



1111 FIGUEROA PLACE, WILMINGTON, CA 90744

310-233-4000 www.lahc.edu

SUMMER 2025 SCHEDULE OF CLASSES

[LACCD Student Portal](#)

[Los Angeles Harbor College Catalog](#)

3/25/2025

**THE LOS ANGELES HARBOR COLLEGE SCHEDULE OF CLASSES
IS AVAILABLE ON THE COLLEGE WEBSITE at 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 310-233-4000

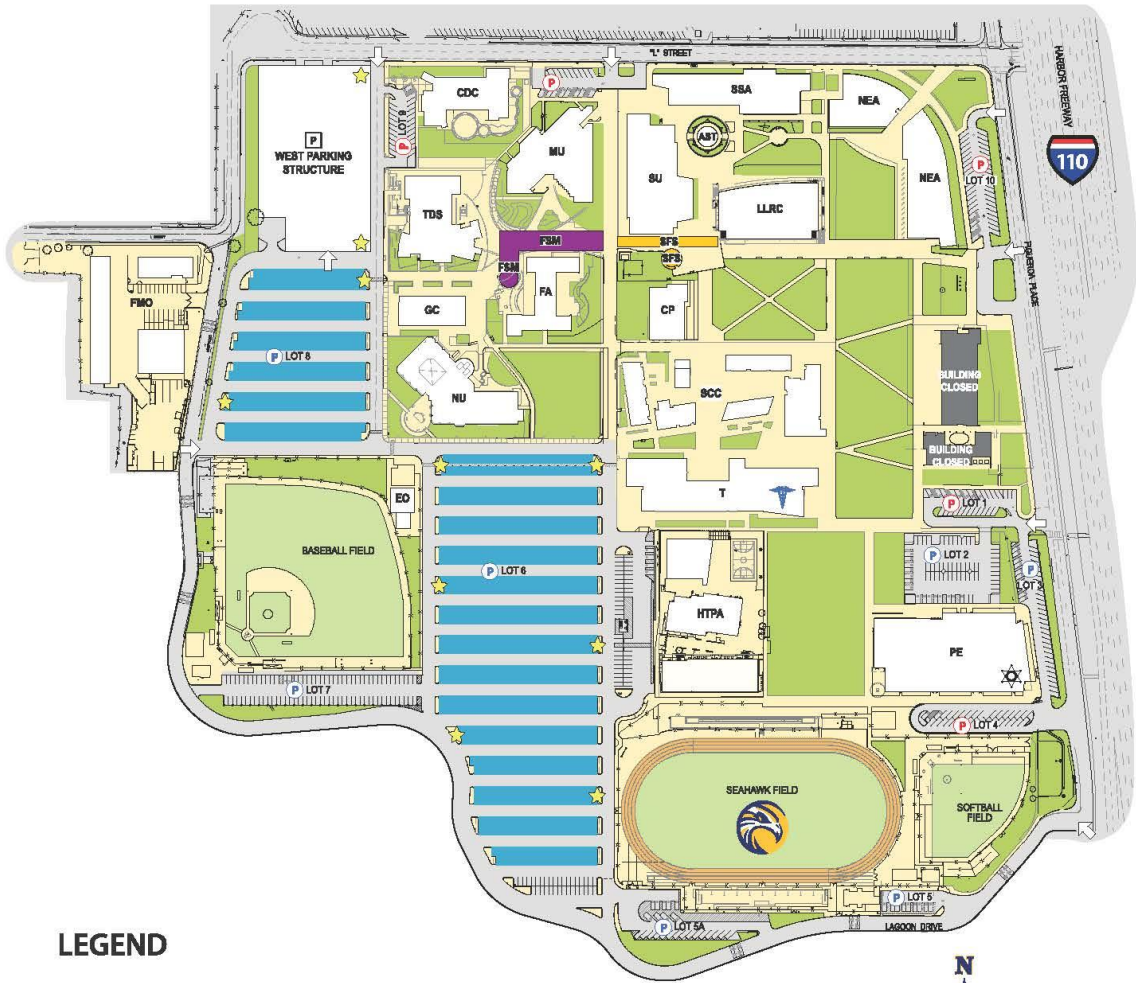
DIRECTIONS TO LOS ANGELES HARBOR COLLEGE

- **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
Adult Education.....	4450....Tech 204
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.... Tech100
Business Office/Cashier.....	4096/98 .SU 127
Child Development Center	4200.....CDC
College Store (Bookstore)	4170 SU 1 st Floor
Community Services.....	4450..... SSA 235
Compliance Office.....	213-891-2000, x2315
Counseling	4230..SSA Lobby
Economic and Workforce Development	4042....Tech 204
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....Tech 215
Foundation Office.....	4336..... SSA 215
Health Services (Nurse)	4520....Tech 115
Honors Program	4038..... SSA 130
Instructional Programs.....	4020..... SSA 218
International Students	4111..... SSA 114
Learning Assistance Center	4149.....LLRC
Library.....	4480.....LLRC
Lost & Found	4618..... Sheriff/ PE/W
Nursing / Health Sciences.....	4368..... NU 148
Sheriff's Office	4600..... PE/W
Disabled Student Services Program	4629....Tech 118
Student Activities.....	4594..... SU 203
Student Services	4030..... SSA 203
Transfer Center	4282..... SSA 105
Tutoring Office	4149.....LLRC
Veteran Affairs Office.....	4232.....GC 107
Welcome Center.....	4078.....SSA 118

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

SUMMER 2025 ACADEMIC CALENDAR

INTERNET REGISTRATION GROUPS		DATES
EOPS, DSPS, Active Duty/Veterans, Cal WORKs and Foster Youth		Monday, April 21, 2025
Athletes, Promise, Completion		Thursday, April 24, 2025
Fully Matriculated, New and Continuing and Middle College High School <i>*Date based on units completed</i>		Tuesday, April 29 – Saturday, May 3, 2025*
Students who lost priority		Thursday, May 8, 2025
Open Enrollment, including K-12 special admits		Monday, May 12, 2025
LAST DAY TO:		DATES
Add classes (without a permission number) Add classes (with a permission number)		Varies by class start date. Refer to class schedule in the student portal.
Drop classes without incurring fees		Varies by class. Refer to class schedule in the student portal.
Drop classes without a grade of “W”		Varies by class. Refer to class schedule in the student portal.
Drop classes with a grade of “W”		Varies by class. Refer to class schedule in the student portal.
HOLIDAYS & NON-INSTRUCTION DAYS:		NO CLASSES
Juneteenth Holiday		Thursday, June 19, 2025
Independence Day		Friday, July 4, 2025

Admissions & Records Office

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

Business Office

Student Union (SU) Building 1st Floor
 Window Service: Monday – Thursday: 9am–4pm Friday: Closed
 Phone: 310-233-4096 or 310-233-4098 Email: 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 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@lacc.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 Disabled Student Services Program 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.
- To apply please go to www.lahc.edu. If you are planning on taking credit classes, please select the College Credit Application. If you are only planning on taking non-credit courses please select the Non Credit Application.

Important Message: Identity Authentication Required

Authenticating your identity is important to the colleges of the Los Angeles Community College District (LACCD). This allows the LACCD to confirm your identity and helps to prevent identity theft and fraud. As part of the admissions process new and some returning students will be required to complete an identity authentication process before they can enroll in classes.

Identity authentication can be done in one of the two ways:

Option 1: Complete authentication utilizing ID.Me when requested by the application system

Further information related to ID.Me can be found at the following website: <https://help.id.me/hc/en-us/articles/18679432930711-California-Community-Colleges-and-ID-me>

Option 2: Real-time/Live Authentication Options

After submitting an application, you must meet with a college employee either in-person or virtually during a brief Zoom or Cranium Café meeting. Failure to provide picture identification when completing the authentication process in a timely manner will limit your ability to register for classes and may impact the awarding of any financial aid. If you do not have a valid identity document, please [contact the Admission and Records Office](#) for assistance.

Government-issued photo Identification Documents accepted:

State-issued Driver's License	United States Military Identification Card	Tribal Identification Card
State-issue Identification Card	United States Certificate of Citizenship or Naturalization	K-12 student ID (currently enrolled or recent graduate)
United States Passport or Passport Card	Foreign Passport with a United States Visa	
United States Permanent Resident Card	Other International Government Identification	

*LACCD has the right to request additional documentation.

After authentication is complete, the college staff will update your file to indicate your identity has been verified and you will be able to enroll in classes.

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 number of units, all classes will be charged.

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).

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. 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 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 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. 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 2nd 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 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 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/studentservices/finaid/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 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. 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.

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 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

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 2nd 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.

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 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.

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

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 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.

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.

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 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

STUDENT FINANCIAL AID WEBSITES

Bank Mobile Vibe, www.bankmobilevibe.com

California Student Aid Commission, www.csac.ca.gov

Create and manage your FSA ID www.fsaidth.ed.gov

Direct Loan Information (USDE) 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

Information about Cal Grant, www.calgrants.org

Manage your Cal Grant, www.webgrants4students.org

National Student Loan Data System (USDE) 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

Scholarship search engines, www.fastweb.com, www.collegeboard.org, www.collegeanswer.com

Internal Revenue Service site for tax information, www.irs.gov

Selective Service System, www.sss.gov

US Social Security Administration, www.ssa.gov

FREQUENTLY USED WEBSITES

Los Angeles Community College District

www.laccd.edu

Student Information System

www.mycollege.laccd.edu

East Los Angeles College, www.elac.edu

Los Angeles City College, www.lacitycollege.edu

Los Angeles Harbor College, www.lahc.edu

Los Angeles Mission College, www.lamission.edu

Los Angeles Pierce College, www.piercecollege.edu

Los Angeles Southwest College, www.lasc.edu

Los Angeles Trade-Technical College, www.lattc.edu

Los Angeles Valley College, www.lavc.edu

West Los Angeles College, www.wlac.edu

California Dream Act, www.caldreamact.org

LA College Promise, 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

The Los Angeles Community College District (LACCD) upholds a non-discrimination policy in all educational programs and activities, adhering to state and federal laws. This includes protection against discrimination based on age (40+), ancestry, color, ethnicity, gender identity/expression, marital status, medical condition, disability, national origin, pregnancy, race, religion, sex/gender, sexual orientation, and veteran status. LACCD enforces policies against discrimination, harassment, retaliation, and sexual misconduct in line with Title IX and District regulations.

Title IX ensures equitable treatment regardless of sex, sexual orientation, or transgender identity. The Office for Diversity, Equity, Inclusion, and Accessibility (ODEIA) handles reports of sexual misconduct, discrimination, harassment, and retaliation. For more information or to report a violation, contact a Title IX Coordinator or Compliance Investigator. Resources and reporting options are available on the ODEIA website or via the online reporting system at <https://LACCD.guardianconduct.com/incident-reporting>

For Title IX policy inquiries, contact Victoria Friedman, Deputy Title IX Coordinator, at 213-891-2315 or friedmv@LACCD.edu. Additional resources are available on the ODEI's Title IX Resources webpage: <https://www.laccd.edu/offices/diversity/title-ix>

Los Angeles Harbor College also prohibits discrimination, harassment, and retaliation based on similar protected statuses in compliance with federal, state, and District policies. The Deputy Title IX and DHR Coordinator is located at the Office for Diversity, Equity, and Inclusion, District Educational Services Center, 770 Wilshire Boulevard, Los Angeles, CA 90017. Contact information is accessible at the following link: <https://www.laccd.edu/offices/diversity/odeia-contacts#contactarea>

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