

GETTING ONTO YOUR CAREER AND ACADEMIC PATHWAY

OUR CAREER AND ACADEMIC PATHWAYS

LACC has nine Career and Academic Pathways that can help you explore related programs of study.

Our Career and Academic Pathways are:

- Business Entrepreneurship & Law
- Foundational Skills
- General Education
- Health Science
- Languages, Humanities, & Communication
- Performing Arts & Entertainment
- Science, Technology, Engineering, & Math (STEM)
- Social & Behavioral Sciences
- Visual Arts & Design

Exploring Career and Academic Pathways

Each of LACC's Career and Academic Pathways contains a group of programs offered at LACC that share common themes or require common skills.

Program Mapper (programmap.lacitycollege.edu/academics) allows you to compare occupations and careers associated with the program, typical wages, and the labor market demand in California.

Each program has a map that shows the sequence of courses you need to take each semester to complete the program. Program learning outcomes describe the skills you will possess upon completing the program.

For further information, make an appointment with an academic counselor, visit our Career Center, or speak to a Department Chair. Additional support is available through our numerous student and academic support services.

ADMISSIONS

Admission Application

The first step to becoming a college student is to submit a college application.

- The college application is for new, returning, or high school students wanting to take classes for college credit. The college application is available at lacc.edu/Students/openccapply/applylacc/Pages/default.aspx
- The noncredit application is for students wishing to enroll in no-cost (0 unit) courses that provide lifelong learning and career preparation opportunities. Noncredit also serves as a first point of entry and a transition point to credit instruction. The noncredit application is available at openccapply.net/gateway/apply?cccMisCode=741&nonCredit=true
- International students should contact the International Student Program for information on how to apply to the college at lacitycollege.edu/Resources/InternationalStudents/Department-Home.

After the submission of a college application, the applicant will receive a Student ID and instructions on how to access the Student Information System portal and college email. In general, college applications will be processed in 1-2 business days.

For assistance in completing the online application, prospective students should visit the campus Welcome Center located in the Student Services Building.

Re-Admission Policy

Students who missed two or more consecutive semesters (fall or spring) must file a new application.

High School Enrollment

To enroll in LACC courses as a high school student (concurrent/dual enrollment), you will need to reach out to your school counselor, apply to LACC, and complete a K12 supplemental application. Visit our website at lacitycollege.edu/Resources/Dual-Enrollment/Department-Home to see the steps you need to follow.

Admission Eligibility Requirements

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

Prospective students who do not possess a high school diploma or its equivalent would be eligible for admission if they meet the following additional eligibility requirements:

- Be at least eighteen (18) years of age, or
- Be an apprentice, as defined by Section 3077 of the California Labor Code, or
- Be concurrently enrolled in K-12 under concurrent and dual enrollment status

Residency Classification

The residency classification determines the amount of enrollment or tuition fee that a student will be required to pay for course enrollment. In addition, the residency status is used to determine student eligibility for the California College Promise Grant.

California Residency. To be classified as a California resident, a prospective student must have resided in California for at least one year and one day preceding the student's residence determination date. The residence determination date is the day before the opening day of instruction at any given semester.

Non-Resident. Students who do not meet the California residency status requirement will be classified as a non-resident. Students with non-resident classification must pay the additional non-resident fee established by the LACCD Board of Trustees. International students with F-1 or M-1 Visa status are classified as non-resident and subject to the required non-resident fees.

Appeal of Residency Status. Except for F-1 Visa international students, students with an initial determination of non-resident status have the right to appeal their residency status. To do so, the non-resident student must complete a Residency Questionnaire form (with supporting documents as listed on the form) and submit to the Admissions and Records Office. The Residency Questionnaire form is available online on the Admissions and Records web page (lacitycollege.edu/Admissions/Admissions-Records/Department-Home). The form must be submitted within 30 calendar days of non-resident notification and before the start of the semester in which the student is requesting a reclassification.

Unit Limit

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

Students may petition for additional units for spring and fall semesters only. Students should contact the Counseling Office (in Student Services Building, 2nd Floor) to petition to take excess units.

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

Planning Your Program/Major

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

Using GI Bill® Education Benefits

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

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

To Use GI Bill® Education Benefits

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

Other Notes

1. To maintain eligibility, veteran students must maintain standards of academic progress as indicated in this catalog.
2. The Veterans Administration will not pay for courses that are not included in a veteran's educational plan, and will not pay for out-of-state tuition fees.
3. 70 Unit Rule - Once a veteran has received an associate degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.

4. Academic Probation: In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

Credit for Military Service

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service, and Elective Credit for Military Training.

There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

See the Credit for Prior Learning information in the "Student Handbook" section of this catalog for the steps to take to receive credit for military service.

Selective Service

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

Non-Resident Tuition Exemptions

California Education Code 68120.5 grants payment exemption to qualified non-resident students who attended and graduated from a California high school or the equivalent. The state regulation does not grant California residency status but only an exemption from paying non-resident tuition.

You may qualify for exemption of non-resident fees under Assembly Bill (AB) 540 and (AB) 2000 if you meet some of the following eligibility requirements:

1. The student must have attended a California high school for three or more years.
2. Attainment of credit earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools.
3. The student must have graduated from a California high school or attained the equivalent, such as GED or passing of the CA High School Proficiency Exam.
4. A U.S. citizen or legal lawful immigrant from out of state who meets both of the above requirements may also qualify for exemption from non-resident tuition payment.
5. Undocumented students must certify that an application for legalization is currently in process or that will do so when they become eligible to do so.

6. To qualify for an exemption to payment of non-resident tuition, the student must complete and sign the LACCD Non-Resident Tuition Exemption Request form (available at lacitycollege.edu/Admissions/Admissions-Records/documents/CA-AB540-form.pdf), otherwise known as the AB 540 Affidavit.

For more information, contact the Admissions and Records office.

- Intent to Transfer-In Form: lacitycollege.edu/Resources/International-Students/documents/Intent-to-Transfer-In-Form_Fillable.pdf
- I-94 (if you are applying for Change of Status)

International students are required by the LACCD to have medical insurance through the District.

For more information visit the website at lacitycollege.edu/Resources/International-Students/Department-Home

International Students

LACC is one of the most diverse campuses in the country, represented by every culture from around the world. The college is certified by the Department of Homeland Security to issue I-20's to non-immigrant visa students seeking to obtain an F1 visa.

The Department of Homeland Security has issued an Interim Rule which requires students with B-visas to change their visa status to either a F1 or M1 non-immigrant visa prior to pursuing a course of study at the college.

(A) Initial Student Checklist: For students currently living outside of the United States or residing in the United States on a B Visa.

Students who are applying from abroad as a new F-1 visa student must submit the following documents:

- F-1 Student Supplemental Application Form (fillable PDF)
- Proof of Funds - Current proof of funding must be in the form of a bank letter or a bank statement (with an official signature/seal). All bank verifications should indicate U.S. currency and dated within 6 months of the term start date. An estimated yearly expense is \$22,000 U.S. dollars.
- Affidavit of Support Form (If you have a financial sponsor)
- Proof of English Proficiency
- Copy of Transcripts or Equivalent (i.e., certificate of completion, diploma). Students under the age of 18 must provide proof of high school completion.

(B) Transfer Student Checklist: For students currently living in the United States.

Students who are currently in the United States on an F-1 visa and wish to transfer to Los Angeles City College must submit the following documents:

- F-1 Student Supplemental Application Form (fillable PDF)
- Proof of Funds - Current proof of funding must be in the form of a bank letter or a bank statement (with an official signature/seal). All bank verifications should indicate U.S. currency and dated within 6 months of the term start date. An estimated yearly expense is \$22,000 U.S. dollars.
- Affidavit of Support Form (If you have a financial sponsor): lacitycollege.edu/Resources/International-Students/documents/Affidavit-of-Support-Form_Fillable.pdf
- Proof of English Proficiency
- Copy of Transcripts or Equivalent (i.e., certificate of completion, diploma). Students under the age of 18 must provide proof of high school completion.
- Copy of I-20 from current school
- Copy of Passport and Visa stamp

REGISTRATION

Registration is given in the following order to new and continuing students who are in good academic standing and completed college orientation and an educational plan.

Priority Registration Tier 1: CalWorks, DSPS/OSS, EOPS, Foster Youth, Active Duty Veterans

Priority Registration Tier 2: Athletes, Promise, Completion

Registration Tier 3: Continuing/New Fully Matriculated Students

Registration Tier 4: Students Who Lost Priority

Registration Tier 5: Open Enrollment, including K-12 Special Admits

Considerations for Enrollment

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

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

Loss of Priority Registration

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

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

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

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

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

- a. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
- b. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.

- c. The student demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term.

All petitions must be submitted by the established deadline as stated in the notification or in the college website. The petition is available at laccd.edu/Departments/EPIE/Documents/LACCD%20Loss%20of%20Enrollment%20BOGW%20Fee%20Waiver%20Appeal%20fillable%20form%2007-01-2016.pdf. The college Priority Registration and Loss of CCPG Appeals Committee will review each petition and inform the student of the outcome within ten (10) business days after the review of petition. The decision of the Priority Registration and Loss of CCPG Committee shall be final.

Wait List

If a class is full and a wait list option is available, a student can use the student portal to indicate they would like to be placed on the wait list. As enrolled students drop from the class, students on the wait list will be added to the class.

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

Late Registration

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

If a class is full and the wait list is full, a student may register for a class with permission from the instructor. The late registration process occurs during the first two weeks of the semester. Students wishing to add a class should show up on the first day of the class and obtain a permission number from the instructor. Students can use the permission number to register through the Student Information System (mycollege.laccd.edu).

Section Transfer

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

A student can request a section transfer by emailing their current instructor, who will submit the request to the Admissions Office. Consent must be granted by the new instructor for the new class and may involve instructor-to-instructor transfer of grade records.

Cancellation of Classes

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

Prerequisites, Corequisites, and Advisories

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

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

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

Satisfactory Grade

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

Clearing a Prerequisite or Corequisite

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

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

Challenging a Prerequisite or Corequisite

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

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

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

1. The prerequisite or corequisite has not been made reasonably available
2. The prerequisite was established in violation of district approved processes
3. The prerequisite is discriminatory or applied in a discriminatory manner

4. The student has knowledge or ability to succeed in the course despite not meeting the prerequisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available
6. Other grounds for challenge may be established by the district governing board

Limitations on Enrollment

Unless specifically exempted by statute or regulation, every course offered is fully open for enrollment and participation by any person who has been admitted to LACC and who meets the prerequisites (California Code of Regulations Title 5 §55200-55202). Enrollment in specific courses may be limited (LACCD Board Rule 8603).

Online Education. Students from the following states are eligible to take online classes at LACC: Arizona, California, Connecticut, Washington D.C., Delaware, Hawaii, Idaho, Illinois, Kentucky, Louisiana, Maine, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, and Wisconsin. For more information, including an online learning readiness assessment, visit lacitycollege.edu/Academics/Distance-Education/Home.

Full-Time Definition

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

Concurrent Course Enrollment

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

Auditing Classes

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

To request to audit a class, complete the Request for Enrollment of a Class as an Audit form at lacitycollege.edu/LACC/media/_buildings/Request-for-Audit-Enrollment.pdf.

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

Credit for Prior Learning

To discuss the awarding of credit for prior learning, contact a counselor or the appropriate department chair. For more information, see the Credit for Prior Learning information in the “Student Handbook” section of this catalog.

Fourth Attempt Petition

A student may enroll and receive a grade of “W, D, F, NCR or NP” in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances. According to Board Rule 6704.10, “Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.”

Fourth Attempt Petitions will be considered for spring and fall semesters only:

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

The Fourth Attempt Petition Form is available at lacitycollege.edu/Admissions/Admissions-Records/documents/LACC-Fourth-Attempt-Petition-Fillable.pdf.

For more information on the Fourth Attempt Petition process, contact a counselor or the appropriate department chair.

Registration Appointments

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

Assistance With Enrolling

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

Dropping Classes and Withdrawing From College

A student may add and drop classes during the designated add/drop period as published in the academic calendar section of this catalog.

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

1. Dropping or withdrawing officially from a class prior to the 20% of a term (10% point in short-term summer, winter, and late-start classes) will prevent classes from appearing on the student’s permanent record.
2. Dropping a class after 20% of the term is completed will result in a “W” being recorded on the student’s permanent record. It is the student’s responsibility to drop before the deadline dates. Excessive “W” grades may lead to financial aid disqualification and college dismissal.
3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the student academic performance during the period of attendance. Students may receive a failing grade in courses in which they stop attending and fail to officially drop or withdraw from the class.
4. Students seeking withdrawal from a class after the “W” deadline for extenuating circumstances should file a general petition in the Office of Admissions. The petition should clearly state the extenuating circumstances and provide supporting documentation.

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

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

IT IS A STUDENT’S RESPONSIBILITY TO DROP CLASSES THEY NO LONGER WISH TO ATTEND. FAILURE TO DROP A CLASS MAY RESULT IN FEE CHARGES AND/OR HAVING GRADES OF “W” OR “F” RECORDED ON THE OFFICIAL STUDENT TRANSCRIPTS.

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

FEES

Student Fees

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

Enrollment Fees for California Residents

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

K-12 Students

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

Fee for Out-Of-State Non-Residents

United States citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$299 per unit and an enrollment fee of \$46 for a total of \$345 per unit.

Note: Fees subject to change by the California legislature.

Fee for Residents of a Foreign Country

Students with visas which require residency in a country outside the United States are required to pay a non-resident fee of \$299 per unit and an enrollment fee of \$46 per unit for a total of \$345 per unit.

Note: Fees subject to change by the California legislature.

Health Fee

The Los Angeles Community College District charges \$19 per semester (and a \$16 per summer or winter Session) mandatory health fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the health fee if they are eligible for religious reasons. Contact the Dean of Student Activities for religious exemption procedures.

Parking Fee (Optional)

The parking fee is \$20 for fall or spring semester and \$10 for summer or winter session. You may pay the parking fee and obtain the parking permit from the Business Office. Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Students who purchase a parking permit may park in student lots. The Business Office is NOT responsible for parking citations given to any students parking in areas not designated as student parking. Read all posted signs.

Associated Student Government Fee

LACC students are encouraged to join the ASG by paying the ASG fee of \$7 for fall or spring and \$3 for summer or winter session. By joining the ASG, students will get preferred parking in one of the three student lots. Check with the ASG office for information about membership benefits.

F-1 Visa Student Fees

Application processing fee: One-time \$50 fee

SEVIS Fee: A \$25.00 non-refundable fee is added to the enrollment charges each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.

International Medical Insurance (IMED): \$677.58 for fall (includes winter) and \$677.58 for spring (includes summer), and \$338.79 for summer (applied only to new students that begin in Summer).

Note: Fees subject to change.

Instructional Materials Fee

Students may be required to pay (out of pocket) for instructional and other material required for some courses.

Enrollment Fee Waiver - California College Promise Grant

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

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

Loss of California College Promise Grant

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

Summary of Fees

TYPE OF FEE SUMMER	SUMMER/WINTER	FALL/SPRING
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$46/unit	\$46/unit
Non-Resident Tuition for Out-of-State Residents (\$299/unit + \$46/unit enrollment fee)	\$345/unit	\$345/unit
Non-Resident Tuition for International Student and/or F-1 VISA (\$299/unit + \$46/unit enrollment fee)	\$345/unit	\$345/unit
Application Fee (one-time)	\$50	\$50
SEVIS Processing Fee (each semester)	\$25	\$25
International Student Medical Insurance (IMED) (each semester)	\$338.79 (summer)	\$677.58
Audit Fee	\$15	\$15
Health Services Fee	\$16	\$19
Associated Student Government (ASG) Membership Fee (Optional)	\$3	\$7
Student Representation Fee (Mandatory)	\$2	\$2
Parking Fee – Standard All Student Lots	\$10	\$20
Transcripts (All fees owed must be paid before transcripts will be released.)		
Regular Processing (Mailed out within 7 to 10 business days)	\$3/copy	\$3/copy
Rush Processing (Same Day Pickup)	\$10/copy	\$10/copy

of community college students regarding education and social issues before city, county and district government offices and agencies at the local, state, and federal level.

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

Parking Fee

Parking fees can be refunded within the first four weeks of school at the Business Office. In order to get a refund, permits must be returned and a refund form must be completed and submitted to the Business Office. Visit the website to download and print: lacitycollege.edu/Administrative-Services/Business-Office/documents/RefundRequest.pdf.

Fee Refund Policies

Full-Term Course Fees

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

Short-Term Course Fee

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

Non-Resident Tuition Fee

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

Student Representation Fee

A \$2 student representation fee provides independent support for student-elected governmental affairs representatives to express on your behalf the opinions and viewpoints

ONBOARDING

The onboarding process helps students identify and accomplish their educational goals by providing admission, online orientation, self-placement into Math and English courses, counseling, and follow-up services. As part of the process, students declare a specific educational goal and major, attend class regularly, complete assigned course work, and maintain satisfactory progress toward the achievement of their educational goal.

Application

Students can complete an admissions application online. (See the 'Admissions' section in this catalog for more information.) Students can also speak to an Outreach staff member at the Welcome Center (located on the 1st floor of the Student Services building) or at their high school (as applicable in the LACC service area) for assistance in completing the admissions application and to receive general campus information.

Online Orientation

The LACC online orientation introduces students to campus policies, procedures, resources, academic expectations, financial assistance, support services, and college programs which are available to help students make better, more informed educational and career choices. Students will need to log into their portal in order to access the LACC online orientation. Students can complete the online orientation 24 hours a day/ 7 days a week from any computer with a browser and Internet access. Completing orientation is a necessary condition for priority registration.

Visit lacitycollege.edu/Admissions/SSSP/1-Orientation to complete the online orientation.

Counseling/ Student Educational Planning

LACC's Career and Academic Pathways can be found at programmap.lacitycollege.edu/academics.

Counselors are available to help students identify an academic path (foundational skills, certificate, associate degree, associate degree for transfer, and/or pathway for university transfer) and enroll in courses that will align with their general education, competency and major requirements reflected on the student education plan (SEP). Ideally students should meet with a counselor early in their enrollment at LACC to create an SEP that maps out the courses needed to graduate and/or transfer. A counselor will help students evaluate and develop a sequence of courses that will take into consideration prerequisites, corequisites, transcript evaluation, financial means, schedule, and career and academic goals. Failure to complete a student educational plan will impact priority enrollment.

Group Counseling Sessions

Group counseling sessions are in-person, counselor-led advisement sessions. In these sessions, students will learn tips and strategies for academic success, and learn about college

support services and resources. Students will also learn about course requirements including general education needed for associate degrees and transfer. Students will work with the counselor to develop an abbreviated student education plan (SEP). Students who have taken 12 or more units at any college or university should meet individually with a counselor.

Visit General Counseling on the 2nd floor of the Student Services Building for more information.

Onboarding Exemptions

Students may be exempt from onboarding core services if they:

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

Appeal

Onboarding is a campus-wide effort of faculty, administrators, staff, and students. However, if for any reasons you feel that onboarding interferes with your rights as a student, contact the Admissions Office, located on the 1st floor of the Student Services building.

ENGLISH, ESL, AND MATH PLACEMENT

In order for you to achieve your degree, certificate, or transfer more quickly, California community colleges, including LACC, have changed their methods for placement in required Math, English, and ESL (English as a Second Language) courses. You will no longer need to take a placement exam as in the past. Instead, your U.S. high school grades and coursework in Math and English will count toward your placement. (For more information, visit assessment.cccco.edu.)

What if you do not have your high school records, did not complete at least 11th grade in a U.S. high school, or graduated from a high school outside of the United States? You can still enroll in Math and English courses but should consult with a counselor to see which level of Math or English would be most appropriate to start with.

If you are an international student or speak a language other than English, you will complete an ESL Guided Self-Placement Survey.

Once you know your recommended Math, English, and ESL courses, you can enroll in the classes and get on your educational path. You can learn about the ESL guided self-placement process at lacitycollege.edu/Admissions/SSSP/2-Assessment/FAQ. Students interested in completing this process can fill out the interest form at lacitycollege.edu/Admissions/SSSP/2-Assessment/Request.

When you apply using CCCApply or update your placement information using the LACCD MMAP Web Form on your To-Do Checklist, you will be placed into the appropriate course.

English Placement

According to California law, you can start in ENGLISH 101, our transfer-level course. However, you might feel the need for some academic support. As a result, you can use your high school GPA and coursework to determine which support courses, if any, you should take in order to increase your chances of success.

Below is the chart we have devised to help with your decision:

TIER	PLACEMENT CRITERIA	COURSE	RECOMMENDED SUPPORT COURSE
1	HSGPA greater than/equal to 2.6	ENGLISH 101	
2	HSGPA between 1.9 and 2.6	ENGLISH 101	ENGLISH 104
3	HSGPA less than 1.9	ENGLISH 101	ENGLISH 104 (highly recommended)
4	Insufficient data to apply the above (see Guided Self-Placement)		

HSGPA = U.S. high school cumulative grade point average

The support course (ENGLISH 104) is to be taken at the same time as ENGLISH 101. We also offer a course below ENGLISH 101, ENGLISH 028, if you feel the need to start one level below. (If English is not your native language, you may consider the ESL pathway, with E.S.L. 008 being the last sequential course before moving into ENGLISH 101.)

ENGLISH 101 College Reading and Composition I	A transfer-level English composition course that is required for all degrees and all transfer patterns. The course is also a prerequisite for all other transfer-level ENGLISH courses. The course includes tutoring.
ENGLISH 104 College Writing Skills and Support	Provides additional support for students who feel they may need it. This course does not meet any transfer or degree requirement.
ENGLISH 028 Intermediate Reading and Composition	A below-transfer-level course that provides a review of topics at the high school level in preparation for ENGLISH 101. The course does not meet any transfer or degree requirement.
E.S.L. 008 Advanced ESL Composition	A below-transfer-level course intended to prepare English language learners. This course does not meet any transfer or degree requirement.

Along with the support course, we have support services, such as embedded tutoring in our stand-alone ENGLISH 101 courses, the Writing Center and ESL Lab, and free, two-week English boot camps, to help you with your critical reading and writing skills. Consult with the English/ESL department chair for more information about these services.

English as a Second Language (ESL) Placement

If you are an international student or speak a language other than English, we have the ESL Guided Self-Placement Survey to see which level of ESL courses will be best for you. Simply visit lacitycollege.edu/Admissions/SSSP/2-Assessment/Request to request a time to complete the ESL guided self-placement process. For information on the Survey and ESL placement, please contact General Counseling or the English/ESL department. You can also visit lacitycollege.edu/Admissions/SSSP/2-Assessment to get started.

Math Placement

A. Business, Science, Technology, Engineering, and Mathematics (BSTEM)

The following criteria are used for placement into BSTEM math courses.

TIER	PLACEMENT CRITERIA
1	HSGPA greater than/equal to 3.4 or HSGPA greater than/equal to 2.6 and HS Calculus
2	HSGPA greater than/equal to 2.6 or HS Precalculus (or equivalent)
3	HSGPA less than 2.6
N	Use Guided Self-Placement

HSGPA = U.S. high school cumulative grade point average

The following courses may satisfy requirements for business, science, technology, engineering, and mathematics programs:

- MATH 236 Calculus for Business and Social Science
- MATH 245 College Algebra
- MATH 258 Geometry and Trigonometry
- MATH 260 Precalculus
- MATH 260S Precalculus with Support

MATH 100 and MATH 202 (Mathematics Workshops) are available for students who feel they need additional support.

B. Statistics and Liberal Arts Math (SLAM)

The following criteria are used for placement into statistics or liberal arts math courses:

TIER	PLACEMENT CRITERIA
1	HSGPA greater than or equal to 3.0
2	HSGPA between 2.3 and 3.0
3	HSGPA less than 2.3
N	Use Guided Self-Placement

HSGPA = U.S. high school cumulative grade point average

The following courses may satisfy requirements for programs requiring statistics and liberal arts math:

- MATH 215 Principles of Mathematics I
- MATH 227 Statistics
- MATH 227S Statistics with Support
- MATH 230 Math for Liberal Arts Students

MATH 100 and MATH 202 (Mathematics Workshop) are available for students who feel they need additional support.

Guided Self-Placement

If you are not able to provide enough information for automated placement, have been away from high school for more than 10 years, or did not attend or graduate from a U.S. high school or earn a GED or CA High School Proficiency certificate, you may use the Guided Self-Placement process. This may involve meeting with a counselor or other college officer to discuss topics such as the following to help you with placement:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student's home college, and which of them (if any) are required for the student's chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students' rights under the AB 705 law

Math Competency for Continuing Students

If you started taking classes prior to Fall 2019, maintained continuous enrollment, and have placed into any transferable-level math course, you have met math competency for all eligible associate degrees (does not include Associate Degrees for Transfer). If you were admitted in Fall 2019 or later, you will have met competency by verifying earning a C- grade or better in intermediate algebra, its equivalent or higher at a U.S. regionally accredited high school or college, or by other means defined in LACCD Administrative Regulation 79.

Pre-/Corequisites and Major Requirements

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

Math

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

English

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

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

FINANCIAL AID

Financial Aid Office

Student Services Building, 1st Floor
(888) 930-5222
finaid.lacitycollege.edu

What is Financial Aid?

Financial Aid are financial resources made available by federal and state governments and by private sources in the form of grants, scholarships, loans, and employment. This assistance makes it possible for you to continue your education beyond high school, even if you and/or your family cannot meet the full cost.

Eligibility for Federal Aid and Cal Grants

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

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need
- Be making satisfactory academic progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized), or FPLUS Loans (Parental Loans for Undergraduate Students) at any school attended
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), or Cal Grant programs
- Be registered with the Selective Service, if male between the ages of 18 and 25 years old
- Be enrolled as a regular student in an eligible program
- Have a valid social security number
- Demonstrate an Ability to Benefit (as defined in this section)

Ability to Benefit

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

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

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

Apply for Financial Aid

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

Students who are classified AB540 by the LACC Admissions Office may apply for California financial aid programs by completing a CA Dream Act Application available online at dream.csac.ca.gov.

You will need a User ID and password to “sign” your FAFSA or CA Dream Act application. If you are a dependent student, your parent will also need a User ID and password. The option to create your User ID and password will be presented to you when you first begin your application. If you choose not to create your User ID and password at the beginning of the application, the option will be presented to you again when you get ready to submit.

The financial aid application process is free, and you should never pay for federal or state financial aid.

You will need to submit additional applications and/or forms for federal direct loans, emergency loans, or scholarships.

Priority Dates and Deadlines

TYPE OF AID	DEADLINE
Pell Grant, Cal Grant, loans	Financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period. The FAFSA or CADAA must be submitted no later than March 2 for the subsequent award year. (For 2021-22, the deadline was extended to April 1.) Students planning to attend a community college have a secondary deadline of September 2 to apply for Cal Grant.
California College Promise Grant	June 30 of the award year
Federal Work Study and FSEOG	Apply by May 1 and have a completed file by June 1

Dates and deadlines are subject to change.

Verification

If you are selected at random for verification by the U.S. Department of Education and California Student Aid Commission when your application is processed, the Financial Aid Office will request that you submit additional documents.

Requirement to Return Federal Financial Aid

If you receive federal financial aid and withdraw from ALL courses at the institution in the first 60% of the term, you may have to return the “unearned” federal funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and you will be billed and must return any federal grant funds received but not earned. Failure to return these funds will result in the denial of future federal financial aid.

Financial Aid Enrollment Status

The amount of financial aid that is disbursed to you may be less than the amount that is awarded. Disbursements are proportional to your enrollment status.

ENROLLMENT STATUS	ACTIVE ELIGIBLE UNITS*	PERCENTAGE RECEIVED
Full time	12 or more units	100%
Three-quarter time	9 - 11.5 units	75%
Half time	6 - 8.5 units	50%
Less than half time	Less than 6 units	Varies

*See "Satisfactory Academic Progress Policy"

Post-Withdrawal Disbursements

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

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

Federal Recalculation Requirements

Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) awards must be recalculated if your information changes after the initial calculation or disbursement. The three factors that are most likely to change are enrollment status, expected family contribution (EFC), and cost of attendance.

Awards will be calculated during each term, based on your enrollment status for that term. If your enrollment status changes up to the date of the second disbursement run date, the Financial Aid Office will recalculate your federal financial aid grants. A recalculation may result in a decreased or increased award.

Federal Financial Aid

LACC offers the following federal financial aid programs. Detailed information about each program can be found at lacitycollege.edu/Admissions/Financial-Aid/Federal-Aid-Programs

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Loans

California Financial Aid

LACC offers the following California financial aid programs. Detailed information about each program can be found at lacitycollege.edu/Admissions/Financial-Aid/California-Aid-Programs

- CA College Promise Grant
- Cal Grant A
- Cal Grant B
- Cal Grant C

- Student Services Completion Grant
- Chafee Grant Program
- Law Enforcement Personnel Dependents Scholarship A

Scholarships

For information about scholarships, visit lacitycollege.edu/Admissions/Financial-Aid/Scholarships

Determining Financial Need

The type of financial aid and amount received will be determined by the LACC Financial Aid Office. Financial aid awards are based on demonstrated financial need, which is the difference between allowable educational expenses and the expected family contribution (EFC) and/or the student's resources (such as additional grants, scholarships, and awards made by programs other than LACC Financial Aid). Expected family contribution and resources are then measured against the institutional student cost of attendance to determine financial need.

2021-2022 Cost of Education: Living at Home

	9 MONTHS	12 MONTHS
Fees	\$1,238	\$1,854
Books and Supplies	\$1,125	\$1,688
Room and Board	\$9,081	\$12,108
Transportation	\$999	\$1,332
Personal Expenses	\$3,276	\$4,368
TOTAL	\$15,719	\$21,350

2021-2022 Cost of Education: Living Away From Home

	9 MONTHS	12 MONTHS
Fees	\$1,238	\$1,854
Books and Supplies	\$1,125	\$1,688
Room and Board	\$17,253	\$23,004
Transportation	\$918	\$1,224
Personal Expenses	\$3,843	\$5,124
TOTAL	\$24,377	\$32,894

* Subject to change without notice by the California Legislature.

Non-Resident Tuition is added to fees, depending on the student residence code.

Dependent/Child Care is provided to students requiring child care up to a maximum of \$1,000. A student with a spouse attending the same school will receive one child care allowance per family.

Estimating the Cost of Education at LACC

The net price calculator, a tool which allows you to estimate the total cost of education, can be found at misweb.cccco.edu/npc/741/npcalc.htm

Satisfactory Academic Progress Policy

General Information

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Loan (FDL)
- Cal Grant A, B, and C
- Student Services Completion Grant

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

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

Satisfactory Academic Progress Standards

- You must maintain a 2.0 cumulative GPA
- You must complete your program within 150% of the published units that are required for its completion
- You must complete 67% of all coursework attempted

Fraud

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

TRANSCRIPTS

Academic Transcripts

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

Each student is entitled to two academic transcripts without charge. Regular transcripts cost \$3 each and require 10 working days of processing time from the day your request is received by Admissions and Records. Rush transcripts cost an additional \$7 or \$10 per transcript. For rush service requests, the transcript will be sent within two working days from the day your request is received.

Transcripts from another institution are not available for copying (LACCD Board Rule 8401.10).

Credit for Outside Coursework

If you are seeking credit for coursework from other institutions, you will need to have your transcripts evaluated by the appropriate faculty. Major course requirements for local degrees and certificates of achievement may be substituted or waived solely at the discretion of academic department faculty, provided that the major requirement units do not fall below 18 units for the local degree or 16 units for the certificate of achievement. Course substitutions need not be stated in the college catalog, student information system, or any other database that houses academic program requirements. Course substitutions for major requirements for Associate Degrees for Transfer may be recommended by academic department faculty but must be reviewed and approved by the college Articulation Officer. Substitution of coursework required to meet any general education requirements and graduation competency is solely at the discretion of the counseling faculty or Articulation Officer. Appropriate credit will be awarded when your transcripts are officially verified and when you submit graduation petitions and/or transfer certification. Your official transcripts and/or external exams from other institutions must be sent directly to LACC's Admissions and Records. All transcripts received becomes the property of the college and cannot be returned to you.

Evaluation of Foreign and International Transcripts

If you are seeking credit for coursework from a recognized university in another country, you must have your transcripts evaluated by the appropriate faculty.

See the Credit for Courses Completed Outside the United States in the "Student Handbook" section of this catalog for more information. See a counselor for further assistance.