A MESSAGE FROM DR. OTTO K. LEE

PRESIDENT OF LOS ANGELES HARBOR COLLEGE

Welcome to Los Angeles Harbor College, the college of choice for Harbor area residents for more than 65 years. Harbor College is known for the superb teaching and personalized attention that we offer students. As you read through this schedule of classes, you will see that Harbor College offers a broad range of courses and programs geared toward helping students prepare themselves for life in the 21st Century. We are proud of our faculty and staff who care about each and every student – and our rigorous academic programs. Our students transfer to UCLA, USC, Cal State Dominguez Hills and other colleges both within and outside California.

The moment you step on our campus, you find we offer a variety of programs and services to help you achieve your goals. From the Counseling Office, Transfer Center, Learning Skills Center, to the Veterans Center, Financial Aid, as well as numerous workshops, our staff will assist you in making your learning experience here a success. We also offer numerous co-curricular student activities that will enrich your experience here at Harbor College including our excellent athletics program that boasts several state championships in several different sports, several student clubs that reflect a wide diversity of interests, and our Associated Students Organization (ASO) emphasizing student participation in campus and off-campus activities. ASO offers an unparalleled opportunity to expand your leadership skills through participation in the ASO Senate and/or on the ASO Executive Board as well as advocacy at the local, state, and federal levels addressing issues that affect students.

Again, welcome to Harbor College. We look forward to serving you.

Remember, Education Changes Everything

Dr. Otto K. Lee
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Student Information System (Registration, Email, etc.)
https://mycollege.laccd.edu

ACCURACY STATEMENT: The Los Angeles Community College District and Los Angeles Harbor College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Los Angeles Community College District or Los Angeles Harbor College for reasons related to student enrollment, level of financial support, or for any reason at the discretion of the District and College Administration. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures consistent with applicable laws. Any discrepancies between the English and Spanish information in the Catalog is unintentional. The original English version is the official language source of information.
INSTRUCTIONAL PROGRAMS

Los Angeles Harbor College offers courses leading toward the following objectives: Transfer to a four-year university, Associate in Arts Degree (AA), Associate in Science Degree (AS), Associate Degree for Transfer (AA-T or AS-T), Certificates of Achievement, and Skill Certificates.

Transfer
Four-year universities require students to complete certain requirements for the bachelor’s degree; among these are general education and major requirements. Los Angeles Harbor College offers transferable courses which are equivalent to the lower division (i.e. Freshman and Sophomore) requirements at most colleges and universities in the U.S.

With counseling and careful planning a student can, in most instances, transfer as a junior with his/her lower division major requirements and appropriate general education requirements complete. Students who were ineligible to enter the California State University (CSU) or the University of California (UC) from high school can become eligible for transfer upon completion of 60 transferable units to the CSU or 60 transferable units to UC (provided the appropriate grade and course requirements have been met).

Associate in Arts/Science Degrees for Transfer (AAT/AST)
These degrees are intended for students planning to transfer into a Bachelor of Arts/Science program in the same or related subject at a California State University (CSU); guaranteeing admission to the system (but not to a specific campus), and priority consideration for admission to the equivalent CSU program. A student may earn an Associate in Arts/Science Degree by completing 60 semester units that are eligible for transfer to the CSU, including a minimum of 18 units in the major and either the Intersegment General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE) requirements, all with a grade of C (or P) or better and a minimum cumulative grade point average (GPA) of 2.0. These degrees comply with The Student Transfer Achievement Reform Act (Senate Bill 1440).


Associate in Arts/Science Degrees (AA/AS)
These degrees are intended for students who wish to acquire knowledge, skills, and competencies required for employment in a field related to the major or for transfer to a four year institution. Note: while some or all coursework listed in specific AA/AS degree requirements may be transferable to a CSU/UC, these degrees are not specifically designed to meet transfer requirements. Students in these majors who wish to transfer are advised to use either the CSU GE or IGETC plan requirements, rather than the LACCD GE plan requirements listed.


Certificates of Achievement (CA)
These certificates are intended for students who wish to acquire knowledge, skills, and competencies required for employment in a field related to the major. Note: the Certificates of Achievement in CSU GE and IGETC are intended to provide general transfer readiness for students wishing to transfer to the CSU or UC. However, earning one of these certificates does not alone constitute transfer eligibility. Certification in one of these plans must be obtained prior to transfer.


Skills Certificates (SC)
These certificates are intended for students who wish to build skills for personal development or those that may be applicable to employment in a field related to the major. Note: skills certificates do not appear on student transcripts.

ADMISSIONS AND REGISTRATION

Who May Apply

Anyone 18 years old or older qualifies for admission to Harbor College. If you are under the age of 18, you will qualify for admission if you satisfy one of the following conditions: (1) Graduated from high school, (2) Passed the California High School Certificate of Proficiency Test, or (3) You are currently enrolled in a K-12 school and obtain permission from that school to enroll. Students should obtain signatures on the enrollment approval forms from their school prior to submitting an application to the college.

California Residency

To attend Harbor College as a qualified California resident, you must have established legal residence in the state for one full year immediately preceding August 28, 2017. The residence of an unmarried student under of the age of 18 is determined by the legal residence of parents. A married minor determines residency from the date of marriage and must comply with the one year requirement. A continuing non-resident student who wishes to change his or her status to resident must file a petition with the Admissions Office.

Counselors

The counseling faculty helps students define their objectives and plan how to reach them. If your goal is to earn a degree or certicate, you should see a counselor prior to enrollment. The counselor will help you develop an Education Plan and guide you to the courses needed to attain your educational goal. You will also need a counselor’s written approval if you plan to enroll in more than 18 units, or wish to use courses from other colleges to meet prerequisites. Counselors are available year-round.

Adding a Class

Students may add classes which still have available space by using the internet registration system until August 28, 2017. After August 28, 2017 students may add classes which still have available space by obtaining an add card from the instructor and turning it in to the Admissions Office. The last day to add classes can be found on the Academic Calendar which is located on the inside front cover of the Schedule of Classes.

Withdrawing From a Class

(See additional information in General College Policies)

It is the student’s responsibility to drop online or submit an official withdrawal (drop card) from class to the Admissions Office. Failure to complete this process will result in a “W” or “F” grade recorded on the student’s academic record. Failure to drop by deadlines means that fees will be owed. Instructors may exclude a student, but this is not an official withdrawal or “drop” and all fees are still owed. In order to receive a refund, the classes must have been dropped online by the date indicated on the Academic Calendar which is located on the inside front cover of the Schedule of Classes.

PLEASE NOTE: Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.

Basic Skills Enrollment Limitation

Title 5, section 55035, prohibits students, who have completed 30 units of “remedial” (basic skills) course work, from enrolling in any additional credit basic skills courses. Starting with the Winter 2010 registration cycle, this requirement will be reinforced. If a student, who has exceeded the 30 unit limit, enrolls in a credit or noncredit ESL course, the student will be permitted to enroll in additional basic skills courses. Also, Title 5 exempts students with learning disabilities. The DSPS Office can authorize a system override for these students. The actual override functionality is in A&R so the DSPS Office will have to coordinate this effort with the Admissions Office. This restriction does not apply to noncredit basic skills courses. Students, who have exceeded the 30 unit limit, should be encouraged to enroll in noncredit basic skills courses.

Fees

The enrollment fee for California residents is $46.00 per unit per semester, subject to change by the California Legislature. Non-California residents pay $251 per unit, plus the standard enrollment fee. Non-USA residents pay $251 per unit, plus the standard enrollment fee. Non-resident tuition is due upon registration. International Students are also required to participate in the medical insurance plan for F-1 Visa students. Additional optional fees include a parking fee of $20.00; Membership in the ASO is $10.00; the mandatory Health Services Fee is $11.00 and the mandatory Student Representation fee is $1.00. An enrollment fee waiver may be available to students who meet the qualification requirements. Waivers are not available to F-1 Visa students. Contact the Financial Aid Office at Harbor College. The fee to audit a class is $15 per unit.
**Health Fee Exemption**

The 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 bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit 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, (g) students admitted as Special Part-time students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.02. Students exempted under the provisions of (b), (c), (f) or (g) 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. Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

**Registration Office Hours During Registration Period**

**Admissions**: Student Services/Administration Lobby  
Monday - Thursday: 8:00a.m.- 6:30p.m.  
Friday: Closed.

**Cashier's/Business Office**: Seahawk Center 101 (next to the Bookstore)  
M-Th 9:30 a.m. - 6:30 p.m. Closed on Friday.  
Extended hours are offered during registration period.

**On Campus Registration**

If you are a new student, you must follow the Steps to Student Success on the next page. If you are a continuing student who did not register by internet, follow steps 4, 5 and 6 on the next pages.
STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES & ASSESSMENT AND TESTING CENTER

Effective Fall 2014, based on student responses to the Los Angeles Harbor College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: assessment placement, orientation, and counseling. Students must complete the assessment placement, orientation, and counseling (abbreviated student educational plan) prior to their priority registration date and time. The abbreviated student educational plan is provided during the in-person orientations. After registration and sometime during the semester, a comprehensive student educational plan must be completed within a reasonable time period by making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate.

The Assessment Center is located in the Student Services & Administration Building, SSA, Room 118, (310) 233-4072. New matriculating students, who are pursuing an Associate’s Degree or plan to transfer to a four-year university are required to take the assessment test. (Please note that Accuplacer is phased out and we are transitioning to the Common Assessment as the new assessment instrument). If students choose to start at the beginning levels of Math (Learning Skills 10 or Math 112) or English (Developmental Communications 35) and receive a letter grade (or CR/NCR), they have to continue the sequence and are not allowed to test afterwards. Students who have already completed a math or English course may request to be exempted from taking the assessment test. Students may schedule an appointment online at http://www.lahc.edu/sars/assessment/eSARS.asp in person at the Assessment Center Office (SSA 118), at the computers available in the lobby of the SSA Building, or by phone at (310) 233-4078.

STUDENTS RIGHTS AND RESPONSIBILITIES: (TITLE 5 SECTION 55530)
• Identify an educational and career goal.
• Diligently engage in course activities and complete assigned coursework.
• Complete courses and maintain progress toward an education goal and completing a course of study.
• Matriculating Student:
  a. Must identify a course of study.
  b. Participate in the assessment placement process.
  c. Complete an orientation activity provided by the college.
  d. Participate in counseling to develop at minimum an abbreviated student education plan.
  e. Failure to complete a, b, c, and d (above) may result in a hold on a student’s registration or loss of registration priority until the services have been completed.
  f. A Comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

Steps to Success

Step 1: APPLICATION FOR ADMISSION
APPLY ONLINE: Log on to www.lahc.edu to submit an online application. Please make sure you submit a valid email address. You will receive a confirmation email once your online application has been submitted. You will receive your student ID number by email in five to six business days. If you do not receive the emails in your email inbox, please check your spam/junk mail folder.

NOTE: F-1 Visa Students are not permitted to enroll online. Students need to contact the International Student Office to enroll (310) 233-4111 or go to www.lahc.edu/studyinlosangeles.

Step 2: ASSESSMENT PLACEMENT & TESTING PROCESS
The Assessment Placement Process at Harbor consists of English/ESL and Math assessment tests. Admission application must be submitted and processed prior to participating in the Assessment Placement Process. All new students are required to participate in the Assessment Placement Process. Assessments are offered in the Student Services & Administration Building, Room 118. For more information, please call or visit the Assessment Center at (310) 233-4072.

Please be prepared and study for this English and Math assessment as students retesting policies are strictly enforced and are Subject to change. Assessment placement results from other California Community Colleges are accepted within the last two years.
Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, Reading, and Mathematics) by contacting the Disabled Student Program and Services-Special Programs Office (Cafeteria 108) at (310) 233-4629.

**Step 3: ORIENTATION**

After participation in the assessment placement process, students must participate in the orientation. In-person orientations are led by faculty counselors and an abbreviated student educational plan will be provided. The orientation schedule is provided to all students participating in the assessment placement process and is accessible on the Harbor website www.lahc.edu under Assessment.

**Step 4: COUNSELING**

All students should meet with a counselor during the semester to develop a comprehensive student educational plan. All students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop a student educational plan. Students who are on academic or progress probation are referred to participate in a probation workshop. You can make an appointment to see a counselor online at [http://www.lahc.edu/sars/counseling/eSARS.asp](http://www.lahc.edu/sars/counseling/eSARS.asp) by phone at (310) 233-4299, or in person at the Information Desk in the Student Services & Administration Building. Make sure to bring your orientation packets and the assessment test results with you to your counseling appointment so the counselor can help you develop an educational plan based on your specific needs. Your student ID number is required to see a counselor.

Prerequisites completed at another college must be cleared by the Counseling office. An official or unofficial transcript is required for this purpose. Some science classes have prerequisites that need approval as well. Please see the class schedule to see if the class requires a prerequisite.

**EXEMPTIONS (TITLE 5 SECTION 55532)**

Students may be exempt from core matriculation services (assessment, orientation, and counseling) if the student:

1. Has completed an associate degree or higher;
2. Has enrolled at the college for a reason other than career development or advancement, transfer, attainment or a degree or certificate, or completion of a basic skills or English as a Second Language course sequence;
3. Has completed these services at another community college within a time period as identified by the district;
4. Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000;
5. Has enrolled at the college as a special admit student pursuant to Education Code section 76001.

**Step 5: REGISTRATION**

Starting with the Fall 2014 semester, appointments to register for classes will be provided by the Los Angeles Community College District in compliance with SB 1456. To see a list of the registration priority groups, see page 18.

Please note: Students who complete the Student Success Program (Assessment, Orientation and working with a counselor to develop an SEP) will register before students who do not complete the program.

Students may file a request for exemption from the Student Success Program by completing the exemption form at this website: [http://www.lahc.edu/includes/Assessment%20Exemption%20Final.pdf](http://www.lahc.edu/includes/Assessment%20Exemption%20Final.pdf).

Students who wish to appeal their registration appointment priority may submit a “Petition to Appeal Loss of Enrollment Priority” by going to this website: [http://www.lahc.edu/studentservices/admissrec.html](http://www.lahc.edu/studentservices/admissrec.html).

The most updated schedule of classes is available on the Harbor College website at www.lahc.edu. You are responsible for using the Student Information System to register yourself into classes based on your educational plan and course availability in the schedule of classes. You must have the section numbers from the schedule of classes to be able to register. Section numbers are course, time, and day specific.

**TO REGISTER FOR CLASSES:**

1. Go to www.lahc.edu
2. Click on “Register for Classes” icon at the upper right hand corner of the webpage.
3. Follow the instructions on the webpage to log onto the Student Information System to register for your classes.
4. Make sure to use the “View Schedule” link to view and print your class schedule.

**Step 6: FINANCIAL AID**

The Financial Aid Office can help you to access resources available for paying your tuition or the other costs associated with attending college. It is critical that you submit all Financial Aid applications as soon as possible. For more information, visit the Financial Aid Office website at [http://www.lahc.edu/studentservices/finaid/index.html](http://www.lahc.edu/studentservices/finaid/index.html).
Step 7: PAY FEES
Fees can be paid online with a credit or debit card through the Student Information System at https://eweb1.laccd.edu/WebStudent/signon.asp. Checks and money orders are accepted by mail. Address it to: Los Angeles Harbor College, Attn: Cashier’s Office, 1111 Figueroa Place, Wilmington, CA 90744 or in person at the Cashier’s Office located in the Seahawk Center. If you were awarded a fee waiver or other financial aid, make sure to verify your fees are paid by logging on to the Student Information System. Click on “View & Pay Fees.” Parking permits can be purchased online or in person at the Cashier’s Office.

NOTE: Title 5 regulations require that enrollment fees are due and payable upon registration. Effective for the Fall 2014 semester, students that fail to pay their enrollment fees upon registration will be subject to being dropped from their classes for non-payment.
STUDENT FEE AND REFUND POLICIES

Associated Student Organization (ASO) Fee

The Associated Student Organization (ASO) Fee is $10.00 per semester. We strongly encourage you to join ASO and become active in student activities and student government. Some privileges include Student Government; discounts to Harbor sports and other on-campus events; amusement park discounts such as Magic Mountain, Aquarium of the Pacific, and Universal Studios; off campus discounts to participating stores.

Enrollment Fee

The standard Enrollment Fee is $46 per unit per semester, subject to change by the California Legislature. Students with questions concerning waivers or financial aid eligibility should contact the Financial Aid Office. Fees may be paid over the internet with credit card or by mailing a check or money order. Payments can also be made in person at the Cashiers Office, Seahawk Center, SHC 101. Students must meet the “drop” deadline and officially drop the class in person or by internet (teachers cannot drop), or fees are owed. NOTE: Title 5 regulations require that enrollment fees are due and payable upon registration. Effective for the Fall 2014 semester, students that fail to pay their enrollment fees upon registration will be subject to being dropped from their classes for non-payment.

Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For immediate enrollment fee assistance, students should complete the California Community Colleges Board of Governors Enrollment Fee Waiver Application in this schedule and bring it to the Financial Aid Office (SSA 114). The Board of Governors Enrollment Fee Waiver is available to students whose families receive AFDC assistance, some forms of Social Security benefits, or General Relief. It is also available to students whose family size and income fall within the following limits: 1 - $16,755 or less, 2 - $22,695 or less, 3 - $28,635 or less, 4 - $34,575 or less. Add $5,940 for each additional family member. In addition, students who have financial need as determined by the Free Application for Federal Student Aid (FAFSA) are eligible for the Enrollment Fee Waiver. For further information, contact the Financial Aid Office (SSA 114).

Enrollment Fee Refund Policy

A full refund may be requested for full semester length classes that are dropped prior to the end of the second week of classes. For short term classes, a full refund is authorized for classes dropped 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. Fees for classes that are dropped prior to the end of the second week will be applied to classes added simultaneously. Students are strongly advised to complete add and drop transactions at the same time. Classes must be dropped on or before the deadline to be entitled to an enrollment fee refund. Refunds request forms must be completed in the Cashier’s Office. Students must retain their credit card receipt and return it to get credit card refunds. Refunds will not be made automatically, even in the event of cancelled classes. PLEASE SEE THE ACADEMIC CALENDAR FOR DROP DATES AND REFUND DEADLINES.

Health Fee

There is a mandatory Health Services Fee of $11.00 that must be paid when enrollment fees are paid. All students paying the fee are eligible for college Health Services. Students who have all of their classes at off-site locations may be exempted from the fee. Attention Board of Governors Fee Waiver Students: Beginning Fall 2006, this fee will no longer be waived for students who are eligible for a fee waiver.

Parking Fee

Parking in areas marked “Parking by Permit Only” will be restricted to vehicles displaying a valid permit. Parking Permit procedures and fee information are available in the Cashier’s Office. Students may not park in STAFF lots. A valid daily or semester permit is needed at all times Monday-Saturday, 12 a.m. to midnight. Sunday parking is free 6 a.m. to 6 p.m. The Parking fee is $20.00 per semester. Daily parking permits are available for $2.00 per day. A license plate number is needed. All refund requests must be made from the Cashier’s Office. Parking permits must be presented and returned to the Cashier’s Office for refund.

Non-Resident Tuition Fee

In addition to the enrollment fee of $46 per semester unit which all students are required to pay, out-of-state students and foreign students are subject to additional fees. These fees include tuition of $225 per semester unit (both out-of-state students and foreign students) and capital outlay fee of $26 per semester unit. The total effective rate is $251 per semester unit for out-of-state and foreign students. Foreign students who hold F-1 Visas are required to enroll in a minimum of 12 units of classes in both the fall and spring semesters. F-1 Visa students are also subject to a $25 per semester SEVIS processing fee and are required to participate in the Board of
Trustee mandated medical insurance plan for F-1 students. Medical insurance coverage is currently $636 per semester. Fall semester coverage runs from 8/15/2017 through 1/31/2018 and Spring semester coverage runs from 2/1/2018 through 8/14/2018. Students starting in the Winter or Summer intercessions will be a lesser amount until a new semester cycle starts. The Winter intercession (12/15/2017-1/31/2018) insurance premium is $212. The Summer intercession (5/15/2018-8/14/2018) insurance premium is $318. All fees must be paid upon registration and no later than the end of the second week of each semester./intercession. Enrollment fees are subject to change by the California State Legislature; tuition and capital outlay fees by the L.A. Community College District Board of Trustees; and insurance rates by the insurance carrier. Students admitted to the Los Angeles Community Colleges pursuant to Education Code section 76001 and section 8100.01 of the Board Rules as special part-time students who are concurrently enrolled in a public school district are exempt from enrollment fees charged for all terms (including summer) pursuant to Education Code section 76300.

Non-Resident Tuition Refund Criteria and Schedule
A non-resident student who formally drops or otherwise separates from part or all of his or her enrollment may request a refund of previously paid non-resident tuition. The date used for non-resident refund purposes is the date on which such request is filed in the Admissions Office, regardless of when separation may have occurred. Refund requests must be made in person at the Cashier’s Office (See Enrollment Fee Refund Deadlines). No refunds will be made for the SEVIS processing fee or for classes dropped after the second week of a full semester class. For short term classes, no refunds will be made after 10% of the semester has been completed.

Policy for Personal Checks and Credit Cards
Credit cards (VISA, Master Card, American Express and Discover only) are accepted for enrollment, non-resident tuition, parking, and ASO fees. Personal checks are accepted. Personal checks must be imprinted. A valid California Driver’s License or California I.D. number and student I.D. number are required on the check.

Important Information Regarding Payment By Check: When you provide a check as payment, you authorize us to use the information from your check to make a one-time electronic funds transfer from your account. When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day we receive your payment and you will not receive a cancelled check back from your financial institution.

Returned Check Fees
A $10.00 fee is charged for any dishonored check (insufficient funds or stop payment). A hold is placed on academic records until the financial obligation is settled. The student must pay for returned check fees with cash or a cashier’s check. The student will have 30 days from receipt of notice to pay and avoid further penalties.

Instructional Materials
Students may be required to provide instructional and other materials (such as paper for classes requiring computer printing, mouses, etc.) 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 exclusively available from the District. Material fees are paid and collected in the Los Angeles Harbor College Bookstore.

Transcripts or Verifications of Records
The first two transcripts or verification of various student records are furnished free and additional copies may be ordered for $3.00 per copy. Students may request express processing of a transcript or verification for an additional fee of $7.00. Any holds on student’s record must be cleared before transcripts can be processed.

Student Representation Fee
A Mandatory Student Representation Fee of $1.00 is used in a variety of ways to represent student interests and views in the legislative process. This includes training and actual interaction with legislators and legislative bodies. A student who does not desire to pay this fee because of religious, political, moral or financial reasons MUST specifically indicate their refusal by signing a waiver located in the Cashier’s Office.
PREREQUISITE APPROVAL
The registration system will block you from enrolling in a class if the required prerequisite course(s) are not in the computer database. If you have completed a prerequisite course, you need to see a Harbor College counselor to update your academic record. For example, if you took an English 28 equivalent course at another college, you will need to bring an official/unofficial transcript or report card to a Harbor College counselor showing a grade of “C” or better in that class so that you can enroll in English 101. Please refer to the course descriptions in the current schedule of classes and the college catalog.

PREREQUISITE SWEEP PROCESS
Please note that it is the student’s responsibility to make sure he/she meets the prerequisite for a class. If a student illegally enrolls in a class without meeting the prerequisite, he/she will be administratively dropped.

COURSE PREREQUISITE POLICY
Prerequisite means the preparation or previous course work considered necessary for success in the course. The college REQUIRES students to complete prerequisites as pre-enrollment preparation (See Prerequisite Challenge Procedures for conditions under which a prerequisite may not be required.) Prerequisites which are listed in the College Catalog include:

- Courses for which specific prerequisites have been validated,
- Sequential course work in a degree-applicable program, and/or
- Sequential course work in certificate programs and,
- Courses in which a prerequisite is necessary for transfer to a four-year college or university.

Questions about prerequisites are best directed to a counselor prior to the first day of class.

PREREQUISITE CHALLENGE PROCEDURES
A prerequisite challenge requires written documentation which explains alternative course work, background or abilities which have adequately prepared the student for the course. A Requisite Challenge Petition form, which is used to file a prerequisite challenge, can be obtained from the office of the Vice President of Student Services in SSA 203, Mathematics Division Chair Office in NEA 293, and English Division Chair Office in NEA 297. Reasons for seeking a prerequisite challenge may include one or more of the following:

- A prerequisite is not reasonably available;
- The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
- The student believes the prerequisite was established in violation of regulation or in violation of the District approved processes;
- The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

The prerequisite challenge must be completed two weeks prior to the beginning of the semester in which the student plans to enroll. Upon filing the prerequisite challenge, the student may enroll into the desired class if space is available. If this challenge is not upheld, the student will be dropped from the class.
ACTIVE SHOOTER
If the Active Shooter is INSIDE your building:
• Remain calm.
• If possible, exit the building via the safest possible route, away from the threat.
• If you cannot get out safely, find the nearest location that provides safety, barricade doors by any means possible, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
• Call 911 as soon as it is safe to do so.
• Stay focused on survival and keep others around you focused.
• Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

If the Active Shooter is OUTSIDE your building:
• Remain calm.
• Proceed to a room that can be locked.
• Close and lock doors; if doors cannot be locked, barricade the door with anything available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
• One person in the room should call 911 and advise the dispatcher what is taking place.
• Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

When Law Enforcement Arrives:
• Put down any items in your hands.
• Immediately raise hands and spread fingers.
• Keep hands visible at all times.
• Avoid making quick movements toward officers.
• Avoid pointing, screaming and yelling.

EARTHQUAKE
Stay calm.
If indoors: “Duck, Cover, and Hold On” under a table or desk or against an inside wall until the shaking stops.
Protect your head and neck with your arms.
If you are in a hallway, drop to the floor against an interior wall and protect your head and neck with your arms.
Do not use elevators.
Do not exit a building during the shaking--there is a danger from falling debris.

FIRE OR EXPLOSION
Do not panic and activate the nearest fire alarm.
• Call 911 or the Campus Sheriff Station (310) 233-4600 to report the location of the fire.
• If the fire is small, attempt to extinguish it with a fire extinguisher.
• If the fire is large, evacuate the building via the nearest fire exit.
• Close all doors when exiting.
• Use stairways and keep to the right.
• Do not use elevators, they may shut down or stop on the floor of the fire.
• Check all doors for heat prior to opening them.
• If you are caught in smoke, drop to your hands and knees and crawl.
• Breathe shallowly through your nose and use your clothing to cover your nose and mouth.
• Proceed to the nearest evacuation area.
If you are trapped by fire in a room:
• Place moist cloth material around/under the door to keep smoke out.
• Retreat-Close as many doors as possible between you and the fire.
• Be prepared to signal from windows, but do not break the glass unless absolutely necessary (Outside smoke and draft could be drawn in).
COMPUTING FACILITIES GUIDELINES

INSTRUCTIONS TO LOGIN AND USE OF COMPUTING FACILITIES

All students at Los Angeles Harbor College are required to login to the network when using the computing facilities on campus. There is no additional cost for using computing facilities. Read district B27 policy regarding the use of District and College Computing Facilities displayed on the monitor at the time of access. By continuing to use the computer after the policy is displayed, you are acknowledging agreement to the policy. You may read and/or print the policy ahead of time by visiting our website http://www.lahc.edu and click Use of Computing Facilities link.

LOGIN PROCEDURE: To login, first make sure that computer is turned on, wait until you see Microsoft login screen and follow the instructions to login to the network. If the computer is on and access to the desktop is available, make sure that no one else using the computer then logoff or restart computer and login with your username and password. To prevent misuse of the computer and all possible consequences under your identity, it is recommended to always logout or restart the computer after completing your work.

HOW TO LOGIN: All active students at Harbor College have automatically generated personal accounts (also called User Names) on the academic network of the college. The User Name is generated by taking the first 3 characters of the last name, the first letter of the first name, and the last 4 digits of the student ID. If the last name contains special characters like a hyphen/dash, apostrophe, or space, they are automatically removed. If last name is less they 3 characters, then the full last name is used followed by the first initial and 4 digits.

<table>
<thead>
<tr>
<th>LastName, FirstName</th>
<th>StudentID</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>O'Neil, Charlotte M.</td>
<td>881234567</td>
<td>onec4567</td>
</tr>
<tr>
<td>De La Cruz, Yo-Sin</td>
<td>886543217</td>
<td>dely3217</td>
</tr>
<tr>
<td>Kozlovsky, John Jr.</td>
<td>884569871</td>
<td>koz9871</td>
</tr>
<tr>
<td>Po, Edgar</td>
<td>881234256</td>
<td>poe4256</td>
</tr>
</tbody>
</table>

FORMULA FOR PASSWORD: Passwords are the same as the PIN in the student portal. The PIN is initially the student’s birthday in the form of MMDD, where MM is the month of birth and DD is the day of the month. For Example: a birthday of May 7 would have an initial PIN of 0507. ATTENTION: Student accounts and passwords are created once at the beginning of each semester. After an account has been created any consequent changes of PIN in the student portal will not change the password.

COMPUTER SERVICES: The widespread use of computers in all areas of life creates a growing need for computer literacy and computer services at LAHC. Enrolled students may also access computers in the LLRC, and other “digitized” labs as needed when classes are not being held in that room/lab. Non-classroom computers are available in the Open Access areas of the Library, including the Math Lab and Literacy Lab, located on the first floor of the LLRC. Contact the LRC at (310) 233-4148 for further information.

COMPUTER USE: Any of the Open Access or computer labs require you display your Student Picture I.D. Card which can be obtained in the Seahawk Center at any time during working hours. INTERNET USE RULES: Internet Use Rules are posted in every lab. The LACCD and LAHC prohibit the use of college equipment to visit web sites with obscene or inappropriate material. Students who disregard these rules will be disciplined.

For updates, visit the college website at http://www.lahc.edu and select the Information Technology link.
OFFICE OF COMPLIANCE

Student Services and Administration Building (SSA), 1st Floor, Office A, 310-233-4091, rodgercd@lahc.edu
Corey Rogers, Ombudsperson.

The Office of Compliance is responsible for performing advisory, investigative, analytical, mediation and training duties related to the processing of complaints, grievances and appeals in areas such as equal employment opportunity, sexual harassment, gender equity, civil rights practices, accommodation of the disabled and grievance resolution for students, faculty and staff at Harbor College.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. For issues not resolved at the campus level, students may utilize a state administered complaint process [HEA Title IV, CFR, Sections 600.9 and 668.4 (3)(b)]. Information about the process and the complaint forms can be found at http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx

LACCD, Office of Affirmative Action, at (213) 891-2000, x 2315

Drug-Free Workplace Policy

In accordance with Section 22 of the Drug-Free Schools and Communities Act of 1989, Los Angeles Harbor College strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use of, possession by students and college employees of illegal controlled substances or alcohol in all buildings, property, facilities, service areas, or on District business is prohibited (per Board Rules regarding Standards of Conduct, Section 9803.19).

The College maintains a drug and alcohol free awareness policy to inform students and employees about the dangers and health risks of drug and alcohol abuse in the workplace, on the campus and during college sponsored activities. Students and employees will be informed of the sanctions that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment, and rehabilitation assistance. This policy statement serves as the annual notification as required by law. All students and employees are required to comply with this policy as a condition of their continued student status or employment.

Any student or employee violating this policy may be required to participate satisfactorily in a substance abuse rehabilitation program, and/or may be subject to disciplinary action, up to and including dismissal, or exclusion under applicable District Policies. In addition, an employee convicted of any workplace drug crime, must notify the college Personnel Office within five (5) days of conviction.

In addition to criminal prosecution, employee violators are subject to disciplinary action by the LACCD. Employee discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and job termination.”

Drug & Alcohol - Definitions, Policies, Resources & Prevention

Drug Laws: Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

Disciplinary Referral: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. If both an arrest and disciplinary referral are made, only the arrest is counted.

Policy regarding Possession, Use, and Sale of Alcoholic Beverages and Illicit Drugs

The LACCD is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District. LACCD Board Rule 9803.19 prohibits the following:

Alcohol and Drugs

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip.

LAHC 310-233-4000 www.lahc.edu Campus Sheriff 310-233-4600
“Controlled substances,” as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine.

**Penalties**

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal sanctions include the loss of one’s driver’s license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: [http://www.justice.gov/dea/druginfo/ftp3.shtml](http://www.justice.gov/dea/druginfo/ftp3.shtml). The federal Controlled Substances Act is available at: [http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html](http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html). In addition to criminal prosecution, violators are also subject to disciplinary action by Los Angeles Harbor College. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

**Health Risks**

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at: [http://www.justice.gov/dea/druginfo/factsheets.shtml](http://www.justice.gov/dea/druginfo/factsheets.shtml).

**Drug and Alcohol Prevention Programs.**

The Harbor College Alcohol and Drug Abuse Prevention (ADAP) Program seeks to support students, faculty, and staff in creating and maintaining a campus environment that encourages and supports healthy lifestyles, preventing the misuse or abuse of alcohol, tobacco and other drugs. The ADAP Program provides the following services to the LAHC community: presentations, instruction, interventions, referrals, and tobacco cessation. The ADAP resource center is staffed by Dr. Bonnie Burstein and Amarylles Hall and is available to students, faculty, and staff. The resource center offers both print and non-print materials for check-out. The ADAP campus locations are as follows: Life Skills Center Café110, 310-233-4586, Counseling Center Student Services Administration Building 310-233-4299, Special Programs and Services Café 108, 310-233-4620 or 233-4628. For Students with hearing impairments, please use our TTY line at 1-800-735-2929.

**Resources for Counseling, Treatment and Rehabilitation**


**Smoke-Free Workplace Policy**

LAHC is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. Therefore, smoking is prohibited on campus. “No Smoking on Campus” signs have been posted at various locations around campus. AB 795./Govt. Code 7597(a)
Smoking or the use of smokeless tobacco products is prohibited inside all college facilities and in all vehicles maintained by the college. The college also prohibits the use, sale or promotion of all tobacco products in any facility controlled by the college or as part of any college sponsored activity. In addition, the use of any tobacco product by an athlete, coach or staff member during any athletic event or practice is prohibited by the state athletic code.

**Sexual Harassment Policy**

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students or other persons acting on behalf of the District who engage in sexual harassment as defined by the District’s policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules, Chapter 15. The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints.

Copies of the policy and procedures may be obtained by contacting LACCD, Office of Affirmative Action, at (213) 891-2000, x 2315, the college Advocate for Students, Ms. Yvonne Pueblos at (310) 233-4038, or by calling the Office of the Vice Chancellor of Educational Services at (213) 891-2279.

Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

**College Security and Safety**

Los Angeles Harbor College prides itself on the safe environment that exists to encourage learning and enrichment for our community. Students, faculty, staff, and visitors form a partnership in creating and maintaining that environment. The College maintains a 24-hour, 7-day a week campus security facility in the PE Wellness Building, staffed by the Los Angeles County Sheriffs. Contact number (310) 233-4600.

Crime statistic information is published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). For more information and to obtain the college’s Annual Security Report, go to [http://www.lahc.edu/sheriff/crimestats.htm](http://www.lahc.edu/sheriff/crimestats.htm).

The following page lists the latest annual crime statistics with comparison years under code 20 United States Code 1092 F:
## ANNUAL CRIME STATISTICS

<table>
<thead>
<tr>
<th>OFFENSE - ON CAMPUS</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER / NON-NEGLIGENT MANSLAUGHTER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, FORCIBLE (TOTAL)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sodomy</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault with an Object</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, NON-FORCIBLE (TOTAL)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ROBBERY</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>AGGRAVATED ASSAULT</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BURGLARY</td>
<td>7</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ARSON</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>WEAPONS LAW - ARRESTS</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION | 0 | 1 | 0 |
| DRUG LAW - ARRESTS                            | 0 | 0 | 0 |
| DRUG LAW - REFERRED FOR DISCIPLINARY ACTION  | 0 | 0 | 0 |
| LIQUOR LAW - ARRESTS                          | 0 | 0 | 0 |
| LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION| 0 | 4 | 0 |

<table>
<thead>
<tr>
<th>HATE CRIMES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 - There were no reported hate crimes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014 - There were no reported hate crimes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015 - There were no reported hate crimes.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DOMESTIC VIOLENCE - STALKING</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 - There was one (1) incident of domestic violence (robbery) occurring on campus.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014 - There were no reported domestic/dating violence or stalking incidents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015 - There were no reported domestic/dating violence or stalking incidents.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data Sources: LASD LARCIS, LASD Arrest Query Tool, LAPD Harbor Division, and Campus Security Authorities. Note: There are no Residential Facilities associated with Los Angeles Harbor College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS YIR, UCR, and other reports. Note: For 2013, we were unable to determine if the statistics obtained from LAPD’s Application Development and Support Division for the “Public Property” category were for Harbor College’s Clery defined geography. As a result, we excluded LAPD’s 2013 Public Property statistics from the above table.
GENERAL COLLEGE POLICIES

Mission, Vision and Values Statements

Mission
Los Angeles Harbor College promotes access and student success through associate and transfer degrees, certificates, economic and workforce development, and basic skills instruction. Our educational programs and support services meet the needs of diverse communities as measured by campus institutional learning outcomes.

VISION
Harbor College provides a stimulating learning environment that prepares members within the community to meet goals and opportunities successfully.

VALUES
Student Success, Excellence, Integrity, A Supportive Environment, Personal and Institutional Accountability, and Civic Responsibility.

Academic Renewal

Academic renewal consists of eliminating in a student’s cumulative grade point average a maximum of 18 units of coursework in which the student has attained a substandard grade (less than a “C”). A student’s academic record is annotated, designating those with grades that are not to be included in the computation of the grade point average. A student may petition to have his or her academic record reviewed for renewal under the following conditions:

- The student must have achieved a cumulative grade point average of 2.5 in the last 15 semester units, or a 2.0 in the last 30 semester units completed at any accredited college or university.
- At least two calendar years must have lapsed from the time the coursework to be removed was completed.

Academic renewal does not remove substandard grades from a student’s transcript. Renewal applies to the student’s grade point average for LAHC purposes only. Students transferring to other colleges and universities still have on their transcript all courses for which substandard grades were received, unless the course was repeated for removal of the grade. Please read the section “Course Repetition to Remove Substandard Grades.” For course work recently completed elsewhere, official transcripts must be on file in the Admissions & Records office.

Animals

Animals are not permitted on campus. However, authorization for the use of “service dogs,” is available through the Academic Affairs Office, or the Special Programs and Services Office.

Attendance Policy

The student is expected to attend every meeting of all classes for which he or she is registered. Students who have pre-registered for a class and who do not attend the first meeting of the class forfeit their right for a place in the class. It is recognized that students may have legitimate reasons for not being able to attend the first and/or second meeting of a particular class. A student to whom this circumstance pertains must notify the instructor in writing, at least one working day in advance of the first class meeting, stating the reasons for the class absence. It is highly recommended that the written notification be sent by certified or registered mail so that the student has a record of the notification. The instructor will consider the mitigating circumstances in deciding whether or not to drop the student from the class. Whenever a student’s absences exceed the number of hours a class meets per week, the instructor will consider whether there are mitigating circumstances which justify the absences. It is the student’s responsibility to consult with his or her instructor regarding any absences that would alter the student’s status in the class.

Accreditation
Los Angeles Harbor College is a public two-year college providing educational services under the Los Angeles Community College District Board of Trustees. Los Angeles Harbor College is officially accredited by the Western Association of Schools and Colleges and is fully approved under the regulations of the California Community Colleges. The University of California and other colleges and universities give full credit for appropriate courses completed.

**Auditing**

Students may be permitted to audit a class under the following conditions:

- Payment of a fee of $15.00 per unit. Students enrolled in ten or more semester units shall not be charged a fee to audit three or fewer units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in order to receive credit for the course.
- Enrollment priority shall be given to students desiring to take the course for credit.
- Audit fees are non-refundable.
- A student must obtain the instructor’s authorization in writing to audit a class.

**Classroom Courtesy**

As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all times during classes. Cell phones and pagers put on vibrate are acceptable; headsets are not.

**College Level Examination Program (CLEP)**

CLEP is a program of the College Entrance Examination Board which allows adults to earn college credit by examination. To be eligible for CLEP credit, a student must be enrolled at Harbor College during the semester when credit is granted; have completed a minimum of 12 units of credit at Harbor College; and have a grade point average of 2.00 or higher. Before a student spends time and money taking CLEP, he or she should make sure that it is acceptable at the institution for the purpose intended. Most college catalogs contain information about the amount of CLEP credit that will be accepted. For further information, call 233-4299 to see a counselor.

**Concurrent Enrollment**

Concurrent enrollment in more than one section of the same course is not permitted. Different modules of a single course are not considered to be the same course. Courses which are designated as equivalent (“same as”) may not be taken concurrently. Enrolling in classes scheduled or conducted during overlapping times is not permitted. Violation of these regulations will result in exclusion from a class and denial of course credit in both courses.

**Course Repetition and Activity Repetition**

Certain courses in the class schedule may be repeated for additional unit credit. These courses, marked “RPT” allow the student an expanded educational experience. Enrollment in these courses is limited to a maximum of three repeats, for a total of four (4) enrollments. An activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity. Excess enrollment will result in an administrative drop. Consult a counselor for the latest restricted activity enrollment list.

**Course Repetition to Remove Substandard Grades**

Students may repeat the same course twice in which substandard grades (less than “C”) were received. Upon completion of the first or second course repetition, a student must submit a petition to the Admissions Office requesting adjustment of the grade point average. The highest grade earned will be computed into the cumulated grade point average. The student must file a general petition with the Admissions Office for a third repeat of the same course. Upon completing the third repetition, the grade used in computing the student’s cumulative grade point average shall be the highest grade earned, and the student’s record will be so annotated. The three lowest substandard grades will not be used in the computation of the grade point average. All grades earned are shown on student’s transcripts. (See Withdrawal Limitations on page 84 for more information)

**Credit by Examination**
A student may petition to take an examination for course credit, in lieu of enrolling in and completing the course, if he or she:
is currently registered in the college, is in good academic standing, is not on academic or progress probation, has a cumulative grade point average of 2.0 or higher, and has completed 12 units (within) the Los Angeles Community College District.
has not completed, nor is in the process of completing a course for which he or she is petitioning to obtain credit by examination.
has not completed, nor is in the process of completing a course which is more advanced than the course for which credit is requested.
has not previously attempted to petition for credit by examination for the same course.
is not requesting credit by examination for courses completed in high school.
Students who qualify under these requirements must present evidence to the appropriate Division Chair. Not all courses offered by any one department may qualify for credit by examination. The division in which the course is offered will make the final determination on the student’s petition for credit by examination. Petitions for credit by examination shall be processed, and examinations administered, only when a regular semester is in session. Students should contact the Admissions Office for a petition early in the semester. The date and time of the examination are the responsibility of the division and instructors involved. Further information should be obtained from the Admissions Office or the appropriate Division Chair.

Credit/No-Credit Option

A maximum of 15 units of coursework toward the Associate Degree may be taken on a credit/no credit basis. A student may elect to take one course per semester on a credit/no-credit basis, in addition to any courses offered solely for a credit/no-credit grade. A student must notify the Admissions Office by the end of the fifth week of the semester if he or she wishes to take a course for a credit/no-credit grade. Beyond this date, all courses are taken for a letter grade. Once the student completes the petition for taking a course on the credit/no-credit basis, the grade received in the course may not be converted back to a letter grade. Satisfactory completion of a course for a credit/no-credit is equivalent to the grade “C” or better. Students electing credit/no-credit grading should be aware that although such grades are not calculated into the grade point average at LAHC, the credit grade may be considered as the equivalent of a “C” by four-year colleges in considering applicants for admissions. The student should consult a counselor before choosing the credit/no-credit option.

Grade of “Incomplete”

A grade of “I” (Incomplete) must be made up no later than one year following the end of the term in which it was assigned. If the Incomplete is not made up by the deadline, it will be replaced by a grade determined by the instructor. Any class for which a grade of “I” is recorded may not be repeated until the “I” is removed.

Field Trips

Some classes may be conducted off campus. Unless you are specifically advised by an LAHC employee or authorized agent, you are responsible for arranging your own transportation to and from the class site. LAHC assumes no liability or responsibility for the transportation of people to and from a site by way of a private vehicle that is operated by a non-authorized agent of the district.

Modules

A parent course is a one-semester course that is divided into modules. Modules exist for the benefit of those students who may not prove successful in attempting completion of the entire parent course in a single semester. A student who receives a passing grade in a module of a course and who, in a later semester, receives a passing grade in the parent course, will not receive credit for the course modules previously completed.

Prerequisites

Students who enroll in a course without having fulfilled its prerequisites will not receive credit for the course. A student may not concurrently enroll and receive credit for an advanced course and its prerequisite courses unless the concurrent enrollment is specifically permitted in the prerequisites of the advanced course. If the student had already completed an advanced course, he or she may not subsequently enroll in and receive credit for the course’s prerequisites. Violation of these regulations will result in exclusion from class and denial of course credit.

Probation and Dismissal
Students on probation are advised to see a counselor before registration. Students on academic probation who have not maintained at least a “C” (2.0) average in a minimum of 12 units of college work attempted, whether at LAHC or another accredited college, are on probationary status. Progress probation students will also be placed on probation if their total units of “NC” (No Credit), “I” (Incomplete) and/or “W” (Withdrawal) exceed fifty percent (50%) of the total number of units completed. Students on probation will receive a later registration date.

Students on probation are subject to dismissal if they have earned a grade point average of less than 2.0 in all units attempted in at least three consecutive semesters, or their total units of “NC” (No Credit), “I” (Incomplete), and/or “W” (Withdrawal) exceeds fifty percent (50%) of the total number of units completed in at least three consecutive semesters. Dismissal from one college in the Los Angeles Community College District shall disqualify a student from admission to any other college in the District. See a counselor for more information.

**Skates/Skateboarding and Bicycles**
Roller skates (inline skates included) and skateboards are prohibited from use on campus.

**Short Term Classes**
Fourteen week and other short term classes are designed for those students who could benefit from a non-traditional class schedule. Besides the classes offered in the prime morning hours, short term classes are scheduled in the afternoons, in the evenings, and on Saturdays.

**Student I.D. Numbers**
New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers “88” to make it easy to identify.

**Standards of Student Conduct**
A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus.

As members of the College Community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation.

Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following:

**Board Rule 9803.10.** Willful disobedience to directions of College officials acting in the performance of their duties.

**Board Rule 9803.11.** Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

**Board Rule 9803.12.** Dishonesty, such as cheating, or knowingly furnishing false information to the Colleges.

**Board Rule 9803.13.** Unauthorized entry to or use of the College facilities.

**Board Rule 9803.14.** Forgery, alteration, or misuse of College documents, records or identification.

**Board Rule 9803.15.** Obstruction or disruption of classes, administration, disciplinary procedures or authorized College activities.

**Board Rule 9803.16.** Theft of or damage to property belonging to the College, a member of the College Community or a campus visitor.
Board Rule 9803.17. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18. Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. “Controlled substances,” as used in this section, include but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants and depressants and cocaine.

Board Rule 9803.20. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.

Board Rule 9803.21. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District’s non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

Board Rule 9803.22. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23. Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26. Theft or abuse of computer resources including but not limited to: a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose. b) Unauthorized transfer of a file. c) Unauthorized use of another individual’s identification and password. d) Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records. e) Use of unlicensed software. f) Unauthorized copying of software. g) Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus. h) Use of computing facilities to interfere with the regular operation of the college or district computing system.

Waiting Lists (also called Stand-by)

Students appearing on waiting lists are not guaranteed enrollment. Instructors may issue add permits as class size and conditions permit.

Withdrawal Limitations (NEW REGULATION)
Effective Summer 2012, course withdrawal ("W") or a substandard grade ("D," “F,” or “NP”) count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

• Students who drop or are excluded after the last day to drop without a grade of “W” will have a “W” appear on their transcript. The “W” will count as an attempt for that course.

• A course in a student’s transcript which currently shows a recorded “W” counts as an attempt for that course.

• Students will not be allowed to register for a particular course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.

• Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.

• For courses specifically designated as “repeatable,” students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).

• Where the student’s number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:
• Be sure you are academically ready for classes you enroll in.
• If you must drop a course, drop before the specified deadline for dropping a class without a grade of “W.”
• See a counselor before making decisions that could affect your educational plan.
INSTRUCTIONAL AND STUDENT SERVICES

Academic Success Action Plan (Project A.S.A.P)

Project A.S.A.P. is a federally funded project that is designed to provide special services and instruction to project eligible students with disabilities who demonstrate academic and/or financial need. For additional information, call (310) 233-4535, (310) 233-4536, or (310) 233-4620.

Assessment and Testing Center

New matriculating students, who are pursuing an Associate’s Degree or plan to transfer to a four year university, and have not taken an English or math class before are required to take the COMPASS ACT English and math Placement test. (Please note that ACTCOMPASS is phased out and we are transiting to the Common Assessment as the new assessment instrument). If students choose to start at the beginning levels of math (LS 10 or math 112) or English (DC35), they have to continue the sequence and are not allowed to test afterwards.

Any returning or continuing student who has never taken an assessment test is also required to take one (unless previously waived). The Admissions and Records Office may waive this requirement for students who have an Associate Degree or higher. Students who have been assessed in English and/or math, or who have taken English and/or math coursework at another college may have already met Harbor’s assessment requirements. These students can bring a copy of their assessment results, transcripts and/or grade reports to a counselor. English as a second language assessment is also available.

Students will not be allowed to retest within one calendar-year from test date. Assessment results are valid for two years from the assessment date. Once a student enrolls in an English and/or math class and receives a letter grade (or CR/NCR), the student is no longer eligible to re-test in that subject and must then follow the English/math sequence. If students choose to start at the beginning levels of math (LS 10 or math 112) or English (DC35), they have to continue the sequence and are not allowed to test afterwards.

Only student test takers can be admitted to the Assessment Session given at the Assessment Center Testing Room (SSA 120). Students need to bring valid picture identification and their College Identification Number given by the Admissions and Records Office. Orientation and Registration information will be discussed during the Assessment Session. Students may schedule an appointment online at at http://www.lahc.edu/sars/assessment/eSARS.asp, in person at the Assessment Center Office (SSA 118), at the computers available in the lobby of the SSA Building, or by phone at (310) 233-4072.

Tests available include:

- English and English as a Second Language Assessment
- Math Assessment via the Mathematics Diagnostic Testing Project (MDTP)
- TEAS for LAHC Nursing Program

Associated Students Organization/ Student Activities

The Associated Students Organization (ASO) represents all students and sponsors activities including athletics, student services, club and social activities. Membership in the ASO is not mandatory. The fee is paid by the student on a completely voluntary basis; however, there are unique benefits associated with membership in the ASO. Membership in this organization permits participation in ASO sponsored activities and events. Membership also includes a $3 parking fee discount and discounted prices at services provided by the Seahawk Center. All students are invited to relax or study in the student lounge located on the second floor of Seahawk Center. Pool, foosball, air-hockey, board games, TV and café are available. For additional information, call (310) 233-4652.

Bookstore

The college bookstore is located on the first floor of the Seahawk Center. The bookstore is open on Monday - Thursday 8:00 a.m. - 7:00 p.m. and on Friday from 8:00 a.m. - 1:00 p.m. For the first two weeks of the semester the bookstore is open Monday - Thursday 8:00 a.m. - 7:00 p.m. and Friday 8:00 a.m. - 1:00 p.m. The bookstore is closed Saturdays and Sundays. Winter and Summer Hours are as posted.

Bookstore Policies
Personal imprinted checks, Visa, and MasterCard are accepted for the amount of purchase only. Two ID’s are required: a current LAHC student registration printout and a valid California Driver’s License or California I.D. Checks are to be made out to Harbor College Bookstore. No out of state or company/business checks will be accepted. A personal check must clear bank processing before a refund will be given. After 15 days the presentation of a cancelled check may be required to obtain a refund. No cash refund will be made by the Bookstore for a credit card purchase. The appropriate banking institution will be notified and a credit will be issued.

**Book Refund Policy**

Used books are purchased “AS IS” and the bookstore assumes no responsibility for their condition. Textbooks are only eligible for refund under the following conditions: all textbooks being returned must be accompanied by a currently dated cash register sales receipt issued by the bookstore. There will be NO EXCEPTIONS to this policy. Textbooks must be returned within the first 5 days of the Fall and Spring semesters and within 5 days of the Summer Session and Short-term sessions. Holidays, Saturdays and Sundays are not considered class days. Textbooks must be returned in the same condition as when purchased. New books must be free of any markings, soil marks or erasures, and all pages must be intact.

Used textbooks must be returned in an acceptable condition, determined by the bookstore staff. New textbooks returned with minor marks or damages may be refunded at a maximum of 70% of their retail price during the refund period. Textbooks purchased after the 5th school day must be returned within 24 hours and accompanied by a currently dated cash register sales receipt to be given a refund. Textbooks failing to meet the refund policy will be considered used and will be governed by the used book policy. Trade paperbacks, study guides, dictionaries and workbooks are non-refundable. No refund will be given for syllabi. Supply Refund Policy: The cost of items required as materials for certain classes will be refunded the first 5 days of the Fall and Spring semesters and within the first 5 days of the Summer Session. Items must be in new condition and accompanied by a currently dated cash register sales receipt. No refund is given for safety goggles or personal clothing according to the California Health Laws. No refunds will be made for computer disks and nursing kits. Book Buy-Back Policy: the Book Buy-Back occurs during the final exam week of the Fall and Spring semesters.

**Book Rentals Policy**

A current L.A. Harbor College Enrollment Fee Receipt, California Driver’s License, or ID, or L.A. Harbor College photo ID and Credit Card are required to rent select textbook(s). The credit card must have an expiration date of the following year or later. All rental textbook(s) must be in resalable condition as defined by the Bookstore Refund Policy. In addition, rental textbook(s) MUST HAVE LIMITED HIGHLIGHTING NOT TO EXCEED THE EQUIVALENT OF 2 FULL PAGES OF THE TEXTBOOK(S). Textbook(s) with excessive highlighting or not in resalable condition as defined by the Bookstore Refund Policy cannot be accepted as rental returns and students will be charged the REPLACEMENT FEE. Student bears sole responsibility of returning rental textbook(s) in resalable condition. Rentals are due the last Friday of instruction of the semester. A rental which is not returned by this date will be assessed a LATE FEE and REPLACEMENT FEE. For additional information, call (310) 233-4170.

**CARE Program**

CARE is a unique educational program which represents a cooperative effort between the community college and the Department of Social Services to assist single parents to achieve their educational goals. The program is only available to EOPS eligible students; see Extended Opportunity Program and Services for additional information.

If you are a single parent interested in developing new educational skills, the Cooperative Agencies Resources for Education (CARE), can help you nurture your appetite for achievements and a better life style. The CARE program helps single parents receiving cash aid assistance, receive the support and advisement necessary to explore their interests and move forward. CARE will bring you together with a group of students who are facing many of the same challenges as you are. The program offers additional support services in the form of cash grants to offset the cost of child care and transportation. By combining our energies, we can help you to become successful.

More information about the CARE and EOPS programs can be found by visiting www.lahc.edu/eops. You can also call the office at (310) 233-4265 or visit the office in the Student Services and Administration building (SSA) room 207.

**Career Center**

LAHC 310-233-4000  www.lahc.edu  Campus Sheriff 310-233-4600
The Career Center is part of a combined space known as the Career & Transfer Center. Career services offered include: professional counseling, career assessment, career exploration resources, an annual Career Fair, and workshops. We provide guidance to students who need help in selecting a career goal, college major, or are considering alternate choices. This service allows students to determine educational and vocational objectives as well as to discuss plans for a meaningful and realistic career selection. The Career & Transfer Center is located in the Student Services and Administration Building, Room 105. For additional information, call (310) 233-4282 or email brownac2@lahc.edu or fisherjp@lahc.edu.

Child Development Center

The LAHC Child Development Center was established to offer child care services to students with preschool aged children. The Center has an extensive parent education program. Parents are involved in the education and development of their children through participation in the program. Enrollment in the Child Development Center is a learning experience for both the children and their parents. Children must qualify for the State Preschool Grant program, both by age and income. First priority is given to children that are four years of age. After accepting all income eligible four year old children, income eligible three year olds will be accepted - with higher priority going to older three year olds. If there are no income and age eligible children on the priority list, three and four year old children who are not income eligible may be enrolled. Fees for this service are based on financial need and range from no cost to $5.00 per hour. For more information contact the Child Development Center at (310) 233-4200.

Computer Services

The widespread use of computers in all areas of life creates a growing need for computer literacy and computer services at LAHC. Enrolled students may also access computers in the LLRC, and other “digitized” labs as needed when classes are not being held in that room/lab. Non-classroom computers are available in the Open Access areas of the Library, including the Math Lab and Literacy Lab, located on the first floor of the LLRC. Contact the LRC at (310) 233-4149 for further information.

COMPUTER USE: Any of the Open Access or computer labs require you display your Student Picture I.D. Card which can be obtained in the Seahawk Center at any time during working hours. INTERNET USE RULES: Internet Use Rules are posted in every lab. The LACCD and LAHC prohibit the use of college equipment to visit web sites with obscene or inappropriate material. Students who disregard these rules will be disciplined.

Cooperating Agencies Foster Youth Education Support (CAFYES)

The Cooperating Agencies Foster Youth Education Support (CAFYES) Program, was designed to impact those students who have previous interaction with the Child Welfare System. Students who have experienced foster care have unique needs, and the CAFYES Program offers a higher level of support and commitment to helping them remove barriers (educational and others) that stand in the way of achieving academic and professional success. The program is only available to EOPS eligible students; see Extended Opportunity Program and Services for additional information. The program services those students who were a part of the Foster Care system at the age of 16 and are no older than 26 years of age. Some of the services offered by the program are, service coordination to facilitate access to on and off campus resources, academic counseling, book and supply grants, tutoring, independent living and financial literacy skills support, meal vouchers, frequent in person contact, career guidance, transfer counseling, and transportation assistance. More information about the CAFYES and EOPS programs can be found by visiting www.lahc.edu/eops. You can also call the office at (310) 233-4265 or visit the office in the Student Services and Administration building (SSA) room 207.

Counseling Services

The counseling staff helps students define their objectives and plan how to reach them. Counselors are on duty throughout the year to assist continuing students and new applicants in planning their college program of studies. When possible, new students should request counseling prior to registration. Counselors are available on an appointment or drop-in basis Mondays 8:00 a.m. - 7:30 p.m., Tuesdays 8:00 a.m. - 7:00 p.m, Wednesdays 8:00 a.m. - 6:30 p.m., Thursdays 8:00 a.m.- 7:00 p.m. and Fridays 8:00 a.m. - 4:00 p.m. (hours subject to change). They can help with program planning, vocational and career information, and personal and college-related problems. For additional information, call (310) 233-4299 or email coloche@lahc.edu.
Developmental Education/Basic Skills

Through the orientation and assessment procedures, the College recognizes that students may not always have developed adequate basic learning skills necessary for success in their college studies. To aid students who can benefit from basic skills instruction, the College offers a number of classes which assist the students in developing proficiency in reading, writing, listening, and mathematics, and in study skills and habits to help insure their success in college-level courses. For additional information, call (310) 233-4242 or (310) 233-4515.

Disabled Student Programs and Services
(See Special Programs and Services)

Extended Opportunity Programs and Services

Extended Opportunity Programs and Services (EOPS) offers special support services to help students move forward successfully toward their personal, educational, and career goals. EOPS is a comprehensive support system of services extended to eligible students. Services students can obtain include academic, career and personal counseling; book and cash grants; free tutoring; priority enrollment; and classes in student success (availability of services is dependent upon funding).

This state-funded program is specifically designed for students who have historically experienced economic and educational disadvantages, and desire to pursue their educational goals on a full-time basis. Eligibility for EOPS is based on economic guidelines provided by the State of California.

EOPS offers additional assistance to single parents through the CARE program, which offers support services in the form of cash grants to offset the cost of child care and transportation to single parents who receive Temporary Assistance for Needy Families (TANF/formerly AFDC) and are head of a household with a child under age 14 while they attend classes and training programs. (See CARE Program).

More information about the program and applications can be found by visiting www.lahc.edu/eops and clicking the ‘Prospective Student Information’ link. You can also call the office at (310) 233-4265 or visit the office in the SSA building in room 207. EOPS staff are prepared to assist students in both English and Spanish.

An additional categorical supplemental program under EOPS is the CAFYES program that supports current and former Foster Youth (See CAFYES). All students who receive the BOG fee waiver, including the “Dream Act students” should apply for EOPS services.

Extension Program and Continuing Education

The Extension Program Office of Community Services and Continuing Education’s primary purpose is to meet the personal and professional developmental needs of the community by providing continuing non-credit education in an ongoing program of classes, workshops, seminars, and experiential learning opportunities. The following is a description of services provided:

Community education and extension classes - The Extension Program offers over 1,000 not-for-credit fee based classes per year in: Recreation, The Arts, Career Development, Computers, Business and Entrepreneurship, Finance, Investments, Travel, Personal Development, Home Improvement, and Humanities. We have a diverse program for youth in our year round “College for Kids,” which includes after school and Saturday courses, as well as a large summer program with complete sessions for ages 5-15.

Continuing Education non-credit “no-fee” classes - In our Continuing Education non-credit “no-fee” curriculum, we offer courses in English as a Second Language, Vocational Education, and Basic Skills. There is no required fee for students, and you may enroll as often as you like in any of these courses.

Programs and Services - Additional programs and services include Traffic Violators School, Certified Typing Tests, Color Copy Center, and a weekly Swap Meet.

Registration - Students may register in person during business hours, by phone using MasterCard, Visa, or Discover, by mail on the forms available on the inside back cover of the Extension catalog, or by facsimile using the FAX number (310) 233-4686. The program welcomes suggestions for new class offerings. For further information call (310) 233-4450 or write The Extension Program, 1111 Figueroa Place, Wilmington, CA 90744.
Sessions - Winter, Spring, Summer, and Fall; catalogs are distributed four times per year. The Extension Program is a self-supporting branch of Los Angeles Harbor College.

Financial Aid
The goal of financial aid is to provide access to post-secondary education for those who otherwise would be financially unable to start or continue their schooling. Through loans, grants, scholarships and part-time employment, students are provided monetary assistance to meet the basic cost of educational expenses. For additional information, call (310) 233-4320.

CalWORKs (California Work Opportunity and Responsibility to Kids Program)
The CalWORKs program at Los Angeles Harbor College is instrumental in providing critical education, training and support services to GAIN participants. Services available to GAIN students include: counseling; education plans; priority registration; case management; on-campus and off-campus child care referrals; Work-Study employment; Job Development & Placement services through the online College Central Network. The CalWORKs Program at Los Angeles Harbor College supports GAIN participants’ education to reach their educational goal to achieve economic self-sufficiency. For more information, call 310-233-4049, visit us at the Child Development Center (CDC) 152-2, or http://www.lahc.edu/studentservices/calworks

Honors Transfer Program
The Honors Transfer Program is a cooperative effort between Los Angeles Harbor College and the following universities; UCLA, UCI, UC Berkeley, Azusa Pacific University, Pitzer College, Pomona College, Chapman University, Occidental College, Loyola Marymount University, Mills College and La Sierra University. It is intended to serve students interested in a challenging curriculum designed to prepare them for transfer. Students who complete the honors curriculum, and preparation for their major (with at least a 3.1 GPA), will receive:

1) Guaranteed priority admission to UCLA School of Letters and Sciences, (Students interested in Fine Arts and Engineering majors at UCLA may also participate in the HTP and will be given special consideration by UCLA when applying) UCI also give priority admission and UC Berkeley will give priority consideration.

2) Priority consideration given by Azusa Pacific University, Pitzer College and Pomona College (requires 3.5 GPA), Chapman University, La Sierra University, Occidental College (requires 3.25 GPA) and Pitzer College (requires 3.5 GPA).

Please view the following website for specific details regarding admission offers, scholarships and Admission to University Honors Programs: www.htcca.org

Benefits of the Honors Program
• Enriched coursework designed in cooperation with university faculty
• Specialized academic and personal counseling
• Admission preference over all students applying to the participating universities
• Inexpensive, high quality instruction
• Designated scholarships for Honors Transfer students
• Admission to University Honors Programs

This program is also beneficial for students who plan to transfer to any other four year institutions. Qualified students may elect to take Honors classes without being in the Honors Program. Interested students should contact the Honors Counselor to determine enrollment eligibility. Please call (310) 233-4038 or email Yvonne Pueblos at puebloyu@lahc.edu or Joachin Arias at ariasjj@lahc.edu.

Honors Transfer Requirements
Completion of preparation in the major
Completion of six honors courses
Completion of all lower division breadth curriculum or IGETC
Completion of a minimum of a 3.1 GPA or higher or as required by the transfer institutions
Participation in at least one form of campus or community service

**International Student Program (ISP)**
The International Student Program (ISP) assists international students in completing the college and visa application process and offers on-going assistance to the students once on campus so that the students may successfully complete their program of study. As part of these efforts, the ISP provides materials describing college programs and services to international students living in the U.S. and abroad. The ISP screens applications according to established college and U.S. Department of Homeland Security/ICE/SEVIS criteria; provides visa-compliance and cultural information, as well as support for the college's efforts at internationalizing the campus by fostering communication among its international and American students and providing information about international program opportunities. Furthermore, the ISP provides advisement on academic and cultural matters, referrals for campus services, and assistance to incoming students in locating housing. For additional information call (310) 233-4111 or check the ISP page of the college website at www.lahc.edu/studyinlosangeles.

**Learning Resource Center (LRC)**
The Learning Resource Center provides self-paced programs and tutoring services that support the regular instructional programs. Through a variety of media—computers, audio, video—students may actively participate in different learning modalities at their own pace. Programs are available in Math, English, ESL, accounting, foreign languages, study skills, and other subjects. The LRC also houses the Literacy Center, the Writing Center, and the Math Labs, and an open access computer lab. Although LRC tutoring and self-paced classes are mostly non-credit and free, students are still required to enroll in a specific "class" section when they start using LRC lab and tutoring services. Students are also required to log in and out on the Accutrack computer system for the time they are in attendance. ITV video programs are on file at the LRC. Call (310) 233-4149 for appointments and further information.

**Library**
The Library at Los Angeles Harbor College provides books, periodicals, newspapers, reference materials, and electronic and computerized databases that support the college curriculum and our students' pursuit of educational goals. Instructors may place required readings on Class Reserve at the checkout counter. Instructors may also request general or specialized orientations for their classes. A librarian is always available to assist with basic questions and research and to offer instruction in library use and literature searching. Enrolled students may access the Internet in the library computer lab and wireless computing anywhere in the library. A limited number of laptops are available for use in the library. A photo ID card is required to check out library materials. Individual study carrels are available on both levels of the book stacks, and photocopy machines are located on the main floor.

During fall and spring semesters the Library is open Monday-Thursday from 8:00 am to 8:30 p.m., Friday from 8:00 a.m. to 2:00 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. Summer and Winter hours will be posted. For additional information call (310) 233-4480 or visit www.lahc.edu/library.

**Life Skills Center**
The Life Skills Center was established to provide crisis intervention and community referrals to LAHC students who may be undergoing a personal or life crisis; and, to promote positive mental health for the campus community through offering workshops, skill-building seminars, and classroom speakers on a wide variety of topics throughout the school year. Services are available by appointment Mondays through Thursdays, 8:00am - 8:00pm and Fridays 8:00am - 4:00pm. Walk-in times are: Mondays 10:00 - 12:00pm, Tuesday - Thursday 11:00 - 1:00pm and Friday 10:00 12:00pm. Located in the Health Center Cafe 110, the Life Skills Center is staffed by advanced psychology graduate students and supervised by a licensed Clinical Psychologist. For additional information, call (310) 233-4586.

**Parking**
LAHC’s administration urges you to use one of the designated campus parking lots. Campus parking lots are patrolled by the Sheriff’s Office, and are under the jurisdiction of LAHC. Students and staff who choose to park in a location that is not under the jurisdiction of LAHC, do so at their own risk. During construction, parking may be restricted in designated lots. Parking tickets/violations follow the same process as any ticket received in the city.
The Los Angeles Community College District, Board of Trustees, Associated Student Organization, employees, or agents are not responsible for any loss, including but not limited to theft, property damage, and bodily injury as a result your use of LAHC’s parking lots. California vehicle laws and regulations, including those regarding illegal parking, are applicable on campus.

Student parking locations include:
- Lot 5  south of the football stadium
- Lot 6  east of the baseball field
- Lot 7  south of the baseball field
- Lot 8  west of the Drama-Speech Building

West Parking Structure, west of the Child Development Center

Disabled Student parking spaces are located in lots 4, 6, 7, & 8.

Staff parking locations include: Lots 1, 2, 3, 4, 6, 8, 9A and 10 and West Parking Structure. Sheriff ONLY parking in Lot 4, no student parking.

Campus parking is by permit only. Semester parking permits are purchased at the cashier’s office. Daily parking permits are $2.00 and can be purchased in Lot 6, Lot 8 and West Parking Structure and can be used in all student parking lots.

Parking is enforced the first day of the semester. There is no grace period.

NOTE: The parking lot across from the campus on the north side of “L” Street is not owned by LAHC. Parking fees will be charged regardless of LAHC permit. This lot is not patrolled by campus sheriffs.

**Sheriff’s Community College Bureau**

The Sheriff’s Harbor College Division is available to assist students, faculty and college visitors as needed. Sheriffs are located on the southeast end of the PE/Wellness building on Figueroa Place, (310) 233-4600.

**Special Programs and Services (SP&S)**

Special Programs and Services has been established to assist persons with physical, psychological, and learning disabilities who may require special assistance in the pursuit of an education. Students may receive services such as special counseling, testing accommodations, tutoring, and priority registration and others as needed. There are also special classes to improve basic skills and adaptive computer skills. Special Programs and Services is located in Cafeteria 108. Please call (310) 233-4629 to schedule an appointment with a Disability Specialist.

A student who needs accommodations, but does not wish to seek assistance from Special Programs and Services, may individually initiate requests by contacting the following persons: Dr. Bobbi Villalobos, Vice President of Academic Affairs, for matters related to classes, classrooms, instructional labs; Dr. Luis Dorado, Vice President of Student Services for matters related to student services, counseling, admissions and records, financial aid, and other student activities; Robert Suppelsa, Vice President of Administrative Services, for concerns related to parking, access, or business office services. Assistance may be sought from Amarylles Hall, Interim Coordinator, Special Programs and Services, if other counseling or informational assistance is needed.

**Student Government and Activities**

All students at L.A. Harbor College are invited and encouraged to participate in the government of the Associated Students Organization (ASO). This is done through participation on the Senate or as an ASO officer. The Associated Students Organization assumes a major role in planning and developing student activities, participating on campus committees and creating a student centered campus environment. The ASO represents student needs and interests through participation in college governance. The focus of the Student Government is to provide opportunities for leadership development and a balanced educational experience. Students are encouraged to enroll in Political Science 41 to receive transferable units in the political process.

**Student Health Services**

The purpose of the Student Health Center is to contribute toward the educational aims and matriculation of students by promoting their physical and emotional well-being. The student health services center provides health counseling and education, appraisal, treatment and first aid, referral to appropriate public or private agencies and dissemination of information regarding the availability of
health services. The Education Code of California sections 72244 and 72246 authorize the collection of a student health services fee of $11.00 per semester and $8.00 for summer sessions. Those who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect may request exemption of the fee by contacting the Office of Student Service in SSA 203.

**Student I.D. Cards**

All students are required to have a Student Identification Card. Currently, the card may be obtained in the Student Activities Office on the 2nd floor of the Seahawk Center at the completion of Registration. Students need to have a picture I.D. to use many of the Labs on campus.

**Student Orientation**

All matriculating students attending Harbor College for the first time are required to participate in orientation. Topics covered include college policies, student rights and responsibilities, time management, and graduation and transfer requirements. Completion of an orientation course such as Counseling 17 is recommended. Orientation activities will be covered immediately following the assessment session. Students are encouraged to complete orientation prior to or during their first semester. For additional information, call (310) 233-4072.

**Student Success and Support Program**

Provided to all students are an admission process, orientation to the college and its programs, assessment, counseling and advising, and student follow up. The Student Success and Support Program Office is located in the Student Services and Administration Building, Room 203A. For more information, visit www.lahc.edu/studentservices/matriculation/index.html.

At the time of application, all students are classified as exempt or non-exempt from various matriculation components. Students may be exempt, depending upon the matriculation component, by meeting any of the following criteria: 1) have already earned an Associate degree or higher, 2) are attending Harbor for recreational or personal growth classes only and have no intention of pursuing a certificate or degree, 3) are taking one or two classes required to renew a license and have no intention of pursuing a certificate or degree, or 4) are presently enrolled at another school and plan to take one or two classes to be credited at their home school. Students who have been assessed in English and/or math, or who have taken English and/or math coursework at another college may have already met Harbor’s assessment requirements. These students can bring a copy of their assessment results, transcripts and/or grade reports to a counselor. The college is prohibited from using any matriculation practice which has the purpose or effect of subjecting any person to unlawful discrimination. An allegation that the district has done so or has established a discriminatory prerequisite, shall be considered a complaint of unlawful discrimination and shall be filed, investigated and resolved. Further information can be obtained at the Student Services office in the Student Services & Administration Building. If a student wishes to challenge matriculation provisions, he or she can see the Vice President of Student Services in the Student Services/Administration Building (SSA 203). The college shall investigate and attempt to resolve complaints. Written complaint or grievance procedures are available in the Student Services office SSA 203. Records of all such complaints are retained for at least three years after the complaint has been resolved and shall be subject to review by the Chancellor as part of the statewide evaluation.

**Transfer Center**

The Transfer Center is part of a combined space known as the Career & Transfer Center. The Transfer Center assists students in making a smooth transition from Harbor to a four-year university through workshops, events, and counseling. The Transfer Center houses a library of college catalogs, university information, and occupational information. Students interested in meeting with a university representative are advised to check the calendars on our website at www.lahc.edu/studentservices/transfercenter/index.html for upcoming visits. The Center is located in the Student Services & Administration Building, Room 105. For more information, contact the Transfer Center at (310) 233-4282 or email rubiosv@lahc.edu.

**Tutoring**

Individual and group tutoring is available with referral in a number of subjects in the Learning Resource Center (LRC). Referral forms may be obtained in the LRC. It is helpful if students form their own groups (2 or 3) directly from the class in which tutoring assistance is being requested. Once a group is identified, and a convenient time can be matched with a tutor’s schedule, tutoring can begin on an appointment basis in the LRC. “Drop-in” tutoring is also available at various times in the Math Lab and Writing Center (depending upon tutor availability). Note: Students with declared majors and/or stated educational objectives will be given priority for tutoring.
**Veterans Services**

Persons planning to attend LAHC under one of the veteran education bills should go to the Veterans Center in LRC 125 or the Veterans Office in the Student Services & Administration Building (SSA), Room 114 to pick up the necessary paperwork. This should be done one month prior to registration in order to discuss any problems regarding enrollment, eligibility and benefit payments. Attendance is monitored monthly. The veteran must submit an academic transcript for all previous college work. For additional information, call (310) 233-4232.

**How To Reach Harbor College**

From The Metropolitan Los Angeles Area: South on the 110 Freeway to Anaheim Street. Exit and turn north to the campus.

From San Pedro: North on the 110 Freeway to Pacific Coast Hwy. Exit and turn south on Figueroa Street, then west on “L” Street to the campus.

From Long Beach: West on Pacific Coast Hwy. Turn on Figueroa Street, then west on “L” Street to the campus.

From LAX: Go east on surface streets to the 405 Freeway. Go south on the 405 Freeway to the 110 Freeway going south. Exit at Anaheim Street and turn north to the campus.
CAMPUS MAP

MAP LEGEND:
AST - PLANETARIUM
CA - CULINARY ARTS
CDC - CHILD DEVELOPMENT CENTER
CS - COMMUNITY SERVICES & Extension Program
DS - DRAMA SPEECH/THEATER
FA - FINE ARTS
GC - GENERAL CLASSROOMS
LAUSD - L.A. UNIFIED COMPLEX
LLRC - LIBRARY / LEARNING RESOURCE CENTER
MU - MUSIC BUILDING
NU - NURSING
NEA - NORTHEAST ACADEMIC HALL
PE/W - PE/WELLNESS
SCC - SCIENCE COMPLEX
SHC - SEAHIWAK CENTER/BOOKSTORE
SSA - STUDENT SERVICES & ADMINISTRATION BUILDING
T - TECHNOLOGY
Z - FACILITIES, MAINTENANCE & OPERATIONS

Student Parking Lots: 5, 6, 7, 8, and West Parking Structure
Staff Parking Lots: 1, 2, 3, 6, 8, 9, 9A, 10, and West Parking Structure
Lot 4: Sheriff Parking Only
Guest/Visitor all day paid parking:
Any student parking lot with $2 paid permit from parking permit machines.

Questions? Visit the Sheriff’s Office or call (310) 233-4600
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