

New Student HANDBOOK 19 20



Your FUTURE begins HERE



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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Available in Alternative Media Formats at www.lavc.edu/counseling

The Counseling Department Welcomes You to Los Angeles Valley College



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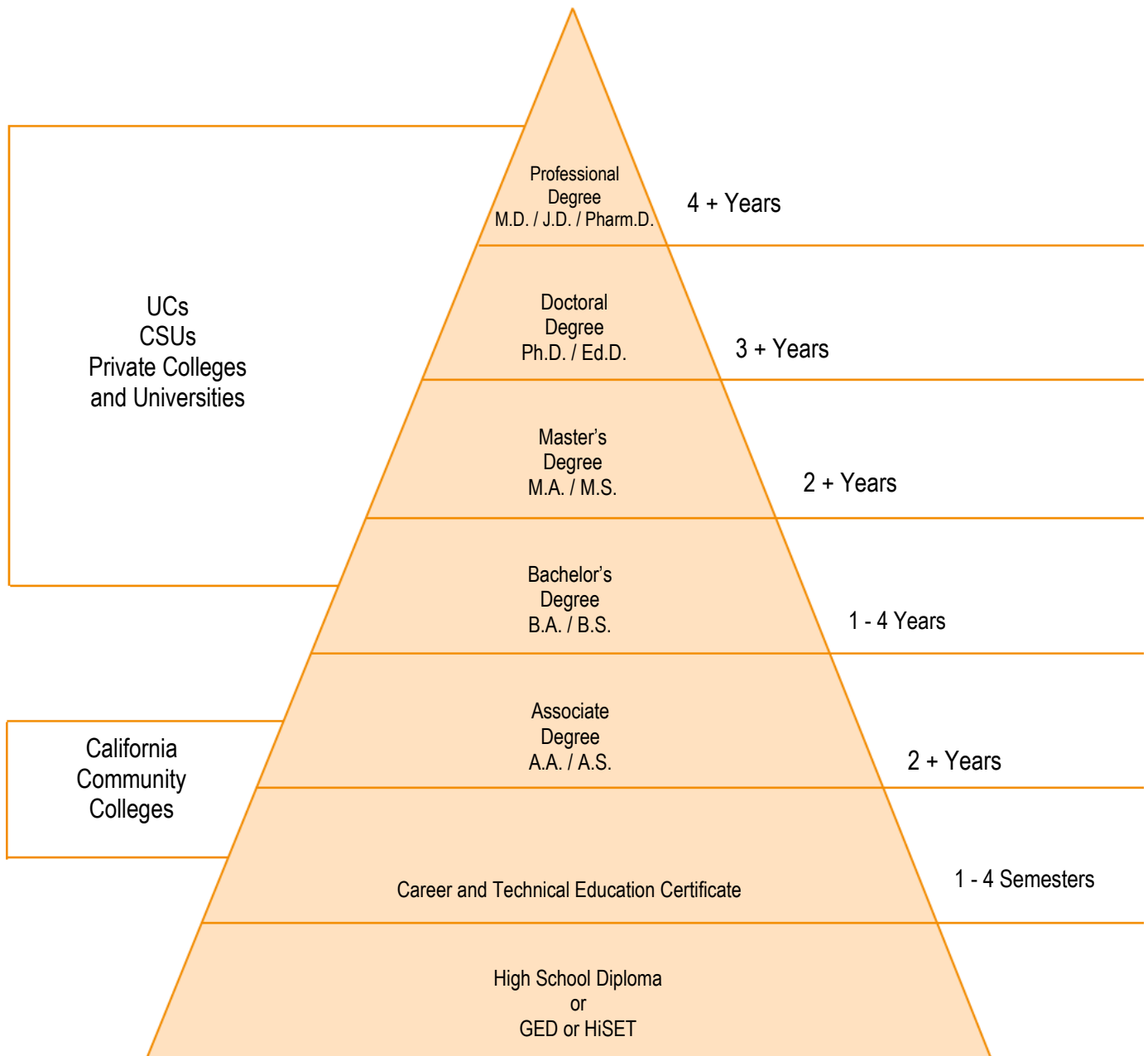
Visit us online at lavc.edu/counseling or in-person in the Student Services Annex.

Your First Steps

Congratulations! You have decided to pursue your education at Los Angeles Valley College. In accordance with California **Student Equity and Achievement Program (SEA)**, in order to enroll in classes at LAVC, all students must follow the following important steps, including the **Three Core Services (Placement, Orientation, Counseling)** to fully matriculate.

- **Apply to LAVC online** at www.lavc.edu
- **Apply for Financial Aid** at fafsa.ed.gov (U.S. permanent residents) or csac.ca.gov/california-dream-act (undocumented students)
- **Complete the Three Core Services (POC)**
 - ➔ **Placement:** English and math self placement based on multiple measures questions regarding your high school coursework, grades and grade point average (GPA)
 - ➔ **Orientation:** Complete online through your student portal. It is also available at <https://www.lavc.edu/orientation/index.html>.
 - ➔ **Counseling/First Semester Educational Planning:** Complete **First Semester Educational Planning** online at <https://www.lavc.edu/advising/index.html> or attend an in-person session conducted by a counselor. Appointments for in-person, **First Semester Educational Planning** can be scheduled in the Counseling Department (SSA 151).
- **Register for First Semester Courses:** Register for classes ONLINE through the LACCD Student Information System at mycollege.laccd.edu.
- **Waitlist / Crashing courses:** If the class is full, you may place yourself on a waiting list. After the semester starts, you may attempt to crash a course by asking the professor for a permission code to add the class.
- **Pay Your Fees:** You can pay your fees online through the [Student Information System](#) or pay in person at the Business Office upon registering for your courses each semester.
- **Obtain Your LAVC Student ID:** Once you have paid for your classes, show your Registration/Fee Receipt to obtain a Student ID in the Admissions & Records Office.
- **Attend Your Classes:** The next step is to attend your classes. Refer to your class schedule on the student portal to learn when and where your class meets, and attend starting the first day. Not attending the class may result in being dropped from the class.
- **Complete Counseling/Comprehensive Student Educational Planning (CSEP):** Prior to the completion of 15 degree applicable units or by the end of your third semester in college, whichever comes first, you must declare an educational goal and develop a **Comprehensive Student Educational Plan (CSEP)**, which serves as the roadmap for achieving your educational goal(s). You should plan to meet with a counselor for assistance in developing your CSEP and check in at least once each semester to make sure you are on the right track. To assist you with developing your CSEP, make a **counseling appointment** or enroll in a student success course; **Counseling 1 or 20**.

Higher Education Options in California



DEGREES OF HIGHER EDUCATION

A.A./A.S.	Associate of Arts/Associate in Science
B.A./B.S.	Bachelor of Arts/Bachelor of Science
M.A./M.S.	Master of Arts/Master of Science
Ed.D.	Doctor of Education
Ph.D.	Doctor of Philosophy
J.D.	Juris Doctor
M.D.	Doctor of Medicine
Pharm. D.	Doctor of Pharmacy

Declaring Your Educational Goal at LAVC

Studies show that the sooner college students decide on their educational goal, the more successful they are in college. New regulations require that you declare a specific educational goal and major by completion of 15 units or by the end of your third college semester, whichever comes first. You may choose one or more of the educational goals listed below. Explore your educational and career options in the Career /Transfer Center, take a Counseling 1 or 20 class or schedule an appointment with a counselor if you need assistance with deciding your educational goal.

CERTIFICATE

Students who successfully complete a sequence of college courses leading toward specific areas of employment will be issued either a Certificate of Achievement or Skills Certificate. These certificates are designed for those students who have a limited time to pursue their formal education and who wish to specialize in a particular area that is employment oriented.



ASSOCIATE DEGREE



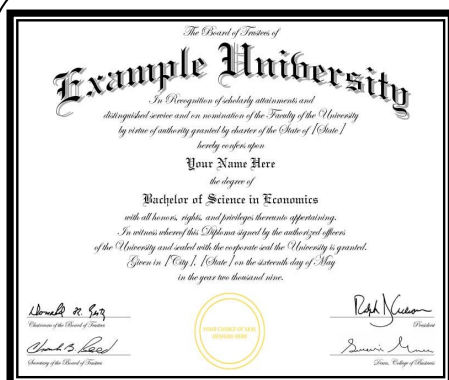
A college degree makes you more competitive for the job market. An Associate Degree is an undergraduate academic degree consisting of a minimum of 60 degree-applicable semester units including major or emphasis requirements, general education, and electives (if needed to meet the unit requirements). Associate Degrees may be earned in academic disciplines and/or career technical areas.

ASSOCIATE DEGREE FOR TRANSFER

An Associate Degree for Transfer (AA-T/AS-T) is an undergraduate academic degree designed to guarantee admission to the CSU system. The degree consists of 60 CSU transferable semester units including major requirements, certified completion of general education (CSU GE/IGETC-CSU), and electives (if needed). An Associate Degree for Transfer may be earned in a variety of academic majors. Please refer to current LAVC Catalog for approved Associate Degrees for Transfer.



BACHELOR'S DEGREE



A Bachelors Degree generally requires 4-5 years of study to complete. A Bachelors Degree requires completion of both lower and upper division courses. Community colleges offer lower division courses, providing students the opportunity to complete the first two years of the undergraduate education including lower division major requirements and general education prior to transferring to a university. Students must transfer to a four-year college or university to complete their upper division coursework and earn their Bachelors Degree.

Get to Know the LAVC College Catalog



Los Angeles Valley College Catalog:

New LAVC students should refer to the College Catalog for general college information including: educational programs and requirements; academic policies and procedures; campus programs and services; student activities; academic and student support; course descriptions; list of faculty/administration; and glossary of college terms. Continuing students maintaining “**catalog rights**” may be able to apply requirements in effect at the time they entered the college.

Catalog Rights are a student's right to follow the program requirements in effect for the catalog and year they enter Los Angeles Valley College as long as they maintain continuous enrollment in each regular semester, fall and spring, without a lapse. A lapse is not being enrolled in two or more consecutive regular semesters - fall or spring.

A catalog year is defined as beginning with the fall semester through the subsequent summer.

A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect:

1. at the time the student began such attendance at the college, **OR**
2. at the time of graduation.

Students who lose catalog rights become subject to any new requirements that are in effect at the time they re-enroll.

Educational Programs

INSTRUCTIONAL PROGRAMS AT LOS ANGELES VALLEY COLLEGE

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT
A+/Net+ Certification Preparation		SC	Technology
Accounting	AA	CA	Business
Administration of Justice	AA, AS-T	CA	Emergency Services
Anthropology	AA-T		Anthropology
Architecture		CA	Technology
Art History	AA , AA-T		Art
Art: Graphic Design	AA	CA	Art
Art: Three Dimensional Design	AA		Art
Art: Two Dimensional Studio	AA		Art
Biology	AS, AS-T		Biological Sciences
Biotechnology/Biomanufacturing		SC	Biological Sciences
Broadcasting	AA		Media Arts
Broadcasting: Performance	AA	CA	Media Arts
Broadcasting: Radio	AA	CA	Media Arts
Broadcasting: Television	AA	CA	Media Arts
Business: Banking and Finance	AA	CA	Business
Business Administration	AS-T		Business
Business Management		CA	Business
C/C++		SC	Computer Science Information Systems
CAOT: Administrative Assistant	AA	CA	Computer Science Information Systems
CAOT: Computer Applications Specialist	AA	CA	Computer Science Information Systems
CAOT: General Office Assistant		CA	Computer Science Information Systems
CAOT: Website Software Specialist		SC	Computer Science Information Systems
Chemistry	AS		Chemistry/Physics
Chicano Studies	AA		Sociology/Ethnic Studies
Child Development	AA		Child Development
Child Development: Associate Teacher, Preschool (A)		CA	Child Development
Child Development: Associate Teacher, Preschool Literacy (E)		SC	Child Development
Child Development: Associate Teacher, Special Education (F)		SC	Child Development
Child Development: Director, Preschool (B)		CA	Child Development
Child Development: Early Childhood Education	AA		Child Development
Child Development: Infant/Toddler Care Teacher (D)		CA	Child Development
Child Development: School Age Day Care (C)		CA	Child Development
Child Development: Special Education	AA		Child Development
Child Development Teacher		CA	Child Development
Cinema Arts	AA		Media Arts
Cinema Production		CA	Media Arts
Cinema Styles		CA*	Media Arts
Commercial Music	AA		Music
Commercial Music: Instrumental/Vocal Performer		CA	Music
Commercial Music: Jazz Studies		CA	Music
Commercial Music: Music Arranging		CA	Music

AA- Associate of Arts Degree AS- Associate of Science Degree AA-T- Associate of Arts for Transfer Degree *Not Occupational
 AS-T- Associate of Science for Transfer Degree CA- Certificate of Achievement SC- Skills Certificate NC- Noncredit Certificate of

Educational Programs

INSTRUCTIONAL PROGRAMS AT LOS ANGELES VALLEY COLLEGE

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT
Commercial Music: Music Notation		CA	Music
Commercial Music: Music Technology		CA	Music
Communication Studies	AA-T		Communication Studies
Computer Graphics/Design		CA	Technology
Computer Science	AS		Computer Science
Computer Science Programming		CA	Information Systems
Correctional Science	AA	CA	Computer Science
CSU General Education Breadth		CA*	Information Systems
Cultural Competency		SC*	Emergency Services
			See Counseling
			Anthropology
Early Childhood Education	AS-T		Child Development
Earth Science	AS		Earth Science
Economics	AA, AA-T		Philosophy/Economics
Electronics	AS		Technology
Electronics Technician		CA	Technology
Electronics Technology		CA	Technology
Electronics: Biomedical Instrumentation	AS	CA	Technology
Elementary Teacher Education	AA-T		See Counseling
Engineering	AS		Technology
Engineering Technology: Industrial/Manufacturing	AS	CA	Technology
Engineering Technology: Mechanical Engineering	AS		Technology
English	AA , AA-T		English
English as a Second Language I		NC	Continuing Education
English as a Second Language II		NC	Continuing Education
English as a Second Language III		NC	Continuing Education
English as a Second Language IV		NC	Continuing Education
English as a Second Language – Speech		NC	Continuing Education
ESL Civics I		NC	Continuing Education
ESL Civics II		NC	Continuing Education
Ethnic Studies	AA		Sociology/Ethnic Studies
Film, Television, and Electronic Media	AS-T		Media Studies
Fire Technology	AS	CA, SC	Emergency Services
Foreign Languages	AA		Foreign Languages
French	AA		Foreign Languages
General Studies: Arts	AA		See Counseling
General Studies: Natural Science	AA		See Counseling
General Studies: Social & Behavioral Sciences	AA		See Counseling
Geography	AA , AA-T		Earth Science
Geology	AS		Earth Science
German	AA		Foreign Languages
Hebrew Studies	AA		Philosophy/Economics
History	AA , AA-T		History/Humanities/Law
Homeland Security		SC	Political Science
Humanities	AA		Emergency Services
			History/Humanities/Law
			Political Science
Intersegmental General Education Transfer (IGETC)		CA*	See Counseling
Italian	AA		Foreign Languages
Jewish Studies	AA		Philosophy/Economics
Journalism	AA-T		Media Arts

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Educational Programs

INSTRUCTIONAL PROGRAMS AT LOS ANGELES VALLEY COLLEGE

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT
Journalism: Magazine	AA	CA	Media Arts
Journalism: Newspaper	AA	CA	Media Arts
Journalism: Photojournalism	AA	CA	Media Arts
Kinesiology	AA-T		Kinesiology
Liberal Studies: Multiple Subject Teacher Prep	AA		See Counseling
Management	AA		Business
Manufacturing Technology: Metal Machining	AS	CA	Technology
Manufacturing Technology: Numerical Control	AS	CA	Technology
Marketing	AA	CA	Business
Mathematics	AS-T		Mathematics
Mechanical Drafting/Design	AS	CA	Technology
Mechanical Engineering Technology		CA	Technology
Media Arts: Directing	AA	CA	Media Arts
Media Arts: Post-Production	AA	CA	Media Arts
Media Arts: Producing	AA	CA	Media Arts
Media Arts: Screenwriting	AA	CA	Media Arts
Microcomputer Literacy		NC	Continuing Education
Microcomputer Systems		SC	Computer Science Information Systems
Music	AA, AA-T		Music
Musical Theater		SC	Music
.NET Programming		SC	Computer Science Information Systems
Philosophy	AA, AA-T		Philosophy/Economics
Physical Education	AA		Physical Education
Physics	AS, AS-T		Chemistry and Physics
Political Science	AA, AA-T		History/Humanities/Law/ Political Science
Property Management		CA	Business
Psychology	AA, AA-T		Psychology
Psychology: Developmental	AA		Psychology
Psychology: Social and Personality	AA		Psychology
Real Estate	AA	CA	Business
Registered Nurse	AS		Health Sciences
Respiratory Therapy	AS	CA	Health Sciences
Retail Management		CA	Business
Sociology	AA, AA-T		Sociology/Ethnic Studies
Sociology: Social Welfare	AA		Sociology/Ethnic Studies
Spanish	AA, AA-T		Foreign Languages
Spanish Language		SC	Foreign Languages
Studio Arts	AA-T		Art
Sustainable Construction Management	AS	CA	Technology
Theater Arts	AA, AA-T		Theater
Theater Arts: Acting	AA		Theater
Theater Arts: Directing	AA		Theater
Theater Arts: Technical	AA		Theater
Theater Production		CA	Theater
Theatrical Performance		SC	Theater
Workplace Success		NC	Continuing Education

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 AS-T- Associate of Science for Transfer Degree CA- Certificate of Achievement SC- Skills Certificate NC- Noncredit Certificate of Completion

Mathematics Course Sequence

In order to receive an Associate Degree at LAVC, you are required to complete the Math competency requirement. To transfer to a university, depending on your major, one or more college-level math course(s) beyond Math 125, Intermediate Algebra, will be required. Based on multiple measures questions/self-placement, you will be able to enroll in college-level math or foundational skills math as needed. In addition, Math 100: Math Lab, can be taken as a supplemental course with any level math for additional instruction as needed. We strongly encourage you to enroll in a math course your first or second semester. The goal is for you to complete college-level math within your first year of college. Refer to your major requirements or consult with a counselor to decide which math course is right for you.

College-Level Math

Non -STEM (Bus/Soc&Behav. Sci./Lib. St.)

CHOOSE BASED ON YOUR MAJOR
OR CONSULT WITH A COUNSELOR

Math 215 (3 units)
Principles of Mathematics

Math 227 or Stat 101 (4 units)
Statistics or Statistics for Social Sciences

Math 238 (5 units)
Calculus for Business and Social Science

Math 245 (3 units)
College Algebra

STEM (Science, Technology, Engineering, Math)

Math 240 (3 units)
Trigonometry

Math 260 (5 units)
PreCalculus

Math 261 (5 units)
Calculus I

Math 262 (5 units)
Calculus II

Math 263 (5 units)
Calculus III

Math 275 (3 units)
Differential Equations

Math 259 (6 units)
PreCalculus with
Trigonometry

Math 270 (3 units)
Linear Algebra

Math 100 (1 unit NDA) : Mathematics Workshop

Supplemental directed practice course that can be taken with any college-level math course above

Foundational Skills Math – preparation for college-level math taken as needed

- **Math 110** (5 units) Introduction to Algebraic Concepts
- **Math 112** (3 units) Prealgebra
- **Math 115** (5 units) Elementary Algebra
- **Math 120** (5 units) Plane Geometry
- **Math 121** (3 units) Elementary Geometry for College Students
- **Math 122** (5 units) Intermediate Algebra for Statistics
- **Math 125** (5 units) Intermediate Algebra
- **Math 134** (6 units) Accelerated Elementary and Intermediate Algebra
- **Stat 100** (4 units) Foundations of Statistical Reasoning

College –Level English

In order to receive an Associate degree at LAVC and/or to transfer to a university to obtain a Bachelors degree you are required to complete the English competency requirement, **English 101**, College Reading and Composition I.

Based on multiple measures questions/self-placement, you will be able to enroll in college-level English. We strongly encourage you to enroll in **English 101** your first semester. In addition, **English 72**, English Bridge and/or **Dev Com 36 (A/B)**, Reading II: Comprehension and Related Skills may be taken for supplemental English instruction as needed. The goal is for you to complete college-level English within your first year of college.

College-Level English

ENGLISH 101

(3 units) UC:CSU

College Reading and
Composition

Required for Associate
Degree and/or Transfer

Supplemental Courses available as needed

ENGLISH 72

(1 unit)

English Bridge

Offers directed practice to students of
varying skill levels taking English 101

DEV COM 35, 36(A/B)

(3 units each) NDA

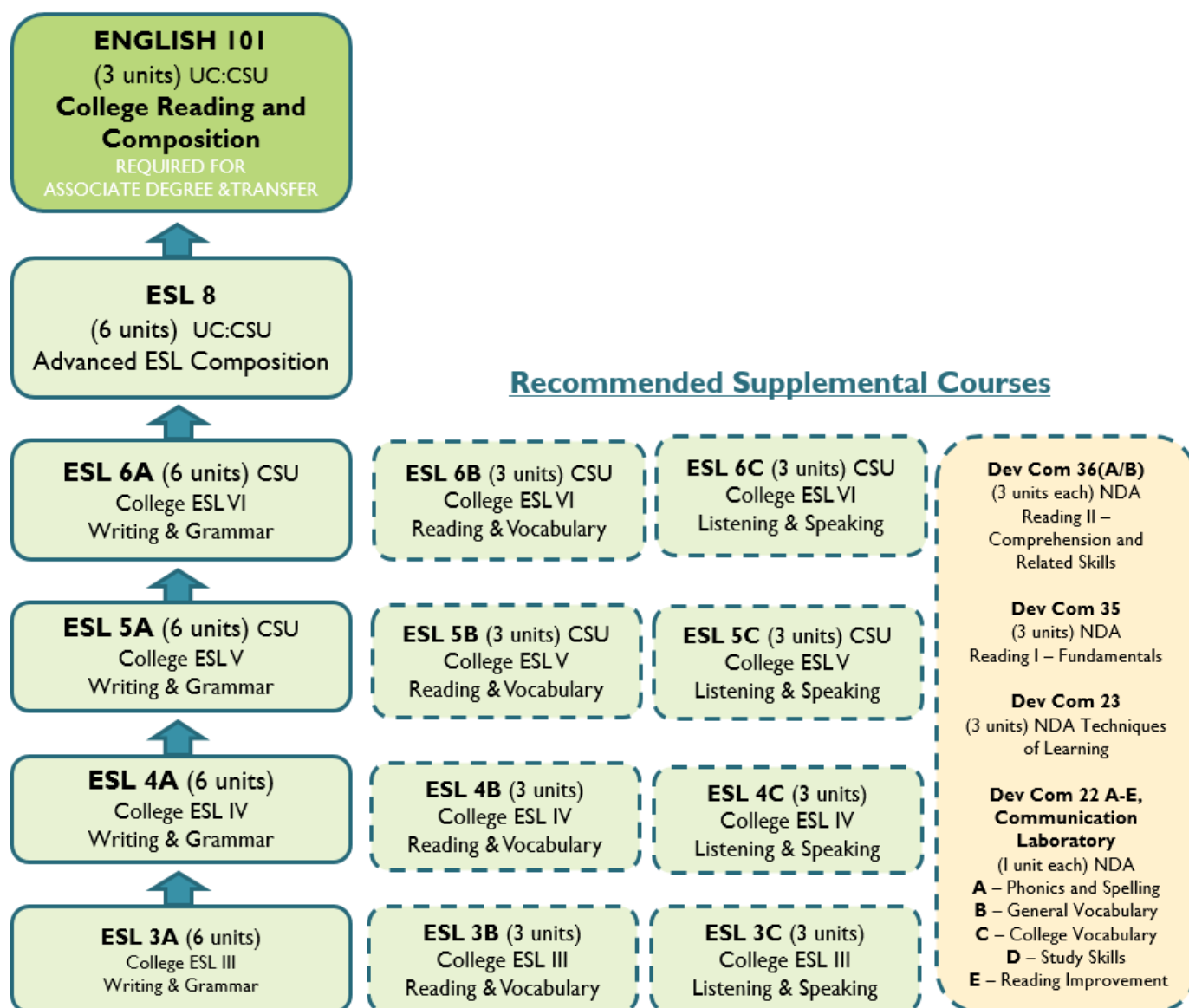
Reading I and II

Comprehension and Related Skills

Understanding Your ESL Assessment Results

If English is your second language you will be well served by developing your English language skills in our ESL courses. In addition to ESL courses, we encourage you take the recommended supplemental courses including the corresponding B/C courses for each ESL level, and Developmental Communication courses as needed. These courses will help with your speaking, listening, reading, and study skills. Taken together, these courses will help you be better prepared to complete the English competency requirement, English 101, College Reading and Composition I, required for an Associate degree and/or for transfer to a four-year college or university.

ESL Course Sequence:



Recommended Units Per Semester

Careful planning will help you succeed in college. We suggest the following strategy to help you determine how many classes to take:

- Generally, 1 unit of credit equals 1 hour in class per week. For example, a 3 unit lecture class meets 3 hours per week.
- For each hour of class time plan twice as much time outside of class to study or do homework. You should plan on spending 2 hours of outside the class time work per week for each unit in which you are enrolled. For example, a 3 unit class requires 6 hours of study time per week outside of class.
- In addition to class and study time, consider your other life obligations, such as work, family/childcare, as well as leisure times. The rule of thumb is:

<u>HOURS OF WORK PER WEEK:</u>	<u>RECOMMENDED UNITS PER SEMESTER</u>
40 hours	Up to 6 units
30 hours	Up to 9 units
20 hours	Up to 12 units
Less than 20 hours	12 or more units

First Semester Educational Plan

Course	Units
English _____ (see placement results)	_____
Math _____ (see placement results)	_____
_____ (supplemental and/or developmental course)	_____
_____ (major, general education or elective course)	_____
_____ (major, general education or elective course)	_____
TOTAL SEMESTER UNITS:	_____

Courses to Take Your First Semester

Selecting courses for your first semester can be challenging. What you take depends on your educational goal. If you are undecided about your educational goal, taking a variety of courses based on your interests can help you decide on a major and educational goal. Here are some suggestions to help you select classes for your first semester:

- Determine how many units you can realistically handle
- Make a list of possible courses that may include:
 - ⇒ **English** course based on your placement level
 - ⇒ **Math** course based on your placement level/major
 - ⇒ **Supplemental and/or Developmental Courses** as needed
 - ⇒ **Major Courses:** Courses required for Associate Degree and/or transfer to a four-year college. You may find courses required for Associate degree for each major in the [LAVC Catalog](#). You may find lower division major preparation courses required for transfer to a four-year college (UC/CSU) on [ASSIST.ORG](#).
 - ⇒ **General Education Courses:** Courses required for Associate Degree and/or transfer to a four-year college, no matter what major you may choose. You will find the list of general education requirements for Associate Degree and/or transfer in this handbook (pg. 14 -19), as well as in the [LAVC Catalog](#) online. For Associate Degree, you may use **LACCD General Education Plan**. For transfer to a four-year college, you may use **CSU GE** or **IGETC**. You may also find more detailed information in the [LAVC Catalog](#).
 - ⇒ **Elective Courses:** Courses of interest to you that also contribute to the additional units needed to fulfill your degree and/or transfer unit requirements.
- Determine how many courses you will need from your list to equal the number of units you want to take. For example if you want to take 12 units, you will select 4 courses with 3 units each.
- Review your selected courses to make sure you have met the prerequisites. Meet with a counselor to clear any prerequisites you may have taken at another college or university.
- If you are undecided about your educational goal, and need assistance, visit the [Career/Transfer Center](#), in the [Counseling Department](#), to explore your educational and career options, or meet with a career counselor to assist you in this process. Additionally, taking a **Counseling 1** or **20** course may assist you with career exploration.
- Once you have chosen your educational goal, make an appointment with a counselor to develop a **Comprehensive Student Educational Plan (CSEP)**. The CSEP will serve as your guide to help you successfully complete the courses required for your educational goal in a timely manner. You may schedule an appointment online at <http://lavc.edu/counseling> to meet with a counselor.

The following LACCD General Education Plan is based on 2018-2019 Catalog requirements. Refer to LAVC Catalog for changes and updates as the requirements may change each academic year to reflect new Board and/or State rules.

Los Angeles Valley College - Associate Degree General Education Requirements - LACCD GE PLAN 2018-2019

GENERAL EDUCATION REQUIREMENTS: 21 semester units

MAJOR REQUIREMENTS: Minimum of 18 units in a single or related field. Each course counted towards the major or area of emphasis requirement must be completed with a "C" (2.0 or equivalent) or better.

1. UNIT REQUIREMENT: A minimum of 60 semester units of course credit in a selected curriculum.

2. SCHOLARSHIP REQUIREMENT: A "C" (2.0) grade-point-average or better.

3. RESIDENCE REQUIREMENT: Completion of at least 12 units of credit in residence, completion of a majority of the major requirement units in residence, and attendance at the college during the semester in which the requirements are completed.

4. READING AND WRITTEN COMPETENCY: Completion of the following course with a grade of "C" or better: English 101 (or its equivalent at another college); A score of 3 or higher on the following AP Exams: English Language and Composition or English Composition and Literature.

5. MATHEMATICAL COMPETENCY: Completion of the following course (or its equivalent at another college) with A grade of "C" or better: Mathematics 120, or 125, or any higher level mathematics course with a prerequisite of Mathematics 120, or 125, or its equivalent; Placement into a transfer level mathematics course; A score of 3 or higher on the following AP exams: Calculus AB, Calculus BC, or Statistics.

6. THREE GENERAL EDUCATION PLANS are offered at the colleges of the Los Angeles Community College District (LACCD) to meet the general education requirements for the associate degree. The LACCD GE Plan is appropriate for students planning to earn an associate degree without transfer. Students planning to transfer to a four-year university should follow either the CSU GE-Breadth plan or the IGETC plan. This plan may NOT be used for Associate Degrees for Transfer (ADTs). ADT degrees require completion of either CSU GE or IGETC (for CSU). Meet with a counselor to discuss your options.

Please see a counselor and check the LAVC College catalog for specific major requirements.

*** THIS FORM SUBJECT TO CHANGE EACH YEAR

Courses may only be used once to satisfy any GE area.		C= COMPLETED	IP= IN PROGRESS	N= NEED	C	IP	N
A. NATURAL SCIENCES Anatomy 1* Anthro 101, 111*, 116 Astron 1, 5* Biology 3, 6*, 7*, 10, 22, 40* Chem 51*, 60*, 68*, 101*, 102* Env Sci 1*, 22* Geog 1, 3 (Meteor 3), 15*, 17 Other College _____		3 Semester/4 Quarter units minimum Geology 1, 2, 6*, 7* 10 (Env Sci 7) Micro 20* Oceano 1, 10* Phys Sc 1, 14* Physics 6*, 7*, 37*, 38*, 39*, 66*, 67* Physiol 1* Psych 2* Advanced Placement _____					
B. SOCIAL AND BEHAVIORAL SCIENCES AND AMERICAN INSTITUTIONS B1. AMERICAN INSTITUTIONS (3 Semester/4 Quarter Units minimum) Afro Am 4, 5 Chicano 8 Econ 10 B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester/4 Quarter Units minimum) Adm Jus 75 Afro Am 2 Anthro 102, 103, 104 Brdcstg 1, 6, 32 Ch Dev 1*, 42 Chicano 2, 7 Comm 122 Econ 1*, 2*, 8, 30, 40, 60 Envstds 101 Other College _____		6 Semester/8 Quarter Units minimum History 5, 6, 11, 12, 18, 20 Pol Sci 1 Geog 2, 9, 14, 45 History 1, 2, 86 Human 6, 8 Jewish 25 Journal 105 Law 3 Pol Sci 2, 5, 7 Psych 1, 11*, 12*, 13*, 14*, 32, 41*, 52, 74* Soc 1, 2, 3, 4, 11, 12, 21, 22, 25, 31, 35 Advanced Placement _____					

*This course has a prerequisite or co-requisite.

Los Angeles Valley College - Associate Degree
General Education Requirements - LACCD PLAN 2018-2019 – continued

C= COMPLETED IP= IN PROGRESS N= NEED		C	IP	N
C. HUMANITIES 3 Semester/4 Quarter Units minimum Afro Am 20 Anthro 121 Art 93, 94, 101, 102, 103, 105, 109, 111, 115, 116, 125 201, 213, 501 Brdcstg 26 Chicano 42 (Spanish 12), 44 (Spanish 16), 54 Cinema 102, 103, 104, 105, 106, 107 Comm 130 DanceSt 801, 802, 805 English 105 (Ling 1), 203*, 204*, 205*, 206*, 207*, 208*, 213*, 252*, 253* French 1 (or 21 or 22), 2*, 3*, 4*, 5*, 6*, 10, 25 German 1, 2*, 3*, 4*, 5*, 6* Other College _____ Advanced Placement _____				
D. LANGUAGE AND RATIONALITY 6 Semester/8 Quarter Units minimum D1. ENGLISH COMPOSITION (3 Units Minimum) English 101* D2. COMMUNICATION AND ANALYTICAL THINKING (6 semester units) Co Sci 801 Comm 101, 102, 104, 105*, 151 English 103* Other College _____ Advanced Placement _____				
E. HEALTH AND PHYSICAL EDUCATION 3 Semester/4 Quarter units minimum E1. HEALTH EDUCATION (one course minimum) Health 2 (meets both E1 & E2), 11 Nrsce 101* E2. PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) DanceSt 185, 285, 301, 302*, 801, 802, 814, 815*, 816*, 820, 822 DanceTq 111-114*, 121-124*, 141-144*, 151-154*, 221-224*, 225, 231-234*, 437 DnceSpc 161, 171-174*, 331-334*, 441-444* Kin 8, 9, 45, 46, 47, 49, 50, 185, 205, 206, 217-1, 217-2*, 229, 237-1, 251, 268-1, 269-1, 269-2*, 273, 285, 286, 287-1, 287-2*, 301-1, 303-1*, 307, 315-1, 315-2*, 317-1, 317-2*, 326-1, 326-2*, 329-1, 334, 350-1, 350-2*, 350-3*, 350-4*, 364-1, 364-2*, 369-1, 369-2*, 370-1, 370-2*, 370-3, 370-4*, 371-1, 371-2*, 371-3*, 371-4*, 374-1, 385, 387-1, 387-2*, 387-3*, 387-4*, 389-1, 389-2*, 390, 391-1 Kin Ath 503, 504, 506, 508, 511, 512, 513, 515, 517, 549, 552, 556 Military Credit (if applicable) _____				
Major / Area of Emphasis: Major Courses (min. 18 units)				
Electives				
Competency Met: Eng: Course _____ Math: Course _____ Test _____ TOTAL				

*This course has a prerequisite or co-requisite.

General Education Certification for California State Universities 2018-2019

This plan will satisfy lower division G.E. for the CSU system. You must petition Admissions and Records to have certification placed on your transcript. "Ef" indicates first term that course can be used on this plan. *For UC and CSU transfer credit, these courses are considered "same as" and credit is limited to one course.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this CSU general education plan, particularly if taking courses elsewhere in the LA College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title. Every effort has been made to ensure that this information is accurate; however, students should consult an LAVC counselor periodically to determine whether there have been any changes or corrections.

*Courses may appear in more than one area but will only be used in one area with the exception of science courses that satisfy both a lecture and a lab.

C= COMPLETED IP= IN PROGRESS N= NEED		C	IP	N
A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING: 9 units (3 courses) with at least one course chosen from each of the three subcategories below: Note: Effective SP 2002 grades in Area A must be "C" or better. 1. Oral Communication: Comm 101, 102, 151 2. Written Communication: English 101 Course: _____ College _____ AP: _____ 3. Critical Thinking: English 102, 103 (suggested for CSULA) Philos 6, 7, 9 (Ef F00-SU04) & (reinstated Ef SP 06) Comm 104, 105 (No AP Scores accepted for this area)				
B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING: 9 units (3-4 courses) with at least one course from each of the four subcategories below. At least one of the courses chosen must be a laboratory course. Acceptable laboratory courses are indicated by a † in the lists below. Single courses that contain both lecture and lab may count as lab courses as well as Physical or Life Science courses. 1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 101†, 102†, 212† Env Sci 1, 7* (Geology 10*) Geog 1, 3(Meteor 3*), 17 † Geology 1, 2, 10 (Env Sci 7*) Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†, 39†, 66†, 67† Course: _____ College _____ AP: _____ Course: _____ College _____ AP: _____ 2. Life Science Anatomy 1† Anthro 101, 116 Biology 3†, 6†, 7†, 10†, 22†, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2 3. Laboratory Activity: Any science course marked by a † in B1 or B2 will satisfy this requirement also. A laboratory course cannot apply unless student also takes the lecture course that is prerequisite or corequisite t that laboratory course. Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15† Geology 6†, 7† Oceano 10† Phys Sc 14† 4. Mathematics/Quantitative Reasoning: Math 215, 227, 238, 240, 245, 259, 260, 261, 262, 263, 265, 266, 267, 270, 275 Stat 101 Note: Effective SP 2002 grade in this section (B4) must be "C" or better. Course: _____ College _____ AP: _____				

General Education Certification for California State Universities 2018-2019

	C	IP	N
<p>C. ARTS AND HUMANITIES: 9 units (3 courses) with at least one from area 1 and one from area 2 below:</p> <p>1. Arts: Arts, Dance, Music, Theater Art 93, 94 101, 102, 103, 105, 109, 111, 115, 116, 125, 201, 213, 501 Brdcstg 26 Chicano 54 Cinema 102, 104 (Ef F99), 105, 106, 107 DanceSt 801, 802, 805 Music 101, 111, 118, 121, 122, 136, 141 Theater 100, 110, 112</p> <p>2. Humanities: Literature, Philosophy, Foreign Language Afro Am 20 Anthro 121 Chicano 37, 42 (Spanish 12*), 44 (Spanish 16*) Cinema 103 Comm 130 English 105 (Ling 1*), 203, 204, 205, 206, 207, 208, 213, 252, 253 French 1 (or 21 or 22), 2, 3, 4, 5, 6, 10, 25 German 1, 2, 3, 4, 5, 6 Hebrew 1 (Jewish 11*), 2 (Jewish 12*), 10 (Jewish 10*) History 7, 49 Human 1, 2, 3, 30, 90 Italian 1, 2, 3, 4, 5 Jewish 2 (Ef F97), 10 (Hebrew 10*), 11 (Hebrew 1), 12 (Hebrew 2*), 35 (Philos 35*) Philos 1, 12, 14, 20, 28, 30, 35 (Jewish 35*), 45 Spanish 1, 2, 3, 4, 5 (Ef F00), 6 (Ef F00), 9, 10, 12 (Chicano 42), 16 (Chicano 44*), 25 (Ef F00-F09 & reinstated Ef F15), 35, 36, 37</p> <p>Course: _____ College: _____ AP: _____ Course: _____ College: _____ AP: _____ Course: _____ College: _____ AP: _____</p>			
<p>D. SOCIAL SCIENCES: 9 units (3 courses) from at least two numbered areas below. *The American Institutions Requirement may be completed as part of the 9 units required in Area D. *The AMERICAN INSTITUTIONS REQUIREMENT: (Effective Fall 05) may be completed with two courses: <u>History 6 or 20 AND Econ 10, History 11</u> OR <u>Pol Sci 1 AND one of the following: Afro Am 4, 5, Chicano 8, Econ 10, History 5, 11, 12, 18</u> Adm Jus 75 (Ef F14) Afro Am 2 (Ef F 15), 4, 5 Anthro 102, 103, 104 (Ef SP 07), 109, 141 Brdcstg 1, 6, 32 Chicano 2, 7, 8 Ch Dev 1, 42 Comm 122 (Ef SP 07) Econ 1, 2, 8, 10, 30, 40, 60 Envstds 101; Geog 2, 9, 14, 45 History 1, 2, 5, 6, 11, 12, 18, 20, 49, 86 Human 6, 8 Jewish 4, 25 Journal 105 Law 3 Pol Sci 1, 2, 5, 7 Psych 1, 11, 12, 13, 14, 32, 41, 74 Soc 1, 2, 3 (Ef F 98), 4 (Ef SP 07), 11, 25 (Ef F 98), 31, 35</p> <p>Course: _____ College: _____ AP: _____ Course: _____ College: _____ AP: _____ Course: _____ College: _____ AP: _____</p>			
<p>E. LIFELONG LEARNING & SELF-DEVELOPMENT: 3 units (minimum 1 course) : (only 1 unit of DanceSt, DanceTq, Dncespc, Kin, Kin Ath, Kin Maj may be used)</p> <p>Afro Am 2 Comm 121 Counsel 20 DanceSt 301, 302, 801, 802, 814, 815, 816, 820, 822 DanceTq 111, 112, 113, 114, 121, 122, 123, 124, 141, 142, 143, 144, 151, 152, 153, 154, 221, 222, 223, 224, 225, 231, 232, 233, 234, 437 Dncespc 161, 171, 172, 173, 174, 331, 332, 333, 334, 441, 442, 443, 444 Health 2, 11 Jewish 1 Kin 8, 9, 45, 46, 47, 49, 50, 205, 206, 217-1, 217-2, 229, 237-1, 251, 268-1, 269-1, 269-2, 273, 286, 287-1, 287-2, 301-1, 303-1, 307, 315-1, 315-2, 317-1, 317-2, 326-1, 326-2, 329-1, 334, 350-1, 350-2, 350-3, 350-4 364-1, 364-2, 369-1, 369-2, 370-1, 370-2, 370-3, 370-4, 371-1, 371-2, 371-3, 371-4, 374-1, 387-1, 387-2, 387-3, 387-4, 389-1, 389-2, 390, 391-1 Kin Ath 503, 504, 506, 508, 511, 512, 513, 515, 517, 549, 552, 556 Kin Maj 127 Psych 3, 41, 52, 60 Soc 12, 17, 21</p>			

Intersegmental General Education Transfer Curriculum (IGETC) 2018-2019

The IGETC is a pattern of courses that students can use to satisfy Lower Division General Education (GE) requirements at any California State University (CSU) or University of California (UC) campus. However, completion of the IGETC is not an admission requirement for the CSU or UC, nor is it the only way to fulfill lower-division General Education requirements before transfer. Students should contact a counselor for detailed information. Foreign transcript coursework cannot be used on IGETC except in special circumstances in Area 6; see a counselor for details. Students must petition Admissions and Records for certification of IGETC completion. **Students should petition for a Certificate of Achievement in Intersegmental General Education Transfer (IGETC) at the same time as the petition for certification.** See page 27 for footnote explanations. Every effort has been made to ensure that this information is accurate; however, students should consult an LAVC counselor periodically to determine whether there have been any changes or corrections.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this IGETC general education plan, particularly if taking courses elsewhere in the LA College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title. Courses may appear in more than one area but can only be used in one area with the exception of courses used to satisfy Area 6.			
AREA 1: ENGLISH COMMUNICATION UC: 2 courses, one from Group A and one from Group B. CSU: 3 courses, one from each group below. A. ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) English 101 Course: _____ College _____ AP _____ B. CRITICAL THINKING – ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) Comm 105 English 102 ³⁷ (Effective Fall 2014), 103 Course: _____ College _____ (No AP scores accepted for this area) C. ORAL COMMUNICATION – (CSU requirement only) (1 course, 3 semester/4-5 quarter units) Comm 101, 102, 151 Course: _____ College _____ (No AP scores accepted for this area)	C = COMPLETED	IP = IN PROGRESS	N = NEED
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, minimum of 3 semester/4-5 quarter units) Math 227, 238 ² , 245 ³ , 259, 260 ³ , 261, 262, 263, 265 ² , 266, 267, 270, 275 Stat 101 ¹ Course: _____ College _____ AP _____			
AREA 3: ARTS AND HUMANITIES (3 courses with at least 1 course from Arts and 1 course from Humanities, 9 semester/12-15 quarter units) A. ARTS Art 93 ³⁹ , 101, 102, 103, 105, 109, 111, 115, 116 ⁴ , 125, 213, 501 Brctg 26 ⁴⁰ Chicano 54 ³⁹ Cinema 102, 104 ⁵ , 105, 106 ³⁹ , 107 DanceSt 801 ³³ , 805 Human 3 Music 101, 111, 118 ³⁹ , 121, 122, 136 ¹⁸ , 141 Theater 100, 110, 112 Course: _____ College _____ AP _____ B. HUMANITIES Afro Am 20 Anthro 121 Chicano 37, 42 ⁷ (Spanish 12 ^{4*}), 44 (Spanish 16 ^{4*}) Cinema 103 English 102 ⁷ , 105 ⁸ (Ling 1 ⁴), 203, 204, 205, 206, 207, 208, 212, 213, 252, 253 French 3, 4, 5, 6, 10, 25 ³⁹ German 3, 4, 5, 63 ⁸ Hebrew 10 (Jewish 10*) History 7 ¹⁰ , 49 Human 1, 66, 86, 30, 90 Italian 3, 4, 5, Jewish 2, 10 (Hebrew 10*), 35 (Philos 35*) Philos 1, 12, 14, 20, 28, 30, 35 (Jewish 35*), 45 Spanish 3, 4, 5, 6, 9, 12 (Chicano 42 ⁷), 16 (Chicano 44*), 25 (Effective F01-F09) & (reinstated Effective Fall 2015), 37 Course: _____ College _____ AP _____ Course: _____ College _____ AP _____			
*For UC and CSU transfer credit, these courses are considered "same as" and credit limited to one course. **See page 27 for IGETC footnote descriptions.			

Intersegmental General Education Transfer Curriculum (IGETC) 2018-2019

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES	C	IP	N
<p>(3 courses in at least two different disciplines, 9 semester/12-15 quarter units)</p> <p>Afro Am 2, 4, 5 Anthro 102, 103, 104³², 109¹¹, 141 Brdcstg 1³² (Effective Fall 2014) Chicano 2, 7, 8 Ch Dev 1 Comm 122³² Econ 1, 2, 8³⁸, 10, 30⁹, 40³¹, 60 EnvStds 101</p> <p>Geog 2, 9, 14 History 1, 2, 5, 6, 11, 1213, 18, 20, 86³³ Jewish 1, 4, 25 Journal 105 Pol Sci 1, 2, 5, 7 Psych 1, 11, 12, 13, 14, 32, 41²⁶, 52 Soc 1, 2, 3, 11, 21, 22, 25⁵, 31, 35</p> <p>Course: _____ College _____ AP _____ Course: _____ College _____ AP _____ Course: _____ College _____ AP _____</p>			
<p>AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES Two courses (7-9 semester/9-12 quarter units.) One course must be taken from Physical Science and one course must be taken from Biological Science. Note: At least one science course must include a laboratory. Lab courses are marked by the symbol ‡</p> <p>A. PHYSICAL SCIENCE Astron 1 Chem 60¹⁶‡, 68^{11,16}‡, 101‡, 102‡, 211¹⁷‡, 212⁵‡ Env Sci 1¹⁸, 7¹⁸ (Geology 10*) Geog 1³⁴, 3 (Meteor 3*), 17³⁴‡ Geology 1, 2, 10¹⁸ (Env Sci 7*) Meteor 3 (Geog 3*) Oceano 1 Phys Sc 1¹⁹ Physics 6²⁰‡, 7²⁰‡, 37²⁰‡, 38²⁰‡, 39²⁰‡, 66²⁰‡, 67²⁰‡</p> <p>Course: _____ College _____ AP _____</p> <p>B. BIOLOGICAL SCIENCE Anatomy 1²²‡ Anthro 101, 116 Biology 32⁴‡, 6‡, 7‡, 10‡, 22³¹‡, 40³⁸‡ Micro 20²⁵‡ Physiol 1²²‡ Psych 2</p> <p>Course: _____ College _____ AP _____</p> <p>C. SCIENCE LABORATORY Anatomy 1²²‡ Anthro 111²³‡ Astron 5⁹‡ Biology 32⁴‡, 6‡, 7‡, 10‡, 22³¹‡, 40³⁸‡ Chem 60, 68^{11,16}‡, 101‡, 102‡, 211¹⁷‡, 212⁵‡ Env Sci 22³¹‡ Geog 15³⁴‡, 17³⁴‡ Geology 6‡, 7‡ Micro 20²⁵‡ Oceano 10‡ Phys Sc 14²⁶‡ Physics 6²⁰‡, 7²⁰‡, 37²⁰‡, 38²⁰‡, 39²⁰‡, 66²⁰‡, 67²⁰‡ Physiol 1²²‡</p> <p>This requirement may also be satisfied by completion of any lecture with lab course listed in Area 5A or 5B above that is marked by the symbol ‡</p> <p>Course: _____ College _____ AP _____</p>			
<p>AREA 6: LANGUAGE OTHER THAN ENGLISH: UC REQUIRED ONLY! Proficiency equivalent to two years of high school in the same foreign language with a grade of C or better; or satisfactory score on SAT II (documentation of high school credit or SAT score required); or one of the following equivalent college courses. See counselor for other options. French 2, German 2, Hebrew 2 (Jewish 12*), Italian 2, Spanish 2³⁵, 35³⁹, 36^{18, 35}, 37³⁷</p> <p>Course: _____ College _____ AP _____</p>			
<p>CSU UNITED STATES HISTORY, CONSTITUTION & AMERICAN IDEALS (Not part of IGETC, but may be completed prior to transfer.) For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC Subject Areas 3 and/or 4. However, if a course(s) is used to satisfy both an IGETC subject-area requirement and the CSU United States History, Constitution and American ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN and CSULA will NOT require an additional course(s) Other CSU campuses should be consulted directly regarding their policy. (Effective Fall 05) may be completed with the following two courses: History 6 or 20 AND one of the following: Econ 10, History 11 OR Pol Sci 1 AND one of the following: Afro Am 4, 5, Chicano 8, Econ 10, History 5, 11, 12, 18</p>			
<p>*For UC and CSU transfer credit, these courses are considered "same as" and credit limited to one course. **See page 27 for IGETC footnote descriptions.</p>			

College Calendar

Below is a sample of the college calendar. The college calendar is published on the first page of the **Schedule of Classes** every semester. You can download the **Academic Calendar** at <https://www.lavc.edu/schedules>. It contains important dates and deadlines which we encourage you to note every semester on your personal calendar

COLLEGE CALENDAR:

Please contact your professor or the Office of Admissions and Records for short-term class deadlines.

Spring Semester 2019

Los Angeles Valley College accepts applications year-round.

SPRING SEMESTER 2018 CLASSES BEGIN	Feb. 4, 2019
SPRING SEMESTER 2018 CLASSES END	Jun. 3, 2019
SPRING SEMESTER 2018 FINALS	May 28 - Jun. 3, 2019
FALL SEMESTER 2019	Aug. 26 - Dec. 15, 2019

Deadlines are subject to change. See www.lavc.edu/schedule

Dropping a Class

If you stop attending a class (or wish to drop a class) on or before May 5, 2018, you must drop the class yourself
must drop the class yourself - officially - over the Internet. Failure to do so may result in a grade of "F" in that class.

General Calendar Dates

Jan. 2 through	Filing Period for Spring 2018
Mar. 8, 2019	Graduation Petitions
Jan. 11, 2019	Deadline to petition for reinstatement
Jan. 11, 2019	Concurrent Enrollment Admissions
	Application Deadline for K - 8 students

Feb. 3, 2019	Residency Determination Date
Feb. 4, 2019	Day and evening classes begin
Feb. 9, 2019	Saturday classes begin
Feb. 15, 2019	Last day to challenge prerequisites
May 28 - Jun. 3, 2019	Final examinations
Jun. 3, 2019	Spring semester ends

Priority Registration Groups

Nov. 13, 2018	Group 1: Fully Matriculated State Mandated Special Populations Active-duty military, CalWorks, EOPS, DSPS, Foster Youth and Veterans.
Nov. 15, 2018	Group 2: Athletes, Promise and Completion Fully matriculated athletes, L.A. College Promise and students completing a first degree in the registration term
Nov. 19, 2018	Group 3: Continuing and New Students Fully matriculated continuing, new and returning students.
Dec. 7, 2018	Group 4: Students without Priority Non-matriculated continuing students; students with 100+ degree applicable units districtwide; continuing students not in good standing, new and returning students applying after the cutoff date to assign priority registration appointments.
Dec. 14, 2018	Group 5: K-12 Students Continuing, new and returning K-12 students. K-12 students who applied after the cutoff date to assign priority registration appointments.

Add Dates

Feb. 14, 2019	Last day to Audit (in person).
Feb. 18, 2019	Last day to add* online by permission number

Drop Dates

Feb. 18, 2019	Drop classes without incurring fees. Drop classes with refund of enrollment fees. Drop classes without receiving a "W". *by Online Only
May 5, 2019†	Drop classes with a "W": *by Online Only †Letter grade required from this date forward

Pass/No Pass Dates

Feb. 3, 2019	First day to petition
Mar. 8, 2019	Deadline to petition (Friday of 5th week of semester)

Holidays

Feb. 15-18, 2019	President's Day
Apr. 1, 2019	Cesar Chavez Day
Mar. 28 - Apr. 5, 2019	Spring Break
May. 27, 2019	Memorial Day

* Late adds will not be permitted.
Students cannot add, transfer, or change basis of grading to audit after this date.

Late Enrollment The college reserves the right to cancel or extend late enrollment for reasons relating to student enrollment, level of financial support, or any other reason at the discretion of the LACCD (District) and Los Angeles Valley College.



Two recent Assembly Bills have been passed that affect community college students:

AB-705 was signed into law on October 13, 2017 and will be fully implemented for LACCD students starting Fall 2019. According to the California Community Colleges Chancellor's Office:

- Evidence suggests that community colleges are placing too many students into remediation, and that many more students would complete transfer requirements in math and English if allowed to bypass remedial pre-requisite courses and enroll directly into transfer-level math and English courses.
- The goal of AB-705 is to ensure that students are not placed into remedial courses that may delay or deter their educational progress unless evidence suggests they are highly unlikely to succeed in the college level course.

AB-705 guidelines require that students begin and complete transfer-level coursework in English and math within their first year of college. Students enrolled in English as a Second Language (ESL) instruction will complete ESL and transfer-level coursework in English within three years.

Placement of students into English and math courses will be determined during the application process which uses the following multiple measures:

- High school coursework
- High school grades
- High school grade point average (GPA)

Students may see a counselor for guidance regarding placement or see Math/English/ESL Department Chairs for prerequisite challenge or proper placement.

AB-2248 was signed into law September 26, 2018 regarding Cal Grant eligibility.

If you are eligible for and receiving a Cal Grant award, keep in mind that you need to take at least 15 semester units per Fall/Spring semester, or 30 semester units per academic year, in order to complete an Associates Degree within two years at Los Angeles Valley College. If you plan to transfer to a university, you need to take at least 15 semester units per Fall/Spring semester, or 30 semester units per academic year, to complete your Bachelor's Degree within four years. Cal Grant awards are limited to four academic years, except for students enrolled in an institutionally required five year undergraduate program or for students with Bachelor's Degrees admitted to and enrolled in a professional teacher preparation program.

Course Prerequisites and Corequisites



A **prerequisite** is a course that you are required to complete with a grade of **A, B, C** or **Pass** before you may enroll in the next, more advanced course. A **corequisite** is a course which you must take at the same time with another course. The prerequisites and corequisites are stated in the course description in the [College Catalog](#) and the [Schedule of Classes](#), and are strictly enforced at the time of registration. The College Catalog and the Schedule of Classes are both available online at www.lavc.edu.

Prerequisite/Corequisite Clearance Procedure:

If you have completed a prerequisite course at an accredited U.S. college or university, you need to request prerequisite clearance prior to your registration in order to minimize delay in the registration process. To clear a prerequisite/corequisite, follow the steps below:

- Prior to registration, bring proof that you have satisfied the prerequisite to the Counseling Department. The following is considered as acceptable proof:
 - ⇒ Unofficial transcript from an accredited college/university
 - ⇒ SAT/ACT/EPT scores
 - ⇒ Assessment results or placement recommendations from other colleges/universities (must be dated within the past two years)
 - ⇒ Advanced Placement (AP) exams with a passing score of 3 or higher
- A counselor will verify proof of your prerequisite completion and will give you a **Placement Status** form to take to the Admissions & Records Office for prerequisite clearance in order to register for the desired course
- If the Counseling Department is unable to approve your prerequisite clearance, they will direct you to the appropriate academic department to follow the Prerequisite/Corequisite Challenge procedure described below.

Prerequisite/Corequisite Challenge Procedure:

Students without transcripts or other proof of having taken the prerequisite or corequisite course(s) required for a particular course must go through the prerequisite challenge procedure as follows. Pursuant to California Education Code, section 55003, the student shall bear the initial burden of showing that grounds exist for the challenge.

1. Complete the **Prerequisite/Corequisite Challenge Form**. This form is available in the following locations: Admission & Records Office, Academic Affairs, Counseling, Services for Students with Disabilities, EOPS, TRIO.
2. Take the completed form to the chair of the department through which the course in question is being offered for approval. The chair will either approve or deny the challenge.
3. **All Challenge Forms must be processed no later than the last day to add classes.** If the challenge is approved, the student should take the Challenge Form to the Admissions & Records Office, and clear the prerequisite/corequisite. Refer to the [LAVC Catalog](#) for more information.

LACCD Student Information System

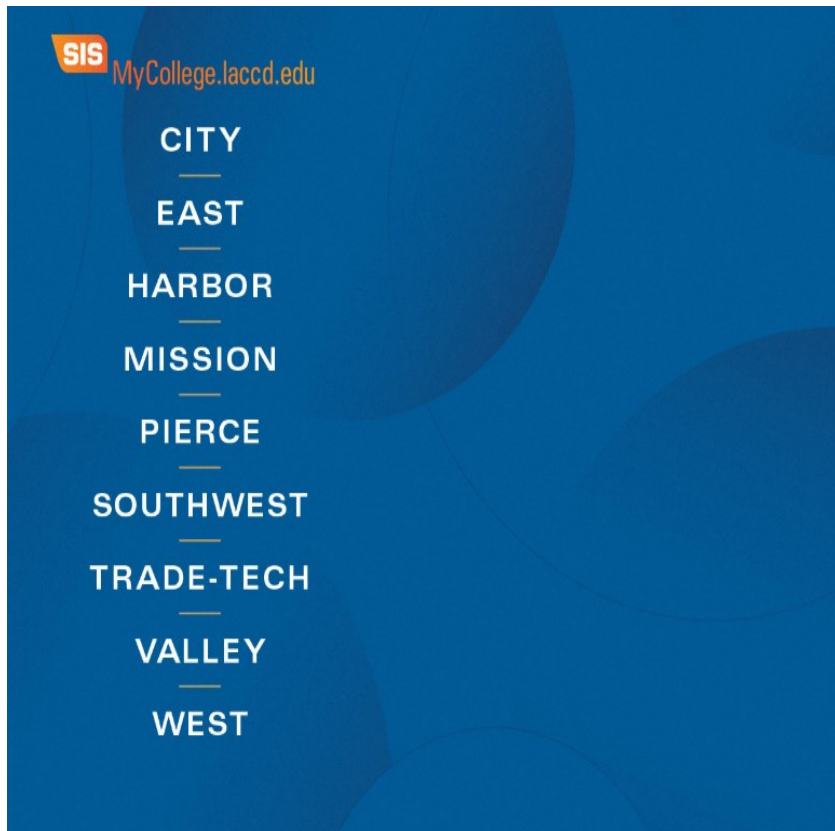
Student Information System (SIS) Student Portal: Los Angeles Valley College students use the LACCD Student Information System (SIS) Student Portal to search for open classes, register for classes, pay fees, and access their academic records.

Login to the SIS Student Portal:

1. Go to the **SIS Student Portal** login screen (<https://mycollege.laccd.edu>).
2. Enter your User Name: Student user name is your **Student ID number** (example: 900123456) or your **LACCD student email address** (example: _____@student.laccd.edu).

Enter your Password: **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**

3. Create your permanent password that contains at least seven alphanumeric characters:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - At least one special character (!, @, #, \$)



Sign in with your organizational account

Example:

Students = 881234567

Employees = SmithJ

Sign in

1st time signing in? [Click here.](#)

Forgot your password? [Click here.](#)

LACCD Student Information System

How do I navigate the SIS Student Portal? Upon entering the SIS Portal, you will immediately notice that you have the following views to locate your information:

- **Menu Tabs** (see top row): **Dashboard, Academic, Finances, My Profile, Actions**
- **Quick Links** (see right margin): ***Assessment, Orientation, Student Educational Plan, Find a Class, Make a Payment, Manage Awards, My Schedule, My Advisors***
- **Holds** (see top of screen, below menu tabs): Holds may prohibit you from registering for classes, requesting transcripts, or any other dealing with the district.



LACCD Student Information System

The lower half of the home page includes links to the following information and services:

- **To Do Checklist**– important notifications that need your immediate attention
- **Account information**- balance due
- **Financial Aid Awards**-view the status of your financial aid
- **Grades**– check grades from most recent semester
- **Transcripts**– access to view your unofficial transcripts
- **Class Schedule**– view your current class schedule
- **Access to LACCD Student Email**– check your email often for important communications from LAVC and the district
- **Canvas / eTudes**– access your online courses
- **And more....**

To-Do Checklist

☐ College Transcript [More to-do list details](#)

My Grades

There are no results to display at this time. [More grades details](#)

My Class Schedule

There are no results to display at this time. [More schedule details](#)

My Account

You have a past due balance of \$0

Due now	\$0
Due later	\$528
Total due	\$528

[More account details](#)

Matriculation Status

Assessment Completion :	Satisfied
Orientation Completion :	Satisfied
Counselling Completion :	Satisfied

Available Transcripts

There are no results to display at this time.

Application Status

Institution	College	Admit Term	Status
LA Community College District	Los Angeles Valley College	2017 Fall	Accepted

My Financial Aid

Award	Offered	Accepted
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There are no results to display at this time. [More financial aid details](#)

Manage Awards

Enrollment Shopping Cart

My Planner

Reg Date & Deadlines

Email

Canvas

eTudes

First Time User, Need Help

LACCD Student Information System - Enrollment

The **Enrollment** section, located under **Academic Menu**, allows you to select classes for the upcoming semester before your appointment to register. On or after your appointment day to register you may add, drop or swap classes for the upcoming semester until one day before the semester begins. To enroll:

- Go to **Academic Menu**, under **Enrollment** section, click on **Add Classes**.
- **Search** classes by subject, listed alphabetically (e.g. English) then the three digit course number (e.g., 028 or 101). The list will show all sections of the course.
- Find and select the course that fits your schedule. Select open courses, noted with green dots. Courses with room on the waiting list are noted with yellow triangle, and closed courses are noted with blue square.



Open



Closed



Wait List

- Proceed through the enrollment steps (indicated with green buttons) until you finish enrolling.
- Continue these steps to enroll in all courses you plan for this semester.

Los Angeles Valley College

Dashboards Menu | Academics Menu | Finances Menu | My Profile Menu | Actions Menu

Search | Plan | Enroll | My Academics

my class schedule | add | drop | swap | term information

Add Classes

Enter Search Criteria

Search for Classes

LA Community College District | 2017 Fall

Select at least 2 search criteria

Class Search

Subject:

Course Number:

Course Career:

Campus:

Class Search Type:

Search class by subject listed alphabetically.

Then search by three digit course number

Registration



According to Title 5 Section 58108, successful completion of the Three Core Services ; **Placement, Orientation, and Counseling (POC)** and other factors determine which priority group you are assigned to for registration. The system is designed to provide fairness to all students, avoid overloading campus resources, and to provide registration priority to students on the basis of need. You must be a student in good standing (not be on academic and/or progress probation for two consecutive semesters (Fall/Spring), and/or not have completed 100+ degree-applicable units district wide) to maintain your enrollment priority.

Priority Registration Groups:

- Group 1: Fully matriculated (completed POC) State Mandated Special Populations** (Active-duty military and Veterans, CalWORKs, EOPS, Foster Youth, and SSD students)
- Group 2: Fully matriculated (completed POC) Athletes, Valley Promise, students in their last term**
- Group 3: Fully matriculated (completed POC) students** (continuing, new and returning)
- Group 4: Students who lost priority enrollment** (non-matriculated continuing students, students with 100+ degree applicable units district wide, continuing students not in good standing, 2nd semester academic and/or progress probation, new and returning students applying after cutoff date to assign priority registration appointments)
- Group 5: Students enrolled in Grades K-12** (continuing, new and returning K-12 students, K-12 students who apply after the cut-off date to assign priority registration appointments)

To maintain your registration priority as a continuing student for future semesters you must:

- Maintain 2.0 grade point average (GPA), and complete more than 50% of units attempted each semester
- Declare a specific major and educational goal by the end of your third term or by completion of 15 semester units, whichever comes first
- Once you have decided on your major/educational goal, meet with a counselor to develop a **Comprehensive Student Educational Plan (CSEP)**

Glossary of College Terms

Academic Probation: Students are placed on academic probation anytime their GPA drops below 2.0.

Academic Dismissal: Students are placed on academic dismissal when their GPA drops below 2.0 for three sequential semesters.

Adding: The process of enrolling in classes.

Articulation: Agreement between two different colleges/schools as to course equivalencies.

Assessment: Test of student skills in math, English, and reading for proficiency, competency, or course placement purposes.

Associate's Degree (A.A. or A.S.): Two-year college degree awarded for successful completion of specific requirements including major, general education, and elective course work.

Associate's Degree for Transfer (AA-T or AS-T): A degree (Associate of Arts for Transfer or Associate of Science for Transfer) intended for students who plan to complete a Bachelor's degree in a similar major at a California State University and is an organized program of study consisting of 60 transferable semester units.

Bachelor's Degree (B.A. or B.S. or A.B.): Four-year college/university degree awarded for successful completion of specific requirements including major, general election, and elective course work.

Bluebook: Examination notebook, which may be required for essay exams. Bluebooks are available at the Bookstore.

College Catalog: A reference book published online bi-annually which includes: LAVC policies; procedures; campus resources; educational programs and requirements; and course descriptions.

Competency: LAVC graduation requirements showing proficiency in English, reading, and math.

Co-requisite: Course which should be taken with another course, as recommended.

Counseling: Professional assistance with academic planning, career exploration, and personal issues.

Credits/Units: Term of measurement used to describe the number of units of credit the college awards upon completion of a certain class.

CSU General Education/Certification Plan: List of general education requirements for transfer to the California State Universities. CSU Certification is granted by LAVC to indicate completion of all lower-division general education requirements. The CSU G.E. Plan also satisfies general education requirements for an Associate's Degree.

Dropping: Process of discontinuing enrollment in a class by using the internet or by going in person to Admissions and Records.

Educational Goal: The academic objective that a student plans to achieve at LAVC and beyond.

Electives: Courses of personal interest to the student which is not a general education or major requirement, but could be used toward the 60-unit graduation requirement or the transferable unit minimum.

Full-Time Study: Course load of 12 or more units per semester (6 units per winter/summer session).

General Education: Portion of the graduation requirements which include completion of courses in several areas: Natural Sciences; Social and Behavioral Sciences; Arts/Humanities; Language and Rationality; Health and Physical Education.

Grade: Value placed on course achievement given on a four-point scale where A= 4 grade points, B = 3 grade points, C = 2 grade points, D = 1 grade point, and F = 0.

Hold: An administrative block to the registration process usually due to a non-payment of fees.

IGETC: Inter-segmental General Education Transfer Curriculum or a list of the general education requirements for transfer to the University of California and/or California State University systems. IGETC Certification is granted by LAVC to indicate completion of all lower-division general education requirements. The IGETC Plan also satisfies general education requirements for an Associate's Degree.

Major: Specific area of study in which a student completes the required coursework to achieve a degree in that subject

Part-Time Study: Class load of less than 12 units per semester.

Plagiarism: Literary theft, to take ideas or writings from someone else and present them as your own.

Prerequisite: Prior knowledge or course to be completed before registering for certain courses.

Progress Probation: Students are placed on Progress Probation when they withdraw from more than 50% of their course work for the semester.

Progress Dismissal: Students are placed on Progress Dismissal when they withdraw from more than 50% of their course work for three sequential semesters.

Registration: Process of becoming officially enrolled in classes by using the telephone system, internet, or in-person registration and paying fees.

Scantron Sheet: Examination form used in some classes for multiple-choice tests. Scantrons are available in the LAVC bookstore.

Schedule of Classes: Current listing of class offerings published online each semester displaying the days, times, locations, and instructors for each class.

Section Number: Four digit number identifying each specific course.

Semester: 15 to 18-week period of class work (3 unit class = 48 -52 hours of instruction).

Student Educational Plan (SEP): A personalized academic plan indicating courses needed to achieve your academic goals.

Student Equity and Achievement Program (SEA): A matriculation process of orientation, self-assessment, and first semester counseling/student educational planning, and follow-up counseling for all new college students in order to help them succeed in their educational goals.

Syllabus: An instructor's description and outline of a class, assignments, and required text(s).

Staff: A generic term indicating that a faculty member has yet to be assigned to a particular class.

T.B.A.: A term indicating that a course meets at a time "to be arranged" according to course requirements.

Transcript: A copy of a student's official record of courses attempted/ completed and their grades.

Transferable: Lower-division courses for which credits are accepted by four-year colleges or universities. (CSU) indicates acceptance by the California State University and (UC) indicates acceptance by the University of California as listed under course descriptions in the college catalog.

Unit: Term of measurement used to describe amount of credit the college awards upon completion of a class.

Withdrawal: A permanent 'W' will be issued when you drop a class between the date designated in the Schedule of Classes as, "Last Day to Drop without receiving a 'W' and the final deadline to "Drop with a 'W'.



WHAT IS THE MAXIMUM NUMBER OF UNITS I CAN TAKE?

Students can take up to 19 units per Fall/Spring semester and up to 9 units per Winter/Summer intersessions. Students who wish to take more than the allowed maximum units, must get approval from a counselor during the first two weeks of the semester once they have a permission code to enroll in the course from the instructor. The approval depends on your previously demonstrated excellent academic abilities.

WHAT IF THE CLASS I WANT TO TAKE IS CLOSED?

Your first step is to select to be added on the waiting. As students drop from the class, your name will be moved up on the list. If the class is closed, and waiting list is not available, you may attend the first class meeting, and ask the instructor for a permission code to enroll in the course.

HOW DO I WITHDRAW FROM A CLASS?

You must drop the class by the end of the second week of a regular semester. You can withdraw from the class by the 11th week of the semester, but a "W" will show on your transcript. Check the deadlines specified on the academic calendar found online under Academic Calendar.

WHAT IF I CANNOT ATTEND THE CLASS THE FIRST TIME IT MEETS?

It is important that you either directly contact the instructor or leave a message for him/her concerning your absence. Failure to do so may result in being dropped from the class.

DO I HAVE TO DECLARE A MAJOR?

You must declare a major by the end of your third term or completion of 15 units in college. We encourage you to spend time exploring possible majors/educational goals as soon as possible so that you are prepared to declare your major by this time. Visit the Career/Transfer Center to explore your major/career options or enrolling in Counseling 1 or 20 to begin your career decision-making process.

WHAT SHOULD I DO IF I AM UNDECIDED ABOUT MY MAJOR AND/OR EDUCATIONAL GOAL?

The Career/Transfer Center regularly offers workshops for students who are undecided about major/career. You should attend one of these workshops designed to help you explore career and educational options and assist you in declaring a major and educational goal that suits your needs. In addition, take a variety of general education courses in subjects that interest you which may inspire you to learn more about the various career options in different fields of study. You can also visit the "What Can I Do With This Major?" web page at <http://lavc.edu/transfer/majors/default.html> or the LAVC Virtual Career Center online at <http://www.lavc.edu/transfer/Virtual-Career-Center.aspx>.

HOW DO I GET AND MAINTAIN REGISTRATION PRIORITY?

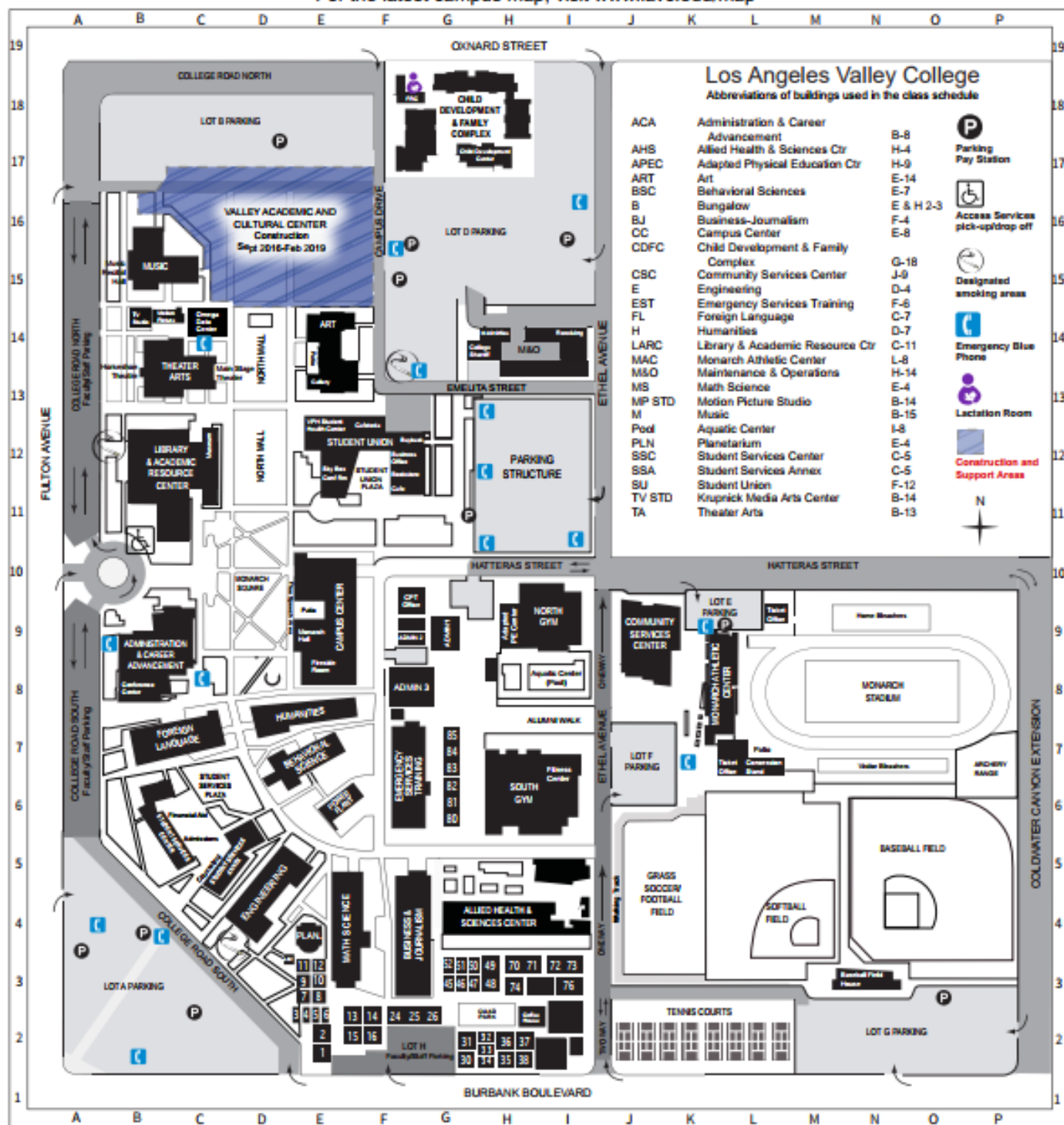
As a new student, you must complete the SEA three core services: online Orientation, English and math self-assessment, and Counseling: First Semester Student Educational Planning (online or in-person). To maintain your enrollment priority, you must declare a specific educational goal/major and meet with a counselor sometime during your first or second semester to develop a Comprehensive Student Educational Plan (CSEP), and maintain satisfactory academic progress.

Notes

[illegible]

Notes

[illegible]



Academic Affairs (ACA)	B-8	Continuing Ed Noncredit (ACA)	B-8	Main Stage Theater (TA)	C-13	Professional Development Ctr (LARC)	C-11
Administrative Services (ACA)	B-8	Counseling (SSA)	C-5	Master Calendar Office (ACA)	B-8	Public Relations Office (ACA)	B-8
Admissions & Records (SSC)	C-5	Information Technology Office (CC)	E-10	Math Lab (LARC)	C-11	Receiving Office (M&O)	H-1
Archery Range	P-7	EOPS/CARE/Guardian Scholars (SSC)	C-5	Media Services (LARC)	C-11	Registration / Admissions (SSC)	C-5
Art Gallery & Patio (ART)	E-13	Faculty Lounge (ACA)	B-8	Monarch Hall & Patio (CC)	E-9	Reprographics / Staff Services (ACA)	B-8
Assessment Ctr (SSC)	C-5	Family Resource Center (CDFC)	G-18	Monarch Square	D-10	Sheriff's Office (M&O)	H-14
Baseball Field	O-5	Financial Aid (SSC)	C-5	Monarch Stadium	N-8	Softball Field	M-4
Bookstore (SU)	F-12	Fireside Room (CC)	E-9	Music Recital Hall (M)	B-15	South Gym	H-6
Business Office (SU)	F-12	Fitness Center (SOUTH GYM)	I-6	North Gym	I-9	Student Life Office (SU)	E-12
Cafeteria (SU)	F-12	Foundation Office (ACA)	B-8	Ombudsperson Office (ACA)	B-8	Student Services Plaza (SSC)	C-6
CalWORKs (ACA)	B-8	Free Speech Area	D-9	Parking Lot A	B-3	Student Union Plaza (SU)	E-12
Career / Transfer Ctr (SSA)	C-5	Free Weights Room (MAC)	L-8	Parking Lot B	D-17	Svcs to Students w/Disabilities (SSA)	C-5
Child Development Center (CDFC)	G-17	General Tutoring (LARC)	C-11	Parking Lot D	G-16	TAP / Honors Program (ACA)	B-8
Child Development Dept (CDFC)	G-17	Gymnastics Center (CSC)	J-9	Parking Lot E	K-9	Tennis Courts	K-2
College Road North - Faculty/Staff	A-14	Historical Museum (LARC)	C-12	Parking Lot F	J-7	TRIO (SSC)	C-5
College Road South - Faculty/Staff	A-6	Horseshoe Theater (TA)	B-13	Parking Lot G	O-2	Walking Track	J-4
Community Services Office (CSC)	J-9	Institutional Effectiveness Office (ACA)	B-8	Parking Lot H - Faculty/Staff	G-2	Workforce Training (ACA)	B-8
Computer Commons (LARC)	C-11	Lion Cafe (SU)	F-12	Parking Structure	H-12	Writing Center (LARC)	C-11
Cooperative Education (ACA)	B-8	Lost & Found / Sheriff's Office (M&O)	H-14	Payroll / Personnel (ACA)	B-8	Valley Presbyterian Hospital	
Conference Center (ACA)	B-8	Mailroom / Staff Services (ACA)	B-8	President's Office (ACA)	B-8	Student Health Center (SU)	E-12



**Los Angeles
Valley College**

Your **FUTURE** begins **HERE**

Available in alternate formats.

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