




# January 2017 Assessment Hours

We are located in the Student Services Building, room 204, phone #: 323-241-5361

*Please Note: 1) Student must have attended orientation at least one day prior to testing; 2) No Appointments are necessary; Walk -in basis (Ex. if the schedule states 8:30 am to 3:30 pm, you can arrive ANYTIME between these hours and you will have until the office closes at 6:00 pm to complete the exam)*

| Monday  | Tuesday                         | Wednesday                       | Thursday                        | Friday                           | Saturday               |
|---|---------------------------------|---------------------------------|---------------------------------|----------------------------------|------------------------|
|  | 3<br>8:30 a.m. to<br>3:30 p.m.  | 4<br>8:30 a.m. to<br>4:00 p.m.  | 5<br>8:30 a.m. to<br>3:30 p.m.  | 6<br>8:30 a.m. to<br>10:30 a.m.  | 7<br>Office<br>Closed  |
| 9<br>8:30 a.m. to<br>3:30 p.m.  | 10<br>8:30 a.m. to<br>3:30 p.m. | 11<br>8:30 a.m. to<br>4:00 p.m. | 12<br>8:30 a.m. to<br>3:30 p.m. | 13<br>8:30 a.m. to<br>10:30 a.m. | 14<br>Office<br>Closed |
| 16<br><b>**Holiday**</b><br><b>MLK</b>  | 17<br>8:30 a.m. to<br>3:30 p.m. | 18<br>8:30 a.m. to<br>4:00 p.m. | 19<br>8:30 a.m. to<br>3:30 p.m. | 20<br>8:30 a.m. to<br>10:30 a.m. | 21<br>Office<br>Closed |
| 23<br>8:30 a.m. to<br>3:30 p.m.   | 24<br>8:30 a.m. to<br>3:30 p.m. | 25<br>8:30 a.m. to<br>4:00 p.m. | 26<br>8:30 a.m. to<br>3:30 p.m. | 27<br>8:30 a.m. to<br>10:30 a.m. | 28<br>Office<br>Closed |
| 30<br>8:30 a.m. to<br>3:30 p.m.   | 31<br>8:30 a.m. to<br>3:30 p.m. |                                 |                                 |                                  |                        |

• **ATTENTION:** All students must have a current application on file and a valid student ID number before they can test.

• The entire assessment must be completed during one sitting. Please allow approximately 1.5– 2 hours to complete the full assessment. If you are not prepared to stay long enough to complete the entire assessment, please come back when you have allotted enough time. Children are not allowed in the testing or waiting areas. Please make sure you have made prior arrangements for child care.

• **YOU MUST BRING A PHOTO I.D.**, such as a driver's license, school photo I.D., or Department of Motor Vehicles photo I.D. to the testing session.

**You will not be allowed to test without a photo I.D.**

### EXEMPTIONS FROM MATRICULATION

Some students may be exempt from Matriculation. However, for students who have long-range educational objectives, and who have little or no previous college experience, full matriculation is strongly recommended.

*You may be exempt from the matriculation process if any of the following conditions apply to you:*

- You already have an associate degree or higher (you must have transcripts which can verify your degree)
- You have completed a college-level English or math class at another college (transcripts required)
- You have taken the assessment exam at another college within the last year (you must submit raw scores from the other college)

Last Name (**print**): \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student ID # 88- \_\_\_\_\_ Date of Birth \_\_\_\_\_

**\*For office use only\***

Test Administered: English \_\_\_\_\_ Math \_\_\_\_\_ Both \_\_\_\_\_ ESL \_\_\_\_\_

Registration Appointment \_\_\_\_\_

# Los Angeles Southwest College

## Assessment Center, SSB room 204

### How to Apply and Enroll in College

**STEP 1 APPLY FOR ADMISSIONS- Student Services Building (SSB) room 102**

Complete and submit an **APPLICATION** for Admission in the admissions Office.

**PLEASE NOTE:** If you do not have a current LASC parking permit, One can be purchased for \$2.00 at the CAMPUS SHERRIF'S STATION or the AUTOMATED KIOSK located in the parking lots. Individuals without a permit are subject to citation.

**STEP 2 ATTEND AN ORIENTATION.**

This in- person orientation will introduce you to LASC, our policies and procedures as well as give you an over-view of the different resources and support services that are available for your success. You may also complete the orientation online at [www.lasc.edu](http://www.lasc.edu). **Please check the posted schedule for dates, room locations, and times**

**STEP 3 GO TO THE ASSESSMENT CENTER, SSB room 204**

Trained staff will help guide you through the registration process. You may be asked to take the assessment test. No children are allowed in the testing area.

**STEP 4 SEE A COUNSELOR, - General - SSB 227, EOPS - SSB 218, DSPS - SSB 117, CRT - SSB 229, CalWORKs - SSB 217 or International Students - SSB 209**

You must see a counselor for assistance with completing your student educational plan. The counselor will assist you in selecting appropriate classes that meet your educational goals. **All financial aid recipients must declare a major and have a student educational plan on file**

**STEP 5 REGISTER FOR CLASSES**

You may register on-line or in-person. For your convenience, registration instructions are posted inside the schedule of classes

**STEP 6 APPLY FOR A FEE WAIVER, SSB room 104**

Go to the Financial Aid Office to apply for a fee waiver. If you qualify, the waiver can be used to pay your fees for the entire academic year. **The waiver cannot be used to pay your \$11 health fee.**

**STEP 7 PAY YOUR HEALTH FEE/PARKING/and PICK UP FEE RECEIPT, SSB room 103**

Go to the Business Office to pay your \$11 health fee, purchase a parking permit, and pick up your fee receipt. Note:

**STEP 8 TAKE YOUR STUDENT I.D. PICTURE, SSB room 204**

Once you have registered for class(es) you are eligible to receive a free student I.D. **You must bring a copy of your fee receipt (which lists your current class schedule) AND a photo I.D. (driver license or STATE ISSUED I.D.).**

|             |
|-------------|
|             |
| Admissions  |
|             |
| Orientation |
|             |
| Assessment  |
|             |
| Counseling  |
|             |