

2024 Winter

# SCHEDULE OF CLASSES



**LAHC**  
LOS ANGELES  
HARBOR COLLEGE

**Winter 2024 Session:**  
**January 2 - February 4, 2024**  
**Registration Begins: October 23, 2023**

Los Angeles Harbor College serves our diverse community by providing access to associate and transfer degrees, certificates, economic and workforce development, and adult and noncredit instruction. We promote equity, diversity, and student success through academic programs and support services that ensure our students become productive members of a global society.

**1111 Figueroa Place, Wilmington, CA 90744 • 310-233-4000 • [www.lahc.edu](http://www.lahc.edu)**



1111 FIGUEROA PLACE, WILMINGTON, CA 90744

310-233-4000 [www.lahc.edu](http://www.lahc.edu)

## WINTER 2024 SCHEDULE OF CLASSES

11/6/23

**THE LOS ANGELES HARBOR COLLEGE SCHEDULE OF CLASSES  
IS AVAILABLE ON THE COLLEGE WEBSITE at [www.lahc.edu](http://www.lahc.edu)**

Students can request printed copies from the Office of Academic Affairs.

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Los Angeles Harbor College 1111 Figueroa Place, Wilmington, CA 90744

[www.lahc.edu](http://www.lahc.edu) 310-233-4000

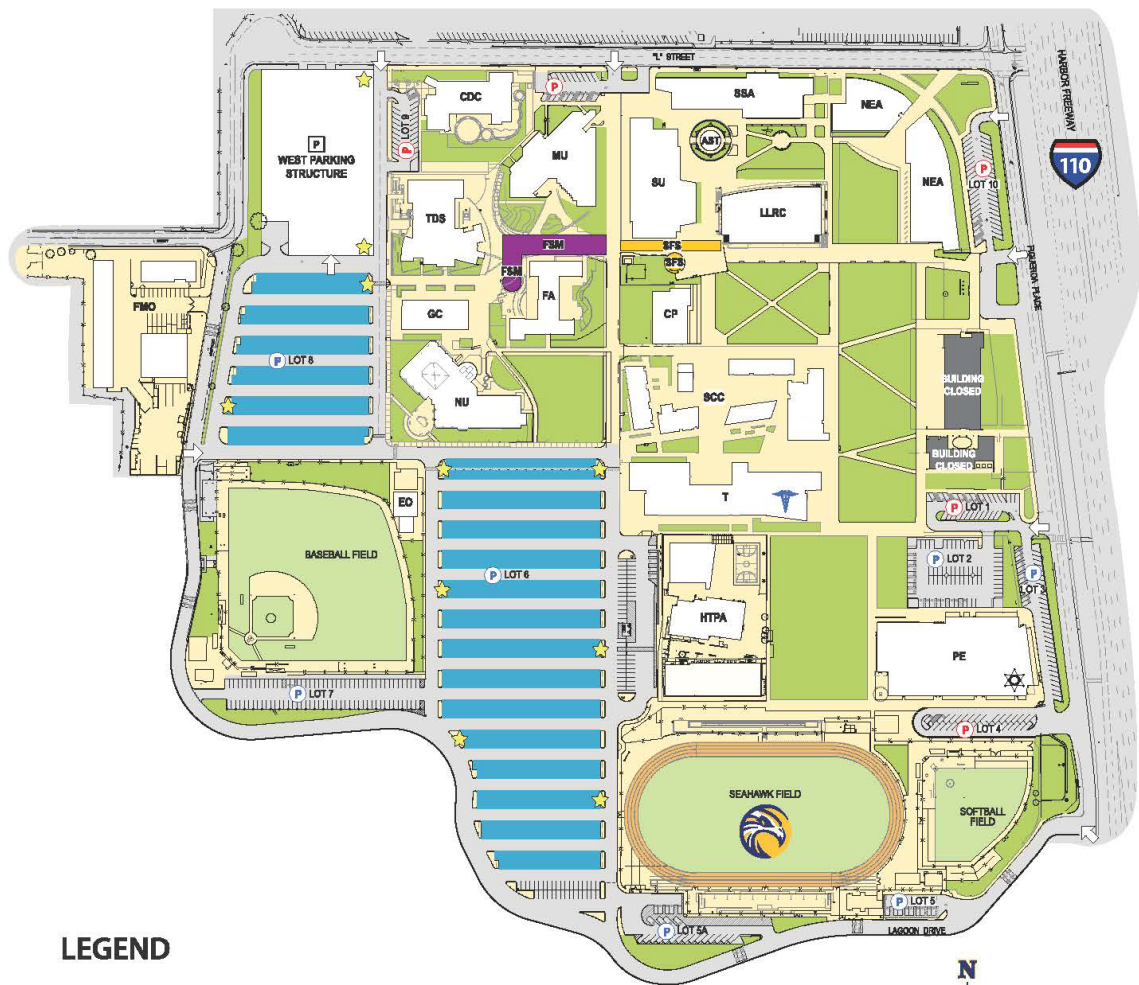
## DIRECTIONS TO LOS ANGELES HARBOR COLLEGE

- **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 Highway. Exit and turn south on Figueroa Street, then west on "L" Street to the campus.
- **from Long Beach:** West on Pacific Coast Highway. Turn south on Figueroa Street, then west on "L" Street to the campus.
- **from LAX:** Go east on surface streets to the 405 Freeway to the 110 Freeway going south. Exit at Anaheim Street and turn north to the campus.
- **public transportation:** MTA Line 205 stops on L Street; Line 232 stops on Figueroa Street
  - > [MTA website](#)
  - > [Torrance Transit website](#)

COLLEGE MAP



Los Angeles Harbor College  
1111 Figueroa Place, Wilmington, CA 90744



LEGEND

- |      |                                       |     |                                   |
|------|---------------------------------------|-----|-----------------------------------|
| CP   | Central Plant                         | AST | Planetarium                       |
| CDC  | Child Development Center              | PE  | PE/Wellness                       |
| EO   | Events Office                         | SCC | Science Complex                   |
| FMO  | Facilities Maintenance and Operations |     | Sheriff's Department              |
| FA   | Fine Arts                             |     | Staff Parking Lot                 |
| FSM  | Freedom of Speech Mall                | SFS | Student Freedom of Speech Area    |
| GC   | General Classrooms                    |     | Student Health Center             |
| HTPA | Harbor Teacher Preparatory Academy    |     | Student Parking Lot               |
| LLRC | Library/Learning Resource Center      | SSA | Student Services & Administration |
| MU   | Music                                 | SU  | Student Union                     |
| NEA  | Northeast Academic                    | T   | Technology                        |
| NU   | Nursing                               | TDS | Theater Drama Speech              |
|      |                                       |     | Vehicle Entry                     |
|      |                                       |     | West Parking Structure            |



Daily Parking Permit Machines

# IMPORTANT PHONE NUMBERS AND OFFICE LOCATIONS

General Information (310) 233-4230 For Departments, Dial (310) 233 + extension

Admissions & Records .....	4090..SSA Lobby
Art Gallery .....	4411..... FA 100
Associated Students Org. ....	4541..... SU 212
Athletics.....	4140..... PE/W
CalWorks .....	4403. CDC 152-2
Career & Job Placement Center .....	4163.. Bungalow
Business Office/Cashier .....	4096 or 98..... SU 127
Child Development Center .....	4200.....CDC
College Store (Bookstore) .....	4170 SU 1 <sup>st</sup> Floor
Community Services.....	4450..... SSA 235
Compliance Office .....	213-891-2000, x2315
Counseling .....	4230..SSA Lobby
Economic and Workforce Development .....	4042..... SSA 239
EOP&S/CARE/CAFYES .....	4265..... SSA 207
<i>Extended Opportunity Programs and Services</i>	
Extension Program .....	4450..... SSA 235
Financial Aid .....	4320..... SSA 114
Foster & Kinship Care Education .....	4405.. Bungalow
Foundation Office.....	4336..... SSA 237
Health Services (Nurse) .....	4520....Tech 115
Honors Program .....	4038..... SSA 130
Instructional Programs .....	4020..... SSA 218
International Students .....	4111..... SSA 115
Learning Assistance Center .....	4149.....LLRC
Library.....	4480.....LLRC
Lost & Found .....	4618....Sheriff in PE/W
Nursing / Health Sciences.....	4368..... NU 148
Sheriff's Office .....	4600..... PE/W
Special Programs and Services .....	4629....Tech 118
Student Activities.....	4594..... SU 203
Student Services .....	4030..... SSA 203
Student Services Resource Center ...	4072..... SSA 118
Transfer Center .....	4282..... SSA 105
Tutoring Office .....	4149.....LLRC
Veteran Affairs Office.....	4232....Tech 215

## Instructional Labs

Biology .....	4553 .....SCC 213
Health Sciences.....	4360 .....NU 148
Math .....	4498 ...LAC 105B
Music .....	4429 ..... MU 150
Nursing .....	4360 .....NU 148
Reading .....	4149 ..... LAC 111
Writing.....	4148 .. LAC 104A

## LEGEND:

LAC: Learning Assistance Center

LLRC: Library & Learning Resource Center

NEA: Northeast Academic Hall

NU: Nursing Building

PE/W: Physical Education/Wellness (Kin)

SSA: Student Services and Administration

SU: Student Union

Tech: Technology Building

CDC: Child Development Center

MV: Music Building

FA: Fine Arts Building

SCC: Science Building

## WINTER 2024 ACADEMIC CALENDAR

INTERNET REGISTRATION GROUPS:		
EOPS, DSPS, Active Duty/Veterans, Cal WORKs and Foster Youth		Monday, October 23, 2023
Athletes, Promise, Completion		Thursday, October 26, 2023
Fully Matriculated, New and Continuing and Middle College High School <i>*Date based on units completed</i>		Tuesday, October 31 – Saturday, November 4, 2023*
Students who lost priority		Thursday, November 9, 2023
Open Enrollment, including K-12 special admits		Monday, November 13, 2023
LAST DAY TO:		
Add classes (without a permission number)		January 1, 2024
Drop classes <b>without</b> incurring fees		Varies by class. Refer to class schedule in the student portal.
Drop classes <b>without</b> a grade of "W"		Varies by class. Refer to class schedule in the student portal.
Drop classes <b>with</b> a grade of "W"		Varies by class. Refer to class schedule in the student portal.
HOLIDAYS:		
Martin Luther King Day (No Classes)		Monday, January 15, 2024

### Admissions & Records Office:

Student Services & Administration (SSA) Lobby  
 Window Service: Monday – Thursday: 9am–4pm Friday: Closed  
 Phone: 310-233-4090 Email: [arhelp@lahc.edu](mailto:arhelp@lahc.edu)

### Business Office – Student Union (SU) Building 1<sup>st</sup> Floor

Window Service: Monday – Thursday: 9am–4pm Friday: Closed  
 Phone: 310-233-4096 or 310-233-4098 Email: [busofficehelp@lahc.edu](mailto:busofficehelp@lahc.edu)

## HOW TO READ CLASS LISTINGS

	SUBJECT	NBR	CLASS TITLE	TRANSFER	UNITS	
	ACCTG	002	Introductory Accounting II (UC/CSU)		5 Units	
Requirements	Enrollment Requirement: Prerequisite: Completion of ACCTG 001 or ACCTG 021 and 022 with grades of C or better.					
Course Description	This course will cover managerial and cost accounting topics including cost terms, cost behavior and cost systems as well as the use of accounting data for planning, budgeting, and control.					
Class Information	Class No	Component	Start/EndTime	Days	Instructor	Room
	12345	LEC	8:00 am - 10:30 am	TTh	Smith, J S	T 214
Important Additional Class Information	Instructor email: smithjs@lahc.edu This class section will meet in-person or in a hybrid format (in-person and online). Prior to enrolling in this class section, students must create a Cleared4 account and do one of the following: 1. Present proof they have been fully vaccinated against the SARS-CoV-2 virus (Covid-19); OR 2. Request a vaccination exemption for medical/religious reasons and undergo regular, weekly testing for COVID-19 infection. Medical/religious exempt students must start testing one-week before the class begins. Please click the To Do's List & Holds tile on the MyCollege.laccd.edu homepage and click the COVID-19 Enrollment Restriction item for additional instructions on how to comply with the vaccination requirement for all in-person class sections.					
Short-Term or Late Start Class Dates*	(Starts 04/11/2022, Ends 06/06/2022) *Classes with no dates listed here are full semester (16-weeks).					

### EXPLANATION OF CLASS INFORMATION FOR ONLINE/INTERNET CLASSES:

Class No	Component	Start/End Time	Days	Instructor	Room
54321	LEC	3:10 hrs/wk	TBA	Smith, J	INTERNET

Instructor email: smithj@lahc.edu

This online class requires students to work independently each week for the amount of TBA shown in addition to completing assigned homework. This type of online class is ASYNCHRONOUS.

54322	LEC	8:00 am – 9:25 am	MW	Smith, J	INTERNET
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Instructor email: smithj@lahc.edu

This online class requires students to be online and interacting with their instructor during the days and times shown in addition to completing assigned homework. This type of online class is SYNCHRONOUS.

## ACADEMIC PREPARATION

### ACAD PR 015CE-Data Analysis (Repeatable) - 0 Unit

#### Data Analysis

Class No	Component	Start/End Time	Days	Instructor	Room
12687	LAB	1:00 pm - 5:30 pm	TWTh	Heffern, W L	INTERNET

This FREE class supports MATH 227 and MATH 227S. THIS CLASS WILL BE TAUGHT ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: hefferwl@lahc.edu  
(Starts 09/11/2023, Ends 12/17/2023)

## ANATOMY

### ANATOMY 001-Introduction To Human Anatomy (UC/CSU) - 4 Units

*Requirement Designation: Meets IGETC 5B 5C CSU B2 B3*

This course examines the structure of cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection and microscopy are used extensively in lab.

Class No	Component	Start/End Time	Days	Instructor	Room
11252	LEC	10:30 hrs/wk	TBA	Mccord, T G	ONLINE

Instructor email: mccordtg@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

#### AND Select One of the following:

11253	LAB	10:30 hrs/wk	TBA	Mccord, T G	ONLINE
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Instructor email: mccordtg@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

#### OR

11890	LAB	10:30 hrs/wk	TBA	Mccord, T G	ONLINE
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Instructor email: mccordtg@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

11918	LEC	10:30 hrs/wk	TBA	Chang, S D	ONLINE
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Instructor email: changsd@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

#### AND

11919	LAB	10:30 hrs/wk	TBA	Chang, S D	ONLINE
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Instructor email: changsd@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

12288	LEC	10:30 hrs/wk	TBA	Wright, O	ONLINE
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Instructor email: wrighto@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

#### AND

12477	LAB	10:30 hrs/wk	TBA	Wright, O	ONLINE
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Instructor email: wrighto@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

## ANTHROPOLOGY

### ANTHRO 101-Human Biological Evolution (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 5B CSU B2*

This course explores the field of physical anthropology emphasizing the evolution of the human species. Topics will include human heredity, mechanisms of evolutionary change, human variation, and the reconstruction of human evolutionary history through the study of the fossil record and the study of our closest biological relatives, the living monkeys and apes.

Class No	Component	Start/End Time	Days	Instructor	Room
10728	LEC	10:30 hrs/wk	TBA	David, A E	ONLINE

ZERO COST TEXTBOOK. Instructor email: davidae@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

12294      LEC      10:30 hrs/wk      TBA      David, A E      ONLINE  
 ZERO COST TEXTBOOK. Instructor email: davidae@lahc.edu  
 (Starts 01/02/2024, Ends 02/04/2024)

## ART

### ART 101-Survey Of Art History I (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 3A CSU C1*

An introductory survey of the arts of the Western World from the Prehistoric through the Middle Ages. Please consult local college catalog for further details.

Class No	Component	Start/End Time	Days	Instructor	Room
11527	LEC	10:30 hrs/wk	TBA	Vasquez, S R	ONLINE

Instructor email: vasquesr@lahc.edu  
 (Starts 01/02/2024, Ends 02/04/2024)

11905	LEC	10:30 hrs/wk	TBA	Holmes, A L	ONLINE
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Instructor email: homesal@lahc.edu  
 (Starts 01/02/2024, Ends 02/04/2024)

### ART 103-Art Appreciation I (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 3A CSU C1*

**Enrollment Requirement:** Advisory: English 101

A general introduction to art that examines works of art through the study of theory, terminology, themes, design principles, media, techniques with an introduction to the visual arts across time and diverse cultures. Please consult local college catalog for further details.

Class No	Component	Start/End Time	Days	Instructor	Room
10718	LEC	10:30 hrs/wk	TBA	Armenteros, R	ONLINE

Instructor email: armenta@lahc.edu  
 (Starts 01/02/2024, Ends 02/04/2024)

11911	LEC	10:30 hrs/wk	TBA	Holmes, A L	ONLINE
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Instructor email: holmesal@lahc.edu  
 (Starts 01/02/2024, Ends 02/04/2024)

## BASIC SKILLS

### BSICKSL 084CE-GED/HiSET PREPARATION: MATHEMATICS (Repeatable) - 0 Unit

GED/HiSET PREPARATION: MATHEMATICS

Class No	Component	Start/End Time	Days	Instructor	Room
11603	LAB	6:00 pm - 9:20 pm	TWTh	Lopez, G V	ONLINE LIVE

THIS CLASS WILL BE TAUGHT LIVE ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: lopezgv@lahc.edu

## BIOLOGY

### BIOLOGY 033-Medical Terminology (CSU) - 3 Units

This course develops a comprehensive medical vocabulary applicable to all specialties of medicine, through learning Greek and Latin prefixes, suffixes and word roots. Training in the spelling, pronunciation, and definition of medical terms and abbreviations is provided, as well as the use of a medical dictionary.

Class No	Component	Start/End Time	Days	Instructor	Room
10901	LEC	10:30 hrs/wk	TBA	Wade, B	ONLINE

Instructor email: wadeb@lahc.edu  
 (Starts 01/02/2024, Ends 02/04/2024)

## BUSINESS

### **BUS 001-Introduction To Business (UC/CSU) - 3 Units**

*Requirement Designation: Meets CSU D2*

Students engage in a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. The course demonstrates how these influences impact the primary areas of business including: organizational structure and design, leadership, human resource management, risk management and insurance, organized labor practices, ethics and social responsibility, marketing, organizational communication, e-business/technology, entrepreneurship, legal, accounting, and financial practices, and the stock and securities market; and therefore how they affect a business's ability to achieve its organizational goals.

Class No	Component	Start/End Time	Days	Instructor	Room
10711	LEC	10:30 hrs/wk	TBA	Taylor, K M	ONLINE
Instructor taylorkm@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
12303	LEC	10:30 hrs/wk	TBA	Tribble, N J	ONLINE
Instructor email: tribblenj@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

### **BUS 005-Business Law I (UC/CSU) - 3 Units**

Business Law I

Class No	Component	Start/End Time	Days	Instructor	Room
10733	LEC	10:30 hrs/wk	TBA	Han, C	ONLINE
Instructor email: hanc@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## COUNSELING

### **COUNSEL 004-Career Planning (CSU) - 1 Unit**

Designed to assist students in choosing a major or career. Students will explore their interests, skills, personality type and values through the use of career assessments and on-line resources. Students will access information regarding occupational characteristics, employment trends and labor market updates. Emphasis will be placed on the development of a student educational plan (SEP).

Class No	Component	Start/End Time	Days	Instructor	Room
11532	LEC	12:15 pm - 3:35 pm	W	Montoya, Y S	NEA 105
THIS CLASS WILL BE HELD IN-PERSON, (ON LAHC CAMPUS). Instructor email: montoyyS@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

### **COUNSEL 020-Post-Secondary Education: The Scope Of Career Planning (UC/CSU) - 3 Units**

*Requirement Designation: Meets CSU E*

Introduces students to the role of higher education in society and to their role as students. Students explore personal attributes needed for college success, critical thinking and effective study strategies, relating to others in a diverse world, the career planning and decision making process, and transfer. This course will also provide students with an overview of campus resources and policies. A student educational plan (SEP) will be developed.

Class No	Component	Start/End Time	Days	Instructor	Room
10900	LEC	10:35 am - 3:45 pm	TTh	STAFF TBA	NEA 113
THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: gonzals14@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## CHEMISTRY

### **CHEM 065-Introductory General Chemistry (UC/CSU) - 4 Units**

*Requirement Designation: Meets IGETC 5A 5C CSU B1 B3*

**Enrollment Requirement:** Prerequisite: Completion of MATH 115 with a grade of C or better or MATH Placement.

This course is a survey of basic chemistry topics. The course is intended as preparation for chemistry, some allied health majors, or for students completing their general education. Topics include atoms and elements, nomenclature, chemical bonds, chemical reactions, stoichiometry, energy and states of matter, gas laws, aqueous systems, solutions, and acids, bases and salts. Laboratory activities will support the range of topics covered in lecture including chemical laboratory safety, qualitative and quantitative experiments.

Class No	Component	Start/End Time	Days	Instructor	Room
11614	LEC	10:30 hrs/wk	TBA	Negash, S M	ONLINE

HYBRID CLASS. THIS CLASS IS BEING OFFERED ONLINE AND AS HYBRID, TAUGHT PART ONLINE (TBA) and PART IN-PERSON (ON LAHC CAMPUS).

Instructor email: negashsm@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND Select One of the following:**

11891	LAB	9:35 am - 12:25 pm	MTWTh	Negash, S M	SCC 318
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THIS LAB WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: negashsm@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**OR**

11615	LAB	10:30 hrs/wk	TBA	Negash, S M	ONLINE
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THIS LAB WILL BE TAUGHT ONLINE TBA (Asynchronous). Instructor email: negashsm@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

12289	LEC	10:30 hrs/wk	TBA	Nguyen, T H	ONLINE
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Instructor email: nguyentg2@lacc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

12290	LAB	10:30 hrs/wk	TBA	Nguyen, T H	ONLINE
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Instructor email: nguyentg2@lacc.edu (Starts 01/02/2024, Ends 02/04/2024)

## CHILD DEVELOPMENT

### **CH DEV 001-Child Growth And Development (UC/CSU) - 3 Units**

*Requirement Designation: Meets IGETC 4I CSU D9 E*

Students examine the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

Class No	Component	Start/End Time	Days	Instructor	Room
11543	LEC	12:30 pm - 3:20 pm	MTWTh	Marano, M	NEA 117

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: maranom@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

### **CH DEV 011-Child, Family and Community (UC/CSU) - 3 Units**

*Requirement Designation: Meets CSU E*

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

Class No	Component	Start/End Time	Days	Instructor	Room
11251	LEC	10:30 hrs/wk	TBA	Marano, M	ONLINE

Instructor email: maranom@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## COMMUNICATION STUDIES

### COMM 101-Public Speaking (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 1C CSU A1*

Students study the theory and techniques of public speaking in a democratic society. Students will apply rhetorical principles to topic selection and audience analysis, research and reasoning of information, speech composition and outlining, presentation aids and delivery, and listening and evaluation of public discourse. Students practice effective communicative strategies for various types of original speeches including informative and persuasive speeches. Focus will be on developing credibility as a speaker and demonstrating confidence before an audience. This course meets Communication Studies Associate Degree for and transfer requirements in Oral Communication.

Class No	Component	Start/End Time	Days	Instructor	Room
12304	LEC	9:00 am - 12:20 pm	TWTh	Dejean, A D	DS 102
THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: dejeanad@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
10719	LEC	10:30 hrs/wk	TBA	Dejean, A D	ONLINE
Instructor email: dejeana@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
10720	LEC	10:30 hrs/wk	TBA	Lopez, R	ONLINE
Instructor email: lopezr9@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

### COMM 121-Interpersonal Communication (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 1C CSU A1*

**Enrollment Requirement:** Advisory: English 101

Students explore communication in a variety of interpersonal relationships. Students will study communication behaviors in dyads(pairs) and their impact on personal and professional relationships, developing effective communication skills in areas such as verbal and nonverbal communication, listening, emotional intelligence, and conflict management. This course meets Communication Studies Associate Degree and transfer requirements.

Class No	Component	Start/End Time	Days	Instructor	Room
10020	LEC	10:30 hrs/wk	TBA	Nagano, D D	ONLINE
Instructor email: naganodd@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
10721	LEC	10:30 hrs/wk	TBA	Nagano, D D	ONLINE
Instructor email: naganodd@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
12305	LEC	10:30 hrs/wk	TBA	Lopez, R	ONLINE
Instructor email: lopezr9@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## COMPUTER INFORMATION SYSTEMS

### CIS 101-Introduction to Computers and Their Uses (UC/CSU) - 3 Units

Introduction to Computers and Their Uses

Class No	Component	Start/End Time	Days	Instructor	Room
12295	LEC	10:30 hrs/wk	TBA	STAFF TBA	ONLINE
Instructor email: @lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
<b>AND</b>					
12388	LAB	3:20 hrs/wk	TBA	STAFF TBA	ONLINE
Instructor email: @lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## COMPUTER SCIENCE

### CS 113-Programming in Java (UC/CSU) - 3 Units

Programming in Java

Class No	Component	Start/End Time	Days	Instructor	Room
12431	LEC	6:50 hrs/wk	TBA	Chow, M N	ONLINE

Instructor email: chowmn@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

**AND**

12432	LAB	6:50 hrs/wk	TBA	Chow, M N	ONLINE
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Instructor email: chowmn@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

## ENGLISH

### ENGLISH 101-College Reading And Composition I (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 1A CSU A2*

**Enrollment Requirement:** Eligibility for college-level composition as determined by college assessment or other appropriate method.

This is a college-level freshman composition course, which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university.

Class No	Component	Start/End Time	Days	Instructor	Room
10714	LEC	9:00 am - 12:20 pm	TWTh	STAFF TBA	NEA 203

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: @lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

12280	LEC	1:00 pm - 4:20 pm	TWTh	STAFF TBA	NEA 205
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THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: @lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

10712	LEC	10:30 hrs/wk	TBA	Triplett, J L	ONLINE
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Instructor email: triplejl@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

10713	LEC	10:30 hrs/wk	TBA	Corbally, J R	ONLINE
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Instructor email: jrcoorbally@gmail.com  
(Starts 01/02/2024, Ends 02/04/2024)

10445	LEC	10:30 hrs/wk	TBA	Mendoza, J E	ONLINE
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Instructor email: mendozje@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

### ENGLISH 102-College Reading And Composition II (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 1B CSU A3*

**Enrollment Requirement:** Prerequisite: Completion of ENGLISH 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z with a grade of C or better.

English 102 develops reading, writing, and critical thinking skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism.

Class No	Component	Start/End Time	Days	Instructor	Room
10716	LEC	9:00 am - 12:20 pm	TWTh	STAFF TBA	NEA 201

THIS CLASS WILL BE HELD IN-PERSON, (ON LAHC CAMPUS). Instructor email: @lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

10717	LEC	10:30 hrs/wk	TBA	Stoddart, K J	ONLINE
Instructor email: stoddakj@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
10715	LEC	10:30 hrs/wk	TBA	Savard, H E	ONLINE
Instructor email: savardhe@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
11286	LEC	10:30 hrs/wk	TBA	Khan, S T	ONLINE
Instructor email: khanst@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## ENGLISH 215-Shakespeare I (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 3B CSU C2*

**Enrollment Requirement:** Prerequisite: Completion of English 101 or ENGLISH 101X or ENGLISH 101Y or ENGLISH 101Z with a grade of C or better.

This course provides the historical, social, and literary contexts for the full understanding and appreciation of selected sonnets, histories, comedies, and romantic tragedies of William Shakespeare. Students also study the different types of plot construction, the use of dialog, and dramatic conventions of the Elizabethan theater.

Class No	Component	Start/End Time	Days	Instructor	Room
12281	LEC	10:30 hrs/wk	TBA	Amano-Tompkins, K	ONLINE
Instructor email: amanotk@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## ENGLISH SECOND LANGUAGE - NC

### ESL NC 061CE-English As A Second Language I (Repeatable) - 0 Unit

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skills to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

Class No	Component	Start/End Time	Days	Instructor	Room
11539	LEC	8:30 am - 12:30 pm	Sa	Ramirez, S L	ONLINE LIVE
And	LEC	6:30 hrs/wk	TBA	Ramirez, S L	ONLINE

HYBRID CLASS. THIS CLASS WILL BE TAUGHT PART LIVE ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS) AND PART ONLINE TBA (ASYNCHRONOUS). Instructor email: ramiresl@lahc.edu

### ESL NC 063CE-English As A Second Language III (Repeatable) - 0 Unit

This is a multi-skilled competency-based course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

Class No	Component	Start/End Time	Days	Instructor	Room
11540	LEC	6:00 pm - 9:20 pm	TWTh	Vega, A A	ONLINE LIVE

THIS CLASS WILL BE TAUGHT LIVE ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: vegaaa@lahc.edu

### ESL NC 066CE-English as a Second Language - VI - High Intermediate (Repeatable) - 0 Unit

English as a Second Language - VI - High Intermediate

Class No	Component	Start/End Time	Days	Instructor	Room
11541	LEC	9:00 am - 12:20 pm	TWTh	Chao Wu, C	ONLINE LIVE

THIS CLASS WILL BE TAUGHT LIVE ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: chaoc@lahc.edu

## FAMILY AND CONSUMER STUDIES

### FAM &CS 021-Nutrition (UC/CSU) - 3 Units

*Requirement Designation: Meets CSU E*

This course provides a basic understanding of nutrition. It deals with the six classes of nutrients and their daily requirements. It discusses the effect diet has on achieving a healthy lifestyle, and how to avoid obesity and nutritionally-related diseases.

Class No	Component	Start/End Time	Days	Instructor	Room
12479	LEC	10:30 hrs/wk	TBA	Adsen, M A	ONLINE

Instructor email: [adsenma@lahc.edu](mailto:adsenma@lahc.edu)  
(Starts 01/02/2024, Ends 02/04/2024)

## HEALTH

### HEALTH 011-Principles Of Healthful Living (UC/CSU) - 3 Units

*Requirement Designation: Meets CSU E*

Students will learn health concepts and values with the goal of promoting a high quality of life. Topics include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, and death and dying.

Class No	Component	Start/End Time	Days	Instructor	Room
10139	LEC	10:30 hrs/wk	TBA	Omaboe, N C	ONLINE

Instructor email: [omaboenc@lahc.edu](mailto:omaboenc@lahc.edu)  
(Starts 01/02/2024, Ends 02/04/2024)

10727	LEC	10:30 hrs/wk	TBA	Trujillo, L C	ONLINE
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Instructor email: [trujillc@lahc.edu](mailto:trujillc@lahc.edu)  
(Starts 01/02/2024, Ends 02/04/2024)

## HISTORY

### HISTORY 012-Political and Social History of the United States from 1865 (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4F CSU D6 US-1*

Political and Social History of the United States from 1865

Class No	Component	Start/End Time	Days	Instructor	Room
11395	LEC	9:00 am - 11:50 am	MTWTh	Garvin, T A	NEA 128

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: [garvinta@lahc.edu](mailto:garvinta@lahc.edu)  
(Starts 01/02/2024, Ends 02/04/2024)

### HISTORY 041-The African American In The History Of The U.S. I (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4F CSU D F US-1*

**Enrollment Requirement:** This course is cross-listed with AFRO AM 004.

The African American In The History Of The U.S. I

Class No	Component	Start/End Time	Days	Instructor	Room
12297	LEC	10:30 hrs/wk	TBA	Nguyen, S	ONLINE

ZERO COST TEXTBOOK. Instructor email: [nguyens@lahc.edu](mailto:nguyens@lahc.edu) (Starts 01/02/2024, Ends 02/04/2024)

### HISTORY 042-The African American In The History Of The U.S. II (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4F CSU D F US-1*

**Enrollment Requirement:** This course is cross-listed with AFRO AM 005.

The African American In The History Of The U.S. II

Class No	Component	Start/End Time	Days	Instructor	Room
11718	LEC	10:30 hrs/wk	TBA	Nguyen, S	ONLINE

ZERO COST TEXTBOOK. Instructor email: [nguyens@lahc.edu](mailto:nguyens@lahc.edu) (Starts 01/02/2024, Ends 02/04/2024)

## HISTORY 044-The Mexican American In The History Of The United States II (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4F CSU C2 D6 US 1*

The Mexican American In The History Of The United States II

Class No	Component	Start/End Time	Days	Instructor	Room
10729	LEC	10:30 hrs/wk	TBA	Valadez, M G	ONLINE

Instructor email: valademg@lahc.edu

(Starts 01/02/2024, Ends 02/04/2024)

### HUMANITIES

## HUMAN 001-Cultural Patterns Of Western Civilization (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 3B CSU C2*

This course introduces the general concepts of the Humanities in the framework of the predominant cultural patterns of the Western tradition from the earliest civilizations, such as the Sumerians and the Egyptians, the classical heritage of Greece and Rome, the Medieval period, or Middle Ages, and possibly continuing through the Renaissance and the Reformation. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. Emphasis is placed upon the awareness of cultural heritage, values and perspectives as revealed in the arts. Comparisons to relevant Asian, African and American cultures and art may also be explored. Specifics may vary based on instructor.

Class No	Component	Start/End Time	Days	Instructor	Room
12307	LEC	10:30 hrs/wk	TBA	Baez, S L	ONLINE

Instructor email: baezsl@lahc.edu

(Starts 01/02/2024, Ends 02/04/2024)

## HUMAN 017-Film Appreciation (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 3B CSU C2*

This course is a survey of motion pictures and changing social attitudes in film from the silent era to the present. Film appreciation, dealing with the ability of popular movies to crystallize society's myths, fantasies, and realities, is presented within a historical, social context. Movie heroes and heroines and their relationship to culture may be studied by viewing representative feature films. Specifics may vary based on instructor.

Class No	Component	Start/End Time	Days	Instructor	Room
12306	LEC	9:00 am - 12:20 pm	TWTh	Hoppenstand, J I	MU 134

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: hoppenji@lahc.edu

(Starts 01/02/2024, Ends 02/04/2024)

10077	LEC	10:30 hrs/wk	TBA	Copeland, M E	ONLINE
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Instructor email: copelame@lahc.edu

(Starts 01/02/2024, Ends 02/04/2024)

### KINESIOLOGY

## KIN 350-1-Weight Training I (UC/CSU) - 1 Unit

*Requirement Designation: Meets CSU E*

**Enrollment Requirement:**Maximum of 4 enrollments in the Aerobics, Circuit Training & Sport-Specific Strength Training family.

This introductory level strength training class includes progressive resistance exercises. There is an emphasis on the knowledge, understanding, and values of building muscle strength and endurance.

Class No	Component	Start/End Time	Days	Instructor	Room
11517	LAB	8:30 am - 11:50 am	TWTh	Dowty, D L	PE/W 119

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: dowtydl@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## KIN 350-2-Weight Training II (UC/CSU) - 1 Unit

*Requirement Designation: Meets CSU E*

**Enrollment Requirement:** Prerequisite: KIN 350-1. Maximum of 4 enrollments in the Aerobics, Circuit Training & Sport-Specific Strength Training family.

This beginning level strength training class includes progressive resistance exercises. There is an emphasis on the knowledge, understanding, and values of building muscle strength and endurance. This course builds upon KIN 350-1.

Class No	Component	Start/End Time	Days	Instructor	Room
12422	LAB	8:30 am - 11:50 am	TWTh	Dowty, D L	PE/W 119

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: dowtydl@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## KINESIOLOGY ATHLETICS

## KIN ATH 557-Intercollegiate Baseball -Fitness & Skills Training (UC/CSU) (RPT 3) - 1 Unit

*Requirement Designation: Meets CSU E*

Student-athletes in this class will participate in off-season skill training and conditioning programs for the college's intercollegiate baseball team. This class provides an advanced strength and conditioning program specific to baseball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns new rules and strategic plays necessary for competition at advanced levels.

Class No	Component	Start/End Time	Days	Instructor	Room
12421	LAB	12:10 pm - 3:00 pm	MTWTh	Alvillar, M A	PE/W 119

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: alvillma@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## MATHEMATICS

## MATH 215-Principles Of Mathematics I (UC/CSU) - 3 Units

*Requirement Designation: Meets CSU B4*

**Enrollment Requirement:** Completion of MATH 125 or MATH 125S with a grade of C or better or guided self-placement.

Math 215 is intended for those who plan to teach mathematics in elementary schools. The course covers the language of sets, elementary logic, systems of numeration, numbers, fundamental operations, functions, integers, rational numbers, real numbers, and algorithms used in calculations.

Class No	Component	Start/End Time	Days	Instructor	Room
11894	LEC	9:00 am - 12:20 pm	TWTh	Ohm, W L	NEA 225

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: ohmwl@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

11169	LEC	10:30 hrs/wk	TBA	Can, M A	ONLINE
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Instructor email: canma@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## MATH 227-Statistics (UC/CSU) - 4 Units

*Requirement Designation: Meets IGETC 2A CSU B4*

**Enrollment Requirement:** Prerequisite: Completion of MATH 125 or MATH 125S or MATH 137 with a grade of C or better or guided self-placement.

Math 227 is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics, sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics.

Class No	Component	Start/End Time	Days	Instructor	Room
11171	LEC	9:00 am - 12:20 pm	TWThF	Saso, M	NEA 227

THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: sasom@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

11170	LEC	14:10 hrs/wk	TBA	Sikora, J L	ONLINE
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Instructor email: sikoraj@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

12300	LEC	14:10 hrs/wk	TBA	Murugiah, Y	ONLINE
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Instructor email: murugiy@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## MATH 227S-Statistics With Support (UC/CSU) - 4 Units

*Requirement Designation: Meets IGETC 2A CSU B4*

**Enrollment Requirement:**Prerequisite: Completion of Math 125 or 134 or 137 with a grade of "C" or better or guided self-placement.

This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics.

Class No	Component	Start/End Time	Days	Instructor	Room
10735	LEC	10:30 hrs/wk	TBA	Romero, Z T	ONLINE

Instructor email: romerozt@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

10736	LAB	10:30 hrs/wk	TBA	Romero, Z T	ONLINE
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Instructor email: romerozt@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

12415	LEC	9:00 am - 11:25 am	TWThF	Macias, J A	NEA 229
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HYBRID CLASS. THIS CLASS WILL BE TAUGHT PART IN-PERSON (ON LAHC CAMPUS) and PART ONLINE (TBA). Instructor email: maciasja@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

12416	LAB	10:30 hrs/wk	TBA	Macias, J A	ONLINE
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Instructor email: maciasja@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

12417	LEC	10:30 hrs/wk	TBA	Faridpak, F	ONLINE
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Instructor email: faridpf@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

12418	LAB	10:30 hrs/wk	TBA	Faridpak, F	ONLINE
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Instructor email: faridpf@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

10737	LEC	10:30 hrs/wk	TBA	Saddigh, F	ONLINE
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Instructor email: saddigf@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

10738	LAB	10:30 hrs/wk	TBA	Saddigh, F	ONLINE
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Instructor email: saddigf@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## MATH 260-Precalculus (UC/CSU) - 5 Units

*Requirement Designation: Meets IGETC 2A CSU B4*

**Enrollment Requirement:**Prerequisite: Completion of Math 123C or 125 with a grade of C or guided self-placement.

This course combines college algebra, trigonometry, and introduction to analytic-geometry. Topics in algebra include polynomial, rational, exponential and logarithmic functions, mathematical induction, systems of equations, matrices, partial fractions, and sequences. Topics in trigonometry include basic trigonometric functions; inverse trigonometry; and trigonometric equations and identities.

Class No	Component	Start/End Time	Days	Instructor	Room
10724	LEC	14:10 hrs/wk	TBA	Wong, R	ONLINE

Instructor email: wongr@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

10725	LAB	6:50 hrs/wk	TBA	Wong, R	ONLINE
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Instructor email: wongr@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

11892	LEC	14:10 hrs/wk	TBA	Farzin, R	ONLINE
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Instructor email: farzinr@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

11893	LAB	6:50 hrs/wk	TBA	Farzin, R	ONLINE
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Instructor email: farzinr@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## MATH 265-Calculus With Analytic Geometry I (UC/CSU) - 5 Units

*Requirement Designation: Meets IGETC 2A CSU B4*

**Enrollment Requirement:**Prerequisites: Completion of MATH 240 and 260 with grades of C or better. Business majors are urged to take MATH 235 and 236 instead of MATH 260 and 265 unless they plan to take additional calculus courses.

Math 265 is the first course in a three-semester, unified treatment of differential and integral calculus of a single variable including functions; limits and continuity; techniques and applications of differentiation and integration; rates of change; maxima and minima; Mean Value Theorem; approximations; antiderivatives; definite integrals; Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math Majors.

Class No	Component	Start/End Time	Days	Instructor	Room
10943	LEC	15:50 hrs/wk	TBA	Alikhanyan, T	ONLINE

Instructor email: alikhat@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

## MATH 266-Calculus with Analytic Geometry II (UC/CSU) - 5 Units

*Requirement Designation: Meets IGETC 2A CSU B4*

**Enrollment Requirement:**Prerequisite: Completion of MATH 265 with a grade of C or better.

Math 266 is the second course in a three-semester, unified treatment of differential and integral calculus of a single variable including integration; techniques of integration; derivatives and integrals of inverse trigonometric; logarithmic; exponential and hyperbolic functions; improper integrals; numerical methods; infinite sequences and series; polar and parametric equations; conic sections; Taylor formulas; indeterminate forms; power series; and applications of integration. Primarily for Science, Technology, Engineering & Math Majors.

Class No	Component	Start/End Time	Days	Instructor	Room
12302	LEC	17:50 hrs/wk	TBA	Elshihabi, A	ONLINE

Instructor email: elshiha@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

## MATH 270-Linear Algebra (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 2A CSU B4*

**Enrollment Requirement:**Prerequisite: Completion of MATH 266 with a grade of C or better.

Math 270 develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, linear transformations, and diagonalization. Selected applications of linear algebra are included.

Class No	Component	Start/End Time	Days	Instructor	Room
10726	LEC	6:00 pm - 8:50 pm	MTWTh	Nguyen, B	ONLINE LIVE

THIS CLASS WILL BE TAUGHT LIVE ONLINE DURING THE DAYS & TIMES INDICATED (SYNCHRONOUS). Instructor email: nguyenb@lahc.edu  
(Starts 01/02/2024, Ends 02/04/2024)

## MICROBIOLOGY

### **MICRO 020-General Microbiology (UC/CSU) - 4 Units**

*Requirement Designation: Meets IGETC 5A 5C CSU B2 B3*

**Enrollment Requirement:** Prerequisite: Completion of CHEM 065 or CHEM 066 or CHEM 101 or 1 year of high school Chemistry with a grade of C or better.

This course examines microbiological principles related to the morphology, metabolism and genetics of bacteria and distinguishing characteristics of viruses, protozoa, fungi, and multicellular parasites, with applications to human disease and immunology. The labs include microscopy, aseptic technique in the handling of bacteria, and isolation, cultivation, staining, identification, and control of bacterial populations. It is intended principally for allied health majors with 3 hours of lab each week.

Class No	Component	Start/End Time	Days	Instructor	Room
11513	LEC	10:30 hrs/wk	TBA	Wade, R L	ONLINE

Instructor email: waderl@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND Select One of the following:**

11514	LAB	10:30 hrs/wk	TBA	Wade, R L	ONLINE
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Instructor email: waderl@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**OR**

11880	LAB	10:30 hrs/wk	TBA	Wade, R L	ONLINE
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Instructor email: waderl@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## PHILOSOPHY

### **PHILOS 001-Introduction To Philosophy (UC/CSU) - 3 Units**

*Requirement Designation: Meets IGETC 3B CSU C2*

Introduction To Philosophy

Class No	Component	Start/End Time	Days	Instructor	Room
11084	LEC	10:30 hrs/wk	TBA	Klyng, J A	ONLINE

Instructor email: klyngj@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

### **PHILOS 020-Ethics (UC/CSU) - 3 Units**

*Requirement Designation: Meets IGETC 3B CSU C2*

Ethics

Class No	Component	Start/End Time	Days	Instructor	Room
12308	LEC	10:30 hrs/wk	TBA	Klyng, J A	ONLINE

Instructor email: klyngj@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

## PHYSIOLOGY

### **PHYSIOL 001-Introduction To Human Physiology (UC/CSU) - 4 Units**

*Requirement Designation: Meets IGETC 5B 5C CSU B2 B3*

**Enrollment Requirement:** Prerequisite: Completion of CHEM 065 with a grade of C or better OR Corequisite: CHEM 065. Advisory: English 028.

This course examines the function of cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic/immune, and reproductive. Laboratory activities explore major physiological principles.

Class No	Component	Start/End Time	Days	Instructor	Room
11515	LEC	10:30 hrs/wk	TBA	Rosales, C R	ONLINE

Instructor email: rosalecr@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

**AND**

11516	LAB	10:30 hrs/wk	TBA	Rosales, C R	ONLINE
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Instructor email: rosalecr@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)

12291	LEC	10:30 hrs/wk	TBA	Santana, I	ONLINE
Instructor email: santani3@laccd.edu (Starts 01/02/2024, Ends 02/04/2024)					
<b>AND</b>					
12478	LAB	10:30 hrs/wk	TBA	Santana, I	ONLINE
Instructor email: santani3@laccd.edu (Starts 01/02/2024, Ends 02/04/2024)					

## POLITICAL SCIENCE

### POL SCI 001-The Government Of The United States (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4H CSU D8 US-2 US-3*

The Government Of The United States

Class No	Component	Start/End Time	Days	Instructor	Room
10315	LEC	9:00 am - 11:50 am	MTWTh	Chaney, V	NEA 122
ZERO COST TEXTBOOK. THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: chaneyv@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
10731	LEC	10:30 hrs/wk	TBA	Chaney, V	ONLINE
ZERO COST TEXTBOOK. Instructor email: chaneyv@lahc.edu This is an UMOJA Community supported course. Email umoja@lahc.edu for additional information. (Starts 01/02/2024, Ends 02/04/2024)					
11545	LEC	10:30 hrs/wk	TBA	Henderson Barrick, B G	ONLINE
ZERO COST TEXTBOOK. Instructor email: henderbg@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
12298	LEC	10:30 hrs/wk	TBA	Henderson Barrick, B G	ONLINE
ZERO COST TEXTBOOK. Instructor email: henderbg@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## PSYCHOLOGY

### PSYCH 001-Introductory Psychology (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4I CSU D9*

Psychology is the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include but are not limited to the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology.

Class No	Component	Start/End Time	Days	Instructor	Room
12309	LEC	9:00 am - 12:20 pm	TWTh	Watkins, J L	SCC 150
THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: watkinjl@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
10438	LEC	10:30 hrs/wk	TBA	Reigadas, E	ONLINE
ZERO COST TEXTBOOK. Contact honors@lahc.edu for more information. Instructor email: reigade@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
12310	LEC	10:30 hrs/wk	TBA	Karnes, W R	ONLINE
Instructor email: karneswr@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
11214	LEC	10:30 hrs/wk	TBA	Nguyen, K T	ONLINE
Instructor email: nguyentk2@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

### PSYCH 003-Personality And Social Development (UC/CSU) - 3 Units

*Requirement Designation: Meets CSU E*

Personality And Social Development

Class No	Component	Start/End Time	Days	Instructor	Room
12311	LEC	10:30 hrs/wk	TBA	Kato, L N	ONLINE
Instructor email: @lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## PSYCH 041-Life-Span Psychology: From Infancy To Old Age (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4I CSU D9*

**Enrollment Requirement:** Prerequisite: Completion of PSYCH 001 with a grade of C or better.

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

Class No	Component	Start/End Time	Days	Instructor	Room
10722	LEC	10:30 hrs/wk	TBA	Reigadas, E	ONLINE
Instructor email: reigade@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
11083	LEC	10:30 hrs/wk	TBA	Galvan, E	ONLINE
Instructor email: galvane@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
12312	LEC	10:30 hrs/wk	TBA	Yates, A	ONLINE
Instructor email: yatesar@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## SOCIOLOGY

### SOC 001-Introduction To Sociology (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 4J CSU D0*

Introduction To Sociology

Class No	Component	Start/End Time	Days	Instructor	Room
10732	LEC	12:30 pm - 3:20 pm	MTWTh	Yoo, M	NEA 121
THIS CLASS WILL BE HELD IN-PERSON, ON LAHC CAMPUS. Instructor email: yoom@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
10292	LEC	10:30 hrs/wk	TBA	Pimentel, A	ONLINE
ZERO COST TEXTBOOK. Instructor email: pimenta@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
12299	LEC	10:30 hrs/wk	TBA	Yoo, M	ONLINE
Instructor email: yoom@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## SPANISH

### SPANISH 001-Elementary Spanish I (UC/CSU) - 5 Units

*Requirement Designation: Meets IGETC 6A CSU C2*

An introductory course for students who have had little or no oral or written knowledge of Spanish. Students develop listening, speaking, reading, and writing skills in communicative contexts that are focused on the cultures of the Spanish-speaking world. Upon successful completion of this course, students are able to understand and engage in simple conversations on familiar topics. Conducted primarily in Spanish.

Class No	Component	Start/End Time	Days	Instructor	Room
11526	LEC	17:50 hrs/wk	TBA	Caloia, C R	ONLINE
Instructor email: caloia@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					
11900	LEC	17:50 hrs/wk	TBA	Renteria, D	ONLINE
Instructor email: renterd@lahc.edu (Starts 01/02/2024, Ends 02/04/2024)					

## SPANISH 021-Fundamentals Of Spanish I (UC/CSU) - 3 Units

*Requirement Designation: Meets CSU C2*

### Fundamentals Of Spanish I

Class No	Component	Start/End Time	Days	Instructor	Room
12282	LEC	10:30 hrs/wk	TBA	Hernandez, W	ONLINE

Instructor email: hernanw@lahc.edu

(Starts 01/02/2024, Ends 02/04/2024)

## STATISTICS

### STAT 001-Elementary Statistics I For The Social Sciences (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 2A CSU B4*

**Enrollment Requirement:** Prerequisite: MATH 123C or MATH 125, 125S or MATH 137 with a grade of C or better. Advisory: PSYCH 001

Introduces fundamental tools of quantitative methods in research: the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics in this course include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

Class No	Component	Start/End Time	Days	Instructor	Room
10734	LEC	10:30 hrs/wk	TBA	Galvan, E	ONLINE

Instructor email: galvane@lahc.edu

(Starts 01/02/2024, Ends 02/04/2024)

## THEATER

### THEATER 100-Introduction to the Theater (UC/CSU) - 3 Units

*Requirement Designation: Meets IGETC 3A CSU C1*

Students will survey and appreciate the art of theatre. The students are provided a wider basis for both evaluation and enjoyment of the theatrical experience. Students examine all elements of live theatre, its cultural and historical background, the contributions of various theatre artists, and its overall purpose and influence within our society. Students explore all aspects of play production: playwriting, directing, acting, criticism, theatre architecture, set design, costume design, lighting design, and the role of the audience.

Class No	Component	Start/End Time	Days	Instructor	Room
10723	LEC	10:30 hrs/wk	TBA	Baez, J	ONLINE

Instructor email: baezj2@lahc.edu

(Starts 01/02/2024, Ends 02/04/2024)

## ACADEMIC INFORMATION

### Honors Transfer Program

The Honors Transfer Program (HTP) is a cooperative effort between Los Angeles Harbor College and partner colleges and universities. HTP's mission is to prepare students for the academic, social and psychological rigors of the university environment. HTP provides a challenging curriculum designed to prepare students for transfer. The HTP offers support and services that provide students with the supplemental experiences and preparation necessary for the university transfer process. By completing the requirements of the program, HTP students can receive priority admissions consideration with most local, and many national, public and private colleges and universities. HTP students achieve Junior academic status at their transfer institution and may be considered for Honors-to-Honors admissions. In 2018, HTP students achieved an 80% acceptance rate to UCLA. Visit the HTP website at <https://www.lahc.edu/honors/> or email LAHC-Honors@laccd.edu for more information or a list of participating transfer colleges and universities.

### Instructional Materials

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

### Library+Learning Resource Center

The Library+Learning Resource Center (LLRC) houses the Library, the Learning Resource Center, and other programs. The services within the LLRC building are open per posted schedules.

#### Library

The LAHC Library provides access to a collection of over 95,000 books (print and e-books), periodicals, newspapers, reference materials and online databases that support the college curriculum and our students' pursuit of educational goals. Students should consider the library their first source when researching topics for papers or class projects.

A librarian is always available to assist with basic questions and research and to offer instruction in library use and literature searching.

Currently enrolled students may conduct their online searching in the computer commons. Wireless connectivity is available by logging in. Students can also use the online databases from off-campus by logging in with their student login. Instructors may request an information workshop to prepare students for special assignments. Materials are placed in the Reserve Section at the Circulation Desk when they are needed for class assignments or are otherwise in demand. These materials may have restricted loan periods.

There are nine group study rooms that may be reserved and used for collaborative group study. Photocopiers and printers are available and tables and study booths are located throughout the building. A current college ID card is required to check out library materials and to use the study rooms.

#### Learning Resource Center

The Learning Resource Center, (310) 233-4149, is located on the 1st floor of the Library+Learning Resource Center (LLRC) and provides the following support services:

##### Tutoring

The Learning Resource Center is located on the 1st floor of the Library+Learning Resource Center (LLRC) and provides the following support services to currently enrolled students

- In person and online tutoring sessions in subject specific areas such as Anatomy, Economics, Chemistry, Physics, and Physiology. Subjects vary from semester to semester and may be added based on student request and budget availability.

- Tutoring for students enrolled in Special Programs and Services in the High Tech Center Lab (M-Th).

#### Support Courses with no fees and no units of credit.

- Tutoring students should enroll in the TUTOR 001T (0 unit) - Supervised Tutoring course.

#### Additional Support for Courses

- Basic Skills 006CE (Review of Basic English; free non-credit class) through the Writing Lab.
- Developmental Communications 37 through the Reading (Literacy Center) Lab.
- Computer access available in the Computer Commons and in the tutoring labs.
- Printing is available through a pay-to-print service.

#### Contacts:

LRC Subject Specific - (310) 233-4149

High Tech Center - (310) 233-4393

Math Lab - (310) 233-4498

Reading (Literacy) Lab - (310) 233-4238

Writing Lab - (310) 233-4238

### **Math Lab**

The Math Lab supports the Math Department by providing free one-on-one or small group math tutoring to all current students. Trained tutors are available throughout the day for students enrolled in math courses ranging from Algebra to Differential Equations. Students may study individually or in small groups and have questions answered on an individual or group basis. Computers are available to access online materials and complete online assignments..

### **Writing Lab**

LAHC's Writing Lab offers free one-on-one writing consultations to all current students. Trained tutors serve students from all disciplines at all stages of their writing process.

### **STEM Office**

STEM STEP is a prescribed, accelerated (two-year) pathway at LAHC for full-time students committed to completing, transferring, and succeeding in STEM. The goal of STEM STEP is to increase the number of Hispanic and low-income students who attain degrees in STEM fields. LAHC College faculty, counselors and staff are devoted to assisting and supporting STEM students reach their potential by creating unique career, educational, scholarship and transfer opportunities.

### **Adult & Basic Skills Education Programs/Non-Credit Program**

Noncredit classes offered through Los Angeles Harbor College are career pathways that will lead to employability, job placement, academic skills, and transition to credit courses. All of our Noncredit classes are FREE.

## ADMISSION & REGISTRATION

### Admission Eligibility

You are eligible to attend Harbor College if you meet any of the following criteria:

- You have graduated from high school or have successfully passed the California High School Proficiency Examination.
- You are over 18 years of age and are no longer attending high school and are capable of benefiting from the instruction offered.
- You are under 18 years of age and not a high school student, with special permission as a full-time student. Students under 18 and not in school are considered special permission students and are ineligible for aid.

### Concurrent Enrollment at Harbor College and High School

As a high school student you may enroll concurrently at Harbor College by applying online. Before you are allowed to register for classes, you are required to submit a Special Student Attendance Approval Form using Dynamics Forms website to the Admissions & Records Office. The Special Student Attendance Approval Form must be signed electronically through the Dynamic Forms account. LAHC requires the original documents and signatures; faxed forms and copies are NOT acceptable. A new Special Student Attendance Approval Form is required every semester for all concurrent students. High school students are limited to 11 units per semester. If high school students enroll in more than the limited amount of units, all classes will be charged. Students in grades K-8th require special processing. Call (310) 233-4021 for details. Concurrent students are given the last priority for registration. Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

### International Students

Students who are not U.S. citizens but live outside of the United States and are interested in coming to the United States to study at Los Angeles Harbor College must apply directly through the Los Angeles Harbor College International Student Office. Application materials are available at the LAHC International Student website at <http://www.lahc.edu/studyinlosangeles/>. Students living outside of the U.S. who wish to take online classes while living outside the U.S. may file an online application (see Apply Online on the college home page [www.lahc.edu](http://www.lahc.edu)).

Students are advised to apply 6-9 months in advance of the semester they wish to begin. Students will be considered for the semester following application processing.

### Non-Resident Students

Fall Semester Apply: January through July before the start of term

Spring Semester Apply: May through December before the start of term

#### Procedures for Admission and Registration

- Apply online on the Harbor College home page at <http://www.laccd.edu>.
- Complete all required information on the online application.
- Provide all requested information on the application. The applicant must declare under penalty of perjury that all information on the application is correct. All information is subject to verification; falsification or withholding of information shall constitute grounds for dismissal.

### Student ID Number

Every student will be assigned a student ID number when they apply. Providing a Social Security number is optional. It is only required for students applying for financial aid and/or who will be eligible for student tax credits.

# ENROLLMENT PROCESS

## New Students

### 1. Complete Application

To receive the earliest possible registration appointment, apply online at [www.lahc.edu](http://www.lahc.edu). International students must complete their admissions process through the International Students Office. Returning students can also apply online. Concurrent high school students must also bring a completed Concurrent Enrollment for Students in Grades K-12 form to the Admissions Office.

### 2. Financial Aid

Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov) every year. The Free Application for Federal Student Aid (FAFSA) is available on January 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. We still encourage students to apply after March 2nd, however funding for other financial aid programs are limited.

### 3. Assessment

Beginning Fall 2019, assessment testing will no longer be required for students to be placed into English and math courses. All students are eligible to enroll in transfer level English with varying levels of support recommended based on high school GPA, and educational goal.

Students are encouraged to log on to the student portal and look for course placement (English, Math, or ESL) in the Assessment placement section. New and returning students will be provided MMAP (multiple measures assessment placement) high school performance data when they complete their application to LAHC through CCCApply and should then refer to the student portal later to see course placement for English and math.

As of January 2020, LAHC uses a new ESL assessment process known as ESL Guided Self-Placement. English Learners who would like to enroll in credit ESL courses are invited to participate in this new process. To schedule a meeting, email ESL faculty Andrea Cano at [canoac@lahc.edu](mailto:canoac@lahc.edu) or call 310-233-4221 or visit her in NEA 269.

### 4. Orientation

Orientation is provided by the Student Services Resources Center.

### 5. Counseling

Make an appointment well in advance of registration. Ask about degree and major requirements. Visit the Transfer Center.

### 6. Registration

Enroll in classes online at [www.lahc.edu](http://www.lahc.edu). You will be enrolled in the classes of your choice or placed on a waiting list if the class is full and waiting list space is available. Write down and save your confirmation numbers. You can print your semester schedule on the LAHC website student information system.

### 7. Payment

Payment is due when you register. You may pay with cash, check, or credit card in the Business/Cashier Office. You may pay online by using a credit card.

### 8. Student ID Card

Visit the Student Activities office on the 2<sup>nd</sup> Floor of the Student Union building to take a picture and pick up your student ID. Students must show a photo ID and proof of current enrollment to receive your student ID.

## Continuing Students

You are a continuing student if you were active in classes during either the previous Fall or Spring semester.

### 1. Registration Materials

Continuing students will receive an email with their priority online registration appointments for registration during the month before finals. Your priority registration appointment is also available on the LAHC website student information system.

### 2. Financial Aid

Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov) every year. The Free Application for Federal Student Aid (FAFSA) is available on October 1st of each year. We recommend that the FAFSA be completed and submitted before March 2nd each year to be considered in our priority application deadline. If students apply after March 2nd, we still encourage students to apply, however funding for other financial aid programs are limited.

Under Assembly Bill 540, "Any student, except a person in nonimmigrant status, who meets the specific requirements shall be exempt from paying non-resident tuition at all public colleges and universities in California." The California Dream Act (AB 131) allows students who meet AB 540 criteria to apply for and receive State institutional grants through the CA Dream Act application. The California Dream Act application can be found at <https://dream.csac.ca.gov>. If students apply after March 2nd, we still encourage students to apply, however funding for other financial aid programs are limited.

### 3. Assessment/Prerequisites

Beginning Fall 2019, assessment testing will no longer be required for students to be placed into English and math courses. All students are eligible to enroll in transfer level English with varying levels of support recommended based on high school GPA, and educational goal.

Students are encouraged to log on to the student portal and look for course placement (English, Math, or ESL) in the Assessment placement section. New and returning students will be provided MMAP (multiple measures assessment placement) high school performance data when they complete their application to LAHC through CCCApply and should then refer to the student portal later to see course placement for English and math.

As of January 2020, LAHC uses a new ESL assessment process known as ESL Guided Self-Placement. English Learners who would like to enroll in credit ESL courses are invited to participate in this new process. To schedule a meeting, email ESL faculty Andrea Cano at [canoac@lahc.edu](mailto:canoac@lahc.edu) or call 310-233-4221 or visit her in NEA 269.

### 4. Counseling

Make an appointment well in advance of registration. Ask about degree and major requirements. Visit the Transfer Center.

### 5. Registration

Use your priority registration appointment to register by Internet. Write down and save your confirmation numbers.

### 6. Payment

Payments are due when you register. You may pay with cash, check, or credit card in the Business/Cashier's Office. You may pay online by using a credit card. A hold will be placed on your record if you do not pay when you register.

## IMPORTANT MESSAGE TO ALL APPLICANTS:

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 and registration appointment by email in five to ten business days. If you do not receive the emails in your email inbox, please check your spam/junk mail folder.

## ENROLLMENT FEES

For California residents, the fee for community college attendance is \$46.00 per unit per semester. There is a mandatory \$2.00 Student Representation fee, a mandatory \$11.00 Health fee (Fall and Spring) and a mandatory \$8.00 Health fee (Winter and Summer) per semester. Non-resident fees are listed at the end of this section. Additional optional fees include a parking fee of \$20.00; Membership in the Associated Student Organization is \$10.00 (Fall and Spring) and \$5.00 (Winter and Summer).

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

Fees are correct as of the date of printing the catalog. Changes may be made by the state legislature or the LACCD Board of Trustees any time prior to the start of each semester’s classes.

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary program, or the General Assistance Program, the enrollment fee may be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment. Financial aid may be available to students who meet the qualification. Students with questions concerning financial aid eligibility should contact the college financial aid office at (310) 233-4320 or SSA 114. Applications should be submitted as soon as possible.

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 bonafide religious sect,
- b. Students who are attending classes under an approved apprenticeship training program, non-credit education students,
- c. Students enrolled in District colleges exclusively at sites where student health services are not provided,
- d. Students who are enrolled in District colleges exclusively through Instructional Television or distance education classes,
- e. Students who are enrolled in District colleges exclusively through contract education.

Students exempted under the provisions of (b) and (c) 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.

### Enrollment Fee Assistance

To learn about enrollment fee assistance, go to the Financial Aid section of the catalog or visit the website at <http://lahc.edu/student-services/financial-aid/index.html>.

## ATTENDANCE AND GRADING

The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for the absence.

Students who have pre-registered for a class and who do not attend the first meeting of the class forfeit their right to a place in the class. Mitigating circumstances may be considered by the instructor. Whenever absences “in hours” exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student’s responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week and the end of the 12th week (between 30% and 75% of the time the class is scheduled to meet, whichever is less) will result in a “W” on the student’s record which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 12th week (or 75% of the time the class is scheduled to meet, whichever is less).

An evaluative grade (“A”, “B”, “C”, “D”, “F”, “P”, or “NP”) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the 12th week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. For further details, refer to “W” section of “Grading Symbols and Definitions.”

It is recognized that students may have legitimate reasons for not being able to attend the first 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 reason(s) for the class absence.

It is highly recommended that the written notification be sent by certified or registered mail so that the student may have a record of the notification. The instructor will consider the mitigating circumstances in deciding whether or not to drop the student from the class. Good standing is defined as not being on academic or progress probation.

### Auditing Classes

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

- Payment of a fee of \$15 per unit. Fees may not be refunded. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students desiring to take the course for credit.

### Final Examinations

Final examinations are held in all subjects according to a schedule printed in the Schedule of Classes. No student will be excused from the final examinations. Should any circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Dean of Academic Affairs.

## FINANCIAL AID

The mission of student financial aid is to provide access to post-secondary education to those individuals who otherwise without such aid, would be unable to attend college. Through grants, scholarships, part-time employment and loans the college provides monetary assistance to students in order to help them meet the basic cost of their education. The amount and type of aid offered to each student is determined by federal and state regulation and by college policy. The premise for the determination of the type and amount of aid awarded is the belief that the primary responsibility of financing an education lies with the student and their family.

Student financial assistance is not a supplement to the student's income for meeting their normal living expenses, but is available to help the student offset the additional expenses incurred directly by their education. Most financial aid awards are based on demonstrated financial need, which is the difference between the cost of attendance and the expected family contribution. Parents' or student's contribution is determined from the information reported on the FAFSA (Free Application for Federal Student Aid). Documentation of income such as a Federal Income Tax Return or verification from agencies providing non-taxable income to the family may be required.

To be considered for financial aid, a student must meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be making satisfactory progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program.
- Not be in default on a Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student Loan), or Supplemental Loan for Students (SLS) or Parents Loan for Undergraduate Students (PLUS) at any school the student attended.
- Must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant (SSIG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with the Selective Service if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid social security Number (SSN).
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college or university.
- Received a high school diploma or its equivalent, or passed a high school proficiency examination.

### When to Apply

The best time to submit the Free Application for Federal Student Aid (FAFSA) is between October 1st and March 2nd prior to the start of the academic year (Fall semester).

FOLLOW THE TIMELINE BELOW:

January 1 - March 2	FAFSA priority applications
March 2	Deadline to apply for Cal Grant
May 1	Priority deadline to submit required documents to the Financial Aid Office
September 2	Extended competitive Cal Grant deadline for CA Community College students

To be considered for Title IV Financial Aid, LAHC College Financial Aid Office must have on file a valid Institutional Student Information Report (ISIR) by the last day of enrollment for a term/semester or by June 30 of the award year, whichever is earlier. Check the financial aid website at [www.lahc.edu/offices/financial\\_aid](http://www.lahc.edu/offices/financial_aid) for deadlines.

## How To Apply

To apply for Federal and State financial aid programs, complete and submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is an all-inclusive application form that allows students to apply for all programs.

## Verification Policy

Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan
- Cal Grant B and C
- California Chafee Grant
- Child Development Teacher Grant
- California National Guard Education Assistance Award Program (CNGEAAP)

If a student's application has been selected for verification by the federal processor, the student will be required to provide additional documentation with a specific deadline. Failure to meet this deadline will result in the denial of financial aid. For verification deadline dates, visit the Financial Aid Office website.

For the Federal Direct Loan Program, verification must be completed 20 working days prior to the last day of enrollment period to allow for loan processing time.

Students whose applications are selected for verification may be paid on any corrected valid SAR/ISIR that is received within 120 days after the student's last day of enrollment.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year. The Financial Aid Office maintains the right to request additional information which may be required to process a student's application. Those may include but are not limited to:

- IRS Tax Transcript
- Verification of Untaxed Income
- Verification Worksheet
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible non-citizen

## English As A Second Language (E.S.L)

Students taking only credit E.S.L classes must submit a Student Educational Plan to the Financial Aid Office within the first semester.

## Audited Classes

Students cannot receive financial aid, including the CCPG, for enrollment in audited classes. No exceptions to this policy can be made.

## Enrollment at Other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. Students must maintain at least a one (1) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. For financial aid programs that are limited in funding, a six (6) approved unit minimum enrollment is required at the Home campus. Please note that if a student is in an extension appeal due to Satisfactory Academic Progress, the student must be enrolled in approved units, meaning classes listed in the student's comprehensive Student Educational Plan (SEP) that was submitted with an appeal to the Financial Aid Office. If students are enrolled in classes not listed in the student's SEP, the units will not be included in the calculation of approved units. For further information, please contact the Financial Aid Office or visit our financial aid website at [https://effectiveness.lahc.edu/student\\_services/finaid/SitePages/Home.aspx](https://effectiveness.lahc.edu/student_services/finaid/SitePages/Home.aspx).

**Federal School Codes** (for use on the FAFSA and California Dream Act applicants)

001222 East Los Angeles College (FAFSA)	001226 Los Angeles Pierce College
022260 East Los Angeles College (CA Dream Act)	007047 Los Angeles Southwest College
001223 Los Angeles City College	001227 Los Angeles Trade-Technical College
001224 Los Angeles Harbor College	001228 Los Angeles Valley College
012550 Los Angeles Mission College	008596 West Los Angeles College

**Tax Benefit**

Plan ahead – you may be able to take advantage of federal tax benefits for education. Most tax benefits have income limits; to learn more about each program, see IRS Publication 970, Tax Benefits for Education, available at [www.irs.gov](http://www.irs.gov) or by calling 1-800-829-3676. Also, be sure to consult a professional tax advisor.

American Opportunity Credit and Lifetime Learning Tax Credits allows students and the student’s parents to subtract a portion of your college costs from the taxes owed each year when filing tax returns.

Tuition and fees tax deduction and student loan interest deduction allows students to subtract a portion of tuition and fees from taxable income and to deduct up to \$2,500 of the interest paid on a student loan each year (or on any student loans taken for a spouse’s or child’s education).

In addition, funds from an IRA, 529 college savings plan or Coverdell Education Savings Account may be withdrawn without a tax penalty to pay for qualified education expenses. There’s also a tax break if certain U.S. savings bonds are used to pay for college. Students should consult a tax professional for further details or consult the following website: <http://www.irs.gov/pub/irs-pdf/p970.pdf>

**Types of Financial Aid Available****State Financial Aid Grants**

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible college in California.

**Federal PELL Grant Program**

The Federal PELL Grant Program is a federally funded program that provides assistance to undergraduate students who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on the student’s Expected Family Contribution (EFC) and enrollment status. The EFC is calculated based on the information such as income and assets on the FAFSA.

Due to the Higher Education Opportunity Act (HEOA), students have a maximum lifetime PELL Grant eligibility of 600% (12 full-time semesters). Students may view their percentage of PELL Grant eligibility by logging into [www.nslds.ed.gov](http://www.nslds.ed.gov)

The “Lifetime Eligibility Used” percentage will be displayed in the “Grants” section of the webpage.

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible college in California.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. There is a six (6) approved unit minimum enrollment requirement at the college. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Harbor College. FSEOG awards range upward from \$100 to \$800 per year, depending on need and packaging policy.

## **Iraq and Afghanistan Service Grant**

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant. Student eligibility requirements are:

- Must be ineligible for a Federal PELL Grant due only to having less financial need than is required to receive PELL funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

## **Cal Grants**

Students must meet the following eligibility requirements for the Cal Grant Programs:

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.

## **California College Promise Grant (CCPG)**

This program (formerly known as the Board of Governors (BOG) Fee Waiver Program) waives enrollment fees charged by the college. Since this is a waiver there is no actual disbursement of funds. If a student has already paid enrollment fees and wishes to receive a refund, an application for a refund may be filed at the college Business Office. This program waives enrollment fees and no other fees.

Students must submit a GPA Verification and FAFSA by the applicable deadlines to the California Student Aid Commission. GPA verification for students enrolled within the Los Angeles Community College District will be electronically sent to the Commission by the deadline date for those who meet specific criteria. Contact the Financial Aid Office to see if criteria are met and to have GPA electronically sent and for other possible options.

## **Types of Grants Available**

### **Entitlement Grants**

Cal Grant A – provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a CA Community College first, the award will be held in reserve for up to three years until you transfer to a four-year college.

Cal Grant B – provides subsistence payments for new recipients in the amount of \$1,670 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.

Cal Grant Transfer Entitlement Award is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

## Competitive Grants

Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.

Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

## California Dream Act

Students who have been determined to be AB540 by the Admissions Office and are recent high school graduates may apply for the Entitlement Cal Grant Program by completing the California Dream Application at <https://dream.csac.ca.gov>. The deadline to apply for the Entitlement Cal Grant is March 2<sup>nd</sup> of every year.

AB540 students are not eligible for the Competitive Cal Grant.

For additional information and resources, contact the California Student Aid Commission at (888) 224-7268 or visit their website at [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp).

On campus, students wanting assistance with the California Dream Act application may:

- visit the Dream Resource Center (DRC) located in the Student Union Room 205, or by email at [LAHC-dreamers@lahc.edu](mailto:LAHC-dreamers@lahc.edu) or phone at (310) 233-4299. The DRC provides a variety of support and resources, including scholarship opportunities to AB 540 and DACA recipients, and all undocumented students at Harbor College. Services are confidential.
- visit the Student Services Resource Center located in Room SSA 118 or by phone at 310-233-2078.
- visit the Financial Aid Office located in SSA 116 or by phone at 310-233-4320. The financial aid email is [lahcsff@lahc.edu](mailto:lahcsff@lahc.edu).

## Chafee Grant

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. To learn more about this program and to apply online, go to [www.chafee.csac.ca.gov/default.aspx](http://www.chafee.csac.ca.gov/default.aspx)

## Law Enforcement Personnel Dependents Grant Program (LEPD)

This grant program provides need-based educational grants to the dependents and spouses of California peace officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority employees, and permanent/full-time fire- fighters employed by public entities who have been killed in the performance of duty or disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty.

For more information and application materials, write directly to: California Student Aid Commission, Specialized Programs, P.O. Box 419029, Rancho Cordova, CA 95741-9029 or call (888) 224-7268, Option #3.

## Child Development Grant Program

This program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in coursework leading to a Child Development Permit as a teacher, master teacher, site supervisor, or program director, are eligible to apply through the college they plan to attend. For more information, go to [www.csac.ca.gov](http://www.csac.ca.gov) or call (888) 224-7268 Option #3.

## **California National Guard Education Assistance Award Program (CNGEAAP)**

This state-funded program designed to provide an educational incentive to improve skills, competencies, and abilities for up to 1,000 services members who remain active in the National Guard, the State Military Reserve, or the Naval Militia. This program authorizes the California Student Aid Commission to make payments to eligible program participants. Participants can receive up to the amount of the Cal Grant A award for attending the University of California or California State University, up to the Cal Grant B award for attending a community college, up to the University Cal Grant A amount for attending a non-public institution, or up to the Cal Grant A award plus \$500 for books and supplies for graduate students. To learn more about the program, visit the California Student Aid Commission website at [www.csac.ca.gov](http://www.csac.ca.gov).

## **Federal Student Loans**

(AID THAT MUST BE PAID BACK)

CAUTION ABOUT STUDENT LOANS: It takes time for a loan application to be processed by the college, lender and/or the government. It may be several weeks after an application has been accepted in the Financial Aid Office before the student receives the loan funds. Student loan funds are delivered to the student after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) approved units. Check with the Financial Aid Office to request information about student loans.

**Los Angeles Harbor College participates in the following loan program:**

### **Federal Direct Loan**

The Federal Direct Loan Program is a low-interest loan program for students and parents to help pay for the cost of higher education. Loans are made by the federal government. The following are types of Direct Loans:

- Subsidized Loans - students must demonstrate financial need; no interest is charged while in school or attending college at least half-time.
- Unsubsidized Loans - this loan is not based on financial need; interest is charged during all periods.

To learn more about the federal student loan programs, visit the U.S. Department of Education website at [www.studentloans.gov](http://www.studentloans.gov).

## **Part-time Employment**

### Federal Work-Study (FWS)

The FWS program enables students to earn part of their financial aid award through part-time employment either on or off campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain a good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) approved units at the home school to be considered for this program. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Los Angeles Harbor College.

## **Scholarships**

See Los Angeles Harbor College Scholarships for more information. Students can also go to [https://effectiveness.lahc.edu/student\\_services/finaid/SitePages/Scholarships.aspx](https://effectiveness.lahc.edu/student_services/finaid/SitePages/Scholarships.aspx) for a list of available scholarships.

## **Summer Financial Aid**

Please contact the Financial Aid Office for more information and deadlines.

For further information, please contact the Financial Aid Office or visit our financial aid website at [https://effectiveness.lahc.edu/student\\_services/finaid/SitePages/Home.aspx](https://effectiveness.lahc.edu/student_services/finaid/SitePages/Home.aspx)

## STUDENT FINANCIAL AID WEBSITES

Bank Mobile Vibe, [www.bankmobilevibe.com](http://www.bankmobilevibe.com)

California Student Aid Commission, [www.csac.ca.gov](http://www.csac.ca.gov)

Create and manage your FSA ID [www.fsaidth.ed.gov](http://www.fsaidth.ed.gov)

Direct Loan Information (USDE) [www.studentaid.gov](http://www.studentaid.gov)

Free Application for Federal Student Aid (FAFSA) on the web, the US Department of Education's (USDE) official site for completing the [www.FAFSA.studentaid.gov](http://www.FAFSA.studentaid.gov)

Information about Cal Grant, [www.calgrants.org](http://www.calgrants.org)

Manage your Cal Grant, [www.webgrants4students.org](http://www.webgrants4students.org)

National Student Loan Data System (USDE) [www.nslds.ed.gov](http://www.nslds.ed.gov). Check federal student loans and Pell Grant usage.

Online resources for a wide range of financial aid topics, [www.studentaid.gov](http://www.studentaid.gov)

Scholarship search engines, [www.fastweb.com](http://www.fastweb.com), [www.collegeboard.org](http://www.collegeboard.org), [www.collegeanswer.com](http://www.collegeanswer.com)

Internal Revenue Service site for tax information, [www.irs.gov](http://www.irs.gov)

Selective Service System, [www.sss.gov](http://www.sss.gov)

US Social Security Administration, [www.ssa.gov](http://www.ssa.gov)

## FREQUENTLY USED WEBSITES

Los Angeles Community College District

[www.laccd.edu](http://www.laccd.edu)

Student Information System

[www.mycollege.laccd.edu](http://www.mycollege.laccd.edu)

East Los Angeles College, [www.elac.edu](http://www.elac.edu)

Los Angeles City College, [www.lacitycollege.edu](http://www.lacitycollege.edu)

Los Angeles Harbor College, [www.lahc.edu](http://www.lahc.edu)

Los Angeles Mission College, [www.lamission.edu](http://www.lamission.edu)

Los Angeles Pierce College, [www.piercecollege.edu](http://www.piercecollege.edu)

Los Angeles Southwest College, [www.lasc.edu](http://www.lasc.edu)

Los Angeles Trade-Technical College, [www.lattc.edu](http://www.lattc.edu)

Los Angeles Valley College, [www.lavc.edu](http://www.lavc.edu)

West Los Angeles College, [www.wlac.edu](http://www.wlac.edu)

California Dream Act, [www.caldreamact.org](http://www.caldreamact.org)

LA College Promise, [www.calcollegepromise.org](http://www.calcollegepromise.org)

## PARKING

### Parking Areas

Well-lighted parking facilities are available on campus for over 1500 cars. Metered visitor parking is available on Figueroa Place. All California Vehicle Code rules and regulations are applicable at the College.

Student parking locations include:

- Lot 5 south of the baseball field
- 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, 5, 6, 8, 9A, 10 and West Parking Structure.

### Parking Fee

Campus parking is by permit only. Semester parking permits are purchased at the Business/Cashier's Office. The parking fee is \$20.00 for Fall and Spring and \$10.00 for Winter and Summer. Daily parking permits are \$2.00 and can be purchased in Lot 6, Lot 8 and the West Parking Structure and can be used in all student parking lots. Parking fees can be paid online via the LAHC website student information system. Permits paid for online can only be picked up in the Business/Cashier's Office. Permits are required 7 days a week, 24 hours a day. **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 SERVICES

The Sheriffs are available to assist students, faculty and campus visitors as needed. In addition to their regular duties of crime prevention, campus patrol and parking control, the College Sheriff have instituted an assertive program in the areas of personal safety and crime prevention.

The College Sheriff's Office is located on Figueroa Place in the P.E. & Wellness Center.

**For emergencies only, PUSH THE EMERGENCY BUTTON ON ANY CAMPUS PHONE.** For non-emergencies, call 310-233-4600.

All members of the college community are urged to lend their support in both reporting crimes and practicing preventive measures to reduce crimes. We all share the responsibility for making Los Angeles Harbor College the safest possible place to work and learn.

- If you must remain in campus buildings after closing time, notify the Sheriff and make an effort to arrange your stay in the company of at least one other co-worker or student.
- The campus is well-lighted but it is wise, again, to employ the "buddy system" when walking to your car or traveling to other locations.
- Refrain from using shortcuts; stay on the well-traveled thoroughfares.
- Personal property, purses, briefcases, etc. should not be left unattended. Take such items with you if you are leaving the office, classroom or library study area, or lock them in your desk or file cabinet.
- Try not to carry large amounts of cash on your person or display large amounts of money.

- Make a record of the serial numbers of both District and personal property in your office. Engraving tools are available at the Sheriff's Office for check-out to students, faculty and staff for the purpose of identifying personal property. A record of your personal credit cards should also be maintained.
- Keep your auto locked, never leave the keys in the ignition, and avoid leaving property where it is visible on the seats. Store it in the trunk instead.
- Give your car the quick "once over" before entering with a critical eye for possible break-in or persons in the rear seat or floor area.

The College prides itself on the record of safety maintained on campus; however, effective law enforcement and protection require citizen cooperation and assistance. The rapid and successful detection of crime and apprehension of criminals depends heavily on speedy reporting and dissemination of facts to the Sheriff's Department.

#### 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 Sheriff's. Contact number (310) 233-4600. Refer to the college catalog for annual crime statistics with comparison years under code 20 United States Code 1092(f).

## **TRANSFER CENTER**

The Transfer Center is a part of the Counseling Division. The Transfer Center's mission is to foster a transfer culture by providing resources and counseling services to support students in achieving their transfer goals. Students utilize the Transfer Center to prepare for admission to CSU, UC, private and out-of-state universities. The faculty and staff offer workshops, classroom presentations, counseling appointments, and drop-in counseling. The Transfer Center hosts university admission representative appointments, field trips, Transfer Fair, Transfer Con (student conference), and a culminating Transfer Recognition Ceremony. The Transfer Center is located in the Student Services and Administration (SSA) building, Office #105 and welcomes all students to come in for assistance and support.

## **DISCRIMINATION, HARASSMENT, RETALIATION AND SEXUAL MISCONDUCT (Title IX) Policy**

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free of discrimination, harassment, retaliation and sexual misconduct, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes, and Administration Regulation C-14.

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Los Angeles Community College District, to engage in sexual harassment.

Within the educational environment, discrimination, harassment, sexual harassment, and retaliation is prohibited between students, between employees and students, and between non-students and students. Within the work environment, discrimination, harassment, sexual harassment, and retaliation is prohibited between supervisors and employees, between employees, and between non employees and employees.

Copies of the District Sexual Harassment Policy and Procedures may be obtained from the LACCD, Office for Diversity, Equity and Inclusion, at (213) 891-2000, x 2315 or visit the web page at:

<https://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/default.aspx>

For campus reporting of discrimination, harassment, sexual misconduct, including sexual harassment compliance of above policy contact Title IX Coordinator Mercy Yañez, Campus Ombudsperson by email at [yanezm@lahc.edu](mailto:yanezm@lahc.edu) and/or by phone at (310) 233-4342 for assistance.

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