Go Metro...and save $200

With TAP, students can ride Metro up to six months for only 20 bucks – a savings of more than $200! Get to school, work and play anywhere in LA with less stress and more dollars in your pocket.

Get your TAP card today. Visit your Campus Business Office for complete details.
Coming Soon to

Los Angeles Mission College

Culinary Institute and Student Store

Media Arts Center
Personal Information

Name: ___________________________________________________________
Address: _________________________________________________________
City, State, Zip: ____________________________________________________
Phone, Cell: _______________________________________________________
E-mail: ___________________________________________________________

IN CASE OF EMERGENCY NOTIFY:

Name: ___________________________________________________________
Phone, Cell: _______________________________________________________
Table of Contents

Board of Trustees and Administration. ................. 3
President’s Message. ....................................... 4
Financial Aid Director’s Message ....................... 5
Academic Calendar. ......................................... 6
Steps to Success ............................................. 7
Frequently Asked Questions ............................... 10
Academic Programs ......................................... 13
2011-2012 Calendars ........................................ 25
Summer 2011 Calendar ..................................... 26
Fall 2011 Semester Planner ............................... 30
Fall Semester Weekly Calendar ......................... 32
Winter 2012 Semester Planner ........................... 68
Winter Semester Weekly Calendar ..................... 70
Spring 2012 Semester Planner ............................ 80
Spring Semester Weekly Calendar ..................... 82
Summer Semester Planner ............................... 118
Summer 2012 Calendar ..................................... 122
Financial Aid ................................................ 126
Student Support Services ............................... 132
Special Programs ........................................... 136
Academic Affairs .......................................... 142
Workforce Development .................................. 143
Business and Fiscal Services ............................ 148
District Information ....................................... 150
Directory of College Services .......................... 151
Building and Classroom maps ......................... 152
College Survival Tips ..................................... 155
Telephone and Address Pages ......................... 159
Los Angeles Community College District

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Welcome to Los Angeles Mission College, the educational “gem” located in the north San Fernando Valley. Surrounded by mountain vistas, Mission College is conveniently linked to the valley by numerous freeways and transit lines.

I am excited about the upcoming year and the changes taking place on campus. From a physical perspective, a very different looking school is transforming before our eyes. Our campus is becoming more modern, and the construction of our buildings is state-of-the-art. With our new buildings will come exciting new programs in Culinary Arts, Performing Arts and the Sciences. You will feel comfortable as you walk upon our beautiful grounds, and the wonderful environment will help you learn and grow intellectually.

We are glad that you are here and we have prepared this student handbook to guide you through your college experience with us. It details the many resources designed to assist and support you in the process. Look it over, you will find answers to the questions that you haven’t even thought of yet. Our mission is to make your journey toward your goal a memorable and helpful experience! Stop in sometime during your journey here and let me know how you’re doing.

Kindest Regards,

Judith Valles, President
Welcome and thank you for choosing Los Angeles Mission College as part of your education plan as you work towards your career goals. I hope you will enjoy your time with us and will get to know all about our institution, our educational programs, and all of the student services programs that we have to offer you.

The Financial Aid Office is proud to provide you with this Student Handbook and Academic Planner. We want to ensure all students have the necessary resources required to successfully complete their educational goals.

Each year the Financial Aid Office provides over $11,000,000 in financial aid to help our students cover the expenses of fees, books, and living expenses. In this handbook you will find information about the financial aid process at Los Angeles Mission College which we hope you will take advantage of in easing the financial burdens of attending college. If you need assistance, let us help you.

We wish you every success at Los Angeles Mission College.

Dennis Schroeder
Financial Aid Manager
2011-2012 Academic Calendar

Note: The dates indicated below are for full-term classes only. Check with Admissions office for dates on short-term classes. All dates are subject to change.

FALL 2011  AUGUST 29 TO DECEMBER 18, 2011

DAY AND EVENING CLASSES BEGIN ............. Monday, August 29
Saturday classes begin ......................... September 3
Labor Day Holiday (college closed) ............ Monday, September 5
Deadline to ADD full term classes ............ Friday, September 9
Last day to DROP classes, without a “W” (in person) Friday, September 23
Veterans Day Holiday (college closed) ........ Friday, November 11
Thanksgiving Holiday (college closed) ......... November 24 to 27
Last Day of Full Term Class Instruction ........ Saturday, December 10
FINAL EXAMS .................................. December 12 to 18
Semester Ends. ................................. Sunday, December 18

WINTER 2012  JANUARY 2-FEBRUARY 5, 2012

Classes begin .................................. Monday, January 2
New Year’s Holiday (college closed) .......... Monday, January 2
Martin Luther King, Jr. Holiday (college closed) ... Monday, January 16
Semester ends. ................................. Sunday, February 5

SPRING 2012  FEBRUARY 6 TO JUNE 4, 2012

Classes begin ................................. Monday, February 6
Presidents Day (college closed) Friday, February 17 to Monday, February 20
Deadline to ADD full term classes .......... Monday, February 20
Last day to DROP classes, without a “W” (in person) .... Friday, March 2
Cesar Chavez Holiday (college closed) ......... Friday, March 30
Spring Break (Non-Instruction) ............... April 2 to April 9
Memorial Day (college closed) ................ Monday, May 28
Semester Ends. ................................. Monday, June 4
Step to Success

STEP 1. ADMISSIONS - Complete and submit an application for admission.

Online Application Process:
- GO TO www.lamission.edu and click on “Apply Online”.
- You will be sent directly CCCApply.Org website, follow the steps listed on the website.
- Allow approximately three working days (excluding holidays and weekends) for the processing of your online application.
- Once your online application is successfully processed, you will receive an email confirmation containing your STUDENT IDENTIFICATION NUMBER and your REGISTRATION APPOINTMENT. Your student identification number will allow you to access the registration system.

Paper (In Person) Application Process:
- If you submit an application in person, please bring a valid form of picture identification with you. You will receive your STUDENT IDENTIFICATION NUMBER immediately after your application is processed. Your STUDENT IDENTIFICATION NUMBER will allow you to access the Los Angeles Community College District (LACCD) registration system. Your registration appointment will be scheduled according to Title V requirements based on your enrollment status as a continuing, new or returning student. Located in the Student Services Lobby located in the Instructional Building. 818-833-3322

STEP 2. ASSESSMENT - The English and Mathematics assessment process helps place students in classes where they are most likely to succeed. Assessment is required for all new students unless they are exempt (see exemptions). LAMC offers assessments for English as a Second Language (ESL), native English speakers (ENL), and Math. Located in Campus Center Lower Level, Room 1519. Call the Assessment Center at 818.364.7613 for assessment times and dates.

STEP 3. ORIENTATION - Orientation presents important information about college programs, requirements, and services. Orientation helps students better understand the college catalog and schedule of classes, which are necessary in planning a course of study and educational goals. In addition, orientation familiarizes students with campus resources, academic expectations, and institutional procedures. Call 818.364.7613 or visit the Assessment Center. Located in Campus Center Lower Level, Room 1519.
STEP 4. COUNSELING - The Counseling Department provides pre-registration counseling for all new and returning students. Meeting with a counselor before registering in classes provides students with an opportunity to review their educational goals, research majors, plan courses, and develop a Student Educational Plan. 818.364.7655

STEP 5. REGISTER FOR CLASSES:
- In person with Admissions & Records Office
- Via the web at www.lamission.edu

STEP 6. FINANCIAL AID - LA Mission College offers a full array of financial aid programs including grants, work-study, loans and scholarships to full-time and part-time students to help with the cost of education, which includes fees, books, supplies, food housing, transportation and childcare. Visit our financial aid website at www.lamission.edu/financialaid. 818.364.7648

STEP 7. PAY YOUR REGISTRATION FEES at the Business Office. 818.364.7783

STEP 8. EXTENDED OPPORTUNITY PROGRAMS & SERVICES/ CARE EOP&S provides qualifying students with academic counseling, peer advisement, peer tutoring, free workshops, free university/cultural tours, transfer assistance, and assistance with books. Single parents on CalWORKs may receive additional assistance through the CARE program. Please call us for an appointment. 818.364.7645

STEP 9. FOLLOW-UP - After enrolling for the first semester, students will continue to receive follow-up services through the Counseling Department. These services consist of assisting with choosing a major, preparing to transfer, further developing a Student Educational Plan, and earning an Associate Degree and/or Certificate from Los Angeles Mission College. It is advised that students meet with a counselor at least once a semester. 818.364.7655
Early College Program

COLLEGE & HIGH SCHOOL
Students may get a start on their college education by taking classes at Los Angeles Mission College while they are still in high school. Students may attend college classes on a limited basis with a permit from their high school counselor.

GETTING STARTED
Students may apply for admission while still in high school. Each semester that they wish to co-enroll, they will need to submit a high school counselor’s permit. If students need assistance, they should see their high school counselor or contact the Los Angeles Mission College Recruitment Office at 818.364.7779.

CONCURRENT ENROLLMENT
Rules to know when attending college and high school classes at the same time:
• Classes available on campus or via the Internet or courses given on high school campuses.
• For English, Math, or a Science class requiring Math you must take a placement test prior to enrolling into the course. Take the exam as soon as possible after you apply for admissions. You may set an appointment or attain the Assessment’s Office hours by calling 818.364.7613.

COST PER UNIT
The first 11 units for concurrently enrolled high school students are “free,” as long as there are not any restrictions to your admissions process.

JUMP START ON COLLEGE
Community College units assist students to attain high school credits and graduate, they assist students to “get ahead” in their college requirements, and courses that are marked transferable will also transfer to the UC, CSU or Private University of their choice.

AB 540 is a State bill which allows students to enroll into college as a California Resident, and co-enrollment will be implemented for those who qualify. Regulations do apply, for more information please feel free to call our recruitment office at 818.364.7779.
Frequently Asked Questions

HOW DO I ENROLL AND REGISTER FOR CLASSES?
As a new student, you should register at the time and date given to you when you were admitted. Prior to registration, complete the following steps:

Step 1: Submit an Application for Admission (available at the Admissions and Records Office) or apply online at www.lamission.edu
Step 2: Complete Assessment and Orientation - The English and Mathematics assessment process helps place students in classes where they are most likely to succeed.
Step 3: Meet with a Counselor to develop a Student Educational Plan.
Step 4: Register for classes-Enroll online at www.lamission.edu or in person at the Admissions & Records office on campus.

HOW MUCH ARE THE REGISTRATION FEES?
California residents: The State-mandated enrollment fee is $26 per unit. The Non-Resident Tuition is $186 per unit. Out-of-State and International Students must pay this fee in addition to the basic enrollment fee. Details and a list of other fees are included in the class schedule. Tuition fees are subject to change each academic year.

HOW DO I APPLY FOR FINANCIAL AID?
Please see the section of this handbook titled “Financial Aid”

HOW DO I DROP A CLASS?
As a student you are responsible (not the instructor) for withdrawing from a class in which you are officially enrolled. You should drop the class by going online to www.lamission.edu or in person at the Admissions & Records office.

HOW DO I KNOW WHAT MY REGISTRATION DATE IS?
If you are a currently enrolled student (other than high school students), or you applied before the deadline for priority registration, the current schedule of classes will list the dates for your priority registration. If you applied after the deadline for priority registration, you were given a registration card with your registration date and time.

WHERE DO I PARK AND HOW DO I OBTAIN A PARKING PERMIT?
Students may park at the students’ parking lot. Students may purchase a parking permit at the Business Office. All vehicles parked in a campus parking lot must display a valid permit at all times. Permits must be properly displayed (either hanging from the rearview mirror, facing out, or face up on the driver’s side of the dashboard). Students should avoid parking in designated LAMC staff parking lots and areas posted no parking zones.
Frequently Asked Questions

HOW DO I KEEP TRACK OF THE DIFFERENT DEADLINES?
Refer to the calendar section of this handbook, or check the current schedule of classes.

WHAT DO I DO WHEN THE CLASS I WANT TO TAKE IS CLOSED?
Attend the class on the first day of classes. If the instructor drops some students as “No-Shows”, seats will become available and it is possible that the instructor will give student permission to add the class. If instructor gives student permission to add the class, student will be provided with a signed add slip by instructor. Student will be able to register by submitting the signed add slip to the admissions office by the add permit deadline.

WHAT IS AND HOW DO I CREATE A PIN NUMBER?
A PIN is your personal Identification number composed of four digits. Initially it is your date of birth, the month and day, for example: January 1, will be 0101, May 11, 0511. After logging in you have the option of changing your PIN. This PIN will only be known to you; therefore, write it down and keep it in a safe place. You will need this PIN to access all of your personal academic records at www.lamission.edu as well as for online registration.

HOW MANY UNITS MUST I TAKE TO BE CONSIDERED A FULL-TIME STUDENT?
If you enrolled in 12 or more units you are considered a full-time student.

ARE THERE ATM MACHINES AVAILABLE ON CAMPUS?
There is an ATM machine inside the Campus Center Lobby.

DO I HAVE TO SEE A COUNSELOR?
As a new student, it is important to see your counselor to discuss your educational objective and to work out a Student Educational Plan (S.E.P.). As a continuing or returning student, counselors are available to update your objectives and assist you in the process of selecting your courses.

WHAT TYPE OF GOAL MAY I PURSUE AT MISSION COLLEGE?
Mission College provides a number of options for community college students:

1. Obtaining an A.A. or A.S. degree from the college.
2. Obtaining a certificate of competence in a vocational area.
3. Preparing to transfer to a university.
4. Taking courses to enhance or learn a skill.
5. Taking courses for personal interest.
Frequently Asked Questions

WHAT IF I AM UNDECIDED ABOUT MY GOALS?

You should discuss your educational and career plans with a counselor. A counselor can help you choose courses which will prepare you for a variety of options.

WHAT IS ASSESSMENT PLACEMENT TEST?

Los Angeles Mission College offers assessments in English-as-a-Native-Language (ENL), English-as-a-Second-Language (ESL) and Mathematics. Upon submitting an application to the college, all new non-exempt students (see Matriculation Exemptions) are required to go through the assessment process. The placements from the assessment process will help place students into the appropriate level for English or ESL and Mathematics.

IF I AM UNDOCUMENTED, CAN I GO TO COLLEGE?

Yes! You can go to any college or university in California, if you meet the admissions requirements. You cannot be denied admission based on your immigration status. AB540, signed into law on October 12, 2001, authorizes undocumented students who meet specific criteria to pay in-state tuition at California’s public colleges and universities. Any undocumented student, except a person in nonimmigrant status, who meets the requirements, shall be exempt from paying nonresident tuition at all public colleges and universities in California.

AB540: The Requirements

• Must have attended a California high school for 3 years or more,
• Must have graduated from a California high school or attained the equivalent (GED),
• Register or currently be enrolled at a public California college or university.

Students must also file an affidavit stating they meet the requirements and will apply for legal residency as soon as they are eligible to do so. This affidavit is kept confidential by the college/university and by law is not to be shared with BCIS (formerly INS).

IF I AM UNDOCUMENTED, CAN I APPLY FOR FINANCIAL AID

As an undocumented student, you do not qualify for state or federal financial aid. However, you can apply for scholarships that do not require U.S. citizenship or residency.
If you have a passion for helping others and believe in serving the public good, consider a career in Administration of Justice.

The Administration of Justice program at Los Angeles Mission College is one of our fastest growing. Students today realize that many career opportunities exist in the fields of law enforcement, corrections, forensic science, and public safety. In fact, many students in the program are already law enforcement or justice professionals who are seeking degrees that may lead to promotion within their departments...or are hoping to add skills that will allow them to advance from one branch of the justice system to another.

ABOUT THE FACULTY

Mission College faculty includes both adjunct and full time instructors in Administration of Justice. The faculty includes law enforcement officers and experts in the fields of prisons and gangs, parole and forensics. They continually update their skills in these areas.

Many opportunities exist in the fields of law enforcement...corrections...forensic science...and public safety.

Completion of the degree or certificate programs in Administration of Justice can lead to many different kinds of jobs and careers:

**Law Enforcement Officer:**
- Federal
- State
- County
- City

**Corrections:**
- Probation Officer
- Parole Agent
- Youth Counselor
- Corrections Officer

**Courts:**
- Clerk
- Interpreter
- Court Reporter

**Forensic Science:**
- Criminalist
- Crime Scene Investigator
- Crime Scene Photographer
Our business programs offer variety and quality of instruction. You will have an opportunity to explore many specific options within the business field in order to make the most intelligent decision about a career path. Our flexible scheduling also allows working individuals to enroll. Everyone from executives to the head of a household can benefit.

THE ADVANTAGES
Business graduates are working in fast-paced, challenging, and often high-paying careers. Opportunities for personal growth, advancement, recognition, travel, and economic security await the goal-oriented individual who earns a business degree, certificate or skill award.

EMPLOYMENT OPPORTUNITIES
Many excellent employment opportunities await the individual trained in business. It is one of the few areas where entry-level positions are available and can lead to rapid promotion in a wide range of business careers. Business graduates are found in almost every major employment sector...

- Manufacturing
- Banking
- Insurance
- Marketing
- Law
- Health Fields
- Communications
- Transportation
- Retail and Wholesale
- Self-employment/Entrepreneurship
- Government
...and much more

A business education prepares you for a wide range of career specializations, including manager, controller, director, accountant, investor, banker, consultant, marketer, supervisor, administrator, and many more.
CHILD DEVELOPMENT

www.lamission.edu/disciplines/child_dev.html

If you are...

• Considering a career with young children
• Seeking information about career options or educational requirements
• Looking for a career in early care and education
• Applying for a California Child Development Permit
• Working towards an Associate of Arts Degree in Child Development
• Fulfilling course requirements for a Child Development Certificate

Child Development Core Classes
Students may begin their course of study by taking the following core classes:
CD 1  Child Growth and Development
CD 2  Early Childhood: Principles and Practices
CD 3  Creative Experiences for Children I
CD 4  Creative Experiences for Children II
CD 11 Home, School & Community Relations
Please consult your current College Catalog for additional courses offered.

Bilingual Classes
Students have the option of enrolling in classes offered in the bilingual mode (Spanish/English). Written course requirements and exams are available in these bilingual courses.

Careers in Child Development

• Preschool Teacher or Director
• Infant & Toddler Teacher or Director
• School Age Teacher or Director
• Elementary School Teacher or Para Professional
• Bilingual Assistant • Day Camp Counselor
• Universal Preschool Teacher or Director
• Early Care and Education Teacher or Director
• Head Start Teacher or Director • Policy Analyst
• Special Education Teacher or Assistant
• Family Child Care Provider • Therapist
• Corporate Child Care Teacher or Director
• Child & Family Advocate • Child Care Specialist
• Resource & Referral Specialist • Researcher
• Community Care Licensing Specialist
• College or University Professor
• Early Interventionist
The Computer Science-Information Technology Program at Los Angeles Mission College is widely recognized as a leader in the technology community. Each year, employers come to us looking for talented students to work in the following areas:

- Computer Information Specialist
- WAN/LAN Administration
- Computer Operator
- Computer Program Manager
- Data Processing Specialist
- Webmaster
- Web System Administrator
- Product Technical Support
- Programmer
- Network Installation

Perhaps you’re already employed, but you don’t have the computer skills to advance. Or maybe you have basic skills but need to learn the latest applications and software. Whether you’re starting fresh in the computer field or simply need to direct your present abilities toward a specific career or a four-year university, Los Angeles Mission College has a program for you.

What you’ll learn in the program…

The Computer Science-Information Technology Department at Los Angeles prepares students in:

- Computer Terminology, Concepts, Internet, and Programming
- Application Specialties (Word, Excel, Access)
- Principles of Programming Logic
- Computer Networks (LAN/WAN)
- Operating Systems
- Client/Server Applications
- Internet/intranet Applications - Webpage design, HTML
- WEB Site Design
- A+ Certification

Courses in Programming Languages

- C and C++
- Visual Basic (Beginning, Intermediate, and Advanced)
- Java (Beginning and Advanced)

Excellent Instructors

The Mission College Computer Science Department consists of a staff of experts in the fields of computer science, computer applications and information technology who know how to convey complex concepts to students. Classes are also taught by a staff of adjunct instructors from private industry (MCA, L.A. Dodgers, Litton, Olive View, IBM) who have the real-world experience necessary to explain how various programs are actually applied in private industry.
COMPUTER APPLICATIONS &
OFFICE TECHNOLOGIES

818-364-7743
The Computer Applications & Office Technologies Program will open many doors for the person who is well trained in office skills and has a general knowledge of business. Today’s offices need people familiar with the latest, most essential software programs such as Excel, PowerPoint, Word, and Access – in addition to excellent communication skills.

The Computer Applications & Office Technologies Program at Mission College will help you become a successful member of the business world. Most of our classes are taught in Mission College’s high-tech Computer Applications & Office Technologies Center, a state-of-the-art computer classroom with more than 40 workstations.

Employment Opportunities
Exciting careers can be launched with expertise in office technologies. Opportunities are available in government, medical, merchandising, transportation, technical, and many other fields. A degree or certificate in Computer Applications & Office Technologies can lead to many interesting and well-paying careers...

- Administrative Assistant
- Administrative Coordinator
- Administrative Support Specialist
- Clerk Typist
- Computer Operator
- Correspondence Secretary
- Data Entry Operator
- Executive Assistant
- Executive Secretary
- Invoice Clerk
- Office Administrator
- Receptionist
- Record Clerk
- Records Management Director
- Records Specialist
- Secretary
- Supervisor
THE INSTITUTE OF ARTS & MULTIMEDIA

WE OFFER AA DEGREES IN:
ART
DRAWING
MULTIMEDIA
PAINTING
SCULPTURE

Whether a paintbrush, digital video camera, or mouse, the tools to unleash your creativity are at your fingertips at The Institute of Arts and Multimedia at Los Angeles Mission College.

IAM offers an intensive program in Fine Art and Multimedia as Los Angeles’ only community college offering an Associates Degree in Multimedia Studies. The unique structure of courses reflects our philosophy that IAM students are artists and professionals foremost. All students receive a strong foundation in studio art and digital imaging. Our teachers are Industry professionals and established artists who are committed to helping students become successful art professionals and realize their individual goals. Instructors and tutors serve as mentors to students as they advance creatively and technically in the computer lab, digital editing and art studios.

The Institute of Arts and Multimedia is an extraordinary institute that provides advanced technology and state-of-the-art equipment in a friendly campus environment. Our unique program focuses on fine art as the foundation for successful digital artists. At the same time, we recognize that art students should be adept at digital techniques. Classes are small and intimate with an emphasis on hands-on learning.

VISIT US AT:
WWW.LAMISSION.EDU/IAM
WWW.LAMISSION.EDU/MULTIMEDIA
WWW.LAMISSION.EDU/ART

we offer multimedia courses in:
2D and 3D Animation
Graphic Design
Web Design
Sound Engineering/Design
Video and Post Production
If you want to make a difference in your community... if you want to improve the lives of others, of families and society, the Family and Consumer Studies program can help you do it.

The goal of our program is to provide individuals with the tools necessary to make a positive impact in their communities.

The dedicated student will emerge empowered to affect public policies concerning families, consumers, children, students, and society as a whole.

**Employment Opportunities**
Completion of the degree or certificate program in Family and Consumer Studies can lead to many different jobs and careers:

- Consumer Consultant
- Nutrition Consultant
- Dietitian
- Nutrition Educator
- Dietary Services Supervisor
- Test Kitchen Home Economist
- Product and Equipment Demonstrator
- Consumer Educator – money management specialist, credit counselor, radio/television; advertising; appliance specialist
- Gerontology Consultant or Aide (in senior citizen home, community recreation program or public housing project)

**Degree, Certificate, University Transfer**
The curriculum is designed to provide an opportunity for the student to complete lower division courses that may lead to an occupational certificate, an Associate of Arts degree, and/or transfer to a four-year college/university.
LAMC offers certificate and Associate in Arts degree programs to prepare students for careers in the hospitality industry. An Associate in Arts degree and/or certificate can also provide food service managers and aspiring managers the opportunity to revitalize and enhance their managerial skills. Los Angeles Mission College believes that a college education increases personal growth, instills industry pride, and cultivates a positive image for the entire industry.

**Many Job Opportunities**

Our culinary arts program is one of the most recognized of its kind. It can lead to a variety of jobs in the culinary industry, including: Garde Manger, pantry worker, prep worker, saute cook, junior chef, food service manager, baker, pastry cook saucier, institutional food worker, fast foods, deli catering, assistant manager/manager of restaurants and hotels, and food services, club management, or personal chef.

**On-Line Courses**

For the convenience of our students, Mission College offers several courses in the program on-line, including:

- FCS 21 Nutrition
- FCS 50 Sanitation & Safety
- FCS 163 Hospitality Culinary Educator
Creating BEAUTY

If you’ve ever re-arranged the furniture in your den, changed the lighting in your bedroom, or perhaps worked with a contractor to remodel your home, you’ve been practicing interior design. There’s a little of that creativity in all of us!

So, why not learn to do it professionally?

Designers get paid to do what they love – be creative. An interior designer works with the client to understand and meet that client’s needs. The results are designs that may include furnishing, backgrounds, wall and window treatments, flooring and ceilings, art and other accessories that are beautiful, yet functional.

Career OPPORTUNITIES

Completion of the degree or certificate programs in Interior Design can lead to many different jobs and careers, ranging from home decorating consultant to showroom consultant to staff designer for an architectural firm. Here’s a sample of some of the options that may be available to you:

- Interior Designer/Decorator
- Set Designer
- Curator/Museum
- Illustrator/Renderer
- Flooring Specialist
- Kitchen and Bath Designer
- Home Accessory Advisor
- Textile/Color Designer
- Interior Photographer
- Space Planner
- Furniture Designer
- Showroom Salesperson
- Manufacturer’s Representative
- Window Treatment Specialist
- Historical Furniture Specialist

What you’ll LEARN in the program

You’ll learn to coordinate color, furniture and fabric; how to design window treatments; about the use of lighting as an accessory; and the specifics of fabrics. Most importantly, you’ll learn how these various components work together in a design plan.

The program is designed for those hoping to start a new career, or for individuals seeking personal enrichment – those of you who want to give your homes or businesses that “designer” look. The program is equally suited for the professional who wants to develop new skills in Interior Design.

The Interior Design program at Mission College is a member of the American Society of Interior Designers Student Chapters, a highly respected professional organization for interior design students. ASID is one of the nation’s most prestigious member organizations for interior design professionals.
MATHEMATICS

818-364-7894

LAMC provides a traditional mathematics program for students who intend to earn an Associate of Arts degree, transfer to a four-year university, and for those seeking a strong foundation in mathematics.

A State-of-the-Art Math Center

A federal grant allows Mission College to offer to its students the support of a state-of-the-art mathematics center. At the Math Center, students may use instructional videos and study rooms and receive individual help from caring and capable tutors. The Center and adjoining Computer Lab house nearly 40 modern computers equipped with Internet access and mathematics software…

- Minitab
- MegaStat
- Mathlab
- Plato

Career Opportunities

A mathematics education provides a pathway to any number of exciting careers.

Here are just a few…

- Cryptographer
- Financial/Investment Analyst
- Engineer
- Stockbroker
- Forensic Analyst
- Meteorologist
- Pharmacist
- Air Traffic Controller
- Educator
- Doctor
- Chemist
- Researcher

Mathematics majors are also commonly accepted into medical schools, law schools, and MBA programs, where their math skills enable them to achieve greater success.

Instructors Who Care…

LAMC offers the dual advantage of small classes and knowledgeable faculty dedicated to teaching and exploring mathematics and its applications. Our instructors provide students with a learning experience that utilizes lecture methods, collaborative learning, and integrated computer work.

Many math tutoring services are also available.
PARALEgal studies

818-364-7720  
www.lamission.edu/law

The paralegal plays a major role in today’s law office. More and more of the work previously done solely by lawyers is now the responsibility of the paralegal. If you’re a good time manager…detail oriented…highly literate…and if you have good people skills, you might be an ideal candidate for the Los Angeles Mission College Paralegal Studies Program.

Career opportunities in many fields…

Today’s paralegals specialize in many areas of the law, such as probate, torts, personal injury, civil litigation or real estate. But paralegals are also employed by government agencies, the courts, financial institutions, insurance companies, real estate and title companies, public utilities, and community legal service programs.

To take advantage of the many available career opportunities, today’s paralegal must be prepared to perform a variety of tasks…

- legal research
- client interviewing
- prepare briefs
- conduct investigations
- review insurance claims
- draft wills

Innovative on-line courses…

Many of our courses are offered on-line for those students who work, have families or otherwise find it more convenient to “telecommute” to class. The number of these courses has been expanding gradually. See a complete listing at www.lamission.edu/law

Work in a law office…earn credits

At Mission College, we believe in combining classroom instruction with practical job experience. Through our Cooperative Education program, you can earn two to four units toward your certificate or degree while working in a law office or other business approved by the director of the Paralegal Studies Program.
We have both morning and evening credit ESL classes at LA Mission College.
* Our morning classes are from 9:05am to 12:15pm
* Our evening classes are from 7pm to 10:10pm

To register for classes you need to:
1) Apply to LA Mission College (everyone is accepted)
2) Take a Placement test to see which ESL classes you should take. (There are 7 ESL levels)
3) You’re ready to register
# June 2011

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**July 2011**

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**July 2011**

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Week of August 29 to September 4, 2011

MONDAY
Day and Evening Classes Begin

TUESDAY

WEDNESDAY

THURSDAY

**August 2011**

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**SATURDAY**  
Saturday Classes Begin

**FRIDAY**

**SUNDAY**

**DON'T FORGET**

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33
### Week of September 5 to 11, 2011

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DON'T FORGET
Deadline to ADD full term classes

FRIDAY

Deadline to ADD full term classes

SATURDAY

SUNDAY

Fall Semester
Week of September 12 to 18, 2011

12 MONDAY

13 TUESDAY

14 WEDNESDAY

15 THURSDAY
### August 2011

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#### Friday

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#### Saturday

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#### Sunday

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#### Don't Forget

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#### Fall Semester
Week of September 19 to 25, 2011
August 2011

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October 2011

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23 FRIDAY

Last day to DROP classes, without a “W” (in person)

24 SATURDAY

25 SUNDAY

DON’T FORGET

Fall Semester
Week of September 26 to October 2 2011

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY
### August 2011

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**30** Friday

**1** Saturday

**2** Sunday

**DON'T FORGET**

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Fall Semester
Week of October 3 to 9, 2011

3
MONDAY

4
TUESDAY

5
WEDNESDAY

6
THURSDAY
September 2011

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November 2011

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Fall Semester
Week of
October 10 to 16, 2011

10 MONDAY

11 TUESDAY

12 WEDNESDAY

13 THURSDAY
Week of October 17 to 23, 2011

Monday

Tuesday

Wednesday

Thursday
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**FRIDAY**

21

**SATURDAY**

22

**SUNDAY**

23

**DON'T FORGET**

22

Fall Semester
Week of
October 24 to 30, 2011

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY
Week of October 31 to November 6, 2011

MONDAY

TUESDAY

WEDNESDAY

THURSDAY
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4 FRIDAY

5 SATURDAY

6 SUNDAY

DON'T FORGET
Week of November 7 to 13, 2011

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY
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Week of November 14 to 20, 2011

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

Fall Semester

November 2011

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30
18th FRIDAY

19th SATURDAY

20th SUNDAY

DON'T FORGET
Week of November 21 to 27, 2011

21 MONDAY

22 TUESDAY

23 WEDNESDAY

24 THURSDAY
Thanksgiving Holiday (College closed)
Week of November 28 to December 4, 2011

28 MONDAY

29 TUESDAY

30 WEDNESDAY

1 THURSDAY
November 2011

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13 | 14 | 15 | 16 | 17 | 18 | 19
20 | 21 | 22 | 23 | 24 | 25 | 26
27 | 28 | 29 | 30

January 2012

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1 | 2 | 3 | 4 | 5 | 6 | 7
8 | 9 | 10 | 11 | 12 | 13 | 14
15 | 16 | 17 | 18 | 19 | 20 | 21
22 | 23 | 24 | 25 | 26 | 27 | 28
29 | 30 | 31

2
FRIDAY

3
SATURDAY

4
SUNDAY

DONT' FORGET

Fall Semester

59
Week of December 5 to 11, 2011

MONDAY

TUESDAY

WEDNESDAY

THURSDAY
November 2011

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

January 2012

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

9 FRIDAY

10 SATURDAY
Last Day of Full Term Class Instruction

11 SUNDAY

DON'T FORGET

Fall Semester
Week of December 12 to 18, 2011

**Monday, December 12**

**Tuesday, December 13**

**Wednesday, December 14**

**Thursday, December 15**

**Fall Semester**

**December 2011 Calendar**

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November 2011

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20 21 22 23 24 25 26
27 28 29 30

January 2012

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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

16
FRIDAY
FINAL EXAMS

17
SATURDAY
FINAL EXAMS

18
SUNDAY
FINAL EXAMS
Semester Ends

DON'T FORGET
Week of December 19 to 25, 2011

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY
DON'T FORGET

November 2011
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6  7  8  9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

January 2012
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1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
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29 30 31
Week of December 26, 2011 to January 1, 2012

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY
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Week of January 2 to 8, 2012

MONDAY
New Year's Holiday (college closed)

TUESDAY
Classes begin

WEDNESDAY

THURSDAY

Winter Session
FRIDAY

SATURDAY

SUNDAY

DON'T FORGET

Winter Session

71
Week of January 9 to 15, 2012

9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

Winter Session
December 2011
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4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

February 2012
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28

13 FRIDAY

14 SATURDAY

15 SUNDAY

DONT FORGET

Winter Session
Week of January 16 to 22, 2012

MONDAY
16
Martin Luther King, Jr. Holiday (college closed)

TUESDAY
17

WEDNESDAY
18

THURSDAY
19
Winter Session
Week of January 23 to 29, 2012

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| Winter Session

2012 Calendar

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Week of January 23 to 29, 2012
27
FRIDAY

28
SATURDAY

29
SUNDAY

DON'T FORGET

Winter Session

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18 19 20 21 22 23 24
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February 2012
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12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28
Week of January 30 to February 5, 2012

30  MONDAY


31  TUESDAY


1  WEDNESDAY


2  THURSDAY

Winter Session
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Week of February 6 to 12, 2012

6 MONDAY
Classes begin

7 TUESDAY

8 WEDNESDAY

9 THURSDAY
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Spring Semester
January 2012

March 2012

**FRIDAY**

**SATURDAY**

**SUNDAY**

DON’T FORGET

Presidents Day Holiday (college closed)
### Week of February 20 to 26, 2012

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Week of February 27 to March 5, 2012

27 MONDAY

28 TUESDAY

29 WEDNESDAY

1 THURSDAY
2 FRIDAY
Last day to DROP classes, without a “W” (inperson)

3 SATURDAY

4 SUNDAY

DON'T FORGET
Week of March 5 to 11, 2012

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**
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**FRIDAY**


**SATURDAY**


**SUNDAY**


**DON'T FORGET**


Spring Semester

Week of
March 12 to 18, 2012

12
MONDAY

13
TUESDAY

14
WEDNESDAY

15
THURSDAY
February 2012

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5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29

April 2012

S M T W T F S
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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

16
FRIDAY

17
SATURDAY

18
SUNDAY

DON'T FORGET
Spring Semester

Week of March 19 to 25, 2012

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Week of March 26 to April 1, 2012

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY
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**Friday, March 30**

Cesar Chavez Holiday (college closed)

**Saturday, March 31**

**Sunday, April 1**

**Don't Forget**
Week of April 2 to 8, 2012

MONDAY
Spring Break (Non-Instruction)

TUESDAY
Spring Break (Non-Instruction)

WEDNESDAY
Spring Break (Non-Instruction)

THURSDAY
Spring Break (Non-Instruction)
**March 2012**

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**May 2012**

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**FRIDAY**

Spring Break (Non-Instruction)

**SATURDAY**

Spring Break (Non-Instruction)

**SUNDAY**

Spring Break (Non-Instruction)

**DON'T FORGET**
Week of April 9 to 15, 2012

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**Spring Semester**

**April 2012**

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Week of April 16 to 22, 2011

Spring Semester

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**Spring Semester**
Week of April 23 to 29, 2012

23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY
Week of
April 30 to May 6, 2012

30 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

Spring Semester
Week of
May 7 to 13, 2012

MONDAY

TUESDAY

WEDNESDAY

THURSDAY
April 2012

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June 2012

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**11** FRIDAY

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**12** SATURDAY

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**13** SUNDAY

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**DON'T FORGET**

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Week of May 21 to 27, 2012

21 Monday

22 Tuesday

23 Wednesday

24 Thursday
Week of May 28 to June 3, 2012

28 MONDAY
Memorial Day Holiday (college closed)

29 TUESDAY

30 WEDNESDAY

31 THURSDAY
Week of June 4 to 10, 2012

4 MONDAY
Semester Ends

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

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Week of June 11 to 17, 2012

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

**SUMMER MONTHS**

June 2012

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Financial Aid Opportunities

What is Financial Aid?

Financial aid is funding provided by the federal and state governments to assist students with their educational expenses and is available in the form of grants, scholarships, employment and loans. The goal of financial aid is to provide access to post-secondary education for those who otherwise would be unable to continue their education without financial assistance. The amount and type of aid offered to each student is determined by federal and state regulation, institutional policy and funding availability.

The basis for such assistance is the belief that parents have the primary responsibility to assist their dependents in meeting educational costs. Financial aid is meant to supplement existing income/financial resources and should not be relied upon as your sole means of income to support other non-educational expenses.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To be considered for financial aid, students must meet the following minimum eligibility requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be making satisfactory academic progress in a course of study leading to certificate, an AA or AS degree, or transfer to a Baccalaureate degree program.
- Not be in default on any loans, including: Federal Perkins loans, Federal Stafford loans, Federal Direct loans, or Federal PLUS loans.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG) or state Cal 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.
- Must have a high school diploma or received a General Education Development (GED) certificate or pass an approved Ability-To-Benefit (ATB) test.
Financial Aid Opportunities

FINANCIAL AID PROGRAMS
Listed below are the financial aid programs our college participates in:

II. FEDERAL PROGRAMS

- **Grants** are gift-aid, which do not have to be repaid.
  - **Federal Pell Grant** awards currently range from $400 to $5,550 and is awarded only to undergraduate students who have not earned a bachelor or professional degree. (A professional degree is typically earned after earning a bachelor degree in a field such as medicine, law, or dentistry).
  - **Federal Supplemental Educational Opportunity Grant (SEOG)** annual awards range from $200 to $400 and is awarded to students with exceptional financial need.

- **Loans** are self-help aid which must be REPaid. They are available under varying terms and conditions.

- **Work-Study** is a federal subsidized student employment program. Notification of eligibility for Federal Work-Study is included on your Award Notification.

II. STATE OF CALIFORNIA PROGRAMS

- **Cal Grant B** pays up to $1,551 per year while you are attending a community college. This award provides assistance for very low-income, first-time freshmen. The award is for four years and could potentially cover two years at a community college and the remaining two years upon transfer to a 4-year institution.

- **Cal Grant C** pays up to $576 per year for two-year vocational students.

- **Board of Governors (BOG) Fee Waiver Program** waives enrollment fees charged by our college. There is no cash award associated with this waiver. This program will pay your college enrollment fees if you are a California resident. The waiver does not cover health fees.
Financial Aid Opportunities

The Financial Aid Process

The financial aid process involves a series of steps. Following directions and completing each step correctly will minimize errors and prevent delays.

STEP ONE: THE APPLICATION PROCESS
We strongly encourage you to apply online through the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Prior to doing so, obtain a U.S. Department of Education (USDE) PIN. Your PIN serves as an electronic signature. Both students and parents can obtain a PIN. Go to www.pin.ed.gov to apply for a PIN.

STEP TWO: FOLLOW UP
If you submitted your financial aid application (FAFSA) online and provided an email address, you will receive a Student Aid Report (SAR) via email. If you applied online but did not provide an email address, you will receive a SAR in approximately 2 weeks by mail. Students who completed a paper FAFSA may expect their SAR within 2-3 weeks.

At the same time you receive your SAR, we will receive your information electronically from the U.S. Department of Education and will use the information to determine your financial aid eligibility. You will be notified of any additional required documents. Please make sure that your address is correct with the Financial Aid and Admissions Offices. Therefore, it is very important that you respond to inquiries from the Financial Aid Office in a timely manner.

STEP THREE: THE NOTIFICATION PROCESS
Once we determine your eligibility, you will receive an Award Notification.

STEP FOUR: DISBURSEMENT
Financial aid grant, scholarship, and loan awards are disbursed through Higher One by either: a) deposit to your One Account and myLACCDcard, or b) deposit to a bank account of your choice. It is the student’s responsibility to report address and phone number changes to the Admissions and Financial Aid Offices.
Financial Aid Opportunities

Financial Aid Timeline

NOVEMBER
• Obtain a USDE issued PIN now! Go to www.pin.ed.gov. If you already have a PIN from the previous award year, you do not need to apply for a PIN again.
• For dependent students, your parent(s) need to also apply for a PIN.

JANUARY
• Apply for financial aid via the web at www.fafsa.gov and submit your Cal Grant GPA Verification. Recent high school graduates should check with their high school counselor regarding submission of your GPA to the California Student Aid Commission (the department in California that administers the Cal Grant program).

FEBRUARY
• File your federal tax returns as soon as possible, as this information is used to complete your FAFSA.

MARCH
• Deadline for PRIORITY financial aid consideration is March 2nd – be sure your FAFSA is filed!
• Deadline for the Cal Grant GPA Verification is March 2nd.
• DO NOT wait until you are admitted to the college before submitting your FAFSA and GPA Verification.

APRIL/MAY
• To receive your financial aid disbursement by the first week of the Fall semester, all supporting documents must be submitted to the Financial Aid Office by May 1st.
• Submit your Admissions application for the upcoming semester.
• Fee Waiver Notifications are mailed to students who qualify for the upcoming academic year. Eligibility is determined from your FAFSA.

JUNE/JULY
• Award Notification letters are issued for priority applicants! Be sure to accept or decline any financial aid offered at this time.

AUGUST/SEPTEMBER
• Financial aid disbursement for priority applicants.
Financial Aid Opportunities

Cost of Attending
Los Angeles Mission College

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation.

The following costs are used in the equation all institutions use to determine financial need. Cost of Attendance (COA) minus Expected Family Contribution (EFC) equals financial need. EFC is determined when you file the financial aid application, the FAFSA.

The following Cost of Attendance figures may not match your actual out of pocket expenses while attending Los Angeles Mission College. They are the amounts we are permitted to use in the equation to determine your need.

Fees below are calculated at $26 per unit and may change.

2010-2011 COST OF ATTENDANCE

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Non-Resident tuition is added to fees.

We attempt to provide fee waiver, grants, work-study and/or loans up to your financial need. Please note: We often do not have enough to fund all the need of most students.
Financial Aid Opportunities

How to Contact the Financial Aid Office

Location: Student Services Annex of the Instructional Building
Office Hours: Monday through Thursday 8:00 am – 2:00 pm and 5:00 pm – 7:00 pm
             Friday 8:00 am – 12:00 noon
Phone Number: (818) 364-7648
FAX Number: (818) 364-7708
Website: www.lamission.edu/financialaid
Email Address: lamcfinaid@lamission.edu
Twitter: twitter .com/LAMCFAO
Facebook: facebook.com “LAMC Financial Aid”
Student Support Services

The following is a list of student services available to you. Take some time to review the services and become familiar with them. Successful students use these services to assist them in reaching their educational goals.

COUNSELING OFFICE
818.364.7655 or 818.364.7656
Academic – Career – Personal Counseling
All students are strongly urged to make an appointment with a counselor for help in choosing a course of study prior to registering for classes. Counseling assistance is also available for college transfer requirements, career planning, and personal concerns. To schedule a day or evening appointment, contact the Counseling Office.

CAREER PLANNING CENTER
The professional staff in the Career Planning Center provides students with individual career counseling to evaluate personal abilities and interests, to explore occupational areas, and to decide on a career direction. The Eureka Computer Information System is available for use by appointment.

STUDENT EDUCATIONAL PLAN
Beginning in their first semester, all students need to see a counselor to create a Student Educational Plan. The Student Educational Plan allows students to chart out a path to help them meet their educational goals. Students are advised to make an appointment to visit with a counselor each semester to ensure that their course selections are on track with their Student Educational Plan.

INTERNATIONAL STUDENT SERVICES
818.364.7741
International students should schedule an appointment with the International Students Advisor or a counselor to review their program of study, their visa status, and their financial statements. Appointments can be made through the International Students Office.

NEW STUDENT ORIENTATION & ASSESSMENT PROGRAM
818.364.7613
After new students submit their college application to the Admissions Office, they should complete the assessment and orientation process before enrolling in their first semester. Please call the Assessment Center for assessment times and dates. Orientation appointments are given at the assessment sessions. During orientation, students will develop their first semester Student Educational Plans with an Orientation Counselor.
PERSONAL DEVELOPMENT CLASSES
These courses are established to assist students in their quest for excellence. Covering personal, career, and academic areas, personal development classes introduce concepts geared to college success and personal fulfillment.

CHILD DEVELOPMENT CENTER
818.364.7865
The campus Child Development Center provides childcare for Mission College student-parents (while they are attending classes) and a learning experience for preschool children. A credentialed director supervises classroom instructors who provide an educational program related to child development. The program is free for parents who qualify or a fee is charged on a sliding scale according to income – from $1 to $5 per hour. While student-parents have priority registration, the Center is open to community families. For hours and other information, contact the Child Development Center.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)
The Cooperative Agencies Resources for Education (CARE) program was established in 1982 to provide educational support services to Extended Opportunity Programs and Services (EOP&S) students who are welfare-dependent single parents with children 14 years or younger. The goal of the program is to provide academically high-risk students with educational support services, including counseling, tutoring, peer support, networking with other single parents, and workshops or activities that enhance their personal development and self-esteem. Meal tickets and child-care funding are provided for those who qualify.

DISABLED STUDENTS PROGRAMS & SERVICES (DSP&S)
818.364.7732
Mission College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for disabled students pursuing a college education. Services include registration assistance, academic advisement and program planning, high-tech computer center, alternate media production, electronic access, tutors, classroom notetakers, recorded texts, instructor liaison, mobility assistance, testing assistance, interpreters, work experience, and the use of special equipment such as tape recorders and a courtesy wheelchair. Special classes are offered in basic skills, personal development, employment skills, study skills, and adaptive physical education. Other services may be arranged as needed. However, students are responsible for their own personal care while on campus. For additional information concerning services for disabled students, please contact the Office of DSP&S.
Student Support Services

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S)
818.364.7645
EOP&S is a program undertaken by Mission College and administered in accordance with state legislation (SB 164 and AB 1030). It is a state-funded program. Its purpose is to provide positive encouragement to students who may have language, social, and/or economic disadvantages and who may be first generation college students. In addition, EOP&S strives to facilitate these students participation in college life and in successfully achieving their educational goals.

INTERCOLLEGIATE ATHLETICS
818.364.7680
The athletic programs of Los Angeles Community College District provide men and women with an equal opportunity to participate in intercollegiate athletics. The college teams, which include men’s and women’s soccer, men’s baseball and women’s softball, compete in the Western State Conference. Each sport activity is taught by highly qualified instructors, and individual attention is given to each student-athlete. All questions pertaining to athletic programs should be directed to the Director of Athletics.

OUTREACH & RECRUITMENT CENTER
818.364.7779
The Outreach and Recruitment Center provides college staff to attend local events where there is a potential market for future Los Angeles Mission College students. We offer High School to college transition services. We have one-on-one and group contact with interested students and others. Students are informed about our programs, services and will be guided through the registration steps. For more information or to schedule an event please call the Outreach & Recruitment Center.

TRANSFER CENTER
818.364.7827 | www.lamission.edu/transfercenter
The Transfer Center assists students seeking to continue their studies at a four-year college or university. The Transfer Center provides information regarding the application process, opportunities to meet with admissions representatives from four-year schools, a reference library, and workshops on transfer issues. Students are encouraged to begin planning for transfer as early as possible.
The academic programs at Los Angeles Mission College have been approved for veterans’ (and dependents’) benefits. For those planning to attend Los Angeles Mission College and receive Educational Benefits from the Department of Veteran Affairs should visit the Veterans Office for assistance with the enrollment process, schedule an appointment for assessment, counseling, and register for courses prior to attaining certification. Veterans receiving benefits are responsible for knowing and observing Veterans Administration and college regulations as they apply to all students.
Special Programs

NON-CREDIT PROGRAM
818.364.7774
Non-credit programs provide free basic skills remediation in math and language arts, academic preparation for college level studies, customized and vocational training, and other classes and services to our resident and business community. We provide the structure and the support to meet life skills, vocational and academic preparation needs. This is a college program and all of our students have access to the campus resources, benefits and support. We offer bilingual counseling services to all students.

GED/CAHSEE
This program is designed to deliver effective basic skills services for students who need to successfully pass the CAHSEE examination or obtain a GED certificate. The program also provides the opportunity for students to obtain an adult high school diploma.

Non-Credit ESL Classes Beginning ESL courses are designed to strengthen general English language skills. At the intermediate levels, students will begin to focus on academic language skills to prepare them to transition to college programs.

Citizenship Classes & Naturalization Assistance Services (Civics) The Civics program prepares students to successfully pass the U.S. citizenship test and interview. We also provide information and assistance regarding the naturalization process.

COMMUNITY EDUCATION & PROFESSIONAL DEVELOPMENT PROGRAM
818.833.3417
Los Angeles Mission College’s Community Education program provides short-term, not-for-credit classes, workshops, career-training programs and events designed for professional and/or personal development with a special emphasis on inspiring a sense of wonder and imagination toward lifelong learning. College credit is not given for classes conducted by the Community Education program.

COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)
818.364.7700
CWEE combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well-educated individuals develop
Special Programs

most effectively by incorporating related education and work experience. These structured experiences in business, industry, government, and human services bring enrichment to college studies and enhance the student’s total development. The program is called CWEE because educational objectives are carefully planned and coordinated with the student’s employer to provide realistic employment experience. The Cooperative Education Office is located in the Library/Learning Resource Center Building. Call for further information.

INSTRUCTIONAL TELEVISION (ITV)
818.833.3594 | www.lamission.edu/itv
Each semester the Instructional Television program of the Los Angeles Community College District offers college classes that meet general education and transfer requirements using a blended format of television, the Internet, and weekend class meetings. The classes are offered in six 8-week sessions.

Instructional Television classes are convenient, flexible, and especially suitable for working adults and college students wanting to supplement their on-campus program when campus attendance is not possible. Students complete reading and study assignments, watch lessons broadcast on cable television, attend classes on weekends at a Los Angeles Community College near their home, and complete midterm and final examinations.

A Los Angeles Community College instructor is assigned to assist students in each class. It is advisable to meet with your counselor to ensure that you choose classes that meet your needs. For additional information, contact ITV in the Campus Center, Room 1528.

INTERNATIONAL EDUCATION PROGRAM - STUDY ABROAD CLASSES
213.891.2390 | www.laccd.edu
College credit classes are offered by the International Education Program with instructors and classes selected from the nine Los Angeles Community Colleges. Programs are offered in more than a dozen countries around the world. Opportunities for study include Spanish Language and Civilization; Art in Mexico, Spain, and Costa Rica; Creative Writing in Prague and Dublin; French, French Civilization and Art in Paris; Italian, Italian Civilization and Art in Florence; Marine Biology in Mexico; Theater in England; Business in China; Chinese Civilization and Chinese Language in China; and Art in Bali. Partnership programs are being established with overseas colleges and universities; international distance-learning programs are beginning to appear. Students may spend a semester in Salamanca, Spain; Paris, France; Florence, Italy; or London, England. Work-study programs are available in London, Paris, and Madrid. A program of cooperation has been arranged with Barnsley College in England for music students at Los Angeles Pierce
Special Programs

College and theater students at Los Angeles Harbor College. On-site investigation of the history and cultures of other nations provides students and their instructors with some of the best educational experiences of their lives. The International Education Program demonstrates the commitment of Los Angeles Mission College to furthering development of international and intercultural awareness.

PROGRAM FOR ACCELERATED COLLEGE EDUCATION (PACE)
818.364.7684 or 818.364.7677
www.lamission.edu/pace

PACE offers convenient scheduling for working adult students. PACE students complete 12 transferable units in a semester by attending class one evening a week and two Saturdays a month. Most PACE courses are offered in an accelerated eight-week format. PACE Saturday sessions offer experiential learning opportunities with field trips, performances, and collaborative projects.

There are five PACE tracks to meet your transfer goals: Business, Elementary Teaching, General Studies, Health Sciences, and Social Sciences. Each track offers courses that satisfy IGETC and CSU General Education Breadth requirements. The LAMC PACE program has an open enrollment policy; any Mission College student may enroll in a PACE class that fits his or her schedule.

Students who need the prerequisites for transferable math and English courses may enroll in the PACE Bridge.

STUDENT ACTIVITIES

Cocurricular or extra class activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and to enrich their educational and personal development. This may be accomplished through extra class cultural activities; volunteer programs related to the instructional program; and participation in community-related affairs, athletics, and student government. Students who learn to work with groups will develop leadership skills to prepare them for cooperative and meaningful associations in both occupational and personal pursuits.

The development of a student activity program is a vital portion of the obligations that both faculty and administrators assume for students in any American college community. At Los Angeles Mission College, student activities are an integral part of the educational program.
ASSOCIATED STUDENT ORGANIZATION (ASO)

www.lamission.edu/aso

The Associated Student Organization is open to all current students of Los Angeles Mission College. All students are welcomed and urged to participate. The Associated Students Organization provides a framework for many college student activities. Through active participation in student government and clubs, the student renders service, increases social and cultural awareness, improves leadership abilities, and creates a close association with other students. Students are encouraged to serve on campus and ASO committees.

Membership in the Associated Student Organization of Los Angeles Mission College is $7 per semester and $3 per summer and intersession. For more information, visit the Student Activities Office in the Campus Center, or visit the ASO website.

For further information, contact the Office of Student Services 818.364.7820.

STUDENT CLUBS & ORGANIZATIONS

Student clubs and organizations provide a variety of cultural, community, and vocational opportunities. Service clubs, special-interest clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. Students will find their college experience more meaningful and valuable through active participation in some social or extracurricular activity of the college program. Any group wishing to become a recognized Mission College organization must submit a constitution and be approved by the Associated Student Organization Executive Council.

COLLEGE COLORS & THEME

The students, faculty, and staff of Los Angeles Mission College have selected desert blue and silver as the school colors and the eagle as its mascot. These selections signify the quest for knowledge and pioneering enthusiasm of purpose, which are intrinsic values in a college.
Special Programs

Honors Program

HONORS/TRANSFER ALLIANCE PROGRAM (TAP)
818.364.7683
The Los Angeles Mission College UCLA Transfer Alliance/Honors Program (TAP) is designed for motivated students who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. The TAP program offers participating students priority admissions to UCLA and additional opportunities at other universities. Both current and new students may apply to be part of the TAP program.

Requirements - Students will complete five honors courses with a 3.00 grade average, and honors designation will appear on students’ transcripts. For each honors course, students will complete a research project or paper designed in collaboration with the Honors Director Dr. Mike Fenton, and the faculty mentor teaching the course.

Current LAMC students must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher.

Entering students must have a high school GPA of 3.50 or higher or an SAT score above 1,000, and their placement tests must place them in English 101 or higher.

Applying to the Honors Program - These are general guidelines. If you do not meet a specific requirement but would like to be able to participate in TAP, please write to Dr. Mike Fenton at fentonms@lamission.edu to discuss your particular situation.

For more information and to apply -

- Honors Coordinator: Dr. Mike Fenton, 818.364.7888
- Honors Counselor: Mr. Afri Walker, 818.364.7647
- www.lamission.edu/honors/default.aspx
Special Programs

Title V Programs

TITLE V HSI MATH CENTER
818.364.7811
The Title V HSI Math Center located in the lower level of the Campus Center features a 40-seat computer lab with state-of-the-art equipment and software and a Math Tutoring Lab which offers the following services:

- Individual and group tutoring
- Collaborative study rooms
- Assistance for online math assignments
- Textbooks and video tapes check-out
- Online student instructions
- Test proctoring (by instructor request)

CENTER FOR EXCELLENCE IN TEACHING (CET/TITLE V)
The CET assists faculty in learning new teaching strategies to promote student success by providing workshops and training for faculty, a dedicated training and workshops room, and a laptop lending program for faculty. For more information about the CET, contact David Jordan at 818.364.7720.

TITLE V STRENGTHENING HSI PROGRAM- IMPROVING STUDENT SUCCESS AND ACCESS (LRC/ISSA)
818.364.7778
The Title V HSI Program-Improving Student Success and Access (LRC/ISSA) is a five-year program funded by the U.S. Department of Education and is designed to increase the College’s capacity to support, retain and successfully transfer a greater proportion of Hispanic and other minority students to four-year colleges and universities. The LRC/ISSA is comprised of three components, each proposing strategies designed to increase the capacity of Mission to support, retain, and successfully graduate a greater proportion of Hispanic Students while strengthening the Learning Resource Center. The components are as follow:

1. Strengthening Academic Support for English, Developmental Communication, and ESL;
2. Strengthening Academic Support for Science;
3. Increase Access, especially for part-time, evening, weekends, and online students.
The Learning Center provides a variety of free services to Mission College students. One-on-one and small-group tutoring is available in English, mathematics, ESL and grammar. In addition to the Writing Lab and Math Lab, where students receive in-depth help, the Learning Center offers a Learning Lab with an on-duty tutor to answer student questions about content, style, and format of academic work. Walk-in workshops in study skills, test taking skills, English, and computer literacy are offered periodically. Schedules are available in the Learning Center. Students may also enroll in credit courses to build basic skills such as reading and vocabulary.

The Learning Center also houses the Computer Commons with 126 state-of-the-art, Internet-linked computers. Educational computer software programs in many areas help students review or learn new skills. Additional computers and specialized software and hardware accommodate students with disabilities.

As the informational heart of Los Angeles Mission College, the library encompasses a wide variety of materials and services planned to meet the curricular needs of students and to provide facilities conducive to college study.

The library maintains a fine collection of books, reference materials, magazines, newspapers, and non-print materials such as microfilm and videos and provides individual study areas and group study rooms.

Computers located in the library provide access to word processing programs, the Internet, newspaper and magazine databases, and other online information resources. Special collections include children’s literature, online collections of books, and a collection of materials for students in the English as a Second Language program and for students wishing to improve their basic skills. The Library/Learning Resources Center has been developed to support and enhance the instructional program of the College. Students are urged to make maximum use of its resources; the staff is eager to assist them.
Workforce Development Programs

CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS (CALWORKS)
818.364.7760 | 818.833.3511
www.lamission.edu/calworks

The CalWORKs Program at Los Angeles Mission College assists students who are welfare recipients in making the transition from welfare to long-term self-sufficiency through the coordinated student services such as off-campus work study, free child care, academic, career, and personal counseling, job placement assistance, etc.

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM
818.364.7674

The purpose of the program is to improve the quality of early childhood programs while creating a career track for experienced teachers and program administrators as they offer training options at their worksites. Mentor teachers are experienced and specially trained teachers of young children whose classroom have been approved as supervision sites for student teacher placements. Stipends are paid to Mentors for their time spent supervising students as well as for participating in professional development activities.

CAREER TECHNICAL EDUCATION ACT (CTE)
818.364.7640

CTE is the 2006 reauthorization of the Vocational and Technical Education Act of 1998, originally authorized by Congress under Title I, Part C, of the Carl D. Perkins Act. Its goal is to strengthen Career Technical Education programs through curriculum and instructional delivery, student support structures and student services; professional development; partnership development; and accountability, assessment and evaluation in the following disciplines:

- Computer Applications and Office Technologies
- Computer Science Information Technology
- Multimedia
- Child Development
- Gerontology/Family and Consumer Studies
- Food Service Management/Culinary Arts
- Administration of Justice
- Paralegal
- Business Administration
Workforce Development Programs

CAREER TECHNICAL EDUCATION COMMUNITY COLLABORATIVE
818.364.7674

Los Angeles Mission College is the lead college for this collaborative project of three colleges:

Los Angeles Mission College, Los Angeles Valley College and Los Angeles Pierce College. The project components include Career Pathway Development and Enhancement, Career Exploration for 7th and 8th graders, Teacher and Faculty Externships in business and Industry, and Career and Technical Education Professional Development.

CHILD DEVELOPMENT CAREERS WORKS (CDC-WORKS)
818.364.7600 x7146

The Child Development Careers WORKs! is a collaboration of organizations with a common goal and vision to offer students the opportunity of a life-long career path as an early childhood educator. This program works in cooperation with Mission College, California Department of Education, and the Foundation for the Community Colleges.

- CDC-WORKs! Program provides training and support to students who are interested in becoming child development and early childhood educators.
- Participants must complete at least 12 units of Child Development coursework, including the core classes CD 1, CD 2, CD 3, and CD 11. In addition to this, each student in the program must complete 50 days of work experience in a high-quality childcare setting.

CHILD DEVELOPMENT TRAINING CONSORTIUM
818.364.7714

The Child Development Training Consortium (CDTC) was created to address the critical shortage of qualified early childhood teachers in the state of California. The demand for qualified workers continues to grow. To accomplish this, the Child Development Training Consortium provides financial resources through the Community College Programs who assist students in meeting the educational requirement for any of the Child Development Permits. In addition, the CDTC administers four other programs, including the Child Development Permit Stipend Program, the Career Incentive Grant Program, and Professional Growth Advisory Project and Administrator Institute.
Workforce Development Programs

FAMILY CHILD CARE HOMES EDUCATION NETWORK (FCCHEN)  
818.364.7881

The LAMC Family Child Care Homes Education Network consists of 30 licensed family child care homes that offer child care services for the students of Los Angeles Mission College and community.

Thirteen of the homes have been accredited. All of the other providers have expressed an interest in completing the accreditation process. Accredited programs adhere to higher standards in all aspects of the program, including parent communication and interactions with children.

FOSTER/KINSHIP CARE EDUCATION (FKCE)  
818.364.7600 ext. 7135

LAMC provides more than 350 hours of training to licensed foster parents annually. Classes consist of general parenting information, as well as specific information related to the needs of foster and kinship families. Our training includes classes in both English and Spanish. The Foster and Kinship Care Education program receives funding from the State Chancellor’s Office.

PARTNERING FOR SAFETY & PERMANENCE - MODEL APPROACH TO PARTNERSHIPS IN PARENTING (PS MAPP)  
818.364.7600 ext. 7135

This program is offered through collaboration with the County of Los Angeles and The Community College Foundation. PS-MAPP offers potential foster and adoptive parents a 33-hour training course to help them explore the requirements and challenges that they will accept in the role of foster parent.

SUBSIDIZED TRAINING & EMPLOYMENT PROGRAM (STEP)  
818.899.1529

The purpose of the program is to enable CalWORKs participants, to secure unsubsidized employment after completing one or more of the following subsidized training activities:

- Short term classroom training linked to in-demand occupations
- Subsidized employment in the form of On-The-Job Training or Paid Work Experience linked to in-demand occupations
- Pre-exit entry intro unsubsidized employments (Direct Placements)
- Priority will be given to those individuals who are near the end of their CalWORKs sixty-month time limit.
LAMC in collaboration with seven area high schools is planning to continue to expand the matrix of schools and courses offered through Tech Prep in the field of Hospitality including food service, lodging and travel and tourism. Professional development activities for faculty and counselors at the high schools and community college will be offered to develop knowledge and skills required for implementing and integrated Tech Prep programs. The program provides access to information through in-service programs provided by LAMC and on a website linked to collaborating partners who post current information and activities. Focus on Careers is presented to provide secondary school students with information about college programs, activities, and benefits such as financial aid and student services. The Tech Prep program has one additional project funded through the California Department of Education: the Tech Prep Distributions Points Project.

The TRIO/Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. SSS provides support services that promote and facilitate students’ academic and personal success. To qualify for SSS, students must meet at least one of these requirements:

- Be a first-generation college student (neither parent has a bachelor’s degree)
- Meet an income guideline
- Be a student with a disability

Students selected to participate in SSS will qualify for one-on-one academic advising and counseling, individual and group tutoring, career counseling, study skills workshops, trips to cultural sites and colleges, and grant aid through a selective process.
Workforce Development Programs

**WORKFORCE INVESTMENT ACT (WIA)**
818.899.1529

The purpose of this program is to link job seekers to employment opportunities. The WorkSource Center provides a seamless, coordinated, and comprehensive referral system through a network of collaborating partners who are either physically co-located or virtually connected. Three levels of service are provided:

1. Core services including job search assistance, referrals to programs, initial screening, and labor market information
2. Intensive services for eligible participants, which include development of individual employment plans, and case management
3. Training services provided only to those who are unable to obtain other grant assistance, including job readiness training, adult education, and literacy.

The Center also assists employers and the community by serving as a partner in continuing community enrichment and economic development efforts.

**YOUTH DEVELOPMENT SERVICES (YDS-YESS)**
(Formerly Independent Living Program)
18.364.7600 ext. 7135

The goal of the Youth Development Services –YESS program, funded through a partnership with the County of Los Angeles and the Foundation for California Community Colleges, is to motivate foster youth ages 14 to 20 to be ready for their release from the foster care system at age 18.

Services for 14 and 15 year olds include educational planning and tutoring. Services for 16 to 20 year olds include educational planning and life skills classes to discuss what is needed to succeed in the community. The program consists of 30 hours of classroom training to help the students develop skills that will enable them to locate jobs, manage money, and survive as productive citizens outside the foster care system.
College Bookstore Check Policy

1. We accept checks if you have two forms of identification:
   (a) A valid California driver’s license or California identification card AND
   (b) A current LAMC student registration receipt or current school ID.

2. Your current address must be imprinted on the check and verified by both your registration receipt and the California driver’s license or California identification card.

3. Your check can be written for the amount of purchase only.

4. Your check cannot be a two-party or pre-signed check.

4a. Students who use their parent’s check must write their parent’s driver’s license number and expiration date on the face of the check.

5. Checks can be accepted from registered students only.

6. The bookstore charges a $15 fee for each returned check. Los Angeles Mission College will place a hold on registration, transcripts, and all other college transactions until the fee and the amount of the returned check are paid.

7. We accept credit cards – VISA, MasterCard, Discover, and American Express.

STUDENT PARKING REGULATIONS

1. Liability: The Los Angeles Community College District and Mission College assume no responsibility for damage to any motor vehicle, theft of a vehicle or its contents, or injury to persons operating such vehicles on or off campus.

2. Students should avoid parking in designated LAMC STAFF PARKING LOTS and areas posted NO PARKING ZONES. A valid student parking permit must be displayed to park in the student parking lot.

3. The maximum speed limit is 10 mph on all parking facilities.

4. All persons driving a vehicle on the campus are required to comply with the traffic laws of the state of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations may result in a citation being issued.

5. All vehicles must be parked clearly within a designated parking stall.

6. All vehicles shall be parked heading into parking stall.

7. “No Parking” signs must be complied with.

8. Any vehicle parked in a space designated for “Disabled or Handicapped Only” must display a valid handicapped permit or placard issued by the Department of Motor Vehicles.
9. Persons parking illegally on campus will receive a parking citation.
10. Persons parking illegally in the “Disabled or Handicapped Only” parking area will be cited.
11. Parking citations are payable by mail to the address on the citation or online at www.paymycite.com. To appeal a citation, obtain an Administrative Review form from the college Sheriff’s Office.
12. Short-term and visitor permits are available at the college Sheriff’s Office.
13. The College reserves the right to remove vehicles from the campus for any of the following reasons:
   a. Abandoned vehicles
   b. Vehicles with no license plates
   c. Vehicles parked in such a manner as to constitute a serious hazard
   d. Vehicles which impede the operation of emergency equipment
   e. Vehicles which are parked illegally on a recurring basis
      Note: The registered owner will be responsible for impound costs.

COLLEGE SHERIFF’S DEPARTMENT
818.364.7843

Sheriff’s office personnel are responsible for the safety and well being of staff and students and for the security of college property and facilities.

LOST & FOUND
Items left in classrooms or at other campus facilities should be turned in to the Sheriff’s Office. Inquiries about lost belongings may be made during regular college hours. The college is not responsible for lost items. Students are advised to put their names on textbooks and other items of value.
District Information

Academic Standards

ACADEMIC HONORS

Chancellor’s Distinguished Honor Award
The Chancellor’s Distinguished Honor Award is one of the most significant and praiseworthy honors available to students in the Los Angeles Community College District. This certificate is awarded at the College Commencement exercises. In order to be considered for the award, a candidate must meet the following criteria:

1. Petition for the Associate Degree.
2. Achieve a grade point average of 3.70 or better in all college work attempted at the time of petition and be in good standing.
3. Complete at least 50 percent of all units utilized for the award within the Los Angeles Community College District.
4. Achieve a grade point average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester if graduation requirements will not be completed until the end of the Spring semester.

Please note, Spring candidates for this award will be listed as “Candidates” in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 GPA, he or she will be awarded the Chancellor’s Distinguished Honor Award. Students who possess associate, the equivalent, or advanced degrees are not eligible for this award.

Graduation Honors
Graduation honors and awards are to be based on the student’s cumulative grade point average for all college work attempted.

Summa Cum Laude
Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.90 to 4.00 in all work completed are placed on the Summa Cum Laude list of the College and are honored during graduation.

Magna Cum Laude
Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.70 to 3.89 in all work completed are placed on the Magna Cum Laude list of the College and are honored during graduation.

Cum Laude
Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.30 to 3.69 in all work completed are placed on the Cum Laude list of the College and are honored during graduation.
Directory of College Services

Academic Affairs ....................... .818.364.7635
Admissions & Records ................. .818.833.3322
Assessment Center ...................... .818.364.7613
Bookstore ................................ .818.364.7798
Business Office ......................... .818.364.7783
CalWORKs ................................ .818.364.7760
Campus Security .................... .818.364.7843
Child Development Center .......... .818.364.7863
College Ombudsperson ............... .818.364.7690
Community Education ................. .818.833.3417
Cooperative Education ............... .818.364.7700
Counseling Department ............... 818.364.7655 or 818.364.7656
Disabled Student Programs & Services (DSPS) .818.364.7732
Telecommunication Device for the Deaf (TDD) .818.364.7861
Extended Opportunity Program & Services (EOP&S) .818.364.7645
ESL Program .......................... .818.364.7735
Financial Aid Office .................. .818.364.7648
Health Center .......................... .818.362.6182
Honors Transfer Agreements ........ .818.364.7655
International Students .............. .818.364.7741
ITV (Instructional Television) ..... .818.833.3594
Learning Center ...................... .818.364.7756
Library ................................ .818.364.7600 x7106
Outreach & Recruitment Center ..... .818.364.7779
Program for Accelerated College Education (PACE) .818.364.7684 or 818.364.7683
President’s Office ..................... .818.364.7795
Student Activities .................... .818.364.7820
Student Services ...................... .818.364.7766
Transfer Center ...................... .818.364.7827
UCLA Honors Transfer Alliance Program (TAP) .818.364.7677
Veterans Office ....................... .818.364.7864
Buildings & Classrooms

Health, Fitness & Athletics Complex (HFAC) - **Second Floor**

Health, Fitness & Athletics Complex (HFAC) - **First Floor**
Buildings & Classrooms

Instructional Building (INST)
Second Floor

Instructional Building (INST)
First Floor

Campus Center Building (CMPC)
Second Floor - Ground level

Campus Center Building (CMPC)
First Floor - Lower level
College Survival Tips

Attending college for the first time may become an overwhelming experience for many students. If you are a recent high school graduate, you are likely to find out that your previous study habits no longer suffice to carry you through college. Thus, adjustments must be made if you are to succeed. Here are some helpful tips on college survival provided by the Center for Student Success.

READING HABITS

Use the SQ3R (Survey, Question, Read, Recite, Review) Method for Reading:

1. Survey the contents of what you are about to read. Look through the chapter (headings, subheadings, tables, etc.).
2. Question yourself such as “who”, “what”, “when”, and “where”. This will guide you as you read along.
3. Read one section at a time and try to answer the questions you formulated earlier.
4. Recite the answers. Use your own words and repeat these steps until the entire lesson is completed.
5. Review the entire session by reciting the major points to each heading you read. Cover your notes and recite the material from memory.

Review your notes or underlined material on a daily basis. Once you need to prepare for an exam, reviewing the material should only take a few minutes.

Use underlining or highlighting with discretion. Underline a section only after you have read it. Once you determine what is important, focus on important ideas within each section. This can be done by answering any questions you might have posed while skimming. It is a good idea to highlight key words.

TIME MANAGEMENT

Effective time management can make the difference between being a mediocre student and an excellent one. To be an excellent student in college, you must actively manage your time through conscious choices.

1. Use peak periods of concentration – identify the times you are at your peak. Use lowest periods of concentration for errands, chores, phone calls, etc.
2. Study in short sessions of 50 to 60 minutes – avoid marathon study sessions. If you must study for long periods of time, break it up into smaller periods of intense study and concentration followed by 10 minute breaks.
3. Learn to combine activities – It is not impossible to do two things at once. Combine some daily chores with some routine class
College Survival Tips

assignment. For example, outline a reading assignment while waiting for your laundry.

4. Don’t be afraid to admit you are trying to do too much – time pressures are often a basic cause of failure in college. Unless you relieve some of the pressure, your performance in all of your courses may be affected.

NOTE TAKING STRATEGIES

Students who have the ability to approach lectures confidently and efficiently and are prepared to take notes will have distinct advantages over students who just appear in class with a pen.

1. Get organized: Organize a notebook for each course. When unable to attend class, borrow and copy notes from several students and then extract your own set of notes. This will help you think about, compare, and decide what is important.

2. During the Lecture: Do not write down everything your instructor says. Instead, write a synopsis of the most important points covered in the lecture. Make sure you use your own words.

3. Pay Attention in Cues: Listen for signals from your instructor about what is important. Voice changes usually indicate important points. Repetition is a clue that an important point is being made. Transitional words such as “finally”, “therefore”, and “furthermore” may indicate that an important point is about to be made.

4. Use an Organized System for Note Taking: You may for example use the TRQR (Take Notes, Revise, Question, Review) method.
   a. Take Notes. In taking notes, use the right hand page only (use left sheet as per steps 2 & 3). Make sure you always date and summarize them.
   b. Revise notes immediately after class and clarify any points missed. Rewrite them on the left page. Additionally, cross-off unneeded sections and place a checkmark by the paragraphs which you did not need to revise.
   c. Use the margin of the left page to write down Questions related to the lecture material. Use words such as describe, explain, how, why, when, where, what and whom and recite the answers to these questions.
   d. Review your notes (Review What You Know & Relearn What You Have Forgotten): The first review occurs as soon as you revise and question your notes. Read the questions you wrote and try to recall and recite the answers to these questions. Also, review each set of lecture notes once every week until the time of the test. After you have reviewed them a few times, it will become consistently less difficult to recall the material.
OTHER WORK & STUDY HABITS
1. Establish a Designated Place for Study: the key to successful studying lies in identifying a place free of distraction. This will enable you to automatically switch to “study mode” whenever you go to this place.
2. Study Difficult Subjects First: When you start studying, your mind is fresh and alert and you are at your peak of your concentration. This is the time you are best equipped to handle difficult subjects.
3. Include Time for Review of Previously Learned Material: Learning something once is no guarantee that you will remember it. Unless you review learned material periodically, you are likely to forget it.

SURVIVING AN UNSTRUCTURED CURRICULUM:
1. Don’t Sign Up for Too Many Courses: Especially at community colleges, students are anxious to finish their classes quickly so that they can transfer to a 4-year university or re-enter the work force. Many students find that the work load of several classes is too heavy to carry – they drop many of their courses, and because they began by trying to do homework in all of their courses, they never really catch up in the courses they keep. In general, do not take more than 4-5 courses a semester.
2. Use the Counselors at the Counseling Center to Choose Courses for Your First Year at College: Don’t depend on your knowledge of the catalog or what your friends tell you to take.

CREATING A GOOD FIRST IMPRESSION:
Knowing how to develop positive classroom relationships with instructors is an important part of college success. These guidelines can help you create a good first impression:
1. Buy the Right Stuff: You are not a serious student if you do not have the required books. Also, consider the recommended books.
2. Be Prepared: Prepare before class. If you read assignments before class, you will ask better questions and impress your instructors with your motivation to learn.
3. Do the Work On Time: Coping with deadlines is serious business in college. Many students are surprised when they learn that college deadlines are not as flexible as they were in high school.
4. Use the Syllabus: A course syllabus describes how the instructor expects the course to proceed. When you have questions about the direction of the course, the syllabus can help you see what lies ahead.
College Survival Tips

5. Play Straight: If you are caught cheating, you face a range of unpleasant consequences, from severe (expulsion from school), to more lenient (zero on the work submitted).

6. Stay Cool: The best classes run on respectful and civil behavior. Respect does NOT mean that you cannot challenge or ask questions. However, all instructors expect participation to be civil (calm, polite, and efficient rather than prolonged, pointless, or profane).

ABOUT YOUR CLASSES:
1. Attend Classes At All Times: If you need to be absent, make sure that you notify your instructor and secure someone to take notes for you.

2. Do Not be Afraid to Ask Questions: Other students may also be wondering about the same issue.

3. Do Not be Intimidated by professors: They are interested in your success!

4. Do Not Drop a Course at the First Sign of Trouble: Ask the professor to help or to recommended a tutor.
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