Rebecca majored in chemistry and biology while attending ELAC on the way to her life-long goal to become a doctor. She continued on to UCLA, graduating with her BS degree in molecular and cell developmental biology. She was accepted to the UCLA Charles Drew Medical Program and has focused her career goal on community medicine specializing in women’s health. While at ELAC, she served as ASO President and credits learning leadership skills as an important asset for succeeding in medical school.

“Many ELAC professors and activities convinced me that I could go into medicine. Dr. Olsen and Dr. Rivera inspired me to continue studying. I served two MESA-sponsored summer research internships at California State University, Fullerton, and spent six weeks at the UCLA Summer Medical and Dental Education Program. I not only learned how to study, but also realized I would be able to transfer to a university. I presented a research paper at the American Chemical Society’s national conference in Salt Lake City—again as a MESA student. Not only did ELAC nurture my academic skills, but my experience there gave me a passion for giving back to my community.”
How to Apply and Register

STUDENT CATEGORIES
The faculty and staff are pleased that you chose East Los Angeles College to pursue your higher education. We are committed to help you succeed in accomplishing each phase of your educational program so you can finish your studies in the shortest time possible.

This section explains how you can enroll into the college, how you get your classes, and how much you can expect to pay in fees as well as the fee refund policies. In addition, this section explains the academic standards which the faculty and staff expect you to achieve while you are a student at East Los Angeles College.

For application and registration purposes, all students fall into one of the three categories listed below. It is important that you understand the category which applies to you.

Category 1: NEW STUDENTS – if you have never attended East Los Angeles College or any other Community College within the Los Angeles Community College District (known as the LACCD).

Category 2: RETURNING STUDENTS – if you attended East Los Angeles College or any other Community College within the LACCD in the past, but did not attend the last two semesters.

Category 3: CONTINUING STUDENTS – if you attended East Los Angeles College during the past two (2) regular semesters.

MATRICULATION PROCESS
Matriculation is a process that promotes and enhances student access into the California Community Colleges. The matriculation process provides admissions, assessment, orientation, counseling, and follow-up to all students enrolled in community colleges. This process brings the college and a student into an agreement for the purpose of realizing the student’s educational goal through the college’s established programs, policies, and requirements. The agreement acknowledges responsibilities of both East Los Angeles College (ELAC) and the student to attain those objectives.

EAST LOS ANGELES COLLEGE AGREES TO PROVIDE

• An admission application process.
• Assessment of the student’s Math, English, and Reading skills.
• Orientation to ELAC’s programs and services.
• Counseling and Advisement to develop a Student Educational Plan (SEP).
• Follow-up evaluation of each student’s progress in achieving the goals of the Student Educational Plan.

THE STUDENT AGREES TO:

• Express an educational intent upon admission.
• Declare an educational goal (e.g. AA/AS degree, transfer, vocational certificate) by the time 15 units are completed.
• Participate in Counseling/Advisement.
• Provide high school and/or college transcripts and other supporting documentation to assist the Counselor in making the best possible course recommendations.
• Attend class, complete assignments, and maintain progress toward an educational goal.
• Inquire about and seek support services as needed and/or as referred.
• Accept responsibility for the consequences of any educational decisions.

ADMISSIONS
Complete and return the ELAC admission application to the Enrollment Center (Main Campus, E1-121). Admissions (South Gate Educational Center), or online at www.elac.edu. Submit official high school transcripts and any previous college official transcripts. Submit proof of residency.

ASSESSMENT PLACEMENT PROCESS
The Assessment Placement Process at ELAC consists of computerized English & Math Assessment tests. The Assessment Check-In Form is made available upon submitting the ELAC admission application and online at www.elac.edu. Admission applications must be submitted prior to participating in the Assessment Placement Process. All students planning to enroll in English, Math, ESL (English as a Second Language), Reading courses and planning to earn a Certificate, AA/AS Degree or higher, must participate in the Assessment Placement Process. Students will not be allowed to retest within one calendar-year from test date. Assessment course placement results must indicate assessment was completed within the last two years at ELAC or any other California Community College in order to be accepted.

Assessments are offered at the Main Campus (E1-183) and South Gate Educational Center (Room 120). For more information please call the Matriculation/Assessment Office at (323) 415-4141.

Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, Reading and Mathematics) by contacting the Disabled Student Program and Services (E1-160) at (323) 265-8787.

COUNSELING
All students are highly recommended to attend the Orientation/Workshops and to see a Counselor. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a Counselor to develop a Student Educational Plan (SEP). All students are encouraged to meet with a Counselor every semester to ensure that their SEP accurately reflects their educational goal. Students who are on academic or progress probation should attend a Probation Workshop. For more information, visit the Counseling Department, Main Campus (E1-127) or call (323) 265-8751 for an appointment. For the Counseling Department at the South Gate Educational Center, call (323) 357-6213.

FOLLOW-UP
Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the student’s academic progress. Special services are provided to students on academic or progress probation, students in basic skills courses, and students who are undecided about their educational goals. Referrals to students are made to both on and off campus services when appropriate.

MATRICULATION EXEMPTIONS
All students are expected to participate in the Matriculation Process of Admissions, Assessment, Orientations, Counseling, & Follow-up. However, some students may be exempted from the Assessment Placement Process if one or more of the following apply:

• The student already possesses an AA/AS degree or higher from an accredited college or university in the United States.
• The student has participated in the Assessment Placement Process at another California Community College (within the last 2 years) and presents interpreted course placement results from the respective college.
• The student has successfully completed an English and/or Math course from an accredited college or university in the United States.

If you meet one of these conditions you will be exempted from the Assessment Placement Process, one part of the Matriculation Process, at the time of submitting application.

Student Rights and Responsibilities in Accordance with the Matriculation Agreement
• All students have the right to challenge or appeal any step in the Matriculation Process. If a student feels that the assessment, counseling, and/or any other component of the Matriculation Process is being applied in a discriminatory manner, please see the Matriculation Coordinator in Building E1, Room 183.
• All students have the right to challenge any prerequisite or corequisite by the challenge deadline ("Prerequisite or Corequisite Challenge Petition" forms are available in the Enrollment Center, Admissions, and Counseling area).
• All students have the right to an efficient Matriculation Process.
• All students have the right to refuse any part of the Matriculation Process. Please request a "Matriculation Refusal" form at the time of admissions in the Enrollment Center.

EAST LOS ANGELES COLLEGE POLICY ON ACADEMIC HONESTY
Approved February 28, 2006 by the Academic Senate and Vice President of Student Services

Students, you are expected to refrain from engaging in the following behaviors:
1. Using, receiving, or providing unauthorized information during tests or on any written assignments.
2. Changing answers on assignments after work has been graded.
3. Using unauthorized electronic devices, such as cell phones, PDAs, electronic dictionaries, iPods, etc.

4. Having another student take an examination for you or taking an examination for another student. Photo identification may be required at the first examination.
5. Plagiarizing or presenting someone else’s work as your own.
6. Forging or altering registration documents, grades, or add permits.
7. Bribing or attempting to bribe an instructor or other college official for grade consideration or other special favors.
8. Violating any other standard that an instructor identifies as cheating in that particular course or subject area.

When there is evidence of academic dishonesty, the instructor may issue the student a zero or “F” on that particular assignment or test. The instructor may also initiate student discipline under LACCD Board Rule 91101, which may include the issuance of a verbal or written warning. Pursuant to LACCD Board Rule 91101.11 (a), the Vice President of Student Services will place documentation of such warnings in the student’s file.

Any student concerned about the implementation of this policy should review the College Catalog Student Information, where he/she will find references to the Student Grievance Procedure and the relevant Board Rules. He/she might also contact the VP of Student Services.

CONTINUING STUDENT REGISTRATION PROCESS

PRIORITY REGISTRATION
Continuing students have priority in the selection of courses over all new and returning students. Priority appointments are based upon the number of units completed at East Los Angeles College.

Registration appointments are emailed at least two weeks before their appointment date and time to their email address on record with the Admissions Office. Students may also access the Student Information System at https://ewebsite.laccd.edu/WebStudent/signon.asp to obtain their registration appointment; failure to register for classes on the scheduled appointment date and time, forfeits priority status.

SEE A COUNSELOR
All continuing students are strongly recommended to visit a counselor and review their Student Educational Plan before registering. Counseling appointments may be made by contacting the counseling department (323) 265-8751. Counseling appointments should be scheduled in advance of the registration date and time.

SCHEDULE OF CLASSES
Continuing students will be provided a free schedule of classes at the college bookstore when they present an ELAC student ID card. The schedule is also available two weeks prior to the start of registration online at www.elac.edu.

PREREQUISITES
All students must clear prerequisites before registering for courses with listed prerequisites. Students currently enrolled in the prerequisite course will be allowed to register for the next level course. If a student drops or does not pass the prerequisite course their enrollment will be swept from the course requiring the prerequisite completion. All prerequisite completion petitions need to be submitted to the Admissions Office before the deadline date listed in the class schedule. Prerequisite challenges are submitted to the respective department.

ENROLLMENT PROCESS FOR NEW AND RETURNING STUDENTS

1. ADMISSION APPLICATION

Complete And Submit An Admissions Application online or in-person.

Online – Complete and submit an admissions application online at www.elac.edu. You will receive registration and matriculation information through email within 2 days of submission.

In-Person – Complete and submit an admissions application in person at the Enrollment Center or Admissions Office at the South Gate Educational Center. You will need to bring the following documentation.

a. Required Documentation for Admission:

You will need to bring the following documentation in order to process your admissions application and to determine residency for tuition fee purposes.
• Identification: Driver’s License, Photo Identification Card, Passport or any other form of identification.

• Social Security Card: A student’s social security number will be utilized for Financial Aid purposes only. A student ID number can be assigned in lieu of the use of social security number.
Schedule of Classes

1. Non-U.S. Citizens will need to provide legal documentation to determine tuition fees. Documents to bring include Permanent Resident Card, Employment Authorization Card, Passport, Visa or other original immigration documentation.

2. Non CA Residents: if you have lived in CA less than two years, submit proof of California residence.

b. Minor Students enrolled in grades K to 12th

Additional documentation is required for special admit students enrolled in grades K to 12th:

- Supplemental Application for Admissions of Students Enrolled in grades K – 12th: must be signed by the parent or legal guardian and home school principal or designee.
- If enrolled in grades K to 8th or under 14 years old, approval to attend college is determined by a campus committee. Potential students need to submit the documents listed in addition to home school transcripts, support letter from home school official and personal statement from the student. Supporting documents must be submitted two weeks prior to the start of the college term. Submission of documents does not guarantee admittance.

c. California Residence Requirement

- A California Resident is defined as one who has established both physical presence and intent to make California and the United States their permanent home, for more than one year from the Residency Determination Date. The Residency Determination Date is defined as the day immediately proceeding the opening day of instruction. Physical presence is defined as continuous physical presence within the State of California, excluding temporary absences. Intent to make the United States the permanent home is determined based upon acceptable evidence submitted by the student, showing intent to make the United States the student’s permanent home and evidence showing the student is not precluded from establishing permanent residency in the United States. For minors under the age of 18, residency will be derived from their parent or legal guardian. Check with the Enrollment Center regarding your particular status.
- A Non-California Resident student is one who has not resided in the State of California for more than one year and the day immediately preceding the Residency Determination Date or who has shown conduct inconsistent with a claim for United States residence or who is precluded from establishing domicile in the United States. Non-residents, except those who have temporary United States visas, still may attend the college subject to non-resident tuition fees as established by the District’s Board of Trustees.

3. Register for Free Classes, when

- Non-Resident Fee Waiver – Non-resident students may be exempt from the nonresident tuition fee, if the nonresident has demonstrated a financial need for the exemption. Non-resident tuition exemption certification forms are available at the Enrollment Center or South Gate Educational Center and online at http://www.elac.edu/admission/forms.htm.

2. ASSESSMENT PLACEMENT PROCESS

Matriculation is an on-going process which will help you attain your educational goals. As a matriculant, you will be assisted from the moment you first apply to the time you complete your educational goal. This process works most effectively by matching your skills, interests, needs and goals with the College’s courses, programs and services. With this information, East Los Angeles College feels you will be able to make the best choices for your education.

At East Los Angeles College, you will be considered a matriculant if, as a new, continuing or returning student, you declare any educational goal or are undecided.

You may qualify for free tuition!

$...IT’S AS EASY AS 1-2-3

1. Complete Board of Governor’s Fee Waiver Application or the Free For Federal Student Aid
2. Submit to Financial Aid Office for immediate processing
3. Register for Free Classes, when approved

2013-2014 INCOME STANDARDS

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EACH ADDITIONAL FAMILY MEMBER $5,940

*NOTE: To receive additional funding for college expenses please see the Financial Aid staff to complete the application process.
In accordance with legislation passed by the California State legislature, East Los Angeles College developed a Matriculation Plan which offers you the following components:

a. Participate in the Assessment Placement
New students who are not exempt will obtain an Assessment Check-In Form at the time of admission to the college. The computerized Assessment placement tests are not pass/fail tests, but instruments to assist in properly placing students into English, Reading and Math courses. The assessment course placement results will provide guidance and information needed for a successful experience at East Los Angeles College, as well as assistance in selecting classes. Please refer to the Assessment Check-In Form (available at the Enrollment Center, Matriculation/Assessment Office or online at www.elac.edu) for the assessment lab hours.

b. Orientation
It is recommended that new students refer to the online orientation (www.elac.edu), and/or participate in the Counseling Department sponsored Orientations. Please visit the Counseling Department for session dates & times, or call (323) 265-8751.

c. Advisement/Counseling
All student matriculants are highly recommended to meet with an East Los Angeles College counselor and complete a Student Educational Plan. This plan will assist you in determining your educational goal and planning the classes you need for the current and future semesters.

d. Other Exams Offered
- Chemistry 101 Readiness Exam
- LACCD Math 115 Competency Exam - alternative to meeting the math competency requirement for AA/AS graduation purposes only.

For more information please visit or call the Matriculation/Assessment Office (E1-183) at (323) 415-4141.

3. COURSE REGISTRATION

a. Selection of Classes
Use Section Two of this Schedule of Classes to find the course names and section numbers for the courses you want to take. When choosing your courses, be sure that the meeting day and time of each course does not conflict with the meeting day and time of any other course you are planning to take.

b. Alternative Course Selection
After you have selected your first choice courses, go through the selection process again and select your second choice courses. If your first selection is full you will have the option to select your second choice. Please consider several alternative choices for class day and times.

c. Check Prerequisites/Corequisites
Verify that you have met all prerequisites and/or corequisites prior to enrolling in courses. Students who do not meet the requirements will be blocked from course registration.

d. Counseling Advise
If you need help selecting your classes visit the Counseling department. You may want to consult with a counselor to clarify the transfer and graduation information which appears in Section Four of this schedule of classes.

e. Registration options
Students may register for classes on the designated appointment time and make program adjustments through any one of the two options listed below. STUDENTS WILL NOT BE PERMITTED TO REGISTER BEFORE THE APPOINTMENT DATE AND TIME.

- Online Registration: Don’t wait in line register online! Students may register using the internet by logging on to the Student Information System (SIS) at www.elac.edu. To access the SIS the student will need to provide the Student ID number and four digit Personal ID number (month and day of the student’s birthday).

- In-Person Registration: Students may register in-person at the Admissions Office. Students will need to bring a photo ID. Students should complete the Course Selection Worksheet prior to registration. Students will be provided a Course Request Card to complete the registration process.

4. PAYMENT OF FEES

Fee Waiver
You may wish to visit the Financial Aid Office to see if you are eligible for a Board of Governors Grant (BOGG), which will pay your enrollment fees. All BOGG eligible students must pay the health fee. If you qualify for a BOGG, you will be given a “Financial Aid Waiver Card”.

(BOGG Application located in center spread.)

Payment is required to complete enrollment. Students are required to pay all fees and tuition at the time of registration. Failure to pay all fees will result in restrictive holds to be placed on the student’s records.

PAYMENT OPTIONS
Go to the Fiscal Office, E1 Building. Present your picture ID to pay for all fees. Financial Aid waivers must also be processed at the Fiscal Office. You may pay with cash, check, money order, VISA, MasterCard, Discover Card or American Express credit cards.

Receipt
When your fees have been paid, the Fiscal Office will give you a “Registration/ Fee Receipt” listing all the classes for which you are enrolled and a fee sticker to be placed on the back of your student ID card. Your registration process is completed.

5. STUDENT PHOTO ID
New and returning students are required to go to the “Picture Identification Station” to obtain their personalized Student ID Card.

DO NOT lose this card! You will need it for the entire time that you are a student at East Los Angeles College. If you lose your Student ID Card, you will need to obtain a duplicate.

ENROLLMENT FEE FOR CALIFORNIA RESIDENTS
California residents will be required to pay $460 + $11.00 = $471.00

Applicants for student financial assistance, enrolled in units at more than one college, may combine their unit load from each college to meet the enrollment levels required to receive financial aid. Contact the campus financial aid office for procedural details.

*Subject to change by the California Legislature.

STUDENT ID NUMBER INFORMATION
In accordance with state legislation, new students will be issued a student ID number at the time of application. Every student ID will begin with the numbers “88” to make it easy to identify.

ADDITIONAL AND DROPPING CLASSES
ADDDING BEFORE THE SEMESTER BEGINS
You may change your program in person or through the internet until the Thursday before the start of the semester.
ADDITIONAL INFORMATION

ADDITIONING AFTER THE SEMESTER BEGINS

You would need to request an ADD PERMIT directly from the classroom instructor. Please take your add permit immediately to the Office of Admissions (E1 Building). All registration forms must be submitted to Admissions by the posted add deadline (see semester calendar).

COURSES DROPS AND WITHDRAWALS

30% of the term – No record: Students who drop or withdraw from a course by filing the appropriate drop card with the Admissions Office before the end of 30% of the term will not have the course recorded on their transcript.

75% of the term – W is recorded: Students who drop or withdraw from a course between 30-75% of the term will have a notation of “W” (withdrawal) recorded for the dropped course on their transcript. Effective Fall 2009 Title V limits the enrollment in the same course in which a student has received four (4) “W’s”.

After 75% of the term – Grade required: Students who remain in a course beyond 75% of the term shall be given a grade by the instructor for that course: THE GRADE CANNOT BE a “W” (withdrawal). The grade given by the instructor must be one of the following: A, B, C, D, F, INC., Pass or No-pass.

COURSE DROPS AND WITHDRAWALS

Short Term Courses:

All short term classes have shorter deadlines than a full term course. Please consult with Admissions or your instructor about specific deadline dates.

STUDENT FEES

A picture ID must be presented for all Fiscal Office transactions, except when a student is picking up a Financial Aid check or any student loan checks when two legal IDs are required.

ENROLLMENT/TUITION FEES

It is the student’s responsibility to pay for all tuition and fees at the time of class enrollment.

- California Residents
  California residents are required to pay $46 per unit.

- Non-California Residents
  Non-California residents will pay $190 per unit. *subject to change by Board action

- Non-U.S. Residents
  Non-U.S. Residents will pay $212 per unit. *subject to change by Board action

NON-RESIDENT TUITION PAYMENT POLICY

It is the student’s responsibility to pay all tuition and fees at the time of class enrollment.

CONCURRENT RESIDENTS (K TO 12 STUDENTS)

Enrollment fees are waived for special part-time concurrent resident students taking 11 units or less, but required for special full-time concurrent resident students taking 12 units or more. $46 per unit.

*subject to change by Board action

CONCURRENT NON-CALIFORNIA AND NON-U.S. RESIDENTS (K TO 12 STUDENTS)

Concurrent non-resident students will be required to pay $190-$200 per unit.

*subject to change by Board action

HEALTH FEE

The Los Angeles Community College District charges a $11.00 per semester (and a $8.00 per Session) mandatory Health Fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempt from paying the Health Fee if they are enrolled in off-campus classes, or for religious reasons. Contact the Student Services Office (for exemption procedure) (323) 265-8633.

PARKING FEE

Spring and Fall Semesters

- Regular Student parking is $20. This entitles you to park in the Stadium Parking Lot, north and south Avalanche Roads, and B2 Lot.

- ASU permit is $27. This entitles you to park in the ASU lot, the multi-level parking structure, the Stadium Parking Lot, north and south Avalanche Roads and B2 Lot.

For Summer and Winter Sessions

- Regular Student parking fee is $7. This entitles you to park in the Stadium Parking Lot, north and South Avalanche Roads, and B2 Lot.

- ASU permit is $10. This entitles you to park in the ASU lot, the multi-level parking structure, the Stadium Parking Lot, north and south Avalanche Roads, and B2 Lot.

ONE-DAY PERMITS: $2:

- One-day permit machines are available at the middle section of the Stadium Lot and the on the northeast side of the LSF. These permits are only valid at the Stadium Lot, north and south Avalanche Roads, and B2 Lot.

You may pay the parking fee and obtain a parking permit from the Fiscal Office. The Fiscal Office in NOT responsible for parking citations given to students. All parking citations/appeals are handled by the ELAC Sheriff’s Department located on the stadium concourse (323) 265-8800. Students are responsible for understanding where they are allowed to park. Due to ongoing campus construction, information is subject to change. Please read all posted signs. Lost or stolen permits cannot be replaced. A new permit must be purchased while supplies last. There is a one week grace period at the beginning of each semester. For further information, please review the parking brochure available in the Fiscal Office, the Kiosks, and the ELAC Sheriff’s Office.

ASU MEMBERSHIP FEE

The Associated Student Union Fee for Spring & Fall semesters is $7.00 and $3.00 for Summer & Winter. We strongly encourage you to join ASU and become active in student activities and student government. Some privileges include Student Government; ASU parking benefits; discounts to ELAC sports and other on-campus events; amusement park discounts such as Magic Mountain, Aquarium of the Pacific, and Universal Studios; off-campus discounts to participating stores.
Note: Instructional Materials Fee
Students may be required to pay for instructional and other materials required for some courses. Such materials shall be of continuing value to a student outside the classroom setting and shall not be solely or exclusively available from the District.

FEE FOR AUDITING CLASSES
Students are required to pay a fee of $15 per unit to audit a class. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester. Audit fee cannot be refunded. Auditing can only be authorized by the class instructor once the class has started. Audit classes cannot be dropped and no academic credit will be received.

FEE REFUND POLICIES
A picture ID must be presented for all cash and credit card refunds, and check pick up.

FOR FULL TERM COURSES
A student will receive a full refund of the enrollment fee up to the refund deadline (see semester calendar). Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. Please note that after the refund deadline there will be absolutely no refunds.

FOR SHORT TERM COURSES
Please consult your instructor or Admissions Office regarding drop dates. Dates may vary; therefore, please make a note of the dates given. There will be no refunds after that time, unless a class was cancelled or rescheduled by the college administration.

FOR NON-RESIDENT TUITION
Refunds of tuition paid by non-resident students enrolled in full term or short term courses are governed by the same policies, respectively, as are indicated above. A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with these policies. Such requests must be made in writing on a form provided by the Fiscal Office. The date used for non-resident refund purposes is the date on which such requests are filed and time stamped, regardless of when separation may have occurred. All non-resident refunds will be made by mail.

FOR PARKING FEE
Refunds for parking permits are given for permits returned to the Fiscal Office on or before the deadline date. (Please see the academic calendar on the class schedule or the ELAC website for this date). There is NO refund for Parking Permits that are picked up from the ELAC Fiscal Office after the deadline date. (See Academic Calendar).

FOR HEALTH CENTER AND ASSOCIATED STUDENT UNION FEES
Refunds for the health center and/or associated student fees are made only for students who withdraw entirely from the college by dropping all their active units by the refund deadline (see semester calendar). Students who withdraw after the refund deadline will not be given a refund. Once the ASU sticker issued it is non-refundable.

ATTENDANCE POLICIES
REGULAR ATTENDANCE
The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered is contrary to the Los Angeles Community College District rules and cannot be used as the basis for a petition to add a class. Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class forfeit their right to a place in the class.

Mitigating circumstances may be considered by the instructor. Whenever absence “in hours” exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

1. If a student stops attending a class, it is the student’s responsibility to officially drop the class.
2. It is the student’s responsibility to consult with his or her instructor regarding any absences that could result in exclusion.
3. Concurrent enrollment in more than one section of the same course during a semester is not permitted. Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

TARDIES
Three tardies will be considered the equivalent of one hour of class absence. Continued tardies may result in exclusion.

PREREQUISITE, COREQUISITE, AND ADVISORY DEFINITIONS
PREREQUISITE
A prerequisite is a measure of readiness for a course or program that a student is (REQUIRED) to meet as a condition of enrolling in a course or program. A prerequisite may be a course, activity, audition, test or similar measure of readiness. Prerequisites in many disciplines are now checked by computer and are strictly enforced.

COREQUISITE
A corequisite is a requirement that (MUST) be satisfied at the time a particular course is taken; usually a corequisite is concurrent enrollment in another course, but may, in certain situations, be completed at an earlier time.

ADVISORY
An advisory is a measure of readiness for a course or program that is (RECOMMENDED) for students. May be a course, activity, audition, test, or similar measure of readiness.

Registration Limitation
All students need to demonstrate they meet the prerequisite or corequisite requirement in order to register for the course. If a student meets the requirement through satisfactory completion of a course at East Los Angeles College or through Assessment placement, you will automatically be cleared for course registration. If you meet the course prerequisite or corequisite through other methods, you must submit a “Student Prerequisite or Corequisite Completion Petition” to Admissions by the deadline date, with supporting documents.

STUDENT PREREQUISITE OR COREQUISITE POLICIES
It is the student’s responsibility to know and to meet all course prerequisites. These requirements are indicated following the course name and number. If prerequisites have been met at another college, students must file a “Prerequisite Completion Petition” with an unofficial transcript or assessment results.

Students who wish to challenge prerequisites or corequisites must file a “Prerequisite or Corequisite Challenge Petition” by the deadline date with documentation sufficient to support the challenge. In keeping with requirements and provisions of Section 55201(f) of Title 5 and Section 1B 1-3 of the Los Angeles Community College District Model Policy, East Los Angeles College has an established procedure by which any student who provides satisfactory evidence, may seek entry into a course according to the college’s challenge process.
THE GROUNDS FOR STUDENT CHALLENGES

(According to Section 55201(e) of Title 5)

1. Student has the appropriate documented knowledge or experience or ability to succeed in the course for which the prerequisite or corequisite is specified.

2. Requirement (prerequisite or corequisite) was not established by adopted L.A.C.C. district process, or was established in violation of Title 5.

3. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner.

4. Student will be delayed in completing my educational objectives by a semester or more in fulfilling the requirements for a degree or certificate because the prerequisite course has not been made reasonably available.

   a. Student has specified an educational goal after having completed 15 units of college work with a GPA of C or better, have filed an educational plan 90 days after completing the said 15 units, and

   b. Alternate course to fulfill degree or certificate requirements are not available.

5. Student has the appropriate documentation to show that they do not pose a health or safety threat to others or myself in course for which a health or safety prerequisite is specified.

6. Student will be delayed in completing my educational goals by a semester or more in fulfilling the requirements for a degree or certificate because course enrollment was limited to students judged more qualified in intercollegiate competition, honors, or public performance or enrollment was limited to a particular cohort of students. Student filed an Educational Plan and specified an educational goal after having completed 15 units of college work with Satisfactory Academic Progress.

STUDENT PREREQUISITE OR COREQUISITE PROCESS

1. A student must file proof of completion or challenge a course prerequisite or corequisite with either the “Prerequisite Completion Petition” or “Prerequisite or Corequisite Challenge Petition” form. These forms can be obtained from the Office of Admission and Counseling (E1 Building) or on-line at www.elac.edu.

2. The completed petition and any and all appropriate documentation (e.g., unofficial transcripts, verifications of experience, etc.) must be filed no later than 10 working days before a semester or session begins with the office of Admissions.

3. The petition will be processed within 10 working days of its receipt, and the student will be notified accordingly.

4. If the petition is found to be justified, and no space is available in the course at the time the petition is filed, the student shall be permitted to enroll for the next term. Enrollment will be permitted only if space is available when the student registers for the subsequent semester, or summer session.

5. In the event the petition is denied, the student may appeal the decision on the completion petition to the Dean of Admissions and the challenge petition to the Dean of Academic Affairs (G1 207).

6. Notification of the appeal decision will be sent to the student within five working days after its receipt by the Office of Admissions or Academic Affairs.

UNIT LOAD

The normal class load for full-time students in the Fall or Spring semester is from 12 to 18 units per semester. Students who will be employed while attending college should reduce their programs accordingly. A college program of 15 units is equivalent to at least a 50 hour work week for most students. A student who desires to take more than 18 units must obtain approval from a counselor in E1 Building.

PROGRAMS THAT REQUIRE A MINIMUM NUMBER OF UNITS

- International Students: 12 units
- Student Body Officers: Day 9 units, Evening, 6 units
- Athletes: 12 units including a Physical Education course or courses
- Social Security Program: 6 units
- EOPS Students: 12 units
- Financial Aid Students: At least 6 units

COLLEGE CATALOG

The current college catalog is available in the College Bookstore, online and Fiscal Office.

CLASSES OPEN TO THE PUBLIC

It is the policy of the District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully opened to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter 2, Division 2, Part IV, Title 5 of the California Code of Regulations, commencing with Section 51820 (Adopted by Board action April 6, 1977).

CLASSES SUBJECT TO CHANGE

The Los Angeles Community College District and East Los Angeles College have made every reasonable effort to determine that everything stated in this class schedule is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Los Angeles Community College District or East Los Angeles College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

PRIVACY ACT/STUDENTS’ RIGHTS

Congress has provided in the "Family Education Rights and Privacy Act" that students have certain rights.

- Right to inspect and review their educational records.
- Right to request amendment of records a students believes to be inaccurate or misleading.
- Right to consent to disclosure of personally identifiable information from education records by an educational agency or institution.
- Education records and directory information (address, telephone number) may be disclosed to school officials (administrator, faculty and staff) without prior consent, unless a student wishes to refuse the release of directory information.
- Under federal law, the military is entitled to receive directory information for recruiting purposes. A student can refuse the release of directory information by completing a “Release of Directory Information” form and submitting it to the Admissions Office.
- The Los Angeles Community College District is committed to protecting student privacy and currently uses collection and storage systems to eliminate the use of social security numbers as the primary method of student identification.
GRADING AND ACADEMIC STANDARDS

PASS/NO-PASS
The grade of P Pass will be given if the student’s performance in class is equal to a “C” grade or better. The grade of “NP” (no credit) will be given if the performance in class is equal to a “D” or “FAIL” grade. Students may petition only those classes listed in the Catalog on a Pass/No Pass basis by the deadline date (see class schedule calendar).

Once a student’s petition to take a course on a Pass/No Pass has been approved, the student is not permitted to receive a letter grade in the approved course. The symbol P or NP must appear on the student’s permanent transcript for that course. “Pass/No Pass” and “Credit by Examination” courses are listed in the College Catalog.

CREDIT BY EXAMINATION
The College President may designate courses in the College Catalog which a student may challenge if the student meets the following requirements:

a. Currently enrolled with a minimum cumulative grade-point average of 2.0.

b. Completed 12 units of coursework within the Los Angeles Community College District.

c. Not currently enrolled, or have completed a more advanced course in that discipline.

d. The maximum number of units for which a student may petition for credit by examination at the College shall be 15 units.

GRADE REQUEST PROCEDURES
Students will be able to receive information on their grades through the Student Information System on-line. If you need a copy of your grades, you can obtain a one semester grade printout from the internet. This printout is NOT a Transcript or a Verification of Enrollment. If you need an Official Transcript or a Verification of Enrollment, you may order them from the Admissions Office.

INCOMPLETE
An “INC” (incomplete) must be made up by the deadline established by the instructor. The deadline may not be any later than one year following the end of the term in which it was assigned.

SCHOLARSHIP STANDARDS
A student is expected to maintain at least a “C” average (2.0 grade point average on a 4.0 scale).

SCHOLASTIC PROBATION AND DISMISSAL
Students shall be placed on academic probation, if after attempting a minimum of 12 units, any of the following occur:

a. Low Grade Point Average. The student has a GPA less than a “C” (2.0).

b. Transfer Student. The student has transferred with a GPA less than “C” (2.0).

c. Progress Probation. When the percentage of units in which grades of “W” (withdrawal), “INC” (incomplete), and “NP” (no credit) reaches or exceeds 50%.

A student on academic probation shall be DISMISSED from the college if:

a. The cumulative GPA is less than 2.0 in all units attempted in two consecutive semesters.

b. If the cumulative percentage of “W”, “INC”, and “NP” grades are 50% or greater in two consecutive semesters. Dismissal from one college in the Los Angeles Community College District shall disqualify a student from admission to any of the other eight colleges within the District.

ACADEMIC RENEWAL
Students who have a 2.5 grade point average in their last 15 units or 2.0 in their last 30 units completed at any accredited college or university may petition to have up to 18 units of “D” or “F” grades removed from cumulative grade point average consideration provided such course work was completed two years prior to effective date of petition. The grade point average will be based on the most recently earned grades for the first 15 units of repeated work. After these first 15 units the grade point average will be based on all grades assigned and on all attempted units.

Note: Graduation honors and awards are based on full cumulative grade point average.

DEAN’S HONOR LIST
Students with outstanding scholastic achievement are given public recognition through the Dean’s Honor List. Consideration is given to all students who have completed no more than 70 units and is awarded by semester. To qualify, a student must earn a grade point average of 3.5 or better in 12 or more units in degree applicable courses, excluding an “INC”, “P”, and “RD’s”. Part-time students must earn a grade point average of 3.5 or better in 9 or more units degree applicable courses, excluding an “INC”, “P”, and “RD’s” in courses leading to a degree.

REPETITION OF COURSES
Academic credit courses taken at East Los Angeles College or another campus within the Los Angeles Community College District in which a final grade of D, F, or NP was received may be repeated. Activity courses, i.e., Art, P.E., Musical Theatre, may be repeated three (3) times. Consult a counselor for the latest restricted activity enrollment list.

Students will not receive credit for courses that are illegally repeated.
Dollars for Scholars!

FEDERAL & STATE FINANCIAL AID NEWS

FAFSA FINANCIAL AID PROGRAM

HOW TO APPLY
Complete the FAFSA application online at www.fafsa.ed.gov. Many students qualify but never apply for Federal and State Financial Aid. The Financial Aid and Scholarship Office processes Federal and State financial aid applications. The applications and processing are free. You do not have to pay back the grants. The grants will pay for the costs to attend college if you qualify.

It takes less than 5 minutes to apply for federal grants. They will pay your costs, in addition to the fee waiver, needed to attend college. The Free Application for Federal Student Aid (FAFSA) is available on the web at www.fafsa.ed.gov.

WHEN YOU FILE A FAFSA, YOU WILL BE CONSIDERED FOR:
GRANTS – Funds that do not require repayment. (PELL, FSEOG)
CAL GRANTS A, B, C (for California residents only)
WORK-STUDY – An award that requires you to work. Work-study allows you to gain work experience and earn wages while attending school.
LOANS – Funds that require repayment
BOGFW – Tuition Fee Waiver (see reverse side)

BOGFW TUITION PAYMENT PROGRAM

HOW TO APPLY
It takes less than 5 minutes to apply for the states’ Board of Governor’s Fee Waiver.
1. Complete the BOGFW application (inside insert).
2. Sign the application or have your parent /guardian sign the application.
3. Turn the completed application into the Financial Aid and Scholarship Office in building E1-173.

Many students qualify but never apply for a fee waiver. The Financial Aid and Scholarship Office processes BOGFW state financial aid applications. The applications and processing are free. You do not have to pay back the grant.

THE GRANT WILL PAY FOR YOUR ENROLLMENT FEES!
It will pay your tuition costs of $46 per unit. The BOGFW applications are available in the Financial Aid and Scholarship Office and your class schedule.

WE ARE ACCEPTING BOGFW APPLICATIONS NOW!
You may also qualify if you apply for Federal Financial Aid (FAFSA).
Please contact Financial Aid and Scholarship Office at 323-265-8738 if you have any questions.

THE FINANCIAL AID AND SCHOLARSHIP OFFICE IS LOCATED IN E1-173
The office hours are
Monday to Thursday, 8:00 am – 7:00 pm
Friday, 8:00 am – 3:00 pm

South Gate Hours
Monday, 8:00 am – 3:00 pm
Tuesday, Wednesday, 9:00 am – 7:00 pm
Friday, 8:00 am – 12:00 pm

DEADLINES:
We are accepting applications now.
The last day to accept applications for the academic school year 2012-2013 will be June 3, 2013.
Please contact Financial Aid and Scholarship Office at 323-265-8738 if you have any questions.

BOARD OF GOVERNORS FEE WAIVER PROGRAM (BOGFW)

2013-2014 INCOME STANDARDS
The Board of Governors Fee Waiver is for California Residents only. The waiver covers enrollment fees for students that meet adjusted income criteria.

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>2012 INCOME</th>
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<tbody>
<tr>
<td>1</td>
<td>$16,755</td>
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<tr>
<td>2</td>
<td>$22,695</td>
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<td>$28,635</td>
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<td>$34,575</td>
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<td>$40,515</td>
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<td>6</td>
<td>$46,455</td>
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<td>7</td>
<td>$52,395</td>
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<tr>
<td>8</td>
<td>$58,335</td>
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<tr>
<td>Each additional Family Member</td>
<td>$5,940</td>
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</table>

Income Standards

South Gate Hours
Monday, 8:00 am – 3:00 pm
Tuesday, Wednesday, 9:00 am – 7:00 pm
Friday, 8:00 am – 12:00 pm
**Assessment Check-In Form**

Admission Application must be successfully processed prior to participating in the Assessment Placement Process.

### Name:

- Last: 
- First: 
- MI: 

**Student ID#:** 8 8 -  

**Tests are untimed. Allow at least 2 hours for English & Math placements.**

**NOTE:** A VALID PARKING PERMIT IS REQUIRED AT ALL TIMES WHILE PARKED ON CAMPUS. PERMIT MACHINES ARE AVAILABLE AT THE PARKING STRUCTURE, STADIUM LOT, AND B LOT AT THE MAIN CAMPUS. DAILY PERMITS ARE AVAILABLE AT THE SHERIFF’S OFFICE AT THE SOUTH GATE EDUCATIONAL CENTER AND ARE ONLY VALID AT THE A AND B LOTS ON SOUTHERN AND CALDEN. PLEASE READ POSTED SIGNS. VIOLATORS WILL BE CITED C.V.C. SECTION 21113(A).

**OFFICE USE ONLY**

**STAFF Notes:**

- Assessment Completion Stamps: ENL English / ESL English
- ENL Eng & Math
- ENL Eng Only
- Math Only
- ESL Eng & Math
- ESL Eng Only

**COMPUTER STATION**

- Office Use Only

**SNAF Initials:**

---

### Day of assessment participation, students must:

- Bring:  
  - Valid Photo ID (No Photocopies; No Exceptions)  
  - Proof of Student ID#  
  - Two #2 Pencils  
  - This form
- Report to assessment lab of choice during lab hours (refer to back side for lab hours):
  - Main Campus (E1-H3, 40 seat capacity)  
  - South Gate (SG-120, 40 seat capacity)

### Assessment Course Placements:

For placement purposes only: sequence of course placements from lowest to highest.

The entire English, Math, and ESL English Course Skills Sequences are available in the current Schedule of Classes.

| ENL English: | Reading 20 → English 21 → English 26 → English 28 → English 101 |
| ESL English: | ESL 40CE → ESL 41CE → ESL 3A → ESL 3A → ESL 1A |
| Math 105 → Math 10 → Math 125 & Math 125 → Math 125 & Math 125 |
| Math 120 → Math 120 → Math 215, 227, 230, 235, 245 |

### Computerized Assessment Information:

- Students must wait one year and one day from their most recent Assessment Test to retake.
- Computerized English & Math Assessment tests are offered on a first-come, first-serve basis during lab hours. No appointments.
- Upon reaching capacity, admittance time will vary.
- No admittance for students without Photo ID.
- No Calculators, Dictionaries, PDA’s, Cell Phones, iPods, MP3 Players, or other electronic devices allowed.
- Receive English, Reading, and Math course advisements.
- Students may be referred to take additional assessments.
- Placement results are valid for a two-year period.
- New students will receive a free current general catalog, schedule of classes, and Counseling Department sponsored Student Orientation Calendar (as available).

### Assessment Preparation:

- Early participation is strongly recommended. Participation peaks during the first few weeks prior to the start of each semester/session.
- Plan at least 2 hours for assessment in a computerized lab setting.

#### Sample Test Questions:

- Review sample test questions prior to assessing.
- Study the math sample test questions without the use of a calculator.
- ENL English Components (Accuplacer):
  - Reading Comprehension (20 Questions)
  - Sentence Skills (20 Questions)
- Math Levels (Accuplacer):
  - Arithmetic (17 Questions)
  - Elementary Algebra (12 Questions)
- College Level Mathematics (20 Questions)

All students will begin with Arithmetic and may be branched depending on performance.

For ENL English and Math assessment sample test questions, refer to Accuplacer Sample Link:

For ESL English Components (Compass):
  - Reading
  - Grammar/Usage

For ESL English assessment sample questions, refer to

Compass Sample Link: [http://www.act.org/compass/tests/enl.html](http://www.act.org/compass/tests/enl.html)

### After Assessment:

- Participate: New students are strongly encouraged to attend Counseling Department sponsored Student Orientations and other various workshops. Please refer to issued Student Orientation Calendar or visit Counseling Department online at www.elac.edu. Refer to the Counseling Webpage for location, dates & times.
- Register for courses online at www.elac.edu on given course registration appointment date and time or anytime after. View current Schedule of Classes online.
- Pay Fees (Enrollment & Health Fees, Parking Permit, and ASU Membership) at Fiscal Office (E1-135) or online. South Gate Ed. Ctr.: Pay at Fiscal Office (Located near front desk).
- Get ELAC Student ID Card from Sheriff’s Sub-Station (E1-102). Need Fee Receipt from Fiscal Office and use initial form of Photo Identification. South Gate Ed. Ctr.: Get ID Card at Computer Lab (SG-122).
- Participate and/or seek out various campus resources such as Academic Support Centers, Tutoring Labs, and Career & Transfer Workshops!
### Assessment Placement Calendar

Additional Placement Calendars are made available online www.elac.edu.

#### July 2013

<table>
<thead>
<tr>
<th>Sunday</th>
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<tbody>
<tr>
<td>1</td>
<td>Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
<td>2 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
<td>3 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
<td>4 Independence Day</td>
<td>5 LAB Closed</td>
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<td>7</td>
<td>8 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
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<td>10 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
<td>11 South Gate Assessment Lab (SG-120) 11:00am – 5:00pm *South Gate Ed Center 2340 Firestone Blvd</td>
<td>12 Main Campus Assessment Lab (E1-183) 8:30am – 12:00pm</td>
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<td>17 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
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<td>31 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
<td><strong>Although tests are untimed:</strong> Students entering at the close of assessment lab hours must complete their assessment session within 2 hours. No exceptions.</td>
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#### August 2013

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<tr>
<td>1</td>
<td>South Gate Assessment Lab (SG-120) 11:00am – 5:00pm *South Gate Ed Center 2340 Firestone Blvd South Gate, CA, 90280</td>
<td>2 Main Campus Assessment Lab (E1-183) 8:30am – 12:00pm</td>
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<td>22 South Gate Assessment Lab (SG-120) 10:30am – 5:00pm</td>
<td>23 Main Campus Assessment Lab (E1-183) 8:30am – 12:00pm</td>
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<td>25</td>
<td>26 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm Fall Semester Begins</td>
<td>27 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
<td>28 Main Campus Assessment Lab (E1-183) 8:30am – 5:00pm</td>
<td>29 South Gate Assessment Lab (SG-120) 11:00am – 5:00pm</td>
<td>30 Main Campus Assessment Lab (E1-183) 8:30am – 12:00pm</td>
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# New Student Orientation Sessions

## STUDENT ORIENTATION AND COUNSELING Q & A SESSIONS

The Counseling Department is offering New Student Orientation Sessions. The information provided during these 1½ hour sessions can prove to be instrumental for student success. Topics covered include: general counseling information, student services, how to add classes, and much more.

### TOPICS COVERED INCLUDE:

- Student Orientation
- General Counseling Information
- Financial Aid
- Student Services
- How to Add a Class
- Much More

## AUGUST - DECEMBER 2013

### MAIN CAMPUS

<table>
<thead>
<tr>
<th>Date &amp; Day</th>
<th>Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>Thursday, Aug 1</td>
<td>5:00-6:30pm</td>
<td>E1-189</td>
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<tr>
<td>Friday, Aug 2</td>
<td>10:00-11:00am</td>
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<tr>
<td>Monday, Aug 5</td>
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<td>Wednesday, Aug 7</td>
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<td>Friday, Aug 9</td>
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<tr>
<td>Monday, Aug 12</td>
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<td>Tuesday, Aug 13</td>
<td>10:00-11:30am or 1:00-2:30pm</td>
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<td>Wednesday, Aug 14</td>
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<td>Friday, Aug 16</td>
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<td>Monday, Oct 15</td>
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<td>Wednesday, Oct 30</td>
<td>10:00-11:30am or 5:00-6:30pm</td>
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<tr>
<td>Friday, Dec 20</td>
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</tbody>
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Stop Week

STUDENT SERVICES DURING FINALS

LEARNING ASSISTANCE CENTER
(323) 265-8762

SCHEDULE FOR FIRST AND SECOND WEEK BEFORE FINALS.
Monday – Thursday, 10:00 am to 8:00 pm
Friday, 10:00 am to 1:00 pm
Saturday, 10:00 am to 4:00 pm

LIBRARY
(323) 265-8758

FIRST WEEK:
Monday – Thursday, 8:00 am to 11:00 pm
Friday, 8:00 am to 4:30 pm
Saturday, 9:00 am to 2:00 pm
Sunday, 1:00 pm to 5:00 pm

SECOND WEEK:
Monday – Wednesday, 8:00 am to 9:00 pm
Thursday 8:00 am to 4:00 pm

STUDENT ACTIVITIES CENTER
(323) 265-8742

OR
(323) 260-8196

FIRST WEEK:
Monday – Thursday, 8:00 am to 11:00 pm
Friday, 8:00 am to 5:00 pm
Saturday & Sunday, Closed

SECOND WEEK:
Monday – Tuesday, 8:00 am to 11:00 pm
Wednesday – Thursday, 8:00 am to 4:00 pm

SERVICES AVAILABLE

LEARNING CENTER & STUDENT ACTIVITIES CENTER:
Computer
Word Processing
Printers
Tutors
Study Groups
Photocopiery

LIBRARY:
Photocopiery
Study Rooms
Reference Assistance

ESCORT SERVICE WILL BE AVAILABLE
Services provided by Academic Affairs,
ASU, Los Angeles County Sheriffs Office,
Learning Assistance Center, Library, Student Activities Office, and Student Services

Course Request Card

HOW TO FILL OUT YOUR COURSE REQUEST CARD

A. Indicate semester and year you are registering for
B. Print your name and social security number (or student identification number; see page 8) at the top
C. Write in Major Codes (see page 24)
D. Complete work hours estimate
E. Complete “Emergency Contact” box
F. Sign and date card
G. In box 5 complete the information for the class(es) you wish to take. Make sure the section number is correct. The section number is the FOUR-DIGIT NUMBER PRINTED TO THE LEFT of each class in the class schedule. This number is put into the computer. Make sure it is correct.
COURSE REGISTRATION OPTIONS

SIS (STUDENT INFORMATION SYSTEM)

SIS can be used to add and drop classes before the start of the semester; to drop classes during the semester, and to access to your final grades after the semester is over.

Continuing students will be e-mailed registration appointments. Each student will be assigned a priority registration based upon the number of units completed. New students will be given a priority date based upon when they apply to the college. You may register anytime on your appointment date and time, or anytime after.

SIS HOURS

8:00 a.m. – 11:30 p.m., Monday – Saturday

BEFORE REGISTERING, DO THE FOLLOWING:

• Please clear any holds (Fiscal, Library, Financial Aid, etc.)
• Read all instructions carefully and complete the worksheet on the next page.
• Make an appointment to see a Counselor for help in planning your program 323 265-8751.
• Contact the Financial Aid Office at 323 265-8738 if you need fee assistance.
• Select your major code, refer to page 24
1. Log on to ELAC’s homepage at www.elac.edu
2. Click on the Register for Classes button (located on the top right corner of the webpage)
3. Enter your Student ID Number (SID) or Social Security Number (SSN) and 4 Digit Pin Number (usually the month and day of your birth date. Ex: enter 0502 for May 2nd). Click on “Submit” link
4. Click on “Registration” link:
5. On REGISTRATION PAGE
   a) From the College Menu bar select: “East Los Angeles College”, the semester (Winter, Spring, Summer, or Fall) and year you are registering for, option to “add” or “drop”, and enter the Section Number. Note: Select the button to view dates & times courses are offered.
   b) Select a Major Code (found in the current Schedule of Classes and input the number of hours per week you will work during the semester. Then click on “Submit.”
6. You will be given a confirmation page indicating that you have been successfully added or dropped to the class (es) of your choice. Please print the page or write down the confirmation number for future reference.

Note: If you are not given a confirmation number, then you are not enrolled in the course.

REGISTER AT MORE THAN ONE COLLEGE!

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.

SEARCH FOR CLASSES ON THE WEB!

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!

12,000 CLASSES TO CHOOSE FROM!

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.

WEB REGISTRATION

You may register via the internet! Log on to the ELAC website www.elac.edu Register at home or use the computer in the campus library.

PAPERLESS REPORT CARDS

Student Report Cards are no longer mailed. To access grades you may print a copy from the internet via the District website: http://www.laccd.edu.

REMEMBERS!

• Open enrollment for available classes can be viewed on the registration website.
• It is the student’s responsibility to pay all fees and tuition immediately after course enrollment.

If you have questions regarding registration, contact the Admissions Office
(323) 265-8966; (323) 265-8801; (323) 265-8712
Monday – Thursday, 8 a.m. – 7 p.m.,
Friday, 8 a.m. – 4 p.m.
COURSE SELECTION /
FEES WORKSHEET

- Select your classes from this schedule and fill in the worksheet with first and alternate choices
- **WARNING**: It is the student’s responsibility to meet the pre-requisites for all classes. Students who fail to do so may be dropped from the class.
- Enter the 4-digit Section Number of each class you want. You will be given a confirmation page indicating that you have been successfully added or dropped the class(es) of your choice.
- If your first choice for any class is not available, enter your alternate choice.
- Repeat until you have entered all your classes.
- Verify Enrollment: It is your responsibility to verify you have correctly entered your course selection.
- Calculate your fees below.

### WORKSHEET FOR FEES

(ALL FEES ARE SUBJECT TO CHANGE)

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<thead>
<tr>
<th>Course</th>
<th>Fee Description</th>
<th>Fee</th>
<th>Units</th>
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