

# MATRICULATION/ADMISSION AND REGISTRATION PROCEDURES

## Admission Eligibility

Anyone with a high school diploma or its equivalent meets the basic eligibility requirement for admission to a California public two-year community college.

People who do not have a high school diploma or its equivalent but meet additional criteria are also eligible for admission if, in the judgment of the college Admissions Officer, they are capable of profiting from instruction. Additional eligibility criteria include:

1. People who are eighteen (18) years old.
2. People who are apprentices, as defined by Section 3077 of the California Labor Code.
3. People in grades K-12, under special circumstances.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

## High School Students (9-12 Grades)

### Admission

High school students are allowed to enroll while they are still in high school provided that they fill out an Admissions Application and get the approval of their principal or designee on a Concurrent Enrollment Form.

### Deciding Which Classes To Take

The principal or designee signing the concurrent enrollment form should approve the class(es) in which you are attempting to enroll. However, you are still required to meet college-level prerequisites for any course you wish to take. If you are planning to take English or math classes you must be assessed prior to enrollment. For more information about assessment testing, contact the Assessment Center at (818) 947-2587

### Enrolling In Classes

Students can choose to take Advanced College Enrollment (ACE) classes after school at Los Angeles Valley College or on select high school campuses. Because courses vary by semester, students should see their college counselor for more information.

#### ■ After School Classes

Students must turn in an admissions application and Concurrent Enrollment Form on the first day of classes. Applications will be processed and students will be added to their courses on that day. For more information students should talk to their high school counselor or college advisor.

#### ■ General Courses/Intersession

Students must turn in an admissions application and Concurrent Enrollment Form to the Office of Admissions and Records during normal business hours. Students will be given an internet registration appointment at this time. For more information go to Admissions and Records located in the Student Services Center building.

#### ■ Courses at the High School

Admissions applications and Concurrent Enrollment Forms will be accepted during a workshop on a pre-determined date at the high school. Students should check with their high school college counselor or contact the Advanced College Enrollment Office for further information.

## Paying Your Fees

Concurrently enrolled resident middle/high school students are exempt from paying enrollment fees. Non-resident students are responsible for paying the non-resident tuition.

## Elementary and Middle School Students (K-8 Grades)

### Admission — K - 8

Los Angeles Valley College provides opportunities for academically advanced students to enroll at the college. Students who wish to enroll in courses must complete an application packet, available at the Office of Admissions and Records. Students must complete and **submit the application packet no later than two weeks prior to the beginning of the semester**. There are no exceptions. Once a completed application is received the K-8 Admissions Committee will review the application. Students will be admitted only for enrichment purposes. (Administrative Regulation E-87)

### Assessment/Orientation

Students who are planning to take English or math and who have not already been assessed, are expected to go through assessment and orientation.

### Counseling

It is recommended that students see a high school college counselor. Make an appointment to see a counselor well in advance of registration. Ask about degree, transfer, and certificate requirements, and select appropriate classes.

## Fee Payment

### ATTENTION BOARD OF GOVERNORS FEE WAIVER STUDENTS

All students will be charged the health fee (\$11 for fall and spring and \$8 for summer and winter). This fee will no longer be waived for students who are eligible for a fee waiver. Please feel free to contact the Financial Aid Office at extension 2412 if you have any questions.

Fees for California residents are subject to change by California legislature. **PAY FEES AS SOON AS POSSIBLE TO AVOID DELAYS** in receiving your **REGISTRATION FEE RECEIPT**. You will need this receipt to purchase books and to avoid long lines or a hold on classes/books/records. If you pay by mail, the **REGISTRATION FEE RECEIPT** form will be mailed to you. If you don't receive your fee receipt by mail, you may pick it up at the Business Office. If you delay in payment of fees, your enrollment process will be delayed.

You will need your **REGISTRATION FEE RECEIPT** before you can purchase books, check out library materials, or identify yourself for any purpose as an enrolled student. If you do not pay your fees, you will not receive your class schedule, be able to purchase a parking permit, or take a photo I.D.

## Federal Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.
2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.
4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information, which may be released without the written of the student.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-4605

# Residency Requirements

## California Residency Requirement

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is the day before classes begin. Residence is defined as a union of act and intent.

## Non-Resident

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residency Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and others are not. Check with the Admissions Office regarding your particular status.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

## Residence Reclassification

Students who have been classified as non-residents may petition to be reclassified at any time they feel their status has changed. The Residence Reclassification forms are available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

## Acceptance Towards Residence

Units for which credit is given pursuant to the provision of this section shall not be counted in determining the twelve units of credit for residence requirement.

## Residence Appeal

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

## Foreign Student Admission

### F-1 Visa Applicants

Los Angeles Valley College issues I-20s to foreign students who wish to study on an F-1 visa. The college works closely with the United States Citizenship and Immigration Services (USCIS). Therefore, foreign students are urged to acquaint themselves with the USCIS prior to applying for admission.

Foreign student applications are accepted fall and spring semesters. Foreign students are required to pay the non-resident tuition fee. Tuition and fees must be paid at the time of registration in accordance with the number of units in which the student enrolls. There is a \$35.00 application processing fee due at the time of application and a \$25.00 service fee per semester.

I-20s may be issued to the following applicants:

#### Applicants within the U.S.

1. F-1 visa students transferring from another institution.
2. F-2 visa students nearing their 21st birthday.
3. Other visa students who wish to go through a change of status to become F-1 students.

#### Applicants outside the U.S.

- May apply to the college provided they have completed their secondary education in their home country and are English proficient.

I-20s are not issued to those persons who are out of status with USCIS.

Effective April 12, 2002, the USCIS has issued a rule which requires students with B visas to change their visa status to either an F-1 or M-1 nonimmigrant visas prior to pursuing a course of study at the college.

Applications for admission to Los Angeles Valley College are accepted:

#### Applying from outside the U.S. and for a change of status.

Fall	Feb 1 – June 1*
Spring	August 1 – Nov 1*

#### Applying from inside the U.S.

Fall	Feb 1 – June 30*
Spring	August 1 – Nov 30*

\* Application materials must be post-marked on or before application deadlines.

## New Student Counseling and Advisement

The counseling office now provides an Orientation to College on-line. However, if further information or assistance is desired, such as transcript evaluation of work completed at another college, the student may make an appointment to see a counselor in the Counseling Department. For less complex and more immediate situations, the student may be able to obtain counseling on a walk-in basis. Specialized counseling services are also available for students who qualify for the Services for Students with Disabilities (formerly DSPS) and Extended Opportunity Programs and Services (EOPS) programs. These programs are described in the Student Services section of the schedule.

### Matriculation Policies

#### Exemption Criteria

All new students are expected to participate in matriculation activities and take a Personal Development course prior to the completion of 15 semester units at Los Angeles Valley College. Students with a BA/BS or higher or those enrolling in six or fewer units and who have proof of concurrent enrollment at another college or whose educational goals are personal development, maintaining a license or certificate, or advancing in a current job may be exempted from assessment, orientation and counseling.

Students with an AA/AS may be exempted from assessment. Students enrolling in English/ESL are not exempt.

Exempt students may choose whether or not to participate in matriculation activities.

#### Students' Responsibilities

Non-exempt students are required to express at least a broad educational intent upon admission, declare a specific educational goal prior to the completion of 15 semester units at Los Angeles Valley College, participate in counseling and advisement, diligently attend class, complete assigned course work, prepare a student educational plan, complete courses, and maintain progress toward the goal identified in their educational plan.

#### Students' Rights

Students who fail to fulfill the responsibilities required above may have matriculation services suspended. Please be aware of the fact that the college does not terminate any service to which a student is otherwise entitled.

Students have the right to challenge any procedure which they feel is in violation of state regulations.

### ENL/ESL Orientation

During the 2-hour orientation, new students and a counselor will review the college's programs and procedures and the use of the college catalog and class schedule. They also discuss placement results and course recommendations with a counselor. Students also complete a one-semester student educational plan, discuss registration procedures and receive registration materials.

Counselors are available for follow-up advisement and assistance.

### Online Orientation

Online orientation helps students get acquainted with the college. Students will:

- Be provided with information about campus policies and procedures
- Become more familiar with campus educational programs
- Learn how to use the college catalog and schedule of classes
- Plan and register for their first semester courses
- Get an overview of campus resources and special programs

Online orientation is currently only offered for ENL (English as native language) students.

### Personal Development Courses

We recommend that new students take a Personal Development course prior to the completion of 15 semester units at Los Angeles Valley College. These courses assist students in utilizing campus resources, improving their study skills, interpersonal relations and designing their long-range educational and career plans.

### Challenge to Matriculation Procedures

New students who are unable to participate in matriculation procedures must file a petition in the Counseling Office to have matriculation requirements waived. They will register after the new students who attend assessment and orientation sessions. Students may challenge any matriculation procedure which they believe to be unlawful.

### Challenge to Prerequisites and Corequisites –

#### Deadline: Last day to add classes

- A *prerequisite* is a requirement that a student demonstrate current readiness to enroll in a particular course or program.
- A *corequisite* is a requirement that a student enroll in another course at the same time as a particular course or program.
- An *advisory* is a course or preparation that is recommended, but not required, to enroll in a particular course or program.

The requirements of a prerequisite or corequisite may be challenged on the following grounds:

1. The student has the documented knowledge or ability to succeed without meeting the prerequisite/corequisite.
2. The prerequisite/corequisite is not reasonably available.
3. The prerequisite/corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The prerequisite/corequisite has not been established in accordance with the district's process.
5. The prerequisite/corequisite is in violation of Title 5 section 55003.

### Challenge Procedures

#### A. Prerequisites/Corequisites

Students without transcripts or other proof of having taken the prerequisite course(s) required for entry into a particular course must go through the prerequisite challenge procedure as follows:

1. Complete the **Prerequisite/Corequisite Challenge Form**. Form available in the following locations:

<b>Office:</b>	<b>Building:</b>
Admission & Records	Student Services Center, 1st Floor
Academic Affairs	Administration Building, Room 101
Counseling	Student Services Annex
Services for Students with Disabilities (formerly DSPS)	Student Services Annex
EOPS	Student Services Center, 2nd Floor

2. Take the completed form to the chair of the department through which the course in question is being offered.
3. The chair will either approve or deny the challenge, providing written reasons in the space provided on the Prerequisite/  
Co-requisite Form, sign and date his/her response, and return the form to the student.
4. 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 form to Admissions, and request that he/she be allowed to enroll in the course in question.
5. If the Challenge Form is denied, and the student then wishes to appeal the chair's decision, the student should:
  - a. bring the form, signed and dated by the Chair, to Admissions.
  - b. Academic Affairs will call a meeting of the Prerequisite/Corequisite Appeals Committee.
  - c. the Appeals Committee will decide on the appeal within five working days of the time the appeal is filed. If the course is open, the student will be allowed to enroll in the class during the appeal.

- d. if the Appeals Committee fails to render a decision within 5 days of receiving the appeal, the student will be allowed to remain in the class. If the appeal is denied, the student will be notified and dropped administratively.

### Unlawful Discrimination

Students who file a challenge related to matriculation may file a formal complaint of unlawful discrimination in Administration 102. They may also consult with the Compliance Officer (See District and College Policies: Non-Discrimination Policy and Compliance Procedures).

### ASSESSMENT

English placement recommendations in reading, writing, and language usage are provided to help students plan their programs. Assessment is required for all new non-exempt students who have not received waivers. Recommendations are based on multiple measures, combining test results with student background data from the Educational Planning Questionnaire.

#### ENL (English as a Native Language) Assessment

Students whose primary language is English, or who are proficient in English, should take the ENL Assessment. ENL assessments are computerized and offered on a walk-in basis. Please call (818) 947-2587 for more information.

#### ESL (English as a Second Language) Assessment

Students who want to learn English should take the ESL assessment. ESL assessments are computerized and offered on a walk-in basis. Please call (818) 947-2587 for more information.

#### Math Assessment

Math assessments are computerized and offered on a walk-in basis. Please call (818) 947-2587 for more information.

#### Chemistry 101 Readiness Assessment

Students who wish to take Chemistry 101 and have not met the necessary prerequisites are expected to take the Chemistry 101 Readiness Test. The assessment schedule is available online and in the Assessment Center. Please call (818) 947-2587 for more information.

#### LACCD Math Competency Exam

Students who entered LAVC prior to Fall 2009 and who have remained in continuous enrollment may meet their graduation math requirement for the Associates Degree by passing the LACCD Math Competency Exam. Students who do not pass must enroll in Math 115. Passing the exam will not meet prerequisite requirements for Math 125. The exam schedule is available in the Assessment Center. Please call (818) 947-2587 for more information.

For students entering Fall 2009 or later, math competency may be met by assessing into a transfer level math course or completing Math 125. There is no LACCD Math Competency Exam for these students.

#### Special Assessment

Special assessment is provided upon request for ethnic, language minority, or disabled students.

#### What is computerized adaptive testing?

In computerized-adaptive testing the computer selects the test questions administered to the student. The computer adapts each test to the examinee. The computer keeps track of a student's performance on each test item and uses this information to select the next item to be administered or whether the student will move on to the next level of the test or not.

*Note: Assessment tests may only be taken once.*

NOTE: Special arrangements can be made for students who require special accommodations.

Electronic samples are available on our website at [www.lavc.edu/math/samples/index.html](http://www.lavc.edu/math/samples/index.html).

### Other Assessments

#### Ability to Benefit (ATB)

The Federal Government requires that students seeking federal aid without a high school diploma or GED must demonstrate their competence by passing the Ability to Benefit Exam (ATB). To qualify for Financial Aid students must show proof that they completed high school or pass all three sections of the Ability to Benefit Exam. The three sections are:

- Reading Comprehension
- Sentence Structure
- Arithmetic

The ATB is offered online in the Los Angeles Valley College Assessment Center. Students must be 18 years or older to take the exam. The college also offers an ESL version of the Ability to Benefit Exam by appointment only.

## Counseling and Advisement

The Counseling Department, located in the Student Services Annex, is open Monday-Thursday, 8 a.m.-7 p.m., and Friday, 8 a.m.-4 p.m. Students are encouraged to make counseling appointments for long-term educational planning, career assessment and exploration, and assistance with academic or personal problems. Appointments are available on-line. For more immediate assistance, students must schedule with reception. The Career/Transfer Center (Student Services Annex) provides career and transfer information. Students are referred to Personal Development classes for further assistance with their educational

goals, career planning and study skills. Counselors are also located in the EOP&S Office (Student Services Center, 2nd floor), the Services for Students with Disabilities Office (Student Services Annex, Room 175), VCAP Office (CC215), and CalWorks Office (Bungalow 14).

## Program Planning

A normal class load is 12 to 16 units per semester. Students who wish to take more than 18 units may do so only with the approval of a counselor. Such petitions are granted only to students who demonstrate exceptional ability.

Students on scholastic probation may be limited in the number of units they may carry, depending on the extent of their deficiencies.

Students who will be employed while attending college should reduce their programs accordingly. For most students a 16 unit college program is equivalent to at least a 50-hour work week.

Although a counselor may assist students in planning their programs, students must assume full responsibility for compliance with instructions and regulations as set forth in the catalog, and for selecting subjects which enable them to achieve their objectives, whether that be graduation from the college, meeting the lower division requirements of a higher institution, or preparing for an occupation.

## Career/Transfer Center

The center provides services to assist students in selecting a major and vocational goal, preparing to transfer, or completing one of Valley Colleges occupational programs. Career testing is offered in conjunction with counseling to assist the student in self-understanding and decision making. The career testing service offers tests of ability, achievement, interests, values, personality, and study habits.

A library and computer lab provides information about occupations as well as transfer opportunities and requirements. Representatives from 4 year colleges and universities are available to talk with students on a regular basis.

For further information contact the Career/Transfer Center in Student Services Annex or call (818) 947-2646. Hours during the semester are Monday-Thursday, 9 am-7 pm and Friday, 9 am-1 pm. [www.lavc.edu/transfer](http://www.lavc.edu/transfer)

# Student Fees

## Enrollment Fee

Section 72252 of the Education Code requires community colleges to charge an enrollment fee for each student enrolling in a college. The fee prescribed by this section shall be thirty-six dollars (\$36) per unit with no maximum per semester.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the college Financial Aid

Office. Applications should be submitted as soon as possible. These fees are subject to change.

## Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For assistance with enrollment fees. Students should contact the college Financial Aid Office, located in the Student Services Center building.

The Enrollment Fee Waiver is available to students who receive AFDC, SSI/SSP, General Relief; or who live with their parents, and their parents only source of income is AFDC, SSI/SSP, or General Relief; or who are dependents of deceased/disabled veterans; or who are dependents of an unmarried surviving spouse of a deceased/disabled member of the California National Guard.

In addition the Enrollment Fee Exemption is available to students who meet the eligibility criteria established by the Board of Governors of the State of California in regard to income level by household size.

## Enrollment Fee Refund Policy

*For other than short term classes*, a full refund of the enrollment fee will be issued to the end of the second week of class.

Thereafter, no refund is authorized except when college action to cancel or reschedule a class necessitates the drop.

*For short term classes*, a full refund is authorized up to the end of a period of time equal to 10% of the total class time. Thereafter, no refund is authorized except when college action to cancel or reschedule a class necessitates the drop. Check with the office of Admissions for actual dates.

**NOTE ON REFUNDS:** All refunds of enrollment fees, non-resident tuition, parking, and A.S.U. membership **must be formally requested by the student** and submitted to the Business Office in person or by mail. All refunds will be in accordance with the published refund schedules and each claim must be requested no later than the 5th week of the semester in which instruction occurs.

## Non-Resident Tuition Fee

The Board of Trustees adopted a non-resident tuition fee of \$190 per semester unit for students attending the District colleges who are non-residents of the state. Furthermore, for non-resident students who are both citizens and residents of a foreign country, the Board adopted a \$207 per semester unit fee AND a \$35 cash only application processing fee. These fees are subject to change each academic year.

LACCD Board Rule 8100.15 states that "students who are citizens and residents of a foreign country, or who are legally precluded from establishing residency in California, shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor. Such individual exemptions shall not be granted in excess of ten percent (10%) of the District's students who are both citizens and residents of a foreign country in the applicable term. Student who may be eligible to receive nonresident tuition exemption should contact the office of admissions.

Nonresident students who are admitted as “Special Part Time Students Grades K-12” and who enroll in more than six (6) units will be subject to the nonresident tuition fee for all units taken.

Resident students admitted as “Special Part Time Students Grades K-12” and enrolling in 11 or fewer units are exempt from enrollment fees charged for all terms (including summer) pursuant to Education Code section 76300.

### **International Student Medical Insurance Fee**

Effective for the Fall 2009 semester, international students attending a college in the Los Angeles Community College District under an F-1 or M-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of at least \$50,000 per accident or illness,
2. Repatriation of remains in the amount of \$7,500,
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000, and
4. A deductible not to exceed \$500 per accident or illness.

### **Periods of Coverage**

The International Student Medical Insurance fee will be charged at the time of registration. International students registering for the Fall semester will be charged for and receive medical insurance from August 15 through January 31. International students registering for the Spring semester will be charged for and receive medical insurance coverage from February 1 through July 31.

International students who register for the first time during a Summer term will be charged for and receive medical insurance from June 1 through August 1. International students enrolling for the first time during the Winter term will be charged for and receive medical insurance coverage from January 1 through January 31.

Coverage is for the periods listed above and is not prorated.

### **Refunds**

Once international student registration information is transmitted to the District’s international student medical insurance provider, the District will not provide any refunds. If an international student terminates his or her enrollment, any refunds must be arranged with the provider.

### **Fees**

For the Fall 2011 semester, the International Student Medical Insurance fee is \$438.00. This fee will provide the student with medical insurance coverage from August 15, 2011 through January 31, 2012.

### **Health Service Fee**

The Los Angeles Community College District charges an \$11 mandatory health fee, payable to one campus only, to cover the costs of health centers at each college. This fee is subject to change. If you are a member of a religious group that depends on prayer for healing, contact the office of the Vice President of Student Services for exemption procedures.

General health, emergency and first aid, as well as non-emergency physician services are available by appointment. 24-hour crisis intervention and mental health counseling by a licensed clinical psychologist are also available.

Preventative health screenings are provided at no cost and include: physical exams, blood pressure screenings, breast exams, testicular exams and body fat analysis. Lab testing and immunizations are provided on an as-needed basis at a low cost. The Student Health Center also plans health care events on campus.

Referral services are also available.

### **Health Fee Exemptions**

Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) non-credit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (f) students who are enrolled in District colleges exclusively through contract education. Students exempted under the provisions of (b) and (d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

### **Instructional Materials**

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

### **Student Parking**

Parking Permit fee information and procedures are available in the Business Office. All college parking areas are posted Permit Parking Only and are restricted to vehicles displaying a valid permit. See page 90 for additional information about parking areas and transportation.