Welcome to Los Angeles Southwest College
“In honor of its founding history, Los Angeles Southwest College empowers a diverse student population to achieve their academic and career goals, and to become critical thinkers and socially responsive leaders.”
ORIENTATION

- Learn the steps to the registration process
- Get informed about student services
- Learn about various campus resources

All students must complete
1) Orientation, 2) Assessment and 3) Counseling/Advisement to avoid a registration hold and receive priority registration
Math and English Placement Exam

- It is an important exam that you should prepare for.

- It is an instrument to used to identify which Math and English classes you should enroll.

- Important to refresh your skills prior to exam:
  - www.acuplacer.org
  - www.khanacademy.org
  Sample test questions available

- You may retake the exam once a year
  ** Only if you have not started on your Math and English sequence.

- Allow time for the exam.
  It may take you 2 hours to complete.
EXEMPTIONS FOR ASSESSMENT

You must submit an Assessment Exemption form to the Assessment Office.

- If you have previously taken an English and/or Math course
  - See the Counseling office with a copy of the transcript showing enrollment in Math and/or English course(s)
    (may include A, B, C, D, F, W, NC grades)

- If you have taken the Assessment Exam at any other community college
  - See the Assessment office with a copy of valid Assessment scores.
    - Assessment exams are valid for two years
MATH SEQUENCE
OVERVIEW OF MATH COURSES OFFERED

Basic Skills 35CE (0 Units) – Basic Math Skills
(Formerly Math 105)
This noncredit course is designed to strengthen basic Math skills. Topics include rounding, estimating, computing whole numbers, fractions, decimals, and percents.

Math 110 (5 Units) – Arithmetic and Pre-Algebra
Math 110 is an accelerated pathway option preparing students for Math 115 (Elementary Algebra). The material covered is equivalent to that covered separately in Math 105 (Arithmetic) and Math 112 (Pre-Algebra). Course credit may not be applied toward satisfaction of associate degree requirements. There is no prerequisite for Math 110.

Basic Skills 28CE (0 Units) – Basic Skills Pre-Algebra
(Formerly Math 112)
This noncredit course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations. Concepts, computational skills and problem solving skills are introduced and practiced to build mastery and proficiency. Students who have successfully completed Basic Skills 25CE, are eligible to enroll in Basic Skills 28CE.

Math 115 (5 Units) – Elementary Algebra
This is equivalent to 1 year of high school algebra, done in one semester. Required for an A.A. degree (may be taken by exam).

Math 125 (5 Units) – Intermediate Algebra
The equivalent of 2 year high school algebra, done in one semester. To earn a bachelor’s degree at CSU, students must either pass a CSU math test beyond the Math 125 level or take a math course beyond Math 125.

Math 122 (5 Units) – Intermediate Algebra for Statistics (General Education)
Math 122 is designed as the prerequisite course for students (Liberal and Social Science majors) who are required to complete Math 227 (Statistics) for transfer.

Math 215 (3 Units) – Principles of Mathematics
Math 216 (3 Units) – Principles of Mathematics II
Math 230 (3 Units) – Math for Liberal Arts Students
Math 235 (5 Units) – Finite Mathematics
Math 236 (5 Units) – Calculus for Business and Social Science
Math 240 (3 Units) – Trigonometry
Math 245 (3 Units) – College Algebra

Math 227 (4 Units) – Introductory Statistics
Math 260 (5 Units) – Pre-Calculus (Prerequisite Math 240)
Math 265 (5 Units) – Calculus with Analytic Geometry I Prerequisite Math 240 & 245 or Math 260
Math 266 (5 Units) – Calculus with Analytic Geometry II Prerequisite Math 265
Math 267 (5 Units) – Calculus with Analytic Geometry III Prerequisite Math 266
Math 270 (3 Units) – Linear Algebra Prerequisite Math 265
Math 275 (3 Units) – Ordinary Differential Equations Prerequisite Math 266

*NOTE: MATH 125 IS THE PREREQUISITE FOR MATH 215, 216, 227, 230, 235, 236, 240, & 245

Required - AA Degree
If you placed into a Basic Skills Math or English course:

- Do not delay taking these courses because you will only delay your progress towards meeting your educational goals.

- These courses are designed for students who need to further develop their English and/or Math skills before they take college level Math or English courses.

- You may also enroll in college level courses when taking Basic Skills classes.
Students are encouraged to attend Supplemental Instruction (SI) because it helps create a structured study time, explore and process course concepts.

Research demonstrates that students who attend SI are likely to receive higher grades and pass their classes.

Supplemental Instruction teach students to become active learners.

Students must be committed to collaborate with SI leaders and other students taking their course.

Courses with Supplemental Instruction:

English 20A
English 21
English 28
English 145
Math 110
Math 115
Math 115
After the Assessment Exam you will see a Counselor

What to bring when I see the counselor?

1) Your assessment scores
   (Math & English placement results)

2) Copies of transcripts from any other college(s) attended - unofficial copies are acceptable.

Note: Official transcript should be mailed directly to LASC as soon as possible.
What can a Counselor do for me?

✓ Explain requirements to earn Associate Degrees, Associate-Transfer Degrees, Certificates, transfer requirements to four-year colleges and universities

✓ Explain the difference between General Education Plan A and Plan B

✓ Explain which transfer plan CSU/IGETC benefits your educational goal

✓ Helps you to make appropriate course selections before registration

✓ Helps you to develop your student educational plan (SEP)

✓ Assist you with various petitions (e.g., financial aid appeals, graduation, certificates, academic renewal)

✓ Provide personal counseling to help overcome educational and personal barriers to achieve a more meaningful college experience

✓ Recommend appropriate referrals when needed
**MEET WITH YOUR COUNSELOR**

*It is advisable that keep the same counselor throughout your educational stay*

Schedule an appointment with a general counselor

**In Person:** Visit or call the counseling department schedule an appointment or ask a quick question:

**Student Services Building (SSB), room 227**

323-241-5200

**Online:** Online scheduling is available.

- WWW.LASC.EDU
  - Quick links to “Counseling”
  - Scroll down to eSARS to schedule appointment.

To schedule an appointment with an EOP&S, DSP&S, FYE, Matriculation, Passage, Puente, or Trio Counselor you will need to contact their perspective office.
Email:
AskACounselor@lasc.edu

Online:
- Quick links to “Counseling”
- Scroll down to eAdvising to communicate with a counselor online

On line Services you my receive:
- Information on college procedures and policies
- Certificate, degree and transfer requirements
- Course prerequisite information
- Course offerings and majors
- Referrals to other programs and services
- Information on transferable courses at Southwest

Counselors will respond with an answer within two business days
**Class Schedule**  **Vs.**  **College Catalog**

LOS ANGELES SOUTHWEST COLLEGE

Spring 2015 Schedule of Classes
February 9, 2015 - June 7, 2015

- New one every semester
- Calendar *important dates*
- Course offerings *days & times*

LOS ANGELES SOUTHWEST COLLEGE
College Catalog
2012-2014

- New one every 2 years
- Course descriptions
- Certificate & Degree Requirements

ON LINE ONLY
Important calendar Dates:

1. First day of semester.
2. The last day to add classes.
   - after that date you will no longer be able to add any course
3. The last day to drop a class with a refund.
4. The last day to drop a class **without** a “W” grade on your transcript.
5. The last day to drop a class **with** a ‘W’ grade on your transcript.
6. Final Exams begin.
   - Date might be different from regular class meeting.
**PREREQUISITE & CO-REQUISITE**

- **Prerequisite:** is a set of skills or body of knowledge that a student must possess prior to enrollment in a particular course.
  - Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite.

  - **Prerequisite Challenge Process:**
    - If you believe you have met the prerequisite by other means you will need to challenge the prerequisite by submitting a Challenge petition
    - See the Assessment office for petition: (time sensitive)

- **Co-requisite** is a condition of enrollment consisting of a course that a student is required to take simultaneously with another course.
# How to Read the Schedule of Classes

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING 22 - BOOKKEEPING AND ACCOUNTING II (UC:CSU) 3 UNITS</td>
<td>8003</td>
<td>8:00-9:20</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>8004</td>
<td>9:00-2:05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5000</td>
<td>6:30-9:05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5002</td>
<td>7:00-9:25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8006</td>
<td>9:30-10:30</td>
<td></td>
</tr>
</tbody>
</table>

- **Prerequisite:** Accounting 21 or equivalent. Note: Together with Accounting 21.
- **Day Classes:**
  - 8003: 8:00-9:20
  - 8004: 9:00-2:05
- **Evening Classes:**
  - 5000: 6:30-9:05
  - 5002: 7:00-9:25
  - 8006: 9:30-10:30

- **Time Class Meets:**
  - *(TBA = to be arranged)*

- **Days Class Meets:**
  - *(Daily = M, T, W, TH, F)*

- **Transferability:**
  - UC - Acceptable for credit, Univ. of Calif.
  - CSU - Acceptable for credit, Calif. State Univ.
  - NDA - Non Degree Applicable
  - CAN - Course Articulation Number of UC’s and CSU’s

- **Building:**
  - LL204
  - LL202
  - LL206

- **Room Number:**
  - LL202
  - LL204
  - LL206

- **Evening Classes:**
  - In Bold Print

- **Instructor:**
  - STAFF

**Notes:**
- *(Starts 01/02/2007, Ends 02/02/2007)*
1. Need your student ID number or social security number.

2. Your PIN is the month and date of birth:

Example: Your birthday is July 17: your PIN is 0717
STUDENT ISSUED EMAIL

Important

STUDENT123@STUDENT.LACCD.EDU is your Student Email Address.

You now have a LACCD email account!

- This is your new student Email.
- This should now be your primary Email.
- All pertinent information such as your Financial Aid, registration appointments, Financial Aid will be sent to this Email.
- You may forward your district issued email account to your personal email or you may forward your personal email account to your new student email account.

- 10 GB of email space
- Online access to Microsoft Word, PowerPoint and Excel
- Organize photos and files with 25 GB of SkyDrive Cloud space
- Cloud services: instant messaging, ability to share your calendar, ability to save your documents to your Cloud account for ease of access.
Select: Los Angeles Southwest College

Select: Appropriate semester and year

Action: ADD / DROP

Section Number: Class Number

★ View your schedule (make sure you are registered in the correct classes)

Click to view list open classes

Click for other options
**Undecided major?**

Please see an Academic Counselor.

### ATTENTION!

Your transaction is NOT yet processed
To complete your request, we need the following information:

- Major code we have on file for you is 000300

1. If you wish to change your major code, please select a new major code from the list below.
   If you do not wish to change it, please go to Item 2.

<table>
<thead>
<tr>
<th>Code</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>130513</td>
<td>Teacher, Private Lic Preschi: Differently Abled</td>
</tr>
<tr>
<td>130514</td>
<td>Teacher, Private Lic Preschi-Infant Toddler</td>
</tr>
<tr>
<td>130515</td>
<td>Teacher, Private Lic Preschi-School Age</td>
</tr>
<tr>
<td>100700</td>
<td>Theater</td>
</tr>
<tr>
<td>000300</td>
<td>Undecided</td>
</tr>
<tr>
<td>493100</td>
<td>Vocational ESL</td>
</tr>
<tr>
<td>070502</td>
<td>Web Site Designer Certificate</td>
</tr>
<tr>
<td>051403</td>
<td>Word Processing</td>
</tr>
</tbody>
</table>

2. Please enter the total number of paid hours per week you expect to work during this term.

Select major from list.

Submit
If the course you wish to enroll in is completely full, you have the option of attending (‘crashing’) the class on the first day; request an “Add Card” from the instructor; submit the Add Card to the Admissions Office prior to deadline date.
<table>
<thead>
<tr>
<th>If you work:</th>
<th>Take up to</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hrs/week</td>
<td>6 units</td>
</tr>
<tr>
<td>30 hrs/week</td>
<td>9 units</td>
</tr>
<tr>
<td>20 hrs/week</td>
<td>12 units</td>
</tr>
<tr>
<td>Less than 20 hrs/week</td>
<td>12 units or more</td>
</tr>
</tbody>
</table>

*recommended plan for success

For every hour you spend in class you need to dedicate two hours of study time.
Mandatory Fees

- Enrollment ($46.00 unit)
- Health Center ($11.00)
- Representation fee ($1.00**)

Other Costs

- Books
- Supplies
- Associated Student Organization ($7.00)
- Parking ($20.00)

**The ASO Student Representation fee is used for a variety of events and activities that represent student viewpoints on and off campus. The Student Representation Fee is mandatory; however, students may opt out of paying the fee based on religious, political, financial or moral reasons. Students who refuse to pay the fee must submit their request in writing.**
Must have a U.S. High School Diploma or GED

Must continue to be in good standing; 2.0 GPA or higher

Financial Aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.
What happens after I apply for Financial Aid?

- You will receive a Student Aid Report (SAR), review it and make sure it is accurate.
- The college will receive your information and send you a Document Tracking Letter if additional information or documents need to be submitted to the Financial Aid office.
- If eligible, you will automatically be considered for the Board of Governors Fee Waiver, so a separate application is not needed.
- After your file is complete, it will be reviewed and your financial aid eligibility (need) will be determined.
- You will receive an award letter.
- You can get your financial Aid payments from your myLACCDcard or bank account. All new students should look for a green envelope in the mail with information about their debit card or how to direct payments to another account.
Your GPA affects your Financial Aid eligibility!

**Grants: Federal Pell Grant and Cal Grants**
- Grants do not have to be repaid.
- Be aware of Deadlines.
- Limit in the amount of time you may be eligible.

**Federal Work Study**
- Enables students to earn a portion of their financial aid award through part-time employment either on campus or off campus.

**Board of Governors Fee Waiver (BOGFW)**
- Enrollment is waived for all students who qualify
- Note: All students will be charged the mandatory health fee.

**Loans: Federal Perkins Loan / Federal Direct Loan Program**
- Loans must be repaid.

**Scholarships**
- Do not have to be repaid
- See Financial Aid Office
STUDENT SERVICES AND PROGRAMS

- **Admissions & Records - SSB 102**
  applications, enrollment, transcripts and grade petitions

- **Veteran Services - SSB 116**
  Assists veterans or dependents, liaison between veteran and the Dept. of Veteran Affairs to ensure Montgomery GI Bill payment

- **Business Office - SSB 103**
  Pay fees and obtain parking permit

- **Financial Aid Office - SSB 104**
  BOG fee waivers, Pell grants, Cal Grants, and Perkins

- **ASO-Associated Student Organization - SSB 118**
  Sponsors activities including publications & assemblies, various clubs

- **Health Center - SSB 115**
  SSB 115 (First aid, health assessment, health counseling, health referrals, health information ad TB screening). *Clinical Social worker every Thursday

- **ISO-International Student Program Office - SSB 209**
  Provides supportive academic services to international F-1 visa status students
**STUDENT SERVICES AND PROGRAMS**

- **Assessment/Student Success and Support Programs - SSB-204**
  Prerequisites clearance, Math & English Assessment test, Student ID

- **Bridges to Success - SSB 205**
  Bridges students from ESL to college level degree applicable courses

- **Community Services - SSB 206**
  Offers a variety of non-traditional activities for the purpose of meeting the individual and community needs not served by the college degree or certificated programs such as parenting classes and GED preparation courses

- **CalWORKs/Gain - SSB 218**
  Assist students in Welfare-to-Work program designed to move TANF recipients into unsubsidized employment.

- **DSPS- Disabled Students Programs & Services - SSB 117**
  Provides academic services and accommodations to students with Physical, psychological, and learning Disabilities, liaison with Dept. of Rehabilitation

*priority registration*
STUDENT SERVICES AND PROGRAMS

- **Career Center** - SSB 228
  Partnerships with local businesses to provide on-the-job training. Skill and interest assessments through the online Eureka job and career exploration program. Workshops on Resume Writing, Cover Letters, Dressing for Success, and Interview Tips

- **EOP&S (Extended Opportunity Programs & Services)/CARE** - SSB 218
  Counseling, academic and career advisement to low-income and educationally disadvantage students transfer to a 4-year college, obtain and Associate Degree, or prepare for a vocational career
  
  *full time status, priority registration & book grants*

- **General Counseling** - SSB 227
  Where friendly counselors are available to assist students in meeting their educational, career, or personal goals
CRT - Center for Retention & Transfer - SSB 229

- **Transfer Center**
  Assists students in transferring to a four year college or university. Representatives from the University of California, the California State University system and private colleges, transfer workshops and application assistance.

  *various University fieldtrips every semester*

- **TRIO - Scholars Program**
  Identify and increase the number of low income, disabled and first generation college students interested in transferring to a 4-year institution.

- **TRIO - STEM Project**
  Partner with faculty to support students who are interested in Pursuing major in science, technology, engineering, mathematics or allied health.
Freshman Year Experience (FYE) - SSB 228
Provides 125 first-time freshmen with an integrated set of yearlong experiences, starting with a Summer Bridge program, to cultivate academic achievement. Students who participate in FYE have a higher persistence rate.

Passage Program - CTE 137
Increase the retention, graduation, and transfer success rates for male students. Tutoring, Learning communities, student success workshops and of semester book stipend

Puente Program - SSB 218
Promotes transfer to four-year colleges to educationally underserved Students. Offers year-long cohort of English and Personal Development classes with a curricular focused in Latino Literature. Counseling, Mentor with professionals from the community, University field trips, conferences and community service projects
ARE YOU A CURRENT OR FORMER FOSTER YOUTH?

- Receive Assistance with Financial Aid, CHAFEE grant (up to $5,000)
- Ward of court letter and verification
- Educational support, books and school supplies
- Transitional housing resources
- Job skills assistance AND dress for success closet
- Assistance with ASO membership fees

PLEASE CONTACT Joni Collins, Director of Guardian Scholars or Crystal Spradley, Student Worker
At (323) 241-5288 - location: SSB 206
Only 3 Attempts to Pass a Class within an Area

You can only take a class once if you receive a passing grade. If you received a substandard grade or a “W” grade you are allowed to attempt the same class up to 3 times within LACCD. Course repetition limits apply to all levels of courses which consist of similar educational activities.

Student Educational Plan:

It is important to see your counselor and develop a Student Educational Plan (SEP) by the time you complete 15.0 units.
IMPORTANT STUDENT INFORMATION YOU SHOULD KNOW!!

➢ **Priority Registration:**

*Plan ahead to avoid losing your priority status!*

- **1st priority:** Active duty military and veterans, formally foster youth, DSPS, EOPS, Cal-Works/Gain (in good standing)

- **2nd priority:** Continuing students in good standing with less than 100 units completed, New Students that have *completed orientation, assessment,* and have *developed a student educational plan (SEP) with a counselor*

- **3rd priority:** New Students who have NOT completed orientation and assessment and have not developed a student educational plan (SEP), students that have been on academic or progress probation for 2 consecutive semesters
**IMPORTANT STUDENT INFORMATION YOU SHOULD KNOW!!**

➤ **Keep your Financial Aid!**

- You must have a 2.0 cumulative GPA or higher to continue receiving financial aid.

- If you don’t complete all your classes you may have to repay some of the financial aid money back at the end of the semester. *includes ‘W’, ‘F’ & ‘INC’ grades*

- Get more Financial Aid by applying early!
  ✓ January 1-March 2\textsuperscript{nd}
**IMPORTANT STUDENT INFORMATION YOU SHOULD KNOW!!**

- **AB540 and Dream Act Eligibility for Financial Aid:**
  AB540 students may now apply for the Board of Governors Fee Waiver, privately funded scholarships, assistance from EOPS, CARE, CalWORKS, and state financial aid like Cal Grants.
  Contact the Financial Aid office for details.

- **Adding Online Classes:**
  Once the semester starts, students must send the request from their district issued email address to the faculty. Faculty will only consider requests to add online courses from student via their district issued email addresses. **Please do not use your personal email address.** Admissions will only process approved online adds that include requests from district issued email addresses.
Did you know you can receive college credit from Advance Placement Exams?

- You may be exempt from taking the Math and/or English Assessment exam.

- You can meet General Education requirements and graduation competency requirements for the Associate of Arts (AA) and Associate of Science (AS) Degrees.

- You can fulfill transfer requirements for the Universities of California and the California States Universities.

- You must have received a passing score of 3, 4 or 5 on the AP exam to receive credit.

- The College Board will need to send a copy of the results directly to LASC to receive credit.
The Student Success Center offers free academic support, such as land based and online tutoring and success seminars to all currently enrolled students.

As the main computer center, it has computers to provide students the technology to conduct research, complete class assignments.

It also support those who are already succeeding academically, and simply want to enrich their educational experiences at Southwest.

Some of the services offered include:
- Computer labs
- printing
- Internet, email
- Microsoft Office applications
- Tutoring Learning labs in: Spanish, English, Reading, and more
- Academic Workshops, StudentLingo
- Smarthinking (online tutoring)
GOOD GRADES AND COLLEGE SUCCESS

1. Attend every class and be on time.
2. Sit in the front of the class and participate.
3. Don’t overextend yourself (home, school, work).
4. Be prepared - read your textbook before class.
5. Turn your cell phone off.
6. Make presentations early.
7. Have contact information for classmates.
8. Form a study group.
9. Meet with instructors during office hours.
10. Use campus resources - Library, Student Success Center, English Reading Center, English Writing Center, Math Lab. 

Online tutoring for various subjects such as Math, Science, Computer Technology, Business and Nursing & Allied Health.

http://www.lasc.edu/students/onlineservices/index.html
Two Common Mistakes for ‘F’

- Enroll in a class and never go to it.
- Stop attending without officially “dropping”.

It is the student’s responsibility to drop a class.
“IT’S NOT HOW YOU START IT’S HOW YOU FINISH!!”