

LOS ANGELES PIERCE COLLEGE

6201 Winnetka Ave, Woodland Hills, CA 91371

(818) 710-4100

www.piercecollege.edu

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, CA 90017

(213) 891-2000

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ACCURACY STATEMENT

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

EQUAL OPPORTUNITY POLICY/PROHIBITED DISCRIMINATION AND HARASSMENT

All programs, activities, services, and employment of the Los Angeles Community College District (LACCD) and Los Angeles Pierce College shall be operated in a manner which is free of discrimination and harassment on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, disability, or veterans status [LACCD Board Rules, 15001-15022]. Please direct inquiries or complaints to Gene Little, LACCD Director of Diversity Programs, at (213) 891-2317. Additional information may be obtained by emailing diversityprograms@laccd.edu.

AMERICANS WITH DISABILITIES ACT (ADA) AND CALIFORNIA STATE LAW

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Fair Employment & Housing Act (FEHA), Government Code Section 11135, and other applicable codes, the Los Angeles Community College District and Los Angeles Pierce College do not discriminate against individuals on the basis of disability in its services, programs, or activities.

In order to ensure that people with disabilities have an equal opportunity to participate in all of its programs, services, and activities, Los Angeles Pierce College will make reasonable modifications to policies and practices, as well as, provide appropriate aids and services leading to effective communication, including sign language interpreters, documents in Braille and other alternate formats to ensure information is accessible to people who have speech, hearing, vision, or cognitive impairments.

Anyone who requires auxiliary aides and services for effective communication, or a modification of policies or procedures should communicate with the responsible department or event contact as soon as possible, but no later than three days before the scheduled event. No surcharge will be placed to cover the cost of providing auxiliary aids or making reasonable modifications to create access.

In terms of employment, Los Angeles Pierce College does not discriminate on the basis of disability in its hiring or employment practices and will comply with the Fair Employment and Housing Act, as well as, the ADA Title I including the regulations promulgated by the U.S. Equal Employment Opportunity Commission (EEOC) and the requirement to provide reasonable accommodation.

The Office of Diversity, Equity, and Inclusion at LACCD has been designated to coordinate the College's compliance with the ADA and with sections 504 and 508 of the Rehabilitation Act of 1973. Neither the ADA, nor state law, requires Los Angeles Pierce College to take action that would fundamentally alter the nature of its programs, activities or services or impose an undue financial or administrative burden.

Los Angeles Pierce College and the Los Angeles Community College District are fully committed to be in compliance with the Americans with Disabilities Act (ADA) and California State Law. As part of the compliance, Paul Nieman has been named the College ADA Coordinator for LAPC to coordinate compliance with the non-discrimination requirements contained in the Department of Justice regulations implementing Subtitle A of Title II of the ADA (42 U.S.C. 12131), which prohibits discrimination on the basis of disability by public agencies and Section 504 of the Rehabilitation Act, as well as California disability laws and regulations. You may contact Paul Nieman for all ADA accommodation requests from Staff, Faculty, and the Public:

LAPC - mailbox #384

6201 Winnetka Ave.

Woodland Hills, CA 91371

Phone: (818) 710-4121

Email: NiemanPM@piercecollege.edu



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-centered environment conducive to learning
- Freedom to think, dialogue, and collaborate
- Commitment to excellence
- Access and opportunity
- Service to our communities
- Enrichment through diversity

PIERCE COLLEGE GOALS

Goal 1: Pierce College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Goal 2: Pierce College will increase opportunities for student access, readiness, retention, and success.

Goal 3: Pierce College will enhance the learning environment to be culturally and pedagogically diverse.

Goal 4: Pierce College will expand the effective use of technology in all areas of the college.

Goal 5: Pierce College will enhance its relationships with the community at large.

Goal 6: Pierce College will establish and maintain fiscal stability.

Goal 7: Pierce College will implement a campus facilities master plan that fully integrates programs, services and budget in support of student learning.

Goal 8: Pierce College will continually refine both its governance and decision processes and its interaction with the district to increase effectiveness and inclusion.

Spring 2018 Calendar

The below dates apply to semester-length classes ONLY.

See your Instructor to confirm deadlines for late start and short-term classes.

It is the student's responsibility to read and adhere to the deadline dates.

REGISTRATION DATES

New student on-line applications accepted for Spring 2018 semester	Starting June 1, 2017
Last day to add open classes on-line	Sunday, February 4, 2018
Permission Number (formerly Add Permit) may be obtained from class instructor beginning	Monday, February 5, 2018
Last Day to add a class online with a Permission Number (formerly Add Permit)	Monday, February 19, 2018

GENERAL CALENDAR DATES

Day and Evening Classes Begin, February 5, 2018.

Saturday Classes Begin February 10, 2017.

Petitions for degrees and certificates to be awarded December 2018 shall be submitted from August 1 to November 15, 2018.

Request for Pass/No Pass grading accepted for semester-length classes February 5 – February 19, 2018.

Request for Pass/No Pass grading for short-term classes are accepted for the first three days of the specific class start date.

Census Date Tuesday, February 20, 2018.

Last Day of Instruction Sunday, May 27, 2018.

Final Examinations, Monday, May 29 to Sunday, June 4, 2018.

Spring Semester grades available online beginning June 18, 2018 (Grades will become available as they are submitted by instructors).

DEADLINES - LAST DAY TO:

LAST DAY TO ADD CLASSES ONLINE FOR SPRING 2018:	Sunday, February 4th.
*LAST DAY TO ADD CLASSES ONLINE WITH A PERMISSION NUMBER	Monday, February 19th.
*LAST DAY TO SUBMIT AUDIT CARDS TO ADMISSIONS AND RECORDS	Monday, February 19th.
*LAST DAY TO DROP OR CHANGE CLASSES ONLINE WITHOUT INCURRING FEES	Monday, February 19th.
*LAST DAY TO CLAIM A REFUND OF ENROLLMENT FEES	Monday, February 19th.
*LAST DAY TO DROP CLASSES ONLINE WITHOUT A GRADE OF "W"	Monday, February 19th.
*LAST DAY TO DROP CLASSES ONLINE WITH A GRADE OF "W"	Sunday, May 6th.

(Students dropping classes online from February 20 to May 6, 2018 will have a "W" recorded on their permanent record).

INTERNATIONAL STUDENT APPLICATION DEADLINES

NEED F-1 VISA (Out of Country) October 15, 2017

HAVE F-1 VISA (Transfers) December 1, 2017

HOLIDAYS: College Closed, NO Classes (Non-Instructional Days)

President's Day, February 16 and February 19, 2018 **

Thursday, March 29, 2018 non-instructional day (no classes).

Cesar Chavez Day, March 30, 2018

Spring Break, Saturday, March 31 – Friday, April 6, 2018

Memorial Day, Monday, May 28, 2018

****Scheduled classes for February 17 and February 18, 2018 will NOT meet.**

SCHEDULE SUBJECT TO CHANGE

How to Read the Schedule of Classes

SAMPLE COURSE LISTING

Important Course Information	Course Name	Course Number	Course Title	Transferability	Units
	CHEMISTRY 101		—GENERAL CHEMISTRY I (UC:CSU)		5 UNITS
			MEETS IGETC 5A OR 5C AND CSU B1 OR B3		
Class Number	Enrollment Requirement: Prerequisite: Chemistry 60 or equivalent and Math 125 with a grade of "C" or better.				
	20851	Lec	8:00 am - 9:25 am	MW	OGAR, G W CFS 91126
	And				
	20852	Lab	8:00 am - 12:15 pm	Th	HAMMON, S B CFS 92011
		And Lab	9:40 am - 10:40 am	MW	OGAR, G W CFS 92026

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.

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

Sa Saturday

TBA Day and Hours to be arranged.

See Instructor

hrs/wk Time in hours and minutes (00:00) per week that a class meets TBA.

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.

Building Abbreviations

ALD Alder Building	EB English Building	MATH Mathematics
AGOURA HS Agoura Hills Center (Off Campus)	EL CAMINO El Camino Real Center (Off Campus)	MONROE HS Monroe Center (Off Campus)
ART Art	ELM Elm Building	MUS Music
AT Applied Technology	EQUESTRN Equestrian Center	NGYM North Gym
BEAUDRY LAUSD Site (Off Campus)	FIELD Gym Area Athletic Field	NRTHRDGE Northridge Academy Center (Off Campus)
BEH Behavioral Sciences	GNGR Ginger Building	OC Off Campus
BRCH Birch Building	GOAT BARN Goat Barn (Farm Road)	PAB Performing Arts Building
BUS Business Education	GRANADA Granada Hills Center (Off Campus)	POOL Swimming Pool
CALABASA Calabasas Center (Off Campus)	GRT HALL Great Hall	SGYM South Gym
CANOGA HS Canoga Park Center (Off Campus)	HORT Horticulture	STADIUM Shepard Stadium
CDAD Child Development Academic Dept.	INTERNET On-line via Internet	TAFT HS Taft Center (Off Campus)
CDC Child Development Center	IRIS Iris Building	UPPER CTS Tennis Courts
CFS Center for Sciences	IT Industrial Technology	VALL ACAD Valley Academy Center (Off Campus)
CHATSWTH Chatsworth Center	JNPR Juniper Building	VLGE Village (Behind Gyms)
CHKN BARN Chicken Barn (Farm Road)	KENNEDY Kennedy Center (Off Campus)	WVOC West Valley Occupational Ctr (Off Campus)
CLEVELAND Cleveland Center (Off Campus)	LLC Library Learning Crossroads	
CLINICAL Health Care Facility (Off Campus)		
COSC Computer Science		
DAN PEARL Daniel Pearl Center (Off Campus)		

Admission Eligibility

You are eligible to attend Los Angeles Pierce College if you meet any of the following criteria:

1. You have graduated from high school or have successfully passed the California High School Proficiency Examination.
2. You are over 18 years of age and are no longer attending high school and are capable of profiting from the instruction offered.
3. You are under 18 years of age and not a high school student, with special permission as a full-time student.
4. Concurrent enrollment at Los Angeles Pierce College and high school.
5. As a high school student you may enroll concurrently at Los Angeles Pierce College. In addition to the application for admission, you must submit a separate Concurrent Enrollment for Students in Grades K-12 form, approved by your high school counselor and your parents. Students in less than 9th grade require special processing. Call (818) 719-6404 for details. Concurrent students are given the last priority for registration.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions & Records.

International Student Admissions

All F-1 visa students seeking admission to Los Angeles Pierce College must apply online. Applications may be obtained by:

- phone (818) 710-4346
- email intlstu@piercecollege.edu
- website www.piercecollege.edu/offices/international_students/

APPLICATION FILING PERIOD

Outside the USA/Change of Status

FALL SEMESTER APPLY:	JANUARY THROUGH MAY 15
SPRING SEMESTER APPLY:	MAY THROUGH OCTOBER 15

F-1 Transfer Students within the USA

FALL SEMESTER APPLY:	JANUARY THROUGH JULY 15
SPRING SEMESTER APPLY:	MAY THROUGH DECEMBER 1

See Los Angeles Pierce College website for more details.

THE APPLICANT MUST PROVIDE:

1. International student on-line application.
2. Application Processing Fee.
3. Confidential financial affidavit and official bank verification letter.
4. Official transcripts of all high schools and colleges/universities attended in all countries, including the U.S. Transcripts must include high school graduation certification. Minimum 2.0 GPA, or "C" average, required for admission eligibility.
5. Proof of English proficiency. Please visit our website for a complete list of acceptable documents.
6. A copy of your valid passport ID page.
7. Students applying from within the U.S. must provide a copy of their current visa and I-94.
8. Students transferring from a school within the U.S. must have our Student Status Verification Form completed by their current school.
9. Students transferring from a school within the U.S. must provide copies of all previous issued I-20s.

10. One (1) passport-sized photograph.

Applicants currently in the U.S. on another visa who are applying for a change of status to F-1 Student Visa are advised to consult with an immigration attorney for detailed information about the change of status process.

All applicants are evaluated on their potential to be successful at this college. Upon admission, an I-20 is issued to the student by the International Student Services Office. This document can be used by the student to apply for an F-1 Visa from a United States Embassy outside of the United States. Students who are already in this country will use the new I-20 to change their visa status or complete their transfer process from another educational institution.

Procedures for Admission and Registration

Admission

APPLY ONLINE ON THE PIERCE HOME PAGE

The Admissions & Records Office is located in the Student Services Building. Office hours: Monday through Thursday, 8:30 a.m. - 6:30 p.m. and Friday, 8:30 a.m. - 12:00 p.m.

Every student will be assigned a student ID number when they apply. Providing your Social Security number is optional. It is only required for students applying for financial aid and/or who will be eligible for student tax credits.

COMPLETE ALL REQUIRED INFORMATION ON THE ONLINE APPLICATION.

All information requested on the application must be provided. The applicant must declare under penalty of perjury that all information on the application is correct. All information is subject to verification; falsification or withholding of information shall constitute grounds for dismissal.

Residence Requirements

California Residence Requirement

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 more than one year immediately preceding the Residence Determination Date. The "Residence Determination Date" is that day immediately preceding the opening day of instruction of the semester, winter, or summer session. Residence is defined as a union of act and intent.

Non-Resident

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admissions & Records Office regarding your particular status.

Residency classification is made when the application is accepted. Students may petition for a change of classification before the semester/session in question.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

Non-Resident Fee Waiver (AB540) & (AB669)

Students who are classified as non-residents may be eligible for a waiver of non-resident tuition if they meet the following criteria:

Attended a California high school for at least 3 years, and graduated from a California high school*, and do not have a non-immigrant visa status with U.S. Citizenship and Immigration Services. (USCIS)

Students in the Foster Youth may qualify for In State residency with Assembly Bill 669.

A waiver form is available on-line under forms of Admissions & Records.

**or earned in California equivalent to three or more years of full-time high school coursework.*

Residence Reclassification

Students who have been classified as non-residents may petition to be reclassified before the start of any semester/session if they feel their status has changed. Non-resident students applying for reclassification as residents must also show financial independence for the past three years. The Residence Reclassification form is available online at www.piercecollege.edu under Admissions & Records/Residency.

Residence Appeal

A student may appeal the residence classification determined by the College. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the Registrar who will forward it to the District Residency Appeal Officer.

Matriculation

Matriculation - What is it?

Matriculation is a process designed to assist students in achieving their educational goal at Los Angeles Pierce College. It is an agreement between the College and the student. Los Angeles Pierce College agrees to provide an organized process of admission, orientation, assessment, counseling, and student progress follow-up. The student agrees to declare a specific educational goal, attend class, and complete all assigned coursework.

What is the purpose of matriculation?

The purpose of matriculation is to ensure that students complete their college courses, persist to the next academic term and achieve their educational objective. Matriculation provides students with easy access to the College's programs and services. These services can promote higher grades, completion of more classes, and increased persistence from semester to semester.

Who is eligible for matriculation?

All first-time students who have declared a goal of earning a certificate, AA, or transferring are subject to matriculation.

Student Success and Support Program (SSSP) at Los Angeles Pierce College

Matriculation is a campus-wide program. Success is measured by the attainment of the student's stated educational goal or objective. The following are the components of SSSP:

ASSESSMENT

All students who go through the matriculation process complete the assessment process. This assessment takes 3 hours to complete and covers reading comprehension and math. Practice tests are available to help students prepare for the exam. The assessments help place students in classes where they are most likely to succeed.

ON-LINE ORIENTATION

Completion of our on-line orientation is recommended for all new students. You can access the orientation via the Los Angeles Pierce College homepage at www.piercecollege.edu. You will find information on

the programs we offer, transfer requirements, academic planners, and student services here on campus. Please use this as a resource throughout your time here at Pierce.

COUNSELING

The Counseling Department can help you with your educational plan, major, transfer and career exploration, and personal counseling. Please plan to visit the First Year Experience Counseling Center during your first year at Los Angeles Pierce College and later the Counseling Office at least once each semester.

FOLLOW-UP

After enrolling for the first semester, students will continue to receive follow-up services through the Counseling Department, Transfer and Career Center, and Early Alert program. These services will include help with planning programs for each semester, preparing to transfer, and earning an Associate degree. In addition, the Early Alert program helps identify students who begin encountering academic difficulty early in the semester.

MATRICULATION

Beginning Fall 2014, all students new to the Los Angeles Community College District must complete matriculation services in order to be eligible for priority registration. New students must complete online orientation, assessment and counseling/educational planning to receive priority status.

MATRICULATION EXEMPTIONS

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. The exemption policy is listed below:

ASSESSMENT EXEMPTION CRITERIA

1. Students who have already earned an A.A./A.S. degree or higher.
2. Students who are attending Los Angeles Pierce College with a goal of personal interest and who have completed fewer than 16 units of college credit.

Note: Students who have completed assessments or prerequisite courses at other colleges should present this documentation for verification to the Assessment Center. (Verification must be presented before an exemption can be granted).

ORIENTATION EXEMPTION CRITERIA

1. Students who have already earned an A.A./A.S. degree or higher.
2. Students who are concurrently enrolled at a four-year college or university and who have completed fewer than 16 units of college credit.
3. Students who are concurrently enrolled in the 12th grade or below and who have completed fewer than 16 units of college credit.
4. Students who are attending Los Angeles Pierce College with a goal of personal interest and who have completed fewer than 16 units of college credit.

COUNSELING/ADVISEMENT EXEMPTION CRITERIA

1. Students who have already earned an A.A./A.S. degree or higher.
2. Students who are attending Los Angeles Pierce College with a goal of personal interest and who have completed fewer than 16 units of college credit.

Matriculation Challenges

Students wishing to challenge any matriculation component should request a waiver form from the Assessment Center in the Student Services Building. Please fill out the form, then return it to the Assessment Center. Please retain a copy of the waiver.

Students with complaints or challenges to any matriculation provisions may appeal to the Dean of Student Success in the Assessment Center or call (818) 719-6499 for more information.

Alternative Matriculation Services

Los Angeles Pierce College provides the following alternative matriculation services:

For a physical, visual, or communication limitation that might require special assistance for any matriculation component, please come to the Special Services Department for more information on how the college can provide accommodations for you.

MATRICULATION SERVICE LEARNING OUTCOME

The following Service Area Outcome has been developed to inform students about the goals of the program:

- The Matriculation Program seeks to assess students' satisfaction, knowledge and awareness of Matriculation services such as the assessment process, online orientation and advising, counseling, and other matriculation services.

English Placement Process

THE RESULTS OF THE ENGLISH PLACEMENT PROCESS OR 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 Los Angeles Pierce College Assessment Center (Student Services Building). Placement results taken at other colleges may be presented to the Assessment Center to be substituted for the Pierce English placement process.

Placement recommendations made through the English placement process are intended to assist students with enrolling in classes where they are most likely to succeed. Upon completing the process, students are informed of their placement and given their authorization to enroll. Students seeking authorization to enroll in a course other than that recommended by the assessment test must meet with an English Department advisor. Review is essential because the test cannot be taken again for one year. Contact the Assessment Center for hours.

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

Mathematics Placement Process

All students who have not completed a college mathematics course must complete the mathematics placement process at the Los Angeles Pierce College Assessment Center (Student Services Building).

Upon completing the test, students are advised of their recommended 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. Contact the Assessment Center for hours.

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

Enrollment Process: How to Register for Classes

New Students

1. COMPLETE APPLICATION

To receive the earliest possible registration appointment, apply online at www.piercecollege.edu. International students must complete their admissions process through the International Students Office. Returning students can also apply online. Concurrent high school students must also bring a completed Concurrent Enrollment for Students in Grades K-12 form to the Admissions Office.

2. FINANCIAL AID

Apply for financial aid online at www.fafsa.gov every year. The Free Application for Federal Student Aid (FAFSA) is available on January 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. If students apply after March 2nd, we still encourage students to apply, however funding for other financial aid programs are limited.

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, at www.piercecollege.edu/offices/assessment_center/. Test scores and/or course work from other colleges might be used in place of the Pierce Assessment if accepted by the Assessment Center. Questions? Contact the Assessment Center at (818) 719-6499.

4. ON-LINE ORIENTATION

We have developed an on-line orientation for you. It can be accessed via the Los Angeles Pierce College homepage at www.piercecollege.edu.

5. COUNSELING

Complete an abbreviated student education plan with a counselor.

6. REGISTRATION

Enroll in classes online at www.piercecollege.edu. You will be enrolled in the classes of your choice. Write down and save your confirmation numbers. You can print your semester schedule if you enroll online.

7. PAYMENT

Students will receive their payment due date after they register for classes. If the payment is not received by the due date, students will be disenrolled from their classes. After students enroll in classes, they may pick up their picture ID in CopyTech in the College Services Building.

Continuing Students

You are a continuing student if you were active in classes during either the previous fall or spring semester.

1. REGISTRATION MATERIALS

Continuing students will receive an email with their priority online registration appointments for registration during the month before finals. Your priority registration appointment is also available on the Pierce website student information system.

2. FINANCIAL AID

Apply for financial aid online at www.fafsa.gov every year. The Free Application for Federal Student Aid (FAFSA) is available on January 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. If students apply after March 2nd, we still encourage

students to apply, however funding for other financial aid programs are limited.

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, at www.piercecollege.edu/offices/assessment_center/.

4. COUNSELING/PREREQUISITES

See a counselor well in advance of registration. Ask about degree and major requirements. Bring proof of prerequisite courses completed at other colleges to the Counseling Office in the Student Services Building.

5. REGISTRATION

Use your priority registration appointment to register by internet. Write down and save your confirmation numbers.

Registration Policies

Open Enrollment

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

Registration

Registration is the process whereby the student is entered onto the College roll for the semester/session and is enrolled in specific classes.

Appointments to Register

Upon acceptance of a student's application and completion of matriculation requirements, new students will be issued an appointment to register. Students are urged to file their admissions applications as early as possible.

Students may register at their appointment time or any time after through the day prior to the start of the semester for regular length classes.

Adding and Dropping Classes

ADDING CLASSES

Only students who have been admitted to the college and are in approved active status may add or attend classes.

Admitted students who wish to add a class once the semester begins must obtain an add card from the instructor. It is the student's responsibility to have the add processed before the last day to add, which is listed in the college calendar.

DROPPING CLASSES

Students wishing to drop one or more classes must do so through the registration system, on the Pierce website.

It is the student's responsibility to officially drop from class by using the Pierce website. Students must drop by the end of the second week of semester-length classes to avoid fees. Any drops or exclusions that occur after the no penalty drop date (under last day to drop without a "W") and up to 75% of the time the class is scheduled will result in a "W" on the student's record which will be included in the determination of progress probation. Withdrawals are not permitted beyond 75% of class meeting time.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the last day to drop even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Cancellation of Classes

The College reserves the right to discontinue any class with insufficient enrollment.

Course Prerequisites

It is the student's obligation to know and meet course prerequisites. These are stated in the catalog description of each course.

Los Angeles Pierce College Matriculation Policy on Prerequisites, Corequisites, Advisory, 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

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

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

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

Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of this section;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
4. 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.

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 at:

www.piercecollege.edu/offices/assessment_center/.

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. You will be notified by the Assessment Center regarding the decision.

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

Unit Maximum

The maximum study load is 19 units during a regular semester and 9 units for intersessions. Please be aware unit maximum is calculated based on the total units attempted district-wide in a given semester or combined intersession (as in the case for multiple summer sessions). The normal class load for students in the fall or spring semester is from 12 to 19 units a semester and 6 units an intersession for full-time students (does not apply to financial aid or other program requirements). A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 20 or more units may file a unit overload petition with a counselor no later than the first two weeks of the semester.

Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.

Restricted Programs

Students may be required to enroll in a restricted program if their grades or test results indicate that this is in their best interest. The College may limit either the number of units in which a student may enroll or may specify certain subjects as a condition of enrollment. Students who violate such requirements will be subject to dismissal.

Enrollment Conflicts

Concurrent enrollment in more than one section of the same course during a semester is not permitted.

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). Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct).

Auditing Classes

Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Fees may not be refunded or transferred. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. Students auditing a course shall not be permitted to change their 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. Permission to enroll in a class on an audit basis is at the instructor’s discretion.

5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation.
6. Concurrently enrolled high school students must pay any audit fees.
7. Financial aid does not cover auditing.
8. Audit enrollments must be processed in the Admissions Office by the last day to add.
9. Students enrolled in a course shall not be permitted to change their enrollment in that course to auditing the course.

Courses Offered on a Pass/No Pass Basis

(Formerly Credit/No Credit)

The college offers courses which students may elect to take on a Pass/No Pass basis.

1. Students have the option of selecting Pass/No Pass only for those courses listed below.
2. Selection of courses to be taken on a Pass/No Pass basis must be made during the time indicated in the schedule of classes for the semester in which the course is taken. Late requests will not be accepted. Pass/No Pass grading petitions for short-term classes will be accepted during the first two weeks of the class.
3. Only one course per semester may be selected to be graded on a Pass/No Pass basis, (this does not include those courses in which all students are evaluated on a Pass/No Pass basis).
4. A Pass grade is granted for performance which is equivalent to the letter grade of "C" or better.
5. Once a course has been selected to be graded on a Pass/No Pass basis, a student cannot receive a letter grade for the course. The decision to take a course on this basis is irrevocable.
6. The general practice at most four-year colleges is not to accept Pass/No Pass grades for courses required in the major or preparation for the major. A student planning to transfer to UCLA is required to have at least 42 units in regular letter grades.
7. Students taking the Pass/No Pass option are held to the same academic standards as students receiving letter grades.

- Accounting - 1, 2, 15, 17
- Administration of Justice - 1, 2, 3, 4, 5, 8, 67, 75, 174, 319, 383
- American Sign Language - all courses
- Animal Science - all courses
- Anthropology - 101, 102, 105, 106, 109, 111, 119, 121, 132, 141
- Architecture - 5
- Art - 101, 102, 103, 105, 111, 137, 138, 139, 201, 301, 501, 519, 604, 700, 708
- Astronomy - 1, 2, 3
- Automotive Service Technology - 1, 20, 25
- Biology - 3, 10, 121, 122
- Business - 1, 5
- Cinema - 3
- Computer Applications Office Technologies - all courses
- Computer Science-Information Technology - 501, 508, 514, 533, 534, 535, 537, 538, 547, 548, 550, 553, 554, 555, 556, 572, 575, 578, 581, 587
- Counseling - 40
- Dance Specialties - all courses
- Dance Studies - all courses
- Dance Techniques - all courses
- Economics - all courses
- English - 127, 203, 204, 205, 206, 207, 208, 211, 214, 215, 216, 239, 240, 250, 252, 270
- Environmental Science - 31
- Equine Science - all courses
- Finance - 1, 2, 8
- French - all courses
- Geography - 1, 2, 3, 14, 15, 17, 19, 23, 25, 33, 36, 37, 38
- Geology - 12
- Geographic Information Systems (GIS) - all courses
- History - all courses

- Humanities - 6
- Industrial Technology
 - Machine Shop/CNC - 130, 140, 444, 448
 - Welding - 161, 261, 361, 461
- Italian - all courses
- Japanese - all courses
- Journalism - no courses
- Management - 2, 13, 31, 33
- Marketing - 1, 11, 21, 31
- Meteorology - 3, 4, 5
- Music - 101, 111, 321, 411, 601, 611, 621, 650
- Philosophy - all courses
- Physics - 12
- Plant Science - all courses
- Political Science - all courses
- Psychology - all courses
- Public Relations - 1
- Real Estate - 1, 3
- Sociology - all courses
- Spanish - all courses
- Statistics - 1
- Supervision - 1
- Theater - all courses

Note: The following courses are graded as Pass/No Pass only. The student does not have the option of receiving a letter grade:

- American Sign Language - 101, 185, 285, 385
- Biology - 11A, B, and C; 12A, B, C
- Business - 10
- Computer Applications Office Technologies - 64, 133
- Counseling - 4, 8
- French - 8, 185, 285, 385
- Geology - 22A, B, C, D, E and F
- Italian - 8, 185, 285, 385
- Japanese - 185, 285, 385
- Learning Skills - all courses
- Nursing - 185, 285, 401, 442, 444
- Spanish - 8, 24

Courses Offered on a Credit-By-Exam Basis

American Sign Language	all courses
Animal Science	180, 501, 510
Auto Service Technology	1, 2, 3, 4, 5, 6, 7, 25
Art	102, 201, 501, 604, 605
Biology	123
Computer Science	501, 533, 536, 539, 540, 572, 575, 581, 587
Electronics	4A, 4B, 6A, 6B
Industrial Technology	130, 145, 146, 230, 330
Journalism	101
Media Arts/Multimedia	MEDIART 101, 805, MULTIMD 200
Nursing	400, 402, 403, 404, 405, 406, 407, 408, 414, 415, 441, 442
Photography	20
Physics	12
Theater	100

Associate Degree Requirements

The Associate in Arts (AA), Associate in Arts for Transfer (AA-T), Associate in Science (AS) and Associate in Science for Transfer (AS-T) Have the Following Common Requirements (Title 5 Section 55063)

Unit Requirement (Board Rule 6201.10)

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. Associate degrees for transfer, as defined in California Education Code §66746, must be aligned with transfer model curricula as approved by the State Chancellor and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education Breadth Requirements.

Scholarship Requirement (BR 6201.11)

A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

Competency Requirement (LACCD E-79 and BR 6201.12)

The following courses and examinations are approved to meet the competency requirement for the Associate Degree for all students entering Fall 2009 or later* as defined in Board Rule 6201.12.

MATHEMATICS COMPETENCY

The competency requirement in mathematics for the Associate Degree may be met by completion of one of the following:

1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:
 - MATH 120, 123C, 124A & B, 125, or 127 & 128 or any higher-level mathematics courses with a prerequisite of at least mathematics 125 or its equivalent.
2. A score of 3 or higher on one of the following AP Exams:
 - Calculus AB
 - Calculus BC
 - Statistics
3. Completion of the college assessment exam in mathematics and achievement of a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 123C, 124A & B, 125, or 127 & 128). Students who place into a mathematics course above the level of intermediate algebra are deemed to have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).

Note: Assessment results expire after 2 years.

READING AND WRITTEN EXPRESSION COMPETENCY

The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following:

1. Completion of ENGLISH 101 (or its equivalent at another college) with a grade of "C" or better.

2. A score of 3 or higher on one of the following AP Exams:
 - English Language and Composition
 - English Composition and Literature

3. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency.

Completion of the college assessment exam in English and achievement of a score determined comparable to satisfactory completion of ENGLISH 101. Students who place into an ENGLISH course above the level of ENGLISH 101 are deemed to have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).

COMPETENCY REQUIREMENTS AND GENERAL EDUCATION AREA D

Assessment cannot be used to waive General Education requirements. Students who meet Mathematics and/or Reading and Written Expression competencies through assessment must still complete the LACCD Associate Degree Area D General Education course and unit requirements.

**Students with continuous enrollment within the LACCD prior to Fall 2009 should see their appropriate catalog for competency requirements.*

CURRICULUM ALIGNMENT

In order to ensure that local requirements are aligned with the California State University General Education Breadth (CSUGE Breadth) and Intersegmental General Education Transfer Curriculum (IGETC) patterns, all courses meeting the following requirements will be honored as satisfying the competency requirements for the Associate Degree.

1. Completion of a course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning shall meet the Mathematics Competency.
2. Completion of a course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition shall meet the reading and written expression competency.

Residency Requirement (BR 6201.13)

Students must complete no fewer than 12 units at the college conferring the degree.

When the same major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major.

Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

General Education Requirement (BR 6201.14)

General Education is designed to introduce students to the variety of means through which people comprehend the modern world.

Developing and implementing a specific philosophy of General Education is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. Each college shall publish its statement of philosophy in their catalog.

The following three general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE-Breadth Plan); the Intersegmental General Education Transfer Curriculum (IGETC).

Double-Counting of Coursework (BR 6201.17)

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement and a major/area of emphasis requirement. There is no limit on the number of courses that may be used simultaneously in this manner.

Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

Associate Degrees for Transfer and Local Associate Degrees (BR 6201.18)

A student who completes an Associate Degree for Transfer (ADT) in a particular major/area of emphasis may also be awarded a local associate in the same major/area of emphasis provided that the student completes any additional coursework required for the local associate degree.

Catalog Rights (BR 6202)

For these purposes, a catalog year is defined as beginning with the fall semester through the subsequent summer. A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or
2. allow students to select an intervening catalog in years between the time the student began continuous attendance and time of graduation, or
3. at the time of graduation.

For the sole purpose of satisfying graduation competency requirements, students entering the Los Angeles Community College District prior to Fall 2009 who remain in continuous attendance within the LACCD may graduate from any LACCD College by satisfying graduation competency by either:

1. fulfilling competency requirements in place at the time the student began such attendance within the district, or
2. fulfilling competency requirements in place at the time of graduation.

For the purposes of implementing this policy, the college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or
2. require a student changing his/her major to complete the major requirements in effect at the time of the change.

The college's policy shall be developed in consultation with the college Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules - ACADEMIC SENATE AND THE BOARD OF TRUSTEES SHARED GOVERNANCE POLICY, and published in all college catalogs under appropriate headings.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

Continuous Attendance (BR 6203)

"Continuous attendance" means no more than one semester absence within a school year, excluding summer sessions and winter intersession.

Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

Additional and Concurrent Degrees (BR 6204)

Additional Associate Degrees: Students who have previously earned an associate degree from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements - i.e., scholarship, residency, competency, general education and major requirements.
2. For local associate degrees, completion of a minimum of six (6) units in the major at the college awarding the degree. For the Associate Degrees for Transfer (ADTs), there is no major unit minimum requirement that must be completed at the college awarding the degree.
3. Major course requirements completed in previous degrees awarded can be used again for additional degrees.
4. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
5. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
6. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules - Academic Senate and the Board of Trustees Shared Governance Policy.

Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.
4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.
5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
6. The LACCD does not offer double majors.

Part 1 > General Education (GE) Plan

The general education path you pick depends on whether or not you plan to transfer, and what major you are choosing. If you already know your major, you may want to do Parts 1 and 2 simultaneously.

Which plan should you choose?

The choice of general education plans is listed with each major on the following pages.

LACCD GE

GENERAL STUDIES GENERAL EDUCATION PLAN

This associate-level general education plan is appropriate for students planning to obtain an associate degree, but does not necessarily prepare students to transfer and earn a baccalaureate degree.

CSU GE

CSU GENERAL EDUCATION BREADTH CERTIFICATION PLAN

This baccalaureate-level general education plan fulfills the associate degree general education requirements and is accepted as fulfillment of lower-division general education requirements at all California State University campuses.

IGETC

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM PLAN

This baccalaureate-level general education plan fulfills the associate degree general education requirements and is accepted as fulfillment of lower-

division general education requirements at all University of California and California State University Campuses.

Part 2 > Major

Follow the requirements for a Major.

Part 3 > Electives

Pick Associate degree applicable courses as needed to reach 60 units.

Graduation and Completion Rates

The California Community Colleges State Chancellor's Office provides completion and transfer rates for every community college in California, including Los Angeles Pierce College. For more information on the graduation or completion rates for certificate or degree-seeking, full-time, first-time undergraduate students, please access the link provided:
<http://scorecard.cccco.edu/scorecard.aspx>.

LAPC CSU General Education Certified Plan 2017-2018

Governed by CSU Executive Order 1100:

www.calstate.edu/app/genedbreadth

DISCLAIMER: Dates in parentheses indicate the GE area applicability effective date. Every effort has been made to ensure the information below is accurate and timely.

However, this information is unofficial and should be checked against the official information found on the ASSIST website at www.assist.org.

This CSU GE Plan totals 39 CSU transferable semester units. A minimum of 60 CSU transferable semester units is required for transfer. You will need to complete additional coursework in your major and maybe some elective courses. Please consult ASSIST for applicable major coursework and see a counselor to develop an Education Plan.

AREA A – English Language Communication and Critical Thinking

9 semester or 12-15 quarter units. One course from each area.

A1 - ORAL COMMUNICATION

Minimum grade of "C-" required.

COMMUNICATION STUDIES 101, 104, 121, 151 (Fall 14)

A2 - WRITTEN COMMUNICATION

Minimum grade of "C-" required.

ENGLISH 101

A3 - CRITICAL THINKING

Minimum grade of "C-" required.

COMMUNICATION STUDIES 104; ENGLISH 102, 103; PHILOSOPHY 5, 6, 9; POL SCI 5 (Fall 13); PSYCHOLOGY 66

AREA B – Scientific Inquiry and Quantitative Reasoning

9 semester or 12-15 quarter units. At least one course each from Physical Science, Life Science and Mathematics/Quantitative Reasoning. At least one of the science courses must contain a laboratory component that corresponds to the lecture course used. See Area B-3 below.

B1 - PHYSICAL SCIENCE

ASTRONOMY 1, 3; CHEMISTRY 51, 60, 101, 102, 211, 212, 221; EARTH 3; ENV SCI 1, 7 (same as Geology 10); GEOGRAPHY 1, 3 (same as Meteorology 3); 17 (Fall 11), 23 (same as Meteorology 5); GEOLOGY 1, 2, 10 (same as Environmental Science 7), 12 (Fall 10); METEOROLOGY 3 (same as Geography 3); 5 (same as Geography 23); OCEANOGRAPHY 1; PHYSICAL SCIENCE 4, 6; PHYSICS 6, 7, 12, 15, 66, 67, 101, 102, 103; PLANT SCIENCE 103

B2 - LIFE SCIENCE

ANATOMY 1; ANIMAL SCIENCE 511; ANTHROPOLOGY 101; BIOLOGY 3, 6, 7, 10, 110, 121, 123; ENVIRONMENTAL SCIENCE 2; MICROBIOLOGY 1, 20; PHYSIOLOGY 1; PLANT SCIENCE 901; PSYCHOLOGY 2

B3 - LABORATORY ACTIVITY

associated with a course taken to satisfy either B1 or B2.

ANATOMY 1; ANIMAL SCIENCE 512 (lecture is Animal Science 511); ANTHRO 111 (lecture is Anthropology 101); ASTRONOMY 2 (lecture is Astronomy 1); 3; BIOLOGY 3, 6, 7, 10, 11ABC (11ABC must all be taken to receive certification credit), 110, 122 (lecture is Biology 121), 123; CHEMISTRY 51, 60, 101, 102, 211, 212, 221; ENV SCI 19 (Fall 13; lecture is Environmental Science 2); GEOGRAPHY 15 (lecture is Geography 1), 17 (Fall 11), 19 (same as Meteorology 4; lecture is Geography 3 or Meteorology 3); GEOLOGY 6 (lecture is Geology 1), 7 (lecture is Geology 2), 22A, 22B, 22C, 22D; METEOROLOGY 4 (same as Geography 19; lecture is Geography 3 or Meteorology 3); MICROBIOLOGY 1, 20; OCEANOGRAPHY 10 (lecture is Oceanography 1); PHYSICAL SCIENCE 4; PHYSICS 6, 7, 66, 67, 101, 102, 103; PHYSIOLOGY 1; PSYCHOLOGY 73 (Fall 03; lecture is Psychology 2)

B4 - MATHEMATICS/QUANTITATIVE REASONING

Minimum grade of "C" required.

MATH 215, 227, 228B (effective through Fall 2019; only 3 units will be credited in area B4), 238, 240, 260, 261, 262, 275 (Fall 16); STATISTICS 1

AREA C – Arts and Humanities

9 semester or 12-15 quarter units. At least one course from C1, one course from C2 and one additional course from C1 or C2.

C1 - ARTS

(Arts, Cinema, Dance, Music, Theater)

ART 101, 102, 103, 105*, 109*, 111, 137, 138, 139, 201, 501, 502, 700; CINEMA 3, 104, 107 (Fall 05), 113; DANCE STUDIES 801 (Fall 02), 802, 805, 807, 814; MUSIC 111, 121, 122, 216-1 (Fall 16), 321, 322, 323, 324, 341, 411, 412, 413, 414, 601, 611, 621, 651; PHOTOGRAPHY 9, 27A, 27B; THEATER 100, 110, 125, 270, 271, 273, 401

C2 - HUMANITIES

(Literature, Philosophy, Languages Other Than English)

ANTHROPOLOGY 121, 161; ASL 1*, 2*, 3*, 4*; CHICANO STUDIES 7* (Fall 16), 8* (Fall 16); ENGLISH 102, 127, 203, 204, 205, 206, 207, 208, 210, 211, 214, 215, 216, 219*, 239*, 240, 250, 252, 270; FRENCH 1*, 2*, 3*, 4*, 5*, 6*, 10 (Fall 15); HISTORY 1, 2, 41* (Fall 16), 42* (Fall 16), 43*, 44*, 86, 87; HUMANITIES 6, 31; ITALIAN 1*, 2*, 3*, 4*, 5*, 10 (Fall 15); JAPANESE 1*, 2*, 3*, 4*; MULTIMEDIA 110 (Fall 16); PHILOSOPHY 1, 2, 12, 14, 15, 19, 20, 28, 30, 35, 40, 41, 42 (Spring 04); SPANISH 1*, 2*, 3*, 4*, 5*, 6*, 9 (Fall 03), 11* (Fall 03), 12*, 15*, 25, 26*, 27*, 35*, 36*, 37, 65; THEATER 125

AREA D – Social Sciences

9 semester or 12-15 quarter units. Coursework taken must be taught from more than one disciplinary perspective. Recommended to take one course from at least two disciplines.

ADDICTION STUDIES 15 (Fall 13); ADMINISTRATION OF JUSTICE 1 (Fall 05), 2, 3 (Fall 16), 4, 6, 7, 75, 319;

ANTHRO 102, 105, 106, 109*, 132*, 141, 161; BRDCSTG 1 (Fall 09); CHICANO 2* (Spring 07), 7* (Fall 16), 8* (Fall 16), 20* (Fall 12), 80*; CH DEV 1; COMM STUDIES 100, 121, 122; ECON 1, 2, 10; GEOGRAPHY 2, 7, 14; HISTORY 5*, 6*, 11, 12, 13, 29 (Fall 05), 41*, 42*, 43*, 44*, 52*, 56, 86, 87; JOURNAL 100, 251; POL SCI 1, 2, 5, 7, 14, 19, 30, 50 (Fall 13); PSYCH 1, 3, 13, 14, 16, 32*, 40, 41, 52, 66, 69, 74; SOCIOLOGY 1, 2, 3, 4, 11*, 13, 15 (Fall 07), 21, 28, 29 (Spring 05), 31*, 35, 37, 86, 87; SPANISH 10*, 16*, 26, 37 (Fall 16)

AREA E - Lifelong Learning and Self-Development

3 semester or 4 quarter units, not all in 1-unit Physical Education/Activity courses.

COUNSELING 20, 40; DANCE SPECIALTIES 331, 402, 441, 490; DANCE STUDIES 452 (Fall 16), 801, 822; DANCE TECHNIQUES 101, 431, 434, 437, 440, 446, 466, 535, 536, 710; ENV SCI 1; HEALTH 2, 8, 11; KIN 201, 217-1, 229, 250, 251, 266, 268, 271, 287, 289, 291-1, 291-2, 316 (Fall 13), 316-2, 316-3, 316-4, 327, 329, 329-2, 329-3, 347, 350, 350-2, 351, 352-1, 371-1, 371-2, 371-3, 371-4, 373-1, 373-2, 387-1, 387-2; KIN ATHLETICS 503, 504, 508, 511, 512, 513, 514, 516, 550-1, 552, 553, 556, 557, 558, 560; KIN MAJOR 100, 117; PHILOSOPHY 19; PSYCH 3, 32*, 40, 41, 52, 60; SOC 28

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS

CSU Requirement only.

NOT A PART OF CSU GE, BUT MAY BE COMPLETED PRIOR TO TRANSFER. For CSU GE certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy CSU GE Plan Subject Areas C or D. However, if a course(s) is used to satisfy both a CSU GE subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.

US-1: Historical development of American institutions and ideals

US-2: U.S. Constitution and government

US-3: California state and local government.

**This requirement may be met before or after transfer to the CSU.*

***If a course is approved for more than one US Area, a student may use the course to satisfy all areas listed.*

US-1: CHICANO 7* (Fall 16), 8* (Fall 16); ECONOMICS 10 (Fall 15); HISTORY 11, 12, 13, 41, 42, 43, 44, 52

US-2: POLITICAL SCIENCE 1, 19, 30 (Fall 16)

US-3: POLITICAL SCIENCE 1, 19, 30 (Fall 15)

LAPC Intersegmental General Education Transfer Curriculum (IGETC) 2017-2018

Governed by IGETC Standards:

www.ccctransfer.org/igetc

DISCLAIMER: Dates in parentheses indicate the GE area applicability effective date. Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at www.assist.org.

The IGETC Plan totals 34-37 UC/CSU transferable semester units. A minimum of 60 UC/CSU transferable semester units are required for transfer. You will need to complete additional coursework in your major and maybe some elective courses. Please see a counselor to develop an Education Plan so you can reach your goals.

A course must be a minimum of 3 semester/4 quarter units to meet the requirements for IGETC (except Area 5C).

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale.

AREA 1 – English Communication

CSU: 3 courses required, one each from Group A, B and C.

UC: 2 courses required, one each from Group A and B.

1A - ENGLISH COMPOSITION

ENGLISH 101

1B - CRITICAL THINKING – ENGLISH COMPOSITION

ENGLISH 102, 103; PHILOSOPHY 5

1C - ORAL COMMUNICATION

CSU requirement only

COMM 101, 104, 121, 151 (Fall 14)

AREA 2A – Mathematical Concepts & Quantitative Reasoning

1 course – 3 semester or 4-5 quarter units

MATH 227+, 228B+ (Fall 15; 4 unit UC credit), 238+, 260, 261+, 262, 275 (Fall 16); STATISTICS 1+

AREA 3 – Arts and Humanities

At least 3 courses, with at least one from 3A, one from 3B and one additional course from 3A or 3B. 9 semester or 12-15 quarter units.

3A - ARTS

ART 101, 102, 103, 105*, 109*, 111, 137, 138, 139, 501, 502; CINEMA 3, 104, 107 (Spring 06), 113; DANCE STUDIES 801 (Fall 15), 802, 805, 807; MUSIC 111, 121, 122, 216-1 (Fall 16); PHOTO 27A, 27B; THEATER 100 (Fall 01), 110

3B - HUMANITIES

ANTHRO 121, 161+; ASL 3*, 4*; CHICANO 7* (Fall 16), 8* (Fall 16); ENGLISH 203, 204, 205, 206, 207, 208, 210, 211, 214, 215, 216, 219, 239, 240, 250, 252, 270; FRENCH 3*, 4*, 5*, 6*, 10 (Fall 15); HISTORY 1, 2, 41* (Fall 16), 42* (Fall 16), 43*, 44*, 86, 87; HUMANITIES 6, 31; ITALIAN 3*, 4*, 5*, 10 (Fall 15); JAPANESE 3*, 4 (Fall 16); PHILOS 1, 2, 12, 14, 15, 19, 20, 28, 30, 35, 40, 41, 42 (Spring 05); SPANISH 2 (Fall 16), 3*, 4*, 5*, 6*, 9 (Fall 03), 11* (Fall 14), 12*, 15*, 25, 26*, 35 (Fall 16), 36 (Fall 16), 37 (Fall 16), 65; THEATER 125, 401 (Fall 16)

Note: Students who completed any part of 9th-12th grade in an institution where the language of instruction is not English will not receive unit credit by the UC for courses that are completed at Pierce College in the same language.

AREA 4 – Social and Behavioral Sciences

At least 3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units.

ADM JUS 1 (Spring 06), 2, 4, 67; ANTHRO 102, 105 (Fall 01), 106, 109*, 132*, 161+; BRDSTG 1 (Fall 09); CHICANO 2* (Spring 07), 7* (Fall 16), 8* (Fall 16), 20* (Fall 12), 80*; CH DEV 1; COMM 100, 121, 122 (Spring 04); ECON 1, 2, 10; GEOGRAPHY 2, 7, 14; HISTORY 5*, 6*, 11, 12+, 13+, 29 (Spring 06), 41*, 42*, 43*, 44*, 52*, 56, 87; JOURNAL 100+, 251+; POL SCI 1, 2, 5, 7, 14, 19, 30, 50 (Fall 13); PSYCH 1, 13, 14, 32*, 41, 52, 66, 69 (Fall 15); SOC 1, 2, 3 (Fall 03), 4, 11* (Fall 01), 13, 15 (Fall 07), 21 (Fall 07), 28, 29 (Spring 05), 31, 35, 37, 86, 87; SPANISH 10*, 16+, 37 (Fall 16)

AREA 5 – Physical and Biological Sciences

At least 2 courses, with one from Physical Science and one from Biological Science, at least one of the two courses must include a laboratory. 7-9 semester or 9-12 quarter units.

5A - PHYSICAL SCIENCE

ASTRON 1+, 3+; CHEM 60+, 101, 102, 211, 212, 221; EARTH 3; ENV SCI 1, 7+ (same as Geology 10); GEOGRAPHY 1+, 3+ (same as Meteorology 3), 17+ (Fall 11), 23+ (same as Meteorology 5); GEOLOGY 1, 2, 10+ (same as Environmental Science 7), 12 (Fall 16), 15 (Fall 16); METEOR 3+ (same as Geography 3), 5+ (same as Geography 23); OCEANO 1; PHYS SC 4, 6; PHYSICS 6+, 7+, 12, 15, 66+, 67+, 101+, 102+, 103+

5B - BIOLOGICAL SCIENCE

ANATOMY 1+; ANTHRO 101; BIOLOGY 3+, 6, 7, 10, 110, 121+, 123+; ENV SCI 2+; MICROBIOLOGY 1+, 20+; PHYSIOLOGY 1+; PSYCH 2

5C - LABORATORY SCIENCE REQUIREMENT

ANATOMY 1+; ANTHRO 111 (lecture is Anthropology 101); ASTRON 2+ (lecture is Astronomy 1), 3+; BIOLOGY 3+, 6, 7, 10, 11ABC+ (Biology 11ABC must be taken to receive certification credit; Effective until Fall 17), 110, 122+ (lecture is Biology 121), 123+; CHEM 60+, 101, 102, 211, 212, 221; GEOGRAPHY 15+ (lecture is Geography 1), 17+ (Fall 11), 19+ (same as Meteorology 4; lecture is Geography 3 or Meteorology 3); GEOLOGY 6 (lecture is Geology 1), 7 (lecture is Geology 2); METEOR 4+ (same as

Geography 19; lecture is Geography 3 or Meteorology 3); MICROBIOLOGY 1+, 20+; OCEANO 10 (lecture is Oceanography 1); PHYS SC 4; PHYSICS 6+, 7+, 66+, 67+, 101+, 102+, 103+; PHYSIOLOGY 1+; PSYCH 73 (Spring 04; lecture is Psychology 2)

AREA 6 – Language Other Than English UC Requirement Only.

Proficiency equivalent to two years of high school study in the same language.

ASL 2*, 3*, 4*; FRENCH 2*, 3*, 4*, 5*, 6*; Italian 2*, 3*, 4*, 5*; JAPANESE 2*, 3*, 4*; SPANISH 1* (Fall 13), 2*, 3*, 4*, 5*, 6*, 35+ (Fall 13), 36+, 37.

If language level 3 or higher is used to satisfy this requirement, it may also be used in AREA 3B.

HIGH SCHOOL: 2 years of the same foreign language with "C-" or better GPA in the final second-year course.

OTHER: See "IGETC Area 6: Language Other Than English" section of this document for details

AREA 7 – CSU Graduation Requirement in U.S. History, Constitution & American Ideals

CSU Requirement only.

NOT PART OF IGETC, BUT MAY BE COMPLETED PRIOR TO TRANSFER. For IGETC certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC Subject Areas 3 and/or 4. However, if a course(s) is used to satisfy both an IGETC subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.

US-1: Historical development of American institutions and ideals

US-2: U.S. Constitution and government

US-3: California state and local government

**This requirement may be met before or after transfer to the CSU.*

**If a course is approved for more than one U.S. Area, a student may use the course to satisfy all areas listed.*

US-1: CHICANO 7* (Fall 16), 8* (Fall 16); ECON 10 (Fall 15); HISTORY 11, 12, 13, 41, 42, 43, 44, 52

US-2: POLITICAL SCIENCE 1, 19, 30 (Fall 16)

US-3: POLITICAL SCIENCE 1, 19, 30 (Fall 15)

+ TRANSFER CREDIT IS LIMITED. PLEASE CONSULT WITH A COUNSELOR

Department & Program Organization

DEPARTMENT	CHAIRPERSON	PHONE	OFFICE
<i>Sharon Dalmage, Dean, Adult, Community and Continuing Education</i>			
Community Services/Extension	Cindy Chang	710-2941	VLGE 8200
Encore	Ida Blaine	710-2561	VLGE 8310A
PACE	Joleen Voss-Rodriguez	719-6402	ALDER 1000C
Business Administration	Martin Karamian	710-2226	BUS 3212E
Accounting Business Business Law	International Business Finance	Management Marketing	Real Estate Supervision
<i>Mary Anne Gavarra-Oh, Dean, Language and Fine Arts</i>			
Art and Architecture	Melody Cooper	610-6548	ART 3308D
Art, Architecture, Multimedia			
Communication Studies	Yeprem Davoodian	710-4177	FO 2404
Communication Studies		English as a Second Language (Non-credit)	
English/ESL	Donna Accardo	710-2879	FO 2501
English		English as a Second Language	
Modern Languages	Fernando Oleas	719-6452	FO 3104
American Sign Language, French, Italian, Japanese, Spanish			
Performing Arts	Michael Gend	710-2268	PAB 3539
Dance, Music, Theater			
<i>Susan Rhi-Kleinert, Dean, Social Sciences and Community</i>			
History, Philosophy and Sociology	Dr. James McKeever	710-2255	FO 2601
History, Humanities, Philosophy, Sociology			
Honors Program	Yeprem Davoodian	710-4177	FO 2404
Kinesiology and Health Education	Shilo Nelson	710-2524	NGYM 5614C
Health		Kinesiology	
Psychology, Addiction Studies and Statistics	Maria Perser	710-2891	BEH 1306F
Addiction Studies, Psychology, Statistics			
Political Science, Economics, Administration of Justice and Chicano Studies	Kaycea Campbell	710-4134	FO 3004
Administration of Justice, Chicano Studies, Economics, Political Science			
<i>Thomas Vessella, Dean, Career & Technical Education</i>			
Child Development and Education	Patricia Doelitzsch	710-4426	CDAD 6101
Child Development		Education	

DEPARTMENT	CHAIRPERSON	PHONE	OFFICE
Computer Applications and Office Technologies	Lyn Clark	710-4244	BUS 3210C
Computer Science Information Technology	Natalia Grigoriants	719-6458	COSC 1505A
Computer Science			
Industrial Technology	Beth Cheung	710-4427	AT 3804
Automotive Service Technology Engineering Graphics & Design Technology		Engineering, Mechanical	
Media Arts	Jill Connelly	710-4235	VLGE 8203
Broadcasting Cinema Journalism		Multimedia/Media Arts Photography Public Relations	
Nursing	Joan Schneider	719-6477	CFS 91031
Registered Nursing			
<i>Dr. Donna-Mae Villanueva, Dean, Math and Sciences</i>			
Agricultural Sciences	Savanah St. Clair	710-4250	HORT 4910
Animal Science		Plant Science	
Anthropology and Geographical Sciences	Adrian Youhanna	710-2940	FO 2904
Anthropology Geographic Information Systems		Geography Meteorology	
Chemistry	Sara Harvey	712-2618	CFS 91041
Life Sciences	Shannon DeVaney	712-2611	CFS 91077
Anatomy Biology		Microbiology Physiology	
Mathematics	Sheri Lehavi	710-2202	MATH 1409A
Physics and Planetary Sciences	Dale Fields	710-4262	CFS 91040
Astronomy Earth Science Environmental Science Geology		Oceanography Physical Science Physics	
OTHER DEPARTMENTS			
Athletics	Moriah Van Norman	710-2823	SOUTH GYM
Kinesiology-Athletics (Intercollegiate Athletics)			
Center for Academic Success	Crystal Kiekel	719-6414	LLC 5130
Computer Labs		Learning Skills	
Counseling	Alyce Miller (Interim)	719-4332	SSB 140
Library Science	Paula Paggi	719-6409	LIBRARY
Special Services	Anafe Robinson	610-6516	SSB 208

Advanced Placement Information

Important Information

1. **PIERCE COURSE CREDIT IS APPLICABLE TO LOS ANGELES PIERCE COLLEGE ASSOCIATE DEGREE MAJOR AND/OR CERTIFICATE REQUIREMENTS ONLY.** Every college and university has its own policy for awarding credit for passed AP exams. Caution: TRANSFER STUDENTS must check with the college or university they plan to transfer to for the institution’s Advanced Placement policy.

The University of California Advanced Placement Policy can be found on their website: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>.

The California State University Advanced Placement Policy can be found on their website: www.calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml.

Private institutions also have their own AP policies that must be researched. Consult a Los Angeles Pierce College counselor for help.

2. **CSU GE BREADTH CERTIFICATION PLAN AND IGETC APPLICABILITY:** This information represents how students who plan to transfer to a UC or CSU campus, and who are following either the CSU GE Breadth Certification Plan or the IGETC, may count passed AP exams toward fulfillment of subject areas on each of these plans. There is no relation between the credit awarded on these general education plans and the course credit that each UC and CSU campus may award. Further, there is no relation between the credit awarded on these general education plans and the course credit awarded by Los Angeles Pierce College (see below). Students must check with the individual campuses to determine if any course credit will be awarded. Caution: It is rare that colleges and universities will allow a passed AP exam to fulfill a course requirement that is needed for the major. Consult a Los Angeles Pierce College counselor for help.

CSU GE AP POLICY: Complete details of the official CSU AP Policy can be found on CSU Chancellor’s website: www.calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml.

IGETC AP POLICY: Complete details of the official IGETC AP Policy can be found in the IGETC Standards: www.cctransfer.org/igetc.

Credit for Advanced Placement Exam (Source: LACCD Administrative Regulations E-110)

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD LACCD ASSOCIATE DEGREE: E-REG 110	SEMESTER UNITS APPLIED TOWARD LACCD ASSOCIATE DEGREE GE REQUIREMENTS: E-REG 110	LACCD ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14; E-REG 110	LACCD GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12; E-REG 110	AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14; E-REG 110	IGETC APPLICABILITY (3 SEMESTER/4 QUARTER SOURCE: IGETC STANDARDS V 1.7)	UC TOTAL UNITS AWARDED SOURCE: UNIVERSITY OF CALIFORNIA AP TEST CREDIT POLICY	CSU GE BREADTH AREA AND AMERICAN INSTITUTIONS APPLICABILITY SOURCE: CSU CODED MEMO ASA-2017-13	CSU MINIMUM SEMESTER CREDITS AWARDED SOURCE: CSU CODED MEMO ASA-2017-13
Art History	3, 4, 5	6	3	Area C: Humanities			3A or 3B 3 sem/4 qtr units	8 qtr/5.3 sem	C1 or C2 3 semester units	6 sem units
Biology	3, 4, 5	6	3	Area A: Natural Science			5B and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B2 and B3 4 semester units	6 sem units
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	4 qtr/2.7 sem	B4^ 3 semester units	3 sem units
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	8 qtr/5.3 sem	B4^ 3 semester units	6 sem units
Calculus BC/AB Subscore	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	NA	B4^ 3 semester units	3 sem units
Chemistry	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B1 and B3 4 semester units	6 sem units
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 sem/4 qtr units	4 qtr/2.7 sem	D8 3 semester units	3 sem units
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking			NA	2 qtr/1.3 sem	NA^	3 sem units^

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD LACCD ASSOCIATE DEGREE: E-REG 110	SEMESTER UNITS APPLIED TOWARD LACCD ASSOCIATE DEGREE REQUIREMENTS: E-REG 110	LACCD ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14; E-REG 110	LACCD GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12; E-REG 110	LACCD TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14; E-REG 110	IGETC APPLICATION QUALIFIER SOURCE: IGETC STANDARDS V 1.7	UC TOTAL UNITS AWARDED SOURCE: UNIVERSITY OF CALIFORNIA AP TEST CREDIT POLICY	CSU GE BREADTH AREA AND AMERICAN INSTITUTIONS APPLICATION SOURCE: CSU CODED MEMO ASA-2017-13	CSU MINIMUM SEMESTER CREDITS AWARDED SOURCE: CSU CODED MEMO ASA-2017-13
Computer Science Exam AB	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking			NA	4 qtr/2.7 sem	NA^	6 sem units^
Computer Science Principles	3, 4, 5	3	0	NA			NA	8 qtr/5.3 sem	NA	6 sem units
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A@ 3 sem/4 qtr units	8 qtr/5.3 sem	A2 3 semester units	6 sem units
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A or 3B@ 3 sem/4 qtr units	8 qtr/5.3 sem	A2 and C2 6 semester units	6 sem units
Environmental Science	3, 4, 5	4	3	Area A: Natural Science			TM 5A and 5C 3 sem/4 qtr units	4 qtr/2.7 sem	B1 and B3 4 semester units	4 sem units
European History	3, 4, 5	6	6	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 sem/4 qtr units	8 qtr/5.3 sem	C2 or D6 3 semester units	6 sem units
French Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
French Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem (removed fall 2009‡)	C2 3 semester units (removed fall 2009‡)	6 sem units
German Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 sem/4 qtr units	4 qtr/2.7 sem	D5 3 semester units	3 sem units
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Latin	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Latin Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem (removal fall 2009‡)	C2 3 semester units (removal fall 2009‡)	6 sem units
Latin: Vergil	3, 4, 5	3	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	4 qtr/2.7 sem (removal fall 2012‡)	C2 3 semester units (removal fall 2012‡)	3 sem units
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 sem/4 qtr units	4 qtr/2.7 sem	D2 3 semester units	3 sem units
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 sem/4 qtr units	4 qtr/2.7 sem	D2 3 semester units	3 sem units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD LACCD ASSOCIATE DEGREE: E-REG 110	SEMESTER UNITS APPLIED TOWARD LACCD ASSOCIATE DEGREE REQUIREMENTS: E-REG 110	LACCD ASSOCIATE DEGREE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14; E-REG 110	LACCD GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12; E-REG 110	LACCD TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14; E-REG 110	IGETC APPLICABILITY (3 SEMESTER/4 QUARTER) SOURCE: IGETC STANDARDS V 1.7	UC TOTAL UNITS AWARDED SOURCE: UNIVERSITY OF CALIFORNIA AP TEST CREDIT POLICY	CSU GE BREADTH AREA AND AMERICAN INSTITUTIONS APPLICABILITY SOURCE: CSU CODED MEMO ASA-2017-13	CSU MINIMUM SEMESTER CREDITS AWARDED SOURCE: CSU CODED MEMO ASA-2017-13
Music Theory	3, 4, 5	6	3	Area C: Humanities			NA	8 qtr/5.3 sem (removal fall 2009‡)	C1 3 semester units (removal fall 2009‡)	6 sem units
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B1 and B3% 4 semester units	4 sem units
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem	B1 and B3% 4 semester units	4 sem units
Physics B	3, 4, 5	6	3	Area A: Natural Science			TM 5A and 5C 4 sem/5 qtr units	8 qtr/5.3 sem (removal fall 2013‡)	B1 and B3% 4 semester units (removal fall 2013‡)	6 sem units
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science			TM 5A and 5C 3 sem/4 qtr units	4 qtr/2.7 sem	B1 and B3% 4 semester units	4 sem units
Physics C: Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science			TM 5A and 5C 3 sem/4 qtr units	4 qtr/2.7 sem	B1 and B3% 4 semester units	4 sem units
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 sem/4 qtr units	4 qtr/2.7 sem	D9 3 semester units	3 sem units
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 sem/4 qtr units	8 qtr/5.3 sem	C2 3 semester units	6 sem units
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 sem/4 qtr units	4 qtr/2.7 sem	B4 3 semester units	3 sem units
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities			NA	8 qtr/5.3 sem	NA	3 sem units
Studio Art: 2-D Design	3, 4, 5	3	3	Area C: Humanities			NA	8 qtr/5.3 sem	NA	3 sem units
Studio Art: 3-D Design	3, 4, 5	3	3	Area C: Humanities			NA	8 qtr/5.3 sem	NA	3 sem units
United State Government and Politics	3, 4, 5	3	3	Area B1: American Institutions		American Institutions Satisfied	4 and US-2 3 sem/4 qtr units	4 qtr/2.7 sem	D8 and US-2 3 semester units	3 sem units
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities		American Institutions Satisfied	3B or 4 and US-1 3 sem/4 qtr units	8 qtr/5.3 sem	C2 or D6 and US-1 3 semester units	6 sem units
World History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 sem/4 qtr units	8 qtr/5.3 sem	C2 or D6 3 semester units	6 sem units

Advanced Placement Information (continued)

IGETC AP POLICY NOTES (SEE CHART)

@ UC limitation: AP English Language and Composition & AP English Literature and Composition awarded maximum of 8-units for both exams.

TM AP exams in Biology, Chemistry, Physics 1, Physics 2 or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

CSU AP POLICY NOTES (SEE CHART)

* Areas of CSU GE Breadth (A1 through E) are defined in CSU Executive Order 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections 1A and 1B of CSU Executive Order 1061, and at www.assist.org.

† These units count toward CSU eligibility for admission. The units may not all apply toward CSU certification of the corresponding GE-Breadth area. See CSU Executive Orders 1036 and 1100 for details.

‡ Students seeking certification in CSU GE Breadth prior to transfer must have passed the AP test before this date.

^ CSU policy: If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate (CSU Coded Memo ASA-2017-13).

% CSU policy: If a student passes more than one AP exam in physics, only six units of credit may be applied to the CSU baccalaureate, and only four units of credit may be applied to a certification in GE Breadth (CSU Coded Memo ASA-2017-13).

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

CLEP exams test mastery of college-level material acquired in a variety of ways — through general academic instructions, significant independent study or extracurricular work. CLEP exam-takers include adults just entering or returning to school, military service members and traditional college students. For more information go to <http://clep.collegeboard.org/>.

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate® (IB) assesses student work as a direct evidence of achievement against the stated goals of the IB Diploma Program courses. Students must have completed a high school IB Diploma Program to be eligible to take the IB exams. For more information go to <http://www.ibo.org/diploma/>.

Los Angeles Pierce College Course Credit Applicable to Associate Degree Major and/or Certificate Requirements only:

This course credit is *not* applicable to Los Angeles Pierce College Associate Degree general education requirements or units awarded. For this information, reference the AP chart on the previous pages. *Additionally, Pierce course credit is in no way related to the AP policy of the CSU GE Breadth Certification Plan or the IGETC.* For these policies, consult the AP chart on the previous pages.

AP EXAMINATION	SCORE	PIERCE COURSE CREDIT
AP Art History	3, 4, 5	Art 101 and Art 102
AP Art Studio: Drawing	3, 4, 5	Art 201 and Art 202
AP Art Studio: 2-D Design	3, 4, 5	Art 501
AP Biology	3, 4, 5	Biology 3
AP Calculus AB	3, 4, 5	Math 261
AP Calculus BC	3, 4, 5	Math 261 and Math 262
AP Computer Science A	3, 4, 5	Co Sci 506 or Co Sci 575
AP Computer Science AB	3, 4, 5	Co Sci 536
AP English Language and Composition	3, 4, 5	English 101
AP English Literature and Composition	3, 4, 5	English 101
AP French Language	3, 4, 5	French 1
AP Government and Politics: United States	3, 4, 5	Political Science 1

AP EXAMINATION	SCORE	PIERCE COURSE CREDIT
AP History: European	3, 4, 5	History 2
AP History: United States	3, 4, 5	History 11 and History 12
AP History: World	3, 4, 5	History 86 and History 87
AP Human Geography	3, 4, 5	Geography 2
AP Macroeconomics	3, 4, 5	Economics 2
AP Microeconomics	3, 4, 5	Economics 1
AP Music Theory	3, 4, 5	Music 101
AP Physics B	3, 4, 5	Physics 6 and Physics 7
AP Physics C: Mechanics	3, 4, 5	Physics 101
AP Physics C: Electricity and Magnetism	3, 4, 5	Physics 102
AP Psychology	3, 4, 5	Psychology 1
AP Spanish Language	3, 4, 5	Spanish 1
AP Statistics	3, 4, 5	Math 227

Student Fees

Enrollment Fee

Enrollment fees are set by the California State Legislature and are subject to change. All mandatory fees are due in full and must be paid no later than the due date posted in your student portal. Please check the college website for critical information regarding enrollment cancellation for nonpayment of fees.

Section 72250 and Section 72252 of the State Education Code requires Community Colleges to charge enrollment fees of each student enrolling in college. The fee prescribed by these sections is forty-six dollars (\$46) per unit per semester. If you take ten units, the cost will be \$460. If you take fifteen units, the cost will be \$690, and so forth.

Concurrently enrolled K-12 students are not charged the enrollment fee.

If at the time of enrollment you are receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income/State Supplementary Program, or the General Assistance Program, the enrollment fee will be waived. For information regarding the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible at www.fafsa.ed.gov.

Enrollment Fee Assistance

To learn about enrollment fee assistance, go to the Financial Aid section of the catalog or visit the website at www.piercecollege.edu/offices/financial_aid.

Enrollment Fee Refund Policy

For full term courses: the student will receive a full refund up to the end of the second week of classes. After that date, there will be no refunds unless a class is cancelled or rescheduled by the College administration. Students who enroll and do not drop classes by the end of the second week of the semester will remain liable for all fees.

For short term courses: the student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that, unless the student must drop a class because it is cancelled or rescheduled by the administration. All eligible refunds will be posted to the student account in your student portal. Please check the college website for critical information on processing student fee refunds.

Health Services Fees

The Los Angeles Community College District charges an \$11.00 mandatory health fee for the fall and spring semesters and \$8.00 for the summer and intersession, payable to one campus only, to cover the costs of health centers at each college. The student health fee is not waived for Board of Governor Grant recipients. Payment of the health fee can be made at the Business Office each semester. This fee enables students to take advantage of the on-campus health center located on the second floor of the Student Services Building.

Los Angeles Pierce College does NOT require vaccinations to enroll; however, some programs may require certain immunizations. Please call the Health Center at (818) 710-4270 for specific vaccines available or check our website at www.piercecollege.edu/offices/health_center for additional information.

For health fee exemptions, refer to Board Rule 8502.

Student Representation Fee

A \$1 Student Representation Fee per semester is due at the time of registration and must be paid no later than the due date posted in your student portal. The fee was established to provide for the support of student representatives involved in governmental affairs. Please check the college website for critical information regarding enrollment cancellation for nonpayment of fees.

Non-Resident Tuition Fee

The 2017-2018 tuition fee for non-resident students is \$251 per semester unit for students who are non-residents from another state; \$251 per semester unit for students who are non-residents from a foreign country. Tuition must be paid at the time of registration. This fee is subject to change each academic year.

Please note: Non-resident students are also required to pay the community college enrollment fee. Non-resident tuition is due upon registration. Students must drop classes by the refund deadline in order to avoid being charged the enrollment fee and the non-resident tuition fee. In addition, after the refund deadline, fees will not transfer when students add and drop classes, whether or not fees have been paid. Please check the college website for critical information regarding enrollment cancellation for nonpayment of fees.

Fee and Refund Schedule

FALL AND SPRING SEMESTERS (Effective Fall Semester, 2017)

AMOUNT	REFUND DEADLINE
Enrollment Fee <i>Subject to change by the California Legislature</i>	
\$46 per unit	End of the second week of the semester (Deadline for short term classes will be different for each class)
Non-Resident Tuition Fee <i>(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.)</i>	
Students from another State: \$251 per unit	End of the second week of the semester
Students from another country: \$251 per unit	(Deadline for short term classes will be different for each class)
International Student (F1 VISA) Application Fee: \$35	
SEVIS: \$25	
International Student Medical Fee (IMED): Estimated at \$825 for 6 months	Full refund before first day of instruction. Prorated by vendor thereafter.
Health Services Fee	
\$11	End of the second week of the semester
Audit Fee	
\$15 per unit (Students who have enrolled in 10 units or more may audit up to 3 units without charge)	NOT REFUNDABLE OR TRANSFERABLE
Student Representation Fee	
\$1	End of the second week of semester when student withdraws from all classes
Parking Fee	
\$20	End of the second week of the semester
Associated Students Organization Membership Fee	
\$7	End of the second week of the semester
Other Fees	
Emergency Processing of Transcript or Verification of Enrollment: \$10	
Verification of Enrollment* \$3	
Record of Work in Progress* \$3	
Transcript* \$3 *The first two are free	

Check Acceptance Policy

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:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Checks not pre-printed • Business/Corporate checks • Third-party checks • Government checks (different for each class) | <ul style="list-style-type: none"> • Insurance checks • Payroll checks • U.S. Treasury checks • Federal Reserve checks |
|---|--|

For questions please call: Business Office (818) 719-6432

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.

All fee refunds will be posted to your student account. Please check the college website for critical information regarding the processing of fee refunds.

COTOP Information (Chancellor's Office Tax Offset Program)

The COTOP program is a method of collecting past due fees for the Los Angeles Community College District owed by former students. The Los Angeles Pierce College Business Office reviews the accounts receivables and only submits those debts that are permitted to be collected through COTOP. Under the COTOP program, the Chancellor's Office requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student/debtor's personal state income tax refund, lottery winnings or other state refund.

Student accounts that have past due fees may be submitted to COTOP. This can include enrollment & associated fees incurred at Los Angeles Pierce College. The Los Angeles Pierce College Business Office will send out a letter to the last known address of a student, instructing the student that their past due fees may be sent to COTOP. The student then has 30 days to pay their fees in full.

Please be aware that this debt will NOT be submitted to any major credit agencies.

If a student's past due fees are not paid in full in the 30 days after the letters are sent out, the past due fee information will be submitted to the State of California COTOP. Please note that a 25% charge is added to all outstanding fees processed through COTOP.

Parking Fee

A parking permit is required at all times when using campus parking facilities during regular school hours.

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

A student's Los Angeles Pierce College parking decal is valid at each Los Angeles Community College District campus at which the student is currently enrolled in classes.

To encourage membership in the Los Angeles Pierce College Associated Students Organization (ASO), 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 Decal may park, if space is available, in all student parking lots, including the preferred lots (1, 3, 4, 6, 7, 8 and 9), as well as legally allowable street parking space. The non-

preferred parking areas (permit required) is parking lot 5 and on El Rancho Drive.

Parking fees may be paid prior to the completion of registration. Students who do not elect to purchase the permit at that time may do so at any time during the semester at the campus Business Office located next to the College Store.

Each student who pays the parking fees will be issued a decal. These decals shall be hung from the rear view mirror.

It is the student's responsibility to make sure they know the current parking rules and regulations; if not sure, contact the Sheriff's Office. It is also the student's responsibility to make sure the current decal is visible to College Police Officers. The college is not responsible for lost permits under any circumstances.

Note: The issuance of a parking decal 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.

FALL AND SPRING SEMESTER PARKING PERMIT FEES

NON-PREFERRED/RESTRICTED DISTRICT PERMIT	\$20.00
A.S.O. MEMBERSHIP FEE	\$7.00
PREFERRED/NON-RESTRICTED PERMIT TOTAL FEE	\$27.00
CHARGE TO REPLACE LOST OR STOLEN PERMIT*	\$27.00

SUMMER AND WINTER SESSION PARKING PERMIT FEES

NON-PREFERRED/RESTRICTED DISTRICT PERMIT	\$7.00
A.S.O. MEMBERSHIP FEE	\$3.00
PREFERRED/NON-RESTRICTED PERMIT TOTAL FEE	\$10.00
CHARGE TO REPLACE LOST OR STOLEN PERMIT*	\$10.00

**Any vehicle displaying a lost or stolen permit is subject to citation and/or impoundment. Responsibility for loss or theft of permit rests solely with the purchaser. Ownership and/or assignment of this hanging tag is not transferable. Replacement permits will only be issued at the discretion of Los Angeles Pierce College.*

Associated Student Membership Fee

Experience has demonstrated that student activities are essential features in the program of the College. These activities and programs are financed by money received from memberships in the Associated Students Organization. The charge is \$7 per semester.

The funds thus collected will be spent for the general welfare of the students in accordance with policies, rules, and regulations defined by the Board of Trustees. Membership in the Associated Students Organization is encouraged for all students, but is not mandatory.

Upon complete withdrawal from the college, the student may receive a refund of the Associated Student membership fee as follows:

FALL AND SPRING SEMESTERS

Amount Paid	End of 2nd Week
\$7.00	\$7.00

SUMMER AND WINTER SESSIONS

Amount Paid	1st Week
\$3.00	\$3.00

Board of Trustees rules govern the collection, deposit and expenditures of these funds. All records are audited annually by representatives of the Board of Trustees.

Instructional Materials

Students may be required to provide instructional and other materials for a credit or non-credit course. 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.

Some classes may require additional fees for printing documents in the Open Access Labs. These labs may include The Learning Center, English Writing Lab, Computer Science Lab, Multimedia, Journalism and Photography Labs. Instructional materials fees will be posted to your student account and may be paid online by using credit card or electronic check or by using cash at the college Business Office.

Standards of Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In furtherance of students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations, and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations, may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor.

Violations of such rules and regulations include but are not limited to the following:

BOARD RULE 9803.10

WILLFUL DISOBEDIENCE. Willful disobedience to directions of college officials acting in the performance of their duties.

BOARD RULE 9803.11

VIOLATION OF COLLEGE RULES AND REGULATIONS. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

BOARD RULE 9803.12

DISHONESTY. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

BOARD RULE 9803.13

UNAUTHORIZED ENTRY. Unauthorized entry to or use of the college facilities.

BOARD RULE 9803.14

COLLEGE DOCUMENTS. Forgery, alteration, or misuse of college documents, records, or identification.

BOARD RULE 9803.15

DISRUPTION OF CLASSES OR COLLEGE ACTIVITIES. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

BOARD RULE 9803.16

THEFT OF OR DAMAGE OF PROPERTY. Theft of or damage to property belonging to the College, a member of the college community, or a campus visitor.

BOARD RULE 9803.17

INTERFERENCE WITH PEACE OF COLLEGE. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

BOARD RULE 9803.18

ASSAULT OR BATTERY. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

BOARD RULE 9803.19

ALCOHOL AND DRUGS. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip:

“Controlled substances,” as used in this section include, but are not limited to, the following drugs and narcotics:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana
- f. stimulants and depressants
- g. cocaine

BOARD RULE 9803.20

LETHAL WEAPON. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden to all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.

BOARD RULE 9803.21

DISCRIMINATORY BEHAVIOR. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District’s non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, sexual orientation, age, handicap or veterans status.

BOARD RULE 9803.22

UNLAWFUL ASSEMBLY. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

BOARD RULE 9803.23

CONSPIRING TO PERFORM ILLEGAL ACTS. Any agreement between two or more persons to perform illegal acts.

BOARD RULE 9803.24

THREATENING BEHAVIOR. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statements, written statements, telephone threats or physical threats.

BOARD RULE 9803.25

DISORDERLY CONDUCT. Conduct which may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or College activities; breach of the peace of the College; aiding, or inciting another person to breach the peace of College premises or functions.

BOARD RULE 9803.26

THEFT OR ABUSE OF COMPUTER RESOURCES. Theft or abuse of computer resources including but not limited to:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual’s identification or password.
- d. Use of computing facilities to interfere with the work of a student, faculty member, or college official, or to alter college or district records.
- e. Use of unlicensed software.
- f. Unauthorized copying of software.
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the College or District computing system.

BOARD RULE 9803.27

PERFORMANCE OF AN ILLEGAL ACT. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or Federal law.

BOARD RULE 9804

INTERFERENCE WITH CLASSES. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500), or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, “physical force” includes, but is not limited to, use of one’s person, individually or in concert with others, to impede access to or movement within, or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

BOARD RULE 9805

INTERFERENCE WITH PERFORMANCE OF DUTIES BY EMPLOYEES. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

BOARD RULE 9805.10

ASSAULT OR ABUSE OF INSTRUCTOR. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

BOARD RULE 9806

UNSAFE CONDUCT. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a. Unsafe conduct in connection with a health services program (e.g., nursing, dental hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and/or College; and/or
- d. Negligent behavior which creates an unsafe environment.

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility. Smoking is permitted in designated areas only.

Drug-Free Campus

STANDARDS OF CONDUCT

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

LACCD BOARD RULE 9803.19

Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section include, but are not limited to, the following drugs and narcotics:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana
- f. stimulants and depressants
- g. cocaine

LEGAL AND DISCIPLINARY SANCTIONS

Federal and State laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: <http://www.justice.gov/dea/druginfo/factsheets.shtml>.

In addition to criminal prosecution, violators are also subject to disciplinary action by the College. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

HEALTH RISKS

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A summary chart of various drugs and their effects is available at: <http://www.justice.gov/dea/druginfo/factsheets.shtml>.

COUNSELING, TREATMENT AND REHABILITATION

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse:

- Los Angeles Community College District Employee Assistance Program (EAP) <http://laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>; (800) 342-8111
- National Council on Alcoholism and Drug Dependence www.ncadd.org; (800) NCA-CALL
- Los Angeles County Alcohol and Drug Program Administration <http://publichealth.lacounty.gov/sapc/>; (626) 299-4193
- Alcoholics Anonymous www.aa.org; (213) 387-8316; (818) 988-3001
- Cocaine Anonymous www.ca.org; (213) 839-1141
- Marijuana Anonymous www.marijuana-anonymous.org; (800) 766-6779
- Narcotics Anonymous www.na.org; (800) 863-2962
- Families Anonymous <http://www.familiesanonymous.org>; (800) 736-9805

Penalties for Copyright Infringement and Illegal File Sharing

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (*LACCD Administrative Regulations B-28*) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

Student Discipline Procedures

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Sections 66017, 66300, 76030 and 76031). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate

specifically to an alleged violation of the established Standards of Student Conduct.

These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Student Services Office.

Student Grievance Procedures

The student grievance procedure is designed to provide a prompt and equitable means for resolving student grievances, including but not limited to the grading process. The grievance procedure may be initiated by a student or group of students who reasonably believe that they have been subject to unjust action or denied rights that adversely affect their status, rights, or privileges as a student.

STATUTE OF LIMITATIONS

“The statute of limitations period for requesting a Grievance Hearing under this regulation is 120 calendar days after the occurrence of the incident giving rise to the grievance; or 120 calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance. Pursuing an informal remedy for a grievance does not relieve the Grievant of the responsibility of requesting a Grievance Hearing within 120 calendar days of the incident giving rise to the grievance.”

SUMMARY OF THE CA EDUCATION CODE COVERING GRADING PRACTICES

Although the grievance procedures are established to enable a student to challenge a particular grade, students are advised of section 76224 of the California Education Code which provides: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

STUDENT HAS THE BURDEN OF PROOF

The burden of proving mistake, fraud, bad faith and/or incompetence is on the student. Basically, this means that you, the student, must provide the evidence to prove “mistake, fraud, bad faith or incompetence” against the instructor you are grieving.

WHAT KIND OF EVIDENCE DO I NEED?

That’s depends on what you are attempting to prove. In most matters, you will need to supply the Grievance Officer with the course syllabus, any email communications you may have had with the instructor surrounding the matter, and any returned student work. (Please see Step 4 below).

WHAT IS THE DIFFERENCE BETWEEN AN INFORMAL AND FORMAL RESOLUTION?

Informal Resolution Procedures. The E-55 Administrative Regulations states “All parties involved should be encouraged to seek an informal remedy. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of the dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have assumed official or public opinions that might tend to polarize the dispute and render a solution more difficult.”

Formal Resolution Procedures. The E-55 Administrative Regulations states in part “. . . If there is no informal resolution of the grievance, the student has a right to request a Grievance Hearing.”

LET’S GO OVER THE STEPS . . .

STEP 1

Contact your instructor. If you cannot reach the instructor, contact the department chair of the faculty member. If you cannot contact the

department chair, contact the department’s Dean. Visit the list of Department Chairs.

STEP 2

If your grade matter has not been resolved at these levels, you are entitled to file a Statement of Grievance with the Grade Grievance Officer. Read LACCD Administrative Regulations E-55 (Student Grievance Procedures) to understand the grade grievance process.

STEP 3

Complete and sign the E-55 Form 1 Statement of Grievance and E-55 Form 2 Request for Formal Grievance Hearing go to the next step.

STEP 4

Go back through your course materials and retrieve the following written materials:

1. Course outline
2. All graded papers/quizzes/exams and/or graded scantrons
3. Any email communications with the instructor, department chairperson and/or area dean regarding the grade dispute or coursework
4. Any other written material you deem relevant towards proving your claim

STEP 5

Collect all materials from Steps 3 and 4 and put them in an envelope. Contact the Grade Grievance Officer - Dean of Student Services & Equity to schedule an intake appointment.

Our address is Los Angeles Pierce College, 6201 Winnetka Avenue, Woodland Hills, CA 91371.

ADDITIONAL INFORMATION RELATING TO STUDENT COMPLAINTS

Please see Administrative Regulations E-55 for rules for more specific information on hearings and appeals.

Please also note that the student grievance procedure does not apply to the following.

- a. Challenge process for prerequisites, corequisites, advisories and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.
- b. Alleged violations of sexual harassment, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. These complaints are handled through the District’s office of Diversity Programs at (213) 891-2315.
- c. An appeal for residency determination. Residency appeals should be filed with that Admissions & Records Office.
- d. Eligibility, disqualification or reinstatement of financial aid. Procedures for eligibility, disqualification or reinstatement of Financial Aid may be obtained in the Financial Aid Office.
- e. Student Discipline: Actions dealing with student discipline are handled through the Office of Student Services.
- f. Freedom of the Press: Issues pertaining to freedom of press and journalism are addressed in Administrative Regulations E-63 and Board Rules 9703 and 9704.
- g. Employee Discipline. Students may file complaints about employee conduct with the appropriate administrator (see Board Rule 10101 – Unsolicited Written Derogatory Communications).
- h. Challenges of established District policies, e.g. Board Rules and Administrative Regulations. Grievances regarding District policy, which are beyond the authority of a college president, shall be

referred to the Chancellor or Chancellor's designee for appropriate handling and response.

- i. Financial claims against the District. Financial claims need to be made through the District's Office of General Counsel.

Information about other procedures is listed in the schedule of classes and college catalogs or may be obtained from the Student Service Office.

Most complaints, grievances or disciplinary matters should be resolved at the campus level, before escalating issues to other resources. Please follow the link below for more information at the California Community Colleges Chancellor's Office:

<http://californiacommunitycolleges.cccco.edu/complaintsform.aspx>

Students may file complaints about Los Angeles Pierce College employee misconduct with the appropriate administrator (see LACCD Board Rule 10101 – Unsolicited Written Derogatory Communications) or call the Office of Academic Affairs at (818) 719-6444.

Students may file complaints about Student Services Units with the Office of Vice President of Student Services on campus (Student Services Building, 3rd floor) or call (818) 719-6418 for more information.

- Student Services Complaint Form – submit the completed form to the Office of Vice President of Student Services located on the 3rd floor of the Student Services Building.

Student Academic Integrity Policy Statement

The faculty and administration of Los Angeles Pierce College are committed to the belief that honesty and integrity are integral components of the academic process. The College expects students to be honest and ethical at all times in their pursuit of academic goals. Students who violate the code of academic conduct by which the College maintains its academic integrity will be dealt with in a manner reflecting the seriousness of these violations.

- I. Violations of academic honesty and integrity occur when a student participates in any act in which he/she uses deception or fraud while performing an academic activity. Violations include, but are not limited to, the following:
 - Using study aids such as calculators, tape recorders or notes, when not authorized by the instructor.
 - Cheating on examinations, assignments or experiments (allowing another student to copy one's answers or copying the answers of other students; exchanging information by any means, including verbal exchanges, sign language, hand signals, secret codes, passed notes, creation of a distraction for the purpose of cheating; changing answers on a previously scored test, assignment or experiment; inventing information and/or data.)
 - Allowing another student to assume one's identity in order to fulfill an assignment or take a test.
 - Submitting for a grade the words, ideas, and/or written work (including laboratory notes and drawings) of another person without giving due credit to that person. This includes purchased papers or papers written by other students.
 - Falsifying or attempting to falsify attendance records and/or grade rosters.
 - Conspiring with other students to commit any of the above behaviors.
- II. Consequences for any offense against academic honesty and integrity may include:
 - An "F" or a "0" on the examination or assignment.

- Suspension from the class and other sanctions and/or penalties authorized by the Board of Trustees for violations of the District Code of Conduct.
- A record of the student's violation placed in the student's disciplinary file.

III. Student's Right to Appeal

Students have the right to appeal disciplinary actions through the Board of Trustees Discipline procedures. A final grade may be contested through the student grievance procedures.

IV. Reporting a Violation

When an alleged incident of academic dishonesty occurs, it is recommended that a faculty member take the following steps to report the incident:

- a. Inform the student and the department chair of the nature of the alleged violation and the impending course of action.
- b. Complete the Academic Dishonesty Report Form and submit it, along with any related evidence, to the V.P. of Student Services or their designee. The student should also receive a copy of the form from the Office of the V.P. of Student Services or their designee within ten (10) working days of the incident.
- c. The V.P. of Student Services, or their designee, will forward information about the incident to the Department Chair and the appropriate Dean of Academic Affairs.
- d. The V.P. of Student Services or designee will investigate the allegations and recommend any appropriate disciplinary actions.

V. Faculty Responsibilities

In order to maintain an environment free of academic dishonesty, the following recommendations are made to the faculty regarding their responsibility to uphold academic integrity:

- Make every attempt to conduct their classroom in a manner which encourages honorable behavior and learning, to ensure student success and discourage academic dishonesty.
- Inform students of the course requirements, grading procedures and expectations of responsible academic conduct.
- Inform students of the College policy on Academic Integrity and the potential consequences for violations of this policy.
- Inform students of their right to due process should they wish to contest the cheating allegation.

Student Rights and Legal Protection

STUDENT DIRECTORY INFORMATION

Los Angeles Pierce College considers the following information relating to a student to be “directory information:” name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, and most recent previous educational agency or institution attended by the student. Students who do not wish the above categories of information to be given out should so indicate on the Release of Directory Information form in the Admissions Office.

In addition, branches of the U.S. military are entitled to receive the following student information: student directory information as defined above, student address, telephone number, date of birth, and major field of study. This information will not be released if you so indicate on your Application for Admission.

The College Foundation is entitled, with your permission, to receive the following student information: student’s name, address and telephone number. The College Foundation is not entitled to release your student information to third parties. This information will not be released if you so indicate on your Application for Admission.

Other colleges and universities may also receive mailing information if you agree to release it on your Application for Admission.

PRIVACY OF STUDENT INFORMATION

The Los Angeles Community College District is committed to protecting student privacy. Social security numbers are not used as the primary method of student identification.

FAMILY EDUCATION RIGHTS AND PRIVACY ACTS

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Educational records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents’ financial records and certain confidential letters or recommendations.

2. The right to request an amendment of the student’s educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights.

With the exception of grade grievances, which are handled through Administrative Regulations E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to

the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorize certain disclosures of personally identifiable information without a student’s written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

Directory information may be disclosed without a student’s consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

- a. The student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;
- b. Student employee records may be released in order to comply with collective bargaining agreements;
- c. The names, addresses and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation’s agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
- d. At the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution’s agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-4605

UNAUTHORIZED RELEASE OF STUDENT RECORDS

Release of student records by faculty members to third parties, which includes parents and other family members, without a student's written permission or in the absence of a judicial order is prohibited by the California Constitution and the Education Code.

Los Angeles Community College District Records shall be developed, maintained and disposed of according to the requirements of law and this Board policy.

SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students or other persons acting on behalf of the District who engage in sexual harassment as defined by the District's policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules, Chapter 15. Copies of the policy may be obtained from the District Office of Diversity Programs at (213) 891-2317.

SEXUAL ASSAULT

The Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures. Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim or legal compulsion. Victims of sexual assault may obtain a list of referrals to community agencies from the campus police office.

Student Right to Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2013, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2013 to Spring 2016. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2014 to Spring 2016, are transfer students.

STUDENT RIGHT-TO-KNOW RATES FOR FALL 2013 COHORT

Completion Rate: 28.13%

Transfer Rate: 9.92%

CRIME STATISTICS

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at

<http://www.piercecollege.edu/media/pdf/AnnualSecurityReport.pdf>. You may also request a paper copy by contacting the Sheriff's Department at (818) 710-6450.

Campus Parking, Traffic and Safety Regulations

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Only the Winnetka entrance will be open on weekends and holidays.

Enforcement of Traffic and Parking Regulations

The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads unless posted.

All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A. CVC grants the President of Los Angeles Pierce College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard, or are abandoned with no license, towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away, no exceptions. Please check fences and curbs for tow-away signs.

ALL POSTED CAMPUS TRAFFIC AND PARKING

REGULATIONS WILL BE ENFORCED. Parking on campus is a privilege and permission to park may be revoked at any time.

Los Angeles Pierce College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

THERE IS NO FREE PARKING AREA ON THE CAMPUS. ALL PARKING AREAS REQUIRE A PERMIT. PARKING PERMITS MUST BE DISPLAYED CLEARLY FROM THE REAR VIEW MIRROR WHEN PARKING IN THE COLLEGE PARKING LOTS. PAY VALIDATION MACHINES FOR GUEST PARKING ARE LOCATED IN LOT 1, LOT 5, LOT 6, LOT 7 AND LOT 8. THESE ONE-DAY ONLY PARKING PERMITS CAN BE USED IN ANY PARKING LOT ON THE CAMPUS.

A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES.

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

Parking permits are not transferable and are only valid for the semester as indicated on the tag.

General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. ***No vehicle shall back into a stall in parking lots 3, 5, and 6. Vehicles must park clearly within marked stalls in Parking Lots 5 and 6. Failure to do so will constitute illegal parking.***
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
8. Motorcycles, motor scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. Motorcycles, motor scooters and motorized bicycles must park in motorcycle areas in parking lot 1 or lot 7. **MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.**
9. Always lock your car and set brake when parking.
10. If you feel you have received a parking citation in error, visit the College Sheriff's Station between the hours of 8:00 a.m. to 9:00 p.m., Monday - Friday.

Students are advised to be alert for large farm machinery moving on the campus, particularly early in the morning and evenings. Use extreme caution when driving around farm machinery, which travels slowly and makes very wide turns, and needs plenty of room to maneuver. If you park on the farm, please park completely off the road. Never park in front of gates and do not park in front of the animal barn doors. When encountering farm machinery, please yield to it.

Bicycle Safety Rules

1. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. It is your responsibility to watch out for pedestrians.
2. Bicycle racks are provided at various locations on the campus. Lock your bicycle to the rack to help prevent theft.
3. No bicycle riding is permitted on pedestrian sidewalks and mall walkways. Riding on sidewalks adjacent to classrooms, library, gyms, gardens, grass areas, or in any other college facilities is also not permitted. ***Walk your bike within these areas at all times.***
4. You must lock your bicycles to bike racks which are provided near the entrances to the campus.
5. Roller-skates, in-line skates and skateboards are not permitted at any time on the campus.

Cross Country Track and Adjacent Areas Closed from Dusk to Dawn

The area behind the Stadium which includes the Cross Country Track and adjacent walking and running areas are normally closed to the public. Signs have been posted in this area to alert users that this area is not available. Use of the area may be granted if approved in advance by the College and/or the activities occurring within this area are being held within the instructional program.

Use of the Cross Country Track and adjacent areas are by permit only.

DOGS ARE NOT PERMITTED ON CAMPUS (EXCEPT FOR SEEING EYE DOGS).

SKATEBOARDS, ROLLER SKATES AND INLINE SKATES ARE NOT PERMITTED ON CAMPUS.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation and any person driving a personal vehicle is not an agent of the District.