Los Angeles Southwest College

Schedule of Classes
Summer Sessions 2016
June 13 to July 15
July 18 to August 19
LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
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Mike Eng, Vice President
Mike Fong
Andra Hoffman
Sydney K. Kamlager
Ernest H. Moreno
Nancy Pearlman
Milo H. Anderson, Student Trustee

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATION
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Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Felicito Cajayon, Vice Chancellor for Economic & Workforce Development
Dr. Ryan M. Cornner, Vice Chancellor for Education Programs and Institutional Effectiveness
Jeanette Gordon, Chief Financial Officer/Treasurer
Dr. Kevin D. Jeter, Interim General Counsel
James D. O’Reilly, Chief Facilities Executive
Dr. Albert J. Roman, Vice Chancellor for Human Resources

LOS ANGELES SOUTHWEST COLLEGE
COLLEGE ADMINISTRATION
Dr. Linda Rose, President
Dr. Lawrence L. Bradford, Vice President, Academic Affairs
Thomas Jacobsmeyer, Acting Vice President, Administrative Services
Pamela Sanford, Associate Vice President, Administrative Services
Dr. Howard Irvin, Vice President, Student Services
Dr. Tangelia Alfred, Dean, Academic Affairs
Dr. Allison Moore, Dean, Academic Affairs
Rick Hodge, Dean, Career Technical Education
Jose Alfred Gallegos, Dean, Institutional Advancement
Vacant, Dean, Resource Development
Vacant, Dean, Student Services
Vacant, Dean, TRIO Programs

DEPARTMENT CHAIRPERSONS
Vacant, Arts & Humanities
Vacant, Behavioral & Social Sciences
James Hicks, Business, Computer Science & Related Technologies
LaShawn L. Brinson, Child Development/Family & Consumer Studies
Reginald Morris, Counseling
Darren Cifarelli, English & Foreign Languages/Developmental Communications
Vacant, Library
Dr. Todd Roberts, Natural Sciences, Health & Kinesiology
Dr. Lemik Saakian, Mathematics
Dr. Catherine Azubuike, Nursing
Message from the President

As Los Angeles Southwest College stands on the cusp of its 50th anniversary, I welcome you to our campus where you will learn lessons that will stay with you for a lifetime no matter where your travels take you. This has been the case for the tens of thousands of LASC graduates who have walked on this campus since we opened in 1967 and will be the case for the next 50 years and beyond.

Today, we stand at an incredible point in this college's history. As you may know by walking around this campus and seeing all of the construction that has been completed, never before has our college been better positioned to make an impact in the lives of our students, especially those from South Los Angeles, Gardena, Hawthorne and Inglewood. Our new facilities truly put students first.

However, if I point to the physical buildings alone, I would be offering an incomplete assessment of how LASC is helping students enrolling at LASC for an education, direction and most importantly, respect. No matter what building you visit on this campus there are a passionate group of faculty and staff members who aim to make the student experience as smooth and rewarding as possible.

While there is so much we can point to with pride and a sense of satisfaction our focus is to provide an educational experience that constantly puts students first. Please know that I recognize there is so much work still to be completed. Nevertheless, I have no doubt that the energy shown by our faculty and staff will ensure that our goals are fulfilled very soon. For close to 50 years, Los Angeles Southwest College has provided many people, young and old, with an opportunity to move on from the past, establish a foundation for the present, and foster hope for the future. With our state-of-the-art facilities, we recognize that our responsibility to this community and the thousands of students who walk through our gates on a daily basis has never been greater. We accept this responsibility as we are committed to providing access to an excellent community college education and polishing Los Angeles Southwest College as this community's brightest diamond.

Dr. Linda Rose, Ed.D.
President
Table of Contents

SUMMER 2016 CALENDAR ................................................................................................................................................... 4
WORKFORCE DEVELOPMENT PROGRAMS ...................................................................................................................... 6
STUDENT SUCCESS AND SUPPORT PROGRAMS .......................................................................................................... 7
ONLINE REGISTRATION INFORMATION ..................................................................................................................... 8
HOW TO ADD A CLOSED ONLINE CLASS ................................................................................................................ 9
WHAT TO CONSIDER AND EXPECT WHEN TAKING AN ONLINE CLASS .............................................................. 10-11
STUDENT SUCCESS AND SUPPORT PROGRAMS ..................................................................................................... 12-13
CALIFORNIA NON-RESIDENT TUITION EXEMPTION (AB540/AB2000) ................................................................. 15
K-12 STUDENT ADMISSION .............................................................................................................................................. 15
NON-DISCRIMINATION POLICY ...................................................................................................................................... 16
BRIDGES TO SUCCESS ................................................................................................................................................... 17
FINANCIAL AID ................................................................................................................................................................. 18
STUDENT E-MAIL INFORMATION .................................................................................................................................. 19
NEW AND UPCOMING REGULATION EFFECTIVE SUMMER 2012 ........................................................................ 20
PROCEDURE TO ADD AND DROP CLASSES .............................................................................................................. 22
HOW TO READ THE SCHEDULE .................................................................................................................................. 22
ENROLLMENT FEE ............................................................................................................................................................ 23
STUDENT SERVICES DIRECTORY .................................................................................................................................. 34

SUMMER 2016
SUMMER 2016 CLASSES .................................................................................................................................................. 24-33
ENGLISH COURSE SEQUENCE ...................................................................................................................................... 26
MATH COURSE SEQUENCE .............................................................................................................................................. 28

SUMMER SESSIONS
SUMMER SESSION I: JUNE 13 to JULY 15 .................................................................................................................. 24-29
SUMMER SESSION II: JULY 18 to AUGUST 19 ............................................................................................................ 30-33

CAMPUS MAP AND DIRECTIONS .................................................................................................................................... 48
CALENDAR

Applications Available Online (for new and returning students) ............................................................. March 1, 2016
Session I Instruction Begins .......................................................................................................................... Monday, June 13, 2016
Session II Instruction Begins ......................................................................................................................... Monday, July 18, 2016

REGISTRATION
Continuing Students .................................................................................................................................... April 14 – May 14, 2016
New and Returning Students ........................................................................................................................ May 2 – May 4, 2016
In-person registration-All Students* ............................................................................................................... June 13-15, 2016
Deadline to Submit K-12 application ............................................................................................................ Thursday, June 09, 2016
Residency Determination Date ...................................................................................................................... Sunday, June 12 2016

SESSION I - DEADLINE TO:
Add a Class (Add Permit Required during this period) ............................................................................ Wednesday, June 15, 2016
Petition for course “Pass/No Pass" ............................................................................................................. Wednesday, June 22, 2016
Drop a Class without receiving a “W”……………………… .............................................................................. Tuesday, June 14, 2016
Drop a Class with a “W” grade ...................................................................................................................... Friday, July 08, 2016

SESSION II - DEADLINE TO:
Add a Class (Add Permit Required during this period) ............................................................................ Wednesday, July 20, 2016
Petition for course “Pass/No Pass" ............................................................................................................. Wednesday, July 27, 2016
Drop a Class without receiving a “W”……………………… .............................................................................. Tuesday, July 19, 2016
Drop a Class with a “W” grade...................................................................................................................... Friday, August 12, 2016

IMPORTANT DATES
Independence Day (No Classes; campus closed) .......................................................................................... Monday, July 4, 2016

*Add Permit required from instructor

** Students must drop online via the Student Information System during non-office hours. Please note that deadline to drop without a “W” grade occurs prior to the Add deadline.

Office of Admissions and Records — Student Services Building Room 102
Effective June 1 – August 20, 2016, Admissions and Records will observe the following office hours:
Monday – Thursday................................................................................................................................. 10:00am-2:00pm & 4:00-6:00pm
June 13-15 and July 18-20, 2016 (Add Permits Required during this period) ............................................ 10:00am-7:00pm
COLLEGE MISSION & GOALS

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.

Goal 1 (Access): Expand educational opportunity and access.
Goal 2 (Success): Implement strategies for student success.
Goal 3 (Excellence): Support student learning and educational excellence.
Goal 4 (Accountability): Foster a college-wide culture of service and accountability.
Goal 5 (Collaboration & Resources): Cultivate and maintain new resources and external partnerships.
Goal 6 (Career and Technical Education): Participate in regional workforce and economic development.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Communication (Oral and Written)
Cognition (Reading Comprehension, Computational Skills, and Critical Thinking)
Information Competency (Information Competency and Technological Literacy)
Social Responsibility (Responsible Citizenship and Valuing Diversity)
Personal and Professional Development (Employability and Confidence Building)

ACCURACY STATEMENT

The Los Angeles Community College District and Los Angeles Southwest College have made every effort to make this class schedule accurate and may, without notice, change general information, courses or programs offered. The reasons for the change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law.

ACCREDITATION

Los Angeles Southwest College, a California public, tax-supported community college, is officially accredited by the Western Association of Schools and Colleges.

IMPORTANT MESSAGE FOR NEW STUDENTS

You will receive a confirmation e-mail shortly after you submitted your online application. If you do not receive the confirmation e-mail in your inbox, please check your junk, spam or bulk mail folder.

High School students: To apply as a concurrent high school student, you must complete the online college application and download the Supplemental Application for Admission of Students in Grades K-12 form. To locate the form, visit www.lasc.edu and click on the Admissions link in the left menu, and then click on the High School Students link in the sub-menu. The form must be approved by both a parent and your high school principal or designee. You must submit the approved K-12 form to Admissions and Records in person. Please bring a picture i.D. card with you. High school students are limited to 11 units per semester (nine units in the Summer Session). Once the college application has been completed, the high school student must bring a photo I.D. and the completed K-12 Supplemental Application to Admissions and Records for processing prior to the term’s start date.
Workforce Development Programs

“Come to LASC and Leave with a Career”

Los Angeles Southwest College offers career and technical education in 47 areas that provide a bridge to baccalaureate-granting institutions of higher education, respond to the needs of local employers, and facilitate the college’s role in regional economic development.

With its Workforce Development Programs, LASC is committed to preparing students for high-growth jobs of tomorrow. Choose from these career and technical certificate programs and permits and get set on the right track to an exciting career.

Administration of Justice
- Fingerprinting

Business Administration
- Accounting/General Business
- Banking & Finance
- Bookkeeping
- Business and Technology Skills
- Economics
- Finance
- Income Tax Preparation
- Management/Supervision
- Management
- Small Business Entrepreneurship I & II

Computer Application

Office Technology
- Basic Office Technology
- General Office Assistant
- Legal Office Assistant
- Receptionist
- Website Designer

Computer Science-Information Technology
- Certified Internet Webmaster Associate (CIWA)
- Homeland Security

Education
- Teacher Assistant

Electronics - Technology
- Computer Technician
- Electronic Technician
- Telecom and Network Technician
- Network Cabling Technician

Law/Paralegal
- Law Office Specialist I

Psychology
- Chemical Dependency Counselor
- Chemical Dependency Specialist in Criminal Justice
- Recovery Specialist

Real Estate
- Real Estate Appraisal
- Real Estate Broker
- Real Estate Escrow
- Real Estate Salesperson

At you receive high-quality career training at an affordable price only available at a community college.

Call (323) 241.5533 to learn how we can make vocational programs work for you.
STUDENT SUCCESS AND SUPPORT PROGRAMS

OFFICE HOURS

STUDENT SERVICES BUILDING ROOM 204 (SSB-204)

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tr>
<td>8:30 a.m. to 7 p.m.</td>
<td>8:30 a.m. to 7 p.m.</td>
<td>8:30 a.m. to 7 p.m.</td>
<td>8:30 a.m. to 7 p.m.</td>
<td>8:30 a.m. to 4 p.m.</td>
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IMPORTANT! Please check the campus website under the “Assessment/Orientation” tab for the monthly ORIENTATION & TESTING SCHEDULES. No appointment is necessary during open testing hours.

Note the following testing procedures:

1. Please allow approximately 1 1/2 hours (one and one-half 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. The entire assessment must be completed during one sitting.
2. Children are not allowed in the testing or waiting areas. Please make sure your have made prior arrangements for child care.
3. 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 take the test without a photo I.D.

MAJOR CODES

<table>
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<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>2105.00</td>
<td>Administration of Justice</td>
</tr>
<tr>
<td>0514.01</td>
<td>Administrative Assistant/Office Systems Specialist</td>
</tr>
<tr>
<td>2202.00</td>
<td>Anthropology</td>
</tr>
<tr>
<td>1002.00</td>
<td>Art</td>
</tr>
<tr>
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<td>Art History</td>
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<td>0518.00</td>
<td>Business – General</td>
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<tr>
<td>1305.10</td>
<td>Child Development</td>
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<tr>
<td>0704.00</td>
<td>Computer Science</td>
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<td>Computer Servicing</td>
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<td>0953.00</td>
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<tr>
<td>9908.00</td>
<td>Education (Transfer)</td>
</tr>
<tr>
<td>0934.00</td>
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</tr>
<tr>
<td>9909.00</td>
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<tr>
<td>1402.00</td>
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<td>Legal Office Assistant</td>
</tr>
<tr>
<td>4901.03</td>
<td>Liberal Studies</td>
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</table>

<table>
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<tr>
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<tr>
<td>9916.0</td>
<td>Library Science (Transfer)</td>
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<td>Management/Supervision</td>
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<td>Mathematics – Computer Science</td>
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<td>Mathematics – General</td>
</tr>
<tr>
<td>1004.00</td>
<td>Music</td>
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<td>Nursing – R.N.</td>
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<tr>
<td>9921.00</td>
<td>Public Affairs &amp; Services</td>
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<tr>
<td>2001.00</td>
<td>Psychology</td>
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<tr>
<td>0966.00</td>
<td>Quality Control</td>
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<td>0511.01</td>
<td>Real Estate Appraisal</td>
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<td>0511.02</td>
<td>Real Estate Broker</td>
</tr>
<tr>
<td>0511.03</td>
<td>Real Estate Escrow</td>
</tr>
<tr>
<td>0511.04</td>
<td>Real Estate Salesperson</td>
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<tr>
<td>2208.00</td>
<td>Sociology</td>
</tr>
<tr>
<td>1105.00</td>
<td>Spanish1</td>
</tr>
<tr>
<td>1506.00</td>
<td>Speech Communication</td>
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<tr>
<td>1305.11</td>
<td>Teacher, Private Licensed Pre-School</td>
</tr>
<tr>
<td>1304.12</td>
<td>Teacher, Private Licensed Pre-School-Bilingual-Bicultural Children</td>
</tr>
<tr>
<td>1305.13</td>
<td>Teacher, Private Licensed Pre-School-Differently Abled Children</td>
</tr>
<tr>
<td>1305.14</td>
<td>Teacher, Private Licensed Pre-School-Infant Toddler</td>
</tr>
<tr>
<td>1305.15</td>
<td>Teacher, Private Licensed Pre-School-School Aged Children</td>
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<tr>
<td>1007.00</td>
<td>Theater</td>
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<td>0030.00</td>
<td>Undecided</td>
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<tr>
<td>0514.03</td>
<td>Word Processing</td>
</tr>
</tbody>
</table>
REGISTRATION INSTRUCTIONS

Los Angeles Southwest College students can register and pay fees online through the campus website: (www.lasc.edu). After you have attended orientation, taken the assessment test, and met with a counselor, you should have a list of the courses and section numbers that you wish to add.

1. Go to www.lasc.edu
2. Click on the “Register for Classes” link on the top of the page.
3. Enter your student identification number (“88 number”) and 4-digit PIN # (mmdd). Click “Submit”.
4. Select the option to “View Your Registration Appointment”. You may register on or after your assigned registration appointment time and date. You must have an appointment to register for classes.
5. Select the option to register for classes
6. Select the Summer 2016 session
7. Enter section number that you wish to add. If the course is closed or a stand-by list is started, you will not be able to add the course. If you are able to get on the stand-by list, you are not officially enrolled, and you must go to the class to obtain an Add Permit from the Instructor and turn it in to Admissions & Records for processing to be officially enrolled.
8. Once you have added all of your classes, obtain a print out from Admissions & Records or the Business Office for your records to confirm that you are officially enrolled. You are only enrolled in courses listed as “Active.” You are not listed in “Stand-by” courses and you do not have to drop Stand-by courses.
9. Go to the Financial Aid Office in SSB-104 to apply for a fee waiver. If you qualify, the waiver can be used to pay for your fees for the entire academic year. Fees are due once the semester begins.

INSTRUCCIONES PARA LA INSCRIPCIÓN POR INTERNET

Los estudiantes de Los Angeles Southwest College pueden inscribirse y pagar en línea a través de la página web de LASC: (www.lasc.edu). Después de haber tomado la prueba de colocación y de reunirse con un consejero, usted debe tener una lista de los cursos y los números de sección que desea agregar.

1. Vaya a www.lasc.edu
2. Haga clic en “Register for Classes” en la parte superior de la página.
3. Ingrese su número de identificación del estudiante (“número 88”) y el número de PIN de 4 dígitos (mmdd)
4. A continuación, haga clic en “Submit”.
5. Seleccione la opción de inscribirse para las clases (Register for Classes)
6. Seleccione el semestre de verano (Summer) 2016
7. Ingrese cada número de la sección que desea agregar. (Si el curso está cerrado o hay una lista de espera, no podrá añadir el curso. Si usted se coloca en la lista de espera (stand-by list), usted aun necesitará ir a la clase para obtener una boleta de Permiso para Agregar (Add Permit) del instructor antes de poder ser inscrito oficialmente.
8. Una vez que haya agregado todas sus clases usted debe obtener una copia impresa de la oficina de admisiones y registros (Admissions and Records) o la oficina de negocios para sus registros para confirmar su matrícula (enrollment)
9. Vaya a la oficina de ayuda financiera SSB-104 para solicitar una forma para no pagar las cuotas de clases. Si usted califica, la forma puede ser utilizada para pagar sus cuotas de todo el año académico. Si usted no califica, usted tendrá que ir a la oficina de negocios para pagar sus cuotas de registración. Las tarifas se deben pagar una vez que comience el semestre.
How to Add a Closed Online Class

Go to the LASC website: [www.lasc.edu](http://www.lasc.edu) to register for the online class. If the class and the waitlist are full, refer to column #1 below. If you are not on the waitlist and the class is closed, refer to column #2 below:

1. **Students On Wait list**

The instructor will contact students from the wait list (at the beginning of the term only) if they decide to add additional students. There is no need for students on the wait list to contact the instructor.

Instructors will only contact those students who they are approved to add. If you are not contacted by the instructor during the first week of class, that means that the class is full and no additional students will be added. There is no need to contact the instructor. **Look for alternative options for classes.**

Due to the volume of requests received, only those students whose adds are approved will be contacted. If you are not contacted, you will not be added. There is no need to contact the instructor if your name is on the waitlist.

Faculty will only contact you via your district assigned email address.

2. **Students Not on Wait list**

Do not contact the instructor to add a class prior to the first day of the semester.

On the first day of class, you must email the instructor and request to add the class (see required information below). Be aware that if instructors approve adds, they will draw from the wait list first. It is highly unlikely that you will be added if you aren't already on the wait list. **Look for alternative options for classes.**

Please include the section number and term in the subject line of your email. You must also include your name, Student ID number and the following in the body of your email (I__Name___request to be added to your class.)

Due to the volume of requests received, only those students whose adds are approved will be contacted. If you are not contacted, you will not be added. There is no need to continue to contact the instructor once you submit a request to add a closed class.

Faculty will only contact you via your district assigned email address.
STUDENTS
WHAT TO CONSIDER AND EXPECT WHEN TAKING AN ONLINE CLASS

All ONLINE classes and online portions of HYBRID classes are conducted through Canvas, a learning management system. Students must have access to a computer and appropriate software in order to register for an online class. In an online class, you are not required to meet in person, however, ALL instruction, interaction with peers and instructors are conducted using Etudes. (Note: A hybrid class has one or more class sessions online and can have up to 50% of the content and activities held online.) Before signing up for an online class, carefully consider the following:

1. **Due Dates**
   - All assignments, quizzes, tests, research papers, reading materials, and any other required material will have weekly deadlines that need to be met.

2. **Time Management**
   - Time management must be taken into consideration before taking an online class. Due dates are different for each class, but students should be aware that time spent online using a computer to complete assignments could take three (3) or more hours per week to successfully participate in an online course.

3. **Weekly Discussions**
   - You may be required to review and to respond to questions presented by your instructor.
   - You may be asked to respond to peers in the same forum.

4. **Online Weekly Assignments**
   - Assignments online are similar to those done in a face-to-face class.
   - Weekly homework is to be expected.

5. **Online Weekly Quizzes**
   - Most online classes require students to take quizzes/tests throughout the semester. These tests are administered via Etudes and are taken online using a computer.
   - Some quizzes/tests are timed.

6. **Team Assignments**
   - Teams may be asked to work together on assignments within the class online site for the course. You, as well as the members of your team, will be responsible for working together and completing any assigned task.

**Reading Material and Syllabus**
- A book(s) is normally required.
- Additional reading material may be required, such as posted articles, lectures, overview material, and so forth.
- LASC Library Access for Online Students
- LASC Library Online Resources including e-books and scholarly journal articles are available to current LASC students 24 hours a day online.
  - Go to: http://libguides.lasc.edu/lasc_library. Check with your instructor for current semester passwords.

Take a look at the link below that gives you access to the Etudes Orientation Training Video to see if taking an online class is right for you.
http://www.screencast.com/t/yLicTOHslDf

### Course Classifications and Definitions

<table>
<thead>
<tr>
<th></th>
<th><strong>Online Classes</strong></th>
<th><strong>Hybrid Classes</strong></th>
<th><strong>Web-Enhanced Classes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online:</strong></td>
<td>An online course is offered 100% online. STUDENTS ARE NOT REQUIRED TO MEET FACE-</td>
<td>If one or more class sessions (up to 50%) is replaced with online content and/or</td>
<td><strong>Web-Enhanced:</strong> Is a regular class (FACE-TO-</td>
</tr>
<tr>
<td><strong>TO-FACE FOR OFFICE HOURS, HOMEWORK, TESTS, AND DISTRIBUTION OF RESOURCE MATERIALS OR FOR ANY OTHER COURSE COMPONENT:</strong> An online course shall utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. All course instruction, materials, assignments, and discussions are posted and completed online. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses; they are offered in a more flexible and independent environment.</td>
<td>activities, it is considered a Hybrid course. TEACHING IS A COMBINATION OF FACE-TO-FACE MEETINGS AND ONLINE TEACHING (NOT TO EXCEED 50 PERCENT). A Hybrid course can utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. The course can be offered during regularly scheduled class times or with Online components that replace some of the regularly scheduled class meetings. Notice of face-to-face class sessions will be given by instructors in their syllabus. Hybrid courses are noted as such in the schedule of classes.</td>
<td>FACE-TO FACE) that utilizes web OR AN ETUDES COURSE SHELL FOR RESOURCE MATERIAL, INSTRUCTION, SYLLABUS, AND UPLOADER OF ASSIGNMENTS ONLY. Classes must meet as scheduled on campus. NO IN-CLASS TIME CAN BE SUBSTITUTED FOR TIME SPENT IN THE ETUDES COURSE SHELL FOR RESOURCES. Any required use of technology will be stated in the course syllabus.</td>
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<td><strong>Hybrid:</strong></td>
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<td><strong>Web-Enhanced:</strong></td>
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STUDENT INFORMATION FOR ONLINE EDUCATION AT LASC
Should I take an online class?

Take this personal quiz to determine if you are a good candidate to be an online student:

What do I do once I am registered?

What if an online class is closed?

1. I have access to computer, not just my cell phone.
2. I have high-speed Internet. A dial-up or slow speed Internet access might be discouraging because of the time factor.
3. I have no outside obligations that would prevent me from fulfilling all of the requirements of an online course.
4. I am disciplined enough to dedicate time to reading material, submitting discussions, replying to peers, and completing all the required work for an online class.
5. I like working independently by reading on my own and understanding the material.
6. I will take the time to research using the online library.
7. I will take the time to use online tutoring services when I need help.
8. I will make an appointment with my instructor, if I need help with my studies.
9. I will review the Etudes Training Orientation video located in my course syllabus until I fully understand how to maneuver through the learning management system.
10. I have good time management so that I do not complete my homework on the deadline day.
11. I am taking 12 units or less per semester.
12. I have four (4) to nine (9) hours per week to work in an online course (1 to 3 unit classes)
13. No outside obligations will interrupt my focus to take an online class.
14. I prefer doing quality work and not "rush" work.
15. Even if I'm very busy during the week with work, children, activities, and so forth, I will always make quality time to meet the requirements for the online class.
16. I am committed to finishing what I start.

IF YOU ANSWERED "NO" TO ONE OR MORE STATEMENTS, YOU ARE NOT READY TO TAKE AN ONLINE CLASS. THINK ABOUT TAKING A NO-GROUND CLASS FOR BETTER COLLEGE SUCCESS.

IF YOU ANSWERED "YES" TO ALL OF THE STATEMENTS, CONTINUE TO READ BELOW TO LEARN MORE ABOUT WHAT WILL BE EXPECTED OF YOU AS AN ONLINE STUDENT.

1. View the Etudes online orientation training video at http://www.screencast.com/t/wxSd92rc2G
2. Once you have access to your online class, maneuver through it to get familiar with what you have learned from the Etudes orientation video.
3. Know how to:
   a. Upload and download documents
   b. Retrieve and send emails
   c. Find announcements
   d. Retrieve and send assignments (ATS tab)
   e. Follow course maps and modules
   f. Review the grade book
   g. Use the library resource link and retrieve information from these sources
   h. Retrieve syllabus
   i. Understand all of the links in the navigation bar.
4. Success in an Online class:
   a. Read all announcements
   b. Follow the syllabus
   c. Do all assignments
   d. Meet weekly deadlines
   e. Participate regularly
   f. Post and Reply to discussions
   g. Spend four to six hours per week doing course work
   h. Read the required textbook
   i. Send Private Messages (PM) to your instructor when you do not understand something
   j. Meet all requirements
   k. Think of quality, not just quantity

DO NOT contact the instructor. Get on the waitlist, IF there is one available. The instructor will contact students from the waitlist (at the beginning of the term) IF they decide to add additional students. Not all instructors will add students. On the first day of class, instructors will draw from the waitlist first, if they have a waitlist. *Meanwhile, look for alternative options for classes.* Only those students whose adds are approved will be contacted. If you are not contacted, you will not be added. Do not contact the instructor.
Student Success and Support Programs

Student Success and Support Programs is a process that assists a student in achieving his or her education goals. It is an agreement between the college and student who enrolls for credit and non-credit courses. We ask that you participate in a partnership with us to ensure your educational success.

**Step 1 – Apply for Admissions**
Submit a complete Application for Admission online at www.lasc.edu. Your application will be processed within 2-3 business days after it has been submitted. You will receive an email that explains your next steps. **NOTE:** You will receive a district issued email once you have been admitted. We will notify you that you have been admitted via your personal email address; however, once you have been admitted, we will only correspond via your district issued email address. Check your student email regularly.

**Step 2 – Attend an Orientation**
**COMPLETE THE IN-PERSON ORIENTATION.** During orientation you will receive information regarding campus resources and programs. Important policies and procedures of the college will also be covered. Please bring your student issued ID number. You must obtain proof that you have completed Orientation before you can take the Math and English assessment tests. A campus tour of important student resource centers is included. Please allow approximately two hours to complete the orientation. You are required to wait at least one day between Orientation and Assessment.

**Step 3 – Go to the Assessment Center (SSB-204)**
Trained staff will help you through the matriculation process. You may be asked to take the assessment test. No children are allowed in the testing area. You must obtain proof that you have taken the assessment test before you can meet with a counselor.

**Step 4 – See a Counselor (SSB-227)**
You must see a counselor for assistance with completing your student educational plan. Counselors will help you select appropriate classes that meet your educational goal(s) and inform you about the limitations and adverse effects of withdrawals and course repeats. No appointment is necessary.

**Step 5 – Register for Classes**
You must register online at www.lasc.edu. For your convenience, detailed registration instructions are posted on page 8 in the Schedule of Classes (For detailed instructions, see page 20).

**Step 6 – Apply for a Fee Waiver to Pay Your Fees**
Go to the Financial Aid Office, SSB-104, to apply for a fee waiver. If you qualify, the waiver can be used to pay for your fees for the entire academic year. If you do not qualify, you will need to go to the Business Office to pay your fees. Fees are due once the semester begins.

**Step 7 – Take your Student I.D. Picture**
Once you have registered for class(es) you are eligible to receive a free student I.D. card. You must bring your printout from the Business Office, which lists your classes along with your student I.D. number and a photo I.D. (Driver’s license or California I.D.) to SSB-204.

**Matriculation Exemptions:**
Some students might 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’s Degree or higher.
- You have completed college-level English and math classes at another college.
- You have taken the assessment test at another college within one year.
- You want to take a class for personal enrichment.

If you wish to request exemption from matriculation, consult a counselor to see if you are eligible.

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**FOR MORE INFORMATION, SHAUNA CARTER, STUDENT SUCCESS AND SUPPORT PROGRAMS COORDINATOR, AT (323) 241-5361. THE OFFICE IS LOCATED IN SSB-204.**
Programas de Apoyo y Éxito Estudiantil

Derechos y Responsabilidades Del Estudiante
El proceso de matriculación ayuda a los estudiantes a alcanzar sus metas educativas. Es un acuerdo entre el colegio y el estudiante quien se inscribe en clases con o sin crédito. Le pedimos que participe en una alianza con nosotros para asegurar su éxito educativo.

Paso 1 – Solicitar la admisión
Enviar una aplicación completa de admisión en línea en www.lasc.edu. Su aplicación será procesada dentro de 48-72 horas después de su petición. Usted recibirá un correo electrónico que explica los siguientes pasos a seguir.

Paso 2 – Asistir a una orientación
COMPLETAR LA ORIENTACION EN PERSONA. Durante la orientación, usted recibirá información sobre los recursos y los programas del colegio. Políticas y procedimientos importantes del colegio también estarán cubiertos. Por favor de traer su numero de identificación estudiantil. Usted debe obtener un comprobante de que ha completado la orientación antes de tomar la evaluación de inglés y matemáticas. Se incluye un recorrido del campus de importantes centros de recursos estudiantiles. La orientación toma aproximadamente dos horas. Necesita un día de espera entre la orientación y evaluación.

Paso 3 – Ir al Centro de Evaluación
El Centro de Evaluación se encuentra en SSB-204. Personal capacitado le ayudará en el proceso de registro. Se le puede pedir que tome la prueba de colocación.

Paso 4 – Ver a un consejero (SSB-227)
Usted debe ver a un consejero para asistencia en completar su plan educacional de estudiante. Los consejeros le ayudarán a seleccionar las clases adecuadas para cumplir su objetivo (s) educativo (s) y le informarán sobre las limitaciones y los efectos adversos de los retiros y repeticiones de cursos.

Paso 5 – Inscribirse en las clases
Usted debe registrarse en línea en www.lasc.edu. Para su comodidad, instrucciones detalladas de inscripción están publicados en la página 7 en el horario de clases.

Paso 6 – Solicitar una exención pago (Fee Waiver) de inscripciones
Vaya a la oficina de ayuda financiera, SSB-104, para solicitar una exención de cuotas. Si usted califica, la exención puede ser utilizada para pagar sus cuotas de todo el año académico. Si usted no califica, usted tendrá que ir a la oficina de negocios para pagar sus cuotas de registración. Las tarifas se deben pagar una vez que comience el semestre.

Paso 7 – Obtener su identificación de estudiante
Una vez que se haya registrado a clase(s) usted es elegible para recibir una identificación de estudiante gratis de LASC. Usted tiene que traer su recibo que enlista el horario de sus clases y su numero de estudiante la oficina de Negocios y una identificación con foto (Licencia de conducir o ID de California) a la oficina SSB-204.

Las exenciones de matrícula:
Algunos estudiantes podrían estar exentos del proceso de matriculación. Sin embargo, para los estudiantes que tienen objetivos de educación a largo plazo, y que tienen poco o nada de experiencia previa en la universidad, la prueba de evaluación es muy recomendable. Usted puede estar exento del proceso de evaluación si alguna de las siguientes condiciones se aplica a usted:

- Usted ya tiene una carrera de dos años o más
- Usted ha completado clases de inglés y matemáticas a nivel universitario en otro colegio.
- Usted ha tomado el examen de evaluación en otro colegio entre un año.
- Usted desea tomar una clase para el enriquecimiento personal.

Si desea solicitar la exención del proceso de matriculación, consulte a un consejero para ver si usted es elegible.

Para más información contacte a Shauna Carter, Coordinador de Programas de Apoyo y Éxito Estudiantil al (323) 241-5361. Ubicado en SSB-204
NON-RESIDENT TUITION EXEMPTION (AB540/AB2000)

AB 540 was signed into California law on October 12, 2001 to authorize students who meet certain criteria to pay “in state” or “resident’s” tuition rates (only $46 per unit at Los Angeles Southwest College). This includes undocumented students and nonresident U.S. citizens. To be eligible, students must:

- Have attended a California high school for three or more years (9th grade counts)
- Have graduated from a California high school or obtained the equivalent of a high school diploma (how long ago does not matter)
- Be willing to apply for legal residency as soon as possible

To take advantage of this lower tuition rate, simply fill out the AB540 Exemption Form available in the Admissions and Records Office and Bridges to Success. There is no maximum number of years for which you can receive this lowered tuition rate. For more information, call (323) 241-5321 or (en Español) (323) 241-5281. **NOTE**: Effective Summer 2013, AB540 students are eligible to apply for and receive non-state funded scholarships and state funded financial aid and grants (See Financial Aid for more information).

Assembly Bill 2000 (AB 2000) was passed in 2014 and expands the definition of students eligible for AB540. AB 540/AB 2000 allows students meeting the criteria below to pay in-state tuition, the same as resident students (e.g. undocumented, permanent resident, U.S. citizens) at California public colleges and universities. Starting January 1, 2013, the California Dream Act (Assembly Bills 130 and 131) provided the opportunity for AB540 students to receive Cal Grant A & B Entitlement awards, Cal Grant C awards, institutional grants and community college fee waivers. To be eligible for AB540, you must meet all the following criteria:

1. The student must have:
   - attended a high school (public or private) in California for three or more years, or
   - attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.\(^1\)

2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam) and

3. The student must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.\(^2\)

Students who are nonimmigrants, other than those with T or U visa status as noted above, for example, those who hold F (student) visas, B (visitor) visas, etc. are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

NON-RESIDENT STUDENTS

Starting in summer 2009, undocumented students who do NOT qualify for the AB 540 tuition exemption shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor (LACCD Board Rule 8100.15). If the students meet the eligibility requirements on the Nonresident Tuition Fee Waiver (available in Admissions and Records, Financial Aid and Bridges to Success), they may be eligible to receive a nonresident tuition exemption and ONLY pay the current enrollment fee of $46 per unit. Undocumented students do not qualify for state or federal financial aid.

NON-RESIDENT TUITION EXEMPTION FOR ELIGIBLE CHILDREN OF DEPORTED OR VOLUNTARILY DEPARTED PARENTS (SB141)

SB 141, which became effective on January 1, 2014, and added Education Code section 76140(a)(5), requires districts to exempt from nonresident tuition a student who is a United States citizen and who resides in a foreign country, if he/she meets specified criteria. SB 141 does not grant residency, but exempts a qualified student from paying nonresident tuition. To be eligible, students must:

- Demonstrate a financial need for the exemption.
- Have a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with Section 1229c of Title 8 of the United States Code. The student shall provide documents from the United States Citizenship and Immigration Services evidencing...
The deportation or voluntary departure of his or her parent or guardian.

• Have moved abroad as a result of the deportation or voluntary departure specified in subparagraph (B).

• Have lived in California immediately before moving abroad. The student shall provide information and evidence that demonstrates the student previously lived in California.

• Have attended a public or private secondary school (i.e., a high school, trade school, or adult school) in the state for three or more years. The student shall provide documents that demonstrate his or her secondary school attendance.

• Upon Enrollment, be in his or her first academic year as a matriculated student in California public higher education (i.e., a campus of the California community colleges, California State University, or University of California) and will file an affidavit with the institution stating that he or she intends to establish residency in California as soon as possible.

Eligibility for Federal and State Aid

1. SB 141 students, as U.S. citizens, may apply and qualify for federal financial assistance (e.g. Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), and federal student loans.

2. Until they establish California residency, SB 141 students do not become residents for eligibility purposes for any state-funded program (e.g. BOG Fee Waiver, etc.).

Apportionment

The colleges may claim state apportionment for FTES generated by students exempted pursuant to SB 141, and their attendance should be reported as resident FTES for apportionment purposes.

ESTUDIANTES NO RESIDENTES

Empezando con el verano del 2009, estudiantes indocumentados quienes no califican bajo la ley AB540, serán exentos de los pagos como no residente en base a la necesidad financiera individual de acuerdo con la regulación 8100.15 (LACCD Board Rule 8100.15) adoptada por el canciller (Chancellor) de LACCD. Si los estudiantes reúnen los requisitos estipulados en la Solicitud para la Exención de Cuotas de Matrícula como no Residente (disponible en las oficinas de: Admisiones y Expedientes, Ayuda Financiera, y Puentes al Éxito,) pueden ser elegibles para recibir la exención a cuotas para no residentes y pagar solamente la cuota actual de inscripción de $46 por unidad. Estudiantes indocumentados no califican para ayuda financiera estatal o federal.

K-12 STUDENTS SPECIAL ADMISSION

Los Angeles Southwest College may permit the admission of K-12 students who in the opinion of the President or designee, can benefit from instruction. Approval of the appropriate principal, high school counselor and parent (or guardian) is required for all K-12 applicants. Additional approval of the Dean of Student Services is required for all applicants ages 14 and under. The intent of this program is to provide educational enrichment opportunities for a limited number of eligible 9th through 12th grade students who fulfill special admissions standards.

The college reserves the right to exclude or limit enrollment into impacted programs and in other programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students. Special admission students must conform to the College’s academic rules and regulations and the code of conduct expected of all college students. Some fees may be required.

K-12 students must complete the supplemental application for high school students and the LASC Application for Admission. The application can be processed online at www.lasc.edu (click on the Apply for Admission link), and the supplemental application can be downloaded from our college website at www.lasc.edu, click on the “Admission” link in the menu, and then click on “High School Students” in the sub-menu. Print the Supplemental application and make sure you obtain all necessary signatures and approvals. The student must bring the completed form along with a photo I.D. to the Admissions and Records Office, SSB-102, for processing prior to the start of the semester.

FEE EXEMPTION FOR SPECIAL PART-TIME STUDENTS, GRADE K-12

Students admitted as special part-time students grade K-12 and enrolling in 11 or fewer units are exempt from enrollment fees for all terms. Nonresident students who are enrolled in fewer than 6 units are exempt from enrollment fees and non-resident tuition. Students enrolled in more than 11 units will be charged enrollment fees.
EQUAL OPPORTUNITY

NON-DISCRIMINATION POLICY
The Los Angeles Community College District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs, and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, cancer-related medical condition of an employee, marital status, sexual orientation, age, physical or mental disability, or veteran status in our employment and educational programs and activities.

EQUAL OPPORTUNITY/NONDISCRIMINATION POLICY
COMPLIANCE PROCEDURE
In order to ensure Equal Opportunity/Non-Discrimination Policy compliance at Los Angeles Southwest College, please direct inquiries to Ms. Monica Moreno, Child Development Center Director at (323) 241-5005.

SUMMARY OF SEXUAL HARASSMENT POLICY
The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Employees, students or other persons acting on behalf of the district who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The specific rules and procedures for reporting complaints of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules in Chapter 15.

The Los Angeles Community College District has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained at Los Angeles Southwest College from Ms. Monica Moreno, Child Development Center Director at (323) 241-5005. Members of the college community — which includes students, faculty and staff — who believe they have experienced conduct that may constitute sexual harassment, have the right to seek help from the college. Every employee has the responsibility to report such conduct to the Compliance Office when it is directed toward students. Potential complainants are advised that administrative and civil law remedies including, but not limited to, injunctions, restraining orders or other orders, may be made available.

PÓLIZA DE NO DISCRIMINACIÓN
POLITICA DE IGUALDAD DE OPORTUNIDADES
El Colegio Comunitario del Distrito de Los Angeles sigue firmemente los principios de igualdad de oportunidades y acceso en todos sus empleos y programas educacionales y de servicios. Por lo tanto, el distrito se adhiere a una política no discriminatoria por razones de sexo, color, origen, etnicidad, religión, edad, limitación física, estado civil, orientación sexual o servicios prestados en las fuerzas armadas para emplear personal o acepta estudiantes en sus varios programas educacionales y actividades.

COMO FORMULAR UNA QUEJA RELACIONADA
CON LA DISCRIMINACIÓN
Si cree que al solicitar plaza de empleo en Los Angeles Southwest College se discrimina en contra de usted por cualquiera de las razones antedichas, sírvase formular una queja al respecto y diríjala a: Ms. Monica Moreno, Child Development Center Director at (323) 241-5005, quien es el representante en pro de la “Acción afirmativa.”

NUESTRA NORMA EN CONTRA DEL ACOSO SEXUAL
Es norma de LACCD el brindar el mejor ambiente educativo, laboral y de negocios. Por lo tanto el recinto docente debe de hallarse libre de todo acoso y maltrato sexual, asimismo de toda conducta física y verbal que constituya acoso sexual. Todo empleado, estudiante o persona que actúe en nombre de LACCD quien se involucre en acoso sexual, como se define en la norma, o por leyes estatales y federales, será sujeto a acciones disciplinarias, incluyendo despido, expulsión o terminación de su contrato. El capítulo quince (15) del reglamento del Consejo de LACCD pormenoriza los pasos que se han de tomar para delatar cualquier caso de acoso sexual y formular una queja, como también los pasos para remediar la fechoría. LACCD tiene normas sobre como atender y resolver formal e informalmente quejas y conflictos. Si desea un ejemplar de estos reglamentos, favor de ver a Ms. Monica Moreno, Child Development Center Director at (323) 241-5005.

Estudiantes, profesores, o empleados quienes crean que en Los Angeles Southwest College han sufrido acoso sexual tienen el derecho de solicitar ayuda del colegio. Todo empleado de LACCD tiene la responsabilidad de denunciar toda fechoría sexual que torne como víctima a cualquier estudiante. A quien formule una queja tal se le facilitará los remedios por ley, administrativos y civiles, incluyendo pero no limitados a la disposición legal de restringir el libre actuar del acusado o del malhechor (restraining order), o cualquier otro proceder útil que exista.
The Bridges to Success Center offers different programs to help you achieve your personal and professional goals:

ESL (English as a Second Language) Programs
- Beginning, intermediate and advanced
- Morning and evening classes available
- Credit classes are only $46 per unit or FREE if you qualify for a fee waiver
- Credit ESL classes count toward a college degree
- FREE noncredit classes also available

Citizenship
- Assistance with N-400 and N-600 Applications for Naturalization and I-912 USCIS Fee Waiver
- Free citizenship classes provide an overview of the history and political system of the United States
- Individual interview practice to prepare you for the USCIS interview
- All of our services are free of charge

Basic Computer Literacy Classes
- Free noncredit classes specially designed for English as a Second Language students
- Beginning and advanced classes
- Learn the basics of Microsoft Office
- Learn to use the Internet and Email

FREE High School Equivalency Preparation
- Prepare to pass the High School Equivalency test in English or Spanish
- Available on weekdays and Saturday

ESL Home Study
- A new program to learn English using DVDs and Workbooks
- Designed for students who do not have the time to attend class or just need more practice
- Levels 0-3 available

Basic Noncredit English and Math Skills
- FREE Basic English and Math classes to prepare students for placement into English 21 and Math 115

Book Loan
- Noncredit and some credit ESL classes
- Citizenship classes
- Noncredit Computer classes
- Basic Skills English and Math

We are located in the Student Services Building, Room 205
(323) 241-5281
Puentesalexito@yahoo.com
www.lasc.edu/bts

El centro Puentes al Éxito le ofrece diferentes programas para ayudarle a realizar sus metas personales y profesionales:

Programa de ESL (Inglés como Segundo Idioma)
- Cursos principiantes, intermedios y avanzados
- Clases por la mañana y noche
- Solo $46 por unidad de clases con crédito o GRATIS si califica para ayuda financiera
- ESL con crédito cuenta para un diploma de colegio
- Clases de ESL sin crédito GRATIS disponibles

Ciudadanía
- Asistencia con formas para naturalización N-400 y N-600 y la forma I-912 exoneración de pago de USCIS
- Clases gratis en las que aprenderá sobre la historia y el sistema político de Estados Unidos
- Preparaciones individuales para prepararlo para su entrevista con inmigración
- Todos nuestros servicios son GRATUITOS

Clases básicas de computación
- Estas son clases gratis sin crédito y diseñadas para estudiantes de ESL
- Clases principiantes y avanzadas disponibles
- Aprenda lo básico de los programas Microsoft Office
- Aprenda a usar el Internet y correo electrónico

Clases GRATIS para la Equivalencia de High School
- Prepárese para pasar el examen de Equivalencia de High School en inglés o español
- Disponible los días entre semana sábados

Aprendizaje de inglés desde casa
- Un nuevo programa para aprender inglés usando videos y libros de trabajo
- Diseñado para estudiantes que no tienen el tiempo para asistir a clases o que quieren más práctica
- Niveles 0-3 disponibles

Clases básicas de inglés y matemáticas
- Clases gratuitas de inglés y matemáticas de preparación para English 21 y Math 115

Préstamo de libros
- Clases de ESL sin crédito y algunas de crédito
- Clases de ciudadanía
- Clases de Computación sin crédito
- Clases de inglés y matemáticas (Basic Skills)

Estamos localizados en el Student Services Building, oficina 205
(323) 241-5281
Puentesalexito@yahoo.com
www.lasc.edu/bts
Go to College, We'll Pay For It.
Traditional-age students, older students, and full and part-time students are eligible to apply for financial aid including:

**GRANTS** are monies you don’t have to pay back for tuition, enrollment fees, books, and expenses. Federal: Pell Grants up to $5,550 per academic year. State: Board of Governors Fee Waiver (BOGFW) covers $46/per unit enrollment fee. Cal Grants: up to $1,551 and Chafee Grants up to $5,000 per academic year for eligible foster youth.

**SCHOLARSHIPS** are gift-aid awarded on the basis of merit, academic excellence, financial need, or other criteria such as major, leadership, or gender. Visit the Financial Aid Office (SSB-104) for scholarship information.

**FEDERAL WORK STUDY** is a self-help aid. Federal Work Study enables students to earn a portion of their financial aid award through part-time employment on or off-campus.

**LOANS (AID THAT YOU MUST PAY BACK)**
There are loan programs available to students to assist with tuition, books and living expenses.

**VISIT LASC FINANCIAL AID OFFICE FOR INFORMATION ON THESE PROGRAMS**
Student Services Programs including EOPS and CalWORKs also provide book grants, child care, and more. Please visit student service offices for information on individual programs and services.
YOU’VE GOT MAIL!

(PLEASE CHECK YOUR DISTRICT ISSUED EMAIL ACCOUNT REGULARLY)

When you were admitted to Los Angeles Southwest College, you were automatically issued a District email address. You may notice that whenever you log into the Student Information System, you are informed of your new student email address. Once you log into the system you can also read and send messages from your student email account.

Please note the following information:

✓ Your district issued student email account is our official means of communication with you. We will regularly send you information about important dates and deadlines, graduation, newly opened course sections, drop and add deadline dates, and events on campus.

✓ Your instructors may also attempt to contact you via your district assigned email account.

✓ If you wish to contact an instructor of an online class, you must do so using your district assigned email account.

✓ Online instructors will not consider your request to add classes unless it is from your district assigned email account. Once an online course is closed, you must email the online instructor to find out if they are willing to add additional students. Include your name and student ID number in your request. Do not use your personal email account for this purpose.

✓ You may forward your district issued email account to your personal email address, or, you may forward your personal email account to your district email account.

✓ You are responsible for the information that is sent to your district issued email account.

✓ You may check your district issued email account using any of the computers on campus.

✓ You now have at your avail, cloud services, instant messaging, ability to share your calendar and the ability to save your documents to your Cloud account for ease of access. You can retrieve documents anywhere you have computer access.

✓ If you are in need of assistance using your district issued email account, contact the Office of Admissions and Records.

✓ Your district issued email account is property of the Los Angeles Community College District and you must back up any documents or messages to your own personal storage after you leave the district.
IMPORTANT REGULATIONS

Please note: The Census date is a date in which all enrollment at LASC is counted and reported to our District Office in order to determine our campus funding (apportionment).

1. All courses must be added by the census date.

2. All courses must be dropped before the census date to avoid receiving a “W” grade (receipt of “W” grades in the same course will have further consequences). The period of time to drop a course without record of enrollment has been reduced. The deadline to drop without receiving a “W” grade now occurs before the census date. Drops that occur on or after the census date will result in a “W” grade.
   - This should encourage you to make a decision to drop a class earlier
   - This will provide faculty with the ability to make add decisions sooner (which may allow more students to be added).
   - Adding courses by census increases the number of students counted in apportionment.

3. Students receiving a satisfactory grade may repeat the same course due to extenuating circumstances.
   a. Due to legally mandated training – if necessary to meet legally mandated training requirements as a condition of paid or volunteer employment.
   b. Course is a special course for students with disabilities, which the student needs to repeat for one of the reasons described in section 56029 of the California Code.
   c. Recency - student is required to have taken the course within the past five years for admission to a college program.
   d. Extenuating circumstances – documentation is provided to show that previous grade was, at least in part, the result of extenuating circumstances.

5. The Board of Governors adopted regulations that limit apportionment for enrollment in a single course to three enrollments for any credit courses, taken within the Los Angeles Community College District except for courses identified as “repeatable,” such as Kinesiology and performing arts, in accordance with Title 5, section 55041, subdivision (c).

6. The Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals. Beginning in fall 2014, new students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing who have not exceeded 100 units will have priority over students who do not meet these criteria.

**Enrollment occurs when you receive an evaluative (letter grade) or nonevaluative (“W”) symbol, pursuant to Section 55023. You will not be able to add courses in which you have three prior attempts with record of enrollments (“W”, NP, NC, D, or F grades).

All credit course repeats and withdrawals in your enrollment history in the LACCD will be counted toward the new limit, regardless of when you took the course. If you need to repeat a course in which you have three or more records of enrollment:
   - You may take the course outside of the Los Angeles Community College District.
   - You may petition to retake the course within the district (subject to certain conditions) with extenuating circumstances – this fourth repeat will not count in apportionment.

WHAT SHOULD YOU DO?
- Be sure that you are academically prepared for classes that you enroll in (See a Counselor).
- If you must drop a course, drop it before the specified deadline for dropping a class without a grade of “W”.
- See a counselor before making decisions that could affect your education plan.
- See financial aid before making decisions that may affect your financial aid.
- Register for classes on your assigned registration appointment time.
- Read your email from the campus – it is sent to your District Assigned Email Address ONLY!
- New students should be sure to complete the matriculation process in order to obtain higher registration priority.
PROCEDURE TO ADD AND DROP CLASSES

ADDING CLASSES
After you submit your online application, you will receive an email with directions on our 8-step matriculation process.

You may enroll in open classes using the online registration system prior to the start of the term only.

To add classes once the semester begins, you must obtain an Add Permit from the instructor of the class. Bring this Add Permit to the Admissions Office. To add online classes, you must email the instructor for permission to add.

Campus Procedure
No semester courses may be added after the last day to add (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

Withdrawal
New statewide regulations are now in effect that change the way students should think about enrolling in, and then withdrawing from classes.

Community colleges get their money from state apportionment. Apportionment is a set amount of dollars distributed to the college districts, based on enrollment. Each class you enroll in results in compensation to the college, and that is how the college stays open.

A "W" counts as an attempt, and you only get three attempts at any one course. Once you pass the course, you cannot repeat the course. After that, the state won't pay the college for you to take the course again.

What this means for LASC students:
- If you stay in a course past the "no penalty" drop date and then drop or are excluded, you receive a "W" and you have used one of your three attempts.

- When you have made three attempts at a class, with any combination of "W", "D", or "F" grades, you will not be able to register for the class again. You would have to try to take the class again at a college outside the Los Angeles Community College District.

- You may fill out a Course Repetition Petition for one more try citing “extenuating circumstances;” however, for the most part the only extenuating circumstances that will work are military deployment, natural disaster, or requirement for employment. The Course Repetition Petition must be approved before the start of the term in which you are attempting to enroll in the course. The deadline to submit your Course Repetition Petition is in the semester Academic Calendar. You may only petition for a Course Repetition for the Fall and Spring semesters.

- If your registration is blocked because of this rule, getting an Add Permit will not help.

What you should do:
- If you’re going to drop, drop before the deadline so you won’t get a “W”.
- Be sure you’re academically ready for classes you enroll in.
- See a counselor to help you make good decisions about your education plan.

It is the student’s responsibility to withdraw officially. Consult the Academic Calendar for deadlines.

Dropping Classes
THROUGH THE 2nd WEEK:
No notation ("W" or other) will appear on the student’s record if the class is dropped during the first two weeks of the semester. This deadline always occurs prior to the add deadline.

THROUGH THE 11TH WEEK:
A notation of "W" (withdrawal) is recorded on the student’s record for classes dropped during the 3rd through the 11th week of the semester.

AFTER THE 11TH WEEK:
Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal). Consult the deadline calendar in the Schedule of Classes or contact the Office of Admissions & Records.
Sample Course Listing

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>TRANSFERABILITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING 22 - BOOKKEEPING AND ACCOUNTING II (UC:CSU)</td>
<td>22</td>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>

Prerequisite: Accounting 21 or equivalent. Note: Together with Accounting 21, this course fulfills the requirement for Math 24.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ROOM NUMBER</th>
<th>EVENING CLASSES</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
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<td>SSEC223A</td>
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<td>SSEC322</td>
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<td>SSEC</td>
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<td>STAFF</td>
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</tbody>
</table>

(Time/Day codes)

- Daily: Meets Monday through Friday
- M: Monday
- T: Tuesday
- W: Wednesday
- Th: Thursday
- F: Friday
- S: Saturday
- TBA: Day and Hours to be arranged. See instructor

Key To Transfer Credit Codes

**UC**
- This course is acceptable for credit at all University of California campuses.

**CSU**
- This course is acceptable for credit at all California State University campuses.

**NDA**
- Non-Degree Applicable. Some courses which are offered for college credit but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA.

**RPT**
- Number of times a course may be repeated or credit.

**Prerequisite:**
- A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or education program. You must complete prerequisites before enrolling in a class.

**Co-requisite:**
- A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

**BUILDING ABBREVIATIONS**

- **AV**: Academic Village (Temporary)
- **CDC**: Child Development Center
- **COX**: Cox Building
- **LFWC**: Lakin Fitness and Wellness Center
- **SSB**: Student Services Building
- **SSEC**: Student Services Education Center
- **SCTE**: School of Career and Technical Education
- **TEC**: Technology Education Building
Select your classes from the schedule and fill in the worksheet with first and alternate choices.

WARNING! It is the student's responsibility to meet the pre-requisites for all classes. Students who fail to do so may be dropped from the class.

Enter the 4-digit Section Number of each class you want. You will be given a confirmation page indicating that you have been successfully added or dropped from the class(es) of your choice.

If your first choice for any class is not available, enter your alternate choice.

Repeat until you have entered all your classes.

Verify Enrollment: It is your responsibility to verify you have correctly entered your course selection.

Calculate your fees below.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Course Name</th>
<th>Time</th>
<th>Day(s)</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<th>Course Name</th>
<th>Time</th>
<th>Day(s)</th>
<th>Units</th>
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<tr>
<th>Total Units</th>
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</table>

**Enrollment Fees**  
**Summer 2016**

**ENROLLMENT FEES:**
Fees are set by the State Legislature and may change.

**REQUIRED FEES:**
- $46 per unit
- Health Fee
- ASO Student Representation Fee

**NON-RESIDENT TUITION (Out of State and International Students)**
- Out of State Tuition $222 per unit
- Students from other states pay non-resident tuition of $222 per unit in addition to the above $46 per-unit enrollment fee
- International Student Tuition $222 per unit
- Students from other countries pay tuition of $222 per unit in addition to the above $46 per-unit enrollment fee.

**AUDIT FEES**
- $15 per

**OPTIONAL DUES:**
- Associated Student Organization (ASO) membership
- Preferred parking permit (includes ASO membership)

---

**NOTE:** YOU ARE RESPONSIBLE FOR FEES EVEN IF YOU DO NOT ATTEND CLASS

IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASSES BY THE PUBLISHED DEADLINES. CHECK THE SEMESTER CALENDAR FOR DROP AND REFUND DEADLINES. ALL DEADLINES MUST BE ADHERED TO.
Summer Session I: June 13 to July 15

**ADMINISTRATION OF JUSTICE**

Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

**ADMINISTRATION OF JUSTICE 1 - INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU) - 3 UNITS**

Prerequisite: None

<table>
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<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Location</th>
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<td>8:00-10:30</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SSEC310</td>
</tr>
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</table>

**ANATOMY**

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

**ANATOMY 1 - INTRODUCTION TO HUMAN ANATOMY (UC:CSU) - 4 UNITS**

Prerequisite: None. Lecture: 3 hours; Lab: 3 hours

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<thead>
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<th>Instructor</th>
<th>Location</th>
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Evening Classes

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<td>6:55-9:25</td>
<td>H ELFASSI</td>
<td>AV122</td>
</tr>
</tbody>
</table>

**ANTHROPOLOGY**

Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

**ANTHROPOLOGY 101 - HUMAN BIOLOGICAL EVOLUTION (UC:CSU) - 3 UNITS**

Prerequisite: None

<table>
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<th>Code</th>
<th>Time</th>
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<th>Location</th>
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**ART**

Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

**ART 104 - ART APPRECIATION II (UC:CSU) - 3 UNITS**

Prerequisite: None. Recommended: English 28

<table>
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<th>Location</th>
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**ASTRONOMY**

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

**ASTRONOMY 1 - ELEMENTARY ASTRONOMY (UC:CSU) - 3 UNITS**

Prerequisite: None

<table>
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<th>Location</th>
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</thead>
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This section is an Online Class. Orientation information will be posted on the website.

**ASTRONOMY 5 - FUNDAMENTALS OF ASTRONOMY LABORATORY (UC:CSU) - 1 UNITS**

Prerequisite: None

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This section is an Online Class. Orientation information will be posted on the website.

**BASIC SKILLS**

**BASIC SKILLS 83CE - GED PREPARATION: LITERATURE AND THE ARTS (NDA) - 0 UNITS**

Prerequisite: None

<table>
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<th>Code</th>
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**BIOLOGY**

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

**BIOLOGY 3 - INTRODUCTION TO BIOLOGY (UC:CSU) - 4 UNITS**

Prerequisite: None. Lecture: 3 hours; Lab: 3 hours. WHICH BIOLOGY COURSE IS FOR YOU? If you are a FOUR-YEAR BIOLOGICAL SCIENCE MAJOR (in biology, pre-medical, or pre-pharmacy), take Biology 6 and 7. Those majoring in PRE-NURSING, PRE-DENTAL HYGIENE, PRE-CHIROPRACTIC, PSYCHOLOGY, SPEECH THERAPY, and PRE-PHYSIOTHERAPY, take Biology 20 or Anatomy 1 and Physiology 1. Biology 3 fulfills a general education requirement.

<table>
<thead>
<tr>
<th>Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>1520</td>
<td>8:00-10:25</td>
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<td>&amp;</td>
<td>10:35-1:00</td>
<td>MTWTh</td>
<td>K KIM</td>
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<tr>
<td>1522</td>
<td>10:50-1:40</td>
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Evening Classes

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<td>MJ BRENNAN</td>
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**BIOLOGY 33 - MEDICAL TERMINOLOGY (CSU) - 3 UNITS**

Prerequisite: None

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<th>Code</th>
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</table>

This section is an Online Class. Orientation information will be posted on the website.

**BUSINESS**

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

**BUSINESS 1 - INTRODUCTION TO BUSINESS (UC:CSU) - 3 UNITS**

Prerequisite: None

<table>
<thead>
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<th>Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>0700</td>
<td>10:30 hrs/ wk</td>
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This section is an Online Class. Orientation information will be posted on the website.

Evening Classes

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</table>

**CHEMISTRY**

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

**CHEMISTRY 051 - FUNDAMENTALS OF CHEMISTRY I (UC:CSU) - 5 UNITS**

Corequisite: Math 115 or previous enrollment. Lecture: 4 hours; Lab: 3 hours

<table>
<thead>
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<th>Code</th>
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<th>Location</th>
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<td>1531</td>
<td>11:00-2:30</td>
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**CHILD DEVELOPMENT**

Department Chair: Ms. LaShawn Brinson, (323) 241-5202, brinsoll@lasc.edu

**CHILD DEVELOPMENT 1 - CHILD GROWTH AND DEVELOPMENT (UC:CSU) - 3 UNITS**

Prerequisite: English 21 and verification of annual Tuberculosis Test. Note: All students must bring a copy of their transcript on the first day of class showing proof of completion of English 21 or higher.

<table>
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<tr>
<th>Code</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>0420</td>
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<td>DL ROBINSON</td>
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</table>
COMMUNICATION STUDIES

Department Chair: Dr. Allison Moore,(323) 241-5323, mooreap@lasc.edu

COMMUNICATION STUDIES 101 - PUBLIC SPEAKING (UC:CSU) - 3 UNITS
Prerequisite: None. Recommended: English 28.

Evening Classes
0520 10:35-11:20 MTWTh STAFF SSEC116

COMMUNICATION STUDIES 102 - PUBLIC SPEAKING (UC:CSU) - 1 UNITS

Evening Classes
0922 8:00-10:30 MTWTh STAFF SSEC110
0921 10:40-1:10 MTWTh STAFF SSEC110

Evening Classes
0923 8:00-10:30 MTWTh STAFF SSEC110
0920 10:40-1:10 MTWTh STAFF SSEC110

ESL CIVICS

ESL CIVICS 10CE - ESL AND CIVICS I (NDA) - 0 UNITS Rpt 9
Prerequisites: None
8720 3:20 hrs/wk TBA ML RUANE SS205

ESL CIVICS 12CE - ESL AND CIVICS III (NDA) - 0 UNITS Rpt 9
Prerequisite: None
8721 8:30-9:15 MTWTh STAFF SOCTE201

ESL CIVICS 13CE - ESL AND CIVICS IV (NDA) - 0 UNITS Rpt 9
Prerequisite: None
8722 8:30-11:00 MTWTh STAFF SOCTE217
8723 8:30-10:55 MTWTh STAFF COX530

Evening Classes
5720 6:30-8:55 MTWTh STAFF SOCTE220
5721 6:30-8:55 MTWTh STAFF SOCTE201

ESL CIVICS 14CE - ESL AND CIVICS V (NDA) - 0 UNITS Rpt 9
Prerequisite: None
8724 8:30-10:55 MTWTh STAFF SOCTE218
8725 8:30-11:00 MTWTh STAFF SOCTE209

Evening Classes
5722 6:30-9:00 MTWTh STAFF SOCTE201
5723 6:30-8:55 MTWTh STAFF COX533

ESL CIVICS 15CE - ESL AND CIVICS VI (NDA) - 0 UNITS
Prerequisite: None
8726 8:30-11:00 MTWTh STAFF SOCTE219

Evening Classes
5724 6:30-9:00 MTWTh STAFF SOCTE218

ENGLISH

Department Chair: Dr. Allison Moore,(323) 241-5323, mooreap@lasc.edu

ENGLISH 101 - COLLEGE READING AND COMPOSITION I (UC:CSU) - 3 UNITS
Prerequisite: English 28 or English 145

Evening Classes
0921 8:00-10:30 MTWTh STAFF SSEC125A
0920 10:40-1:10 MTWTh STAFF SSEC102

ENGLISH 103 - COMPOSITION AND CRITICAL THINKING (UC:CSU) - 3 UNITS
Prerequisite: English 101

Evening Classes
0923 8:00-10:30 MTWTh STAFF SSEC110
0927 10:40-1:10 MTWTh SV DILLON SSEC125A
0925 10:30 hrs/wk TBA SV DILLON ONLINE

This section is an Online Class. Orientation information will be posted on the website.
**English Course Flow Chart**

ENGLISH 20A
College Reading Skills (Credit)
3 Units NDA

AND

ENGLISH 21
English Fundamentals (Credit)
3 Units NDA

AND

ENGLISH 22
Effective College Reading (Credit)
3 Units NDA

AND

Personal Development 17
(Credit)
3 Units

OR

Basic Skills 2CE
Basic English Skills (Non-Credit)
0 Units

OR

ENGLISH 28
Intermediate Reading & Composition (Credit)

ENGLISH 101
College Reading & Composition I
3 Units

ENGLISH 102
College Reading and Composition II
3 units

English 103
Composition and Critical Thinking
3 units

English 127
Creative Writing
3 units

English 207
American Literature I
3 units

English 208
American Literature II
3 units

English 211
Fiction
3 units

English 212
Dramatic Literature
3 units

English 215
Shakespeare I
3 units

English 234
African-American Literature I
3 units

English 240
Literature And the Motion Picture I
3 units

ENGLISH 145
Accelerated Reading Reasoning and Writing
3 Units

NDA = Non Degree applicable
GEOLGY
Department Chair: Dr. Todd Roberts,(323) 241-5215, RobertTJ@lasc.edu

GEOLGY 1 - PHYSICAL GEOLOGY (UC:CSU) - 3 UNITS
Prerequisite: None
1550 8:00-10:30 MTWTh EM BURCHARD AV111

HEALTH
Department Chair: Dr. Todd Roberts,(323) 241-5215, RobertTJ@lasc.edu

HEALTH 2 - HEALTH AND FITNESS (UC:CSU) - 3 UNITS
Prerequisite: None
1560 lec 10:30-12:05 MTWTh HL TATUM, LFWC120
& lab 12:05-1:40 MTWTh BW ALCOCER LFWC211
HEALTH 11 - PRINCIPLES OF HEALTHFUL LIVING (UC:CSU) - 3 UNITS
Prerequisite: None
1561 8:00-10:25 MTWTh SK COLLINS-HEADS LFWC120
Evening Classes
4550 6:30- 9:00 MTWTh RE ESTRADA LFWC120
HEALTH 21 - HUMAN SEXUALITY (UC:CSU) - 3 UNITS
Prerequisite: None
1562 10:30 hrs/wk TBA PG WATKINS ONLINE
This section is an Online Class. Orientation information will be posted on the website.

HEALTH OCCUPATIONS
323-241-5415 and email lasc-lah3c@lasc.edu

HEALTH OCCUPATIONS 62 - SKILL SET FOR THE HEALTH CARE PROFESSIONAL - 2 UNITS
9905 lec 9:00-10:05 TTh JD SAINT-PAUL SOCTE131
& lab 10:05-1:15 TTh JD SAINT-PAUL SOCTE131
This section is an Online Class. Orientation information will be posted on the website.
(9 Week Class - Starts 6/13/2016, Ends 8/11/2016
HEALTH OCCUPATIONS 63 - BASIC MEDICAL TERMINOLOGY, PATHOPHYSIOLOGY AND PHARMACOLOGY FOR THE HEALTHCARE PROFESSIONAL 2 UNITS
9500 7:05 hrs/wk TBA JD SAINT-PAUL ONLINE
This section is an Online Class. Orientation information will be posted on the website.
HEALTH OCCUPATIONS 64 - CULTURAL AND LEGAL TOPICS FOR HEALTH CARE PROFESSIONALS - 1 UNITS
9504 8:00 – 8:55 TTh JD SAINT-PAUL SOCTE131
This section is an Online Class. Orientation information will be posted on the website.
(9 Week Class - Starts 6/13/2016, Ends 8/11/2016
HEALTH OCCUPATIONS 65 - FUNDAMENTALS FOR THE HEALTH CARE PROFESSIONAL - 2.50 UNITS
9901 8:50 hrs/wk TBA JD SAINT-PAUL ONLINE
This section is an Online Class. Orientation information will be posted on the website.

HISTORY
Department Chair: Dr. Alison Moore,(323) 241-5323, mooreap@lasc.edu

HISTORY 11 - POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU) - 3 UNITS
Prerequisite: None
0482 10:25- 1:00 MTWTh WA POWELL SSEC201B
HISTORY 52 - THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES (UC:CSU) - 3 UNITS
Prerequisite: None
0483 8:00-10:25 MTWTh WA POWELL SSEC201B

INTERNATIONAL BUSINESS
Department Chair: Professor James Hicks,(323) 241-5387, hicksj@lasc.edu

INTERNATIONAL BUSINESS 602 - GLOBAL ECONOMICS (CSU) - 3 UNITS Rpt 3
Prerequisite: None
Evening Classes
3755 6:30- 9:00 MTWTh J BOWMAN SOCTE217

KINESIOLOGY
Department Chair: Dr. Todd Roberts,(323) 241-5215, RobertTJ@lasc.edu

KINESIOLOGY 217 - SELF-DEFENSE SKILLS (UC:CSU) - 1 UNITS
Prerequisite: None
2111 lec 8:00-8:25 MTWTh A BRUMFIELD LFWC212
& lab 8:25-9:35 MTWTh A BRUMFIELD LFWC212
KINESIOLOGY 229 - BODY CONDITIONING SKILLS (UC:CSU) - 1 UNITS
Prerequisite: None (Activity 2 hours)
2114 lec 9:00-9:35 MTWTh RE ESTRADA LFWC211
KINESIOLOGY 245 - BODY DYNAMICS SKILLS (UC:CSU) - 1 UNITS
Prerequisite: None. Activity 2 hours
Evening Classes
2920 lab 4:30- 6:05 MTWTh STAFF LFWC211
KINESIOLOGY 251 - YOGA SKILLS (UC:CSU) - 1 UNITS
Prerequisite: None. Activity 2 hours
Evening Classes
2922 lab 4:00- 5:35 MTWTh BW ALCOCER LFWC213
KINESIOLOGY 301-1 - SWIMMING SKILLS I (CSU) - 1 UNITS
Prerequisite: None
2113 lec 11:00-11:25 MTWTh SK COLLINS-HEADS LFWC POOL
& lab 11:25-1:35 MTWTh SK COLLINS-HEADS LFWC POOL
KINESIOLOGY 303-1 - AQUA AEROBICS I (CSU) - 1 UNITS
Prerequisite: None
2117 lec 9:00- 9:25 MTWTh GT SKARR LFWC GYM
& lab 9:25-11:35 MTWTh GT SKARR LFWC GYM

KINESIOLOGY ATHLETICS

KINESIOLOGY ATHLETICS 552 - INTERCOLLEGIATE SPORTS-CONDITIONING & SKILLS TRAINING (UC:CSU) - 1 UNITS Rpt 3
Prerequisite: None. Activity 3 hours
Evening Classes
2923 lab 4:00- 6:30 MTWTh H WASHINGTON FIELD

MANAGEMENT
Department Chair: Professor James Hicks,(323) 241-5387, hicksj@lasc.edu

MANAGEMENT 33 - PERSONNEL MANAGEMENT (CSU) - 3 UNITS
Prerequisite: None
0751 10:30 hrs/wk TBA DA WILSON ONLINE
This section is an Online Class. Orientation information will be posted on the website.
MANAGEMENT 2 - ORGANIZATION AND MANAGEMENT THEORY (CSU) - 3 UNITS
Prerequisite: None
0752 10:30 hrs TBA AP MOORE ONLINE
This section is an Online Class. Orientation information will be posted on the website.

MATHEMATICS
Department Chair: Dr. Lemik Saakian,(323) 241-5366, saakianL@lasc.edu

MATHEMATICS 110 - INTRODUCTION TO ALGEBRAIC CONCEPTS (NDA) - 5 UNITS
Prerequisite: None
1662 9:00-12:30 MTWTh STAFF SSEC218
Evening Classes
4600 5:30- 9:55 MTWTh STAFF SSEC209
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 presents.

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.

Math 115 (5 Units) – Elementary Algebra
This is the equivalent of 1st year 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 2nd year high school algebra, done in one semester. To earn a bachelor’s degree at a CSU, students must either pass a CSU math test beyond the Math 125 level or take a math course beyond Math 125.

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 Associated degree requirements. There is no prerequisite for Math 110.

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 and Liberal Arts Students

Math 235 (3 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)
Pre-Calculus with Analytic Geometry I
Prerequisite Math 240 & 245 or Math 260

Math 266 (5 Units)
Pre-Calculus with Analytic Geometry II
Prerequisite Math 265

Math 267 (5 Units)
Pre-Calculus with Analytic Geometry III
Prerequisite Math 266

Math 270 (3 Units)
Linear Algebra Prerequisite Math 266

Math 275 (3 Units)
Ordinary Differential Equations Prerequisite Math 266

*NOTE: MATH 125 IS THE PREREQUISITE FOR MATH 215, 227,230,235,236,240, and 245
### Mathematics

**MATHEMATICS 115 - ELEMENTARY ALGEBRA** - 5 UNITS  
Prerequisite: Mathematics 112 or Mathematics 110  
<table>
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<th>Instructor</th>
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<td>ZW Dammenga</td>
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**MATHEMATICS 125 - INTERMEDIATE ALGEBRA** - 5 UNITS  
Prerequisite: Mathematics 114 or Mathematics 115  
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**MATHEMATICS 227 - STATISTICS** (UC:CSU) - 4 UNITS  
Prerequisite: Mathematics 125 or Mathematics 122  
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### Music

**MUSIC 111 - MUSIC APPRECIATION** (UC:CSU) - 3 UNITS  
Prerequisite: None  
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<td>0173</td>
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### Nursing

**NURSING 399A - CERTIFIED NURSE ASSISTANT (NDA)** - 5 UNITS  
Prerequisite: None  
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<td>MTWTh STAFF</td>
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**NURSING 518 - PATIENT CARE SEMINAR FOR TRANSFER STUDENTS** (CSU) - 3 UNITS  
Prerequisite: None  
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<td>1100</td>
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<td>MTWTh LJ THOMPSON</td>
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**NURSING 520 - ORIENTATION TO NURSING** (CSU) - 1 UNITS  
Prerequisite: None  
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<td>1101</td>
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<td>T NP EZEBOAH</td>
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**NURSING 540 - NURSING BOOT CAMP** - 3 UNITS  
Prerequisite: None  
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<td>MW IM Mcclellan</td>
<td>AV114</td>
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<td>1:00-6:10</td>
<td>MW RE SONG</td>
<td>AV114</td>
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### Philosophy

**PHILOSOPHY 1 - INTRODUCTION TO PHILOSOPHY** (UC:CSU) - 3 UNITS  
Prerequisite: None  
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<td>3032</td>
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<td>MTWTh I SIDDQUI</td>
<td>COX535</td>
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### Physics

**PHYSICS 39 - PHYSICS FOR ENGINEERS AND SCIENTISTS III** (UC:CSU) - 5 UNITS  
Prerequisite: Physics 37  
<table>
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### Physiology

**PHYSIOLOGY 1 - INTRODUCTION TO HUMAN PHYSIOLOGY** (UC:CSU) - 4 UNITS  
Prerequisite: Biology 3 or Biology 5. Lecture: 3 hours; Lab: 3 hours  
<table>
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### Political Science

**POLITICAL SCIENCE 1 - THE GOVERNMENT OF THE UNITED STATES** (UC:CSU) - 3 UNITS  
Prerequisite: None  
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### Psychology

**PSYCHOLOGY 1 - GENERAL PSYCHOLOGY** (UC:CSU) - 3 UNITS  
Prerequisite: None  
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**PSYCHOLOGY 14 - ABNORMAL PSYCHOLOGY** (UC:CSU) - 3 UNITS  
Prerequisite: Psychology 1  
<table>
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### Real Estate

**REAL ESTATE 1 - REAL ESTATE PRINCIPLES** (CSU) - 3 UNITS  
Prerequisite: None  
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### Sociology

**SOCIOLOGY 1 - INTRODUCTION TO SOCIOLOGY** (UC:CSU) - 3 UNITS  
Prerequisite: None  
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### Spanish

**SPANISH 1 - ELEMENTARY Spanish I** (UC:CSU) - 5 UNITS  
Prerequisite: None  
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### Supervision

**SUPERVISION 1 - ELEMENTS OF SUPERVISION** (CSU) - 3 UNITS  
Prerequisite: None  
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LOS ANGELES SOUTHWEST COLLEGE
TRAINING PROGRAM:
Certified Nurse Assistant / Home Health Aid

If you have a desire to help people and are looking for a career that is in high demand, then the (CNA/HHA) certificate program may be for you! This program will prepare you to pursue a career as a nurse’s assistant in a hospital, long-term care facility or home health agency under the supervision of a licensed nurse. Clinical experiences are provided at local extended care facilities, hospitals and other community agencies.

Qualified students will receive **training at no cost!**
This course consists of lecture and clinical experiences at local skilled nursing facilities. This is an entry-level course into the nursing profession. Students who successfully complete this 7-unit, 190-hour course are eligible to take the State of California certifying examination for both CNA and HHA. Start your career in healthcare by attending the upcoming info session.

**BRING THESE ITEMS TO THE INFO SESSION**
1. A positive and cooperative attitude
2. Los Angeles Southwest College Student ID # (if already enrolled)
3. Social security card.
4. Driver’s License.
5. Proof of U.S Citizenship or Alien Registration Card.

**ELIGIBILITY REQUIREMENTS**
1. Register as a Los Angeles Southwest College online at www.lasc.edu.
2. Have a clear criminal history (a DOJ background will be performed).
3. Have a clear drug screen (a test will be required).
4. Health and assessment requirements will be discussed at the orientation.

**You must be deemed eligible to receive program benefits.**

**CLASS SCHEDULE (Start date June 13th 2016)**
Further information will be discussed at info session and program orientation.
You must RSVP for info session by contacting: lasc-lah3c@lasc.edu or 323-241-5415

This project received $790,751 (100% of its total cost) from a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants, as implemented by the U.S. Department of Labor’s Employment and Training Administration. The Los Angeles Trade-Technical College and the Los Angeles Healthcare Competencies to Careers Consortium is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.
### ADMINISTRATION OF JUSTICE

**Department Chair:** Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

**ADMINISTRATION OF JUSTICE 1 - INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU) - 3 UNITS**

Prerequisite: None

<table>
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This section is an Online Class. Orientation information will be posted on the website.

### AMERICAN SIGN LANGUAGE

**Department Chair:** Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

**AMERICAN SIGN LANGUAGE 1 - AMERICAN SIGN LANGUAGE I (UC:CSU) - 4 UNITS**

Prerequisite: None

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### ANATOMY

**Department Chair:** Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

**ANATOMY 1 - INTRODUCTION TO HUMAN ANATOMY (UC:CSU) - 4 UNITS**

Prerequisite: None. Lecture: 3 hours; Lab: 3 hours

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### ANTHROPOLOGY

**Department Chair:** Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

**ANTHROPOLOGY 101 - HUMAN BIOLOGICAL EVOLUTION (UC:CSU) - 3 UNITS**

Prerequisite: None

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**BIOLOGY 3 - MEDICAL TERMINOLOGY (CSU) - 3 UNITS**

Prerequisite: None

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This section is an Online Class. Orientation information will be posted on the website.

### ART

**Department Chair:** Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

**ART 102 - SURVEY OF ART HISTORY II (UC:CSU) - 3 UNITS**

Prerequisite: None

Recommended: English 28

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This section is an Online Class. Orientation information will be posted on the website.
Los Angeles Southwest College

COMMUNICATION STUDIES
Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

COMMUNICATION STUDIES 101 - PUBLIC SPEAKING (UC:CSU) - 3 UNITS
Prerequisite: None
Recommended: English 28
0521 10:40- 1:05 MTW Th H MCLEOD COX536

COMPUTER SCIENCE-INFORMATION TECHNOLOGY
Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 601 - INTRODUCTION TO COMPUTERS AND THEIR USES (UC:CSU) - 3 UNITS
Prerequisite: None
0663 lec 7:05 hrs/wk TBA M HAGHOON ONLINE
& lab 7:05 hrs/wk TBA M HAGHOON ONLINE
This section is an Online Class. Orientation information will be posted on the website.

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 630 - MICROCOMPUTER APPLICATION SOFTWARE (CSU) - 3 UNITS
Prerequisite: Computer Science 601
Lecture: 2 hours; Lab: 2 hours
0665 lec 7:05 hrs/wk TBA JE HICKS ONLINE
& lab 7:05 hrs/wk TBA JE HICKS ONLINE
This section is an Online Class. Orientation information will be posted on the website.

ENGLISH
Department Chair: Mr. Darren Cifarelli, (323) 241-5250, cifaredl@lasc.edu

The English department offers a sequence of classes designed to coincide with student reading and writing abilities on entering college.

ENGLISH 20A (Write short essays of 100 to 150 words).
ENGLISH 21 (Write short essays of 150 to 300 words).
ENGLISH 28 (Write longer essays of 300 to 500 words).
ENGLISH 101 (Write essays of 500 to 1,000 words).

ENGLISH PLACEMENT TEST The English Placement Test is required of all new students who wish to enroll in their first English composition class. The appropriate class level is recommended by the test scores. Please check your scores in SSB204. Hours of operation are from 9:00 a.m. to 4:30 p.m., Monday through Thursday.

ENGLISH 28 - INTERMEDIATE READING AND COMPOSITION - 3 UNITS
Prerequisite: English 21. Lecture: 3 hours; Lab: 1 hour
0930 lec 10:40- 1:10 MTW Th DL CIFARELLI SSEC102
& lab 1:10- 1:55 MTW Th DL CIFARELLI SSEC116
This section is an Online Class. Orientation information will be posted on the website.

ENGLISH 103 - COMPOSITION AND CRITICAL THINKING (UC:CSU) - 3 UNITS
Prerequisite: English 28 or English 145
0932 10:40- 1:05 MTW Th JN DRAWBOND SSEC102
0933 10:30 hrs/wk TBA SA MASELLI ONLINE
This section is an Online Class. Orientation information will be posted on the website.

INTERESTED IN A CAREER IN HEALTH CARE?
Los Angeles Southwest College is now offering
Health Occupational Courses
Complete 4 FREE Health Occupational Courses in a semester
You will gain foundational skills needed to enter in the Healthcare field!
These courses count towards earning your Certified Nurse Assistant (CAN/HHA) Certification of Achievement.

For more information, please contact lasc-lah3c@lasc.edu or 323-241-5415

HEALTH
Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

INTERESTED IN A CAREER IN HEALTH CARE?
Los Angeles Southwest College is now offering
Health Occupational Courses
Complete 4 FREE Health Occupational Courses in a semester
You will gain foundational skills needed to enter in the Healthcare field!
These courses count towards earning your Certified Nurse Assistant (CAN/HHA) Certification of Achievement.

For more information, please contact lasc-lah3c@lasc.edu or 323-241-5415
HEALTH OCCUPATIONS

323-241-5415 and email lasc-lah3c@lasc.edu

HEALTH OCCUPATIONS 63 - BASIC MEDICAL TERMINOLOGY, PATHOPHYSIOLOGY AND PHARMACOLOGY FOR THE HEALTHCARE PROFESSIONAL - 2 UNITS
9502 7:05 hrs TBA JD SAINT-PAUL ONLINE
This section is an Online Class. Orientation information will be posted on the website.

HEALTH OCCUPATIONS 65 - FUNDAMENTALS FOR THE HEALTHCARE PROFESSIONAL - 2.50 UNITS
9503 8:50 hrs TBA J D SAINT-PAUL ONLINE
This section is an Online Class. Orientation information will be posted on the website.

HISTORY
Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

HISTORY 1 - INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU) - 3 UNITS
0481 8:00-10:25 MTWTh STAFFS SSEC201B
HISTORY 2 - INTRODUCTION TO WESTERN CIVILIZATION II (UC:CSU) - 3 UNITS
1676 8:00-12:15 MTWTh L SAAKIAN SSEC314
1677 9:00-1:15 MTWTh E HECTOR SSEC301A

MATHEMATICS
Department Chair: Dr. Lernik Saakian, (323) 241-5366, saakianL@lasc.edu

MATHEMATICS 110 - INTRODUCTION TO ALGEBRAIC CONCEPTS (NDA) - 5 UNITS
Prerequisite: None
1671 8:00-12:15 MTWTh STAFF SSEC201A
1672 9:00-1:15 MTWTh STAFF SSEC218
1673 8:00-12:15 MTWTh GT TADELE SSE223A
This class utilizes MyMathLab, an interactive online learning tool designed to increase student success. Required resources for this section include: (1) internet access, and (2) MyMathLab Access Code which is included in the purchase of a new textbook.

Evening Classes
4601 5:30-9:45 MTWTh STAFF SSEC209

MATHEMATICS 115 - ELEMENTARY ALGEBRA - 5 UNITS
Prerequisite: Mathematics 112 or Mathematics 110
1673 lec 8:00-12:15 MTWTh ZW DAMMENA SSEC323
& lab 12:30-1:15 MTWTh ZW DAMMENA TEC170
1674 lec 8:00-12:15 MTWTh STAFF SSEC210
& lab 12:15-1:00 MTWTh STAFF TEC170
1675 lec 9:00-1:15 MTWTh STAFF SSEC217
& lab 2:00-2:45 MTWTh STAFF TEC170
This class utilizes MyMathLab, an interactive online learning tool designed to increase student success. Required resources for this section include: (1) internet access, and (2) MyMathLab Access Code which is included in the purchase of a new textbook.

Evening Classes
4603 lec 5:30-9:45 MTWTh STAFF SSEC223A
& lab 9:45-10:30 MTWTh STAFF SSEC223A

MATHEMATICS 125 - INTERMEDIATE ALGEBRA - 5 UNITS
Prerequisite: Mathematics 114 or Mathematics 115
1678 8:00-12:15 MTWTh L SAAKIAN SSEC314
1679 9:00-1:15 MTWTh E HECTOR SSEC301A

Evening Classes
4605 5:30-9:45 MTWTh STAFF SSEC201A

MATHEMATICS 227 - STATISTICS (UC:CSU) - 4 UNITS
Prerequisite: Mathematics 125 or Mathematics 122
1678 8:00-11:20 MTWTh STAFF SSEC209

Evening Classes
4607 5:00-8:20 MTWTh STAFF SSEC314

MUSIC
Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

MUSIC 101 - FUNDAMENTALS OF MUSIC (UC:CSU) - 3 UNITS
Evening Classes
3020 6:30-8:55 MTWTh FB PULLUM COX533

MUSIC 111 - MUSIC APPRECIATION I (UC:CSU) - 3 UNITS
Evening Classes
0171 10:40-1:05 MTWTh FB PULLUM COX533

NURSING
323-241-5415 and email lasc-lah3c@lasc.edu

NURSING 399B - CERTIFIED HOME HEALTH AIDE (NDA) – 2 UNITS
Prerequisite: Nursing 399A
9507 lec 8:00-11:20 MTWTh STAFF SOCTE131
& lab 11:20-2:25 MTWTh STAFF SOCTE131
(1 Week Class - Starts 8/15/2016, Ends 8/19/2016)

PHILOSOPHY
Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

PHILOSOPHY 8 - DEDUCTIVE LOGIC (UC:CSU) - 3 UNITS
Prerequisite: None
0201 8:00-10:25 MTWTh I SIDDIQUI COX536
PHYSICS

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

PHYSICS 37 - PHYSICS FOR ENGINEERS AND SCIENTISTS I (UC:CSU) - 5 UNITS
Prerequisite: Math 265
Lecture 4 hours; Lab, 3
1581 lec 8:00-11:20 MTWTh BK GAMBLE SOCTE129
& lab 11:20-1:45 MTWTh BK GAMBLE SOCTE129

PHYSIOLOGY

Department Chair: Dr. Todd Roberts, (323) 241-5215, RobertTJ@lasc.edu

PHYSIOLOGY 1 - INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU) - 4 UNITS
Prerequisite: Biology 3 or Biology 5. Lecture: 3 hours; Lab: 3 hours
Note: This course, when taken with ANATOMY 1, IS THE SAME AS BIOLOGY 20.
1591 lec 8:00-10:25 MTWTh RL STEWART AV105
& lab 10:25-12:50 MTWTh RL STEWART AV124

Evening Classes
4581 lec 4:25-6:50 MTWTh S OSWALD AV109
& lab 6:50-9:15 MTWTh S OSWALD AV124

POLITICAL SCIENCE

Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

POLITICAL SCIENCE 1 - THE GOVERNMENT OF THE UNITED STATES (UC:CSU) - 3 UNITS
Prerequisite: None
0501 8:00-10:25 MTWTh STAFF SSEC301B
This section is an Online Course Orientation information will be posted on the website.
0502 10:30 hrs/wk TBA STAFF ONLINE
This section is an Online Course Orientation information will be posted on the website.

PSYCHOLOGY

Department Chair: Dr. Alison Moore, (323) 241-5323, mooreap@lasc.edu

PSYCHOLOGY 1 - GENERAL PSYCHOLOGY I (UC:CSU) - 3 UNITS
Prerequisite: None
0527 10:35-1:00 MTWTh LE APENAHIER SSEC201B
PSYCHOLOGY 41 - LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC:CSU) - 3 UNITS
Prerequisite: None
0528 10:30 hrs/wk TBA STAFF ONLINE
This section is an Online Course Orientation information will be posted on the website.

REAL ESTATE

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

REAL ESTATE 7 - REAL ESTATE FINANCE I (CSU) - 3 UNITS
Prerequisite: None
Evening Classes
3900 6:30-9:00 MTWTh GE GIVHAN SSEC218

SOCIOLOGY

Department Chair: Dr. Allison Moore, (323) 241-5323, mooreap@lasc.edu

SOCIOLOGY 1 - INTRODUCTION TO SOCIOLOGY (UC:CSU) - 3 UNITS
Prerequisite: None
0541 10:35-1:00 MTWTh MN JONES SSEC301B
SOCIOLOGY 2 - AMERICAN SOCIAL PROBLEMS (UC:CSU) - 3 UNITS
Prerequisite: None.
Recommended: English 101
0542 1:10-3:35 MTWTh MN JONES SSEC301B

SUPERVISION

Department Chair: Professor James Hicks, (323) 241-5387, hicksje@lasc.edu

SUPERVISION 4 - SUPERVISOR’S RESPONSIBILITY FOR MANAGEMENT OF PERSONNEL (CSU) - 3 UNITS
Prerequisite: None
0756 10:30 hrs TBA G CHEVCHYAN ONLINE
This section is an Online Class. Orientation information will be posted on the website.

SPANISH

Department Chair: Mr. Darren Cifarelli, (323) 241-5250, cifaredl@lasc.edu

SPANISH 1 - ELEMENTARY SPANISH I (UC:CSU) - 5 UNITS
Prerequisite: None
0961 8:00-12:15 MTWTh STAFF SSEC125B

THEATER

Department Chair: Dr. Alison Moore, (323) 241-5323, mooreap@lasc.edu

THEATER 100 - INTRODUCTION TO THE THEATER (UC:CSU) - 3 UNITS
Prerequisite: None
0270 8:00-10:25 MTWTh DL LEONARD COX525

VOCATIONAL EDUCATION

English Literacy & Civics Coordinator, Ms. Marian Ruane, (323) 241-5281, ruanemli@lasc.edu

VOCATIONAL EDUCATION 3CE - WORKPLACE READINESS - COMPUTERS (NDA) - 0 UNITS Rpt 9
Prerequisite: None
8728 8:30-10:55 MTWTh STAFF COX523
Evening Classes
5727 6:30-8:55 MTWTh STAFF COX523
# Student Services

## INFORMATION AND TELEPHONE NUMBERS FOR STUDENT SERVICES

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<th>Student Services</th>
<th>Telephone Number</th>
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<tr>
<td>ADMISSIONS &amp; RECORDS – SSB102</td>
<td>323-241-5321</td>
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<tr>
<td>ASSOCIATED STUDENT ORGANIZATION (ASO) – SSB118</td>
<td>323-241-5253</td>
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<td>ASSESSMENT – SSB204</td>
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<td>BRIDGES TO SUCCESS – SSB205</td>
<td>323-241-5281</td>
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<td>BUSINESS OFFICE – SSB103</td>
<td>323-241-5301</td>
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<td>CalWORKs/GAIN – SSB217</td>
<td>323-241-5477</td>
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<td>CAMPUS BOOKSTORE – SSB132</td>
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<td>CAREER CENTER – SSB228</td>
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<td>CHILD DEVELOPMENT CENTER (CDC)</td>
<td>323-241-5000</td>
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<td>COMMUNITY SERVICES – SSB206</td>
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<td>LIBRARY</td>
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<td>MIDDLE COLLEGE HIGH SCHOOL</td>
<td>323-418-4700</td>
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<td>UPWARD BOUND – SSB208</td>
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<td>VETERANS SERVICES – SSB207</td>
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*Monday through Thursday: 7:45 a.m. to 3:00 p.m. – Fridays 7:45 a.m. to Noon*

The Child Development Center is part of the Child Development Program and also serves as a laboratory school for students enrolled at Los Angeles Southwest College majoring in Child Development. The CDC provides early care and education for Infants and Toddlers 18 months to 36 months, Preschoolers 36 months to 5 years; and school-age children 6 to 10 years during the evening.

**COMMUNITY SERVICES – SSB206**

**COUNSELING – SSB227**

**DISABLED STUDENTS PROGRAM & SERVICES (DSP&S) – SSB117**

**EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S) – SSB218**

**FINANCIAL AID – SSB104**

**HEALTH CENTER – SSB115**

Monday, Wednesday & Thursday: 9:00 a.m. to 3:00 p.m. and Tuesday and Friday: 9:00 a.m. to 5:00 p.m.

**FOR LIFE THREATENING EMERGENCIES,**

**CALL THE CAMPUS SHERIFF’S OFFICE**.................................323-241-5311 or Dial 911

**INTERCOLLEGIATE ATHLETICS – SSB209**

**INTERNATIONAL STUDENTS – SSB116**

**LIBRARY**

**MIDDLE COLLEGE HIGH SCHOOL**

**STUDENT SERVICES ADMINISTRATION – SSB209**

**STUDENT SUCCESS CENTER**

**TALENT SEARCH – SSB116**

**TRIO SCHOLARS – SSB229**

**TRIO STEM SCHOLARS – SSB229**

**UPWARD BOUND – SSB208**

**VETERANS SERVICES – SSB207**

323-241-5307
The Weekend College
A Program of Los Angeles Community College District

8 WEEK CLASSES
All classes are approved for transfer to the UCs and CSUs and meet graduation requirements at all LACCD Colleges.
Attend only one class meeting at any location. Classes are taught by the same instructor at each campus. All classes use a blended format combining weekend class meetings with video lessons and online activities.
For questions or assistance with registration, call (818) 833-3595. Students are advised to speak with a College Counselor when planning their academic program. Financial aid is available for qualified students; fee waivers also apply to these classes.
For classroom locations, go to www.lamission.edu/itv

REGISTRATION IS EASY!
Just make sure to select Instructional Television in the registration window.

SUMMER 2016
June 13 — August 7

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Saturday class meetings: June 18 – August 6
Sunday class meetings: June 19 –-August 7

Last Day To: ADD classes, June 22, with instructor approval
Drop without incurring fees: June 22
Drop without receiving a "W": June 22

FALL 2016 Session A
August 29 — October 23

<table>
<thead>
<tr>
<th>Classes</th>
<th>Section</th>
<th>Saturday Campus*</th>
<th>Sunday Campus*</th>
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Saturday class meetings: September 3 – October 22
Sunday class meetings: September 4 – October 23

Last Day To: ADD classes, September 7, with instructor approval
Drop without incurring fees: September 7
Drop without receiving a "W": September 7

FALL 2016 Session B
October 24 — December 18

<table>
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Saturday class meetings: October 29 – December 17
Sunday class meetings: October 30 – December 18
No class meetings: November 26 & 27

Last Day To: ADD classes, November 2, with instructor approval
Drop without incurring fees: November 2
Drop without receiving a "W": November 2

*First college is AM / Second PM. Saturdays are at Southwest & City Colleges, Sundays are at Pierce & Valley Colleges.
Class Schedules are subject to change. Please verify course information on our website for registering.

Website: www.lamission.edu/itv • Telephone: 818.833.3594 or 800.917.9277
Campus Directions

Los Angeles Southwest College is located at 1600 West Imperial Highway at Denker Avenue in South Los Angeles

From Hawthorne & South Bay: Take the San Diego (405) Freeway north and then exit at Imperial Highway. Turn right onto Imperial Highway and proceed east about three miles. The campus is one block east of Western Avenue.

From Downtown Los Angeles: Take the Harbor (110) Freeway south and then exit at Imperial Highway. Proceed west for about two miles to 1600 West Imperial Highway.

From Inglewood & Lennox: Take Prairie Avenue South to Imperial Highway. Make a left and proceed east to Imperial Highway for about two miles. The campus is one block east of Western Avenue and Imperial Highway at Denker Avenue.

From Compton & Watts: Take the 105 Freeway west to Vermont Avenue. Turn right and proceed north on Vermont Avenue for about ¼ mile. Turn left at the intersection of Vermont Avenue and Imperial Highway, and proceed west on Imperial Highway for about one mile.

SAFETY
The college is concerned about your safety. In case of an emergency, detailed instructions are posted throughout the campus. Take a few minutes to read them and plan for your safety. In an emergency, remember these key points:

- Be calm and assess the situation,
- Help classmates who appear to be having difficulty,
- Stay out of the way of doors and driveways so emergency personnel can get to the problem. Move quickly, but calmly get out of danger, and if all else fails Call The Campus Sheriff’s Office at (323) 241-5311

Campus Map