (e.g., 2025–2026). Addenda may be issued to reflect mid-year changes.

This catalog becomes effective at the beginning of the Fall 2025 semester.

The catalog and schedule of classes are available on the college website at www.lacc.edu/academics/class-schedules.

Alternative Publication Formats

Students with verified disabilities who require college publications in alternate formats should contact the Office of the Vice President of Student Services at (323) 953-4000, ext. 2460. Upon request, the college will provide information in alternate text formats in the most timely manner possible.

LOS ANGELES CITY COLLEGE

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(323) 953-4000

www.lacc.edu

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ABOUT LACC

Who We Are

Los Angeles City College is The City's College. LACC has been part of the fabric of the city of Los Angeles for more than 90 years, with both UCLA and Cal State Los Angeles originating on the LACC campus. As a diverse college and a vehicle for increasing social and economic mobility for our city, LACC remains the destination for students to believe, achieve, and succeed.

Established in 1929, LACC is one of the oldest of the California Community Colleges. Located in the heart of Hollywood on 49 acres, LACC provides a dynamic innovative learning environment offering more than 100 vocational and professional programs including degrees, transfer programs, and certificates to more than 18,000 students. Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from many ethnic groups, cultures, and countries across the world.

LACC provides an innovative and engaging learning environment, offering degrees, transfer programs, and certificates to our students. LACC offers an array of on-campus and online classes and remains committed to helping students achieve their educational and personal goals. As The City's College, we are committed to providing a welcoming, inclusive, supportive, and accepting community.

History

One of nine college campuses of the Los Angeles Community College District, what is now LACC was originally a farm outside of Los Angeles. When the Pacific Electric Interurban Railroad connected downtown Los Angeles and Hollywood in 1909, the area began to develop rapidly. In 1914, the Los Angeles Board of Education moved the California State Normal School, a school to train teachers, from downtown Los Angeles to Vermont Avenue in Hollywood.

In 1917, UC Regent Edward A. Dickson and Ernest Carroll Moore, Director of the Normal School, began working together to lobby the State for the second University of California campus. On May 23, 1919, their efforts were rewarded when Governor William D. Stephens signed Assembly Bill 626 into law, which turned the school facilities into the Southern Branch of the University of California and added its general undergraduate program, the College of Letters and Science. The Southern Branch campus opened on September 15 of that year, offering two-year undergraduate programs to 250 Letters and Science students and 1,250 students in the Teachers College, under Moore's continued direction.

In need of more space, the Southern Branch of the University of California, what is today UCLA, moved to its present location in 1929 and the LA Board of Education bought the Vermont site for \$700,000. On September 9, 1929, Los Angeles Junior College opened its doors for the first time with over 1,300 students and 54 teachers. It later changed its name in 1938 to Los Angeles City College.

The Chief Executive Officers of LACC since its was founded:

Dr. William H. Snyder, Director	1929-1934
Dr. Rosco C. Ingalls, Director	1934-1945
Dr. Einar W. Jacobsen, President	1946-1948
Dr. Howard S. McDonald, President	1949-1955
Dr. John Lombardi, President	1955-1966
Dr. Glenn G. Gooder, President	1966-1970
Dr. Louis Kaufman, President	1970-1973
Dr. John H. Anthony, President	1973-1977
Dr. Stelle Feuers, President	1978-1989
Dr. Edwin Young, President	1989-1991
Mr. Jose L. Robledo, President	1991-1997
Dr. Mary Spangler, President	1997-2003
Dr. Doris Givens, President (Interim)	2003-2005
Dr. Steve Maradian, President	2005-2007
Dr. Jamillah Moore, President	2007-2012
Ms. Renee Martinez, President	2012-2018
Dr. Mary Gallagher, President	2018-2023
Dr. Amanuel Gebru, President	2023-Present

Accreditation and Professional Program Approvals

Los Angeles City College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges—an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including how to file complaints against member institutions, is available at: accjc.org/complaint-process/.

Contact information for the ACCJC:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
331 J Street Suite 200
Sacramento, CA 95814
Telephone: (415) 506-0234
Email: accjc@accjc.org
Website: accjc.org

LACC programs are also accredited or approved by:

- Addiction Studies: California Consortium of Addiction Programs and Professionals (ccapp.us)
- Certified Dietary Managers: Association of Nutrition and Food-service Professionals (anfponline.org)
- Child Development Center: NAEYC Accreditation of Early Learning Programs (naeyc.org/accreditation)
- Dental Laboratory Technician: Commission on Dental Accreditation of the American Dental Association (coda.ada.org/en.ada.org)
- Nursing: The California Board of Registered Nursing (rn.ca.gov)
- Paralegal Studies: American Bar Association (americanbar.org)
- Radiologic Technology: Joint Review Committee on Education in Radiologic Technology (jrcert.org)

Student Right-To-Know Disclosure

Student Right-to-Know Rates for Fall 2021 cohort (first-time, full-time students seeking a certificate, degree, or transfer; tracked over three years):

- Completion rate: 29.19%
- Transfer rate: 8.23%

(Source: Student Right to Know website: <http://srtk.cccco.edu>)

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2021, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2021 to Spring 2024. Students who have completed 60 transferable units with a GPA of 2.0

or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2022 to Spring 2024, are transfer students.

For more Student Right-To-Know information, visit the LACC website at: www.lacc.edu/about/disclosures

Student Responsibility To Be Informed

While LACC provides numerous support services to assist students, it remains each student's responsibility to be familiar with the information presented in this catalog and to understand and follow all policies and procedures.

Regulations will not be waived, and exceptions will not be granted if a student pleads ignorance of policies or procedures.

Los Angeles County Sheriff and Campus Security Reports

The Los Angeles Community College District (LACCD) contracts with the Los Angeles County Sheriff's Department to provide safety and security services for students, staff, visitors, and others on campus. The Sheriff's Department is also responsible for protecting District buildings and property. Deputies respond to a variety of personal emergencies, including emergency notifications (in compliance with privacy regulations), lost and found property, and police escorts upon request. For more information, contact the Sheriff's Office at (323) 953-4005.

Campus Security Reports

In accordance with the Clery Act, the College's Security Reports are available online at www.lacc.edu/campus-life/campus-safety/jeanne-clery. Students may also request a printed copy of the report from the Sheriff's Office.

Academic Year

The academic year is divided into four sessions:

- Fall Semester (16 weeks, August - December)
- Winter Session (5 weeks, January - February)
- Spring Semester (16 weeks, February - June)
- Summer Session (5-week and 8-week sessions, June - August), subject to approval by the Board of Trustees

Academic Calendar

Fall 2025 Semester: September 1 - December 21, 2025

Online schedule available	April 14, 2025
Priority registration begins	April 21, 2025
Open enrollment	May 12, 2025
No penalty drop date	September 14, 2025
Last day to drop with a "W"	November 23, 2025
Final exam days	December 15 - December 21, 2025

Winter 2026 Session: January 5 - February 8, 2026

Online schedule available	October 1, 2025
Priority registration begins	October 27, 2025
Open enrollment	November 17, 2025

Spring 2026 Semester: February 9 - June 8, 2026

Online schedule available	October 20, 2025
Priority registration begins	October 27, 2025
Open enrollment	November 17, 2025
No penalty drop date	February 22, 2026
Last day to drop with a "W"	May 10, 2026
Final exam days	June 2, - June 8, 2026

Summer 2026 Semester: June 15 - August 30, 2026

Online schedule available	Check the LACC Academic Calendars website*
Registration begins	Check the LACC Academic Calendars website*

*www.lacc.edu/academics/calendars

Dual enrollment and short-term classes with varying start and end dates may have a different calendar. For more information contact Admissions and Records at: www.lacc.edu/admissions

GETTING ONTO YOUR PATHWAY

ADMISSIONS

Admission Application

The first step to becoming at Los Angeles City College (LACC) student is to submit an application at: www.lacc.edu/admissions/apply

- The college application is for new, returning, or high school students who wish to enroll in credit courses.
- The noncredit application is for students wishing to enroll in no-cost (0 unit) courses that provide lifelong learning and career preparation opportunities. Noncredit courses can also serve as a pathway to credit programs.
- International students should contact the International Student Program at iss@lacitycollege.edu or visit www.lacc.edu/student-services/spr/international for application instructions.

After submitting an application, students will receive a Student ID and instructions for accessing the Student Information System (SIS) portal and college email. Applications are typically processed within 1–2 business days.

For help with the online application, visit the Welcome Center in the Student Services Building or connect via live chat at: <https://laccd.zoom.us/j/3239532455>.

Readmission Policy

Students who miss two or more consecutive semesters (fall or spring) must submit a new application and consult with an academic counselor for review and approval. The counselor will forward the approved Readmission Petition to the Admissions Office for processing.

Required form: [Readmission Petition](#)

Email to: admissions@lacitycollege.edu

High School Enrollment

High school students interested in concurrent or dual enrollment must:

1. Contact their high school counselor
2. Apply to LACC
3. Complete a K–12 Supplemental Application

For detailed steps, visit the Dual Enrollment Program website: www.lacc.edu/admissions/dual-enrollment.

Admission Eligibility Requirements

Prospective college applicants must possess a high school diploma or its equivalent to meet the basic eligibility requirements for admission.

Prospective students who do not possess a high school diploma or equivalent may still be eligible for admission if they meet the following one of the following criteria:

- Be at least eighteen (18) years of age,

- Be an apprentice as defined by Section 3077 of the California Labor Code,
- Be concurrently enrolled in a K-12 school under concurrent or dual enrollment status.

Residency Classification

Residency classification determines the tuition and fees a student is required to pay and is also used to assess eligibility for the California College Promise Grant.

California Residency

To be classified as a California resident, a student must have lived in California for at least one year and one day immediately preceding the residence determination date—which is the day before the start of instruction for any given semester.

Non-Resident

Students who do not meet the California residency requirement will be classified as non-residents and must pay the additional non-resident tuition fee established by the LACCD Board of Trustees. International students holding F-1 or M-1 visa status are also classified as non-residents and are subject to these fees.

For more information, refer to the Fees section of this catalog.

Appeal of Residency Status

Except for students on F-1 visa status, individuals initially classified as non-residents have the right to appeal their residency determination.

To initiate an appeal, students must complete a Residency Questionnaire form and submit it—along with the required supporting documentation listed on the form—to the Admissions and Records Office. The form is available online at: www.lacc.edu/admissions

The completed form must be submitted within 30 calendar days of receiving the non-resident notification and prior to the start of the semester for which reclassification is being requested.

Required form: [Supplemental Residency Questionnaire Form](#)

Email to: admissions@lacitycollege.edu

Non-Resident Tuition Exemptions

The AB 540 exemption allows eligible nonresident students—including undocumented individuals, U.S. citizens, and permanent residents—to pay in-state tuition at California public colleges and universities. It may also allow students to apply for state financial aid.

To qualify, students must meet all of the following requirements:

1. Three (3) or more years of full-time attendance or attainment of equivalent credits earned in California from the following schools (or any combination thereof):
 - a. High School *
 - b. Adult School *
 - c. Community College (credit or non-credit courses) **

*Full-time attendance = minimum of 420 hours/school year

**Credit courses = full-time attendance is a minimum of 12 units semester/quarter per year.

**Non-credit courses = full-time attendance is a minimum of 420 hours/school year

OR

2. Three (3) or more years of full-time high school coursework and attended a combination of elementary, middle and/or high school in California for a combined total of three (3) or more years.

AND

must satisfy any from item 3 (graduation and/or transfer requirement)

3. Graduation and/or transfer requirements:
 - a. Graduate from a California high school, or
 - b. Obtain a GED, HiSET, or TASC in California, or
 - c. Attain an associate degree from a California Community College, or
 - d. Fulfilled the minimum transfer requirements to transfer from a California Community College to a University of California or California State University.

The following items must also be met to qualify for AB 540 status:

4. You will register or enroll in an accredited and qualifying California college or university, and
5. If applicable, you must complete an AB 540 affidavit stating that you will legalize your immigration status as soon as you are eligible (see the Admissions and Records office at your college), and
6. You must not hold a valid non-immigrant visa (A, B, C, D, E, F, J, H, L, etc.), except persons granted Temporary Protected Status (TPS) or hold a U Visa. AB 1899 allows U and T visa holders to also apply for state financial aid. (T visa holders should file a FAFSA, U visa holders should file a CA Dream Act Application).

If you meet the requirements above, you should complete the CA Dream Act Application for financial aid. (A certified GPA is also necessary for Cal Grant consideration.)

The college is responsible for verifying your AB 540 eligibility. Check with Admissions and Records office early in the summer before the fall term starts to complete the required AB 540 affidavit.

For more information, contact the Admissions and Records office at admissions@lacitycollege.edu.

Required form: California AB540 Non-Resident Tuition Exemption Request

Email to: admissions@lacitycollege.edu

Unit Limit

Students should work with an academic counselor to carefully plan their academic programs. Students may enroll for a maximum of 19 units for the spring or fall semesters, and 9 units for summer or winter sessions.

Students should contact the Counseling Office (in the Student Services Building, 2nd Floor) to petition to take excess units or visit the counseling department website at www.lacc.edu/student-services/counseling.

In general, students may receive no more than 30 semester units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have earning disabilities. "Remedial coursework" is defined as "pre-collegiate basic skills courses" which are described as "those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses."

Planning Your Program/Major

See the Graduation Requirements section of this catalog for detailed information on the requirements for completing programs at LACC. See a counselor or visit the Transfer Center for more information.

Using GI Bill® Education Benefits

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

More information about education benefits offered by VA is available at the official US government website at benefits.va.gov/gibill.

To use GI Bill® Education Benefits, you must:

1. Submit admissions application to LACC. Determine your eligibility for GI Bill® and apply for education benefits at: va.gov/education/eligibility/. You will receive a Certificate of Eligibility letter (COE) if you have been determined eligible to use education benefits.
2. Submit to VA (mail or online) Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
3. Meet with a Veterans Resource Center (VRC) counselor to complete a comprehensive student education plan. The Veterans Administration will not pay for courses that are not included in a veteran's or dependent's education plan.
4. Enroll in courses as indicated on the student education plan.
5. Submit the following forms to the Veterans Resource Center:
 - Chapter 31 (Veteran Readiness and Employment/VR&E): VRE Authorization Form (to be sent from VR&E Counselor directly to college), DD214, new VRC student intake form, certification request form.
 - Chapters 30 (Montgomery) & 33 (Post-9/11): Certificate of Eligibility, DD214, new VRC student intake form, certification request form.
 - Chapter 35 (Survivors & Dependents): Certificate of Eligibility, SSN of veteran providing benefits, new VRC student intake certification request form.
 - Chapter 1606 (Montgomery Selected Reserve): Certificate of Eligibility, DD2384, new VRC student intake form. certification request form.
 - New VRC student intake and certification request forms can be found at www.lacc.edu/student-services/spr/veterans

Important: Veterans and dependents must submit a certification request form for EVERY semester they wish to use GI Bill® Benefits. Adds and drops for veterans and dependents must be reported to the LACC Veterans Resource Center as soon as possible. Failing to do so may result in an overpayment or underpayment.

Other Notes:

1. To maintain eligibility, veteran students must maintain standards of academic progress as indicated in this catalog.
2. The Veterans Administration will not pay for courses that are not included in a veteran's educational plan, and will not pay for out-of-state tuition fees.
3. 70 Unit Rule - Once a veteran has received an associate degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.
4. Academic Probation: In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

General Education Credit for Military Service

Upon verification of completion of a Basic Training course in any of the armed services, LACCD General Education Area E Health and Physical Education general education requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

See Academic Policies, Credit for Military Service, and Elective Credit for Military Training. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

Selective Service

Under Veterans Affairs, Duration Code section 66500, male applicants under the age of 26 must register with the Selective Service.

FINANCIAL AID

Financial Aid Office

Student Services Building, 1st Floor
(888) 930-5222
www.lacc.edu/financial-aid
Federal School Code: 001223
Dream Application School Code: 00122300

What is Financial Aid?

Financial Aid are financial resources from federal, state, institutional, and private programs designed to expand college access. The available financial assistance comes in the form of grants, work-study, loans, and scholarships. The assistance makes it possible for individuals to continue their education beyond high school, even if they and/or their families cannot meet the full cost of post-secondary education.

Eligibility for Federal Aid and Cal Grants

To be considered for federal and state financial aid, you must generally meet the following minimum requirements:

- Be a US citizen, or an eligible non-citizen, a permanent resident who has valid documentation from the US Department of Homeland Security verifying that their stay in the US is for other than temporary purposes or be classified as an AB540 for state aid eligibility only.
- Demonstrate financial need
- Be making satisfactory academic progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized, or FPLUS Loans (Parental Loans for Undergraduate Students) at any school attended
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), or Cal Grant programs
- Be enrolled as a regular student in an eligible program
- Have a valid social security number (only required for eligibility for federal aid)
- Demonstrate an Ability to Benefit (as defined in this section)

Ability to Benefit

If you meet one of the qualifications listed below, you will have to demonstrate the ability to benefit from a college education in accordance with applicable federal regulations.

- Received a high school diploma or passed a high school proficiency examination; or
- Received a certificate of General Education Development (GED); or
- Successfully completed a two-year program (minimum 48 credit towards a bachelor's degree)

If you are unable to demonstrate an Ability to Benefit, you should still apply for financial aid as you may qualify for the California College Promise grant.

Apply for Financial Aid

If you are a U.S. citizen or non-citizen who holds eligible immigration documents, you can apply for all federal and state financial aid programs by completing a Free Application for Federal Student Aid (FAFSA). Apply online at: <https://studentaid.gov/h/apply-for-aid/fafsa>

Students who are classified AB540 by the LACC Admissions Office may apply for California financial aid programs by completing a CA Dream Act Application (CADAA). Apply online at: <https://dream.csac.ca.gov/landing>

You will need a User ID and password to “sign” your FAFSA or CA Dream Act application. If you are a dependent student, your parent will also need a User ID and password. The option to create your User ID and password will be presented to you when you first begin your application. If you choose not to create your User ID and password at the beginning of the application, the option will be presented to you again when you get ready to submit. The financial aid application process is free, and you should never pay for federal or state financial aid. You will need to submit additional applications and/or forms for federal direct loans, emergency loans, or scholarships.

Priority Dates and Deadlines

TYPE OF AID	DEADLINE
Pell Grant, Cal Grant, loans	Financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period. To be considered for Cal Grant, the FAFSA or CADAA must be submitted no later than March 2 for the subsequent award year. Students planning to attend a community college have a secondary deadline of September 2 to apply for Cal Grant.
California College Promise Grant	June 30 of the award year
Federal Work Study and FSEOG	Submit a FAFSA application by May 1 and have a completed file by June 1

Dates and deadlines are subject to change.

Verification

If you are selected for verification by the U.S. Department of Education or the California Student Aid Commission when your application is processed, the Financial Aid Office will request that you submit additional documents. Check your student portal for any required documentation to complete your financial aid. Documents are submitted online in the Financial Aid Portal at www.lacitycollege.studentforms.com

Requirement to Return Financial Aid

If you receive financial aid and withdraw from all or some of your courses in the first 60% of the term, you may have to return all or a portion of the funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and you will be billed and must return any "unearned" federal grant funds received. You may also have to return any state financial aid funds received in full. Failure to return these funds may result in the denial of future financial aid.

Post-Withdrawal Disbursements

If you completed your financial aid file but withdrew from all your courses before receiving any disbursements from financial aid, you may be eligible for a post-withdrawal disbursement. If you are eligible for such a disbursement, you will be notified by email.

You are advised to contact the Financial Aid Office before withdrawing from your classes.

Financial Aid Enrollment Status

Some financial aid awards will be adjusted based on the student's enrollment. The Pell Grant uses the enrollment intensity, and the Cal Grants use enrollment status. The table below shows proration rules for these student aid programs:

PELL GRANT PRORATION BY ENROLLMENT INTENSITY	UNITS	PERCENTAGE RECEIVED
100%	12	100%
92%	11	Three Quarter Time (75%)
83%	10	
75%	9	
67%	8	Half Time (50%)
58%	7	
50%	6	
42%	5	Less than Half Time (Cal Grant requires a minimum of 6 units)
33%	4	
25%	3	
17%	2	
8%	1	

Full-Time Definition

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters. Full-time students are eligible to receive the maximum Pell Grant.

For financial aid enrollment status evaluation, winter semester units are added to the fall unit load.

Federal Recalculation Requirements

Disbursements are adjusted if there are changes in the enrollment status on the Pell Recalculation Date (PRD). Disbursements will be adjusted if enrollment increases or decreases. Disbursement for late-starting classes cannot be issued until the class begins. After the PRD of each semester, no further award adjustments can be made based on late enrollment. The only exception to this rule is the winter semester courses, which start after the PRD and are eligible for disbursement. Students must complete the courses to be eligible for the disbursement.

Federal Financial Aid

LACC offers the following federal financial aid programs. Detailed information about each program can be found at www.lacc.edu/financial-aid

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Iraq and Afghanistan Service Grant
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Work Study (FWS)
- Direct Student Loans

California Financial Aid

LACC offers the following California financial aid programs. Detailed information about each program can be found at www.lacc.edu/financial-aid.

- CA College Promise Grant (CCPG)
- Cal Grant
- Cal Grant for Students with Dependents
- Chafee Grant Program
- Student Success Completion Grant (SSCG)
- Dream Act Service Incentive Grant (DSIG)

Scholarships

For information about scholarships, visit: www.lacc.edu/financial-aid.

Determining Financial Need

The type of financial aid and amount awarded will be determined by the LACC Financial Aid Office according to federal, state, and institutional regulations. Most financial aid awards are based on demonstrated financial need, which is calculated using this formula:

$$\text{Cost of Attendance} - \text{Student Aid Index} = \text{Unmet Need}$$

Financial aid reduces your unmet need, which is the gap between your Cost of Attendance (COA) and your Student Aid Index (SAI). By utilizing federal and state aid programs, along with scholarships and other sources of aid, the Financial Aid Office aims to meet 100% of your unmet need.

2025-2026 Cost of Attendance: CA Residents *

CATEGORY	AT HOME		AWAY FROM HOME	
	FALL & SPRING	SUMMER	FALL & SPRING	SUMMER
Enrollment & Fees (13 units)	\$1,238	\$616	\$1,238	\$616
Books & Supplies	\$1,089	\$545	\$1,089	\$545
Total Direct Costs (paid to the college)	\$2,327	\$1,161	\$2,327	\$1,161
Housing & Meals	\$14,841	\$4,947	\$26,262	\$8,754
Transportation	\$1,818	\$606	\$1,989	\$663
Personal	\$4,140	\$1,380	\$5,067	\$1,689
Total Indirect Costs (not paid to the college)	\$20,799	\$6,933	\$33,318	\$11,106
Total Resident	\$23,126	\$8,094	\$35,645	\$12,267

2025-2026 Cost of Attendance: Non-Resident *

CATEGORY	AT HOME		AWAY FROM HOME	
	FALL & SPRING	SUMMER	FALL & SPRING	SUMMER
Enrollment & Fees	\$11,040	\$5,517	\$11,040	\$5,517
Books & Supplies	\$1,089	\$545	\$1,089	\$545
Total Direct Costs (paid to the college)	\$12,129	\$6,062	\$12,129	\$6,062
Housing & Meals	\$14,841	\$4,947	\$26,262	\$8,754
Transportation	\$1,818	\$606	\$1,989	\$663
Personal	\$4,140	\$1,380	\$5,067	\$1,689
Total Indirect Costs (not paid to the college)	\$20,799	\$6,933	\$33,318	\$11,106
Total Resident	\$32,928	\$12,995	\$45,447	\$17,168

* Subject to change without notice by the California Legislature.

A dependent childcare allowance of \$1,000 may be added to the cost of attendance for students with childcare expenses. Students with a spouse attending the same school will receive one childcare allowance per family.

Estimating the Cost of Education at LACC

Use the net price calculator to help you estimate the total cost of education at: <https://misweb.cccco.edu/npc/741/npcalc.htm>

Satisfactory Academic Progress Policy**General Information**

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain satisfactory academic progress (SAP) as they work toward completing their educational objective (certificate, AA or AS degree, or transfer program). The Los Angeles Community College District (LACCD) has established guidelines to promote timely completion of its educational programs, which are applied to all classes taken in the LACCD. These standards apply to all students who apply for and receive both federal and state financial aid.

Students receiving financial aid must be enrolled in an eligible program. Eligible programs are:

- A program that leads to an associate degree
- A program that is at least a two-year academic transfer program acceptable for full credit toward a bachelor's degree
- A program that leads to an approved certificate of achievement

Satisfactory Academic Progress Standards

- You must maintain a 2.0 cumulative GPA
- You must complete your program within 150% of the published units that are required for its completion
- You must complete 66.5% of all coursework attempted

Fraud

Any student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and/or to the Federal government. Restitution of any financial aid received in such a manner will be required.

MATRICULATION

The matriculation process is designed to help students identify and achieve their educational goals through a series of structured steps:

1. Admission
2. Online Orientation
3. Self-Placement into English, ESL, and Math courses
4. Counseling
5. Follow-Up Services

As part of this process, students are expected to:

1. Declare a specific educational goal and major
2. Attend classes regularly
3. Complete assigned coursework
4. Maintain satisfactory academic progress toward their educational objectives

Admissions

Students can complete the admissions application online at:

www.laccd.edu/Students/openccapply/applylacc/Pages/default.aspx (See the Admissions section of this catalog for more information.)

For assistance with the application process or to receive general campus information, students may speak with an Outreach staff member at the Welcome Center, located on the first floor of the Student Services Building, or at their high school (if within the LACC service area).

Online Orientation

The LACC Online Orientation introduces students to important campus policies, procedures, academic expectations, financial aid options, support services, and college programs. It is designed to help students make informed decisions about their educational and career goals.

To access the orientation, students must log into their Student Portal. The orientation is available 24 hours a day, 7 days a week and can be completed from any computer with internet access.

Completing the online orientation is required to qualify for priority registration.

For assistance, students can visit the Welcome Center, where Outreach staff are available to help with completing the orientation.

Complete your online orientation at:
www.lacc.edu/admissions/matriculation/orientation

English, ESL and Math placement

Students who apply to the Los Angeles Community College District (LACCD) using CCCApply or update their placement information using the Guided Self-Placement Survey will be placed into tiers (placement levels of courses) in English and Math. Students who choose to complete English as a Second Language (ESL) placement will be placed into an ESL tier as well. Additional information can be found on page 24 of this catalog or at the following website www.lacc.edu/ab-1705-placement-information.

Counseling/ Student Educational Planning

LACC's Career and Academic Pathways can be found at: www.pro-grammap.lacitycollege.edu/academics

Counselors are available to help students identify an academic path—such as foundational skills, a certificate, an associate degree, an associate degree for transfer, or a university transfer pathway) and enroll in courses that will align with their general education, competency and major requirements reflected on the student education plan (SEP).

Ideally, students should meet with a counselor early in their enrollment at LACC to create an SEP that maps out the courses needed to graduate and/or transfer. A counselor will help students evaluate and develop a sequence of courses that will take into consideration prerequisites, corequisites, transcript evaluation, financial means, schedule, and career and academic goals. Failure to complete a student educational plan will impact priority enrollment.

Matriculation Exemptions

Students may be exempt from matriculation core services if they:

- Have earned an associate degree or higher
- Are enrolled at the college for reasons other than career development, advancement, transfer, or completion of a degree or certificate of achievement, or completion of basic skills English or English as a Second Language course sequences
- Are taking classes to maintain a license
- Are concurrently enrolled K-12 students

REGISTRATION

Registration is prioritized in the following order to new and continuing students who are in good academic standing and completed college orientation and an educational plan. LACC follows Board Policy 2900 for enrollment procedures.

- Priority Registration Tier 1: CalWORKs, DSPS/OSS, EOPS, Foster Youth, Active Duty Veterans
- Priority Registration Tier 2: Athletes, Promise, Completion
- Registration Tier 3: Continuing/New Fully Matriculated Students
- Registration Tier 4: Students Who Lost Priority
- Registration Tier 5: Open Enrollment, including K-12 Special Admits

For specific registration dates, visit the Academic Calendar website at www.lacc.edu/academics/calendars.

Registration Appointments

Students continuing from the prior semester will automatically receive an email notification and reminder on their student portal. New and returning students are issued a registration appointment when the application for admission is approved. Registration appointments are not required during the open enrollment period.

Assistance With Enrolling

If you need help enrolling in a class, email the Admissions and Records office at admissions@lacitycollege.edu from your student email account. Use "Add Class" for a subject line and include your name, student number, course name, course number, and permission number from the instructor (if necessary).

Considerations for Enrollment

A number of factors may prevent a student from enrolling in a course:

- Enrollment holds (non-payment of fees, academic dismissal)
- Not having completed a prerequisite
- Concurrent admission form has not been processed (for high school students)
- The student's portal indicates that they are an "alumni," meaning they do not have an active application on file because they have not been enrolled in the last two regular full-term semesters
- The student obtained a grade of A, B, C, CR, P, or I in a previous attempt of a non-repeatable class

Loss of Priority Registration

With the exception of current and former foster youth, a student may lose their priority registration if:

1. They are placed on academic probation for two (2) consecutive semesters; or
2. They completed one hundred (100) or more degree applicable units within LACCD

Appealing Loss of Priority Registration and Loss of California College Promise Grant

After each regular term, the college will send an email notification to students who are subject to the loss of priority registration and California College Promise Grant (CCPG). Students may petition to appeal the loss of priority registration or CCPG by submitting a Petition to Appeal Loss of Enrollment and CCPG that comes with the notification.

A student may appeal on one or more of the following grounds:

1. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
3. The student demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term.

All petitions must be submitted by the established deadline as stated in the notification or in the college website.

The college Priority Registration and Loss of CCPG Appeals Committee will review each petition and inform the student of the outcome within ten (10) business days after the review of petition. The decision of the Priority Registration and Loss of CCPG Committee shall be final.

Required form: [Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal](#)

Email to: admissions@lacitycollege.edu

Late Registration

(LACCD Administrative Procedure 5070)

If a class has available space, students can enroll in the class through the second day of the semester.

If a class is full and the wait list is full, a student may register for a class with permission from the instructor. The late registration process occurs during the first two weeks of the semester. Students wishing to add a class should show up on the first day of the class and obtain a permission number from the instructor or send an email to the instructor. Instructor's emails can be found in the Directory at www.lacc.edu/about/directory. Students can use the permission number to register through the Student Information System (mycollege.laccd.edu).

Limitations on Enrollment

(LACCD Board Policy 4260)

Unless specifically exempted by statute or regulation, every course offered is fully open for enrollment and participation by any person who has been admitted to LACC and who meets the prerequisites (California Code of Regulations Title 5 §55200-55202). Enrollment in specific courses may be limited.

Online Distance Education States

Students from the following states are eligible to take online classes at LACC: Alabama, Arizona, California, Georgia, Hawaii, Idaho, Louisiana, Maine, Mississippi, Montana, Nebraska, New Hampshire, New Jersey, North Carolina, Ohio, South Carolina, South Dakota, Tennessee, Texas, Vermont, Washington, West Virginia, Wisconsin.

Plus US military bases and territories: Armed Forces in the Americas; Armed Forces in Africa, Canada, Europe, and the Middle East; Armed Forces in the Pacific, Marshall Islands.

Concurrent Course Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Kinesiology classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses). Enrolling in classes scheduled or conducted during overlapping times is not permitted. Violation of this regulation will result in loss of transfer credit. Consult with the department for additional information.

Auditing Classes

Students who have completed an application and who are authorized to register may be permitted to audit a class.

For more information, see the Auditing entry in the "Student Handbook" section of this catalog.

Required form: [Audit Enrollment Request](#)

Email to: admissions@lacitycollege.edu

Wait List

If a class is full and a wait list option is available, a student can use the student portal to request placement on the wait list. As enrolled students drop from the class, students on the wait list will be automatically added to the class.

Students are limited to 12 units of wait list classes. Note that the wait list stops running the Sunday before the class starts; therefore, if you are not enrolled by the first day of class, contact the instructor to request permission to enroll.

Students who are moved from the wait list to an open seat will be removed from a non-repeatable class if they obtained a grade of A, B, C, CR, P, or I in a previous attempt of the same course.

Fourth Attempt Petition

A student may enroll and receive a grade of “W, D, F, NCR, or NP” in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances, which are defined as “verified cases of accidents, illness, or other circumstances beyond the control of the student.” Petitions will be reviewed on a case-by-case basis and must be approved by both the appropriate academic chair and a counselor.

Fourth Attempt Petitions are accepted during the following periods:

- Spring semester: October 1 to December 1
- Fall semester: April 1 to May 1

Students who have a change of work schedule or other extenuating circumstances may request a section transfer from one class to another class in the same course subject. Section transfers can only occur when both classes have the same start and end dates.

You can request a section transfer by emailing your current instructor, who will submit the request to the Admissions and Records office. Consent must be granted by the new instructor for the new class and may involve instructor-to-instructor transfer of grade records.

Required form: [Fourth Attempt Petition](#)

Email to: admissions@lacitycollege.edu

Cancellation of Classes

The college reserves the right to cancel a class due to an insufficient number of enrolled students prior to the end of the second week of the term.

Dropping Classes and Withdrawing From College

(LACCD Administrative Procedure 5075)

Students may add and drop classes during the designated add/drop period. Each class has unique drop dates. Go to mycollege.edu to log in to your class schedule. Click on Manage Classes. Go to View My Classes. Click on the Class number. Click on Enrollment Information to see the drop deadlines. Contact Admissions and Records at admissions@lacitycollege.edu for any drop date inquiries.

Consult with an academic counselor when considering withdrawal from classes and/or the college. Clearance of the record in courses where equipment has been issued is required when a student separates from such classes. Students may drop individual classes from their student portal. Students who cease attending class or classes, officially or unofficially, are subject to the following regulations:

1. Dropping or withdrawing officially from a class prior to the 20% of the term (10% point in short-term summer, winter, and late-start classes) will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 20% of the term is completed will result in a “W” being recorded on the student's permanent record. It is the student's responsibility to drop before the deadline dates. Excessive “W” grades may lead to financial aid disqualification and college dismissal.

3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the student's academic performance during the period of attendance. Students may receive a failing grade in courses in which they stop attending and fail to officially drop or withdraw from the class.
4. Students seeking withdrawal from a class after the “W” deadline for extenuating circumstances should file a general petition in the Office of Admissions and Records. The petition should clearly state the extenuating circumstances and provide supporting documentation.

The Admissions and Records office will review student petitions and notify the student of a decision including verified cases of accidents, illness, or other circumstances beyond the control of the student (i.e., death of an immediate family member, natural disaster, and/or other extenuating circumstances that prevented a student from complying with college course withdrawal policy).

Students wishing to appeal the final decision should review the Student Grievance Procedures, Administrative Regulation E-55.

A “W” (Withdrawal) counts as attempted enrollment. Students are limited to three attempts to repeat the same course.

It is a student's responsibility to drop classes they no longer wish to attend. Failure to drop a class may result in fee charge and/or having grades of “W” or “F” recorded on the official student transcripts.

Excused Withdrawal (EW)

Excused Withdrawal (EW) is withdrawal from a course after the final drop deadline when extenuating circumstances (such as accidents, illness, or other events beyond your control) prevent you from completing it. To request an EW, complete and submit this form to the Office of Admissions and Records. You may do so during the term in which the course(s) are in session.

Required form: [Emergency Withdrawal Request](#)

Email to: admissions@lacitycollege.edu

Prerequisites, Corequisites, and Advisories

PREREQUISITE: A condition of enrollment that a student is required to meet in order to demonstrate readiness before enrolling in a course.

COREQUISITE: A course that a student is required to enroll simultaneously with (or, in some cases, may be allowed to enroll in the corequisite prior to) the primary course.

ADVISORY: A course that a student is advised, but not required, to take in conjunction with or prior to another course. Condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program.

Satisfactory Grade

All prerequisites must be completed with a satisfactory grade. A “satisfactory grade” is defined as a grade of A, B, C, or Pass.. If you are currently enrolled in a course that is used as a prerequisite for the subsequent course, you can enroll in the next course while the prerequisite is in progress.

Clearing a Prerequisite or Corequisite

(LACCD Administrative Procedure 4260)

Prerequisite clearance is not automatic when you send official transcripts from an institution outside of LACC to our Admissions and Records office. You may provide a counselor with a copy of an unofficial transcript verifying your name, the accredited college, the course, and the grade earned for review.

Steps for prerequisite clearance:

1. Email the college at prereqs@lacitycollege.edu
2. In the subject line, include: "Your Name – Student ID# – LACC course(s) you intend to take"
3. Attach a copy of your transcript (unofficial is acceptable) that clearly shows the college name, your name, the course title, the term taken, and the final grade received
4. A counselor will evaluate if your coursework meets the stated pre- or corequisite and will clear you accordingly

Challenging a Prerequisite or Corequisite

(LACCD Administrative Procedure 4260)

If you do not meet a stated prerequisite, corequisite, or the equivalent, or you are not permitted to enroll due to a limitation on enrollment, you may seek entry into the course if you can provide satisfactory evidence if space is available in a course when you file a challenge to the prerequisite or corequisite. If no space is available in the course when your challenge is filed, the challenge must be resolved prior to the beginning of registration for the next term(s) and, if the challenge is upheld, you will be permitted to enroll if space is still available in the subsequent term(s).

Submit your prerequisite/corequisite challenge to the appropriate Department Chair.

You have grounds for challenging a pre- or corequisite course if (Title 5 Section 55003 subdivision (p)):

1. The prerequisite or corequisite has not been made reasonably available
2. The prerequisite was established in violation of district approved processes
3. The prerequisite is discriminatory or applied in a discriminatory manner
4. The student has knowledge or ability to succeed in the course despite not meeting the prerequisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available
6. Other grounds for challenge may be established by the district governing board.

Regardless of the grounds for the challenge, you have the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

Required form: [Prerequisite Challenge Petition](#)

Email approved forms to: admissions@lacitycollege.edu from your laccd student email.

STUDENT FEES

(LACCD Board Policy 5030)

The fees listed below were accurate at the time this catalog went to print and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Enrollment Fees for California Residents

California residents are required to pay \$46 per unit. For example, if you take 10 units, the cost is \$460.

K-12 Students

Concurrently enrolled middle/high school students are exempt from paying enrollment fees provided they enroll in 11 units or less. If the students enroll in more than 11 units, they will have to pay the enrollment fee.

Fee for Out-of-State Non-Residents

United States citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$377 per unit. (Note: Fees subject to change by the California legislature).

Fee for Residents of a Foreign Country

Students with visas which require residency in a country outside the United States are required to pay a non-resident fee of \$377 per unit. (Note: Fees subject to change by the California legislature.)

Health Fee

The Los Angeles Community College District charges \$19 per semester (and a \$16 per summer or winter session) mandatory health fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may request an exemption from the health fee for religious reasons. Contact the Dean of Student Services/Admissions for religious exemption procedures.

Parking Fee (Optional)

The parking fee is as follows:

- Fall and Spring: \$20
- Summer and Winter: \$10 (+ \$4 ASO fee for a total of \$14)

You may pay the parking fee and obtain the parking permit from the Business Office. Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Students who purchase a parking permit may park in student lots.

Permits must be unused and in new condition for returns/refunds. Permits should not have been applied to any windshield if attempting to return the permit. If permits look used or show signs of being applied to a windshield, the return/refund will not be accepted.

The Business Office is NOT responsible for parking citations given to any students parking in areas not designated as student parking. Read all posted signs.

Associated Student Government Fee

LACC students are encouraged to join the ASG by paying the ASG fee of \$10 for fall or spring and \$4 for summer or winter session. By joining the ASG, students receive preferred parking in one of the three student lots. Check with the ASG office for information about membership benefits.

F-1 Visa Student Fees

- Application processing fee: One-time \$50 fee (non-refundable)
- SEVIS Fee: A \$25.00 non-refundable fee is added to the enrollment charges each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.
- International Medical Insurance (IMED): Summer \$406.32; Winter \$270.88; Fall/Spring \$812.64.

Instructional Materials Fee

Students may be required to pay out-of-pocket for instructional materials and other course-related supplies.

Enrollment Fee Waiver - California College Promise Grant

(Formerly known as Board of Governor's (BOGG) Fee Waiver)

If at the time of enrollment a student is receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income (SSI) or State Supplementary programs (SS), or the General Assistance Program (GAP), or has low income as deemed by the State of California and is classified as a California resident, the enrollment fee may be waived by completing the Free Application for Federal Student Aid (FAFSA), the California Dream Act Application, or the CCPG form available on the LACC Financial Aid website.

Loss of California College Promise Grant

With the exception of current and former foster youths, a student may lose their fee waiver eligibility if placed on academic probation for two consecutive semesters.

Summary of Fees

TYPE OF FEE SUMMER	SUMMER/WINTER	FALL/SPRING
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$46/unit	\$46/unit
Non-Resident Tuition for Out-of-State Residents	\$377/unit	\$377/unit
Non-Resident Tuition for International Student and/or F-1 VISA	\$377/unit	\$377/unit
Application Fee (one-time)	\$50	\$50
SEVIS Processing Fee (each semester)	\$25	\$25
International Student Medical Insurance (IMED) (each semester)	Summer: \$406.32 Winter: \$270.88	\$812.64
Audit Fee	\$15	\$15
Health Services Fee	\$16	\$19
Associated Student Government (ASG) Membership Fee (Optional)	\$4	\$10
Student Representation Fee (Mandatory)	\$2	\$2
Parking Fee – Standard All Student Lots	\$10 (+\$4 ASO Fee)	\$20
Transcripts		
Regular Processing (Mailed out within 7 to 10 business days)	\$3/copy	\$3/copy
Rush Processing (Same Day Pickup)	\$10/copy	\$10/copy
Note: Fees subject to change.		

Changes are Coming to Student Fee Payments.

Starting Summer 2025, LACCD students must pay enrollment fees at registration or by the due date through their Student Portal to stay enrolled. Failure to pay or set up a payment plan may result in course cancellation.

How to Pay

Pay online with credit/debit at MyCollege.laccd.edu or in-person with cash, cashier's check, or money order at your College's Business Office.

Learn more online:
bit.ly/3XrlyJs

Check payment due dates on your Student Portal.

 MyCollege.laccd.edu

Then select the following:

- 1 **Student Account**
- 2 **Account Services**
- 3 **Charges Due**

You won't be dropped if you:

- Have an approved California Promise Grant Fee Waiver
- Are sponsored and verified by an agency with confirmed funding
- Have a college-approved payment plan contract
- Qualify for the Los Angeles College Promise Program

If you have questions about payment policies, contact LACC's Business Office

www.lacc.edu/offices/business ~ (323)953-4000 ext. 2180 ~ businessoffice@lacitycollege.edu

Fee Refund Policies

Full-Term Course Fees

A student will automatically receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the previously paid fee toward the cost of another course to be added during the same semester. Note that after the refund deadline no refunds will be issued even when an added course has fewer units than a course that was dropped.

Short-Term Course Fee

A student will automatically receive a full refund up to the end of a period of time equal to approximately 10% of the total class duration. There will be no refunds after that time, unless a student must drop a class because it was canceled or rescheduled by the college administration.

Non-Resident Tuition Fee

Refunds of non-resident tuition for full-term or short-term courses are governed by the same policies as indicated above. A student will automatically receive a full refund of the enrollment fee if they drop by the refund deadline.

Student Representation Fee

A \$2 student representation fee provides independent support for student-elected governmental affairs representatives to represent the opinions and viewpoints of students regarding education and social issues before city, county and district government offices and agencies at the local, state, and federal level.

This fee helps ensure students have a voice in the government process. Opting out of the \$2 student representation fee reduces the ability of local and state student body organizations to lobby in support or against education-related issues on behalf of students.

Parking Fee

Parking permits may be returned and refunded on or before the semester Drop Deadline. In order to get a refund, permits must be returned, along with a completed refund form, available at the Business Office.

Academic and Progress Probation

(LACCD Board Policy 4250, Administrative Procedure 4250)

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

Probation and Loss of Fee Waiver

A student enrolled in the LACCD shall be placed on academic or progress probation under the following conditions:

- Academic Probation. The student has attempted at least 12 semester units of work and has a cumulative grade point average below 2.0.
- Progress Probation. The student has enrolled in a total of at least 12 semester units, and the percentage of all units in which the student has enrolled with recorded entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit), or "NP" (No Pass) reaches or exceeds 50%.
- California Promise Grant – loss of eligibility. A student eligible to receive a California Promise Grant shall lose eligibility if they are placed on academic or progress probation for two consecutive semesters. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. Foster youth, or former foster youth under the age of 24, are exempt from the loss of fee waiver due to academic or progress probation.

Removal from Probation and Reinstatement of Fee Waiver

A student shall be removed from academic or progress probation and may have their fee waiver reinstated upon meeting the following criteria:

- Removal from Academic Probation - A student shall be removed from academic probation when his/her cumulative grade point average is 2.0 or higher.
- Removal from Progress Probation - A student shall be removed from progress probation when the percentage of units for which entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) are recorded drops below fifty percent (50%).

A student may retain or reinstate the California Promise Grant based on achieving the minimum grade point average or progress standard defined above in removal from academic probation/removal from progress probation.

Probation: Dismissal, Appeal of Dismissal, and Readmission

(LACCD Administrative Procedure 4255)

Students on academic or progress probation are subject to dismissal, as follows:

Dismissal - Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in three consecutive semesters.

A student on academic probation who earns a semester GPA of 2.0 or higher will not be dismissed, provided this minimum GPA is maintained.

“Consecutive semesters” are defined as semesters without a break in enrollment exceeding one full primary term.

Dismissal - Progress Probation

A student who is on progress probation is subject to dismissal if the cumulative percentage of units for which he/she received “W,” “I,” “NC,” and “NP” reaches or exceeds fifty percent (50%) over a period of three (3) consecutive semesters. However, a student who is on progress probation, and during any semester in which the percentage of units with “W,” “I,” “NC,” or “NP” is below 50%, shall not be dismissed as long as the 50% threshold is not surpassed during that term.

“Consecutive semesters” are those where a break in the student’s enrollment does not exceed one full primary term.

Appeal of Dismissal

(LACCD Administrative Procedure 4255)

Students subject to dismissal have the right to file a written petition with the Admissions and Records office to appeal a proposed dismissal action if they experienced extenuating circumstances beyond their control that warrant an exception to the proposed dismissal.

Readmission After Dismissal

(LACCD Board Policy 4250, Administrative Procedure 4255)

A student who has been dismissed must wait two semesters before requesting readmission. The student shall submit a written petition requesting readmission to his/her home college. Readmission may be granted, denied, or postponed based on criteria outlined in administrative procedures and subject to the conditions specified in AP 4255. Readmitted students are returned to probationary status.

ENGLISH, ESL, AND MATH PLACEMENT

California Assembly Bill 1705 (Ed Code 78213) requires that California Community Colleges use multiple methods of placing students to maximize their chances of completing transfer-level English and mathematics coursework in their intended program of study within a one-year timeframe. These methods may include the use of cumulative high school grade point average (HSGPA), high school course grades, and high school courses taken.

Students who apply to the Los Angeles Community College District (LACCD) using CCCApply or update their placement information using the Guided Self-Placement Survey will be placed into tiers (placement levels of courses) in English and Math. Students who choose to complete an English as a Second Language (ESL) placement will be placed into an ESL tier as well. Each tier includes the transfer-level courses cleared for enrollment, as well as optional or required support courses intended to help students succeed in transfer-level coursework in that tier. Students can view their English/ESL (“ET/EP”) placement level and math/statistics (“MT”) placement level on the online student portal. Additional details on these placements and a list of courses available at each tier can be found at www.lacc.edu/ab-1705-placement-information.

English Placement Criteria

The following criteria are used to place students into transfer-level English, which is our ENGL C1000 class. Tier placement is based on the student’s cumulative U.S. high school GPA (HSGPA). All students who provide placement data may enroll in transfer-level coursework and may be recommended to take an embedded or concurrent support course based on the following California Community Colleges Chancellor’s Office (CCCCO) default placement rules. The support course in English is our four-unit English 101Z class, which is three hours of lecture and three hours of lab work.

TIER	PLACEMENT CRITERIA	AB 1705-COMPLIANT PLACEMENT
ET	HSGPA $\geq$ 2.6	No additional concurrent support recommended or required
	HSGPA 1.9 to 2.6	Low unit concurrent support is recommended but not required
ETS	HSGPA < 1.9	Low unit concurrent support is strongly recommended or can be required

English as a Second Language (ESL) Placement Criteria

Each LACCD college uses its own criteria for ESL placement. In most cases, these involve a combination of a CCCCCO-approved ESL placement assessment and the Multiple-Measures Assessment Project (MMAP) placement criteria, which place students based on their anticipated success rates using high school performance data (like grade point average). Note: ESL placement does not override English placement.

ESL students are recommended to take our guided placement survey to determine which ESL level is best for them. The survey can be found at <https://www.lacc.edu/academics/esl/placement>

Math Placement Criteria

The following criteria are used to place students into the transfer-level mathematics coursework that meets the requirements of their program. Assignment to a tier is based on the student's successful completion ("C" grade or higher) of the following prior high school courses, or an equivalent course recognized through Credit for Prior Learning.

TIER	HIGH SCHOOL PERFORMANCE
MT4	Successful completion of HS Integrated Math 4, Trigonometry, Precalculus, or equivalent
MT2	Successful completion of HS Integrated Math 3, or Intermediate Algebra, or equivalent
MT1	None of the above

In addition, CCCC default placement rules may recommend that students take an embedded or concurrent support course based on the following, depending on the type of math course required for their program of study.

Statistics/Liberal Arts Math

HIGH SCHOOL PERFORMANCE	DESCRIPTION
HSGPA ≥ 3.0	No additional concurrent support recommended or required
HSGPA 2.3 to 2.9	Low unit concurrent support is recommended but not required
HSGPA < 2.3	Low unit concurrent support is strongly recommended

Applied Calculus/Business Calculus/Finite Math

HIGH SCHOOL PERFORMANCE	DESCRIPTION
HSGPA > 2.6	Low unit concurrent support is recommended but not required
HSGPA ≤ 2.6	Low unit concurrent support is strongly recommended

STEM Calculus

HIGH SCHOOL PERFORMANCE	DESCRIPTION
MT4	Low unit concurrent support may be recommended but not required
MT2	Low unit concurrent support strongly recommended and may be required
MT1	Low unit concurrent support strongly recommended and may be required

Students enrolling in STEM Calculus with a high school GPA below 2.6 are strongly encouraged to enroll in Math 261S (Calculus I with Support). For the Statistics/Liberal Arts Math course, students with a high school GPA of less than 2.6 are encouraged to take STAT C1000E (Introduction to Statistics with Support).

Guided Self-Placement

Students who are not able to provide enough information for automated placement, or who did not graduate from a US high school or earn a GED or CA High School Proficiency certificate, will be temporarily assigned a null placement code (EN or MN). To complete their placement (or to update an existing placement), students may use the Guided Self-Placement process. This will involve either 1) completing the English/ESL Placement Survey or Math Placement Survey through the student portal, or 2) meeting with a counselor to discuss topics such as the following in order to receive a placement code:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education pattern, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under AB 1705 to access transfer-level English and math courses that satisfy a requirement for their intended program of study

The Guided Self-Placement process cannot require the student to take any exam or test, solve any problems, provide any writing samples, or review sample questions, problems, or prompts.

Cal-GETC

Starting Fall 2025, the California General Education Transfer Curriculum (Cal-GETC) is the singular general education pathway for California Community Colleges (CCC) students to fulfill lower-division general education requirements necessary for transfer and admission to both the California State University (CSU) and the University of California (UC). The curriculum and its policies are overseen by the Intersegmental Committee of the Academic Senates (ICAS), representing faculty from California's three segments of public higher education.

Students with catalog rights prior to Fall 2025 can either continue to use previous general education patterns for their degree or choose to switch to the Cal-GETC pattern.

Every effort has been made to ensure the information is accurate and timely. However, this information is unofficial and should be verified against the official information found on the ASSIST website at www.assist.org

Pre-/Corequisites and Major Requirements

Prerequisites, corequisites, advisories, and limitations are necessary to ensure that you succeed in your coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and limitations do not constitute unjustifiable obstacles towards your access and success. If you place into a course that is part of a sequence you are not required to take any lower-level course in that sequence. This includes any course that is a pre- or corequisite to any course in the same subject or any other subject, or is a prerequisite or requirement for any program.

Math

If you place into MATH 215, STAT C1000 (MATH 227), STAT C1000E (MATH 227S), 217, 229, 230, 236, 245, 251, 258, 260, or 260S you are not required to complete any lower-level math course. If you plan to earn an associate degree and cannot meet math competency through any other approved means, you are required to pass a college course prior to graduation.

English

If you place into a transfer-level English class, such as ENGL C1000 (English 101) you are not required to take any lower-level English course. Since there is no prerequisite for our transfer-level course, you can begin with ENGL C1000. If you feel you have met this English requirement through another means, such as taking an equivalent class at another college outside our district, consult a counselor, the articulation officer, or the English/ESL department. Otherwise, you will need to enroll and pass this course in order to graduate with an associate degree and/or transfer.

If you are an ESL student, you will need to take the Guided Placement to determine which level of E.S.L. classes to enroll in.

See a counselor for more information regarding English, ESL, and math placement.

LEARNING IN YOUR CAREER AND ACADEMIC PATHWAY

Learning Outcomes

A learning outcome is a statement describing what students will be able to do after completing a course, instructional program, student support service interaction, or other college experience. Students are advised to become familiar with the learning outcomes for each of their courses, their chosen program of study, and for the student services they utilize.

Course Student Learning Outcomes (CSLOs)

Course Student Learning Outcomes (CSLOs) describe the skills and abilities a student will have once they have successfully completed a course. Course student learning outcomes can be found on the course syllabus that you receive in each class section.

Program Student Learning Outcomes (PSLOs)

Program Student Learning Outcomes (PSLOs) describe the learning obtained across multiple courses. They describe the skills and abilities you will have upon successful completion of all courses and program requirements. Program student learning outcomes are listed in this catalog.

Institutional/General Education Student Learning Outcomes (ISLOs/GELOs)

Institutional Student Learning Outcomes (ISLOs/GELOs) describe the skills and abilities students are expected to acquire upon completing an associate degree at LACC. Students will achieve the following 11 outcomes:

1. Broad & Integrative Knowledge. Consolidate broad knowledge that bridges multiple areas of learning and fields of study.
2. Civic Engagement. Have the knowledge, skills, and values necessary to help promote the quality of life in diverse communities through both political and non-political processes.
3. Diverse Perspectives. Display the intellectual flexibility that enables perception of the world through varied cultural customs, practices, and viewpoints of different identities.
4. Ethical Reasoning. Rationally reflect and evaluate ethical systems and codes of conduct.
5. Aesthetic Awareness. Ability to create, categorize, appreciate, and analyze artistic objects and the aesthetic responses of audiences.
6. Communication Competency. Produce verbal and written communication that is clear, logical, organized, and adapted to effectively meet the needs of various audiences.
7. Critical & Creative Thinking. Use appropriate reasoning, analytic, and problem-solving strategies to draw logical conclusions or formulate creative solutions.
8. Information Competency. Research, evaluate, use, and communicate information in various formats.
9. Quantitative Competency. Represent and logically interpret mathematical information visually, numerically, and verbally.
10. Lifelong & Applied Learning. Apply skills to address unscripted problems and practice intellectual curiosity that values diversity of thought.
11. Technical Proficiency. Demonstrate specific proficiencies with respect to the major field of study.

Assessment of Learning Outcomes

Student learning is assessed on a continuous basis to ensure that students are achieving course and program objectives and acquiring the understanding, skills, and knowledge desired by student support services and administrative services.

Through a systematic student learning outcomes assessment process, faculty members review their courses and make adjustments to improve student achievement. Student support services and administrative services evaluate the effectiveness of services and implement improvements as needed..

STAYING ON YOUR CAREER AND ACADEMIC PATHWAY

STUDENT SERVICES

Online assistance with student services including Admissions and Records, Counseling, and Financial Aid can be found at Cranium Café (www.laccd.craniumcafe.com/login). Register with your LACC student email account and password.

Admissions and Records

Student Services Building, First Floor
(888) 930-LACC or (888) 930-5222
Email: admissions@lacitycollege.edu
www.lacc.edu/admissions

The mission of the Admissions and Records Office is to uphold the academic policies of the college and maintain the academic records of students. Through the Admissions and Records Office you can receive assistance with:

- Admissions application
- Registering for classes
- Residency reclassification
- Transcript and enrollment verification request
- Graduation petition
- Student record
- Information changes (such as name, address)
- Petitions: Fourth Attempt, Loss of California College Promise Grant (BOGW), Loss of Priority, Repeating Courses, Prerequisite Challenges.

A²MEND Program

African American Male Education Network & Development
Location: Student Services Building, Third Floor
Contact: A²MEND Mentor/Advisor
Phone: (323) 953-4000 ext. 2591
Email: garciar4@laccd.edu

The A²MEND Program at Los Angeles City College is a culturally responsive initiative dedicated to advancing the academic success, leadership development, and personal growth of African American male students and other men of color from underrepresented backgrounds. Rooted in community, identity, and empowerment, the program provides a supportive environment where students are affirmed, engaged, and equipped for success in higher education and beyond.

Program Services Include:

- Mentorship: Faculty and peer mentoring focused on academic achievement, confidence, and leadership
- Workshops & Leadership Series: Culturally relevant sessions on identity, social justice, and career development
- A²MEND Spring Summit: Participation in the annual statewide summit focused on empowerment and student success
- University Tours & Transfer Support: Guided tours and transfer assistance, including pathways to UCs and HBCUs
- Brotherhood (Barbershop format) & Community Engagement: Peer connection through brotherhood circles and active involvement in local community service projects

- Support Referrals: Referrals to academic support, mental health, and basic needs resources.

Student Eligibility: Open to all students with a targeted focus on African American male students and other disproportionately impacted student populations.

Through the A²MEND Program, students not only gain critical academic and leadership tools, but also become part of a movement to redefine success, uplift their communities, and transform their futures

Associated Student Government (ASG)

Student Union Building, Office of Student Life
(323) 953-4000 ext. 2450
Email: studentlife@lacitycollege.edu
www.lacc.edu/campus-life/asg

The LACC Associated Student Government (ASG) is the officially designated student organization that represents students' needs and concerns. The ASG is a significant component of LACC's shared governance process. The governing body of the ASG is the Student Senate, composed of officers elected annually by the student body at large, following requirements of LACCD Board Policies 5400, 5410, and 5420.

LACC students are encouraged to join the ASG by paying the ASG fee of \$10 per semester (Fall/Spring) and \$4 per intersession (Winter/Summer).

Benefits of being an ASG member:

- Upgrade to the Preferred Student Parking Lot (while permits are available)
- Free Admission and food to all ASG Events
- 20 Free Prints or Copies in the Student Union Computer Lab
- Discounted Poster Printing
- \$12 AMC Movie Tickets (available at the Business Office).

For volunteer and other information send us an email at: studentlife@laccd.edu

Business Office

Student Services Building, Second Floor
(323) 953-4000 ext. 2180
Email: businessoffice@lacitycollege.edu
www.lacc.edu/offices/business

The mission of the Business Office is to provide support and guidance relative to all financial needs and obligations of our students and to view our interactions with them as a part of their positive learning experience at LACC.

We offer the following services:

- Collection of fees relating to enrollment, health, tuition, ASG membership, student representation, parking, and transcripts
- Assistance with student account balances and refund requests
- Issuance of 1098 Form for students who pay fees out of their pocket.

CalWORKs

Student Services Building, Third Floor
(323) 953-4000 ext. 2599/2856
(323) 953-4000 ext. 2586
www.lacc.edu/student-services/spr/calworks

The California Work Opportunities and Responsibility for Kids (CalWORKs) provides access to educational programs for student-parents receiving public assistance. We help empower students to embrace their dreams, achieve their academic and career goals, and succeed in long-term economic self-sufficiency.

The CalWORKs program is an innovative program that provides FREE workforce training, education, and childcare services for students receiving public assistance.

Students receive assistance with:

- Greater Avenues for Independence (GAIN) documents to receive books and supplies free of cost
- Counseling/case management
- Work Study placement
- Tutoring
- Childcare.

Career Center

Student Services Building, Second Floor
(323) 953-4000 ext. 2267
www.lacc.edu/student-services/ecs/career-center

The mission of the Career Center is to educate and serve students in major exploration and career planning.

The Career Center provides students with:

- Career & major exploration through career assessments and counseling
- Career assessments & assessment interpretation
- Assistance with labor market research to help students make informed choices of occupational fields and employment trends
- Job preparation, including assistance with resumes, cover letters, and interviewing skills
- Career workshops
- Education and career planning.

Child Development Center

Child and Family Studies Building, First Floor
Gayane Panosyan, Director (323) 953-4000 ext. 2220
www.lacc.edu/student-services/spr/cdc

The LACC Campus Child Development Center, distinguished by its accreditation from the National Association for the Education of Young Children (NAEYC), offers an enriching environment dedicated to supporting the educational aspirations of LACC student-parents through premier care and educational services for their children. This commitment extends to families within the community, embodying a comprehensive approach to early childhood education. LACC Child Development Center makes quality education accessible to children aged 2 to 5, either free of charge or at a minimal cost. Our core philosophy is centered around providing activities that are meticulously tailored to cater to the holistic development of each child, fostering emotional, social, physical, and intellectual growth in a nurturing setting.

We welcome and encourage you to visit our center. Email us at cdc@lacitycollege.edu or call to make an appointment for a tour.

Interest forms are available online at: www.lacc.edu/student-services/spr/cdc/enrollment

City Cares Network

Student Union 225
(323) 953-4000 ext. 2190
Email: caresnetwork@lacitycollege.edu
www.lacc.edu/student-services/spr/lacc-cares

The City Cares Network is Los Angeles City College's basic needs center, and the home of several programs that provide essential resources to students from every corner of the campus community. LACC and the LACC Foundation work together under the City Cares umbrella to offer students a variety of services and aid, depending on the student body's evolving needs.

In addition, LACC's City Cares Network administers its own branch of the Fresh Success program. Visit its website for a description and a list of services offered.

Counseling

Student Services Building, Second Floor
(323) 953-4000 ext. 2250
www.lacc.edu/student-services/counseling

General Counseling is a "one-stop shop" to help facilitate your educational endeavors which we hope will culminate in you graduating from LACC and/or transferring to a university. Through our online and in-person services you will be able to:

- Identify your academic path and goals (e.g., certificate, associate degree, associate degree for transfer)
- Enroll in courses that align with your general education and major requirements which are mapped and reflected in your student education plan (SEP)
- Be more knowledgeable and aware of campus policies, processes, procedures, and resources to help you complete your academic path and goals.

Cub Store Bookstore Services

Student Union Lobby
(323) 953-4000 ext. 2142
Email: bookstore@lacitycollege.edu
www.laccbookstore.com

The mission of the LACC Cub Store is to support the educational experience by providing students, faculty, and staff with the course materials and resources requisite for student success.

The LACC Cub Store offers a wide variety of textbooks (print, digital, loose-leaf etc.), supplies and course materials that assist LACC students in reaching their full educational potential. The store also offers a variety food and beverages, along with imprinted school merchandise.

The LACC Cub Store obtains information from faculty for needed textbooks and materials and provides these items for purchase by LACC students and the LACC community.

The cost of textbooks by term and course is available online at the bookstore web page and low cost/no cost book options are portrayed in the live schedule of classes. Visit our website for more information.

Dream Resource Center

Email: lacc-dream@lacc.edu
www.lacc.edu/student-services/spr/drc

The mission of the Dream Resource Center (DRC) is to provide intentional support and resources to ALL undocumented students at LACC to ensure they thrive in their career, academic and personal lives. We aim to fulfill this mission by providing a variety of resources and services such as:

- Free immigration legal services
- Assistance with residency for tuition purpose support like AB 540 form
- CA Dream Act application assistance and presentations;
- Tailored DRC academic counseling support focusing on issues directly impacting undocumented students
- One-on-one and group mental health counseling support
- Entrepreneurship resources and programming like the LACC Enterprise Incubator program that supports students to create their own business
- Scholarship & fellowship resources.

Office of Diversity, Equity, Inclusion and Accessibility

Deputy Title IX and DHR Coordinator
 Los Angeles Community College District Office
 (213) 891-2315

LACC prohibits discrimination, harassment, and retaliation (DHR) based on sex and gender (including sexual harassment, gender identity, and gender expression), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, sexual orientation, medical condition (cancer related), age (40 and above), and/or veteran status. This is in accordance with applicable federal and state law and District College policy. The policy applies to admission, access, and treatment in College programs and activities for all students.

To address Title IX and DHR issues, LACCD has designated a Compliance Investigator for LACC who is specially trained to work with individuals who report DHR complaints based on a protected class or sexual misconduct and provide information about resources, support services, and procedural options. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with ODEIA for City, Stephanie Green via email greens@email.lacc.edu or by phone at 213-891-2315. Students may also wish to file a complaint using the online link here: <https://laccd.guardianconduct.com/incident-reporting>.

- Copies of Administrative Regulations C-14 and C-15, LACCD's Title IX and DHR policies and procedures and relevant forms may be obtained online at <https://www.lacc.edu/offices/diversity/title-ix>.

Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

Student Services Building, Third Floor
 (323) 953-4000 ext. 2300

Email: eops@lacitycollege.edu
www.lacc.edu/student-services/spr/eops-care-cafyes

Extended Opportunity Programs & Services (EOPS) is a state-funded academic counseling and support program designed to facilitate the success of students that have experienced economic and educational hardships. EOPS is driven by a philosophy of providing services that are "over and above, and in addition to" services available to all LACC students. EOPS provides high-touch, personalized support aimed at keeping students on track and helping them reach their educational and career goals.

EOPS provides the following services:

- Priority Registration
- Academic Counseling
- Individualized Tutoring
- Textbook Voucher
- School Supply Voucher and Kit
- Financial Aid and Meal Assistance
- Transportation Assistance
- Transfer Support
- College Tours.

Cooperative Agencies Resources for Education (CARE) is a supplemental program to EOPS for students who are single parents receiving CalWORKs/Temporary Assistance for Needy Families (TANF) and have at least one child under the age of 18.

CARE provides the following services:

- Dedicated CARE Counselor and Program Coordinator
- Textbook and School Supply Vouchers
- Financial Aid and Meal Assistance
- Workshops designed to meet the needs of single parents
- College Tours.

Financial Aid

Student Services Building, First Floor
 (888) 930-LACC or (888) 930-5222
 Email: finaid@lacitycollege.edu
www.lacc.edu/financial-aid

The Financial Aid Office administers federal, state, and institutional programs designed to expand college access. The available financial assistance comes in the form of grants, work-study, loans, and scholarships. The assistance makes it possible for individuals to continue their education beyond high school, even if they and/or their families cannot meet the full cost of post-secondary education.

The Financial Aid office provides assistance with applying for:

- Federal and state financial aid grants
- Work-study job opportunities
- Student loans
- Scholarships.

First Year Experience (FYE)

Student Services Building, Second Floor
www.lacc.edu/student-services/fye
www.lacc.edu/student-services/fye/sye

The First Year Experience (FYE) program is designed to help you be successful in your first year of college by providing a supportive, nurturing environment complete with educational and career guidance, so you may achieve your educational and career goals. We offer:

- Priority registration
- College Promise - First year of classes is free for qualifying students
- Priority enrollment in Math and English classes
- Dedicated faculty members committed to your success
- Special FYE social and extracurricular activities
- Committed counselors to help you create an educational plan for transfer to university and/or LACC graduation
- Success coaches to help answer general questions, refer you to resources, and support you on your college journey.

FYE students who continue their education have the option to receive assistance through the Second Year Experience (SYE).

Visit the website for the application to FYE, events, internships, and live chat.

Foster and Kinship Care Education

Student Services Building, Third Floor
(323) 953-4000 ext. 2335
Email: LACC-FosterCare@lacitycollege.edu
www.lacc.edu/student-services/spr/fkce

The Foster and Kinship Care Education program provides quality education and support opportunities for caregivers. Through trainings, caregivers learn how to meet the educational, emotional, behavioral, and developmental needs of children and youth.

We offer continuous support for our Resource Parents (foster, kinship, and adoptive) through trainings in areas such as:

- Parenting skills: child development, behavior management, grief and loss, cultural diversity, self-esteem, safety issues, CPR, and first aid
- Permanency planning: reunification, emancipation, guardianship, adoption, working with birth parents, visitations
- Working with the system: roles, responsibilities, and rights of resource parents; accessing community resources
- Specialized areas: prevention of teen pregnancy, prenatal drug and alcohol exposure, child abuse, physical disabilities, learning disabilities, substance abuse issues, attachment issues
- Special Care Increment (SCI) training: Formally known as D-Rate and F-Rate, SCI is for Resource Parents who care for medically challenged foster children and/or behaviorally challenged foster children.

Visit the website for registration, information on trainings, and live chat.

Foster Youth Programs

Student Services Building, Third Floor
(323) 953-4000 ext. 2345

Guardian Scholars

Email: guardianscholars@lacitycollege.edu
www.lacc.edu/student-services/spr/guardian-scholars

The Guardian Scholars Program (GSP) serves students of all ages who are current, former, or emancipated foster youth. GSP's mission is to provide academic and personal guidance to help empower students on their educational journeys to earning a career technical certificate, associate degree, and/or transfer to a university.

The program supports current former and emancipated foster students as they transition into adulthood and pursue their educational/vocational goals. GSP provides a seamless integration of student support services including counseling, tutoring, peer mentoring, leadership and self-development workshops, financial aid support, and community resources. The program's primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.

NextUp

Email: nextup@lacitycollege.edu
www.lacc.edu/student-services/spr/eops-care-cafyes

Guardian Scholars Program students who meet further eligibility requirements are eligible for additional support services through NextUp. The purpose of NextUp is to support the recruitment, enrollment, retention, graduation, and transfer of current and former foster youth students under 26 at LACC. The NextUp program (formerly known as CAFYES), is an extension of services for educationally disadvantaged students provided by Extended Opportunity Programs and Services (EOPS).

Services offered include:

- Academic/transfer counseling
- Priority enrollment/registration
- Book and supply grants
- Meal vouchers
- Unmet need grants (if budget permits)
- Transportation assistance
- Health and mental health service referrals
- Career/life skills workshops
- Field trips and networking opportunities.

Student Eligibility:

- Were in foster care, in any state, for at least one day, on or after their 13th birthday.
- Are enrolled in or planning to enroll in at least nine units or agree to an education plan with the future goal of enrolling in nine units.
- Are no older than 26 years of age at the commencement of any academic year in which the student first enrolls in the program; students enrolled in the program prior to turning 26 are allowed to continue participating in the program beyond the age of 26.
- Enroll in the NextUp program prior to age 26, disenroll, and subsequently return after turning 26 may be readmitted to the same or another NextUp program.

Fresh Success Program

Student Union Building, Second Floor 218
(323) 953-4000 ext. 2190

Email: freshsuccess@lacitycollege.edu
www.lacc.edu/student-services/spr/lacc-cares/fresh-success

The Fresh Success Program at LACC focuses on addressing existing socio-economic barriers that impact student persistence, retention, and completion. The program is dedicated to providing basic essential resources alongside a wide range of academic, personal and career support services to LACC students receiving Cal-Fresh (SNAP) benefits and pursuing a Career Technical Education (CTE), vocational, basic skills, English Language Learning, or basic education degree or certificate. Check our website for eligibility requirements.

Eligible LACC Fresh Success students have access to resources such as:

- Textbook and supply vouchers
- Emergency rent
- Minor auto repair assistance
- Transportation assistance
- Career-related testing fees
- Academic counseling and proactive case management.

Fresh Success is made possible by a partnership between CalFresh and the Foundation for California Community Colleges.

Health and Wellness Center

Student Services Building, First Floor 120
(323) 953-4000 ext. 2485

Email: healthctr@lacitycollege.edu
www.lacc.edu/student-services/spr/health-wellness-center

The Health and Wellness Center provides all currently enrolled students with physical and mental health services to facilitate academic success at LACC by promoting healthy lifestyles and caring for your physical and/or psychological needs. We provide basic, high quality, and cost-effective services in a comfortable and compassionate environment. A mandatory Student Health Fee of \$19 per semester is payable at the time of registration. Appointments can be made to see a medical provider or mental health professional.

The Health and Wellness Center provides the following services:

- Basic primary and non-emergency care
- Health care counseling
- Emotional and behavioral counseling
- Family planning
- Referrals
- TB skin test
- Oral dental screenings
- Other laboratory tests and immunizations (TD, Hep B, MMR), some of which carry additional fees.

High School Student Programs

Dual Enrollment

Student Union, Second Floor
FYE Window #33
(323) 953-4000 ext. 1335
Email: dualenrollment@lacitycollege.edu
www.lacc.edu/admissions/dual-enrollment

Dual Enrollment is a partnership between the college and local high schools. Dual Enrollment allows students to take college-level courses and earn credit concurrently for both high school and college. This program provides students with the opportunity to experience college-level academics while still in high school. Here's an overview of how a dual enrollment program typically works:

- **Course Selection:** High school partners select courses every semester to be offered at the school site. These courses can vary widely, covering subjects like mathematics, sciences, humanities, social sciences, and more.
- **Eligibility/Application:** Students should demonstrate readiness for college-level work. To join a course students should speak to their high school counselor, apply to the college, and complete a K12 form.
- **College Credit:** Upon successful completion of the course, students earn credits that can be applied toward both college credit and potentially high school graduation requirements. These credits are usually UC and CSU transferable, but policies may vary.
- **Cost:** Dual enrollment courses are free to K12 students.
- **Academic Rigor:** Dual enrollment courses are designed to challenge students academically and provide a preview of the demands of college-level coursework. This experience can better prepare students for the transition from high school to higher education.
- **Benefits:** Participating in a dual enrollment program can have several benefits. It allows students to earn college credits early, potentially reducing the time and cost required to earn a college degree. Courses are transferable to UC and CSU systems. Students can earn credit towards high school graduation requirements. Additionally, it provides exposure to the academic expectations of college, helping students make more informed decisions about their future educational and career paths.
- **Student Support:** High schools typically provide support and guidance to students enrolled in dual enrollment programs. This can include academic advising, counseling services, and assistance with navigating the college admissions process. Students can also access all LACC programs and services including the library, the writing lab, and tutoring.

The Dual Enrollment Program is an excellent opportunity for motivated high school students to accelerate their academic progress and gain valuable college experience before formally entering higher education. It can open doors to future educational and career opportunities while easing the transition from high school to college.

Outreach and Recruitment

Student Services Building Second Floor 211
(323) 953-4000 ext. 4002
Email: outreach@lacitycollege.edu
www.lacc.edu/admissions/outreach-initiatives

The Outreach and Recruitment office at LACC serves as a liaison to the local community. Our office is responsible for disseminating information to high school students, teachers, counselors, parents, and the public about educational partners for K-12 school districts. We facilitate the transition of students from area high schools to LACC through regular academic advertisement and other pre-graduation activities. Our office provides access to educational programs, establishing LACC as a path to a four-year degree or a successful career.

Our office provides prospective, new, and current students with information regarding all academic and non-academic aspects of LACC. Outreach services include:

- LACC application for admissions
- Online or group orientation
- Navigating the student portal
- Registering for classes
- Instruction on how to make fee payments
- Information regarding student services and programs
- Education on financial aid resources
- Concurrent and Dual Enrollment (for high school students)
- Identifying registration holds
- Student photo ID (Cub Card)
- College fairs
- Campus tours
- High school visits
- Workshops/presentations
- Referrals.

TRIO/Upward Bound

Student Services Building, Second Floor 236
(323) 953-4000 ext. 2319
Email: sanchejz@lacitycollege.edu
www.lacc.edu/admissions/outreach-initiatives/upward-bound

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from under-represented backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation students, and students with disabilities to progress through the academic pipeline.

Upward Bound serves high school students from low-income families in which neither parent holds a bachelor's degree (first-generation potential-college student). We guide program participants through their high school years, providing academic skills development, information on college admissions and financial aid, career exposure, and first-hand experience of college life. Our objective is to prepare our students for success not only in high school but also in a post-secondary educational institution of their choosing.

International Student Program

Administration Building, AD 109
(323) 953-4000 ext. 2470
Email: iss@lacitycollege.edu
www.lacc.edu/student-services/spr/international

The International Student Program (ISP) assists international students with completing the paperwork needed to apply for an F-1 Visa. Through the ISP, students receive:

- Academic counseling, educational plans, and transfer assistance
- International student orientation for all incoming and transfer students
- U.S. immigration advisement
- Travel authorization and advisement regarding application for new visas
- Authorization and advisement on how to apply for optional practical training and extension of programs
- Liaison with U.S. and foreign embassies/consulates
- Assistance with matters of cultural adjustment
- Informational workshops, programming, and cultural activities
- Networks for international students to assist one another.

Students in the ISP may apply to be part of the Language Academy (Intensive English Program), which helps students improve their English skills so they can excel in their college courses.

Visit the website for live chat, F-1 Visa status requirements, forms related to F-1 Visa status, workshops, and other information regarding the program.

LACC Extension

Administration Building, AD 109
(323) 953-4000 ext. 2651
Email: laccextension@lacitycollege.edu
www.lacc.edu/academic-programs/extension

LACC Extension is a not-for-credit program that offers a wide array of classes and programs available to anybody in the community. Focused on giving you the opportunity to build new skills or grow in the skills you already have, Extension class offerings range from courses that are fun and recreational to those that are more career-focused.

Through reasonably-priced classes, LACC Extension engages the community to participate in lifelong multi-generational learning no matter what level of education you have previously received. Our classes provide individuals easy access to learning, both in the registration process and through our diverse offerings catered to meet the community's interests and needs.

To register for classes, visit our website or contact us by phone.

LACC Foundation

Student Union Building, Third Floor
(323) 953-4011
www.laccfoundation.org

The Foundation is a non-profit, tax-exempt corporation designed to receive gifts for the Los Angeles City College from individuals, corporations, and private foundations.

The Los Angeles City College Foundation develops philanthropic support to increase the capacity for accessible educational

opportunities providing academic and vocational excellence for the students of Los Angeles City College, as well as enriching the cultural, economic, and civic life of Los Angeles.

To ensure the success of LACC students:

1. The Foundation expands programs, employing strategies to meet students' basic needs including food, housing, utilities, transportation, and access to healthcare.
2. The Foundation seeks to enable low-income students to enroll, persist, and succeed in Los Angeles City College's postsecondary education.
3. The Foundation annually provides students with over \$1 million in the form of scholarships, awards, book vouchers, emergency loans, and other means of financial support to allow them to continue to excel in their educational endeavors.

Lost and Found

Cesar Chavez Administration Building, Room 111
(323) 953-4005 or #3 from an on-campus telephone
www.lacc.edu/campus-life/campus-safety/sheriffs-officelost-found

Inquiries about personal belongings lost on campus should be directed to the Sheriff's Office. The sheriffs will attempt to give notification if items turned in have identification. Property held for over 30 days will be sent to Central Property, where it is destroyed.

Mathematics, Engineering, Science Achievement (MESA) Program

Location: Life Science Room
www.lacc.edu/academic-programs/mesa

The LACC MESA Program serves students that are educationally and financially disadvantaged who are on a STEM track to transfer to a four-year institution pursuing a STEM degree in either Chemistry & Biochemistry, Computer Science, Information Systems and Application, Data Science, Earth Science (Geology), Engineering, Life Science (Biology), Life Science (Biology), Mathematics, or Physics.

Benefits:

- Increase the number of underrepresented students who graduate with degrees in math, science, and engineering
- Increase college retention and transfer rate to four-year institutions
- Build community within your STEM discipline
- Provide academic support that can boost your academic performance
- Provide peer to peer mentoring & faculty mentoring
- Provide conference attendance and field trips related to major.
- Provide student stipends.

Scholarships

Financial Aid Office:
www.lacc.edu/financial-aid/scholarships

LACC Foundation:
www.laccfoundation.org/students/apply-for-scholarships/

Merit scholarship opportunities are available to LACC students through the Financial Aid Office and the LACC Foundation. Criteria may include evidence of leadership in various academic departments and/or student activities, citizenship, financial need, and scholastic ability.

Office of Special Services (OSS)

Student Services Building, First Floor Room 100
(323) 953-4000 ext. 2270
Email: oss@lacitycollege.edu
www.lacc.edu/student-services/spr/oss

The Office of Special Services/Disabled Students Programs and Services works with students who have physical, mental health, learning, and other disabilities to ensure equal access to academic programs and success at LACC (Administrative Procedure 5140). Students meet with their counselor or specialist to discuss how their disability impacts their education and to provide professional documentation of their disability. They work together to identify and authorize the appropriate services and accommodations the student needs which may include:

- Sign language interpreters
- Assistive/adaptive technology and training
- Alternate text (audio books, Braille, large print, etc.)
- Learning disabilities assessment and support
- Priority (early) registration
- Referrals (on/off campus resources)
- Specialized academic counseling: education and academic accommodation plans
- Learning Foundations classes
- Alternative testing
- Specialized tutoring.

Disability Parking

(Not administered by OSS)

Accessible parking spaces are available in designated parking lots on campus. Any vehicle parked in an accessible space designated for individuals with disabilities on campus must display a state of California placard and a valid LACC student/staff parking sticker.

Closed Captioning/Accessible Videos

(Not administered by OSS)

Federal and State law requires that instructional or informational publications, videos or films, and materials purchased or used by the college for student or public use be accessible.

Service Animal Accommodation

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Students and visitors with disabilities who require the assistance of a service animal are encouraged to contact the campus ADA Coordinator for more information.

Office of Student Life

Student Union Building 219
(323) 953-4000 ext. 2450
Email: studentlife@lacitycollege.edu
www.lacc.edu/campus-life/student-life

The Office of Student Life is dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to LACC student development through trainings, workshops, strategic co-curricular programming, and access to resources. We are dedicated to meeting each student's needs in order to develop transferable skills for their personal, academic, and professional lives.

Services include:

- Peer 2 Peer mentor program
- Dean's Honor Tea
- Student Leadership Academy
- Commencement information
- Student basic needs support
- Student clubs and organizations.

Puente Program

Location: Student Services Building, Second Floor
Phone Number: (323) 953-4000 ext. 2250
Email: garciaa@lacitycollege.edu
www.lacc.edu/Academics/Counseling/Department-Home

Puente means "bridge" in Spanish. The mission of the Puente Program is to increase the number of educationally underrepresented students who transfer to four-year colleges and universities, earn degrees, and return to their communities as leaders and mentors to future generations. Puente is open to all students.

List of services provided: Students in the Puente program work closely with a Puente counselor until they transfer to a four-year college or university. Each cohort takes an English 101 and Counseling course and receives support from mentors in the local professional community.

Transfer Center

Student Services Building, Second Floor
(323) 953-4000 ext. 2215
www.lacc.edu/student-services/transfer-center

The mission of the Transfer Center is to assist you in preparing for transfer to a four-year college or university by providing you with accurate, up-to-date information and a set of coordinated resources, activities, and services that support your transfer process.

Some of our services include:

- Advising and Counseling - General information and advising is available on a walk-in basis. Limited transfer counseling appointments may also be available. Call or visit office for availability.
- Application assistance - Get help with your admissions and supplemental applications
- College brochures - Review printed pamphlets and flyers with information for CSU, UC, and private colleges
- Workshops - Presentations on a variety of topics including UC/CSU transfer requirements, admissions applications, and the UC personal insight, and transfer guarantee are available throughout the year

- Representative visits - College representatives from various four-year colleges and universities visit the Center to provide one-on-one advising to LACC students
- Annual Transfer Day - Every fall the Center organizes a college Transfer Day with representatives from local and out-of-state universities.

Check our online calendar frequently for an updated list of scheduled events and activities.

TRIO/Student Support Services

Student Services Building, Third Floor
(323) 953-4000 ext. 2466
Email: aaptrio@lacitycollege.edu
www.lacc.edu/student-services/spr/trio-sss

The Trio/SSS program provides services that assist students in obtaining an associate degree and transfer to four-year institution within four years at LACC.

Services include:

- Tutoring
- Workshops
- Cultural activities
- Computer lab access
- Calculator loan
- University field-trips
- Grant aid awards
- Free printing
- Academic and personal counseling
- Assistance with transfer and financial aid application.

UMOJA

Student Services Building Second Floor, Room 270
(323) 953-4000 ext. 2462
Email: umoja@lacitycollege.edu
www.lacc.edu/student-services/spr/gendiversity-multicultural-center/umoja

Umoja (a Kiswahili word meaning "unity") is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. We believe that when the voices of histories of students are deliberately and intentionally recognized, the opportunity for self-efficacy emerges and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American diasporas.

Services include:

- Supportive environment
- Counseling
- Tutoring
- Cultural workshops and events
- Leadership development
- Academic workshops
- Faculty and staff mentoring
- Historically Black Colleges and Universities (HBCU) tours
- Transfer agreements with UCs and HBCUs.

Veterans Resource Center (VRC)

Life Sciences Building, Room 101
(323) 953-4000 ext. 2125
Email: veteransaffairs@lacitycollege.edu
www.lacc.edu/student-services/spr/veterans

The goal of the Veterans Resource Center (VRC) program is to create a supportive environment by acknowledging, honoring, and addressing veterans' unique needs, while helping them attain their educational goals.

Contact the VRC for more information about approved degrees, certificates, and transfer programs for VA benefits.

Services include:

- Campus service referrals including disability services through the Office of Special Services (OSS), Financial Aid, and Transfer Center
- Computer lab and printing services
- Mental health services through U.S. Vets
- VA educational benefits certification
- Veterans Club.

Welcome Center

Student Services Building, SSB180
(323) 953-4000 ext. 2455
For real time assistance: <https://lacc.zoom.us/j/3239532455#success>
www.lacc.edu/student-services/welcome-center

The Welcome Center is a one-stop location where you can find information about academic programs, access computers to apply to LACC, and complete the necessary steps to enroll as a student. Visit the website to live chat and meet with the members of the Welcome Center Team via Zoom.

Current and prospective students receive assistance with a variety of services including:

- Application for admission to the college
- Online orientation
- Registering for classes
- Student services & programs
- FAFSA completion
- Concurrent and Dual Enrollment (for high school students)
- Identifying registration holds
- Taking student photo ID (Cub Card)
- Navigating the student portal
- Paying registration fees or tuition
- General questions about the college.

ACADEMIC SUPPORT SERVICES

Cranium Cafe

Cranium Cafe is a meeting and collaboration tool designed specifically for student support. Once inside Cranium Cafe, students can utilize a variety of assets to enhance their experience remotely. Within Cranium Cafe, students can engage with staff members through the following avenues:

1. Live Chat - instantly chat with someone who is available
2. Enter a Lobby - wait in line to speak to a representative
3. Schedule an Appointment - make a future appointment where you can meet via telephone or video chat.

For more information about Cranium Cafe visit the website www.lacc.edu/academic-services/cranium-cafe

Office of Economic Development and Workforce Education

Life Science, LS 207
(323) 953-4000 ext. 1521
www.lacc.edu/academic-programs/edwe

The Office of Economic Development and Workforce Education (EDWE) at LACC works collaboratively with internal and both public and private sector partners throughout Los Angeles County to transform communities through excellence in career education. With the support of businesses, industry partners, and a variety of LAUSD schools, LACC is bridging the gap between a competitively skilled and competent workforce, and new, evolving workplace demands.

EDWE is empowered to provide exceptional, targeted programs and services by the administration of federal, state, and local level grants, and various workforce-related projects. EDWE facilitates the provision of a broad spectrum of pathways, resources, training, and tools for students, professionals, and businesses including:

- Career Technical Education (CTE)
- Dual Enrollment programs
- Work experience education programs
- LACC Apprenticeship Initiative
- Career advancement services
- Job preparation and readiness support.

ESL Center

Jefferson Hall JH 318
Email: writingsupport@lacitycollege.edu
www.lacc.edu/academic-services/writing-support/esl-lab

The ESL Center provides assistance for all students enrolled in ESL classes. You can also access the ESL Lab online by logging into LACC Penji Tutoring in Canvas.

At the ESL Lab, you can:

- Meet with a tutor (in-person or online)
- Submit assignments and get feedback from tutors
- Attend workshops and conversation club sessions
- Practice grammar and writing skills with the Achieve online program
- Check out a book from the ESL Library
- Use computer stations to complete assignments.

General Tutoring

Learning Center, MLK, Jr. Library, Second Floor
Email: gptutoring@lacitycollege.edu
www.lacc.edu/academic-services/tutoring

The General Tutoring program provides tutoring services online and in-person for selected disciplines. Following are the current subjects for which tutoring is offered: anatomy, chemistry, communication studies, and music. Tutoring for individual courses is subject to availability. Check the website for an updated list of courses for which tutoring is offered. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to web.penjiapp.com and selecting LACC | General Tutoring.

Library

Martin Luther King, Jr. Library
(323) 953-4000 ext. 2400
www.lacc.edu/academic-services/library

The mission of the Martin Luther King, Jr. Library is to provide user-oriented quality services, instruction, and resources to support the mission and goals of the College. The Martin Luther King, Jr. Library offers:

- Computers for students (including accessible stations and 2 tables with height adjustability)
- Wireless access on all floors
- Copy and print stations
- Group study rooms
- Circulation/Periodicals Desk with textbooks and reserve material
- Reference Desk with faculty Librarians for research assistance
- Ask a Librarian 24/7 chat service
- Over 65,000 print books
- Online databases with ebooks, periodicals, and scholarly material
- A one-unit course is offered: LIB SCI 101 College Research Skills.

Noncredit Adult Education Program

Economic Workforce Development, Chemistry Building
(323) 953-4000 ext. 2230
www.lacc.edu/academics/pathways/fs/noncredit-dept

The Noncredit Adult Education Program provides academic preparation, basic skills, High School Equivalency (HSE), English as a Second Language (ESL), short-term vocational programs, workforce training, and preparation to help you attain the essential knowledge, skills, and abilities to successfully acquire and retain employment, transition to college, and/or effectively explore, plan and establish career pathways leading to growth opportunities in high demand occupations.

The Noncredit Adult Education Program offers over 40 CDCP certificates and more than 100 noncredit courses. Classes are noncredit and tuition FREE and do not generate degree-applicable college units. A full range of free personal, career and academic counseling services are available to you when enrolled in a noncredit course.

Classes are located at LACC and many educational sites throughout the community. Open-entry/open-exit classes allow you to register anytime during the school year. Day, evening, and Saturday classes are scheduled to meet your scheduling needs.

The program offers:

- Academic Preparation - Basic Skills - High School Equivalency. Strengthen your skills in reading writing, spelling, mathematics, English usage, and grammar. Academic Preparation provides you with a strong educational foundation that can be used as a basis of employment preparation, college-level readiness, High School Equivalency Test Preparation, and vocational programs.
- English as a Second Language (ESL). Improve your English listening, speaking, writing, and pronunciation skills to reach your career, academic, and personal goals. Classes also incorporate civics education. Specialized strands such as Vocational ESL and ESL Conversation are available for advanced-ESL levels.
- Citizenship. Introduces you to the U.S. citizenship and naturalization process, U.S. history, and government. Prepares you for the U.S. Citizenship and Immigration Services USCIS interview and exam.
- Career Educational Training Programs. Offers you a variety of short-term certificate programs and single course options designed to prepare for a high-demand career and advance current work skills. The Career Educational Training programs combine academic knowledge with technical and occupational skills to provide you with pathways to long-term careers and success.

Specific information regarding the certificates and courses offered can be found in the Noncredit Adult Education Program section of this catalog.

Online Education

Administration Building, AD 300
www.lacc.edu/academics/online

LACC Online Education is committed to providing high-quality, student-centered educational opportunities in online modalities. We offer fully online classes with no real-time meetings (Online), courses with real-time online meetings via Zoom (Online Live), and courses with both live--in person or Zoom--and online components (Hybrid). In all of these modalities, we encourage regular and substantive interaction between instructors and students and among students to provide dynamic and interactive learning experiences. Students in these classes are held to the same academic standards as those in traditional courses. Online classes offer flexibility in scheduling and cater to various learning styles. While many departments/areas of study offer individual classes online, there are entire certificate programs and degree programs that one can complete entirely online. All faculty who teach in online modalities must successfully complete training to ensure accessibility and encourage inclusivity and equity. The Online Education office provides support for both faculty and students involved in online learning. For more information, visit www.lacc.edu/academics/online.

Pi-Shop (Math Tutoring)

Learning Center, MLK, Jr. Library, Second Floor
Email: pishop@lacitycollege.edu
www.lacc.edu/academics/pathways/stem/math-dept/pi-shop

The Pi-Shop provides math tutoring services for students in all math levels, including Statistics and Mathematical Programming. Our service offers flexible tutoring options, including individual and group sessions, in-person and online, to support and enhance students' math learning.

By utilizing tutoring services at the Pi-Shop Math Center, where students collaborate with experienced tutors, they can achieve significant learning outcomes, including developing the skills to:

- Solve mathematical problems using appropriate techniques.
- Analyze and interpret the results with the use of technology.

Ralph Bunche Scholars Program

Franklin Hall 205
(323) 953-4000 ext. 2340
Email: rbscholars@lacitycollege.edu
www.lacc.edu/academic-programs/ralph-bunche-scholars

The Ralph Bunche Scholars (RBS) Program is LACC's honors transfer program. Honors students are known for academic excellence and rigor, and the program provides research opportunities. For information about admission requirements, our transfer partners, and the application process, visit the website.

Benefits of participating:

- Priority consideration when applying to transfer to UCLA and other elite universities
- Being part of a cohort of academically motivated students
- Closer collaboration with professors
- Academic advising from Honors Counselors
- Opportunities to present research
- Opportunities for scholarships
- Library privileges at UCLA
- Specialized meetings, get-togethers, trips, seminars.

Successful completion of the RBS requirements provides the best pathway for transfer to some of the most competitive colleges and universities in the nation.

Learning Center

Learning Center, MLK, Jr. Library, Second Floor
Email: learningcenter@lacitycollege.edu
www.lacc.edu/academic-services/tutoring

The LACC Learning Center offers tutoring services online and on campus to support students in a variety of disciplines. The following tutoring programs are located in the Learning Center: The General Tutoring program, the Pi Shop (Math Tutoring), and the Writing Support Center. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to web.penjiapp.com and selecting LACC | General Tutoring, LACC | Pi Shop, or LACC | Writing Center.

Writing Support Center

Learning Center, MLK, Jr. Library, Second Floor
Email: writingsupport@lacitycollege.edu
www.lacc.edu/academic-services/writing-support

The Writing Center provides writing assistance for all students, including those enrolled in English composition, literature, and other departments' classes with required writing assignments. Services include individual tutoring (in person and online), paper submission for receiving asynchronous feedback, faculty-led workshops on key writing and grammar topics, use of our Achieve writing-skills software, and embedded tutoring in ENGLISH 101 and E.S.L. 110 courses. Services are designed to enhance students' writing skills and confidence. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to <https://web.penjiapp.com/> and selecting LACC | Writing Center.

STUDENT HANDBOOK

ACADEMIC POLICIES

Attendance

(LACCD Administrative Procedure 5070)

Regular attendance is a responsibility assumed by every student upon registration. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions as defined by the Board of Trustees and published regulations. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.

Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered "no-shows," and faculty may drop such students in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the fall/spring semesters, and the 60% point of the class for summer sessions and courses shorter than a full semester. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time.

Students should notify faculty by email or phone if absent due to a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled.

Any drops or exclusions that occur between 30% and 75% of the term will result in a "W" on the student's record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade ("A", "B", "C", "D", "F", "P", or "NP") will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of approved extenuating circumstances. After 75% of the time the class has elapsed, the student may petition to withdraw from class verifying extenuating circumstances.

For more information visit the Admissions and Records website at www.lacc.edu/admissions

Final Examinations

Final examinations are administered in all courses. The final examination schedule for the current semester is available at: www.lacc.edu/academics/class-schedules/final-exam-schedules

Academic Honors

(LACCD Administrative Procedure 4223)

Students who achieve outstanding academic performance are publicly recognized through the LACC Dean's and President's Honors Lists, within the following parameters:

Dean's Honor List Requirements:

- Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a GPA of 3.5 or higher.
- Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 or more graded units and earn a 3.5 or higher GPA in the qualifying semester.

President's Honor List Requirements:

Students who have appeared on the Full-Time or Part-Time Dean's Honor for three or more consecutive semesters will be placed on the President's Honor List.

Credits earned within the LACCD during the qualifying semester will be used in calculating the grade point average (GPA). Grades of "Credit" (Pass/No Pass) will not be counted in meeting the unit requirement for the Dean's or President's Honor List. Students who think they qualify for either of these honors can go to the Admissions and Records office to verify their eligibility.

Contact the Admissions and Records office with questions or to have your certificate printed at admissions@lacitycollege.edu.

Grading Symbols and Definitions and Conditions for Use

(LACCD Administrative Procedure 4230)

Only the symbols in the grading scale given in this section shall be used to grade all courses.

Grades shall be averaged on the basis of the point equivalences to determine a student's grade-point average, using the following evaluative symbols:

GRADE	DEFINITION	GRADE POINTS
A	Excellent.	4
B	Good.	3
C	Satisfactory	2
D	Less than satisfactory.	1
F	Failing.	0
P	Pass (At least satisfactory – units awarded not counted in GPA) Applies to credit and noncredit courses.	
NP	No Pass (Less than satisfactory – units are not awarded) Applies to credit and noncredit courses.	
SP	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)	

Explanation of Symbols Without Impact on Grade Point Average

I - Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions and Records office until the "I" is made up and a final grade assigned, or when one year has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstance.

IP - In Progress

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await the course completion. The appropriate evaluative symbol (grade) and unit credit shall replace the IP symbol once the course is completed.

RD - Report Delayed

The "RD" symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. The "RD" may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal

a. A student who withdraws prior to the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol "W" on their transcript. Instructors shall exclude students who are inactive during the first 30% of the term through the first census date for the academic term, as established by the District, by the deadline established by the District (See AP 5070 Attendance).

b. A student who withdraws after this period, but before the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on their transcript. Instructors shall exclude students who remained enrolled after the first census date, but who subsequently became inactive students prior to the expiration of 75 percent of the term, by the second exclusion deadline as established by the District.

c. A student who remains in a course beyond the final District withdrawal date for the course may not withdraw and shall receive the appropriate grade symbol on their transcript.

d. The "W" shall not be used in calculating grade point averages but shall be used in determining probation and dismissal of a student (see AP 4250 Probation and AP 4255 Dismissal and Readmission).

e. "Inactive students" include:

- Students identified as no-shows
- Students who officially withdraw
- Students who are no longer participating in the courses and are therefore dropped by the instructor

A student will be permitted to withdraw from a class and receive a "W" no more than three times.

MW - Military Withdrawal

Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses.

a. Upon verification of such orders, the military withdrawal symbol "MW" shall be assigned to all courses affected by the military withdrawal.

b. Military withdrawals shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

EW - Excused Withdrawal

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

a. "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

b. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts.

c. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

Required Form: [Emergency Withdrawal Request](#)

Email to: admissions@lacitycollege.edu

Pass/No Pass Option

(LACCD Administrative Procedure 4232)

Students may receive a grade of P (Pass) or NP (No Pass) only in credit courses designated by faculty as eligible for Pass/No Pass grading. This includes credit courses that are graded exclusively on a Pass/No Pass basis or those that offer students the option of earning a Pass/No Pass grade or a letter grade. All other credit courses must be completed with a letter grade. Pass/No Pass grades are not counted in the GPA. For courses in which a student has a choice of grading method, the student must request the grading method change by the last day of instruction. Letter grades are not awarded for noncredit courses, but may be graded on a Pass/No Pass/Satisfactory Progress basis. To earn a passing grade, students must complete coursework at the level of a C or higher.

Required form: [Pass/No Pass Grading Petition](#)

Email to: admissions@lacitycollege.edu

The following credit courses are graded as Pass/No Pass only:

SUBJECT	NUMBER
CH DEV	084-1, 084-2, 085-1
E. S. L.	003A, 003B, 003C, 004A, 004B, 004C
ENGLISH	067, 068, 104, 108
KIN	372-1, 372-2, 372-3
LRNFDTN	001, 002, 003, 004, 031A, 031B, 032, 040, 059, 070, 071
MATH	185, 202
MUSIC	180-1, 180-2, 180-3, 180-4
PSYCH	043
RAD TEC	280, 281, 282, 283
REGNRSG	104L, 105L, 106L, 107L, 108L, 109L, 110L, 111L
BSICSKL	All BSICSKL courses are recorded as Pass/No Pass/Satisfactory Progress.
ESL NC	All ESL NC courses are recorded as Pass/No Pass/Satisfactory Progress.
ESLCVCS	All ESLCVCS courses are recorded as Pass/No Pass/Satisfactory Progress.
VOC ED	All VOC ED courses are recorded as Pass/No Pass/Satisfactory Progress.

The following credit courses offer students the option of earning a letter grade or Pass/No Pass:

SUBJECT	NUMBER
CHINESE	001, 003
FRENCH	002, 003
SPANISH	001

Common Course Numbering

As required by California Assembly Bill 1111, all California Community Colleges will be adopting a statewide Common Course Number (CCN) system to streamline transfer and help students make informed course selections aligned with degree completion. The goal of Common Course Numbering is to ensure that students can easily identify courses that meet equivalent transfer requirements across all California Community Colleges. This system will eventually assign common numbers, titles, and descriptions for approximately 75 of the most popular transfer courses.

All colleges in the Los Angeles Community College District will be adopting new course numbers and titles for the following courses in Fall 2025 as part of the first phase of the Common Course Numbering project.

PREVIOUS COURSE NUMBER	CCN COURSE NUMBER (EFFECTIVE FALL 2025)
COMM 101 - Public Speaking	COMM C1000 - Introduction to Public Speaking
ENGLISH 101 - College Reading and Composition I	ENGL C1000 - Academic Reading and Writing
ENGLISH 103 - Composition and Critical Thinking	ENGL C1001 - Critical Thinking and Writing
POL SCI 001 - The Government of the United States	POLS C1000 - American Government and Politics
PSYCH 001 - Introductory Psychology	PSYC C1000 - Introduction to Psychology
MATH 227 - Statistics	STAT C1000 - Introduction to Statistics
MATH 227S - Statistics with Support	STAT C1000E - Introduction to Statistics

Although course numbers and titles are changing, the courses themselves retain the same credit and fulfill the same requirements.

You can find more information on these changes at www.lacc.edu/academics/common-course-numbering

Recording of Grade

Students enrolled in a course on a Pass/No Pass basis will receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion is equivalent to the grade of "C" or better. A student with unsatisfactory performance will be assigned a "No Pass" grade.

Grade Point Calculation

Units earned on a Pass/No Pass basis are not included in GPA calculations. However, units attempted for which the "NP" (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures.

Conversion to Letter Grade

Credit earned in a Pass/No Pass course cannot be converted to a letter grade.

Grades and Grade Changes

(LACCD Administrative Procedure 4231)

The instructor of record for the course determines the grade awarded to each student. The determination of the student's grade by the instructor is final unless there is evidence of mistake, fraud, bad faith, or incompetence. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the Instructor of Record for the course, or upon authorization by the College President upon the conclusion of the grade grievance process.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.

A student may not challenge a grade more than one year after the end of the term in which the course was taken absent extenuating circumstances; if a college's academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, and such longer period shall apply at that college.

You may request a grade change by submitting a General Petition form.

Required form: General Petition

Email to: admissions@lacitycollege.edu

Academic Renewal

(LACCD Administrative Procedure 4240)

Academic renewal is a process designed to support transfer, degree or certificate completion, and removal from academic probation or disqualification. You must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Non-degree applicable English, ESL, and math coursework shall not be counted toward the limitation of 30 semester units. Final approval is granted by the Vice President of Student Services or their designee. Academic renewal is irreversible.

You may petition to have your academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Only "D" and "F" grades may be disregarded in courses not subsequently completed with a "C" or better at the LACCD colleges.
2. In order to qualify for academic renewal, the student must have completed a minimum of the equivalent of 3 semester units with a 2.0 GPA at any United States regionally accredited institution(s) at any time after the semester or session of the coursework to be disregarded.
3. At least one (1) semester must have passed since the semester or intersession term when the coursework to be disregarded was completed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of credit degree-applicable coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade

point average, pre-college level/non-degree applicable English, ESL, and math coursework shall not be counted toward the limitation of 30 semester units,

and

2. Annotating the student's academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Updated GPA and units applied through academic renewal cannot be used in determining Satisfactory Academic Progress or for any other purposes related to federal financial aid eligibility. Students shall be advised during academic renewal consultation with a college counselor of these limitations.

Graduation honors and awards are to be based on your cumulative grade point average for all college work attempted.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Complete an Academic Renewal Petition and meet with a counselor for review and approval of the petition. You or the academic counselor can send the approved petition for processing to the Admissions and Records office.

Required Form: Academic Renewal Petition

Email to: admissions@lacitycollege.edu

Auditing

(LACCD Board Policy 4070)

Students may audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for 10 or more semester units are not charged a fee to audit up to three or fewer semester units. This fee structure is subject to change.
2. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
3. Priority enrollment is given to students taking the course for credit.

Required form: Audit Enrollment Request

Email to: admissions@lacitycollege.edu

Repeatable Courses

(LACCD Administrative Procedure 4225, 4227, 4228)

Certain courses in the college catalog may be repeated for additional unit credit. These courses, marked "RPT" in the "Credit Courses" section of this catalog, allow students to build skills and proficiencies through supervised repetition and in-class practice.

1. Definitions

- a. Active participatory courses: Courses in which individual study or group assignments are the primary means of achieving learning objectives.
- b. Intercollegiate academic or vocational competition courses: Courses designed for participation in non-athletic competitive events between colleges, sanctioned by a formal collegiate or industry body.

- c. Courses related in content: Courses with similar educational activities, separated by skill level or variation, each with distinct learning outcomes.

2. Types of Repeatable Courses

Only the following types of courses may be designated as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
2. Intercollegiate athletics courses (i.e., courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or a conditioning course which supports the organized competitive sport); and
3. Intercollegiate academic or vocational competition courses, where enrollment in the course and related courses is limited to no more than four times for semester courses, or six times for quarter courses. This limitation applies even if the student receives a substandard grade or a "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

3. Limits on Enrollment in Repeatable Courses

Students may not enroll in repeatable courses more than three times beyond their first successful completion for credit. The grade received each time shall be included for purposes of calculating the student's grade point average, except if the course is repeated under circumstances identified pursuant to AP 4225 which permits the previous grade(s) to be disregarded.

Limits on Active Participatory Courses

Active participatory courses that do not fall under the categories above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Submit a Repeated Class Petition to Admissions and Records to request grades of D or F be removed from your grade point calculation when you have repeated the class. Only classes repeated within the Los Angeles Community College District are eligible.

Required form: [Repeated Class Petition](#)

Email to: admissions@lacitycollege.edu

Conditions to Repeat a Course

(LACCD Administrative Procedure 4225)

Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades ("D", "F" or "NC", "NP") were awarded provided the course has not already been attempted three times.

When course repetition under this section occurs, the student's permanent academic record shall be annotated to ensure all coursework remains legible, ensuring a true and complete academic history.

For the first and second repetitions of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student's cumulative grade point average.

Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed petition documenting extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Duplicative Credit

Duplicative credit in non-repeatable courses should not be applied toward the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

Repetition of Courses In Which a Satisfactory Grade Was Recorded

- a. Repetition of courses for which a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded is permitted only with an advance petition and written approval from the College President, or designee, based on a finding that extenuating circumstances exist which justify such repetition. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.
- b. Repeating a course due to significant lapse is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course (defined as a period of at least 36 months since the most recent grade was awarded.). At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA.
- c. When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average.
- d. Students may repeat a cooperative work experience course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

- e. Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards.
- f. Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Course Families

(LACCD Administrative Procedure 4227)

Courses in physical education, visual arts, or performing arts that have related content are grouped into a course family. Students may only take four courses within a course family.

COURSE FAMILY	COURSES
Art - Acrylic	ART 304, 305, 306
Art - Ceramics	ART 709, 710
Art - Design	ART 501, 502
Art - Directed Studies	ART 185, 285, 385
Art - Drawing	ART 201, 202, 209
Art - Graphic Design	ART 604, 605, 606
Art - Illustration	ART 620, 621
Art - Life Drawing	ART 204, 205, 206
Art - Oil Painting	ART 307, 308, 309
Art - Relief Printmaking	ART 401, 402, 407
Art - Sculpture	ART 700, 701, 702
Art - Water Color	ART 301, 302
Art - Web Site Design	ART 645, 646
Art - Typography	ART 603
Dance - Ballet Techniques	DANCETQ 111, 112, 113, 114
Dance - Dance Choreography	DANCEST 301, 302, 303, 304
Dance - Dance Performance	DANCEST 822
Dance - Dance Productions	DANCEST 814
Dance - Folk Dance Forms	DNCESPC 311, 312
Dance - Jazz Techniques	DANCETQ 121, 122, 123, 124
Dance - Latin and Social Dance	DNCESPC 321
Dance - Modern Techniques	DANCETQ 141, 142, 143, 144
Dance - Special Projects	DANCEST 185
Dance - Tap Dance	DNCESPC 331
Dance - Yoga/Stress Management	DANCETQ 231
KIN - Aerobics, Circuit Trng	KIN 045, 229, 230, 246, 250-1, 250-2, 250-3, 326, 327, 331, 333
KIN - Aquatics	KIN 201-1, 202, 300, 300-1, 303
KIN - Court Sports	KIN 266-1, 266-2, 271-1, 271-2, 291-1, 291-2, 372-3
KIN - Directed Studies	KIN 185, 285
KIN - Individual Activities	KIN 328, 328-1, KIN MAJ 100
KIN - Martial Arts/Combatives	KIN 215-1, 215-2, 215-3, 217
KIN - Mind/Body Conditioning	KIN 249-1, 249-2, 251-1, 251-2, 251-3
KIN - Team Sports	KIN 287-1, 287-2, 289-1, 289-2
KIN - Track and Field	KIN 237, 307, 334
Music - Brass Instruments	MUSIC 601, 602, 603, 604
Music - Classical Guitar	MUSIC 650, 651, 652, 653, 654, 664, 670, 771
Music - Percussion Instruments	MUSIC 631, 632, 633, 634
Music - Piano	MUSIC 311, 312, 313, 314, 341-1, 341-2, 341-3, 341-4, 361-1, 361-2, 361-3, 361-4
Music - String Instruments	MUSIC 611, 612, 613, 614
Music - Voice	MUSIC 400, 401, 402, 403, 404, 431, 432, 433, 434
Music - Woodwind Instruments	MUSIC 621, 622, 623, 624
Theater - Acting Study & Prof	THEATER 271, 272, 274-1, 274-2, 275
Theater - Analysis of Theater	THEATER 105-1, 105-2, 105-3, 105-4
Theater - Directed Study	THEATER 185, 285, 385

COURSE FAMILY	COURSES
Theater - Directing	THEATER 225
Theater - Performance Prep.	THEATER 212, 276-1, 276-2, 277
Theater - Voice Theory	THEATER 210, 240, 242-1, 242-2, 242-3, 242-4

Limitations on Awarding Credit

LACC does not grant credit for courses that duplicate the content of previously completed courses or examinations for which credit has already been awarded. College courses may duplicate AP, IB and/or A-Level examinations. Additionally, exams may overlap (for example, an AP or IB exam in the same subject area).

Credit limitations toward the baccalaureate degree are governed by the CSU, UC, and their respective campuses. For UC credit limits visit the "Special Regulations for Courses in Specific Subject Areas" section on the UC Transfer Articulation website at ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html or contact the Counseling Department for more information.

Credit for courses completed at other institutions inside the United States

(LACC Administrative Procedure 4051)

To receive credit for coursework completed at other U.S. institutions, the college must be accredited by one of the following recognized accrediting agencies:

1. Accrediting Commission for Community and Junior Colleges (ACCJC)
2. The Higher Learning Commission (HLC), formerly North Central Association of Colleges and Schools
3. Middle States Commission on Higher Education (MSCHE)
4. New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
5. Northwest Commission on Colleges and Universities (NWCCU)
6. Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)
7. WASC Senior College and University Commission (WSCUC)

Transcripts must be evaluated by the appropriate faculty. Major course requirements for local degrees and certificates of achievement may be substituted or waived solely at the discretion of academic department faculty, provided the total major units do not fall below 18 for a local degree or 16 for a certificate of achievement.

Course substitutions are not required to appear in the college catalog, student information system, or other academic databases. Course substitutions for major requirements for Associate Degrees for Transfer may be recommended by academic department faculty but must be reviewed and approved by the college Articulation Officer. Substitution of coursework required to meet any general education requirements and graduation competency is solely at the discretion of the counseling faculty or Articulation Officer.

Your official transcripts and/or external exams from other institutions must be sent directly to the Admissions and Records office.

Pass Along Credit

LACC does not award credit based on transcripts from third-party institutions. Credit is only considered from the original institution's official academic record.

Credit for courses completed at institutions outside the United States

(LACCD Administrative Procedure 4051)

This policy outlines the process for granting LACCD associate degree general education, graduation competency, and elective unit credit for coursework completed at institutions of higher education outside the United States. This policy does not apply to Associate Degrees for Transfer (ADTs), Cal-GETC. For more information you may refer to LACCD ADT Reciprocity Guidelines, Cal-GETC Standards, CSU Executive Order 1100, or contact the Counseling Department.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
2. Students may receive credit for LACCD General Education Plan, except for area 4a American Institutions.

Credit for External Examinations

(LACCD Administrative Procedure 4236, 4237, 4238)

Advanced Placement (AP), International Baccalaureate (IB), and College-Level External Examinations (CLEP) may be used to satisfy general education and graduation competency requirements for the associate degree. Refer to the LACCD AP, IB, and/or the CLEP located in the Academic Policy section of this catalog. Contact the Counseling Department for assistance.

Credit for Prior Learning

(LACCD Administrative Procedure 4235)

Credit for prior learning may be awarded for eligible courses approved by the district when students satisfactorily complete an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Credit for Military Service/Training, student-created portfolios, and credit by examination. To discuss the awarding of credit for prior learning, contact a counselor or the appropriate department chair.

Credit for Prior Learning useful links:

Advanced Placement (AP) - [Adm Proc 4236](#)

International Baccalaureate (IB) - [Adm Proc 4237](#)

College-Level Examination Program (CLEP) - [Adm Proc 4238](#)

Credit for Military Service

(LACC Administrative Procedures 4100, 4235)

- To receive credit for military service, arrange for your military transcripts to be sent to our LACC Admissions and Records office (you can request them at <https://jst.doded.mil>).

We encourage you to visit the Veterans Resource Center where a counselor will evaluate your transcripts for appropriate General Education credits and/or for major course substitution toward our local degrees and certificates.

Note that you must also include documentation of at least 181 days of active duty performed (e.g., DD214).

Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Visit www.lacc.edu/admissions/transcripts for information on how to request an official academic transcript online, through the student portal, or by mail. The transcript will include all coursework completed within LACCD.

Each student is entitled to two transcripts free of charge.

Regular transcripts cost \$3 each and require 7–10 business days for processing from the day your request is received by Admissions and Records. Rush transcripts cost \$10 per transcript and are available for same day pickup.

Required form: [Transcript Request Form](#)

Email to: admissions@lacitycollege.edu

STUDENT CODE OF CONDUCT

Standards of Student Conduct

(LACCD Board Policy 5500)

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
8. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.
9. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
10. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:
 - Opiates, opium and opium derivatives
 - Mescaline
 - Hallucinogenic substances
 - Peyote
 - Marijuana
 - Stimulants and depressants
 - Cocaine
11. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden for all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
12. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.
13. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.
14. Any agreement between two or more persons to perform illegal acts.
15. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
16. Conduct which may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.
17. Theft or abuse of computer resources including but not limited to:
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized use of another individual's identification and password
 - Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records
 - Use of unlicensed software

- Unauthorized copying of software
 - Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus
 - Use of computing facilities to interfere with the regular operation of the college or district computing system
18. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, state, or federal law.
 19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
 20. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceed one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.
 21. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.
 22. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.
 23. Conduct which poses a threat of harm to the individual and/or to others includes, but is not limited to, the following types of conduct:
 - Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
 - Failure to follow safety directions of District and/or College staff;
 - Willful disregard of safety rules as adopted by the District and/or College; and/or
 - Negligent behavior which creates an unsafe environment.

Student Discipline Procedures

(LACCD Administrative Procedure 5520)

The purpose of this Administrative Procedure is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by LACC independently of any charges filed through civil or criminal authorities, or both.

General Policy

Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Policy 5500 ("Standards of Student Conduct") are essential to the maintenance of a quality college environment. These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District's standards of behavior or other college property or at a college-sponsored activity or event.

Disciplinary Action

The College may take appropriate disciplinary action in response to student misconduct as defined by the violation of the Standards of Student Conduct.

Disciplinary measures may be taken by the college independent of any charges filed through civil or criminal authorities, or both. Disciplinary action may include warning, reprimand, restitution, suspension, or expulsion from one or more classes, programs, activities, campus locations, or the entire district.

You may address questions pertaining to student conduct to: alva-rejf@lacc.edu or visit the student conduct website at: www.lacc.edu/campus-life/campus-safety/student-conduct

ADDITIONAL POLICIES AND INFORMATION

Alcohol and Drug-Free Campus

(LACCD Administrative Procedure 3550, 3560)

LACC adheres to and fully complies with regulations that maintain the college as a drug-free institution of higher education.

The LACCD Board of Trustees has adopted the following standards of conduct:

Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

Educational Environment Policy

In accordance with Occupational Safety and Health Administration (OSHA) requirements, proper attire—including shoes, eyewear, and other protective articles—must be worn during all class hours.

Health Risks

Health risks associated with the abuse of controlled substances include:

- Malnutrition
- Organ damage
- Hangovers and blackouts
- General fatigue
- Impaired learning
- Dependency
- Disability
- Death

Both drugs and alcohol may also harm the development of an unborn fetus.

Legal Sanctions

Federal laws regarding alcohol and illicit drugs may result in fines and/or imprisonment. Additional legal consequences may include the loss of a driver's license and limitations on career opportunities.

Sex Offender Registration

California law requires certain statutorily defined sex offenders to notify campus law enforcement officials of their presence on campus. If this applies to you, you must register with the college's Sheriff's Department Office.

Smoking Policy

(LACCD Board Policy 3570)

Smoking is prohibited in all classrooms and enclosed facilities that are occupied or customarily used by students, faculty, staff, or administrators.

Workforce Diversity

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status, sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. An Affirmative Action Program will be maintained in accordance with Board Rule 101301.

Inquiries regarding Workforce Diversity at LACC should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

Counseling, Treatment, and Rehabilitation

- Personal: Diminished self-esteem, depression, detachment from reality, and suicide
- Social: Loss of friendships, academic standing, extracurricular opportunities, and family relationships; chronic conflict with authority
- Economic: Loss of employment, financial aid eligibility, housing, savings, and other assets

Students should contact the LACC Student Health and Wellness Center at (323)-953-4000 ext. 2485 for assistance and referrals.

Title IX

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Sex discrimination includes, but is not limited to, sexual harassment, sexual battery, sexual assault, and rape that are so severe, pervasive, and objectively offensive that the occurrence effectively bars the survivor's access to an educational opportunity or benefit.

Policy and Procedure

Los Angeles Community College District Administrative Regulation C-14: [Procedures for Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct Complaints](#).

Los Angeles Community College District Administrative Regulation C-15: [Responding to Harassment Based on Sex under Title IX](#).

To file a complaint, submit a Los Angeles Community College District [Complaint Form](#).

Reporting to Law Enforcement

You have the right to file a report with law enforcement as well as the District. You can file a criminal complaint with the Sheriff's Department at your College or local police department, depending on where the incident took place. For a crime that occurred on campus, contact the Sheriff's Office at (323) 953-2911, or if off-campus, call 911.

Title IX Coordinators

To address Title IX issues, LACCD has designated a Title IX and Deputy Title IX Coordinators who are specially trained to work with

individuals who report gender-based discrimination and sexual misconduct and provide information about resources, support services, and procedural options. To make a report about a specific incident, please contact your Deputy Title IX Coordinator below.

Natalie Mason-Kinsey
Title IX Coordinator
Director of Diversity, Equity, Inclusion & Accessibility
(213) 891-2315
titleix@email.laccd.edu

Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy

(LACCD Board Rule 15001)

It is the policy of the Los Angeles Community College District to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The Los Angeles Community College District Board of Trustees condemns any act of Sexual Misconduct committed at any of its facilities or at any of its activities. The Los Angeles Community College District is committed to taking immediate and appropriate action upon learning of potential incidents of Sexual Misconduct.

Investigation of all complaints alleging violations of this Chapter shall be conducted under the auspices of the Office of Diversity, Equity, and Inclusion. Implementation of temporary, interim sanctions shall be overseen by the Title IX Coordinator for that site, with the advice and consent of relevant administrators. Implementation of permanent sanctions shall be overseen by the College President or at the Educational Services Center ("ESC") by the Deputy Chancellor as set forth in the Administrative Regulations which complement this policy.

Natalie Mason-Kinsey
Title IX Coordinator
Director of Diversity, Equity, Inclusion & Accessibility
(213) 891-2315
titleix@email.laccd.edu

Academic Freedom

(LACCD Board Policy 4030)

Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff, and in the case of students, to abide by the District's Standards of Student Conduct.

The District recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas,

taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Student Rights and Grievances

(LACCD Administrative Procedure 5530)

The purpose of this regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe to have been subject to unjust action or denied rights involving their status or privileges as students.

It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; an appeal for residency decision; the eligibility, disqualification or reinstatement of financial aid; student discipline; freedom of the press; or employee discipline.

The role of the ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance.

Statute of Limitations

The statute of limitations period for requesting a Grievance Hearing under this regulation is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance.

For more information about student grievances visit the website at: www.lacc.edu/campus-life/campus-safety/student-conduct/student-grievances or send an email to ombudsperson@lacitycollege.edu

Family Education Rights and Privacy Act

(LACCD Administrative Procedure 5040)

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.

Students may submit to the Admissions and Records office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the Admissions and Records office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.

With the exception of grade grievances, which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the Admissions and Records office authorizing said release with a specific list of the information to be released.

Federal and California law authorizes certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information

released. To do so, the student must submit the appropriate District form to the Admissions and Records office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

The Los Angeles Community College District has designated the following student information as directory information:

- a. The student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;
- b. Student employee records may be released in order to comply with collective bargaining agreements;
- c. The names, addresses, and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
- d. At the discretion of the College President, the names, addresses, and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Free Speech Areas and Campus Access

I. Background

Education Code Section 76120 requires the Board of Trustees to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each Community College campus. This section requires that these rules and regulations include provisions for the time, place, and manner for conducting free speech activities. The Board of Trustees has delegated to the Chancellor the responsibility for developing and implementing the required free speech rules and regulations on each LACCD campus.

The Chancellor, or his/her designee, shall work with each College President to identify campus areas available for student expressive activity and to develop the required time, place and manner regulations applicable to the exercise of free expression by students. In addition, the College President at each College shall identify a portion of his/her college campus as a Free Speech Area(s), and develop appropriate regulations to govern the use of such area(s). The identified Free Speech Area(s) is/are areas available to all persons for First Amendment activities, including the distribution of free literature or materials, and obtaining petition signatures.

The purpose of these regulations is to foster free speech, assembly, and other expressive activities, while addressing the need of each Community College campus to make necessary arrangements to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Accordingly, these regulations are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of College business and activities.

Each campus shall have copies of this Administrative Regulation, copies of the campus time, place and manner regulation, and copies of the campus map identifying the FSA(s) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

II. Accessing the Free Speech Area(s)

The location of the Free Speech Area(s) on each College campus is/are identified on the College's campus map. The Office of Student Services or similar office is also identified on the campus map. A copy of the campus map is available online on each College's website. Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete a "Voluntary Acknowledgment Form." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

Completing the "Voluntary Acknowledgment Form" is completely voluntary and is available in the Office of Student Life located in the Student Union Building. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgment Form." The form is not a permit to use a Free

Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (213) 891-2315, Fax: (213) 891-2295, and email: Diversity-Programs@email.laccd.edu.

Free Speech Area Time, Place, and Manner Regulation

The Los Angeles City College Free Speech Area(s) is/are identified on the campus map.

The use of the campus Free Speech Area(s) is subject to the following restrictions:

1. Time

The Free Speech Area(s) is/are open from 8:30am to 8:00pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Free Speech Area(s).

2. Place

The Free Speech Area(s) is/are the space(s) identified on the campus map. The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem necessary.

3. Manner

There are no restrictions on the subject matter or viewpoint that may be expressed by users.

Persons using the Free Speech Area(s) shall not:

- Use any means of amplification
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby
- Undertake any activity that substantially disrupts the orderly operation, or substantially interferes with the education activities, of the College
- Use speech or expression which is obscene according to current legal standards
- Engage in illegal activities or activities which violate LACCD or campus rules
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations

All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.

All persons who wish to use a table or place any large in the free speech area, must obtain permission from the Office of Student Life only to ensure that the placement of the table or large object will not obstruct the walkways.

The Office of Student Life should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the free speech area. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the Office of Student Life with as much advance notice as circumstances reasonably permit.

No unauthorized vehicles are allowed on campus.