FAQs

How do I obtain a LASC student ID card?

Once you have registered for classes, you will be eligible to receive a free student ID. Take your Registration Fee Receipt and a photo identification card (High School ID Card, Driver's License or California ID are acceptable forms of ID) to the Assessment Center in SSB, Room 204.

How do I apply to Los Angeles Southwest College?

Go to the LASC home page at www.lasc.edu and click on the link to the top right-hand side of the page that reads, "Apply Online." The last link will take you to the online admissions application. Complete it carefully and accurately. If you need assistance, you may use the computers located in the Admissions and Records Office Room 102 of the Student Services Building. Staff members will be available to assist you when staffing permits. Within 48-72 hours after you have submitted your application, you will receive an email from Admissions and Records providing details on how to register for classes.

You must first attend New Student Orientation session. Click Here for the February 2013 Orientation Schedule. Have Questions about the New Student Orientation? Please contact the office of Outreach & Recruitment at 323-241-6325.

You must next take the assessment test. Click Here for the February 2013 Testing Schedule. NOTE: All students must have a current application on file and a valid student ID number before they can test.

When you have completed your assessment test, you must meet with a counselor to help you prepare an education plan. Counselors are available by appointment or on a walk-in basis. Counselors will help you select the classes you need for the upcoming semester. Once you have completed these steps you should be fully prepared to register for classes.

How many units do I have to take to be a full-time student?

You are considered full-time when you are enrolled in 12 or more units. Half-time is considered 6-11 units. If you have less than 6 units, you are considered less than half time.

How can I find out which classes I will need to take?

The college catalog lists classes which are required for a specific major or certificate. Counselors can assist students in the selection of classes to meet skill certification, completion of degree requirements, and transfer requirements. Make an appointment to meet with a counselor to review the various requirements and develop an Educational Plan.

What do I do if the class I want to take is closed?

You must attend the first class meeting to find out if the instructor is accepting additional students for the class. If there is space available in the class and the instructor is willing to add you, obtain an approved Add Permit from the instructor and submit it to Office of Admissions and Records (SSB, Room 102) before the deadline to add classes. Check the academic calendar in the Schedule of Classes for the add deadline. If the deadline falls on a holiday or a Sunday, you must submit your approved request in Admissions and Records on the business day before or before the deadline. We will not be able to process your Add Permit if you have held that registration past the required registration closure date. Make sure all holds are cleared before you submit your Add Permit. You are responsible for ensuring that you are officially added to your classes before the deadline to add. Deadlines will be strictly enforced.

Will an instructor automatically drop me if I stop attending a class?

If you are not attending a class and drop yourself from any class that you do not wish to attend. You should never assume that you will be automatically dropped from a class. Always initiate a drop yourself on-line or at the Office of Admissions and Records (SSB, Room 102). Remember to drop classes by the drop deadlines listed in the Schedule of Classes. When dropping classes, there are three important drop dates that you should be aware of every semester:

- If you know that you are not going to attend a class, always drop before the first drop deadline.
- If you do not show up for the class the last day that classes are dropped, the instructor will automatically drop you from the class.
- How do I prove that I meet a course prerequisite?

If you have completed a prerequisite course at El Camino College or another college, bring a transcript or recent card to the Assessment Center located in SSB 204.

Where can I purchase a Schedule of Classes and/or Los Angeles Southwest College Catalog?

The catalog may be purchased at the bookstore or ordered online (click here). The Schedule of Classes is FREE and may be viewed online (click here) or can be obtained at any of the Student Services offices in the Student Services Building.

Do I have to submit a new application each semester?

Not as long as you remain in continuous attendance. However, if you add more than one semester, you must officially reapply in order to receive an appointment to register. Students attending while enrolled in high school must apply every semester.

Do I need to attend the first day of a class if I am on the stand-by list?

It is imperative that you attend the first day of class if you are trying to add a class from a stand-by list. The instructor may add students to the class starting with number one (1) percent on the stand-by list until the class is full. Students who register for classes and who fail to show up for class the first day can have their classes cancelled. Students who are on the stand-by list and other students who ask to add the class. You do not need to drop stand-by listed classes because you are not officially enrolled for and are fees assessed. However, you must add the stand-by listed classes to receive credit for the class and to pay fees for the class.

I have misplaced my student ID number - How can I find out what it is?

If you do not remember or do not know your LASC student ID number, go to the Student Information System using your Social Security Number and 4-digit PIN number (Your default PIN is the month and day of your birth date. For example, January 15th = 0115). The system will provide your student ID number.

How do I request official enrollment verification?

The Office of Admissions & Records, SSB 102, processes official enrollment verifications. Your first two official transcripts and/or enrollment verifications are free. Depending on the type of enrollment verification, you may be entitled to have your first processed free of charge. All loan deferments are processed free of charge. Please be advised that we do not certify transcript for any term prior to the term start date.
Students:

Regular enrollment verification requests are $3 each and are processed in 3-5 business days. Rush enrollment verification requests are $10 each and are processed when the form is presented in the Admissions and Records Office.

We mail your verification if you request routine (3-5 business days) processing, or receive it in the office at the time you request rush processing. Your parent is required to request verification.

Employers and Other Agencies:

Los Angeles Southwest College has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The National Student Clearinghouse may be contacted at:

Visit: www.studentclearinghouse.org
Phone: (703) 742-4000 Fax: (703) 742-4239
Email: service@studentservicenohome.org

Visiting National Student Clearinghouse
2350 Duke Street, Suite 330
Arlington, VA 22201-4401
703-742-4239

How do I get unofficial transcripts?

Carefully follow these 6 steps:

Step One: The fastest, easiest way to obtain an unofficial transcript is to go to www.lasc.org and click on the “Register for Classes” link.

Step Two: Log in to your portal using your student E number (Social Security number), and your PIN. (Your default PIN is the month and day of your birth date. Example: January 15th = 0115)

Step Three: After you have logged in, select “Transcript” from the right navigation menu.

Step Four: Select “Los Angeles Southwest College from the list and click “submit.”

Step Five: Your unofficial transcript will be displayed. If you would like to print it, click “View Printable” for a printer-friendly version.

How do I drop a class? Do I have to contact the instructor or the admissions office?

You may drop a class online. Follow these steps:

Step One: Go to our website www.lasc.org. At the top of the page, click on the blue button in the top right-hand side of the screen that says “Register for Classes.” This will log you into the Student Information System (SIS). This is the online portal students can use to add or drop classes.

Step Two: Log in to the SIS with your StudentID Number or SSN. You must also enter your PIN.

Step Three: On the SIS menu, click on the yellow tab that says “Registration.”
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Step Two: Log in to the SIS with your Student ID Number or SSN. You must also enter your PIN.

Step Three: On the SIS menu, click on the yellow tab that says "Registration."

Step Four: You must select your college (Los Angeles Southwest College) and the semester and year.

Step Five: In the "Action" drop down box, select "Drop."

Step Six: Enter the section number of the class you wish to drop. (If you do not know the section number, you can see it by using the tab named "View Schedule" to see your classes.)

Step Seven: Click on Submit to process.

Step Eight: Once the system has dropped you, you will get a confirmation number. Make sure to keep this number as proof that you dropped. You can also use the "View Schedule" tab to see that the class is dropped. If it is successfully dropped there will be a date in the Drop Date column next to the class.

You may also drop classes in person at the Office of Admissions & Records, SSB Room 102. Check the Schedule of Classes on our website for office hours. You are responsible for knowing all of the drop deadlines each semester.

I received my grades for the past semester and I disagree with one of them. How can I contest a grade?

Obtain a Petition for Review of Grade form from the Office of Admissions and Records, SSB 102. Complete the form and submit to A&R. Your instructor will be contacted to review the grade that was originally assigned. The instructor will respond and let you know if the original grade was correct, or if the original grade was incorrect.