

Student Information Addendum

Spring 2013

February 4 – June 3, 2013

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Crossroads
Building
Opens



[View Schedule Updates](#)

Please read the online catalog carefully.
It is your responsibility to be aware of the
college's rules and regulations.

BOARD OF TRUSTEES, DISTRICT ADMINISTRATION AND PIERCE COLLEGE ADMINISTRATION FOR SPRING 2013 SCHEDULE OF CLASSES (ONLINE ONLY)

This is as of the Chancellor's latest directive, #154 dated July 12, 2012 - Updated Oct. 22, 2012 by Doreen Clay

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Credits:

On the Cover: Chelsea Simpson

Chelsea Simpson, 21, is a New York native who moved to California when she was four. She has been a Pierce business major, and wants to spend time traveling the world working sky-high as a flight attendant. **Photo by Yvonne K. Kleiman**

Pierce College Mission Statement

Pierce College is a student-centered learning institution that offers opportunities for access and success in a diverse college community. The college dedicates its resources to assist students in identifying and achieving their educational, career, and personal goals. Our comprehensive curriculum and support services enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical proficiency, and develop basic skills. We serve our community by providing opportunities for lifelong learning, economic and workforce development, and a variety of enrichment activities.

Pierce College values:

- Student success and engagement
- A student-friendly environment conducive to learning
- Freedom to think, dialogue, and collaborate
- Commitment to excellence
- Access and opportunity
- Service to our communities
- Enrichment through diversity

Admissions – Who Can Attend Pierce College?

<p>You may attend Pierce College if:</p>	<ul style="list-style-type: none"> You have graduated from high school or have successfully passed the California High School Proficiency Examination, or You are over 18 years of age and are no longer attending high school and are capable of profiting from the instruction offered, or You are under 18 years of age and not a high school student, with special permission as a full-time student, or CONCURRENT ENROLLMENT AT PIERCE COLLEGE AND HIGH SCHOOL High School students may enroll concurrently at Pierce College. In addition to the online application for admission, you must submit a separate concurrent enrollment form, approved by your high school counselor and your parents. The enrollment fee is waived for concurrent students who are California residents as long as they are enrolled in 11 units or less in the Los Angeles Community College District. Non-residents will be charged the non-resident tuition for all units taken at any LACCD campus. Concurrent enrollment forms are available online on the Pierce website (www.piercecollege.edu) and at many high school counseling offices. Students in less than 9th grade require special processing. Call (818) 719-6448 for details. Concurrent students are given the last priority for registration.
<p>How do I apply for admission?</p>	<ul style="list-style-type: none"> Online applications begin October 1, 2012. Submit your application as early as possible. The earlier your application, the earlier your registration appointment and the greater your selection of classes. There is no charge for filing an application. For the earliest registration appointment, submit your application online at www.piercecollege.edu. If you are applying to the college as an F-1 Visa International Student, you can download the application online at: http://www.piercecollege.edu/offices/international_students/. The application and all supporting documents must be submitted in-person or via mail/courier to the International Student Admissions Office which is located on the first floor of the Student Services Building. <p>Picture ID is required for all transactions. Every student will be assigned a student ID number and a Student.LACCD.edu email when they apply. This email will be the official notification used for the District. Providing your Social Security Number is optional. It is only required for students applying for financial aid and for students (or their parents) who will be eligible for student tax credits. The Admissions and Records Office is located in the Student Services Building. Office hours: 8:00 a.m. - 6:00 p.m. Monday through Thursday, and 8:00 a.m. - 12 p.m. on Friday.</p>
<p>What are residence requirements?</p>	<p>California Residence Requirement</p> <ul style="list-style-type: none"> To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for a year and a day prior to the start of the semester. If you are not a citizen of the United States you may meet the residency requirement depending on your status with United States Citizenship and Immigration Service (USCIS), length of time residing within the state of California, and other factors. Determination of residence status will be made at the time you file your application. If you request a change of residency determination, it needs to be completed prior to the beginning of the term you are to enroll. Please bring with you original copies of all relevant USCIS documents. Non-resident students applying for reclassification as residents must also show financial independence for the most recent year. A non-resident student from another country is charged non-resident tuition of \$212 per unit. A non-resident student from another state is charged non-resident tuition of \$190 per unit. All non-residents must also pay the \$46 per unit enrollment fee. This fee is subject to change. Non-resident fees may be waived for graduates of California high schools under certain conditions. (See Admissions & Records web page for AB540 petition) As of summer 2009 non-resident fees were no longer automatically waived in the Los Angeles Community College District. You can submit a tuition waiver request available on our website at www.piercecollege.edu. Students in the Foster Youth may qualify for In State residency with Assembly Bill 669.

Registration

<p>Pierce College Class Registration</p>	<p style="text-align: center;">Instructions for ONLINE REGISTRATION</p> <ul style="list-style-type: none"> • Website www.piercecollege.edu • Click on the Class Registration link. • Student information System page will appear • Click on the log on button at the bottom of screen • Read instructions on new page. • Click on How to use the system and read instruct- • Click on Student Information System, read instructions and proceed. <p style="text-align: center;"><i>Pierce College does not utilize a wait list system -</i> <i>The system allows students to enroll in a course through the online registration portal, on a first-come first-served basis, the moment a seat becomes available in the course due to a student dropping out. This option, however, is <u>only available until the day before classes begin</u>. After that, interested students will need to attend the first day of class and the instructor if possible will give them a signed add card should there be room in the class to add the student</i></p>
<p>District Registration</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Register at more than one college!</u></p> <ul style="list-style-type: none"> • Students registering for classes through the college’s web-based registration system will also have the opportunity to register for classes at any of the other colleges in the Los Angeles Community College District – East L.A. College, L.A. City College, L.A. Harbor College, L.A. Mission College, Pierce College, L.A. Trade-Technical College, L.A. Southwest College, L.A. Valley College, and West Los Angeles College. Students can also register for Instructional Television (ITV) classes as well. </div> <div style="width: 45%;"> <p><u>Search for Classes on the Web!</u></p> <ul style="list-style-type: none"> • Using the college’s web registration system, students can search for available classes at any college in the Los Angeles Community College District. They can even search for a particular course by time and days of the week! </div> </div> <p><u>12,000 Classes to Choose From!</u></p> <ul style="list-style-type: none"> • The opportunity to enroll at multiple colleges gives students access to over 12,000 classes throughout the nine colleges in the Los Angeles Community College District.
<p>Repetitions and Withdrawals</p>	<p>New rules about the number of times you can attempt a course</p> <p>Effective Summer 2012, course withdrawal (“W”) and/or a substandard grade (“D;”“F” or “NP”) count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.</p> <ul style="list-style-type: none"> • Students who drop or are excluded after the last day to drop without a grade will have a “W” appear on their transcript. The “W” will count as an attempt for that course. • A course in a student’s transcript which currently shows a recorded “W” counts as an attempt for that course. • Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades. <ul style="list-style-type: none"> • Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades. • For courses specifically designated as “repeatable,” students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161). <p>What students should do:</p> <ul style="list-style-type: none"> • Be sure you are academically ready for classes you enroll in. • If you must drop a course, drop before the specified deadline for dropping a class without a grade of “W.” • See a counselor before making decisions that could affect your educational plan.

Admissions & Registration

Pierce College Policy on Prerequisites, Corequisites, Recommended Preparation, and Limitations on Enrollment

The faculty has identified knowledge and skills that are necessary for success in certain classes. At registration, students need to determine if any courses require previous knowledge. The catalog and schedule of classes use four terms to show if such knowledge is required:

PREREQUISITE: means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program (i.e., a course that must be passed with a grade of “C” or better, or a requirement that must be met before enrolling in a given course). Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite.

COREQUISITE: is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course (i.e., a course that must be taken at the same time as another course.)

ADVISORY: means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program (i.e., preparation that is helpful, but not required, before enrolling in a given course).

LIMITATIONS ON ENROLLMENT: a prerequisite necessary to protect a student’s health and safety and the health and safety of others. (See prerequisite). Limitations on enrollment may also apply to certain courses (e.g., performance, honors, and special programs) if comparable courses are provided.

Prerequisite Challenge Procedures

A student may challenge a prerequisite or corequisite by filing a prerequisite challenge form. The reasons for seeking a challenge may include one or more of the following:

1. A prerequisite is not reasonably available;
2. The student believes the prerequisite is not valid or necessary for the success in the course for which it is required;
3. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner, or
4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
5. The student believes it to be unfounded that he or she might cause a health or safety hazard.

The steps for filing a challenge are outlined below:

1. Obtain and complete a challenge form accompanied by all necessary documentation, from the Assessment Office (Student Services Building) or download from their website.
2. Return the completed form with documentation to the Assessment Office. A prerequisite challenge requires written documentation (e.g. proof of alternative course work, explanation of background or abilities which adequately prepare the student for the course, etc.) before it can be processed.
3. Return to the Assessment Office five (5) working days after filing a challenge for an answer.

Students with questions regarding filing a prerequisite challenge may contact the Assessment Office in the Student Services Building or call (818) 719-6499 for information or appeal procedures to the challenge process outlined above.

Enrollment Process

Enrollment Process – How To Register For Spring 2013 Classes

New Students

You are a NEW student if this is your first time to ENROLL in classes or you have not been active in a class for over a year.

1 Complete Application - To receive the earliest possible registration appointment, apply over the internet (www.piercecollege.edu). International students must complete their admissions process through the International Students Office. Concurrent high school students must also submit a completed Concurrent Enrollment Permission form.

2 Financial Aid - To receive the best possible financial aid package for 2012-2013 academic year, new students are encouraged to submit their Free Application for Federal Student Aid (FAFSA) between January 1, 2012 and March 2, 2012 to be considered for priority funding. Students who do not complete the FAFSA prior to March 2, 2012 are urged to submit their FAFSA as soon as possible; however, funds in some financial aid programs may be limited or not available. For faster processing, apply on-line at www.fafsa.gov.

3 Assessment - Complete the English or English as a Second Language (ESL) and mathematics placement process. This process helps place you in classes where you are most likely to succeed. You should complete the assessment process as early as possible. All sample tests can be downloaded from the internet, including English, math and chemistry exams. You may view your placement results online, usually within 3-5 business days, by logging into the Student Information System. Test scores and/or course work from other colleges may be used in place of the Pierce Assessment. Questions? Contact the Assessment Center at 719-6499.

4 On-line Orientation - You must complete the on-line orientation at www.piercecollege.edu. If you have additional questions, see a counselor.

5 Registration - You will receive your registration appointment by e-mail when you apply online. You may register for your classes online. Complete instructions can be found on the registration section of the web and in the on-line orientation.

6 Payment - Payment is due when you register. You may pay with cash, check, or credit card. A hold will be placed on your record if you do not pay when you register. A Registration/Fee Receipt and a Pierce College picture ID card will be issued to you when payment is made. If you pay by web or mail, you may pick up your picture ID in the College Services Building.

PIERCE COLLEGE WILL NO LONGER BE MAILING REGISTRATION/ FEE RECEIPTS AND PARKING PERMITS TO STUDENTS BEGINNING SUMMER 2010. STUDENTS MUST COME TO THE COLLEGE BUSINESS OFFICE TO PICK UP THEIR RECEIPTS AND PARKING PERMITS.

The Business Office will only print out a schedule of classes for those who have paid their registration fees IN FULL.

Please note that a \$10 returned check charge is assessed for a check returned to the Business Office unpaid by the bank for any reason. A stop payment order on a check does not constitute an official withdrawal nor does it release the student's financial obligation for the fees. A student with an unpaid financial obligation will not be able to register for subsequent semesters.

Continuing Students

You are a CONTINUING STUDENT if you were active in classes during either the Spring 2012 or the Fall 2012 semesters.

1 Registration Materials - Continuing students will receive an email in May with their priority internet registration appointments for registration beginning November 29. Your priority registration appointment is also available through the online student information system.

2 Financial Aid - To receive the best possible financial aid package for 2012-2013 academic year, continuing students are encouraged to renew their Free Application for Federal Student Aid (FAFSA) between January 1, 2012 and March 2, 2012 to be considered for priority funding. Students who does not complete the FAFSA prior to March 2, 2012 are urged to submit their FAFSA as soon as possible; however, funds in some financial aid programs may be limited or not available. For faster processing, apply on-line at www.fafsa.gov.

3 Assessment - You may need to meet certain course prerequisites prior to registration. Check individual course requirements. All sample tests can be downloaded from the internet, including English, math and chemistry exams.

4 Counseling/Prerequisites - See a counselor well in advance of registration. Ask about degree and major requirements. Check the Counseling website to schedule an appointment. Bring proof of prerequisite courses completed at other colleges to the Assessment Center or the Counseling Office in the Student Services Building.

5 Registration - Use your priority registration appointment to register online. Write down and save your confirmation numbers.

6 Payment - Payment is due when you register. You may pay with cash, check or credit card. A hold will be placed on your record if you do not pay when you register. If you pay on line or by mail, you must pick up your registration/fee receipt and parking permit on campus at the Business Office.

PIERCE COLLEGE WILL NO LONGER BE MAILING REGISTRATION/ FEE RECEIPTS AND PARKING PERMITS TO STUDENTS BEGINNING SUMMER 2010. STUDENTS MUST COME TO THE COLLEGE BUSINESS OFFICE TO PICK UP THEIR RECEIPTS AND PARKING PERMITS.

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Enrollment Process

Enrollment Process

Once the semester begins, here's how to:

Add a Class

- Students may continue to add classes through the Pierce College web site up to February 3, 2013.

Pierce College does not utilize a wait list system. The system allows students to enroll in a course through the online registration portal, on a first-come first-served basis, the moment a seat becomes available in the course due to a student dropping out. This option, however, is only available until the day before the classes begin. After that, interested students will need to attend the first day of class and the instructor will give them a signed add card should there be room in the class to add the student.

Drop a Class

- Students may drop classes using the internet.
- Short-term classes have different drop deadlines. Check with the class instructor or the Admissions Office.

Audit a Class

- Obtain a signed Audit Permit from the class instructor.
- Take Audit Permit to the Admissions & Records Office for processing.
- February 19, 2013 is the deadline for this request.

Fee to Audit a Class

- \$15 per unit (3 units free if enrolled in 10 units of credit enrollment in the current semester).
- No Credit Given.
- No Refunds. Fee not transferable.
- Financial Aid does not pay for audits.
- Audit fees are not waived for Concurrent High School students.

Stay In The Know *Pierce College sends emails to students every semester with important information about registration and semester deadlines. Make sure you receive the information you need by updating your email addresses.*

1. Go to www.piercecollege.edu
2. Click on **CLASS REGISTRATION**
3. Click on **LOG ON TO THE STUDENT INFORMATION SYSTEM HERE**
4. Click on **MAIN MENU** located at the bottom of the menu.
5. To update your email address click on **EDIT** above your email address.

College Admissions & Business Office Hours

Admissions:	M-Th	8:00 a.m. - 6:00 p.m.
	F	9:00 a.m. - 12:00 p.m. Business
Office:	M-Th	8:00 a.m. - 7:30 p.m.
	F	8:00 a.m. - 4:00 p.m.

Deadlines

Please refer to the College Calendar for deadline dates. Complete information is available on the Admissions & Records web page.

College Catalog

Purchase your College Catalog at the Student Store.

The catalog includes:

- important information all students should know
- complete course descriptions
- degree and certificate program requirements

Don't know where to go for a particular problem?

Start with the Information Desk, located in the lobby of the Student Services Building or call us at (818) 719-6401:

- 8:00 a.m. - 7:00 p.m. Monday – Thursday
- 8:00 a.m. - 3:00 p.m. Friday

STUDENTS WHO FAIL TO ATTEND THE FIRST CLASS MEETING MAY FORFEIT THEIR PLACE IN THE CLASS BUT THEY ARE RESPONSIBLE TO DROP THEIR COURSES BY THE SET DEADLINES.

Pierce College Classes Cost Only \$46 per unit*

Fee And Refund Schedule — Spring 2013

TYPE OF FEE	AMOUNT†	REFUND DEADLINE
Enrollment Fee	\$46 per unit*	End of second week of the semester. Deadline for short term classes will be different for each class
* Subject to change by the California Legislature		
Non-resident Tuition (All non-resident students must pay the \$46 per unit enrollment fee in addition to non-resident tuition. Non-resident tuition is due upon registration.)		
Students from another State:	\$190 per unit	End of second week of the semester
Students from another country:	\$212 per unit	Deadline for short term classes will be different for each class
International Student Fees		
International Student (F1 VISA)		
Application Fee:	\$35	Non-refundable
SEVIS Processing Fee:	\$25	Non-refundable
International Student Medical Insurance	Estimated at \$498 per semester	Full refund before first day of instruction. Prorated by vendor thereafter.
Health Services Fee	\$11	End of second week of the semester. Deadline for short term classes will be different for each class
Audit Fee	15 per unit	(Students who have NOT REFUNDABLE enrolled in 10 units or more OR TRANSFERABLE of credit enrollment may audit up to 3 units without charge)
Student Representation Fee	\$1	End of second week of the semester when student withdraws from all classes
Parking Fee	\$20	End of second week of the semester. Deadline for short term classes will be different for each class
Associated Students Organization Membership Fee	\$7	End of second week of the semester. Deadline for short term classes will be different for each class
Other Fees		
Emergency Processing of Transcript or Verification of Enrollment	\$10	* The first two verifications or transcripts requested are free. See Admissions & Records website for details.
Verification of Enrollment*	\$3	All fees owed must be paid before transcripts or verifications will be released.
Record of Work in Progress*	\$3	
Transcript*	\$3	

All fee refunds must be claimed in person at the Business Office.

Please note that a \$10 returned check charge is assessed for a check returned to the Business Office unpaid by the bank for any reason. A stop payment order on a check does not constitute an official withdrawal nor does it release the student's financial obligation for the fees. A student with an unpaid financial obligation will not be able to register for subsequent semesters.

Tax Credit Available to Students

In accordance with federal tax credit legislation, Pierce College will mail a verification 1098T form the end of January to each student registered at least half-time on census day and who has paid registration fees. Please check with your tax preparer to determine if you are eligible to take advantage of this credit and the amount you may deduct. If you are entitled to this deduction, it is important that the college have your current address. If you have moved, you need to complete a Change of Information form with the Office of Admissions and Records. The social security numbers of students who have chosen an assigned identification number will not be printed on the 1098T. If you wish to add your social security number you may do this by completing a W-9, Request for Taxpayer Identification Number and Certification form with the Business Office.

Parking Fee

A parking permit is required at all times when using campus parking facilities during regular school hours, 7 a.m. - 10 p.m., Monday through Friday. Permits are not required for Saturday or Sunday.

The Board of Trustees of the Los Angeles Community College District has authorized parking fees for all on-campus parking at district colleges.

To encourage membership in the Pierce College Associated Students Organization, the College Administration has entered into an agreement with the ASO whereby individuals who both pay the District parking fee and join the Associated Student Organization will receive as a benefit of membership preferred parking privileges on campus. Students displaying a Preferred Student Parking Permit may park, if space is available, in all student parking lots, including the preferred lots (1, 3, 6, 7, 8 and 9), as well as legally allowable street parking spaces. The non-preferred parking lots (permit required) are 5, and El Rancho Drive.

Preferred Parking Permit (ASO included) \$27

Restricted Parking Permit
 \$20

Duplicate charge for second car
 \$27

Students who do not elect to purchase the Permit at the time of registration may do so at any time during the semester at the Business Office located next to the Student Store.

Students who purchase parking permits online must pickup their parking permit placard and receipt of purchase from the Business Office.

No refunds for parking will be issued after the second week of the semester. Students who pay the parking fee will be issued a permit. This permit must be displayed clearly from the rear view mirror when parking in college parking lots.

It is the students' responsibility to make sure they know the current parking rules and regulations. If you are not clear about the rules please contact the Sheriff's Office on campus. It is also the students' responsibility to make sure the current permit is visible to College Sheriffs. The college is not responsible for lost permits under any circumstances.

There will be a \$27.00 charge for all stolen or lost permits.

Note: The issuance of a parking permit does not guarantee the student a parking space, only the opportunity to park in an appropriate lot if spaces are available. Any vehicle parked in the areas without the proper permit appropriately displayed will be cited.

A STUDENT'S PIERCE COLLEGE PARKING PERMIT IS VALID AT EACH LOS ANGELES COMMUNITY COLLEGE DISTRICT CAMPUS AT WHICH THE STUDENT IS CURRENTLY ENROLLED IN CLASSES.

Please refer to the “Campus Parking, Traffic and Safety Regulations” for more detailed information.

Student ID Cards

All new and returning students will be issued a picture ID card. Continuing students should bring their ID cards to the Business Office and present it when paying fees.

ID cards serve as official identification for access to college programs and services including the Student Store, Library, and Learning Center. A \$5 fee is charged for replacement of lost cards.

Associated Students Organization Fee

Membership fee is \$7 per semester. Membership in the Associated Students Organization is not mandatory. See catalog for complete Associated Students Organization information. Also see note regarding restricted parking. Preferred parking privileges are available only to ASO members. For questions please call the Business Office (818) 719-6432

Instructional Materials

Students may be required to provide instructional and other materials for a credit or non-credit courses. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Refunds

- Cash or checks - All refunds of payments will be made by check. No cash refund will be made. A waiting period is imposed to allow a check to clear the bank before a

refund may be issued. This period varies, but it takes approximately three weeks from the date the check is received by the College Business Office or Student Store.

- Credit Cards - A credit will be issued through the credit card agency and must be claimed in person at the Business Office.

Check Acceptance Policy

YOUR CHECK IS DEPOSITED ON THE SAME DAY ELECTRONICALLY AND FUNDS ARE WITHDRAWN ON THE SAME DAY.

Check Types Accepted

The Electronic Check Service only accepts:

- Personal checks

Check Types That Are Ineligible

In Accordance with the NACHA rules, the Electronic Check Service does not accept:

- Checks not pre-printed
- Business/Corporate checks
- Third – party checks
- Government checks
- Insurance checks
- Payroll checks
- U.S. Treasury checks
- Federal Reserve checks

Returned Check/Stop Payment Charge

There is a charge for each check returned by the maker’s bank or if payment is stopped by the maker.

Currently this charge is \$10, but is subject to change without notice.

In addition, the college reserves the right to refuse acceptance of a check from an individual who previously had his/her check returned by the maker's bank to this college or any of the other eight colleges in the L.A. Community College District.

Students remain financially responsible for the enrollment fee and non-resident tuition unless they officially drop classes through the Admissions and Records Office by the end of the second week of the semester.

Services For Students

Bookstore

Pierce College's Bookstore is located in the College Services Building next to Parking Lot 1. Students can buy their textbooks and academic supplies as well as gift cards and sundries. Students can also rent lockers and P.O. boxes.

Textbook information is available online at www.piercebookstore.com

The store accepts personal checks, VISA, Master Card and Discover.

If paying by check, you must present a current Pierce Student Photo ID or a California Driver's License and a printout of your current class schedule. Checks will be accepted for the amount of purchase or payment only.

The store reserves the right to restrict purchases to members of the Pierce College community during the beginning of school-term rush

periods and may require presentation of a college ID card.

There is a charge for each check returned by the maker's bank.

Currently the charge is \$10 but is subject to change without notice.

Bookstore Refund Policy

A. *TEXTBOOKS ARE ELIGIBLE FOR REFUND UNDER THE FOLLOWING CONDITIONS:*

1. All textbooks being returned must be accompanied by a Pierce College Bookstore Cash Register Receipt.
2. Textbooks must be returned within the first five school days from the start of the semester to obtain a full refund. All textbooks which are returned starting on the sixth day of class must include a valid drop slip from admissions and records or proof that you are not enrolled in the class. **This exception period ends on the last day to drop or add classes after which no refunds will be made.** (Holidays, Saturdays and Sundays are not considered school days.)
3. Rented textbooks or calculators will be eligible for full refund if they are returned within the first five school days from the start of the semester. Starting with the sixth day of class, no refunds will be permitted for rented textbooks and /or calculators. No exceptions.
4. Textbooks must be returned in the same condition as when purchased. (New books must be

- free of any markings, underlining, soil marks or erasures, and all pages must be intact.) Determination of the condition of a new textbook will be made by the Bookstore Manager or Assistant Manager.
5. New textbooks returned with minor marks or damage may be refunded at the used book price of 75% of their retail price. (with exceptions stated in number 8.
 6. To be eligible for a refund, all textbooks purchased after the fifth (5th) school day must be returned within 24 hours and accompanied by a Pierce College Bookstore Cash Register Receipt.
 7. To be eligible for a refund, shrink-wrapped syllabi and Textbook sets must be sealed upon their return in their unopened original wrapper unless labeled "NO RETURNS" on the item or shelf tag. The Bookstore may consider a refund of opened textbook sets under the following conditions: all pages must be accounted for, all sheets must be in as-purchased condition, and there will be a \$2.00 fee for re-wrapping unless labeled "NO RETURNS" on the item or shelf tag.
 8. Any shrink-wrapped text that includes as part of their package website tutorials and passcodes, computer disks, or audio tapes, must be returned in the original, unopened, shrink-wrapped package unless labeled "NO RETURNS" on the item or shelf tag.
 9. Book rental refund policies are governed as per the signed agreement issued at time of sale and may include conditions as indicated in numbers 1 through 8 of this refund policy.
- B. SUPPLIES AND NON-TEXTBOOK ITEMS*
1. All supplies and non-textbook items are refundable if they are in their original package, in new condition, accompanied by the original sales receipt and are returned within the next business day unless labeled "NO RETURNS" on item. Examples: calculators, clothing, trade books.
 2. No refunds can be given on athletic supporters, swimsuits, sweat socks, safety goggles, dust masks and other items not listed which are governed by California health laws.
- C. REFUNDS FOR PURCHASES MADE BY CHECK*
1. The rules above which govern return of textbook and supply items apply. The text must be returned within the eligibility periods stated above.
 2. A processing period of ten working days from date of original purchase will be imposed before a refund will be issued. This waiting period will be waived upon presentation by customer of cancelled check.
- D. REFUNDS FOR PURCHASES MADE BY CREDIT CARD*

1. No cash refund will be made by the Bookstore. A credit will be issued to the credit agency.
2. The customer must present an original receipt and the credit card used at the time of purchase so that a refund can be forwarded to the credit agency.
3. Credit or debit card refunds may take up to two weeks to post to your account depending on your bank or credit agency.
7. Year round buyback - Students have the opportunity to sell their textbooks for cash to the Bookstore throughout the semester.
8. Textbook rental program - We offer students more options by providing various textbooks for rent at a lower price.
9. Online ordering - In order to save time and for your convenience, you may order your textbooks and merchandise through our online store at www.piercebookstore.com.

Some of the Products & Services Offered by the Bookstore

1. Fax Services provided in CopyTech: Sending and receiving at low rates for both domestic and international destinations.
2. Gift Certificates - Available in the denominations of \$10, \$25, & \$50. Gift Cards - Available in any amount. They make a perfect gift for all occasions.
3. Shipping services via UPS or FEDEX.
4. Locker Rentals - Students may rent a locker for \$30 a semester to store their belongings. You may also rent a locker for \$2.50 per day or \$10 per month. See a bookstore associate for details.
5. Computer software - Software can be purchased at a low academic price. These special prices are only available to students, staff, and faculty.
6. Trade books - This includes dictionaries, test preps, and study aids.
10. Mailbox/P.O. Box rental - The Bookstore offers a mailbox for rent for your convenience. The rate is \$60 per a 6 month period or \$120 for a 12 month period.

How to Read the Schedule of Classes

SAMPLE COURSE LISTING

	Course Name	Course Number	Course Title	Transferability	Units
	CHEMISTRY 101—GENERAL CHEMISTRY I (UC:CSU) 5 UNITS				
	(Formerly Chemistry 1)				
Important Course Information	Prerequisite: Chemistry 60 with a grade of "C" or better.				
Section Number	8151	Lec	8:00- 9:25	MW	OGAR, G W
		Lab	12:45- 4:50	Th	HAMMON, S B
		And	11:10-12:15	MW	OGAR, G W
					CFS 91126
					CFS 92011
					CFS 92026
	Evening Classes				
	3058	Lab	5:30- 8:00	MW	SOLOFF, L B
		Lec	8:00-10:10	MW	SOLOFF, L B
					CFS 91125
					CFS 92026

Boxes denote special class types.

Indicates Classes that begin at 3:30 p.m. or later

Time/Day Class Meets

Instructor

Building Room

Key To Transfer Credit Codes

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

†UC The granting of transfer credit by a UC campus for directed study, fieldwork, or variable topics courses is contingent upon a review of the course outline AFTER transfer. A UC student must submit a petition to initiate this process. For further clarification, please consult a counselor.

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. (Please refer to the catalog.)

RPT Number of times a course may be repeated for credit.

Time/Day Codes

Daily Meets Monday through Friday.

TBA Day and Hours to be arranged. See Instructor

Prerequisite:

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

Corequisite:

A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

Advisory:

A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Building Abbreviations *For map, see inside back cover.*

ADM	Administration Building	CLEVELAND	Cleveland Center	KENNEDY	Kennedy Center
AGOURAHS	Agoura Center		(Off Campus)		(Off Campus)
	(Off Campus)	CLINICAL	Health Care Facility	LIB	Library
ANTH	Anthropology		(Off Campus)	MATH	Mathematics
ART	Art	COSC	Computer Science	MUS	Music
AS	Agricultural Science	DAN PEARL	Daniel Pearl Center	NGYM	North Gym
AT	Applied Technology		(Off Campus)	NRTHRDGE	Northridge Academy Center
BEH	Behavioral Science	EB	English Building		(Off Campus)
BIRMHS	Birmingham Center	ELCAMINO	El Camino Real Center	OC	Off Campus
	(Off Campus)		(Off Campus)	PAB	Performing Arts Building
BUS	Business Education	EQUESTRN	Equestrian Center	PAC	Performing Arts Complex
CALABASA	Calabasas Center	FERAHIAN	Ferrahian Center		(Temporary location)
	(Off Campus)	FIELD	Gym Area Athletic Field	POOL	Swimming Pool
CAMP CTR	Campus Center	FLDH	Field House	RESEDAHS	Reseda Center
CANOGAHS	Canoga Park Center	FO	Faculty Office		(Off Campus)
	(Off Campus)	GEOG	Geography	SGYM	South Gym
CAS	Center for Academic Success	GRANADA	Granada Hills Center	SOC	Social Science
CDAD	Child Development Academic Dept.		(Off Campus)	SOCES	Sherman Oaks Center
CDC	Child Development Center	GRT HALL	Great Hall		(Off Campus)
CFS	Center for Sciences	IT	Industrial Technology	SSB	Student Services Building
CHATSWTH	Chatsworth Center	IVY ACAD	Ivy Academia Center	STADIUM	Shepard Stadium
	(Off Campus)		(Off Campus)	TAFT HS	Taft Center (Off Campus)
CHEM	Chemistry			UPPERCTS	Tennis Courts (upper)
				VLGE	Village

Financial Aid

The purpose of student financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend college. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses. Financial aid is meant to supplement the family's existing income/financial resources and should not be depended upon as the sole means of income to support other non-educational expenses.

Financial aid is available from various sources such as federal, state, institutional, community organizations and individual donors. Financial aid can be awarded in the form of grants, loans, work-study, scholarships, or a combination of these.

The first step in the application process is submitting the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.gov. In addition to the FAFSA, students may have to provide additional information to the Financial Aid Office. Additional information about the financial aid application process and availability of financial aid programs may be obtained in the Financial Aid Office or by visiting our website at www.piercecollege.edu/offices/financial_aid

Please follow the deadlines below:

- January 1, 2012—
FAFSA application available on-line at www.fafsa.gov
- March 2, 2012 —
Cal grant deadline and application priority deadline
- April 1, 2012 —
Established priority funding deadline for limited funded financial aid programs
- May 1, 2012 —
Established priority deadline to submit required documents to the Financial Aid Office
- Sept. 2, 2012 —
Extended competitive Cal grant deadline for community college students

Eligibility

To be considered for financial aid, students must 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.
- Have a valid social security number

(SSN)

- Demonstrate financial need.
- Be enrolled as a regular student in an eligible program.
- Be making satisfactory academic progress in a course of study leading to a Certificate, AA or AS Degree, or Transfer Program.
- Not be in default on any student loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized or unsubsidized), or Supplemental Loans to Assist Students (SLS) at any college attended.
- Not owe a refund on a Federal Pell grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with Selective Service if you are male between age 18 and 26.
- Must have a high school diploma or its equivalent or passed the general Educational Development (GED).

Awards

The amount of financial aid offered to students is determined by the difference between their educational expenses and the financial contribution their families can make toward these expenses, which is referred to as "financial need". Once financial need is determined, an Aid Offer is assembled consisting one of more of the following types of financial aid programs:

1. GRANTS – A grant is a form of financial aid that typically does not have to be paid back. It is the best type of aid you can receive. Apply as early as possible since some grant funds are limited. The following are various types of grants:
 - a. Federal PELL grant
 - b. Federal Supplemental Educational Opportunity grant
 - c. Cal grant B or C
 - d. Chafee Grant
2. WORK-STUDY – This program enables students to earn a portion of their financial aid award through part-time employment either on or off campus.
3. FEE WAIVER – this program is a state funded program that waives the enrollment fees to California residents who meet the income and eligibility requirements.

Financial Aid

- 4. **STUDENT LOANS** – Federal student loan is a financial aid program available to students who demonstrate financial need while attending college at least half-time (6 or more approved units). Student loans must be repaid.
- 5. **SCHOLARSHIPS** – There are numerous local and national scholarship opportunities available in the form of free money.

Consequences of withdrawing

Students who receive financial aid and then withdraw from all or part of their classes may have to repay all or some of the financial aid funds received. Please note that withdrawing from classes may affect the satisfactory academic progress for future financial aid eligibility.

Students who received federal financial aid and withdrew from all classes in the first 60% of the semester are subject to Return to Title IV Regulation. The Financial Aid Office is required to calculate the amount of federal funds earned by the

student up to the point of withdrawal and students will be billed and must repay any federal funds received but not earned.

If the student owes a repayment of federal and/or state financial aid funds due to withdrawal of a class or Return to Title IV regulation, a hold will be placed on the student’s academic record until the debt is repaid. A hold on the academic record will mean a student will not be able to register for classes for a subsequent semester, obtain a copy of their academic transcripts and receive other college services. Nonpayment of the unearned amount will be reported to the United States Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Database System (NSLDS) which will result in the denial of future financial aid at all colleges and universities.

If a student is considering withdrawing from classes, please contact the Financial Aid Office first. We may be able to provide you advice that will help avoid a repayment.

Regular Office hours:

Monday & Tuesday	8:00 am to 4:00 pm
Wednesday & Thursday	8:00 am to 6:00 pm
Friday	8:00 am to 2:00 pm

Location: Student Services Building, 2nd Floor
 Phone #: 818-719-6428 FAX #: 818-704-8221
 Website: http://www.piercecollege.edu/offices/financial_aid/
 Email: pierce_finaid@piercecollege.edu

Registration in Pierce College Classes

Please read the catalog online carefully. It is your responsibility to be aware of the college's rules and regulations.

Registration Information

- Unit Load Limits - A full-time student is a student enrolled in 12 units or more. A student may enroll in a maximum of 18 units during registration. Students may petition to add more units during the week before the semester starts and the first two weeks of the semester. A 3.0 GPA in 12 college units is required.
- You may enroll for only one section of each course except for selected physical education classes. You may not enroll in classes which meet at the same time or overlap in time.
- Students are responsible for having their Add Permit processed in the Admissions & Records office.
- Many courses listed in the Schedule of Classes have prerequisites. These are requirements that are necessary for enrollment and successful completion of the courses. Proof of having met the prerequisite must be established prior to registration.
- Students remain financially responsible for the enrollment fee and tuition charges unless they drop by the refund deadline.
- Students who fail to attend the first class meeting may forfeit their place in the class.
- Please read the Pierce College schedule and catalog online carefully. It is your responsibility to be aware of the College's rules and regulations.

English Placement Process

The results of the English Placement Process or a valid English Enrollment Authorization Form must be on file in order to enroll in English 21, 28, English 82, 84 - 87, or English 101 and above.

All students planning to enroll in an English course for the first time are expected to complete the English placement process at the Pierce College Assessment Center (Student Services Building). Please visit the Assessment Center website for sample tests and appointment information. Placement results or prerequisite courses taken at other colleges may be presented to the Assessment Center to be substituted for the Pierce English Placement process.

Upon completing the process, students are advised of their placement and given an authorization to enroll in that course. Students seeking an explanation of their scores or authorization to enroll in a course other than that in which they have been placed must meet with an English Department advisor.

Students need to provide evidence of prerequisite completion either through coursework in the Los Angeles Community College District, by completing the Pierce College English Placement process, or through transcripts from other schools presented at the Counseling Office.

Mathematics Placement Process

All students who have not completed a college mathematics course are expected to complete the Mathematics placement process at the Pierce College Assessment Center located in the Student Services Building. Please visit the Assessment Center website for sample tests and appointment information. Review is essential because an improper placement can impede your progress towards your Pierce College goals.

Placement tests are given at four levels: Algebra Readiness, Elementary Algebra, Intermediate Algebra, and Pre-calculus. Upon completing the test, students are advised of their placement and given an authorization to enroll in that course. Students who wish to challenge the recommendation of the assessment test should consult a Mathematics Department advisor.

All sample tests can be downloaded from the internet, including English, Math and Chemistry exams, at www.piercecollege.edu/offices/assessment_center/.

Adding Classes

To add a class that's closed during registration, contact the instructor of the class at the time the class is scheduled to meet. Students accepted by the instructor will be given an Add Permit. Take the Add Permit to the Admissions and Records Office for processing. The deadline to add classes is February 18. Please be prepared to pay any additional fees when adding classes.

Pierce College does not utilize a wait list system. The system allows students to enroll in a course through the online registration portal, on a first-come first-served basis, the moment a seat becomes available in the course due to a student dropping out. This option, however, is only available until the day before classes begin. After that, interested students will need to attend the first day of class and the instructor will give them a signed add card should there be room in the class to add the student.

Cancelled Classes

Due to budget limitations some courses listed in this schedule may be cancelled. If a class has been cancelled you will be notified on the internet system when you attempt to register. If a class is cancelled after you have enrolled, you will be notified by email.

Auditing

Students may be permitted to audit a class for no credit with no grade under the following conditions:

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for ten or more semester units in the current semester shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.
4. There is no refund of audit fees except when the class is cancelled.
5. Auditing fees are not transferable.
6. Financial Aid will not pay for auditing.
7. Audit fees are not waived for concurrently enrolled high school students.

The last day to submit an Audit Card is **February 18**.

Basic Skills Enrollment Limitation

Title 5, California Code of Regulations, limits student from taking more than 30 units of "remedial" course work, which is defined as "non degree-applicable basic skills courses." Effective Winter 2010, the college's registration system will prevent students, who have exceeded this limit, from enrolling in additional basic skills courses. However a student, who has reached this limit but enrolls in a credit or noncredit English as a Second Language (ESL) course, will be allowed to enroll in additional basic skills courses. Students with a learning disability may request an exemption through the Disabled Student Programs and Services (DSPS) Office. Also, this limitation does not apply to enrollment in noncredit basic skills courses.

Student Rights and Legal Protections

Prohibited Discrimination and Harassment

The Policy

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free from Prohibited Discrimination. Employees, students or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

Academic Freedom

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination, though such ideas may cause some students discomfort. It is recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

Definition of Prohibited Discrimination

Prohibited Discrimination is defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

Definition of Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting.

Retaliation

Retaliation means adverse personal, employment or academic decisions made against anyone who makes a complaint, refers a matter for investigation, participates in an investigation, represents or serves as an advocate for a complainant or alleged offender.

False Allegations

Anyone who files a complaint in which he/she knowingly makes false allegations of fact shall also have violated this policy and shall be subject to disciplinary action.

Confidentiality

All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District.

A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs.

The Written Decision or any Settlement Agreement regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender or complainant.

Complaint Procedure

General Provisions

All Supervisors shall be responsible for maintaining a work environment consistent with this policy. Any supervisor who becomes aware of a situation which could be reasonably perceived to be a violation of this policy must report it to the Office of

Diversity Programs - All employees are responsible for maintaining an educational environment consistent with this policy. Any employee who becomes aware of a situation which could reasonably be perceived as a violation of this policy should refer it to the Office of Diversity Programs.

Investigation

A Compliance Officer shall promptly investigate all potential violations of this policy of which he or she becomes aware. A Compliance Officer shall receive the complaint, and notify the complainant, alleged offender, the College President or District administrator, and the Director of Diversity Programs, within 5 business days of a potential violation of this policy. During the process of the investigation, the alleged offender has the right to be represented.

Informal Procedure

A Compliance Officer shall undertake efforts to informally resolve and investigate the charges. This process is limited to 30 days. If a resolution is reached, a Compliance Officer shall draft a Settlement Agreement to be signed by the complainant and the alleged offender. A Compliance Officer shall monitor the situation to insure that the resolution is properly implemented and maintain records.

Complaint Procedure

A written complaint must be filed on the prescribed Los Angeles Community College Complaint form. Employment based complaints shall be filed within 180 days. Non employment based complaints shall be filed no later than one year from the date when the complainant knew or reasonably should have known of the facts underlying the complaint.

Compliance Officer's Report

Within 60 days after becoming aware of a potential violation of this policy, a Compliance Officer shall complete the investigation and make a written report to the College President or Deputy Chancellor.

The College President, or Deputy Chancellor, shall independently assess whether the "preponderance of the evidence" establishes a violation and shall determine what action is to be taken, if any. Prior to making the decision, the alleged offender and complainant shall have the opportunity to make an oral statement, within 15 days from the receipt of the Compliance Officer's report.

Within 90 days from the start of the investigation a Written Decision shall be mailed to the complainant and the alleged offender.

Disciplinary Action

If appropriate, the College President, Deputy Chancellor, or the Chancellor shall initiate the applicable disciplinary process within 10 business days of receiving the Written Decision. Disciplinary action shall include, without limitation, verbal warning, probation, suspension, expulsion, letters of reprimand, Notices of Unsatisfactory Service, suspension, demotion or dismissal.

Appeals

If the complainant is not satisfied with the Written Decision, he/she may appeal to the District's Board of Trustees by submitting a written appeal to the Chancellor's Office within 15 days.

The Chancellor shall present the written appeal, the Written Decision and the investigative report to the Board of Trustees in closed session. If the 45 days elapse without further action, the Written Decision shall be the final decision of the District. In non-employment cases the complainant has the right to file an appeal with the State Chancellor's Office within 30 days after the Board decision is issued, or the 45 days have elapsed, whichever comes first.

Additional Remedies

The complainant may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he/she is the victim of Prohibited Discrimination may also file a complaint with the Department of Fair Employment & Housing at (800) 884-1684, the Equal Employment Opportunity Commission at (213) 894-1000, for employment based complaints; and the Department of Education, Office for