

section one

getting started



meet **elac** people > REBECCA ESTRADA LOPEZ

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."

ELAC
Graduate now
attending
UCLA Charles
Drew Medical
Program

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

STUDENT SUCCESS AND SUPPORT PROGRAM

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented through stages over a five-year period. The Student Success and Support Program supports the transition of new students into the college by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement.

Effective Fall 2014, based on student responses to the East Los Angeles College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: assessment placement, orientation, and counseling. Students must complete the assessment placement, orientation, and counseling (abbreviated Student Educational Plan) prior to their priority registration date and time. Abbreviated Student Educational Plans (SEPs) are provided during the counselor led new student in-person orientations. After registration and sometime during the semester, a comprehensive Student Educational Plan must be completed within a reasonable time period by

making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate.

LOSS OF ENROLLMENT PRIORITY

Students, with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after they are placed on academic or progress probation, or any combination thereof, for two consecutive terms or have earned one hundred (100) or more degree-applicable units in the District; however, non-degree applicable basic skills units do not count towards the 100 units.

Appealing Loss of Registration Priority

The college has established a Registration Priority Appeals Committee to review requests from students appealing the loss of enrollment priority. Petition to Appeal Loss of Enrollment Priority can be obtained at Admissions and submitted by the deadline dates (see Class Schedule) along with supporting documentation. A student may appeal on one or more of the following grounds:

- The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the student's control.
- The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
- The student has demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term and completed more than 50% of coursework.

The College's Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals Committee shall be final.

Appealing Loss of Fee Waiver

Effective Fall 2016, students who are on academic or progress probation for two consecutive semesters will also lose their BOGW Fee Waiver. Students may also appeal to reinstate their BOGW Fee Waiver through the "Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal" form available at Admissions. The appeal must be submitted by the appeal deadline (listed in class schedule) along with supporting documents. A student may appeal on one or more of the following grounds.

- Student with disabilities who did not receive proper accommodation
- Extenuating circumstances
- Significant academic improvement

d. Change in economic situation.

e. Evidence student was unable to obtain essential support services.

f. Special consideration as a participant of CalWorks, EOPs, DSPS, and Veteran Student.

g. Have not enrolled at the college for two consecutive semesters (Fall/Spring) since the student became ineligible for BOGW Fee Waiver.

The College Appeals Committee shall notify the student of its decision.

ADMISSIONS

Apply online at www.elac.edu. Submit official high school transcripts and any previous college official transcripts to Admissions (Main Campus, E1-105 or South Gate Educational Center). 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 & Calendar is available in the Assessment Center and online at www.elac.edu. Admission applications must be submitted and processed prior to participating in the Assessment Placement Process. All students planning to enroll in English, Math, ESL (English as a Second Language), and 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. Assessments are offered at the Main Campus (E1-183) and South Gate Educational Center (Room 120). For more information please call the Assessment Center 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 new and returning students must complete a New Student Orientation (NSO). Students may also participate in the online NSO (onlineorientation.elac.edu). All continuing students are strongly recommended to meet with a counselor and update their Comprehensive Student Educational Plan (CSEP) before registering. For more information on how to schedule a counseling appointment visit counappt.elac.edu.

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 new students are expected to participate in the core matriculation services of Assessment, Orientations and Counseling. However, some students may be exempted from these services if one or more of the following apply:

- Student has completed an associate degree or higher.
- Student has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence.
- Student has completed these services at another community college within a time period identified by the district.
- Student has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in the industry or licensure standards.
- Student has enrolled at the college as a special admit student pursuant to Education Code Section 76001.

If you meet one of these conditions you will be exempted from the core matriculation services and shall be notified at the time of submitting the admission application

STUDENT RIGHTS AND RESPONSIBILITIES: (TITLE 5 SECTION 55530)

- All students shall be required to:
 1. Identify an educational and career goal
 2. Diligently engage in course activities and complete assigned coursework
 3. Complete courses and maintain progress toward an education goal and completing a course of study
- Matriculating students must:
 - a. Identify a course of study.
 - b. Participate in the assessment placement process.
 - c. Complete an orientation activity provided by the college.
 - d. Participate in counseling to develop at minimum an abbreviated student education plan.
 - e. Failure to complete a, b, c, and d (above) may result in a hold on a student's registration or loss of registration priority until the services have been completed.

f. A comprehensive student educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

- All students have the right to challenge or appeal any step in the Matriculation Process. If a student feels that the assessment, orientation, counseling, and/or any other component of the Matriculation Process are being applied in a discriminatory manner, please see the Student Success & Support Program Coordinator in E1-183.
- 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).

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 all Colleges in LACCD.

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://eweb4.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 students must complete a Comprehensive Student Educational Plan (CSEP) by the time they complete 15-degree applicable units. Counseling appointments may be scheduled by contacting the counseling department in-person, telephone, or using the online scheduling system. For more information on how to schedule an appointment visit counappt.elac.edu. Plan ahead and schedule your appointment before registration periods begin!

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.
- Residency:
 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 preceding 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.

d. Residence Reclassification

Students who have been classified as non-residents may submit a Supplementary Residency Questionnaire to be reclassified as California resident if their status has changed. The Supplementary Residency Questionnaire is available online or at the Enrollment Center and must be submitted prior to the semester start date with the appropriate documentation showing both physical presence and intent to make California their permanent home, for more than one year.

e. Resident Appeal

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

f. Fees for Non-Resident Visa Holders

- Foreign Residents - Students with visas which require residency in the country granting the visa or who have not applied towards United States residency status for over one year before the start of the semester will be required to pay an enrollment fee of *\$46 per unit and additional *\$204 per unit.
- Non-California Residents – United States Citizens and Permanent Resident Card Holders who have lived in California for less than one year will be required to pay an enrollment fee of *\$46 per unit and additional *\$190 per unit.

*Fees are subject to change at any time by Board action.

g. Non-Resident Tuition Exemptions

Certain Non-resident students may be exempt from paying non-resident fees:

- AB540 – Non-resident students who have completed at least three (3) years and graduated from a California High School may be eligible to have non-resident tuition waived. A student must not be under a non-immigrant visa status, such as B-2 (tourist) or F-1 (student) visas and must have or are planning to apply for resident status in the United States.
- 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

Effective Fall 2014, based on student responses to the East Los Angeles College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: assessment placement, orientation, and counseling.

You may qualify for free tuition!

IT'S AS EASY AS 1-2-3

1. Complete the California College Promise grant Application or the Free FAFSA Application For Federal Student Aid
2. Submit to Financial Aid Office for immediate processing
3. Register for Free Classes, when approved

2018-2019 INCOME STANDARDS

FAMILY SIZE	2017 INCOME
1	\$ 18,090
2	\$ 24,360
3	\$ 30,630
4	\$ 36,900
5	\$ 43,170
6	\$ 49,440
7	\$ 55,710
8	\$ 61,980
EACH ADDITIONAL FAMILY MEMBER	\$6,270

*NOTE: To receive additional funding for college expenses please see the Financial Aid staff to complete the application process.

a. Participate in the Assessment Placement

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 & Calendar (available in the Enrollment Center, Assessment Center and online at www.elac.edu) for the assessment lab hours.

3. NEW STUDENT ORIENTATION (NSO)

After participation in the Assessment Placement Process, students must complete a New Student Orientation. Students may also participate in the online New Student Orientation by going to onlineorientation.elac.edu.

a. Advisement/Counseling

All new and returning students must complete an Abbreviated Student Educational Plan (ASEP). The ASEP will outline courses students should enroll in and complete in order to achieve their stated educational goal/program of study. During the in-person NSO, counselors will develop an Abbreviated Student Educational Plan (ASEP) for all students in attendance. Students who complete the online NSO will receive an ASEP after presenting their online NSO confirmation page to the general counseling office.

b. Other Exams Offered

- LACCD Math 115 Competency Exam – alternative to meeting the math competency requirement for AA/AS graduation purposes only (applicable to all students entering prior to Fall 2009).

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

4. 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

For suggestions on which courses to select, visit the counseling department to schedule an appointment for a Comprehensive Student Educational Plan. Visit cou-nappt.elac.edu for information on how to schedule an appointment with a Counselor.

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.

5. 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".

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 in G1-107 and present a valid picture ID to pay for all fees. We accept cash, check, money order, VISA, MasterCard, Discover and American express credit cards. If you pay for your ASU membership you will receive a sticker on the back of your student ID. Once all fees are paid you registration process is complete.

6. 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 *\$46 per unit plus a one time, \$11.00 mandatory Health Fee. For example, if you take 10 units, the cost will be

$$\$460 \times \$11.00 = \$471.00$$

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" or "90".

ADDING AND DROPPING CLASSES**ADDING BEFORE THE SEMESTER BEGINS**

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit can add themselves to the waitlist. A process will run through-out the day that will automatically enroll students in the class from the waitlist as seats become available. An email will be sent to the student's LACCD email account notifying them of the registration. The last day a student can be added to a waitlist is two days before the first day of the session. Waitlists apply to all regular and short-term session classes, summer and winter intersession.

ADDING AFTER THE SEMESTER BEGINS

After classes begin, students actively enrolled in the class who do not show up for the first class meeting MAY be dropped by the instructor who will then add students from the waitlist. If you are not moved into the course from the waitlist during the enrollment period, you must attend the first meeting of class to be considered for late enrollment from the waitlist. If there is space available and you are not at the class, you will lose your place on the waitlist and the next student on the waitlist may be added instead.

Important details you should know

- Being added to a waitlist does not guarantee enrollment in the class.
- All co-requisites or pre-requisites must be satisfied before you will be enrolled from the waitlist.
- You will not be enrolled from the waitlist if the class conflicts with times on your existing class schedule.
- You can view your waitlist position in your online student portal. Click on Academics Menu and then click on Class Schedule.
- You can remove yourself from a waitlist the same way you would drop a class in your online student portal.

- During the primary terms of fall and spring, students will be limited to enrolling for no more than 19 units, and during the winter and summer will be limited to registering for no more than 9 units district-wide. The maximum number of waitlist units is 12 for fall and spring and 9 for winter and summer.

- You may sign up for multiple waitlists for the same discipline/class; however, if you are moved from the waitlist to an open space, you will be removed from the alternate waitlist for the same discipline/class after acceptance.

No Show

Actively enrolled students who are not present at the first class meeting MAY be dropped by the instructor, and their seat MAY be given to a student on the waitlist.

Add Code

Students who are granted to add a class after the course has started will be given an add code to be used by the student to immediately register online for the course.

AUTO-ENROLLMENT FROM THE WAITLIST

FREQUENTLY ASKED QUESTIONS

Can any student get on a waitlist?

You are eligible to be placed on the waitlist if: there are waitlist openings for a class section, you meet the class pre-requisite, you have no repeat errors, you have no holds on your records, or the class units will not exceed your maximum waitlist units allowed.

What is auto-enrollment from the waitlist?

This is a daily process that enrolls students into their classes from the waitlist. Once the class is full it is marked as closed then only students from the waitlist may be enrolled in the course. If one seat becomes available in a course, then student number one on the waitlist is automatically enrolled from the waitlist provided there are no holds, time conflicts, prerequisites, repeat issues, or duplicate course errors.

How does the waitlist process work?

When seats become available in a closed class section, the class remains closed until a process runs that automatically enrolls students from the waitlist. The class remains closed until the waitlist empties or the enrollment capacity has been met, whichever comes first.

If a student does not meet the criteria to enroll in the class (see FAQ #1), the process will select the next student on the waitlist according to their position number.

Students that were on the waitlist and were not enrolled will maintain their position number. Students will have an opportunity to be auto-enrolled the next time a seat is made available, if they resolve the issue that prevented them from being auto-enrolled previously.

If the waitlist process runs and no students are enrolled, then the class will open and other students will be given the opportunity to enroll (even if there are still students on the waitlist that did not meet the criteria to be auto-enrolled).

If there are no students on the waitlist, the class will open as usual when seats are made available.

If an enrolled student drops classes how are students moved from the waitlist into the open seats?

Students are auto-enrolled from the waitlist into the course by their priority ranking on the waitlist. For example, if a class is full, and three students drop, students ranked 1, 2, and 3 will be auto-enrolled from the waitlist. The student who was previously ranked number 4 will now be ranked number 1. If another student drops the course, he or she will be the next student to auto-enroll. This scenario will continue until the waitlist is empty, or the class is full, or the waitlist is closed at 11:59 PST two days before the session begins.

By adding themselves to the waitlist a student is acknowledging that they understand that they will be auto-enrolled and will be responsible for the enrollment fees and/or dropping the classes if necessary.

How do I know I was moved from the waitlist to the active class?

If you are moved into a class from the waitlist, an email will be sent to the student's LACCD email account notifying them of the registration. It is important that you activate and monitor your LACCD emails during the registration period. If you decide you do not want to be enrolled in the class after you are moved from the waitlist, you must officially drop the class.

When is the first and last day to get on a waitlist for a class?

Students cannot get on a waitlist until their enrollment appointment or open enrollment has begun.

The last day to get on a waitlist for a class will be 11:59 p.m., two days before the session begins.

Waitlists are only available once the class has reached the enrollment capacity. For an extremely popular course the waitlist may be activated very early in the registration period.

How do you know if a class has a waitlist?

The waitlist option is only available once all seats in a class have been filled and the section closes. When a Class Search is performed to include these closed classes, users will notice a yellow triangle beside classes that have available waitlist seats. Once the waitlist capacity has been reached, the waitlist feature is unavailable and the blue closed class icon will display beside the section in Class Search.

Do all classes have a waitlist?

Not all classes have waitlists. If a course is listed as Instructor Consent, a waitlist is not available. Some disciplines do not use the waitlist functionality.

How many units can the student be waitlisted for?

Student may be on 12 units of waitlist in the fall and spring semester and 9 units for winter and summer.

Are the waitlisted units counted into the student's total units for the semester?

No. They are considered as two separate lists: Total units enrolled and total units on the waitlist. For example, if a student may enroll in 19 units districtwide and they are enrolled in 15 units and have 6 units on the waitlist that is fine. Even though $15 + 6 = 21$, which is greater than 19, this is not a problem.

Can the student be waitlisted for more than one section of the same class?

Yes. A student can waitlist multiple sections of the same class. They cannot pick their preference. The waitlist process will enroll the student into the first available seat according to descending class number. If the student is enrolled in a waitlisted class; the remaining waitlist requests for the same class will be automatically dropped.

For example, a student attempts to waitlist English 101 class number 10000 and English 101 class number 20000. If English 101, 10000 has a seat available and the student is eligible for enrollment they will be enrolled into the course and dropped from the English 101, 20000 waitlist. If both classes have seats available the student will be enrolled into the English 101, 10000 course and dropped from the English 101, 20000 waitlist because 10000 is lower than 20000.

If the student is on multiple waitlists and they are enrolled, they will be dropped from all of the other waitlists for that course.

Why wasn't a student enrolled from the waitlist when a student dropped from the active class?

There are several reasons why this can happen.

- The system does not make updates instantly. The processing happens on a prearranged schedule. If a student drops the class in the morning, the waitlist process will automatically enroll the next qualified student when the auto-enrollment cycle is programmed to run.
- The auto-enrollment may have exceeded the maximum number of units for the student's course load. This is 19 units for fall and spring semester, 9 units for winter and summer, but the maximum course load can be less if the student is a concurrently enrolled high school student or on academic or progress probation.
- The course may have prerequisites or co-requisites that have not been met.
- The student has registration holds. This might be caused by outstanding fees, an incorrect social security number, missing documents or other problems. These issues need to be corrected before any auto-enrollment can be completed.
- The class time conflicts with another class in which they are enrolled.
- The student attempted the class three times.

Can a student be both enrolled and waitlisted for different sections of the same class?

Yes, but the student cannot be enrolled into both classes.

- For example, suppose that a student was enrolled in Math 125, 10000 which meets on Mondays. They would prefer Math 125, 20000 which meets on Tuesdays. The student places themselves on the waitlist for Math 125, 20000. They will NOT be enrolled into that class even if they are eligible and there is a seat available. They must first drop themselves from Math 125, 10000 class.
- For classes that are very popular it is in the best interest of the student to remain in the class as enrolled. An attempt to drop the classes to get a better schedule time can often be detrimental to the student because several other students will be competing for the available enrollment seat.

Can a student waitlist for a class that conflicts (in meeting time) with an enrolled class?

Time conflicts will not be checked at the time that the course is added to the waitlist.

At the time of the auto-enrollment, time conflicts will be checked. If there is a time-conflict, the student enrollment will not be processed. They will not lose their place in the waitlist queue, but will remain there until the conflict is resolved. The students of lower ranking, but with no time conflicts, will be auto-enrolled before them.

It is in the student's best interest to not waitlist a course that would present a time conflict. Time conflicts cannot be overridden even if there is a small time overlap.

Can a student change their waitlist classes?

Yes, the student can change the courses in their waitlist at any time. There is a limit to the number of students that can be on a specific course waitlist. If you drop yourself from the waitlist, then want to add yourself back to the same waitlist, your position number will be different. By dropping from the waitlist you will forfeit your placement on the list.

What happens if the student is not auto-enrolled from the waitlist and the session begins the next day?

To try to enroll in the waitlist class, you must attend the first class session and ask the instructor for a permission number. Only the course instructor can provide a permission number. The student will then enroll into the course with the permission number.

Can a student add any classes to their waitlist?

Yes, unless the class is listed as Instructor Consent, or there is a course pre-requisite. Any issues related to course requirements will be checked at the time of auto-enrollment, not at the time that the course is added to the waitlist.

The pre-requisites requirements for a course will be checked when the student attempts to add the course to the waitlist and at the auto-enrollment time. If a student has not satisfied the course pre-requisite they will be blocked. It is presumed that a student concurrently

enrolled in a pre-requisite class will pass it and therefore satisfy the pre-requisite requirement for the next class in the following semester.

- For example, if a student is enrolled in Spanish 1 and they wish to waitlist for Spanish 2 for the next semester that request is permissible. If a student has taken Spanish 1 and received a substandard grade such as an F, they will not be allowed to waitlist Spanish 2 because the student has not satisfied the course pre-requisite.
- If the prerequisite is not satisfied after the grades are posted, the student will be dropped from the course.

Can a course be cancelled while a student is on the waitlist?

Yes, at times there may be a need to cancel a course. This means that the waitlist associated with that course will also be cancelled.

How do instructors know who is on the waitlist?

Faculty can view their waitlists by using the Faculty Self-Service in PeopleSoft.

Can students see who else is on the waitlist for a class?

No, a student can only view his or her own status on the waitlist for a class.

Can a student change the grading option for a waitlisted class?

No, this is not supported while the course is in the waitlist. If and when the student is auto-enrolled from the waitlist, they can change the grading basis if the course supports grading options.

Can a student's waitlisted rank be changed after it was created?

If a student on the waitlist is auto-enrolled in a class, the next student will move up on the waitlist and be issued a higher waitlist number.

Can faculty change the waitlist order?

No. The waitlist cannot be modified by an instructor.

If the student hasn't met the prerequisites, can the student register for a class or for a waitlist?

No. The student cannot request to place a course on the waitlist if the prerequisite is not satisfied. If the student has taken the prerequisite course at another college outside of the LACCD, then the student must visit the Admissions and Record's office to complete and submit the prerequisite challenge form. When approved, the online information system will recognize that the prerequisite has been satisfied.

The only exception is if the student is presently enrolled in the pre-requisite course. The system assumes that the student will satisfactorily complete the course with a passing grade and therefore be eligible for the next course.

What are the chances of getting into a class if the student is on a waitlist?

It is entirely possible that a waitlist ranking of #1 may still not result in an auto-enrollment for a course. This course may be a very popular course and actively enrolled students might not drop out. Another course may have a good number of student drops and several students on the waitlist could be auto-enrolled.

Students should use the waitlist as a strategy to improve their course selection, but they should not assume they will get their waitlisted course.

If a student is ranked number 1 on the waitlist does that mean that they will be auto-enrolled in the course as soon as a seat is available?

Yes, if there is a seat available and there are no issues related to the auto-enrollment. Problems include:

- Enrollment in another section of the same course.
- Time conflicts
- Student registration holds
- Unsatisfied prerequisites or co-requisites
- Exceeding term unit limits
- The student has already taken the class

How often can the student check on their waitlist status?

The student can view their waitlist status at any time that the online student self service is available. Except for scheduled system maintenance, the system is available every day, 24/7.

What if the student does not get into a class for which the student is waitlisted?

The student may attempt to take the class another semester or take a different section of the same course or can attend the first day of class and request a permission number from the instructor.

If an enrolled student drops a full class and a seat opens, do waitlisted students get in first?

Yes, ONLY the waitlisted students may enroll in the course.

Are students required to pay for a class if they are on the waitlist?

No. Students only pay for classes after they are actively enrolled.

Enrollment fees will be assessed after a student is officially registered in a class and must be paid by the fee payment deadline. To view your enrollment fee due dates, click on Finances Menu on your portal dashboard, click Student Activities, and Charges Due for details.

If you are approved for a Board of Governors Fee Waiver or have anticipated financial aid your Account Inquiry page will reflect the award.

Your enrollment will be cancelled for some or all of your course(s) unless payment is made in full by the fee payment deadline.

It is important to remember that placement on a waitlist does not guarantee a seat in the class. Students on a waitlist after classes begin should attend the first class meeting to determine if space is available.

Can a student be dropped from the waitlist?

Yes. A student may drop themselves from the waitlist. Also a student can be dropped for non-payment of fees. If a student does not pay their enrollment fees by the fee payment deadline they will be administratively dropped from all or some of their courses and waitlisted courses.

It is the student's responsibility to pay all of their fees by the fee payment deadline to avoid losing classes.

How many waitlist seats are available for each class?

The number of seats on the waitlist is determined by the academic department. The waitlist number can vary by subject and course.

Can students' waitlist for more than one section of the same class?

Students can waitlist for multiple sections of the same class, with the following stipulations:

Students cannot choose their preference for which section they will be auto-enrolled first. The waitlist process will enroll the student in the section that has the first available seat.

Once enrolled in one of those class sections, students will be automatically dropped for the other waitlisted sections for that course.

If students are already enrolled in another section of a class they want to waitlist, the SWAP feature should be used to enroll and waitlist for the closed section.

When should the "SWAP" enrollment feature be used?

If students are already enrolled in another section of the class for which they want to waitlist, SWAP should be used. If students use the ADD enrollment feature to get on a waitlist for a different section of the same class, they must DROP the section in which they are enrolled before they will be moved from the waitlist.

Students may also want to use SWAP if there is a known time conflict between an already enrolled class section, and the section for which they want to waitlist. If students get on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP the class that presents the time conflict or the class

Finally, students may want to use SWAP if they are already enrolled in the maximum number of units for a term and want to still get on a waitlist. If a student gets on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP a class that would allow the waitlisted class to fall within the maximum number of allowable units to be enrolled in for a semester.

If students are not enrolled from the waitlist due to any of these issues, they will be passed over and the

next eligible student on the waitlist will be auto-enrolled.

Can students get on a waitlist if there is a time conflict with a class section in which they are already enrolled?

The self-service enrollment process does not check for a time conflict when a student is placed on a waitlist. At the time the auto-enrollment process runs, students will not be enrolled in the class if the time conflict still exists. Students will need to drop the class that prevents the time conflict if they want to be moved from the waitlist.

Ideally, students should use the SWAP feature when getting on a waitlist for a section that presents a time conflict with an already enrolled class. That way, if a seat opens in the close section the student will be automatically dropped from the previously enrolled section.

COURSE DROPS AND WITHDRAWALS

20% 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 20-75% 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.

Warning: Your enrollment for any class you add is not complete unless you process your add code before the add deadline. Failure to do so will result in NO COURSE CREDIT.

It is the student's responsibility to drop or withdraw from courses. Once the semester begins, students must drop classes online registration. An instructor's signature is not required.

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 12TH GRADE 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 12TH GRADE STUDENTS)

Concurrent non-resident students will be required to pay \$193-\$203 per unit.

**subject to change by Board action*

HEALTH FEE

The Los Angeles Community College District charges an \$11.00 per Spring or Fall semester (and an \$8.00 per Winter or Summer sessions) mandatory Health Fee payable to one LACCD campus only to cover 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.
- ASU permit is \$27. This entitles you to park in student designated slots at the ASU lot, the multi-level parking structures, the Stadium Parking lot, north and south Avalanche Roads.

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.

- ASU permit is \$10. This entitles you to park in student designated slots at the ASU lot, the multi-level parking structures, the Stadium Parking lot, north and south Avalanche Roads.

ONE-DAY PERMITS - \$2

- One-day permit machines are available at the middle section of the Stadium Lot, the 6th floor of Parking Structure 3, and the 5th floor of Parking structure 4.

The Fiscal Office is 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.

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 absences "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 I.B 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 19 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 19 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 student 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 in, 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 online. 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 all 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.

BOARD OF GOVERNORS (BOG) FEE WAIVER

LOSS OF ELIGIBILITY

A student eligible to receive a BOG fee waiver shall lose eligibility if they are placed on academic or progress probation for two consecutive semesters. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. Foster youth, or former foster youth under the age of 24, are exempt from the loss of fee waiver due to academic or progress probation.

APPEAL OF PROBATION AND LOSS OF FEE WAIVER

A student who is placed on academic or progress probation may submit a written appeal in compliance with regulations issued by the Chancellor. A student who has lost the BOG fee waiver due to academic standing may submit a written appeal of that standing in accordance with existing regulations issued by the Chancellor.

REMOVAL FROM PROBATION AND REINSTATEMENT OF FEE WAIVER

A student shall be removed from academic or progress probation and have their fee waiver restored when his/her cumulative grade point average is 2.0 or higher or when the percentage of units for which entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) are recorded drops below fifty percent (50%).

NOTIFICATION

East Los Angeles College and the LACCD shall notify students placed on academic or progress probation of their status no more than 30 days after the end of the term that resulted in academic or progress probation. The notice shall clearly state that two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver.

The college shall make reasonable efforts to provide counseling and other support services to help students on probation overcome academic difficulties. Colleges should also help mitigate potential loss of the BOG Fee

Waiver and ensure that students have the opportunity to receive appropriate counseling, assessment, advising, or other services on a timely basis.

The college shall make reasonable efforts to notify a student of removal from probation, reinstatement after dismissal, and restoration of BOG Fee Waiver within timelines established by the District in consultation with the campus Academic Senate. Probation, dismissal and loss of BOG Fee Waiver policies and procedures shall be published in the college catalog.

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 30 units of "D" or "F" grades removed from cumulative grade point average consideration provided such course work was completed one year 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

Non-Passing Attempts

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 W, D, F, or NP was received may be repeated up to three times. Students can petition for a 4th attempt of the same course with three unsuccessful attempts (W, D, F or NP) under special circumstance consideration through the office of Admissions. Please see the semester calendar for deadline petition dates.

Passing Attempts

Student who receive a passing grade (A, B, C, P) for a course may petition to take the course again under recency requirements for certain medical professions. At least 36 months must have passed since the previous course was completed and any new grade earned will not be counted in G.P.A. Students may also repeat a course with a passing grade, if it is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer

employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.

A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student.

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 30 minutes to apply for federal and state grants. They will pay your education 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, CCGG, FTSSG)

CAL GRANTS A, B, C (for California residents only)

WORK-STUDY – Enables students to earn a portion of their financial aid award through a part-time employment either on or off campus.

LOANS – Aid that you must pay back

CCPG – Tuition Fee Waiver

THE FINANCIAL AID AND SCHOLARSHIP OFFICE IS LOCATED IN E1-135

The office hours are

Monday to Thursday, 8:00 am – 7:00 pm

Friday, 8:00 am – 3:00 pm

South Gate Hours

Monday - Thursday, 9:00 am – 3:00 pm & 4:00 pm - 7:00 pm

Friday, 8:00 am – 3:00 pm

DEADLINES:

We are accepting applications now.

The last day to accept applications for the academic school year 2017-2018 will be June 30, 2018.

Please contact Financial Aid and Scholarship Office at (323) 265-8738 if you have any questions.

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 CCPG application.
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 E1-135.

Many students qualify but never apply for a fee waiver. The Financial Aid and Scholarship Office processes CCPG 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 CCPG applications are available in the Financial Aid and Scholarship Office.

CALIFORNIA COLLEGE PROMISE GRANT (CCPG)

2018-2019 INCOME STANDARDS

The California College Promise Grant is for California Residents only. The waiver covers enrollment fees for students that meet adjusted income criteria.

FAMILY SIZE	2017 INCOME
1	\$ 18,090
2	\$ 24,360
3	\$ 30,630
4	\$ 36,900
5	\$ 43,170
6	\$ 49,440
7	\$ 55,710
8	\$ 61,980
Each additional Family Member	\$6,270

WE ARE ACCEPTING CCPG APPLICATIONS NOW!

You may also qualify if you apply for Federal Financial Aid (FAFSA) at www.fafsa.ed.gov.

Please contact Financial Aid and Scholarship Office at (323) 265-8738 if you have any questions.

Assessment Calendar - August 2018

PARTICIPATE IN ASSESSMENT DURING THE LAB HOURS SHOWN BELOW

(Lab hours subject to change)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Main Campus 8:00am - 5:00pm	2 Main Campus 8:00am - 5:00pm	3 Main Campus 8:00am - 2:00pm South Gate 8:00am - 11:00am	4 Main Campus 8:00am - 11:00am South Gate 8:00am - 11:00am
5	6 Main Campus 8:00am - 5:00pm	7 Main Campus 8:00am - 5:00pm	8 Main Campus 8:00am - 5:00pm	9 Main Campus 8:00am - 5:00pm	10 Main Campus 8:00am - 2:00pm South Gate 8:00am - 11:00am	11
12	13 Main Campus 8:00am - 5:00pm	14 Main Campus 8:00am - 5:00pm	15 Main Campus 8:00am - 5:00pm	16 Main Campus 8:00am - 5:00pm	17 Main Campus 8:00am - 2:00pm South Gate 8:00am - 11:00am	18
19	20 Main Campus 8:00am - 5:00pm	21 Main Campus 8:00am - 5:00pm	22 Main Campus 8:00am - 5:00pm	23 Main Campus 8:00am - 5:00pm	24 Main Campus 8:00am - 2:00pm- South Gate 8:00am - 11:00am	25 Main Campus 8:00am - 11:00am
26	27 Fall Semester Begins Main Campus 8:00am - 5:00pm	28 Main Campus 8:00am - 5:00pm	29 Main Campus 8:00am - 5:00pm	30 Main Campus 8:00am - 5:00pm	31 Main Campus 8:00am - 2:00pm- South Gate 8:00am - 11:00am	

Additional LAB HOURS are available online at www.elac.edu

LOCATIONS

MAIN CAMPUS (E1-183)

1301 Ave. Cesar Chavez, Monterey Park, CA 91754
(323) 415-4141

SOUTH GATE ED. CENTER (SG-120)

2340 Firestone Blvd., South Gate, CA 90280
(323) 357-6295

Students must bring the following items on the day of assessment

- Valid Photo ID (No Photocopies)
- Student ID Number
- Pen/Pencil

Assessment tests are untimed. However, students must complete their assessment within 2 hours after our advertised closing time. No exceptions.

Allow at least 2 hours for both English & Math Assessments.

NEW STUDENT ORIENTATION

All new students are required to complete a New Student Orientation and develop an Abbreviated Student Educational Plan. In order to obtain an Abbreviated Student Educational Plan during an In-Person New Student Orientation you must have participated in the English & Math Assessment Placement. **Bring your assessment placement results and a pen/pencil.** Arrive early. Space is limited. For a list of dates please visit: counseling.elac.edu

Students may also complete the Online New Student Orientation by accessing it on the PeopleSoft portal or visiting www.onlineorientation.net/elac/982.

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
 Photocopier

LIBRARY:

Photocopier
 Study Rooms
 Reference Assistance

ESCORT SERVICE WILL BE AVAILABLE

Services provided by Academic Affairs, ASU, Los Angeles County Sheriff's Office, Learning Assistance Center, Library, Student Activities Office, and Student Services

Districtwide Registration

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 26.

HOW TO LOGIN TO THE NEW SIS PORTAL

1) Go to the new portal URL at: <https://mycollege.laccd.edu>



2) For Students, enter your Student ID in the "Student ID or User ID" textbox.

3) Enter your password in the "Password" textbox.

• Student Default Password

Student default passwords will consist of:

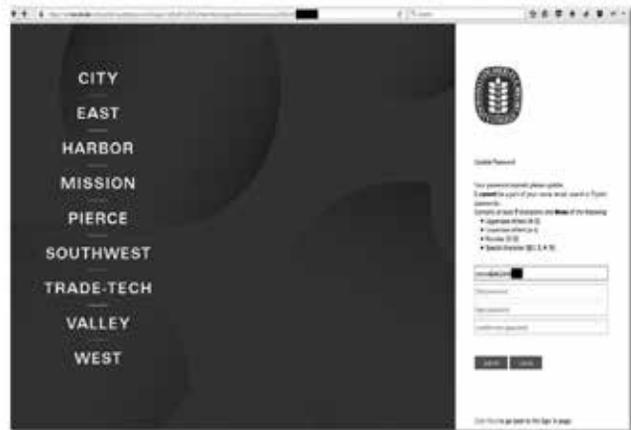
88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)

For Example, Jane Doe, who was born on July the 4th, her default password would be: 88@D0704

HOW TO UPDATE YOUR PASSWORD

- You will be asked to update your password when you log in for the first time.
- Enter your old password and new passwords in their respective textboxes.

- New password must contain at least seven alphanumeric characters: numbers, uppercase and lowercase alphabetical characters, and at least one special character.
- Additionally, you may not use your prior three passwords as your new password.
- After successfully updating your password, you will be redirected to the password registration page.



HOW TO ACCESS YOUR OFFICE 365 EMAIL

1) Login and you should be redirected to your Office 365 account.

2) If you are taken to the SIS Portal, click one of the email links, as seen below.





ENROLLMENT FEE SWEEPS

Students are required to pay fees immediately at the time of enrollment or apply for FAFSA financial Aid/fee waiver. The college may sweep enrollments for non-payment at any time.

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>.

REMINDERS!

- 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.

Section Number	Course Name	Time & Day(s)	Units
Total Units			

WORKSHEET FOR FEES

(ALL FEES ARE SUBJECT TO CHANGE)

- a. Enrollment Fee for Resident Students: **\$46.00 x units = \$ _____
- b. Fee for Out-of-State Non-Resident: **\$225.00 x units = \$ _____
- c. Non-resident capital outlay fee: **\$26.00 x units = \$ _____
- d. Fee for Residents of a Foreign Country and/or F-1 VISA: **\$215.00 x units = \$ _____
- e. International Students SEVIS Fee: **\$25.00 \$ _____
- f. International Student Medical Insurance: **\$666.00 \$ _____
 Part-time students from other institutions are exempt
- g. Health Center Fee: \$11.00 \$ _____
 (Mandatory for all students, including students with BOGG)
- h. Student representation fee: \$1.00 \$ _____
- i. ASU Membership only *\$7.00 \$ _____
- j. Student Parking Permits (for stadium lot and west end of access road only): \$20.00 \$ _____
- k. ASU Parking Permit \$27.00 \$ _____

(For all student lots, includes ASU membership. Permits are sold at the Fiscal Office on a first come, first serve basis while supplies last.)

Total Fees Due: \$ _____

I understand that by not being issued an A.S.U. Membership, I will have none of the privileges and benefits associated with the membership.

** Subject to change

PAYMENT OPTIONS (CHOOSE ONE)

PAYMENT IN PERSON:

Fiscal Office, G1-107
 Monday – Thursday, 8:00 a.m. – 7:00 p.m.
 Friday, 8:00 a.m. – 3:30 p.m.

PAYMENT ON-LINE VIA CREDIT CARD

For online payments go to mycollege.laccd.edu

For further information contact the Fiscal Office, (323) 265-8701.