EAST LOS ANGELES COLLEGE

COUNSELOR HANDBOOK

www.elac.edu
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Revised: 07/2015
COLLEGE MISSION

East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community and the world.

In order to fulfill this College Mission, the college has developed four goals. These goals serve as the broad planning objectives through which all other college planning documents and departmental plans will be based. Together these goals provide a foundation for building a true agenda of student success.

**Goal 1:** Increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies.

**Goal 2:** Increasing equity in successful outcomes by analyzing gaps in student achievement and using this to identify and implement effective models and programming to remedy these gaps.

**Goal 3:** Sustaining community-centered access, participation, and preparation that improves the college's presence in the community, maximizes access to higher education and provides outlets for artistic, civic, cultural, scientific and social expression as well as environmental awareness.

**Goal 4:** Ensuring institutional effectiveness and accountability through data-driven decision-making as well as evaluation and improvement of all college programs and governance structures.

**ELAC Facts in Brief** and College Profile most current editions can be found on the Office of Institutional Effectiveness website: [http://www.elac.edu/faculty/oie/data.html](http://www.elac.edu/faculty/oie/data.html)
COUNSELING

The Counseling Department is here to serve all current and prospective students of East Los Angeles College. Our counselors can help students develop a plan to reach their goals of transferring from ELAC to a university, earning an Associate degree or career certificate, or taking courses for personal development.

Counseling Services

Appointments - 30 minute academic counseling appointments to discuss educational goals, career goals, develop Comprehensive Student Educational Plans, discuss academic and personal issues, referral of on and off campus resources, etc.

Quick Questions - 5 to 15 minutes in person counseling session about academic and transfer programs, student support services, complete Honors applications, course prerequisite information, develop Abbreviated Student Educational Plan for students who completed the online orientation, and sign off on over the unit limit. Online quick questions are also available with a 3 day turnaround time. Online Quick Questions website: http://www.elac.edu/studentservices/counseling/quickQuestion.htm

E-Chat is a live online quick question option for distance education students. E-Chat website: http://www.elac.edu/studentservices/counseling/echat.htm

Workshops – include new student orientations, financial aid appeal, and probation workshop throughout the year.

Courses – Personal Development courses will have a name change to “Counseling” beginning Fall 2015.

Personal Development 1: Introduction to College (1) CSU
This course is designed to provide students with the skills needed to succeed in college. Emphasis is placed on college policies and procedures, campus services and resources, study skills and times management. Additional topics include: certificates, associate degrees and transfer admission requirements.

Personal Development 4: Career Planning (1) CSU
This is an educational and career planning course designed to help the undecided student make a meaningful decision regarding a career goal. The course includes career assessments, curious self-appraisal techniques and information regarding career characteristics and trends using career information technology. This provides students with insights into their interests, abilities, work values and personality which gives them the ability to make realistic and informed career choices.
Personal Development 20: Post-Secondary Education: The Scope of Career Planning (3) UC:CSU
This course introduces students to the higher education system and their role as a student. Students explore personal attributes needed for college success. Topics covered include: critical thinking skills, effective study strategies, communication skills, diversity issues, time management, health issues and lifestyle choices, the career planning and decision-making process, and transfer and educational planning. An overview of campus resources and policies is also provided.

Main Campus
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
E1-127
323.265.8751

Hours of Operation:
Monday - Thursday: 8:00am-7:00pm
Friday: 8:00am-3:00pm
Saturday: 9:00am-1:00pm *Subject to Change*

South Gate Campus
2340 Firestone Blvd.
South Gate, CA 90280
323.357.6213

Hours of Operation:
Monday - Thursday: 8:00am-7:00pm
Friday: 8:00am-3:30pm
ADMISSIONS, REGISTRATION AND FEES

ADMISSION
Any high school graduate or any other person over 18 years of age may apply for admission. Prospective students can complete the online application at www.elac.edu and select **Apply Online** on the right hand corner.

**Admission of High School Students:**
High School Concurrent Enrollment Application Form must have school seal and signed by H.S. Counselor with recommended course(s) and parent signature. General Admission Application needs to be submitted along with the Concurrent Enrollment Application.

**Admission of K-8 Students:** K-8 Concurrent Enrollment Application form must have school seal and signed by Principal with recommended course(s) and parent signature. Student must provide transcripts, a self-written letter, and a letter signed by the Principal indicating how in his or her opinion the student can benefit from instruction. The committee will review and reach a decision. Forms: [http://www.elac.edu/admission/forms.htm](http://www.elac.edu/admission/forms.htm)

REGISTRATION

**Note:** Encourage students to use the online registration period before the start of the semester.

**In-Person Registration/Submission of Add Cards:**
Registration is only during the Admissions Office operating hours:
Monday, Tuesday & Thursday: 9am-6pm *(note)* 1st two weeks of Fall & Spring 8am-7pm
Wednesday: 9am-7pm  *(note)* 1st two weeks of Fall & Spring 8am-7pm
Friday: 8am-12pm  *(note)* 1st two weeks of Fall & Spring Semester: 8am-4pm
*Hours subject to change

**Online Registration:**
Registration available 24 hours a day, seven days a week through ELAC’s website, www.elac.edu. Student ID 88-xxx-xxxx is needed to log-in the student information system. Password is the date of birth (mmdd)

**STUDENT FEES**  *(subject to change)*
Resident (100): $46 per unit
International (600): $258 per unit
Out-of-State (400): $246 per unit

Revised: 07/2015
**High School student fees may be waived (Health fees are not waived):**

Fall: enrolled in 11 units or fewer  
Winter: enrolled in 3 units or fewer  
Spring: enrolled in 11 units or fewer  
Summer: enrolled in 3 units or fewer
COURSE PREREQUISITE COMPLETION & CHALLENGE POLICY

Students who are currently enrolled in the prerequisite course at East Los Angeles College will be allowed to conditionally enroll in the next sequence course. Students challenging prerequisites will be required to file proof of meeting course requirements by submitting the Course Prerequisite Completion Petition or a Challenge Petition.

COURSE PREREQUISITE COMPLETION PETITION

If a student completes the prerequisite at another college, student is required to file petition along with unofficial transcripts to the Admissions Office located in E1-105. If course is currently “In Progress” at another college outside LACCD, petition will not be accepted until the grade is posted. However, if the course is currently “In Progress” at a college within LACCD, petition will be accepted for further review.

Note: High School courses and foreign transcripts cannot be used to clear prerequisites; however, a Challenge Petition may be filed with the Department Chair.

Assessment test scores are also accepted and may be submitted with petition. Scores are valid for two years. Community College assessments scores are only accepted. However, beginning June 2011, students may submit a STAR Student Report, Early Assessment Program (EAP) where students are placed in college level courses.

AP score 3 or higher may be used to clear a prerequisite. ***Refer to “N” Drive “External Exams & Military Credit” folder***

Update: No longer a deadline to submit the Prerequisite/Challenge Petitions. Note: If it’s the beginning of the semester and the student hasn’t submitted the petition, it is required for the student to obtain an add permit along with the required documents to submit to the Admissions Office. Procedure is subject to change.

Note: CSULA Eng 96 can be used to clear Eng 28 equivalency but CANNOT count towards GE units in Area D1. Some university and community college English 28 equivalent courses are not degree applicable. Therefore, we cannot use the units toward Area D1. These courses can only be used for prerequisite clearance.

CHALLENGE PETITION

If a student has not completed the prerequisite or assessment test, but feel he/she has the documented knowledge, experience or ability to enroll in the next sequence course without completing the prerequisite, a Challenge Petition may be filed with the appropriate Department (i.e. Spanish-Petition should be directed to Foreign Language Department for approval). Once a decision has been made, the Department Chair will forward the petition to the Admissions Office for final processing.

**Challenge Petition may be found at the Admissions Office or Online under Admission Forms.Forms:** [http://www.elac.edu/admission/forms.htm](http://www.elac.edu/admission/forms.htm)
ACADEMIC RENEWAL & REMOVAL OF SUBSTANDARD GRADE

ACADEMIC RENEWAL PETITION

Academic Renewal may be filed if the following are met:

1. Student must have achieved a grade point average of 2.5 in their last 15 semester units completed OR a grade point average of 2.0 in their last 30 semester units completed.

2. At least one calendar year must have elapsed from the time the course to be removed was completed.

Official transcripts of all institutions attended or presently attending must be mailed directly to Admissions Office.

If the above conditions are met, academic renewal shall be granted and may eliminate up to 18 semester units within LACCD. Form must be signed by a Counselor before student can submit to the Admissions Office for final processing.

Once an academic renewal request is processed, it is considered irreversible. **NOTE: May eliminate up to 30 semester units within LACCD effective Fall 2015 - Need Board Approval TBA***

**REMINDER:** When calculating the last 15 or 30 semester units, use “Units Completed” Column (U-C); **When calculating GPA** use “Units Attempted” (U-A) and “Grade Points” (G-P) Columns

*Note: Courses used for Graduation or GE Certification cannot be academically renewed.

REMOVAL OF A SUBSTANDARD GRADE PETITION

Students may repeat units in which substandard grades were awarded in the District. When a course is repeated (previous grade “D” “F” “NP”), student should complete this form and submit directly to the Admissions Office. The highest grade earned will be computed in the cumulative grade point average. Previous substandard grade will be removed from cumulative grade point average and cumulative total units. Course completed by “Credit by Exam” may not be used to remove a substandard grade.

*Note-Courses used toward Graduation may not be removed from cumulative grade point average.

**REMINDER:** If you are providing the student with both the Removal of Substandard Grade Petition and Academic Renewal please check if one form should be processed prior to the other. Sometimes this affects the students GPA calculations.

Forms: [http://www.elac.edu/admission/forms.htm](http://www.elac.edu/admission/forms.htm)

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REPEAT WITH A PASSING GRADE & FOURTH ATTEMPT

COURSE REPEAT WITH A PASSING GRADE
Student who wishes to repeat a course with a passing grade (A, B, C, P) should complete this form along with an add permit during the add period. If the petition is approved, all current prerequisite requirements must be met. Petitions are only valid for the semester they are requesting. Course repetitions lose priority registration and an add permit must be requested from the instructor.

*Note*-If approved and grade is awarded for repetition under special circumstances grade shall not be counted in calculating GPA.

FOURTH ATTEMPT PETITION
A student may enroll and receive a “D, F, NCR & NP” and/or “W” in the same course a maximum of three times. “W’s” now count as an attempt. Students may petition to take the same course the fourth time DUE TO EXTENUATING CIRCUMSTANCES. Extenuating circumstances may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major or other circumstances beyond the control of the student.

Filing periods: (Fourth Attempt petitions will be considered for Spring/Fall semesters only).
Spring: October 21-December 21
Fall: April 1-June 1

There are required steps and documentation before a student can submit petition. They must have the following before filing:
- State the reason for each substandard grade and/or withdrawal they wish to repeat
- Explain what measure they will attempt to improve the next time
- Attach SEP & documents to verify and support reasons for each substandard grade and/or withdrawal. NOTE: official documentation is critical. This will help in the review and approval process.
- Submit ALL documents within the filing period dates to Admissions.

After committee review, a notification will be mailed within 15 calendar days. Approved students are allowed to register in-person only in the Admissions Office by using the “Course Request Add Card” during their scheduled registration appointment date. If course is full, student may attend on the first day of class to see if the instructor is adding students. If the instructor allows the student to add, he or she will provide an “Add Permit.” Student will need to submit the “Add Permit” to Admissions Office for final processing.

Forms: http://www.elac.edu/admission/forms.htm

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PROBATION

Academic Probation
Student has attempted at least 12 semester units will be **placed on probation** when GPA for total cumulative units attempted at ELAC is less than a 2.0. Student will be **removed** from academic probation once GPA is a 2.0 or higher in total cumulative units attempted at ELAC.

Progress Probation
Student has enrolled in a total of at least 12 semester units within LACCD will be **placed** in Progress probation when the percentage of all units in which a student has enrolled and for which entries of W, I, NC and NP are recorded reaches or exceeds fifty percent. Student will be removed from Progress Probation when the percentage of units in this category drops below fifty percent.

Academic Disqualification
Any student on academic probation for three consecutive semesters shall be subject to disqualification. However, student on academic probation whose most recent semester GPA is equal or exceeds 2.0 or higher shall not be disqualified but continued on academic probation.

Progress Disqualification
Student who is on progress probation for three consecutive semester shall be subject to disqualification for lack of satisfactory progress. However, any student on progress probation whose most recent semester work indicates fewer than 50 percent units of W, I, NC and NP shall not be disqualified, but remain on progress probation.

Dismissal
Student who is subject to dismissal shall be notified by Admissions office of the dismissal which will become effective the semester following notification. Disqualify a student from admissions to any other college within LACCD.

Appeal of Dismissal
Student has the right to file with the college Admissions Office a written petition to appeal proposed dismissal action. May file within 15 calendar days after the dismissal letter was mailed. Student must write a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

Re-Admission after Dismissal
Student who has been dismissed may request to be readmitted after two semesters have elapsed. Student shall submit a written petition requesting to be readmitted. Readmitted students are returned to probationary status and will be subject to dismissal.

Forms:  [http://www.elac.edu/admission/forms.htm](http://www.elac.edu/admission/forms.htm)
GRADUATION REQUIREMENTS

GENERAL GRADUATION INFORMATION

AS in Nursing, Registered (RN): To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States regionally accredited institution of higher education are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work. These students are not to be required to complete any other courses required by the college for an associate degree (6201.16)

If a student receives below a 2.5 in Anatomy, Physiology and Microbiology, they may take Biology 20 as their one time repeat. If a student receives below a 2.5 gpa in Biology 20 and Micro 20, they may take either Anatomy 1 OR Physiology 1 as their one time repeat.

Trifecta (Anatomy 1, Physiology 1, Micro 20) student must sign up through the Life Science Department. Students who are interest may contact the Secretary via e-mail, marting6@elac.edu or office# 323-415-5036. Need to sign-up for Fall semester in January & Spring semester in June. They accept 60 students into the class.

AP English may be used toward the English 101 requirement for ELAC’s Nursing Program.

Nursing program applications are typically accepted starting in January *subject to change*

Respiratory Therapy degree only needs a Physical Education (Kinesiology) for Area E.

For students who began Fall 2008, they are allowed to get the Liberal Arts degree up to Fall 2010. If student does not complete degree by this semester, they may appeal by submitting the Exception to Graduation Requirements.

If the student started prior to Fall 2008 (Summer 2008 or earlier) they would be under the previous catalog year, therefore, still eligible for the Liberal Arts degree. Liberal Arts degree major code is 4901.

If student took Health 10 when it was accepted under Area E1 for AA graduation even though following a more recent catalog year where it does not meet graduation requirements, the student will be given credit in this area.

If a student took courses in Fall 2008, then stopped and returned Fall 2009, they have not broken enrollment. If “no work completed” appears under a Fall or Spring semester, they have not broken enrollment. Winter and Summer terms do not count towards continued enrollment.

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COMPETENCY REQUIREMENT

Competency Requirement prior to Fall 2009 (started Summer 2009):
**English 28**-Intermediate Reading and Composition (formerly English 61, 62, 63, or 65) and **Math 115**-Elementary Algebra.

Competency Requirement for all New/Returning students entering Fall 2009 & later:
**English 101**-College Reading and Composition I
Note: Competency may be met by one of the following: A score of 3 or higher on one of the following AP exams: English Language and Composition English Composition and Literature or Credit by Examination or complete assessment exam and place in a course above the level of English 101.

**Math 125**-Intermediate Algebra
Note: Competency may be met by one of the following: Passing score on the District (Intermediate Algebra) Math Competency Examination or a score 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC or Statistics or complete assessment exam and place in a course above intermediate algebra. The new competency requirements are effective for new or returning students who start Fall 2009. However, if a student started Summer 2009 or prior they can follow the old competency requirements.

Residency: attach Exception to Graduation to Grad Petition for students who have met all graduation requirements but did not petition when last enrolled.

If student started Fall 2008, AA in General Studies.

A grade “C” or higher is required for the Area of Emphasis 18 semester unit (27 quarter units) requirement (Art & Humanities, Social & Behavioral, and Natural Science)

Unit converter: [http://www.sfsu.edu/~gradstdy/unit-converter.htm](http://www.sfsu.edu/~gradstdy/unit-converter.htm)

When using a course from another college to meet 18 units in the Area of Emphasis, the course being used must have the same content as our course. If unsure, send student to the department for course equivalency review.

Gen Studies-Art & Humanities Emphasis: Only accepts one 5-unit Foreign Language course.
Note: May use multiple 4 unit foreign language. For example: ASL 1 (4 units) and ASL 2 (4 unit) along with Spanish 1 (5 units) and Chinese 1 (from another university that’s 4 units).

AP Exam for Area of Emphasis-Gen Studies: Submit Course Equivalency Petition for department approval, attach AP score report and AP test description. Note: No guarantee of approval, it is up to the department.
Graduation Petition - If a student attended other colleges and wishes to file for graduation, student must request all transcripts to be mailed directly to the Admissions Office. If a student indicates on admission application they attended another college, however, and did not complete any units, a letter or transcript indicating they did not complete units is required for graduation petition to be reviewed. If a course has no grade but rather Incomplete (INC) the student needs to request for the default grade before the graduation petition can be reviewed.

Board Rules - Effective July 28, 2010, the board approved new guidelines (BR 6204) for Additional Associate degrees and Concurrent Associate degrees. In the past, students who already earned an associate degree were limited to a second AA degree. Now there is no limit to the number of additional degrees a student may earn. Also new is the ability to earn Concurrent Associate degrees. This represents a change in policy for our district. The guidelines are as follows:

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. Chapter VI – Article II – Page 14 6204.

2. Completion of a minimum of six NEW units in a major requiring 18-35 units or twelve NEW units in a major following plan B of General Education requiring 36 or more units. Major course requirements completed in previous degrees awarded can be used again for additional degrees. Additional units could be any new units, major or degree applicable courses.

3. 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).

4. There is no limit to the number of additional associate degrees that can be awarded provided that all above requirements have been met.

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:

- Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.

- There is no maximum number of concurrent degrees that a student may be awarded.
• If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

If an Associate of Science and Associate of Arts degree can be awarded in the same major, only one degree will be granted as selected by the student. 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.

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).

The LACCD does not offer double majors.

Degree applicable coursework completed at other colleges for the purpose of Associate Degree General Education use the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be Associate Degree applicable.
3. A student must submit official transcripts from the originating institution consistent with current Board policy.
4. The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required and does not prohibit application of the course to an alternative general area, if deemed beneficial to the student.
5. Courses taken at the originating institution that do not appear on that college’s general education pattern will be applied to an LACCD general education area based on course content equivalency to a general education course offered at an LACCD campus.
6. A minimum grade of “C” (2.0) is required in each course used to fulfill the English and Mathematics competency requirement.

Summer and Winter Sessions:
Summer and winter do not count for purposes of determining continuing student status. Student must be enrolled in at least one regular semester per academic year to maintain continuing status. If they do not complete one regular semester per academic year they will be considered to have broken enrollment and will lose catalog rights.

Students who begin in summer will follow the catalog in effect at that time. Each catalog is effective for the start of the Fall semester i.e. if student begins summer 2011, he/she would follow the current 2009-2011 catalog. If student begins in fall 2011, he/she would follow the 2011-2013 catalog.
FOREIGN TRANSCRIPT CREDIT

For students requesting Foreign Transcript Credit for graduation, transcripts need to be evaluated by an accredited agency. Once this is complete, please have student submit a General Petition along with evaluated transcripts to the Admissions Office for review.

Recommended Agencies:

International Education Research Foundation, Inc.
P. O. Box 3665
Culver City, CA 90231
Tel (310) 258-9451
Fax (310) 342-7086
Web: www.ierf.org
Email: informationa@ierf.org

Academic Credentials Evaluation Institute, Inc.
P. O. Box 6908
Beverly Hills, CA 90212
Tel 310-275-3530
Fax 310-275-3528
Web: www.acei1.com
Email: acei@acei1.com

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP CREDIT)

For students requesting CLEP credit, a score of 50 or higher on CLEP Exam is required. **Note:** Some exams such as Foreign Language require a score higher than 50. Students need to submit a General Petition along with the CLEP scores to the Admissions Office for review. ***Refer to “N” Drive “External Exams & Military Credit” folder***

ADVANCED PLACEMENT (AP CREDIT)

For students requesting AP credit, a score 3 or higher on the AP Exam is required. Students need to submit a General Petition along with the original AP scores to the Admissions Office. Prerequisite clearance is also processed. ***Refer to “N” Drive “External Exams & Military Credit” folder***
ASSOCIATE DEGREE FOR TRANSFER (ADT) AA-T & AS-T

In September 2010, former Gov. Schwarzenegger signed into law the Student Transfer Achievement Reform Act, also known as SB 1440. This created a joint initiative with the California Community Colleges and California State University to put the needs of our state’s students first.

The two systems continue to roll out programs that simplify the transfer process for community college students wanting to continue their education at the California State University. For the first time in California history, community college students who complete an associate degree designated for transfer are guaranteed admission to the California State University system with junior status and will be given priority consideration when applying to their local California State University campus and to a particular program that is similar to the student’s community college major.

Students will gain a 0.1 jump on their GPA, guaranteed admission into the CSU system (not necessarily their first choice CSU), admission at junior level standing and ability to expedite Bachelor’s degree at the CSU after completion of 60 upper division units. Another advantage is that it is close to “common preparation” as possible for most CSU campuses for students preparing broadly for more than one CSU campus.

DEGREES CURRENTLY OFFERED

Requirements for AA-T/AS-T: Minimum of 60 CSU-transferable semester units, minimum of at least a 2.0 GPA, completion of a minimum of 18 units in an AA-T or AS-T major. All courses must be completed with a “C” or better or a “P.” These degrees must follow and complete CSU GE or IGETC (CSU version) including Comm 101 for their GE requirements instead of Plan A or Plan B.

AP Course equivalency cannot be used towards AA/AS-T major courses at this time. *more information to come

If student took a course at another college and it is approved under that college’s AA/S-T curriculum we can use it towards fulfilling major requirements, even though we may not offer the course.

If a student took a course at another college, we can use the course if it’s approved for the same C-ID descriptor as an ELAC course on the degree. In the absence of C-ID, if a course is deemed content equivalent to an ELAC course on the degree, we can use it.

A Degree with a Guarantee http://adegreewithaguarantee.com/

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TRANSFER REQUIREMENTS

Reminder- IGETC and CSU GE are not based on a catalog year. As long as courses were approved at the time the student took them, it can be used for certification.
*See www.assist.org

CSU GE Breath and IGETC Certification is recommended for students to complete prior to transferring (not recommended for most STEM majors). Certification is not required for admission to a UC or CSU.

IGETC Language Other Than English (LOTE) **Refer to “N” Drive “IGETC CSU GE & IGETC Standards” Folder**

Competency can be met if student completed the 6th grade or higher for 2 years at a formal school and the language of instruction is anything but English.

Note: For IGETC student should not complete language courses to fulfill Humanity 3B in the language of instruction from the country where they attended the 6th grade or higher of school.

If a student takes two languages, but completes one year in each, student has not met the requirement.

Validation of Less Advanced Coursework: A more advanced course may be used to validate a less advanced course even if it doesn’t appear on H.S. transcript:
Example: Spanish level 2 in h.s. completed with at least a “C-” grade validates Spanish Level 1.

“D” & “F” grades in Less Advanced Work: Students may clear “D” & “F” in less than advanced work by completing more advanced work with grades of “C-” or higher.
Example:
1. Student taking two years of the same language with grades “DD” & “CC” meets the requirement.
2. Two years of the same language with grades “DD” and “DC” meets the requirement.
3. Two years of the same language with grades “CC” and “DD” does not meet the requirement of the “D” grades is in the most advanced course.

IGETC Area 1B Critical Thinking/Composition courses from Institutions other than the CCC system: It is highly unlikely that any course taken from outside of the CCC system would meet this area. Most institutions do not have a combined Critical Thinking/Composition course. Many CSU’s have critical thinking courses that do not include the composition component.

Example: CSULA’s English 102 has the opposite problem. It is a composition course, but doesn’t have in-depth critical thinking section. It doesn’t meet the Basic Subject GE requirement at CSULA. A common mistake is to assume because ELAC’s English 103 is articulated with CSULA English 102 on Assist.org that the courses are similar.
It is best to advise students who come in with these courses that they will need to take one of our approved courses to meet IGETC 1B.

**UC/CSU CHANGES**

**UC Specific**

**UC to Award Credit for Military Courses (4/11)**

The University of California’s Board on Admissions and Relations With Schools approved the awarding of lower-division transfer credit of U.S. military courses, using American Council on Education guidelines, as a starting point. In instances where there is an equivalent course taught at a UC campus, UC will give credit for military coursework. Although there may not be many courses deemed as transferable, and most will simply yield elective credit, any units granted could assist students in graduating from UC in a timely fashion. Future applicants should list courses completed as a part of military service on the admission application. Upon admission, students will be required to submit official transcripts (SMART, AARTS, etc.) of the coursework. **Note:** Most units are considered elective units.

UC’s take up to **4 semester units of PE (activity) maximum & 8 semester units of PE (theory) maximum**

UC’s take up to **8 units of English as a Second Language (ESL) maximum.**

**UC Credit Limit** - limit of ONE course and will take the course with the best grade for admission purposes (i.e. Algebra OR Pre-Cal; General Physics OR Science Physics other grades besides “A-F” will look at originating institution and their grading system (i.e. “WF” at some colleges is equal to an “F” grade, will use this to calculate GPA) **See General Catalog 2013-2015 p. 78**

UC’s will only give unit credit for one of the following courses: Health 2, 7, 8 and 11. It is not stated in the schedule of classes and it can easily be missed in the catalog as it is not stated directly under each course. See Link for more info: [http://web1.assist.org/web-assist/report.do?agreement=tca&reportPath=REPORT_2&reportScript=Rep2.pl&event=28&ia=LAEC&ay=14-15&arc=N&dora=HLTH](http://web1.assist.org/web-assist/report.do?agreement=tca&reportPath=REPORT_2&reportScript=Rep2.pl&event=28&ia=LAEC&ay=14-15&arc=N&dora=HLTH)

**Cumulative GPA** - will use all transfer courses including upper division; always the first time the course is taken it is used towards the GPA, this is true even if the original course was taken many years ago and student repeats the course at another college.

**Out of Sequence Courses** - will not award credit for lower level courses taken after more advanced (chem, math, language, ESL) (this will not count against them if student took AP exam and is now allowed to move into higher level course but perhaps for the major still needs to take the course for a letter grade b/c department will not accept AP for a major course)
Former UC Students – “D” grade cannot be repeated at non-UC school; student should contact the UC they want to transfer to for guidance with this matter; “F” grade student can take the class at another college, but the “F” @ UC and new grade will be averaged.

Music 101 accepted under CSU/IGETC Arts area through Summer 2010.

All Lower division units (freshman/sophomore) coursework will be limited to 70 transferable units toward the UC degree. Transferable units beyond this limit earn subject credit only. However, UC Upper Division courses may be used as electives when calculating the minimum 60 transferable units.

Spanish 36 accepted under IGETC 6A Language Other Than English effective Spring 2011. CSU GE Area C2 Humanities effective fall 2010.

Music 132 is approved for IGETC 3A effective Fall 2010.

CSU SPECIFIC
Students are not required to complete a U.S. History course and Political Science 1 to be certified in CSU GE Area D. If students complete three courses (9 semester or 12-15 quarter units) in at least two subareas, they meet the requirements for the area. Years ago, ELAC imposed the U.S. History/Pol Sci 1 requirement for certification. This was removed from the GE pattern because it was not in compliance with CSU Executive Order 1065 which stipulates the guidelines for CSU GE areas. There is a note on CSU GE that students may take courses to fulfill the CSU U.S. Constitution and American Ideals prior to transfer. This note is only listed as a courtesy to students to allow them to fulfill a CSU graduation requirement at ELAC.

Music 101 under CSU GE Area C1 Arts accepted if taken prior to Fall 2010.

Music 132 under CSU GE Area C1 Arts effective Fall 2010. Music 132 was previously approved for Arts GE. If student took Music 132 before when it was approved the course will count for certification.

Photo 10 accepted under CSU Area C1 Arts if taken prior to Fall 2009.

Completion of "C" or better requirement for Area A1, A2, A3 and B4

CSU’s take up to 6 units of PE maximum.
Independent Universities

Many independent universities accept IGETC or CSU GE to fulfill or partially fulfill their general education requirements. Please refer to following link to see if it can be used:
https://secure.californiacolleges.edu/college_planning/california_independent_colleges/Admission_Requirements/Transfer_Admission.aspx

University of Southern California (USC): Does not accept IGETC or CSU GE. Please refer to their own GE articulation agreement: https://camel2.usc.edu/articagrmt/artic.aspx

*Note: Please be aware that students who start at any college prior to Fall 2015 will not be allowed to move into the new GE pattern. Each population of students (listed below) will be required to follow the GE pattern in effect when they started college.”

Prior to Fall 2015- current GE
Fall 2015 and later- new GE

CLEP CREDIT

CLEP Exams may now be applied to CSU GE certification. We would not be giving course equivalency, but we would be applying the exam to a CSU GE area with virtual units. The document also tells you how much total credit would be given system wide for each exam. This will be helpful in totaling up CSU transferable units for transfer. ***Refer to “N” Drive “External Exams & Military Credit” folder***

CLEP is not applicable to the IGETC GE nor to the UC System at this time.
FINANCIAL AID

Those with a GED or HS diploma that are US Citizen, US Permanent Residents or have an I-94 Card can complete the Free Application for Federal Student Aid (FAFSA). The ELAC school code is 001222. www.fafsa.ed.gov

Board of Governor Fee Waiver (BOGW) is a state-funded fee waiver program awarded to all students who meet the California residency requirement and the BOGW criteria. Enrollment fees will be waived for those who meet the qualifications for this program. Students who complete the FAFSA do not need to complete a separate Fee Waiver at the Financial Aid office. AB540 students should complete the paper Fee Waiver and answer the 2 questions at the top that apply to them. Effective Fall 2016 student will lose eligibility for the Fee Waiver if they are on probation for not maintaining a 2.0 GPA for two consecutive primary terms or not successfully completing half the units attempted in that period. Foster youth are exempted from this policy. An appeals process will be available for students that can show extenuating circumstances.

AB540 students should complete the California DREAM Act application online to be considered for state grant aid. www.caldreamact.org

Cal Grant A- based on GPA and need; grant funds to help pay for tuition/fees at a qualifying institution offering a Baccalaureate Degree program. If you have received a Cal Grant A, but have chosen to attend a California Community College first; your award will be held in reserve for up to three years until you transfer to a four-year college.

Cal Grant B- based on GPA and need; provides payments for recipients in the amount of $1,551 for a full-time, full year award. Can receive up to 4 full-time years.

Cal Grant C- based on GPA and need; students must be enrolled in a vocational program, in a course of study lasting from four months to two years. Maximum annual award amount is $576.

Pell Grant – based on cost of attendance and need. Can receive for up to 6 full-time years.

Student can go to the National Student Loan Data System to view how much of their aid they have used and what is remaining. www.nslds.ed.gov

Frequently Asked Questions and Answers
http://www.elac.edu/admission/finaid/resourceFAQ.htm

On Campus Scholarships http://www.elac.edu/admission/finaid/elacScholarships.htm
Off Campus Scholarships http://www.elac.edu/admission/finaid/offCampusScholarships.htm

*Note: Remedial courses also count toward the 90 unit max for financial aid.
STUDENT PROGRAMS/SERVICES

AB540
A student may apply for AB540 status by submitting the affidavit form with Enrollment Center, E1-121. They must complete online admissions application then complete affidavit. They must meet the following requirements:

- Attended a California High School for 3 years or more (does not need to be consecutive)
- Graduated from a CA HS with a HS diploma or GED
- Be registered or currently enrolled in one of the 3 institutions of higher ed in CA.
- Filed an affidavit with the college stating that they will file an application to adjust their immigration status as soon as they are eligible.

If eligible, student will be able to pay in-state tuition. Through the California Dream Act, AB540 students have access state funded financial aid programs such as Cal Grants and the BOG Fee Waiver, Institutional Grants, and Chafee Grant. All state-funded FA application deadline is March 2nd with the exception of the fee waiver. May apply by visiting the following website link: www.csac.ca.gov/dream_act.asp

Athletics
Al Cone, Director
C1
323.265.8913
Student athletes must be enrolled full-time and maintain a minimum 2.0 GPA to play. There are 2 athletic counselors: Ralph Valle and Dorothy Teola. Students should meet with them to ensure they are meeting all eligibility requirements to qualify for D1, D2 or D3 schools. Link to athletic coaches contact information: http://www.elac.edu/studentservices/asu/athletics.htm

ASU
G8-119
323.265.8742
The Associated Student Union (ASU) is the official student government of ELAC. Students who want to participate in clubs and receive other benefits from membership must pay $7 fall/spring and $3 winter/summer. A book and calculator rental program is offered, among other services.

CalWORKs
A5 Bungalow (in stadium parking lot)
323.265.8998
California Work Opportunity and Responsibility to Kids (CalWORKs), previously GAIN, is a program offering training and support services to students receiving TANF (Temporary Assistance to Need Families), previously AFDC.
**Career & Job Services**  
E1-176  
323.415.4126  
Offers career interest assessments for students who are undecided on a major and one-on-one career counseling. Students may inquire about job and internship listings. They also offer career related and job preparation skills workshops.

**Child Development Center**  
Corner of Cesar Chavez and Bleakwood  
323.265.8788  
Available to parents with preschoolers (3-5 years) and school-age children (5-10 years). Programs are available for Fall, Spring and Summer and include a full meal service providing breakfast, lunch, snack and dinner at no cost.

**Community Services**  
A4 Bungalow (in stadium parking lot)  
323.265.8793  
Offer courses to the community for all ages including toddlers to seniors. Course are not-for-credit, short-term and fee based.

**Disabled Student Program & Services**  
E1-160  
323.265.8787  
Qualified persons with disabilities such as Learning Disabilities, mobility impairment, acquired brain injury, low vision, blindness, deaf and hard of hearing, or other health impairments. DSPS provides educational planning; personal support; academic accommodations such as tape recorders, test facilitation, text readers, etc.

**Extended Opportunity Programs & Services (EOP&S)**  
E1-227  
323.265.8769  
Student must complete a program application and meet the following eligibility requirements:  
- Be a California Resident  
- Be enrolled in 12 units or more  
- Fewer than 70 units of degree applicable college credit  
- Qualify to receive the BOG Fee Waiver
Cooperative Agencies Resources for Education (CARE) Program (Part of EOP&S Services)
E1-227
323.265.8798
Student must be eligible for EOPS and meet the following eligibility requirements:
- Be enrolled in 12 units or more
- 18 yrs of age
- Must be head of household or single parents receiving public cash assistance
- Have a least 1 child under the age of 14

Financial Aid
E1-173
323.265.8738
BOGG Fee Waiver and FAFSA applications are processed by this office. Scholarship information is available on their website. For updated information about disbursements, news and other financial aid questions refer to their website.
http://www.elac.edu/admission/finaid/index.htm#

Fiscal Office
E1-135
323.265.8701
Students pay tuition, parking, ASU fee (optional). Disbursement of financial aid checks and student loan check as well as cash/check refunds are done in this office. The office is also responsible for establishing and maintaining ASU accounts.

Foster Youth
Located in Financial Aid Office, E1-173
Foster Youth Liaison: Carmelo Navichoque, 323.265.8739
Foster Youth Liaison: Lindy Fong, 323.780.6738
Foster Youth Counselor: Lourdes Negrete, 323.265.3771
Provide current and former FY in accessing & successfully completing college. The FY Liaison will assist with the following: College Admissions Application, Enrollment Process, Online FAFSA app, BOG Fee Waiver, Online Chafee Grant App, FA process, Assessment & Orientation.
Students must meet the following eligibility requirements: Current foster youth OR former foster youth (includes students who were dependents or wards of the court at any time between the ages of 13-18).
http://www.elac.edu/admission/finaid/fysi/index.htm

Health Center
G8-111
323.265.8651
Students who pay their $11 health fee qualify for a limited amount of free services including flu shots, birth control, physical exams and mental health/emotional/behavioral counseling.

Revised: 07/2015
Honors
Counseling Department, E1-127 or South Gate Counseling
323.265.8751 (Main Campus); 323.357-6213 (South Gate)
Provides priority consideration for admission when transferring to the College of Letters & Science at UCLA and eleven other Honors affiliated universities/colleges; Honors designation on transcripts for all honors classes; smaller class size; Honors Program certificate awarded upon completion of five honors courses with a 3.0 gpa; scholarships; UCLA library card and privileges, campus visitations and tickets to various cultural events in Southern California area.
Student must meet the following eligibility requirements:
- **Continuing Students**: Completion of 12 transferable college units with a 3.0 gpa and eligibility for or completion of English 101
- **Entering Freshman**: 3.0 gpa in high school and English 101 eligibility
- Continuing students whose units are from another college and entering freshman must submit transcripts along with the Honors application

Requirements for completing the Honors Program:
- Enrollment in six or more units per semester while maintaining a 3.0 gpa
- Completion of five Honors courses with a 3.0 gpa leads to Honors certification upon transferring

International
E1-206
323.265.8796
All F-1 visa students seeking admission must apply through International Student Office.
International Counselor Contact: Michelle Hernandez-Payan

Admission Requirement:
- File international application with one passport-sized photo
- Minimum TOEFL score of 450 or higher, computer score of 133 or higher or IELTS 5 or higher
- Most recent 3 years of qualifying examination result and/or certificate
- Affidavit of Support (students sponsor)
- Confidential financial statement showing a minimum balance of U.S. 18,000
- U.S. $35 money order for processing
- Guardian statement-students under the age of 18 must have a guardian in the U.S.

Requirements for applicants applying within the U.S.:
- Copy of current Passport, I-94 and visa stamp
- All current and previous status documents (I-20, DS-2019, etc.)
- Transfer Status Verification form completed by student
- Mail official transcripts from all previous US colleges, universities, and high school
Services: Labs/Tutoring Services

Learning Assistance Center
E7-210
323.265.8762
Provide peer tutoring for students in basic skills, writing, reading, child development, English, math, science, life science, and social science. Also offer a large computer lab.

Math Lab
K5-104
323.415.4191 & 323.415.4137
Free walk-in peer or group tutoring. Videos and calculators are available for check-out. Large computer lab with math software capabilities, MS Office, and internet.

Writing Center
K5-102
323.284.4159
Tutoring for all subjects and large computer lab. Provide group workshops and grammar assistance programs. Online resources and tutoring is also available.

Library
F3
323.265.8758
Aside from offering a large collection of books, the library also offers article/research databases, e-books, 24/7 online research help and workshops. Students also have access to CSULA’s library resources.

MESA
E7-210B
323.780.6730
Provide tutoring resources, academic counseling, university trips and summer internship/research opportunities for STEM majors. Application process is required and student must have completed or enrolled in Math 260. Students are highly recommended to start and finish a science sequence at one college. Physics 6(fall)&7(spring) / 21(fall)&22(spring) are offered on alternate semesters.

Non-Credit Program
A4 Bungalow (in stadium parking lot)
323.260.8174
Offers English as a Second Language (ESL), GED, citizenship, and vocational classes at no cost.
Nursing
Department decides when applications will be accepted. Keith Hayashi is the contact counselor to review final paperwork when students are trying to be admitted into the program.

Southgate Shuttle
Shuttle is available in the Fall and Spring semesters and usually in the Summer to transport students between the Main campus and SG. Shuttle service is based on funding and student can pick up the shuttle at the bus pick up near McDonalds on Collegian Avenue.

Transfer Center
E1-176
323.265.8623
Offers transfer related events such as College Fairs, workshops, scheduled University Rep visits, and assistance in the application process.

Veteran Services and Programs
Eligibility for benefits (further details contact Veteran Clerk, Denise Alcazar or Veterans Counselor, Jessica Peak):
- Must have served at least 181 days of active duty
- Received other than a dishonorable discharge

Admission Requirements:
- File application for V.A. Educational Benefits and an application for admittance to the college
- Fill out Veterans card for school records declaring major, transfer school and schools previously attended.
- Request transcripts from all colleges attended and have them mailed directly to the Admissions Office.
- File V.A. Form 22-1995, if you are a transfer student-Request for Change of Program or Place of Training.
- Apply each semester for continuous V.A. Educational Benefits.
- Veterans are required to complete a student educational plan and submit to Veterans clerk each semester and it must match what the student is registered for.
ONLINE COUNSELOR RESOURCES

Chancellor’s Office Approved Community College Programs website to search programs at different colleges.  https://misweb.cccco.edu/webproginv/prod/invmenu.htm

TRANSFER
Transfer Counselor website http://ccctransfer.org/ below are useful pages from this site:
CCC GE, CSU Breath, IGETC and AA/S-T Patterns
http://ccctransfer.org/ccc/ccc-general-education-sheets-for-csu-and-uc#E
CSU Toolbox – guidelines, handbooks, CASPER, conference materials, etc.
http://ccctransfer.org/csu/csu-toolbox

CSU campus admission specific practices (CASPER)
http://www.calstate.edu/sas/onestopkiosk/

UC Counselor Resources
http://admission.universityofcalifornia.edu/counselors/index.html

Transfer Evaluation System – college catalogues and course descriptions
https://tes.collegesource.com/
Log In:
gonzalci@elac.edu OR rozadico@elac.edu
achilles11

HEALTH PROFESSIONS
Allied Health Education Programs http://www.caahep.org/Find-An-Accredited-Program/

State of California Board of Registered Nurses
http://www.rn.ca.gov/

Electronic Health Professions Resource Binder (CSULB)
http://www.csulb.edu/colleges/cnsm/sas/hpa0/

Health Professions Internship Program
http://www.copehealthsolutions.org/clinical-internships

Health Profession Mentor
http://mimentor.org/
SERVICES
LA County Directory of Services
http://lacounty.gov/wps/portal/lac/directory/

ACADEMIC
Khan Academy Video Tutorials
http://www.khanacademy.org/

Unit Converter
http://www.sfsu.edu/~gradstdy/unit-converter.htm

GPA Calculator
http://www.elac.edu/studentservices/transfercenter/GPACalculator.htm

Daily Hourly Schedule (24 Hour Schedule)
http://www.studygs.net/schedule/

CAREER
Bureau of Labor Statistics
http://www.bls.gov/k12/teachers.htm

O*NET
http://www.onetonline.org/

California Career Zone
http://www.cacareerzone.org/

California Career Café
http://www.cacareercafe.com/

STEM Career Exploration
http://ionfuture.org/

What Can I Do With This Major?
http://whatcanidowiththismajor.com/major/majors/
SB 1456 Lowenthal, Student Success Act of 2012
“This bill incentivizes funding through student success measures such as orientation, education plans, assessment, and follow-up, and encourages colleges to work with students to establish directed goals early.” California Community Colleges Chancellor’s Office

Final Report: Advancing Student Success in the Community Colleges
http://www.californiacommunitycolleges.cccco.edu/Portals/0/Executive/StudentSuccessTaskForce/SSTF_Final_Report_1-17-12_Print.pdf

See *How to Account for Student Contact* pg. 33-34 for a review of Counseling services provided to students that are directly linked to funding.
DEC, SARS & Digital SEP

DEC/SARS
After logging into DEC select 5 (SIS) enter, select 1 (Student Records) enter.

Daily Use DEC Screens
S000 = select campus
S005 = transcript
S007 = last college attended, district wide attendance with units and GPA
S011 = holds, dismissal
S041 = pre-requisite clearance eligibility
S251 = assessment placement, major code, educational goal – see below for details
S255 = services provided during counseling session - see below for details

Other DEC Screens
S002 = name search
S003 = contact information, district application
S004 = add & drops, probation, dismissal
S006 = semester schedule
S206 = counselor contact and services provided
S402 = roster, student list
S407 5, 2, section search

**How to Account for Student Contact**

DEC S255- Use this screen to indicate what was done during your counseling session with the student. For example: developed SEP, select “Comprehensive SEP” in DEC. You may select more than one contact type if you discussed Probation, follow-up from another appointment, etc. Must be inputted on the day served.

Error on DEC S255 - Contact Types can be deleted if there was an error, however, only the Counseling Department Chair can request this change. If an error was made, contact Danny Ornelas with the following information: Student ID#, Term, and Contact to be deleted. Please report it immediately and not too long after the contact was inputted incorrectly or after the term has ended.

*Remember, to add notes about what was done or discussed use SARS Notepad.*
<table>
<thead>
<tr>
<th>Abbreviated SEP*</th>
<th>Done after In Person or Online Orientation**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATRISK FOLLOWUP*</td>
<td>Probation/Dismissal Students</td>
</tr>
<tr>
<td>CAR SUB PLACE</td>
<td>Counseling students based on career/interest assessment results or assessment placement results in other disciplines besides English, Math or ESL (When completed in PD 4 &amp; PD 20; Career Center, if student brings completed assessment results to an appointment)</td>
</tr>
<tr>
<td>COMPREHENSIVE SEP*</td>
<td>Digital Copy on N Drive; Indicate major and verify/update on S251/S255</td>
</tr>
<tr>
<td>COUNSL/ADVISING*</td>
<td>Counseling/Advising or substantive interaction between a counselor and a student (as well as Academic &amp; Personal Counseling)</td>
</tr>
<tr>
<td>INITIAL ASSESS</td>
<td>LACCD English &amp; Math Assessments coded by APMS (Assessment Placement Management System)</td>
</tr>
<tr>
<td>INITIAL ORIENT</td>
<td>In Person Orientation coded by front desk</td>
</tr>
<tr>
<td>OL_ORIENT*</td>
<td>Online Orientation. Can be verified on S206. If student shows proof and not coded in S206, Counselor should input it.</td>
</tr>
<tr>
<td>OTHER FOLLOW UP*</td>
<td>At risk students in basic skills or who have not identified an educational goal and course of study; including any activity to support a student’s academic progress (undecided students)</td>
</tr>
<tr>
<td>OTHER ORIENT</td>
<td>Program Specific Orientation ie. EOPS, DSPS, FYC, MESA, International, Veterans, etc.</td>
</tr>
<tr>
<td>OTHER FOLLOW UP SEP*</td>
<td>Update/Change Comprehensive SEP</td>
</tr>
<tr>
<td>PLACE EAP*</td>
<td>Advising student based on Early Assessment Placement from STAR Report (if placed into both college level English and college level Math) and have student submit Prerequisite Petition in Admissions (usually done during walk-in; counselor need to input on S255 to clear “A” for Assessment.</td>
</tr>
<tr>
<td>PLACE OTHER*</td>
<td>Advising student based on Assessment from outside LACCD and have student submit Prerequisite Petition (during walk in and appointment) counselor needs to input on S255 to clear “A” for Assessment.</td>
</tr>
</tbody>
</table>

*Contact Types to be inputted by Counselor

**Abbreviated SEP is done on a Walk-In Basis if student did Online Orientation. White Carbon Copy needs to be filed in the front desk. Front desk inputs all Abbreviated SEP’s on S255 for all Counselors.

Semester Codes to be inputted when student seen:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>0</td>
</tr>
<tr>
<td>Spring</td>
<td>1</td>
</tr>
<tr>
<td>Summer</td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td>3</td>
</tr>
</tbody>
</table>
How to Update Student Major Code and Educational Goal

**DEC S251** - Use this screen to update student Major Code and Student Educational Goal.
Indicate student Major from the drop down list (F1). This should reflect the first goal a student will complete at the college i.e. certificate, degree or transfer. If undecided, but wants to transfer, select IGETC or CSU transfer; Indicate Student Educational Goal from the drop down list (F1); Enter twice (make sure you see update successful at the bottom). The Student Educational Goal must match the SEP.

**DEC S206** – Use to view services student received.

Financial Aid, Eligible “Student Educational Goals” (S251): The student educational goals that are acceptable for Financial Aid are:
05 obtain a two-year associate degree without transfer
06 obtain a vocational certificate without transfer
07 obtain Bachelor’s degree after completing an AA degree
08 obtain Bachelor’s degree without completing an AA degree
15 complete credits to meet 4-yr college requirements

**Exemptions**

**Returning Student** – need to do Orientation and Counseling. Need to show proof of Assessment within 2 years.

**Student with AA or Higher** – is exempt from AOC at time of application

**SARS Codes**
Select all appropriate fields based on what was discussed and completed in counseling appointment. Use Notepad to write notes about a student. Use Notepad to write notes after seeing a Dismissal or Reinstatement student.

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/AAT/DEGREE</td>
<td>Degrees</td>
</tr>
<tr>
<td>ATHLETE</td>
<td>Athlete</td>
</tr>
<tr>
<td>CERTIFICATE</td>
<td>Skills Set and Certificate of Achievement</td>
</tr>
<tr>
<td>COUNS/ADVIS</td>
<td>Counseling/Advising and Personal Counseling ; Alert Option available</td>
</tr>
<tr>
<td>DISMISSAL</td>
<td>Subject to Dismissal (type notes on Notepad)</td>
</tr>
<tr>
<td>EVAL-OTHER TRANSCR</td>
<td>Evaluation of other college transcripts</td>
</tr>
<tr>
<td>FINANCIALAID</td>
<td>Financial Aid Assistance or Appeals</td>
</tr>
<tr>
<td>GRAD CK</td>
<td>Graduation Check</td>
</tr>
<tr>
<td><strong>INTL STUD</strong></td>
<td>International Students (usually seen by Michelle; Reduced Course Load Petitions which are given only first or last semester, Probation Contracts given when below 2.0. Forms in Front File Cabinet)</td>
</tr>
<tr>
<td><strong>LVN TO RN</strong></td>
<td>LVN to RN (usually seen by Keith)</td>
</tr>
<tr>
<td><strong>ORIEN-INTL</strong></td>
<td>Orientation for International Students</td>
</tr>
<tr>
<td><strong>PETITION/FORM</strong></td>
<td>Assistance with Petitions/Forms ie. Prerequisite Petition, Academic Renewal</td>
</tr>
<tr>
<td><strong>PROB/ATRISK</strong></td>
<td>Probation Students</td>
</tr>
<tr>
<td><strong>REINSTATEMENT</strong></td>
<td>Reinstatement from being Dismissed; Returning Student (type notes on Notepad)</td>
</tr>
<tr>
<td><strong>RQST CNSLR</strong></td>
<td>Requested Counselor</td>
</tr>
<tr>
<td><strong>SPECIAL PROGRAMS</strong></td>
<td>EOPS, CalWORKs, DSPS, Honors, MESA, etc.</td>
</tr>
<tr>
<td><strong>TRANSFER/CK</strong></td>
<td>Transfer Check</td>
</tr>
<tr>
<td><strong>UNDEC/CAREER</strong></td>
<td>Undecided and Career</td>
</tr>
<tr>
<td><strong>VETERAN</strong></td>
<td>Veterans</td>
</tr>
</tbody>
</table>

**DIGITAL SEP**

**How to Save Digital SEP:**

Save digital SEP on "N" drive as a PDF file, **NOT** as a Word Document. Place file under “Comprehensive SEP” then select the semester folder you are currently working on.

*Remember*, once you save as PDF, name the PDF using the following format: “Last Name, First Name, (last 4 of SID), mm-dd”.

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Revised: 07/2015

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OTHER IMPORTANT NOTES

Effective Fall 2013  Physical Education department changed its name to Kinesiology.

New ELAC Departments effective Fall 2015

Allied Health
Health Occupations (new), will join with four disciplines moving out of the Life Sciences department: Electron Microscopy, Emergency Department Assistant, Health Information Technology, and Respiratory Therapy.

Communication Studies
Communication Studies is breaking away from Theater to form its own department.

Media Arts & Technologies
Combines the disciplines of Journalism, Public Relations, Photography, and Broadcasting.

Modern Languages
The Foreign Language department will get a new name. Linguistics will be added as a discipline.

Theatre Arts
Will include only the disciplines of Theatre and Technical Stage Production.

Beginning Fall 2014 students who have 101 units and/or not meeting good academic standing (2.0 GPA) will lose Priority Registration per Title 5 Priority Enrollment guidelines. Student with proof of extenuating circumstances can appeal the loss of their priority registration date to the Admissions office.

Effective Fall 2015 Personal Development courses changed its name to Counseling.

Unit Overload: Per LACCD guidelines, students are allowed to register district wide in 19 units maximum per semester. ELAC students who wish to add additional units (19.5-23 units) must receive approval by a counselor based on the criteria (See Petition to Enroll in More than 19 Units). A student may add short-term courses as long as the student does not exceed 19 active units within the semester. ****Effective Fall 2015 semester.
# DIRECTORY

**ACADEMIC AFFAIRS: 323-265-8723**  
**ADMISSIONS OFFICE: 323-265-8801**  

| Veterans Clerk/Nursing Graduation Petitions |  
| Denise | x8525 |  

**Graduation, Academic Renewals, IGETC/CSU & Prerequisite Petitions---Pending assignments**  
Esperanza/Ruby  
- A-F/R-Z  
- Esperanza: G-L  
  x8696  
- Ruby: M-Q  
  x8686  

**Transcript Request/Verification of Enrollment/Student Clearinghouse Online Requests**  
Betzy  
- A-L  
  x8460  
- Monica: M-Z  
  x8547  

**Student Information Changes/Grade Changes**  
Betzy  
- x1705  

**Instructor Services**  
Vacant  
- x5361  
Eddie  
- x5362  

**Incoming Transcripts from other Colleges**  
Claudia  
- x4106  

**Recruitment**  
Lynn  
- x3791  

**South Gate Admissions**  
Katia  
- x6225  

**CAREER CENTER: 323-415-4126**  
Janet Huang Counselor  

**CHILD DEVELOPMENT CENTER: 323-265-8788**  
Corner of Cesar Chavez & Bleakwood
COUNSELING: 323-265-8751 Main Line
To Call in Sick 323-265-8752
Theresa Chavez x8776
Kirby Dominguez x5234
Barbara Eazor x5238
Marilyn Frontanez-Loza x6806
Chris Garcia x6723
Keith Hayashi x8773
Michelle Hernandez-Payan x8718
Linda Lam x5233
Suzette Morales x5153
Lourdes Negrete x3771
Daniel Ornelas x8624
Alicia Perez x5231
Linda Rafols x5391
Cathleen Rozadilla x8786
Marina Rueda x5237
Bonnie Sherman x8753
Melari Su x8177
Dorothy Teola x3763
Shirley Tonoian x8747
Ralph Valle x5300

South Gate Counseling: 323-357-6213
Stephanie Franco x7467
Courtney Ukita x6212

DSPS (Main Campus): 323-265-8787
DSPS (South Gate): 323-357-6296

EOPS (Main Campus): 323-265-8769
Guadalupe Herrera
Kirk Ken Mihara
Joseph Sandoval

ENROLLMENT CENTER: 323-265-8966
Admission Applications/Online Applications
Cinthya x6791
Laura x8966
Office x8966
Teddy x4142

Revised: 07/2015
FINANCIAL AID: 323-265-8738  E1-173
Lindy Fong, Manager
Maria Cheikosman & Gavino Herrera, Supervisor

FISCAL OFFICE: 323-265-8701  E1-135

HEALTH CENTER: 323-265-8651  G8-111

INTERNATIONAL OFFICE: 323-265-8796  E1-206
Nancy Wong

LEARNING ASSISTANCE CENTER: 323-265-8762  E7-210

LIBRARY: 323-265-8758  F3

MAILROOM/REPRO: 323-265-8761  G1-116

MATH TUTORING LAB: 323-415-4137 or 4191  K5

MATRICULATION: 323-415-4141  E1-183
Suzette Morales-Guerra
Laura Ramirez
Rowena Smith-Kersaint

PRESIDENT’S OFFICE: 323-265-8662  G1-305
Marvin Martinez, President
Olga Barnes, Executive Assistant

STUDENT ACTIVITIES: 323-265-8742  G8-119

STUDENT SERVICES: 323-265-8777  E1-213
Oscar Valeriano, VP

TRANSFER CENTER: 323-265-8623  E1-176
Paulina Palomino, Director

VETERAN’S CENTER: 323-265-5052  E1-142

WRITING CENTER: 323-415-4147  K5-1
**ATTACHMENTS** **Refer to Counseling “N” Drive**

**Graduation:**
- Index Number: E-93-Acceptance of Courses to Meet Associate Degree and General Education
- Index Number: E119-Acceptance of Upper-Division Coursework to Meet Associate Degree Requirements
- Index Number: E-123-College-Level Examination Program (CLEP Credit)/CLEP Grid
- AP Grid & Prerequisite Attachment
- General Education: Plan A & Plan B
- General Studies
- Registered Nursing Program
- Respiratory Therapy Program
- AA-T Transfer Degrees
- Exception to Graduation Requirements
- A Guide to Using C-ID for Counselors and Evaluators

**Transfer:**
- EO-1036-CSU System-wide Credit for External Examinations (AP/CLEP/IB Grid)
- CSU Pass-Along
- IGETC Standards, Policies and Procedures
- IGETC/CSU General Education Certification Sheet
- CSU Informational PowerPoint