

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

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

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## **Credits:**

**On the Summer Cover: Michael Ingalsbe**, 23, has been attending Pierce and CSUN, majoring in mechanical engineering with a second interest in psychology. In his free time he enjoys going to the gym and playing basketball.

## **Pierce College Mission Statement**

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

## **Pierce College values:**

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

## Who Can Attend Pierce College?

<p>You may attend Pierce College if:</p>	<ul style="list-style-type: none"> <li>You have graduated from high school or have successfully passed the California High School Proficiency Examination, or</li> <li>You are over 18 years of age and are no longer attending high school and are capable of profiting from the instruction offered, or</li> <li>You are under 18 years of age and not a high school student, with special permission as a full-time student, or</li> <li><b>CONCURRENT ENROLLMENT AT PIERCE COLLEGE AND HIGH SCHOOL</b> High School students may enroll concurrently at Pierce College. In addition to the online application for admission, you must submit a separate concurrent enrollment form, approved by your high school counselor and your parents. The enrollment fee is waived for concurrent students who are California residents as long as they are enrolled in 11 units or less in the Los Angeles Community College District. Non-residents will be charged the non-resident tuition for all units taken at any LACCD campus. Concurrent enrollment forms are available online on the Pierce website (<a href="http://www.piercecollege.edu">www.piercecollege.edu</a>) and at many high school counseling offices. Students in less than 9th grade require special processing. Call (818) 719-6448 for details. Concurrent students are given the last priority for registration.</li> </ul>
<p>How do I apply for admission?</p>	<ul style="list-style-type: none"> <li>Online applications begun February 2, 2013. Submit your application as early as possible. The earlier you application, the earlier your registration appointment and the greater your selection of classes. There is no charge for filing an application.</li> <li>For the earliest registration appointment, submit your application online at <a href="http://www.piercecollege.edu">www.piercecollege.edu</a>.</li> <li>If you are applying to the college as an F-1 Visa International Student, you can download the application online at: <a href="http://www.piercecollege.edu/offices/international_students/">http://www.piercecollege.edu/offices/international_students/</a>. The application and all supporting documents must be submitted in-person or via mail/courier to the International Student Admissions Office which is located on the first floor of the Student Services Building.</li> </ul> <p>Picture ID is required for all transactions. Every student will be assigned a student ID number and a Student.LACCD.edu email when they apply. This email will be the official notification used for the District. Providing your Social Security Number is optional. It is only required for students applying for financial aid and for students (or their parents) who will be eligible for student tax credits. The Admissions and Records Office is located in the Student Services Building. Office hours: 8:00 a.m. - 6:00 p.m. Monday through Thursday, and 8:00 a.m. - 12 p.m. on Friday. <b>Note: Summer hours will be posted on the web.</b></p>
<p>What are residence requirements?</p>	<p><b>California Residence Requirement</b></p> <ul style="list-style-type: none"> <li>To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for a year and a day prior to the start of the semester.</li> <li>If you are not a citizen of the United States you may meet the residency requirement depending on your status with United States Citizenship and Immigration Service (USCIS), length of time residing within the state of California, and other factors. Determination of residence status will be made at the time you file your application. If you request a change of residency determination, <b>it needs to be completed prior to the beginning of the term</b> you are to enroll. Please bring with you original copies of all relevant USCIS documents.</li> <li>Non-resident students applying for reclassification as residents must also show financial independence for the most recent year.</li> <li>A non-resident student from another country is charged non-resident tuition of \$212 per unit.</li> <li>A non-resident student from another state is charged non-resident tuition of \$190 per unit.</li> <li>All non-residents must also pay the \$46 per unit enrollment fee. This fee is subject to change.</li> <li>Non-resident fees may be waived for graduates of California high schools under certain conditions. (See Admissions &amp; Records web page for AB540 petition)</li> <li>As of summer 2009 non-resident fees were no longer automatically waived in the Los Angeles Community College District. You can submit a tuition waiver request available on our website at <a href="http://www.piercecollege.edu">www.piercecollege.edu</a>.</li> <li>Students in the Foster Youth may qualify for In State residency with Assembly Bill 669.</li> </ul>

# Registration

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

## Admissions & Registration

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

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

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

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

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

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

### Prerequisite Challenge Procedures

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

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

The steps for filing a challenge are outlined below:

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

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

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## Enrollment Process

# How To Register For Summer 2013 Classes

### New Students

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

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

**2 Financial Aid** - To apply for the Federal Pell Grant program during summer 2013, students must complete the 2012-2013 FAFSA before June 30, 2013. For all other financial aid programs, please check with the Financial Aid Office for application instructions and deadlines. Apply online at [www.fafsa.gov](http://www.fafsa.gov). Our Federal School Code is 001226.

To apply for financial aid during fall 2013, students must complete the 2013-2014 FAFSA.

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

**4 On-line Orientation** - You must complete the on-line orientation at [www.piercecollege.edu](http://www.piercecollege.edu). If you have additional questions, see a counselor.

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

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

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

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

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

### Continuing Students

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

**1 Registration Materials** - Continuing students will receive an email in March for registration appointments available through the online student information system.

**2 Financial Aid** - To apply for the Federal Pell Grant program during summer 2013, students must complete the 2012-2013 FAFSA before June 30, 2013. For all other financial aid programs, please check with the Financial Aid Office for application instructions and deadlines. Apply online at [www.fafsa.gov](http://www.fafsa.gov). Our Federal School Code is 001226.

To apply for financial aid during fall 2013, students must complete the 2013-2014 FAFSA.

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

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

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

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

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

ALL SCHOOL FEES MUST BE PAID IN FULL BEFORE PARKING PERMITS CAN BE PURCHASED

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

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

## Enrollment Process

Once the semester begins, here is how to:

### Add a Class

- Students may continue to add classes through the Pierce College web site up to June 2016 for the summer 2013 session.

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

### Drop a Class

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

### Audit a Class

- Obtain a signed Audit Permit from the class instructor.
- Take Audit Permit to the Admissions & Records Office for processing.
- Summer Session, June 24, 2013 is the deadline for this request.

Fee to Audit a Class

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

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

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

College Admissions & Business Office Hours  
Beginning June 1, 2013 Office hours will change.

Summer hours will be posted on the web:

Admissions:	M-Th	8:00 a.m. - 5:00 p.m.
	F	8:00 a.m. - 12:00 p.m.
Admissions:	M-Th	8:00 a.m. - 6:00 p.m.
	F	9:00 a.m. - 12:00 p.m.

### Deadlines

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

### College Catalog

### Purchase your College Catalog at the Student Store.

The catalog includes:

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

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

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

- 8:00 a.m. - 6:30 p.m. Monday – Thursday
- 8:00 a.m. - 3:00 p.m. Friday

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

## Parking Fee

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

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

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

Preferred Parking Permit (ASO included)                      \$7

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

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

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

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

There will be a \$7.00 charge for all stolen or lost permits.

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

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

## Student ID Cards

All new and returning students will be issued a picture ID card. Continuing students should bring their ID cards to the Business Office and present it when paying fees. ID cards serve as official identification for access to college programs and services including the Student Store, Library, and Learning Center. A \$5 fee is charged for replacement of lost cards.

## Associated Students Organization Fee

Membership fee is \$3 for summer. Membership in the Associated Students Organization is not mandatory. See catalog for complete Associated Students Organization information. Also, see note regarding restricted parking. Preferred parking privileges are available only to ASO members. For questions, please call the Business Office (818) 719-6432

## Instructional Materials

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

## Refunds

- Cash or checks - All refunds of payments will be made by check. No cash refund will be made. A waiting period is imposed to allow a check to clear the bank before a refund may be issued. This period varies, but it takes approximately three weeks from the date the check is received by the College Business Office or Student Store.
- Credit Cards - A credit will be issued through the credit card agency and must be claimed in person at the Business Office.

## Check Acceptance Policy

**Your check is deposited on the same day electronically and funds are withdrawn on the same day.**

Check Types Accepted:

The Electronic Check Service only accepts:

- Personal checks

## Check Types That Are Ineligible

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

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

## Returned Check/Stop Payment Charge

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

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

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

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

## Services For Students

### Bookstore

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

Textbook information is available online at [www.piercebookstore.com](http://www.piercebookstore.com)

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

The store reserves the right to restrict purchases to members of the Pierce College community during the beginning of school-term rush periods and may require presentation of a college ID card.

There is a charge for each check returned by the maker's bank. Currently the charge is \$10 but is subject to change without notice.

### Bookstore Refund Policy

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

1. All textbooks being returned must be accompanied by a Pierce College Bookstore Cash Register Receipt.
2. Textbooks must be returned within the first five school days from the start of the semester to obtain a full refund. All textbooks which are returned starting on the sixth day of class must include a valid drop slip from admissions and records or proof that you are not enrolled in the class. **This exception period ends on the last day to drop or add classes after which no refunds will be made.**(Holidays, Saturdays and Sundays are not considered school days.)

3. Rented textbooks or calculators will be eligible for full refund if they are returned within the first five school days from the start of the semester. Starting with the sixth day of class, no refunds will be permitted for rented textbooks and /or calculators. No exceptions.
4. Textbooks must be returned in the same condition as when purchased. (New books must free of any markings, under- lining, soil marks or erasures, and all pages must be intact.) Determination of the condition of a new textbook will be made by the Bookstore Manager or Assistant Manager.
5. New textbooks returned with minor marks or damage may be refunded at the used book price of 75% of their retail price. (with exceptions stated in number 8.
6. To be eligible for a refund, all textbooks purchased after the fifth (5th) school day must be returned within 24 hours and accompanied by a Pierce College Bookstore Cash Register Receipt.
7. To be eligible for a refund, shrink-wrapped syllabi and Textbook sets must be sealed upon their return in their unopened original wrapper unless labeled "NO RETURNS" on the item or shelf tag. The Bookstore may consider a refund of opened textbook sets under the following conditions: all pages must be accounted for, all sheets must be in as-purchased condition, and there will be a \$2.00 fee for re-wrapping unless labeled "NO RETURNS" on the item or shelf tag.
8. Any shrink-wrapped text that includes as part of their package website tutorials and pass codes, computer disks, or audio tapes, must be returned in the original, unopened, shrink-wrapped package unless labeled "NO RETURNS" on the item or shelf tag.
9. Book rental refund policies are governed as per the signed agreement issued at time of sale and may include conditions as indicated in numbers 1 through 8 of this refund policy.

## **B. SUPPLIES AND NON-TEXTBOOK ITEMS**

1. All supplies and non-textbook items are refundable if they are in their original package, in new condition, accompanied by the original sales receipt and are returned within the next business day unless labeled "NO RETURNS" on item. Examples: calculators, clothing, trade books.
2. No refunds can be given on athletic supporters, swimsuits, sweat socks, safety goggles, dust masks and other items not listed which are governed by California health laws.

## **C. REFUNDS FOR PURCHASES MADE BY CHECK**

1. The rules above which govern return of textbook and supply items apply. The text must be returned within the eligibility periods stated above.
2. A processing period of ten working days from date of original purchase will be imposed before a refund will be issued. This waiting period will be waived upon presentation by customer of cancelled check.

## **D. REFUNDS FOR PURCHASES MADE BY CREDIT CARD**

1. No cash refund will be made by the Bookstore. A credit will be issued to the credit agency.
2. The customer must present an original receipt and the credit card used at the time of purchase so that a refund can be forwarded to the credit agency.
3. Credit or debit card refunds may take up to two weeks to post to your account depending on your bank or credit agency.

## **E. Some of the Products & Services Offered by the Bookstore**

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

7. Year round buyback - Students have the opportunity to sell their textbooks for cash to the Bookstore throughout the semester.
8. Textbook rental program - We offer students more options by providing various textbooks for rent at a lower price.
9. Online ordering - In order to save time and for your convenience, you may order your textbooks and merchandise through our online store at [www.piercebookstore.com.10](http://www.piercebookstore.com.10). Mailbox/P.O. Box rental - The Bookstore offers a mailbox for rent for your convenience. The rate is \$60 per a 6 month period or \$120 for a 12 month period.

# Pierce College Classes Cost Only \$46 per unit\*

## Fee And Refund Schedule — Summer 2013

TYPE OF FEE	AMOUNT	REFUND DEADLINE
Enrollment Fee	\$46 per unit*	End of second week of the semester. Deadline for short term classes will be different for each class
* Subject to change by the California Legislature		
Non-resident Tuition (All non-resident students must pay the \$46 per unit enrollment fee in addition to non-resident tuition. Non-resident tuition is due upon registration.)		
Students from another State:	\$190 per unit	End of second week of the semester
Students from another country:	\$212 per unit	Deadline for short-term classes will be different for each class
<b>International Student Fees</b>		
International Student (F1 VISA) Application Fee:	\$35	Non-refundable
SEVIS Processing Fee:	\$25	Non-refundable
International Student Medical Insurance	Estimated at \$498 per semester	Full refund before first day of instruction. Prorated by vendor thereafter.
Health Services Fees:	\$ 8	
The Los Angeles Community College District charges an \$8 mandatory summer health fee, payable to one campus only, to cover the costs of health centers at each college. Please see Health Services information at the end of this document.		
Audit Fee	15 per unit (Students who have NOT REFUNDABLE enrolled in 10 units or more OR TRANSFERABLE of credit enrollment may audit up to 3 units without charge)	
Student Representation Fee	\$1	End of second week of the semester when student withdraws from all classes
Parking Fee	\$7	End of second week of the semester. Deadline for short term classes will be different for each class
Associated Students Organization Membership Fee	\$3	End of second week of the semester. Deadline for short term classes will be different for each class
<b>Other Fees</b>		
Emergency Processing of Transcript or Verification of Enrollment	\$10	* The first two verifications or transcripts requested are free. See Admissions & Records website for details.
Verification of Enrollment*	\$3	
Record of Work in Progress*	\$3	
Transcript*	\$3	All fees owed must be paid before transcripts or verifications will be released.

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

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

### Tax Credit Available to Students

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

# How to Read the Schedule of Classes

SAMPLE COURSE LISTING

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

Boxes denote special class types.

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

Time/Day Class Meets

Instructor

Building Room

## Key To Transfer Credit Codes

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

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

For further clarification, please consult a counselor.

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

**NDA** Non-Degree Applicable. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA. (Please refer to the catalog.)

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

### Time/Day Codes

**Daily** Meets Monday through Friday.

**TBA** Day and Hours to be arranged. See Instructor

### Prerequisite:

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

### Corequisite:

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

### Advisory:

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

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

ADM .....Administration Building  
 AGOURAHS .....Agoura Center (Off Campus)  
 ANTH ..... Anthropology  
 ART ..... Art  
 AS ..... Agricultural Science  
 AT ..... Applied Technology  
 BEH ..... Behavioral Science  
 BIRMHS ..... Birmingham Center (Off Campus)  
 BUS ..... Business Education  
 CALABASA ..... Calabasas Center (Off Campus)  
 CAMP CTR ..... Campus Center  
 CANOGAHS ..... Canoga Park Center (Off Campus)  
 CAS ..... Center for Academic Success  
 CDAD .....Child Development Academic Dept.  
 CDC ..... Child Development Center  
 CFS ..... Center for Sciences  
 CHATSWTH .....Chatsworth Center (Off Campus)  
 CHEM ..... Chemistry

CLEVELAND .....Cleveland Center (Off Campus)  
 CLINICAL .....Health Care Facility (Off Campus)  
 COSC ..... Computer Science  
 DAN PEARL .....Daniel Pearl Center (Off Campus)  
 EB ..... English Building  
 EL CAMINO-El Camino Real Center (Off Campus)  
 EQUESTRN ..... Equestrian Center  
 FERAHIAN .....Ferrahian Center (Off Campus)  
 FIELD .....Gym Area Athletic Field  
 FLDH .....Field House  
 FO ..... Faculty Office  
 GEOG ..... Geography  
 GRANADA .....Granada Hills Center (Off Campus)  
 GRT HALL ..... Great Hall  
 IT ..... Industrial Technology  
 IVY ACAD .....Ivy Academia Center (Off Campus)

KENNEDY .....Kennedy Center (Off Campus)  
 LIB ..... Library  
 MATH ..... Mathematics  
 MUS .....Music  
 NGYM .....North Gym  
 NRTHRDGE Northridge Academy CTR (Off Campus)  
 OC .....Off Campus  
 PAB ..... Performing Arts Building  
 PAC...Performing Arts Complex (Temporary location)  
 POOL ..... Swimming Pool  
 RESEDA HS.....Reseda Center (Off Campus)  
 SGYM ..... South Gym  
 SOC ..... Social Science  
 SOCES .....Sherman Oaks Center (Off Campus)  
 SSB.....Student Services Building  
 STADIUM ..... Shepard Stadium  
 TAFT HS ..... Taft Center (Off Campus)  
 UPPERCTS .....Tennis Courts (upper)  
 VLGE ..... Village

## Financial Aid

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

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

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

Please follow the deadlines below:

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

## Eligibility

To be considered for financial aid, students must meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
  - Have a valid social security number (SSN)
- Demonstrate financial need.
  - Be enrolled as a regular student in an eligible program.
  - Be making satisfactory academic progress in a course of study leading to a Certificate, AA or AS Degree, or Transfer Program.
  - Not be in default on any student loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized or unsubsidized), or Supplemental Loans to Assist Students (SLS) at any college attended.
  - Not owe a refund on a Federal Pell grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Academic Competitiveness Grant (ACG) or SMART Grant.
  - Be registered with Selective Service if you are male between age 18 and 26.
  - Must have a high school diploma or its equivalent or passed the General Educational Development (GED).

## Awards

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

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

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

### Consequences of withdrawing

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

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

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

If the student owes a repayment of federal and/or state financial aid funds due to withdrawal of a class or Return to Title IV regulation, a hold will be placed on the student's academic record until the debt is repaid. A hold on the academic record will mean a student will not be able to register for classes for a subsequent semester, obtain a copy of their academic transcripts and receive other college services.

Nonpayment of the unearned amount will be reported to the United States Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Database System (NSLDS) which will result in the denial of future financial aid at all colleges and universities.

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

### Regular Office hours:

Monday & Tuesday	8:00 am to 4:00 pm
Wednesday & Thursday	8:00 am to 6:00 pm
Friday	8:00 am to 12:00 Noon

Location: Student Services Building, 2nd Floor  
Phone #: 818-719-6428 FAX #: 818-704-8221  
Website: [http://www.piercecollege.edu/offices/financial\\_aid/](http://www.piercecollege.edu/offices/financial_aid/) Email: [pierce\\_finaid@piercecollege.edu](mailto:pierce_finaid@piercecollege.edu)

# Registration in Pierce College Classes

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

## Registration Information

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

## English Placement Process

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

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

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

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

## Mathematics Placement Process

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

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

All sample tests can be downloaded from the internet, including English, Math and Chemistry exams, at [www.piercecollege.edu/offices/assessment\\_center/](http://www.piercecollege.edu/offices/assessment_center/).

## Adding Classes

To add a class that's closed during registration, contact the instructor of the class at the time the class is scheduled to meet. Students accepted by the instructor will be given an Add Permit. Take the Add Permit to the Admissions and Records Office for processing. The deadline to add classes is June 24. Please be prepared to pay any additional fees when adding classes.

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

## Cancelled Classes

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

## Auditing

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

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

The last day to submit an Audit Card is **June 24**.

## Basic Skills Enrollment Limitation

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

## Student Rights & Legal Protections

# Prohibited Discrimination and Harassment

### The Policy

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

### Academic Freedom

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

### Definition of Prohibited Discrimination

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

### Definition of Sexual Harassment

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

### Retaliation

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

### False Allegations

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

### Confidentiality

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

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

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

## Complaint Procedure

### General Provisions

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

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

### Investigation

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

### Informal Procedure

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

### Complaint Procedure

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

### Compliance Officer's Report

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

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

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

### Disciplinary Action

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

## **Appeals**

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

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

## **Additional Remedies**

The complainant may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he/she is the victim of Prohibited Discrimination may also file a complaint with the Department of Fair Employment & Housing at (800)

884-1684, the Equal Employment Opportunity Commission at (213) 894-1000, for employment based complaints; and the Department of Education, Office for

## Student Services

### **Extended Opportunity Program And Services (EOP&S) And C.A.R.E.**

Extended Opportunity Programs and Services (EOP&S) is a state-funded comprehensive support system which recruits and assists qualified low-income students who have educational disadvantages. EOP&S provides academic counseling, career exploration, tutoring, priority registration, book grants, and workshops aimed at helping students succeed in college. Participants must be full-time students. C.A.R.E. (Cooperative Agencies Resources for Education) assists single parents of children under the age of 14 who receive Temporary Aid to Needy Families (TANF). C.A.R.E. students must qualify for EOP&S. EOP&S is located in the Student Services Building, second floor. Office hours are: Monday thru Friday 8:00 a.m. - 4:00 p.m.

### **GAIN/CalWORKs Program**

The GAIN/CalWORKs Program offers a variety of supportive services designed to help CalWORKs students meet their welfare-to-work, educational, career and personal goals and achieve academic success, career advancement and family self-sufficiency, including:

- Orientation
- Case management and coordination with GAIN services
- Advocacy for County-, child care- and college-related concerns
- Student Education Plans and academic counseling
- Assistance obtaining GAIN-paid books and supplies, tools, uniforms, fees
- Work-study opportunities
- Coordination with other college Student Services programs
- Child care in the campus Child Development Center for eligible children
- Activities to help meet the GAIN weekly participation requirement
- Self-advocacy skills development
- Completion and certification of required GAIN and Child Care Resource Center forms and documents
- Referrals to community agencies for legal, personal counseling, domestic violence and social services
- Informative workshops
- Post-employment services
- Post-time limits services

A student is eligible if s/he:

- Receives CalWORKs assistance for her/himself
- Has a child under 18 years of age
- Has, or is in the process of developing a welfare-to-work plan which includes education or training
- Is enrolled in at least one class at Pierce College which supports their welfare-to-work goal
- Is approved by GAIN to receive post-employment or post-time limits services.
- Is in good standing with CalWORKs, GAIN and the college

Students receiving SSI, General Relief, unemployment insurance, Cal-Fresh (food stamps) only or Medi-Cal only are not eligible for the program.

The GAIN/CalWORKs office is located in the Student Services Building, second floor, room 48235. For more information and appointments please call us at 818-719-6400, or email us at [pierce\\_gaincalworks@piercecollege.edu](mailto:pierce_gaincalworks@piercecollege.edu).

Find us on the web at: <http://www.piercecollege.edu/offices/gaincalworks/index.asp>

### **Health Services**

A variety of health services are available at the Student Health Center located on the second floor of the Student Services Building. The Health Center provides first aid, crisis intervention, health assessment, health counseling, health referrals and health information. Students are welcome to drop in or call 818-710-4270 for an appointment to see a physician, the college nurse, nurse practitioner or psychologist.

The Student Health Center can provide low cost family planning services, extensive gynecological care, and the testing for, diagnosis of, and treatment of sexually transmitted diseases. Most bacterial infections can be treated with low-cost antibiotics that the Health Center can supply. Free condoms and over-the-counter medications are also provided on an as needed basis.

Consultation and/or referral regarding personal and emotional problems affecting a student's educational progress are available through the Student Health Center. In addition, a licensed psychologist is available to students for short-term personal counseling. Appointments are made through the Health Center at 818-710-4270.

It is strongly urged that an identifying emblem be worn by persons with any medical problems or allergies. Students with known physical impairments must limit enrollment to courses in which they may participate with safety.

Students are encouraged to obtain a medical insurance plan. Several commercial student sickness, accident and dental plans are available. Information and applications for plans may be obtained in the Student Health Center or online at [www.piercecollege.edu/offices/health\\_center](http://www.piercecollege.edu/offices/health_center).

Students who need medical assistance when the Student Health Center is closed should contact the Campus Sheriff at 818-710-6450.

Students participating in competitive sports are required to have a physical exam. The Health Center is not able to offer sports physicals based on restrictions found in the Education Code. Students should contact their coach/trainer for information regarding athletic physicals.

### **Communicable Disease/AIDS Information**

Information on communicable diseases/AIDS can be obtained in the Student Health office. Staff and students will also be referred to off-campus agencies. Information may also be obtained from the County Health Department. Free and confidential HIV testing is available on campus during AIDS/HIV Awareness Week in the fall and spring semesters. Contact the Health Center for more information at 818-710-427.

### **Child Development Center**

The Campus Child Development Center is located on the northwest corner of Mason Avenue and Olympic Drive. The entrance is located on Olympic Drive. Phone: 818 719-6494.

The Campus Child Development Center serves two primary purposes: 1) To provide a high quality preschool level program for the children of Pierce students and, 2) To provide a model program as a fieldwork site for observation and practicum students studying child development and related fields. The Campus Child Development Center offers a developmentally appropriate program for children who are 2.9 through 5.5 years of age whose parents are enrolled at Pierce College. The Center operates primarily as a State Preschool program with subsidized funding from the California State Department of Education. Parents must qualify under State income ceilings and verified need. There is a small tuition based program available also. The Center is open Monday through Friday, 7:45 a.m. – 4:00 p.m. with two sessions offered five days per week: Morning sessions--8:00 a.m. to 1:00 p.m., and All-Day sessions--8:00 a.m. to 4:00 p.m. The time of the day is based on the parent's verified need. Our program is staffed by highly educated and experienced teachers and offers a minimum teacher-ratio of 1:8.

The Center is also utilized as a primary observation and practicum site for students studying child development and related fields. Adult students have an opportunity to observe and/or gain experience working with young children as they study to become Early Childhood Educators and Directors.

Other services:

Library: <http://libguides.piercecollege.edu/content.php?pid=442777>

Counseling: [http://www.piercecollege.edu/offices/counseling\\_center/](http://www.piercecollege.edu/offices/counseling_center/)

Special Services: [http://www.piercecollege.edu/offices/special\\_services/](http://www.piercecollege.edu/offices/special_services/)

International Students Program: [http://www.piercecollege.edu/offices/international\\_students/](http://www.piercecollege.edu/offices/international_students/)

### **Conduct on Campus**

The Administration, Faculty and Staff of Pierce College are committed to promoting student success and providing all students and campus visitors with a safe and healthful environment conducive to learning. To achieve this, all students, prospective students and visitors are expected to maintain a decorum of integrity, collegiality and respect and furthermore to adhere to the rules and policies approved by the Los Angeles Community College District Board of Trustees.

Campus safety at Pierce College is the responsibility of the Los Angeles County Sheriff's Department. Sheriff Deputies and Security Officers are responsible for responding to all emergencies on campus and maintaining the peace of the college. All students and campus visitors are expected to follow their directions.

All questions regarding Conduct on Campus should be referred to David Folloso, Dean of Student Services at (818) 719-6422.

### **LACCD Board Rule 9803 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 the furtherance of the 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.

