PIERCE COLLEGE COUNSELING DEPARTMENT

POLICIES & PROCEDURES MANUAL

Revised May 2016

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Counseling Department Mentoring Program
Guidelines & Partnership Agreement

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Roles, responsibilities & expectations
The Counseling Department mentoring program is designed to provide training and professional development to adjunct counselors and newly hired full time counselors. The hope is that this mentoring program will also further strengthen the culture of teamwork and collaboration within the department.

Mentors are identified as current tenured full time counselors. The roles and responsibilities of the mentor counselors are to:
- Engage new counselors in discussions of policies & procedures of the department.
- Field questions from new counselors for day-to-day issues encountered on the job.
- Provide perspectives on issues in terms of problem identification & problem solving.
- Serve as a source of information and additional resources.
- Facilitate individual or group mentoring meetings twice per month.
- Observe counseling sessions and provide feedback.

The roles and responsibilities of the adjunct counselors and newly hired full time counselors in the mentoring partnership are to:
- Engage with mentor counselors to learn policies & procedures of the department.
- Ask questions & seek assistance for day-to-day issues encountered on the job.
- Participate in open & honest discussions with mentor & mentoring group participants.
- Assess his or her strengths & weaknesses and take initiative to set learning & skill building goals.
- Actively engage in group mentoring meetings twice per month.
- Shadow mentors in their counseling sessions.

Commitment
The duration of the mentoring program is six months. Mentors are encouraged to continue the relationship beyond that time on a voluntary basis. Contacts may be made in person, by phone, or email, however in person individual or group meetings are expected at least twice per month. All meetings shall take place during prescheduled work hours and adjunct counselors are not expected to meet beyond their regularly scheduled hourly assignment. Mentors should allow enough time during meetings for discussion of at least one topic area from the counselor manual as well as to answer questions from adjunct and newly hired counselors concerning their professional and/or personal development.

Topics for discussion
To assist mentoring pairs in their discussions, this manual was created to provide a framework for discussions during meetings. The topics covered in this manual are meant to spark discussion and reflection, but are by no means comprehensive in detail. Mentor counselors should make full use of additional tools and resources to assist adjunct and newly hired counselors in gaining a comprehensive understanding of policies, procedures, and practices.

Confidentiality
The mentoring partnership is voluntary and will in no way be used as a basis for performance review or evaluation. Discussions that occur within the mentoring groups will remain confidential unless all parties agree to raise an issue or concern to the department chair.

Mentor partnership agreement
A successful mentoring relationship requires commitment on the part of both partners. By signing at the bottom of this page, mentoring pairs agree to meet at least twice a month for six months. This period may be extended at the discretion of the Department Chair.

_____   _____
Mentor Signature & Date   Adjunct or newly hired counselor Signature & Date

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A: Introduction

The counseling department provides students with academic, career and personal counseling services. Academic counseling is available throughout the year by appointment, lobby advisement, or drop-in basis. The purpose of academic counseling is to facilitate realistic self-assessment and assist students with creating and implementing an action plan to reach educational goals. Career counseling is offered through Counseling classes, individual counseling appointments and small group workshops. The purpose of career counseling is to assist students with choosing majors and career paths by assessing personality, interests, values and skills. Personal counseling is also available on a short-term basis for students whose mental health challenges or personal situations are interfering with their daily functions.

A1: Student Learning Outcomes

The Student Learning Outcomes (SLOs) are based on the individual counseling appointments in the General Counseling Office. Students come with differing levels of goal definition, a wide range of academic preparation, specificity in their requests, and different levels of understanding about the system.
Here is what we hope to accomplish with students, depending on their circumstances:
1) Students will be able to evaluate academic options and make informed decisions on appropriate classes to take each semester.
2) Students on Probation will learn success strategies after meeting with a counselor that will assist them in making satisfactory academic progress.

A2: Student Success and Support Program (SSP)

The goal of the Student Success and Support Program (SSSP) is to increase student access and success by providing students with core services including (1) orientation, (2) assessment and placement, and (3) counseling, advising, other educational planning services, and the support services necessary to assist them in achieving their educational goal and declared course of study.

More specifically, colleges are to:
- Provide at least an abbreviated Student Educational Plan (SEP) to all entering students with a priority focus on students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.
- Provide orientation, assessment and placement, and counseling, advising, and other educational planning services to all first-time students.
- Provide student with any assistance needed to define their course of study and develop a comprehensive SEP by the end of the third term but no later than completion of 15 units.
- Provide follow-up services, especially to students identified as at-risk (students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students on academic or progress probation.

The Pierce College SSSP plan outlines the following campus specific methods for meeting the requirements of SSP:

Core services: Orientation
All students new to Pierce College and who have not completed orientation at another LACCD campus are required to participate in an online orientation module accessed through the Pierce College homepage. Students are asked to complete the online orientation immediately after the admissions application is completed and prior to taking an assessment or attending a New Student counseling group. New student counseling group are offered through the First Year Experience (FYE) Counseling Center and serve as an extension of the orientation process during which students are provided with pertinent information by pierce College and engage in the creation of an abbreviated student education plan. Extended orientation classes are offered through Counseling 40 courses.

Core services: Assessment & Placement
Pierce College provides the assessment and placement process as part of the Assessment Office function in the Student Services division. Students can make appointments online to take the in-person assessments. They are

asked to complete the assessment process immediately after enrollment and prior to registration. Details regarding the assessment & placement process can be found in the admissions section of this manual and on the Pierce College Assessment Office website.

Core services: Counseling, Advising, and other Education planning Services
All new to college students are expected to attend a new student counseling group prior to attending classes and are encouraged to attend Get Oriented (GO) Days the week prior to the start of fall classes. The Admissions Office acceptance notification directs new students to complete the orientation, the assessment/placement process, and counseling which is the completion of an abbreviated student education plan.

Students in their first year will be served through the Summer Bridge program and after by the First Year Experience (FYE) Counseling Center , as well as general counseling, career counseling, and peer advising. FYE will provide a variety of services through individual and group counseling as well as workshops and classroom presentations. Counseling will be available on a drop-in basis or through scheduled 30 minute appointments. New student groups are offered through FYE throughout the academic year and on an as-needed basis. Counselors lead the group sessions which focus on course requirements and educational planning and culminate with the creation of an abbreviated educational plan showing 1-2 semesters of coursework, information on the student's assessment results, educational goal, and major (if decided).

Once students complete 15 degree applicable units, they will have access to 30 minute appointments with our general counselors for the completion of a comprehensive student educational plan and follow-up services. Counselors will also provide workshops that address the needs of continuing students on topics such as applying for transfer, preparing for career, discipline-specific information, probation, and academic planning. Students are able to make a 30 minute appointment to see a counselor using eSARS no more than one week in advance. Drop-in counseling is also available in general counseling. Once a student has decided upon a major and educational goal and has completed 15 degree applicable units, he/she is eligible to meet with a counselor to develop his/her comprehensive educational plan.

Students may also be served by Counseling courses including Counseling 40 – College Success Seminar, Counseling 20 – The Scope of Career Planning, Counseling 22 – The Transfer Process, Counseling 8 – Career Planning & Development, and Counseling 1 – Introduction to College.

Career Counseling services are available through the FYE Counseling Center as well as general counseling to assist students with the career and major exploration process. Students are encouraged to take advantage of these resources early in their academic career so they can make a major decision within the first year.

Resources
For more information on the Student Success and Support Program Plan for Pierce College, please see
http://www.piercecollege.edu/offices/assessment_center/media/pdf/PierceSSSP.pdf

A3: Evaluation Policies for Counseling Faculty

Contract and adjunct faculty are regularly evaluated at Los Angeles Pierce College. This critical process is driven by "peer review" and ensures that quality of instruction and services is regularly delivered. Tenured Full Time Faculty members are evaluated every three years. Probationary Full Time Faculty members are evaluated every year by an evaluation panel. The panel shall consist of an administrator, the department chairperson or designee, a full time departmental peer chosen by the individual being evaluated, another peer selected by the department, and a full time non-departmental peer selected by the Academic Senate.

Adjunct counselors will receive a basic evaluation before the end of their second semester of employment and at least once every six semesters of employment thereafter.

The following information is from the 2014-2017 Faculty Contract between the LACCD Faculty Association and the LACCD.

The entire contract can be found on the Los Angeles College Faculty Guild Local 1521 website
http://www.aft1521.org/docs/Faculty%20Contract%202014-2017.pdf

2014-2017 Fillable Evaluation Forms:
http://www.aft1521.org/?zone=/unionactive/view_article.cfm&HomeID=248465&page=Contract

B: General Admissions Information

B1: Referrals to the Admissions and Graduation Offices

Students needing the following should go to the Admissions Office or www.piercecollege.edu/admissions

- Authorization to release information
- AB 540 tuition exemption requests
- Concurrent enrollment for K-12 students
- Enrollment status verification
- High School Graduation update form (change K-12 status to high school graduate)
- Non-resident tuition fee waiver
- Register for more than 19 units (9 units for summer/winter)
- Readmission
- Repeat a course (4th attempt)
- Request grade corrections
- Residency
- Transcript requests
- Petitions
  - ❖ Academic renewal
  - ❖ Credit-by-exam
  - ❖ Pass/No Pass
  - ❖ Late withdrawal
  - ❖ Review Student Record (repeated course, place on probation in error, not completing an incomplete, should be on Dean's/President's Lists)
  - ❖ Withdrawal after the drop deadline

Refer students to the Graduation Office to petition and ask for following:
- Associate degree
- Certificate of Achievement
- Duplicate diploma
- IGETC/CSU GE Certification

B2: Basic Criteria for Admission/Application

Eligibility
Any person possessing a high school diploma or equivalent shall be admitted to Pierce College.

All persons admitted who are 18 years or age and older without a high school diploma or equivalent are admitted as provisional students.

B3: High School Student Enrollment

Concurrent High School Enrollment Students
In addition to submitting an application for admission, a separate "Concurrent Enrollment for Students in Grades K-12 form" is also required. This form requires a parent/guardian and high school counselor signature. Detailed information is emailed to the student after the application is completed. High school students will need a new Concurrent Enrollment form every semester they desire to attend Pierce College, until they graduate from high

school. Faxes/photocopies are not acceptable. Each college in the Los Angeles Community College District requires a **separate completed** Concurrent Enrollment Permission Form.

The completed High School Concurrent Enrollment form must be submitted (by the student in person--photo ID will be required) at the Admissions & Records Office BEFORE he/she is allowed to register for classes. Class registration is done ONLINE only.

Photo ID is required to process transactions at Admissions & Records, Business Office, Financial Aid, etc. Please note that among others, a driver's license, a state-issued identification card, school identification card, passport, etc. are acceptable forms of Photo ID.

Enrollment fees are waived for RESIDENT concurrent students as long as they are enrolled in 11 units or fewer in the Los Angeles Community College District. Concurrent Enrollment Permission Forms are available at the Pierce College Admissions and Records Office, on the Admissions and Records Forms website at http://www.piercecollege.edu/admissions/forms.asp (select either form 7A or 7B based on your residency), and at many high school counseling offices.

Students who are not yet in 9th grade require special processing. Applications should be submitted 6 – 8 weeks prior to the beginning of the semester. Please call 818-719-6449 for details.

To comply with State regulations, all concurrent high school students are given the last priority for registration. *Reference: Education Code Sections 48800 and 76001*

B4: Fees

All students - **"Resident and Non-Resident"** - in graded credit courses may pay an enrollment fee of **$46 per unit**. This fee is set by the California Legislature and is subject to change without notice. Section 72250 and Section 72252 of the State Education Code requires Community Colleges to charge enrollment fees of each student enrolling in college. Effective summer 2012 the fee prescribed by these sections is forty-six dollars ($46) per unit per semester with no maximum per semester.

There are no enrollment fees, student service fees, or health fees for Adult Education classes, which are designated by section numbers of 6000 or above.

Concurrently enrolled K-12 students are not charged the enrollment fee.

Summary of Fees**
Please see the Schedule of Classes Calendar for details about important payment deadlines.
- o   Residents:
  - ▪ $46.00 per unit State Enrollment Fee (subject to change);
- o   Non-Residents (both Domestic & International Students)
  - ▪ $261 per unit ($46 State Enrollment Fee + $215 for Non-Resident)
    - ▪   Assembly Bill 947 Fee Exemption Information
- o $19 Student Services fees (includes, $11.00 Health fee; $7 Associated Student fee; Student Representation Fee $1). (*Fees subject to change)
- o   A parking decal for the main campus costs $20 regular or $27 preferred (optional) for Fall and Spring Semesters

**Note: fees are subject to change without notice.

Additional Information Regarding Fees:

Enrollment Fee Refund Policy
For full term courses: the student will receive a full refund up to the end of the second week of classes. After that date, there will be no refunds unless a class is cancelled or rescheduled by the College administration. After the second week of the semester, fees will not transfer when the student adds and drops, whether or not the student has paid. Students who enroll and do not drop classes by the end of the second week of the semester will remain liable for all fees. For short term courses: the student will receive a full refund up to the end of a period of time equal to

10% of total class time. There will be no refunds after that, unless the student must drop a class because it is cancelled or rescheduled by the administration. All fee refunds are processed in person.
Please see the College Catalog for details about the Fee and Refund Schedule.

Health Services Fee
The Los Angeles Community College District charges an $11.00 mandatory health fee for the fall and spring semesters and $8.00 for the summer and intersession, payable to one campus only, to cover the costs of health centers at each college. Due to recent state legislative changes, beginning in the Fall 2006 semester, the student health fee will no longer be waived for Board of Governor Grant recipients. Payment of the health fee can be made at the Business Office each semester. This fee enables students to take advantage of the on-campus health center located on the second floor of the Student Services Building. The Health Services fee is mandatory. (See breakdown of fees listed in Summary above).

ASO Membership Fee
The funds thus collected will be spent for the general welfare of the students in accordance with policies, rules, and regulations defined by the Board of Trustees. Membership in the Associated Students Organization is encouraged for all students, but is not mandatory. This fee can be waived by the **"Business Office"** only until the end of the second week of each semester. Fee is currently $7 each semester.

Parking Fees
The Board of Trustees of the Los Angeles Community College District has authorized parking fees for all on-campus parking at district colleges. A student's Pierce College parking decal is valid at each Los Angeles Community College District campus at which the student is currently enrolled in classes. An on-campus parking decal does not guarantee a parking space. A parking decal entitles the purchaser to use on-campus parking areas on a space-available, first-come, first-serve basis. Please note that the parking decal is for **on-campus parking only** - it is not a residential *(street)* parking permit.

> **Parking Decal Fees are currently:**
> $20 regular or $27 preferred for each Fall and Spring Semester.
> $7 regular or $10 preferred for Summer and Winter Sessions.

Disabled Parking Spaces
Parking spaces for handicapped drivers are available in all campus lots. Vehicles using these spaces must display a valid DMV placard or temporary permit. The minimum fine for illegally parking in a handicap space is $396.00.

Methods of Payment

Fees may be paid:
- In person at the Business office *(located in the College Services Building, next to the bookstore)*
- Online
- Any credit for prior transaction(s) will be applied to any owed balance.

Payment Methods:
The Business Office accepts the following method of payments:
Cash, **personal checks** (payable to LAPC and print student ID number on the face of the check), **money orders**, cashier's checks and **credit cards**.
1. Fees may also be paid online Follow the link http://www.laccd.edu/student_information/sis_logon.asp
2. Fees paid by personal check, cashier's check or money order may also be paid by **mail to**:
   Pierce College Business Office
   6201 Winnetka Ave.
   Woodland Hills, CA 91371

Do not send cash. The student's Social Security or student ID number and semester must be printed on the face of the check. **Students must come to the College Business Office to pick up their receipts and parking permit (if purchased)**

Additional Admissions Services

Transcripts
Requests for transcripts and/or verification requests will NOT be accepted until ALL (past and current) financial obligations with the Los Angeles Community College District are paid. IF you received a fee waiver/financial aid, make sure that you DO NOT owe ANY fees BEFORE submitting a transcript and/or verification request. If you owe fees at ANY school in the Los Angeles Community College District, your transcript/verification request will not be processed. Past (after 1974) and current students may view their holds at www.piercecollege.edu (CLASS REGISTRATION tab).

Any Admissions form may be submitted by someone other than the student as long as all of the following documents are presented:

1) Forms filled out and signed by the student (original signature, not a scan, photo, fax, or photocopy).
2) A signed note (not a scan, photo, fax, or photocopy) from the student stating both the name of the person submitting the form and the permission to do so.
3) A photo ID of the person submitting the form.
4) A copy of the photo ID of the student.

Official Transcripts………………………………………………………..…….……..$3 each
Students are entitled to two regular (non-emergency) Verifications of Enrollment (or transcripts) free of charge in their lifetime
It may take up to 10 working/business days from the day the request is received by the Office of Admissions & Records Office for the request to be processed. Allow **additional** 5-7 days for delivery by the US Post Office. Please note that Saturdays, Sundays, holidays, Winter, and Spring Break are NOT considered working/business days.

Official – Rush-by-Mail Service ………………………..……………………………….$10 each
Rush orders to be mailed will be sent out 3 business days after the form is received by Admissions and Records Office (for records after 1974). Allow **additional** 5-7 days for delivery by the US Post Office.

Official – On The Spot – can only be made in person…………………………..……..…$10 each
Can be processed and handled to students immediately (for records after 1974)

Unofficial Transcripts   *(Refer student to **"Student Information System" online**)*

Transcript Requests Online
Official transcripts may be ordered online. Processing may take up to 10 working/business days--please allow ADDITIONAL 5-7 days for delivery by the US Post Office. Please note that Saturdays, Sundays, holidays, Winter, and Spring Break are NOT considered working/business days. See the Academic Calendar at www.piercecollege.edu/schedules. **Please plan ahead and request transcripts early enough to make your deadline. The Office of Admissions & Records is not responsible for mishandling by the U.S. Post Office or the receiving school or agency.** First Class mail that is sent internationally may require up to 30 days for delivery. Payment is by credit card.

> **All Students can order transcripts through the Student Information System:**
> 1) Go to www.piercecollege.edu or the National Clearing House
> 2) Click tab: CLASS REGISTRATION
> 3) Enter the required information; read instructions carefully. If you enter your SSN when you applied for admission, the system should provide your LACCD student identification number which begins with "88." Be sure to enter your SSN in the CORRECT field. **If** you enter your student identification number, **DO NOT** enter your SSN. You can enter either your student identification number **OR** your SSN, but NOT both.
> 4) Click button: MAIN MENU
> 5) Left-hand side link: PIERCE COLLEGE STUDENTS
> 6) Click on the tab "Order-Track-Verify" and select "Order or Track a Transcript"
> 7) Select LOS ANGELES PIERCE COLLEGE & click submit

RUSH transcripts cannot be ordered online.
Enrollment Verification …………………………………..…………………………………...…….. $3 each
- Enrollment verifications may NOT be requested until after the first day of the semester.
- We may only verify one previous semester of enrollment.
- We cannot give grades as part of Enrollment Verification. Please request an official transcript instead.
- To qualify for a LOAN DEFERMENT your enrollment status must be at least 1/2 time.
- We do not email enrollment verification letters.

Students are entitled to two regular (non-emergency) Verifications of Enrollment (or transcripts) free of charge in their lifetime

Emergency Enrollment verification…………………………………..…………………………$10 each
Requests for emergency Verification of Enrollment submitted by mail or in person will be processed within two business-days from the date the request is received. Emergency Verifications of Enrollment are NOT processed on the spot; they may be mailed or picked up. A request for NON-ENROLLMENT is available as an option on the Verification of Enrollment form.

Enrollment Status is determined as follows:

Fall/Spring Semester	Summer/Winter Session
Full Time = 12 or more units	Full Time = 4 or more units
3/4 Time = 9-11 units	1/2 time = 2 units
1/2 Time = 6 - 8 units	
Less than Part Time = 1-5 units	

Other Services
Loan Deferments, Unemployment Claim Forms, Housing Verifications
Graduation (A.A. Degree) Petition
Certificates of Achievement (formerly Career/Vocational Certificate)
IGETC Certification
CSU GE Certification
Common Application College and Final Report

Note: "Department Certificates" are ordered through the individual departments *(not the "Admissions Office").*

B5: Residency

Residency
Each person applying for admission to enroll in a **"California Community College"** is classified as either a **"Resident" or a** "**Non-Resident"** for tuition/fee purposes**.**
   a. **Resident** is defined as a citizen of the United States or a person who holds a status which allows him/her to establish residency in the United States *(i.e. Green Card, etc.)* and who has proof of physical presence in the State of California for a minimum of one year and one day prior to the start of the semester in question, and who presents evidence of intention to make California his/her permanent home. Dates on any documentary evidence should correspond to dates of physical presence in California.
   b. **Non-Resident** is a person who does not meet the residency requirements of the State of California or who is a citizen of a foreign country and holds only temporary status in the United States.

Adults, 19 years of age or older, may determine their own legal residence. The residence of students under 19 years of age is determined by that of the parent or their legal guardian. The **Admissions Office** is responsible for determining residence. For more information, see http://www.piercecollege.edu/admissions/residency.asp

Residents will pay the **"Resident Tuition"**. **"Non-Residents"** must pay an additional fee.

A student who is coded as a non-resident (after applying for admission) and feels that they meet the requirements to be a resident are REQUIRED to complete the **SUPPLEMENTAL RESIDENCY QUESTIONNAIRE (SRQ)** available on the Admissions & Records website.

Please note that issues involving residency determination cannot be handled over the telephone or by email. Students seeking to change/adjust their residency status must download, print, **READ carefully**, complete and submit the SRQ first. The SRQ must be submitted in person by the student **WITH supporting documentation** at the Admissions & Records Office. Please note that during the beginning of each term (Winter Intersession, Spring Semester, Summer Session, Fall Semester), Admissions & Records WILL NOT adjust residency status due to the expected long lines.

> **Examples of evidence** that aid the **Admissions office** in identifying intent to make California his/her home include, but are not limited to, these documentable activities:
> 1. California state income tax forms from previous year;
> 2. Documentation of purchase and/or lease of residential real estate in California covering a one year period
> 3. California automobile registration
> 4. California voter registration
> 5. Credit card statements with a California address covering a one year period
> 6. Utility bills (gas, water, power, telephone) with a California address covering a one year period
> 7. California driver's license and/or California identification card
> 8. Active California checking or savings account for one year period
> 9. Selective Service registration with California permanent address
> 10. Receipt of benefits from a California state agency covering a one year period
> 11. California high school transcripts
> 12. Any California occupational license

Any two or more of the above items will give some indication of a student's intent to the **Admissions office**. Dates on documents must correspond with physical presence of one year and one day prior to the start of the term.

NON-RESIDENT TUITION EXEMPTION

LACCD Board Rule 8100.15 states that "students who are citizens and residents of a foreign country, or who are legally precluded from establishing residency in California, shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor. Such individual exemptions shall not be granted in excess of ten percent (10%) of the District's students who are both citizens and residents of a foreign country in the applicable term. Students who feel that they meet the eligibility requirements for nonresident tuition exemption should complete the **Nonresident Tuition Fee Waiver Application** available through the Admissions & Records website.

Other examples of students who may qualify for other non-resident tuition exemptions include:

1. Nonresident active duty military personnel stationed in California for a purpose other than that of attending a state-supported institution of higher learning.
2. Dependents of active military personnel stationed in California.
3. In accordance with AB540, students other than a nonimmigrant alien who attended a California high school for a minimum of three years, graduated from a California high school, or attained the equivalent, may be eligible for an exemption from the nonresident tuition fee. Persons without lawful immigration status are required to file an affidavit to verify that they have filed an application to legalize his or her immigration status, or will file an application as soon as they are eligible to do so. Note: Students who are nonimmigrant aliens (e.g., F series student visas or B series visitor visas) are not eligible for this AB 540 exemption unless they have applied to USCIS for a change of status to other than nonimmigrant status and meet all other requirements for the exemption.

Visas

There are many different ways for a person to be legally admitted into the United States. When admitted to the United States, a person is issued a visa. The type of visa issued will enable the Admissions office to determine whether the individual will be a Resident or a Non-Resident. Some visas do allow residence to be established.

F-1 Visa Students

The F-1 Visa is also referred to as a Foreign Student Visa. Many times these students are also referred to as International Students. The F-1 Visa is special and different from other visas because it is the only visa that is issued in part because an educational institution has given its approval for the particular individual to study at its campus. At Pierce College, the International Students Office is responsible for admitting and maintaining the international student population.

The following is an example of how an International Student <u>may</u> be admitted to Pierce College. Please note that this is only one of many possible scenarios. Questions regarding the student visa should be referred to the International Students Office.

> Example: An International Student is still in her country. She contacts the Pierce College International Students Office to get an application. This is a special International Students Application *(for "F-1 Visa Students", not in the Pierce College application for admission).*

She completes the application and sends it and the following required materials back to Pierce College International Students Admission – PMB 304.
- o Proof of English language proficiency (ex: "TOEFL Score" results *see http://www.piercecollege.edu/offices/international_students/faqs.asp#English_Proficiency for full list of acceptable forms of documentation)*
- o Official Academic Records - Official transcripts from secondary school and all colleges & universities. Verification of high school graduation required, applicant must be a high school graduate. School records in foreign languages must include a notarized English translation.
- o Confidential Financial Statement Form
  - The name of the sponsor must match the name on the Bank Verification Letter. Check that the form has all the appropriate signatures.
  - A minimum of $26,000 USD (subject to change) per year must be guaranteed by the sponsor. If the student is supporting themselves, then check "Personal Funds" instead.
  - Exception - if someone is providing free housing in the U.S., then a minimum of $18,500 USD (subject to change) must be guaranteed by the sponsor. However, the person providing the housing must also sign the "Free Food & Lodging" portion of this form.
- o Official Bank Verification Letter - must be dated within the last 6 months and an account balance must be included.
- o Permanent Foreign Address Form – include permanent address in home country.
- o $35 USD Non-Refundable Application Processing Fee - money orders are accepted – no personal checks or credit cards.
- o Three passport size photographs – approximately 2 x 2 inches or 51 x 51 mm
- o Copy of passport identification page
- o Guardian Statement (for students under the age of 18)

F-1 Visa transfer students currently studying in the U.S. must also include the following:
- o **Student Status Verification Form -** Fill out the top portion of this form and submit it to your current school so they can fill out the bottom portion.
- o Copy of your passport, F-1 Visa, I-94, and I-20 (1st and 2nd page)
  - If you have attended multiple schools in the U.S., submit a copy of the most recent I-20 from each school attended
- o If the most recent school you attended was a language school in the United States, please submit an official transcript or progress report from your school. Minimum 2.0 GPA required for admission.
- o If you attended any colleges or universities in the United States, please request that those institutions mail your official transcripts directly to Pierce College. In other words, do not include these transcripts in your application packet. The institution must send the transcripts directly to Pierce. Minimum 2.0 GPA required for admission.

The Pierce College International Students Office reviews her application and decides to admit her.

- The Pierce College International Students Office sends its acceptance to the student in the form of a document called an I-20.
- The student takes the I-20 to the Embassy in her country and applies for the F-1 Visa. *(The student will not be considered for the F-1 Visa unless she has the I-20 on hand).*
- The Embassy grants the F-1 Visa and the student starts making her plans to move to and attend Pierce College.

The International Students Office is fully staffed with its own admissions and counseling personnel.
F-1 Visa Students cannot establish any sort of residence and are always subject to paying Non- Resident Fees.

AB 540 – Assembly Bill 540 Exemption

Requirements for the Assembly Bill 540 exemption:
- The student must have **attended a California high school** (public or private) **for three or more years**.
- The student must **have graduated from a California high school** or attained the equivalent (passing the GED or California High School Proficiency exam) prior to the start of the term.
- An alien student who is without lawful immigration status **must file an affidavit** (AB540 form), along with their official, sealed high school transcripts which shows their graduation date posted, with the college, stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are non-immigrants (for example, those who hold F (student) visas, B (visitor) visas, etc.) are **not** eligible for this exemption unless they have applied to USCIS for a change of status to other than nonimmigrant status and meet all other requirements for the exemption.

Nonresident students meeting the criteria will be exempted from paying nonresident tuition but they will NOT be classified as California residents. **They continue to be nonresidents**.

AB540 does not provide federal student financial aid eligibility for undocumented alien students, however, AB540 students may be eligible for state financial aid such as:
- Board of Governors Fee Waivers
- State financial aid like Cal Grants and Chafee Grants
- Assistance from EOPS, CARE or CalWORKs
- Privately funded institutional Scholarships that don't require US Citizenship or Residency.

AB-540 students remain ineligible for federal financial aid.

B6: Enrollment Priority Policy

Matriculation & Enrollment Priority
In accordance with the Student Success and Support Program (SSSP), all first-time students must complete the following three core services in order to receive priority for enrollment:
1) Assessment for Math & English course placement
2) Orientation to college
3) Counseling New Student Groups for educational planning

Students must also complete the following sometime within their first year at Pierce College:
- Identify a Career Goal – access Counseling classes, Career counseling appointments and the First Year Experience Center for assistance.
- Identify an Education Goal - (an AA or AS Degree; a Certificate from an occupational program (CTE) and/or transfer to a university)
- Identify a Course of Study or Major – to determine Educational Plan.
- Work with a counselor to complete a **Comprehensive Educational Plan** when the career and education goals are clear

All students at Pierce College are required to complete these activities by the end of 15 degree-applicable units (completed) or the end of the 3rd semesters of attendance. Visit the <u>New Student Programs</u> to find out more information on where to access these services.

Registration priority enrollment groups are as follows:

Group 1: New and fully matriculated students as follows:
- Members of the armed forces or veterans pursuant to Education Code 66025.8 in good standing with fewer than 100 degree-applicable units
- CalWORKs recipients in good standing with fewer than 100 degree-applicable units
- Disabled Student Programs and Services (DSPS) students in good standing with fewer than 100 degree-applicable units
- Extended Opportunity Programs and Services (EOPS) students in good standing with fewer than 100 degree-applicable units
- Foster youth or former foster youth, regardless of academic standing and units taken
- First Year Experience Cohort (FYE)
- Starting 8 days into the continuing students who have 29-1 units enrolled, the new students who have completed assessment and orientation will enroll in the following order; 1. First time college students, 2. Returning students in good standing. New students who did NOT complete assessment and orientation will enroll after these groups.
- Students with educational goals other than a degree or transfer and those holding a bachelor degree or higher. Students with the goal to obtain a degree or certificate will be assigned dates before those who are non-degree/certificate seeking.

Group 2: Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree-applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.

  a. 60 - 30 units enrolled (in descending order 60-59-58…..30)
  b. 61-89 units enrolled, excluding basic skills coursework (in ascending order 61,62,63….89)
  c. 29 - 1 unit(s) enrolled (in descending order 29-28-27…..1)
  d. 1-89 units enrolled (in ascending order 1….87,88,89)

Group 3: Students who have lost their enrollment priority
  a. Students who are on academic probation status for 2 consecutive semesters at any of the 9 LACCD Colleges in compliance with Title V code.
  b. Students who have completed more than 100 units within the LACCD.
  Students may appeal their loss of priority registration by submitting the **Petition for Reconsideration of Priority Registration** to the Admissions and Records office along with supporting documentation. See Admissions & Records website for more details.

Group 4: Special K-12 admits pursuant to Education Code section 76001

B7: Deadlines for Course Withdrawals (Drops) and Pass/No Pass Grading

For All Terms *(Fall, Winter, Spring, Summer)*

Deadline for "**Refund"** – Review Schedule of Classes Calendar for Specific Date

Deadline to **"Avoid a W"** Review Schedule of Classes Calendar for Specific Date

Deadline for **"Pass/No Pass Grading Option"** - Review Schedule of Classes Calendar for Specific Date

Deadline for **"Guaranteed W"** – Review Schedule of Classes Calendar for Specific Date

Any drops or exclusions that occur after the no penalty drop date (under last day to drop without a "W") and up to 75% of the time the class is scheduled will result in a "W" on the student's record which will be included in the determination of progress probation. Withdrawals are not permitted beyond 75% of class meeting time. A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the last day to drop even if they stop attending class, except in cases of extenuating circumstances.

After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

The **"Petition for Late Withdrawal"** needs to happen before grades are submitted *(ideally)* and the student can't take the final if they want to **"Petition for Late Withdrawal"**. *(See Section B-8 for additional information regarding "Petitions for Late Withdrawal").*

B8: Petitions for Late Withdrawals and Military Withdrawals

Withdrawal from class after the final state mandated drop date as published in the catalog and schedule of classes can only be approved for extenuating circumstances. In all cases, the reason must be specifically documented and verified. Grade changes can only be made within one year following the end of the semester for which a grade is assigned.

Instructions to Petition for Late Withdrawal
- Student must complete a **Late Withdrawal Request Form** available on the Admissions & Records website and submit documentation and a personal statement after the 75% point of the term. Please see the Schedule of Classes Calendar for specific dates based on the length of the class.
- The Late Withdrawal Request Form will not be accepted if the student has taken the final examination, or completed the final project.

Late withdrawals may be approved for the following reasons:
- U.S. Military Service (copy of orders must be attached)

  Any student who is a member of a United States Military Branch, Active or Reserve, and who receives orders is entitled to a withdrawal from courses and a refund. In the event that one of your students is called for Military Duty, please refer him/her to the Admissions office. The Admissions office will verify the order, withdraw the student from all classes and assign a **"MW"** symbol on the student's transcript. **Military Withdrawal** units are not listed in the "Units Enrolled" column. And therefore, will not be counted in progress probation and dismissal calculations in accordance with **Title 5, Section 55758**
- Death of an Immediate Family Member (need copy of death certificate, obituary notice or Administrative Judgment)
- Illness or Accident (Hospital or doctor's statement, on official letterhead, which states the nature and dates of the illness or accident justifying the reason for withdrawal from the class)
- Other (Indicate the extenuating circumstance on the personal statement and provide proper supporting documentation)

The student must attach a personal statement explaining the details of the request. Official documentation and/or verification must also be attached.

Please take note:
- Providing documentation does not guarantee approval as documentation will be subject to evaluation and must meet certain criteria.
- Choosing to drop only certain classes from the student's schedule may affect chances of approval.
- If petition is approved, a **"W"** will be posted on the transcript.

B9: Petitions for Incomplete (Inc) Grades

- Incomplete (Inc) is a temporary grade status available to a student who has participated in the course and is doing C (2.0) or better work prior to the final exam or final project, but who is unable to complete the final requirements of a class because of illness, accident, emergency, or other circumstances beyond the student's control.
- An Incomplete may NOT be used for a student who should have been dropped earlier in the term for nonattendance.
- An Incomplete can be given only upon the approval of the instructor. However, the instructor is not required to grant an Incomplete to a student, and such decisions by an instructor are final and may not be appealed by the student. If the instructor approves, an Inc is temporarily entered on the student's record. An

Incomplete for a class may be requested during the final week of the class or the final test period. Appropriate documentation may be required. Only an instructor may give approval for an Incomplete.

- To receive an Incomplete for a course, a student must request the Incomplete from the instructor of the course BEFORE the instructor submits final grades for that course OR before the College's official deadline for submission of final grades, whichever comes first.
- The conditions necessary for removing an Incomplete will be stated in writing by the instructor and recorded in the Admissions Office, and a copy will be provided to the student. The statement will also list the grade (A through F) that will be assigned if the conditions are not met. The instructor will fill out and submit the Incomplete form to the Admissions and Records Office when submitting grades for the course.
- An Incomplete must be made up no later than one year from the end of the semester it was assigned. The work needed to be completed by the student is arranged by the instructor before the Inc is assigned.
- Units for classes in which a student receives an Incomplete will be counted as part of a student's units enrolled, but will not be included in the student's units attempted or units completed, and no grade points will be assigned. Once a student completes the requirements for the "Incomplete," the instructor will submit a "Request Correction of Course Grade" to the Admissions Office. An Incomplete, when properly made up, will give the student the appropriate grade points for the grade finally earned.
- Students may NOT repeat a class in which they currently have an "Inc". If they enroll into the class again before receiving the final grade, they will be dropped by the Admissions office.

C: Counseling Topics

C1: Assessment and Placement Tests

General Assessment Information

Assessment in English or ESL, and mathematics is essential in evaluating students' skill levels, thereby permitting accurate selection of coursework likely leading to improved success. **Assessment in English or ESL and in mathematics** is required for students planning to:
- Enroll in any English, ESL, or mathematics course with required or recommended assessment skill levels; **or**
- Enroll in courses with required English or mathematics preparation. Advisory courses are not enforced via DEC.

Testing Requirements
1) Valid Photo Identification Card, such as a Driver's License, Pierce ID Card, Passport, Resident Alien ID Card, or a Military ID Card.
2) Pierce College Student ID Number.

Assessment Exemptions & Waivers
1) Students who have already earned an AA/AS degree or higher.
2) Students who are attending Pierce with a goal of personal interest and who have completed fewer than 16 units of college credit.

Prerequisite Clearances may be issued by counselors for:
- Accounting, American Sign Language, Art, Biology, Chemistry, Child Development, Computer Applications and Office Technology, English, English as a Second Language, Math, Microbiology, Physics, Physiology, Psychology and Statistics
- See section C3 for detailed instructions on how to enter prerequisite clearance on DEC/SIS

Waivers Based on Other College's Assessment Results:
Pierce College does not automatically accept assessment results from other institutions. Waivers may be granted **exclusively** by the Assessment Center when students have completed the same battery of tests required of Pierce College students as noted below. Placement decisions will be made based on the raw scores and the application of multiple measures. The Assessment Center will not automatically place students into a course for which the student may have qualified at the originating institution. Waivers based on assessment results will be granted only when results are mailed or faxed directly by the college testing center.

Waivers Based on Completed Coursework may be granted provided the student has completed a relevant **college-level prerequisite course** with a grade of "C" or better *(C- does not meet this requirement).*Students should see a counselor to clear these prerequisites

Waivers Based on Advanced Placement *(AP)* **Scores** may be granted for specific courses if a score of 3, 4, or 5 has been obtained on a given examination. Placement waivers may be granted according to the following:

- A score of 3 on the **AP English Language & Composition** or **Composition & Literature Exam** will qualify a student for **English 101 or Philosophy 5.** Advise students to take Philosophy 5 if appropriate for their major or refer students to other LACCD campus that will accept a score of 3 to fulfill the English 101 requirement.
- A score of 4 or 5 on the **AP English Language & Composition** or **Composition & Literature Exam** will qualify a student for any course with an **English 101 prerequisite** and give credit for **CSU-GE area A2 or IGETC area 1A**;

Please see AP Chart in the Pierce Course Catalog for all other AP course credit & applicability to GE patterns.

For AP applicability to major requirements for transfer please refer to university websites.

Steps to Request Placement & Prerequisite Waivers:
Counselors are authorized to issue placement waivers for the courses noted above (except when other colleges' assessment scores are being used). Students may request the Assessment Center waive the assessment based on another college's assessment.

Retesting in English or ESL and mathematics is permitted after an initial waiting period of one year from the date of the initial test. This also applies to students who have assessed at any LACCD campus. Enrollment in those courses will forfeit students' ability to retest with the exception of a non-passing grade in an English or Math course in which case a student must wait two years since the initial test date.

Expiration of Assessment Scores
All assessment results are valid for a period of two calendar years. Students should plan to enroll in the necessary coursework prior to test results expiring. Once expired, students will need to retest.

English, ESL and Mathematics Assessment Results Challenge Procedures
Pierce College has in place a *Prerequisite challenge form.* Contact the Assessment Office for more information.

English Placement
The **English Placement Test** is a timed test that consists of two multiple choice sub-tests and relevant multiple measures questions:
- **Reading Comprehension** consists of seven reading selections and 35 multiple choice questions (30 min).
- **Sentence Structure and Grammar** consists of 30 multiple choice grammar questions (20 min).
- **Sentence and Syntax Skills section** contains 40 fill-in-the blank questions which test both grammar and comprehension (15 min).

ESL Placement
The Assessment Office uses CESLA for the **ESL Placement Test**. Students should see the Assessment Office for interpretation of their results. There are 75 questions and students have 45 minutes to complete the test.

Mathematics Placement
The **Mathematics Placement** test Pierce is MDPT. MDPT consists of four math tests. The student selects the appropriate test for the course they want to place in to. Calculators are not permitted in the testing room.

Test	Course Test Qualifies Student For
Algebra Readiness	Math 115
Elementary Algebra	Math 120 and Math 125
Intermediate Algebra	Math 215, 227, 238, 245, 260 and Statistics 1
Precalculus	Math 261

Math Competency fulfilled by Assessment
Students may complete the college assessment exam in mathematics and achieve a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 125). That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement. The assessment must still be valid and not have expired after the two year time frame.

Chemistry 101 Challenge Exam
Before enrolling in Chemistry 101, students must either Satisfactorily Complete Chemistry 60 or Pass the Chemistry 101 Readiness Exam. Students wishing to participate in the exam process must complete the **Prerequisite challenge form** and submit the form to the assessment office when they arrive for the Chemistry Exam. The math prerequisite MUST be met in order to participate in the challenge process; if a student has not met the math prerequisite they will not be allowed to take the exam. The exam is a 45 minute multiple choice exam based on high school chemistry and mathematics. Students are allowed to use a non-programmable calculator and are given a periodic table for the exam. **Students may only take this exam once.**

The dates and times for the Chemistry Challenge Exam are first come first served, no appointments are necessary; check-in begins approximately 15 minutes prior to the start time. Students should check the Assessment Center Website for updated dates and times.

C2: Orientation

The purpose of orientation, as defined in title 5, section 55502, is to acquaint "students and potential students with, at a minimum, college programs, student support services, facilities and grounds, academic expectations, institutional procedures, and other appropriate information pursuant to title 5, section 55521." New Student Orientation is designed to orient incoming students to Pierce College.

The Orientation process informs students about the wide range of services and support the College provides, including academic counseling to help sort out educational and career goals, health and psychological services, financial aid and scholarships, tutoring services, and support programs for students with special needs. Orientation is more than an exposure to the services and physical plant of the colleges, it is a service, an interaction with counselors and advisors that "puts a face" to the institution and a sharing of resources intended to provide a blueprint for student success. It provides the guidelines for student success by recognizing that the academic environment can be perceived as an intimidating one by some students and college expectations can appear insurmountable to a student who has not been given an explanation of how the college operates to facilitate student success, not to discourage it.

All incoming Pierce students must complete Orientation as part of the matriculation process prior to enrollment. The orientation is available online at https://webapps.piercecollege.edu/orientation and may also be accessed from the Pierce College homepage.

Waivers from Orientation
ORIENTATION EXEMPTION CRITERIA
1) Students who have already earned an A.A. /A.S. degree or higher.
2) Students who are concurrently enrolled at a four-year college or university and who have completed fewer than 16 units of college credit.
3) Students who are concurrently enrolled in the 12th grade or below and who have completed fewer than 16 units of college credit.
4) Students who are attending Pierce with a goal of personal interest and who have completed fewer than 16 units of college credit.

Students who meet the criteria above may show proof of exemption to counseling. Enter "OL_ORIENT" on DEC screen S255 to clear orientation requirement.

C3: Technology Tools: SARS/SIS/Viatron/W-Drive/Outlook/Voicemail/
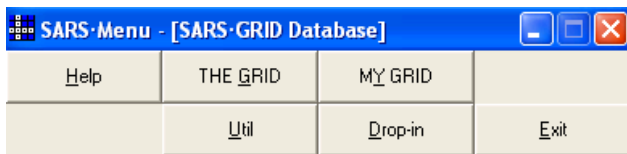
SARS

Double click on the SARS GRID icon on the computer desktop

When prompted, type in your username and password.

You will have several options to choose from. The most commonly used screens will show the schedule for that day as well as for the past, present or future for: all counselors in "THE GRID"; only your schedule is located in "MY GRID" or the drop-in list on "DROP-IN".

The GRID - shows all counselors schedules for only one day for: present, past or future days.

THE GRID - [COUNSEL]
Thursday, March 24, 2016 — 8:00:00 AM — MITA DESAI

Time	DESAI,M	DOMPE,R	FINE	GODESSOF	MADUENA	MCCARTHY	MECKLER	MILLER,A	MUNSHOW	OGTANYAN	ORELLANA
08:00 AM	////	*DESK	*LOBBY	////	*DROPIN	*DROPIN	*OTHER	*DROPIN	////	*DROPIN	////
08:30 AM	*DESK	*OTHER	SHOWED	////	*LOBBY	*SDA/D	*OTHER	SHOWED	////	*OTHER	////
09:00 AM	*DROPIN	*MTG	30APPT	////	BOOKED	*LOBBY	*OTHER	SHOWED	////	*OTHER	SHOWED
09:30 AM	SHOWED	*MTG	30APPT	////	30APPT	*SDA/D	BOOKED	*LOBBY	////	*OTHER	BOOKED
10:00 AM	*MTG	*MTG	*MTG	////	*MTG	*MTG	*MTG	*MTG	////	*MTG	*MTG
10:30 AM	*MTG	*MTG	*MTG	////	*MTG	*MTG	*MTG	*MTG	////	*MTG	*MTG
11:00 AM	30APPT	*OTHER	BOOKED	////	BOOKED	BOOKED	BOOKED	*MTG	////	*LOBBY	BOOKED
11:30 AM	BOOKED	*OTHER	*DESK	////	BOOKED	*DROPIN		BOOKED	////	*SDA/D	*PROAPP
12:00 PM	*LOBBY	*OTHER	*SDA/D	////	*DESK	BOOKED	BOOKED	*OTHER	////	BOOKED	*PROAPP
12:30 PM	*SDA/D	*OTHER	BOOKED	////	*DESK	*LOBBY		*OTHER	////	*DROPIN	*DESK
01:00 PM	BOOKED	*OTHER	*SDA/D	////	BOOKED	*DESK	BOOKED	BOOKED	////	BOOKED	BOOKED
01:30 PM	30APPT	*OTHER	BOOKED	////	BOOKED	*SDA/D	BOOKED	*DROPIN	////	BOOKED	*PROAPP
02:00 PM	*DROPIN	*MTG	*LOBBY	////	30APPT	30APPT	BOOKED	30APPT	////	30APPT	BOOKED
02:30 PM	BOOKED	*MTG	*DESK	////	*LOBBY	*DESK		30APPT	////	*DROPIN	BOOKED
03:00 PM	*DESK	*OTHER	////	////	////	*SDA/D	////	*LOBBY	////	////	*PROAPP
03:30 PM	////	*OTHER	////	////	////	BOOKED	////	BOOKED	////	////	*PROAPP
04:00 PM	////	*OTHER	////	BOOKED	////	*SDA/D	////	30APPT	*DROPIN	////	*DESK
04:30 PM	////	*DESK	////	*DROPIN	////	30APPT	////	30APPT	30APPT	////	////
05:00 PM	////	////	////	30APPT	////	*DROPIN	////	30APPT	30APPT	////	////
05:30 PM	////	////	////	30APPT	////	30APPT	////	*DROPIN	30APPT	////	////
06:00 PM	////	////	////	BOOKED	////	BOOKED	////	BOOKED	30APPT	////	////
06:30 PM	////	////	////	30APPT	////	*SDA/D	////	30APPT	*DROPIN	////	////
07:00 PM	////	////	////	////	////	////	////	////	////	////	////
07:30 PM	////	////	////	////	////	////	////	////	////	////	////

Location Code: COUNSEL

Data View: History / Current / Future

Specialty: All

Display Mode: By Counselor

By Date: 3/24/2016

Student History | Undo | Close

MY GRID - shows only your schedule for one day for: present, past or future days.

SARS NOTIFICATIONS – to turn on SARS notifications, look for the lightning bolt icon on the bottom right corner of your screen.

Right click on the lightning bolt and select "Configure". The following pop up window will appear. Select "Allow Popup Messages" and "Launch With Windows". You can select the Notification sound that you prefer and select if you want the sound to play just once or on repeat. Hit "Save". This will set the system to alert you when your next appointment shows up.
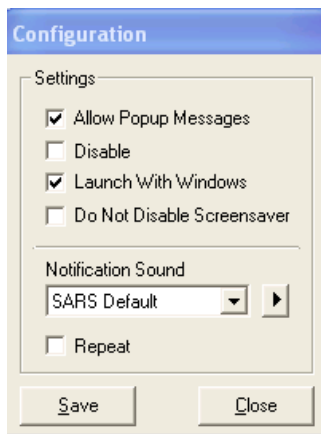
You can also use the SARS Notification system to send internal chat messages to other users who are online. Right click on the lightning bolt icon and select "User List" and the following chat window will pop up.
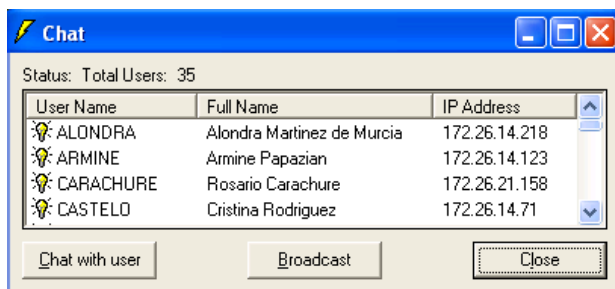
DROP-IN - shows students that have been checked in to see a counselor on a short 10 minute counseling session.
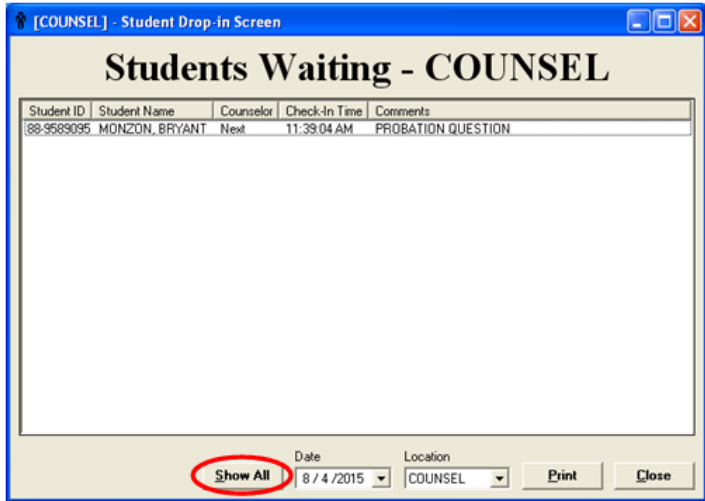
If you click on SHOW ALL at the bottom of the screen you will see all the students that have been seen that day
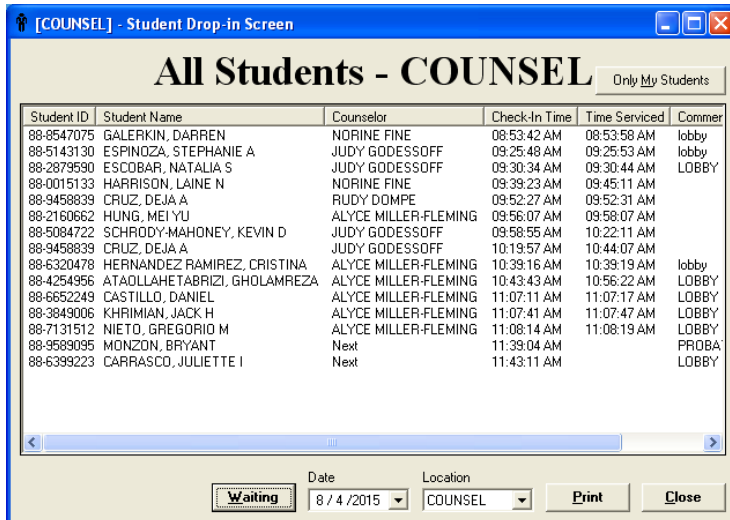
To select someone who is waiting on the DROP IN list just double click on the person's name

Click on the Counselor drop-down menu to find your name and select "ok".

SIS – Student Information System

Access to SIS

In order to access the Pierce database for student information, it is necessary for counselors to have access to the "SIS" ("Student Information System"). Access is granted when the Department Chair has requested access be given by the IT department.

Accessing SIS

On your computer desktop screen, double click the "DEC" icon.

Once in "SIS", login by typing in your "User Name", click "Enter", and then type in your corresponding "Password". Click "Enter".

Select option 5 SIS

```
(PROD)                   Information System        Enter EXIT to logout    ▲

        1    FIS        M
        2    HIS        M
        3    FAMS       M
        4    SIS        M
        5    SIS        M
        6    TP_SERVICE M
        7    WWW        M









Selection:                                                                 ▼
```
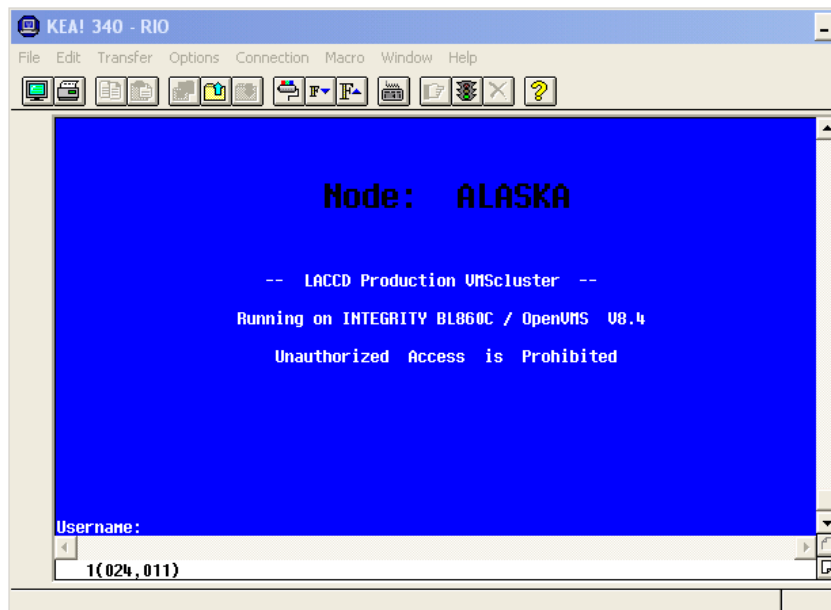
Next, select option 1 SI_STU Student Records Inquiry / Update

```
                    Los Angeles Community College District
(PROD)              Student Record Information Menu   Enter '-' for Main menu

        1    SI_STU     T    Student Records Inquiry/Update
        2    SI_PGM_INQ T    Program & Curriculum Inquiry
        3    SI_PGM_UPT T    Program & Curriculum Update
        4    SI_TBL_INQ T    Table Records Inquiry
        5    SI_TBL_UPT T    Table Records Update









Selection: 1
```

The student information screens are

S001-   Student Personal Information (address, etc.)
S002-   Name Search
S003-   Student Demographic Data
S004-   List of courses - shows when classes were added/dropped & indicates probation status /enrollment limit
S005-   Permanent   Student Record
S006-   Schedule of Classes
S007-   Educational Background – includes schools attended in district
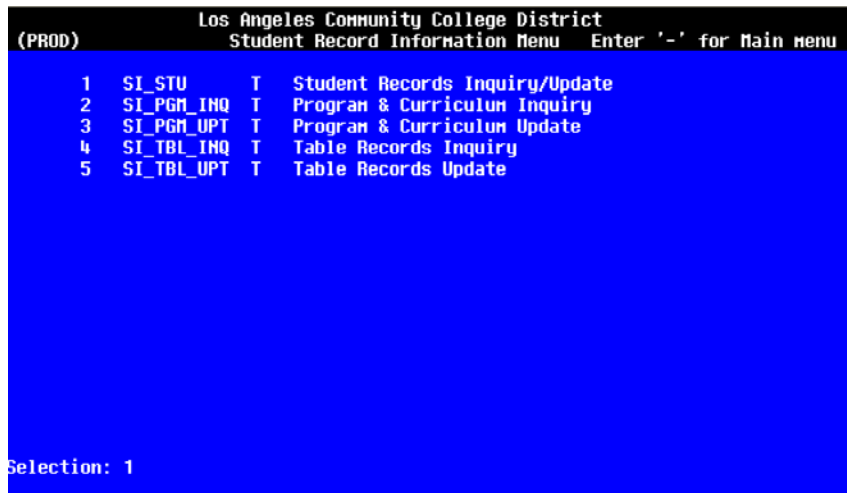**S011**-   List Student Holds
S091-   To clear prerequisites
S025-   To view cumulative GPA & PCT each semester (to determine probation status)
S251-   Change the major code, and can review the assessment, orientation, counseling component.
S255-   Contacts - This is where you input the type of service you provided to the student.
S206-   After you input the type of service on the S255 you can check on this screen to see the date, the type of service the student received and the counselor who saw them.

S001 – Student Personal Information

Type in S001 in the type left hand corner in the S000 area and click "home" on the keyboard. This will take you to the Student ID number. You may put in the student ID number and click enter.
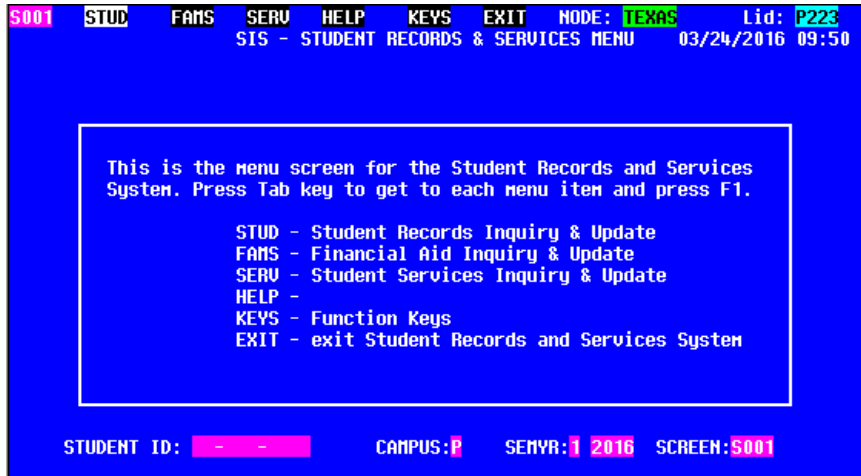
Screen S001 will give you the student's personal information such as ID number, name, address, phone number, email address, etc.
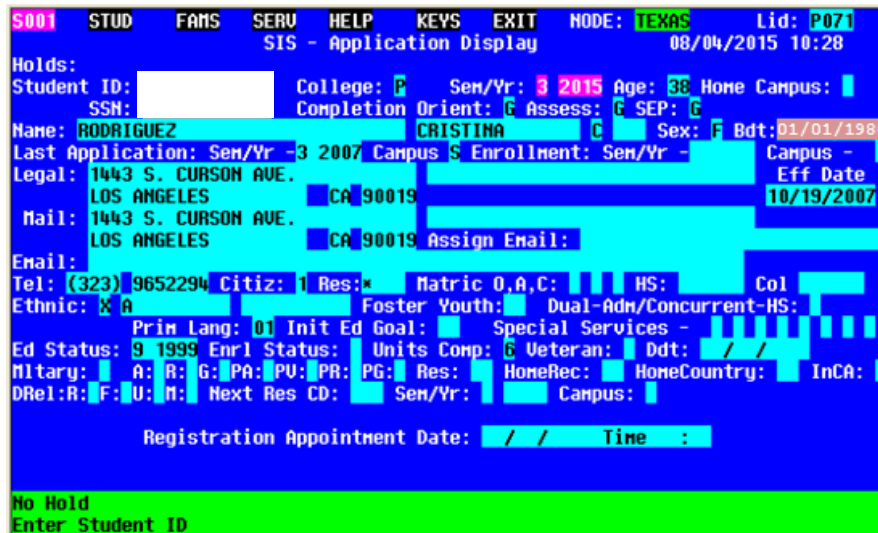
To exit out of the screen click the "home" button. This will take you to the S001 field and you can select the screen you want to go to next.

S005 - Student Transcript

The S005 screen is the most commonly used screen to view student transcripts. Type in S005 in the upper right hand corner and click enter. This will show you the transcripts for the student at Pierce College.

```
* Unofficial *      SIS - Permanent Record - PIERCE      03/24/2016 09:37

ID:                 Name:                              Birthdate: 01/21/1998

Sect# Course-No      Description          U-A    U-C Grade CR Code  G-P TR

                SPRING 2016 (02/08/2016-06/06/2016)
0238  CO SCI  501    INTRO CO THEIR USE  ( 3.00)  0.00              0.00 SU
0586  FRENCH  002    ELEM FRENCH II      ( 5.00)  0.00              0.00 SU
0607  PSYCH   002    BIOLOGICAL PSYCH    ( 3.00)  0.00              0.00 SU
3141  ENGLISH 101    COLLEGE RDG&COMP I  ( 3.00)  0.00              0.00 SU
SEMESTER             GPA=0.000,PCT=  0%  0.00    0.00               0.00

                WINTER 2016 (01/04/2016-02/07/2016)
0974  ADM JUS 002    CONCEPT/CRIMINAL LAW  3.00   3.00  A          12.00 SU
1768  FRENCH  001    ELEM FRENCH I         5.00   5.00  A          20.00 SU
SEMESTER             GPA=4.000,PCT=  0%   8.00   8.00              32.00
CUM      (FROM WI'2016) GPA=4.000,PCT=  0%   8.00   8.00           32.00
            *** END OF PERMANENT RECORD AS OF 03/24/2016 ***
```

Click the "PAGE UP" or "PAGE DOWN" keys to scroll up through all screens of the student's transcripts.

**S007 – Educational Background** – shows all schools attended in the district

```
                    SIS - Educational Background     03/24/2016  09:31
Student No:                      Campus: P    Sem/Yr: 1 2016
Name:                                         Birthdate: 10-15-1991
Deg App Unt Att:    9.00  Deg App Unt Com:    9.00  Deg App Grade Pts:   33.00
IGETC Completed - C.S.U.:    U.C.:    Transcript/Verif Request Count: 5
                                      Cumulative Grade Summary
Last College:                    District U-A     U-C     G-P    GPA
    LOS ANGELES PIERCE COLLEGE   ITV     6.00    6.00   24.00 4.000
    6201 WINNETKA AVE            LAPC    9.00    9.00   33.00 3.666
    WOODLAND HILLS, CA  91371    LAVC   14.00   14.00   56.00 4.000
Last High School:                LAMC    0.00    0.00    0.00 0.000
    CALIFORNIA                   Sub-tl 29.00   29.00  113.00 3.896

                                 Non-Dist U-A     U-C     G-P    GPA
Prev Edu: HIGH SCHOOL DIPLOMA    Sub-tl  0.00    0.00    0.00 0.000
Degree Granted: NONE
                                 Total  29.00   29.00  113.00 3.896
```

If a student has attended another college, click the "HOME" button and then "TAB" over to the "EXIT" option and click "ENTER". Type in "**S005**" where it says "EXIT" in the upper left hand corner and click "HOME" and "TAB" over to "CAMPUS" and put in the appropriate letter for the campus and click "ENTER":

Campus	Code
Los Angeles City College (LACC)	C
East Los Angeles College (ELAC)	E
Los Angeles Harbor College (LAHC)	H
Los Angeles Mission College (LAMC)	M
Instructional Television (ITV)	I
Los Angeles Pierce College (LAPC)	P
Los Angeles Southwest College (LASW)	S
Los Angeles Trade-Tech (LATT)	T
Los Angeles Valley College (LAVC)	V
West Los Angeles College (WLAC)	W

In the example below the campus has been changed to "I" for "ITV".
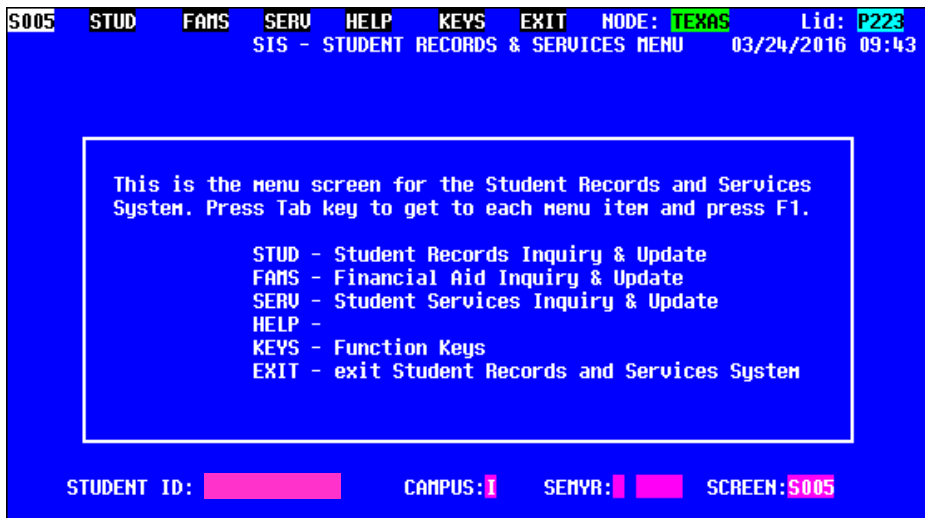
The transcript for the college will then appear

S-251 - Change the major code, and can review the assessment, orientation, counseling component

This screen is used to change the major and view the student's standing on Assessment, Orientation and Counseling. Type in S251 into the upper left side of the screen and click "ENTER".
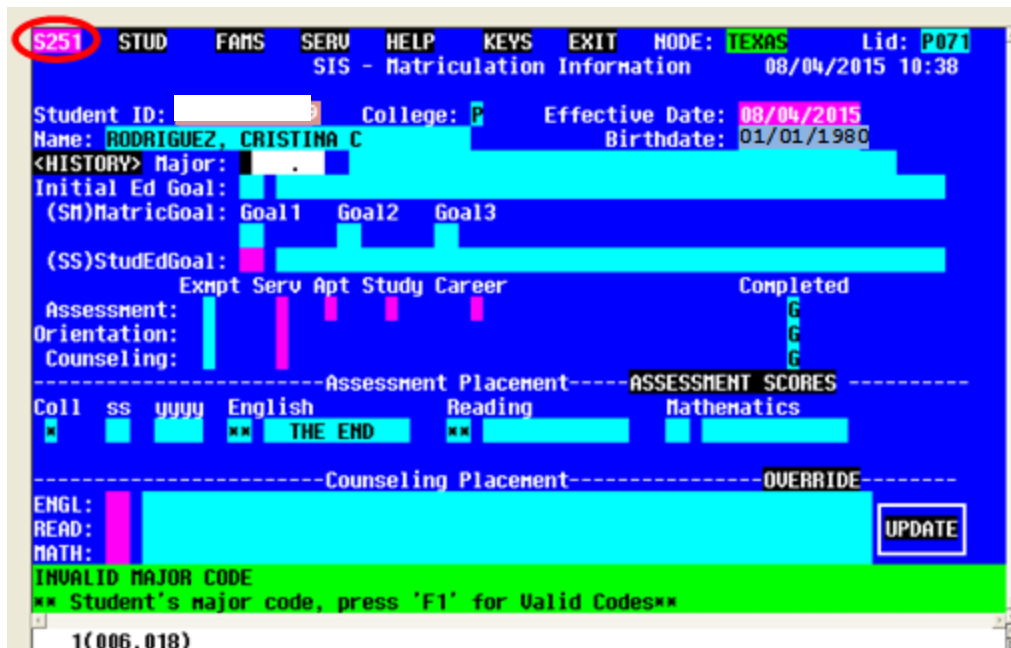
To change a student's major, scroll the cursor down to the <HISTORY> Major" section and click the "F1" button. Use the "PAGE UP" or "PAGE DOWN" buttons to go to the next page of lists of majors and click "ENTER" to select the major you would like to select.
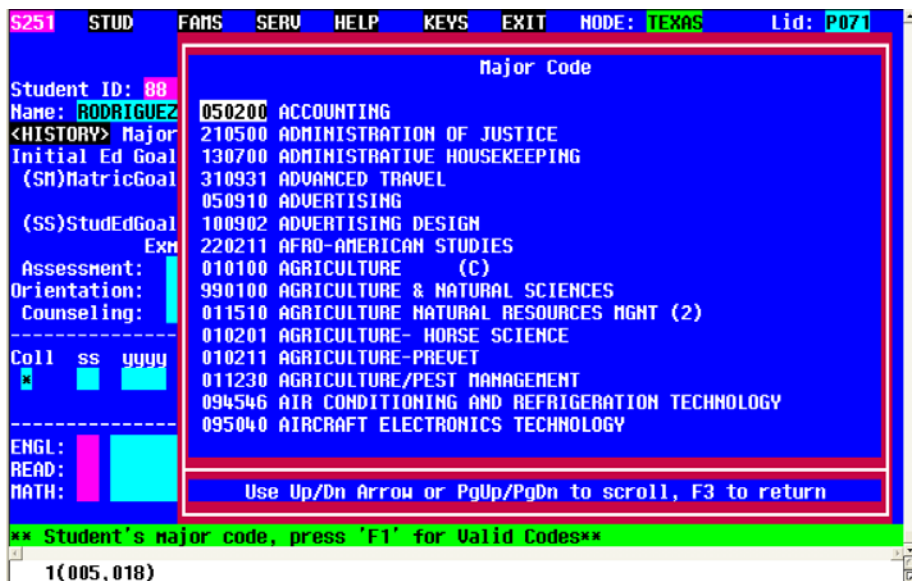
The most popular codes are:

490110 CSU General Education - used for any student interested in transfer to a CSU regardless of major. Select this code even if their major doesn't require the CSU GE, such as an engineering major.

490111 IGETC – General Education - Select this code for any student transfer to a UC, CSU and/or Private School for all majors, including engineering majors that do not require IGETC be completed.

490200 General Studies: Science, Technology, Engineering & Math

490310 General Studies: Arts & Humanities

490100 General Studies: Social and Behavioral Sciences

220110 General Studies: Women's Studies

You can also change the student's Educational Goal but scrolling down to the "(SS) StudEdGoal" field and clicking "F1". Select the appropriate educational goal. You may scroll down to the correct one by clicking the arrow keys and then "ENTER".
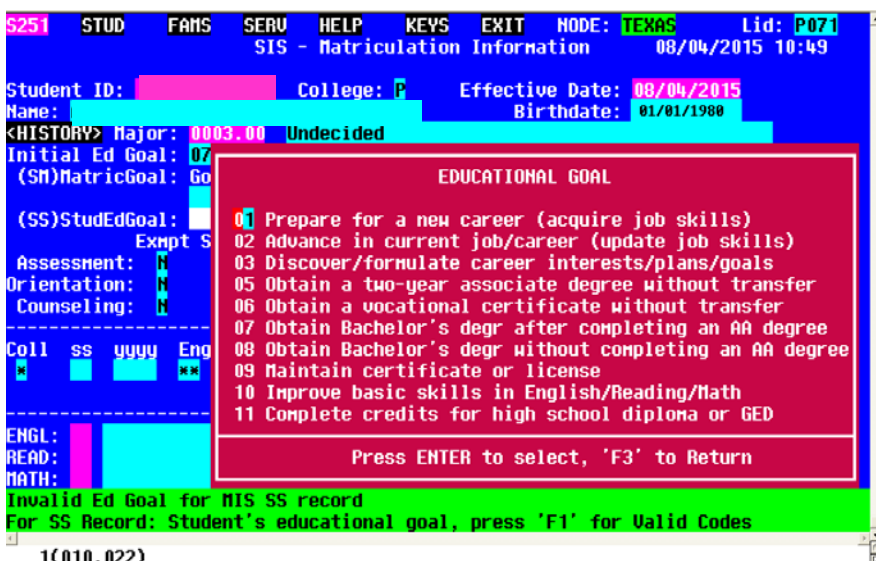
As you can see from this screen, this student has been grandfathered in for completeing assessment, orientation and counseling.

If it were complete a "Y" would be in the "Completed" column if not it will be blank as in the example below. Please note that this information is gathered from the S255 screen and can take a couple of days to be processed and indicate the requirement is completed.

S255 Screen - Contacts
This screen should be completed every time you see a student to indicate which service was completed. Type in S255 in the upper left hand screen and click "ENTER".

The field will automatically go to the Sem/Yr field. First, you type in the semester:
0 = Winter   1 = Spring   2 = Summer   3 = Fall

Next type in the year. The cursor will automatically go to the DATE field. Click "ENTER" and it will populate today's date. You can also change the date to put in a past date.

The cursor will then automatically go to STAFF for you to input your staff ID number and click "ENTER". The numbers will not show as you type it in but once you click ENTER your name will show:
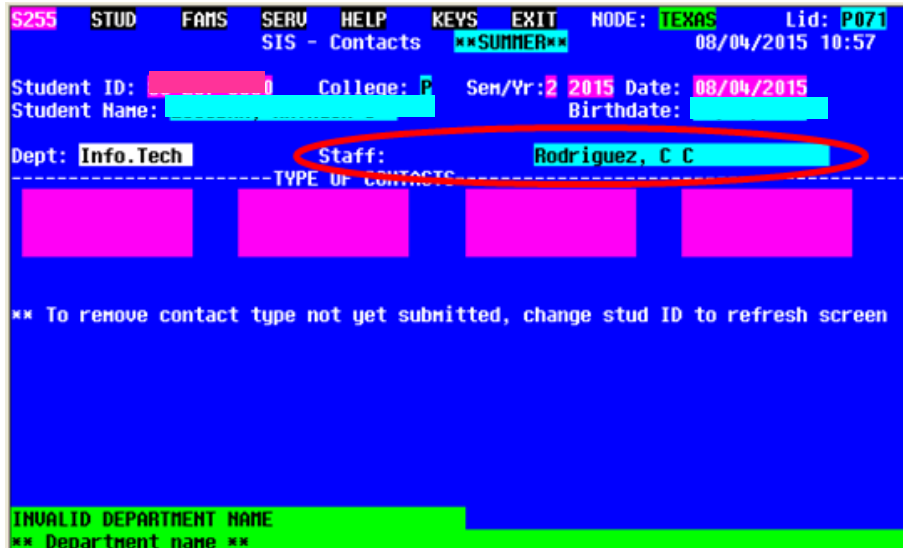
The cursor will then automatically go to the DEPT field where you will click F1 and scroll down to your appropriate department and click "ENTER":
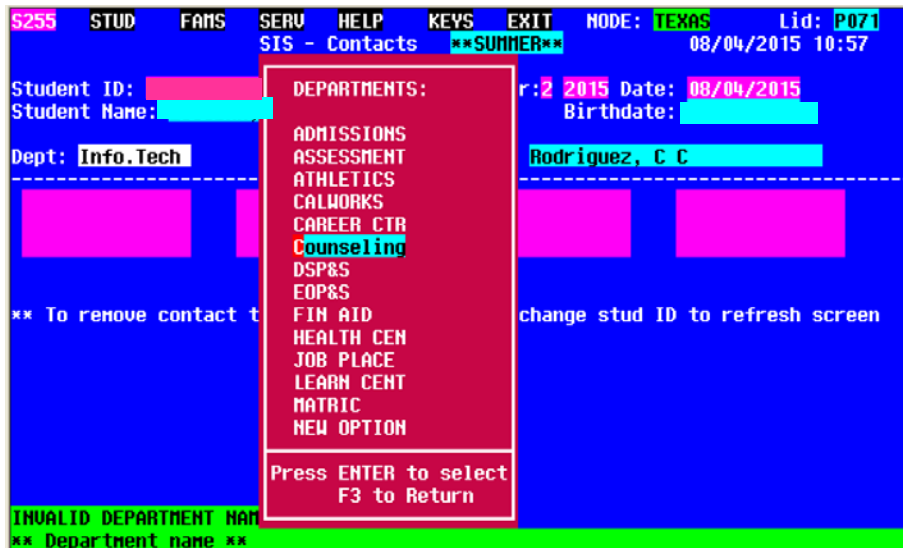
Hit "TAB" to move the cursor to the first space on the top left corner under "TYPE OF CONTACT" press "F1" to pull up the menu of contact types. Scroll down to the appropriate contact type. Press "ENTER" to select or "F3" to return to the previous page.
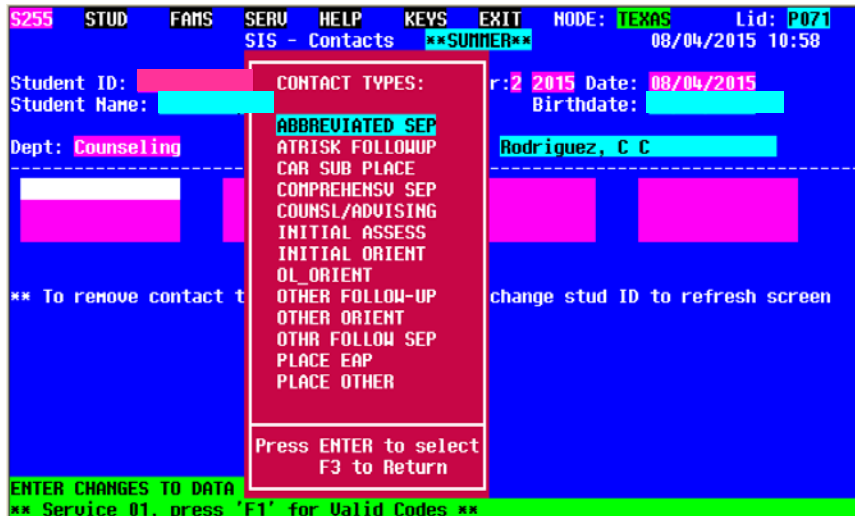
The type of contacts are as follows:

ABBREVIATED SEP*	Done after In Person or New Student Groups**
ATRISK FOLLOWUP*	Probation/Dismissal Students
CAR SUB PLACE*	Students being counseled and completed a career assessment or has assessment/placement results in other disciplines besides English, Math or ESL (e.g. Chemistry)
COMPREHENSIVE SEP*	Digital Copy; Must indicate major and verify/update on S251
COUNSL/ADVISING*	Counseling/Advising interaction between a counselor and student
INITIAL ASSESS	Assessment services for initial placement (multiple measure placement). LACCD English, ESL and Math assessments do not need manual entry; coded by APMS (Assessment Placement Management System)
INITIAL ORIENT**	In person orientation (e.g. inputted by front desk for Counselor New Student Groups)
OL_ORIENT*	Online orientation can be inputted if student shows proof of completion of Pierce College's online orientation
OTHER FOLLOW UP*	If student returns for additional services (e.g. counseling services provided to at risk students in basic skills or who have not identified an educational goal and course of study; including any activity to support a student's academic progress)
OTHER ORIENT	Program Specific Orientation (e.g. EOPS, DSPS, FYE, Nursing, International, Veterans, etc.)
OTHER FOLLOW UP SEP*	Update /Change to SEP
PLACE EAP*	Advising student based on Early Assessment Placement from STAR Report (placed into college level English and college level

*Contact Types to be inputted by Counselor
** Front desk inputs all lobby and group counseling session data on S255 for all Counselors.

S091- To clear prerequisites – See section C7 for more details.

This screen is used to clear prerequisites and view courses that the student is cleared to enroll in.
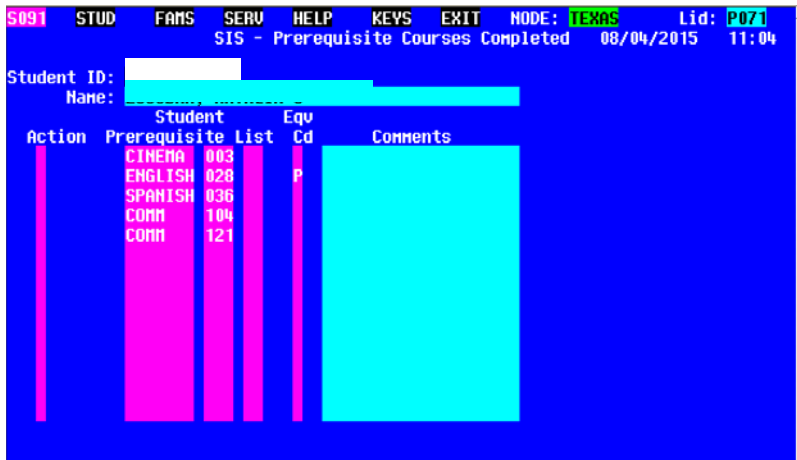
Scroll down using the arrow keys and go to the left "Action" column and type in LETTER "O" for "override" and then tab over to the prerequisite list. Type in the name of the prequisite that has been fulfilled and click "ENTER". Note that abbreviations must include spaces (ex: CO SCI for Computer Science)

P indicates placement
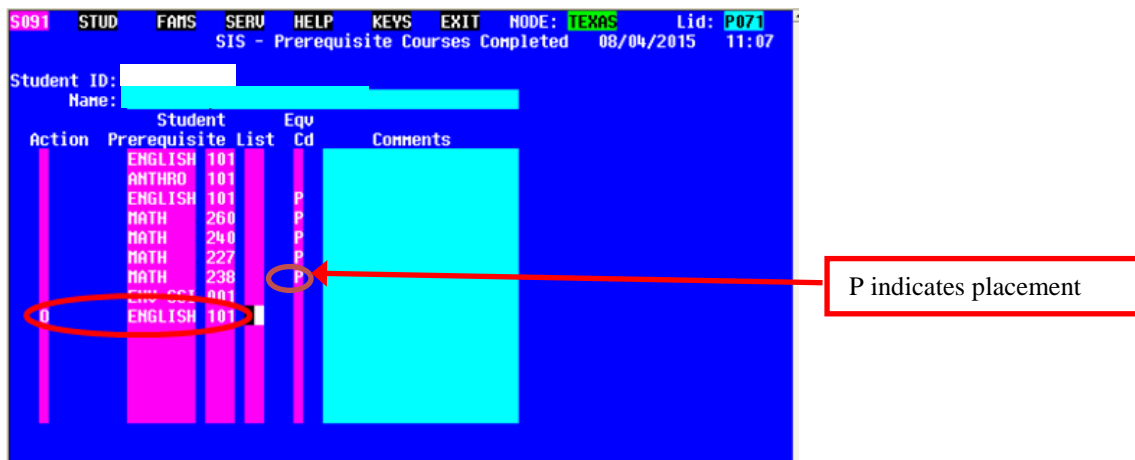
The words "MANUAL ENTRY" will appear in the comments section indicating the clearance has gone through.
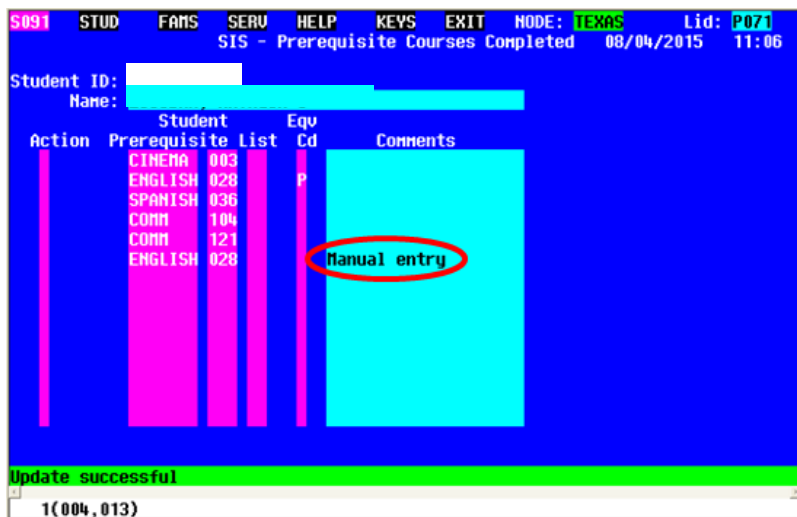
Fill out an **Enrollment Authorization** form with the student's name, student ID, course he or she is eligible for, counselor signature, date, and check off the box indicating that the placement comes from the Counseling Office. Give the yellow copy of the form to the student and place the original white copy in the box with Curtis' name located next to the counseling mailboxes in the storage room.

Viatron – Document Management System

Using Viatron – Used to access transcripts from other institutions and other records (ie: course substitutions, pass alongs)
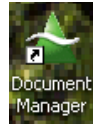
Click on the "Document Manager" icon on your desktop

Login using your User Name & Password

Click on the "SR-STUDENT RECORDS" folder to start a new query or click on the hand icon to open a new query"

Click here to start a New Query

Enter Student ID number here to pull up all documents that have been scanned in for the student (transcripts, cards, applications, etc)

The various documents that have been scanned will show up in a list at the bottom of the screen under a new tab labeled "RESULT SET"

Double click on the document you would like to view and click print if necessary.

<u>W-Drive Contents</u>

The W-Drive is the shared drive that contains all of the files relevant to the Counseling Department. All counselors should have access to the W-Drive files. It is advised for counselors to download files to their local computer to work on them. The following two pages outlines the contents of the W-Drive as of Spring 2016. Please note that file locations may change.

Accreditation 2014
- 11-10-11 Standard IIB questions
- Standard IIC 11-6-14
- Standard IIC 11-7-14
- Standard IIC 11-12-14

Athletic Counseling
- ❖ Athletic SEP Starting Fall 2014
- ❖ Joanna ZT
- ❖ SEPS
- Athlete Comprehensive SEP
- Athlete Counseling Basics
- Athletics SEP Sports Fall 2014 – NO LONGER IN USE –SEE admission Drive
- D-bylaw_1_2013-14
- IGETC 2014 Ed Plan
- TGONLINE2013

Counseling Instruction Materials
- ❖ Course Syllabus
- ❖ Education Planning
- ❖ Fall 2015 Information
- ❖ Flex Form Information
- ❖ Key Requests
- ❖ Library Checkout Procedures
- ❖ LLC – Counseling Instruction Classrooms
- ❖ Misc Items
- ❖ Online Courses
- ❖ Parking Permits
- ❖ Rosters – Exclusions
- ❖ SLOs
- ❖ Summer Bridge
- ❖ Textbook Adoptions

Crisis & Personal Counseling
- 14-15 WSPShelter-Locations-andTransportation-Guide_20141121
- Crisis Helplines 2015
- Crisis Prevention Team Info
- Discrimination or Harassment
- Disruptive Behavior 2015
- Emergency Guidelines – Student Threat
- Emergency Response Guide (6-20-13
- Emergency Situations – Student threat
- Emergency Booklet
- Guidelines for Crisis & Distress
- LA Dept. of Mental Health – Contact numbers
- Quick Mental Health Assessment
- Resource Directory Spring 2015
- Suicide Prevention PPT
- Veterans 2015

Forms
- Course Substitution Associate Degree Catalog Rights Petition January 2016 v4
- Course Substitution PG 2 Continuation Form January 2016
- Transcript Evaluation Petition for AA GE CSU GE IGETC January 2015 v2
- Transcript Evaluation Petition for AA GE CSU GE IGETC PG2 Continuation Sheet

Counseling Materials
- ❖ Advising Sheets
  - Advising Sheets 2011
  - Advising Sheets 2013
  - Advising Sheets 2015
  - Advising Sheets November 2015
- ❖ ASSP
  - 2014-2015 Annual Student Services Plan Nov 2013
- ❖ Common Application
  - College Report Sign In Sheet
  - Common App College Report Cover Sheet
- ❖ Counseling Newsletter
- ❖ Counselor Trainee Manual
  - Academic Standards & Policies
  - Admission, Registration & Fees
  - Associates Degree
  - Common Application Information
  - Credit by Exam, AP Scores, Pass-No Pass
  - CSU Admission & Enrollment Resources
  - CSU General Education
  - Degree & Certificate Programs
  - Department & Programs Inform
  - General Transfer Info
  - Honors Program
  - How to Register for Classes
  - IGETC General Education
  - Nursing Information
  - Student Rights
  - Student Services Programs
  - UC Maximum unit Limitations
  - UC TAG Matrix
  - UC Transfer Matrix
  - University Rep Infor
  - Various Forms
- ❖ Counselors Retreat
  - ❖ Pass Along & Course Sub Training
    - ASSIST
    - Course Substitution and Pass Along Tips
    - CSU English and Mathematics Courses Accepted for IGETC 1A 2A
    - CSU EO-1100
    - IGETC and CSU Evaluation Guidelines January 2016
    - IGETC_Standards_version_1.6_final
  - ❖ Probation Training
    - Counselor Retreat – Probation
    - Probation and DQ Quick Reference Guide-1
  - ❖ SEP Training
    - 2015-2016 IGETC Notated
    - ED Plan Title 5 Regulations
    - SEP Important Reminders 6
    - SEP Tip Sheet
    - SEP training 2016
  - Counselor Retreat Agenda
  - Retreat Lunch Slides
- ❖ Financial Aid
  - Cal Grant C Approved Programs
  - 2013 SAP Education Plan
- ❖ Foreign Transcript
  - Foreign Transcript Evaluation
  - Foreign Transcript Evaluation Approved Agencies CL-625
  - LACCD E-101 – Foreign Coursework

Counseling Materials (Continued)
- ❖ High School Concurrent Enrollment
  - Bul1040 2 Concurrent Enrollment HS and Community College
- ❖ Nursing Program
  - CSUN AND Brochure
  - CSUN PPT Collaborative
  - LAPC-CSUN PPT Coll Fall admits
  - LAPC-CSUN PPT Coll Spring admits
  - Nursing Success sheet final 2015_11_16
  - Nursing BSN Matrix 2014
  - Nursing Equivalency 2013_10
  - Nursing Equivalency form 2009-2010
  - Nursing Equivalency Form January 2015
  - Nursing Info Session 2015_10
  - Nursing In-service
- ❖ Pierce – Select AA Degree Program Info
  - ❖ Addiction Studies
  - ❖ Administration of Justice
  - ❖ Pre-Vet Handbook
  - ❖ RVT Program
- ❖ Probation
  - ❖ LACCD Academic Renewal Forms
  - ❖ Probation Training Manuals
  - ❖ Spring 2016 letters
  - How to sign up sheet
  - Pre-Post Assessment
  - Workshop Agenda
- ❖ SEP
  - SEP important Reminders 5
  - SEP Important Reminder 6
- ❖ Special Services
  - Resource List Brochure
- ❖ Transfer Resources
  - ❖ UC Ensuring Transfer Success 2012 Engineering Information
  - Common Application Guidelines for School Office mdg (2)
  - UC Transfer Limit Cheat Sheet
  - University Representative Contacts
- ❖ UC
  - UC Transfer Limit Cheat Sheet
- ❖ Undecided Majors
  - Tips for Counseling Undecided Students
- ❖ Veterans
  - Approved Courses for Veterans Assistance Retraining Program
  - Veteran SEP
  - Veterans Counseling Training
  - Veterans Resources
  - What to expect with Veterans pg1
  - What to expect with Veterans pg 2
- ❖ Weekly Department Meeting Agendas & Minutes
- ❖ Workshops
  - ❖ Career Workshops
  - ❖ Major Matters Workshops
  - Classroom presentation outline
  - Counseling Workshop Sign In Sheet
  - CTC Classroom presentation sign in sheet
  - CTC drop-in sign in sheet
  - CTC event sign in sheet
  - CTC workshop sign in sheet
  - New Student Info Session
  - Verification of Extra Credit
  - Workshop evaluation

FYE
- ❖ 2016 Summer Bridge
- ❖ Materials for High School Visits
  - 2016 SB program application
  - Cheat sheet
  - Freshman academy flyer
  - How to Register for Classes
  - LACCD Student Email
  - New Student Group (for HS) revised
  - New Student Group Sign In
  - Services Grid for HSO
  - Summer bridge flyer
- ❖ Sample Ed Plans
  - Sample Ed Plan – AA Nursing
  - Sample Ed Plan – AA Vet Tech
  - Sample Ed Plan – CSUN Business
  - Sample Ed Plan – CSUN Mechanical Engineering
  - Sample Ed Plan – UCLA Biology
  - Sample Ed Plan – UCLA Comp Sci
  - Sample Ed Plan – UCLA Psychology

GE Plans
- ❖ 21 units AA
- ❖ AA-T AS-T
  - Counselor Info for Final
  - CSUGE 2014-2015 Ed Plan
  - Pierce College AA-T, AS-T Campus options
  - Pierce College AS-T in Business Administration
  - Pierce College AS-T in Mathematics
  - Questions – AA-T degrees Final 8-12
  - Transfer to CSU Student PPT
- ❖ Archived Plan A and Plan B
- ❖ CSU
  - CSU GE Plan 15-16 with SEP February 2016
  - CSUGE 2015-2016 abbreviated version 2 pages December 2015
  - CSUGE 2015-2016 full version fillable December 2015
  - CSUGE 2015-2016 full version nonfillable December 2015
  - CSUN Plan R
- ❖ IGETC
  - IGETC 15-16 with SEP February 2016
  - IGETC 2015-2016 abbreviated version 2 pages
  - IGETC 2015-2016 full version fillable
  - IGETC 2015-2015 full version nonfillable
- 2015-2016 IGETC Notated
- Student Education Plan with Grad and Transfer Boxes (3)

Pass Along Materials
- ❖ Associate Degree Materials
  - AA LACCD BR6200
  - Associate Degree Tips
  - Department Designees Associate Degree Majors & Certificates 15-16 2016_1_5
  - E-79 Competency Math and English
  - E-110 Advanced Placement Appendix January 2010
  - Information for Pierce Students who have attended other colleges and universities
  - LACCD E-101 – Foreign Coursework
  - LACCD E-110 Advanced Placement Policy
  - United States Regional Accrediting Bodies
- ❖ CSU GE Materials
  - Adams State status with CSUGE A2 A3 B4 January 2015
  - CSU EO-1100
  - CSU External Exams AA-2009-11
  - CSU GE Pass-Along and Q&A
  - CSU GE Tips
  - IGETC & CSU GE English and Critical Thinking Pass Along notice
  - Information for Pierce students who have attended other colleges and universities
  - United States Regional Accrediting Bodies
- ❖ GE Plans
  - Sample Ed Plan – AA Nursing
  - Sample Ed Plan – AA Vet Tech
  - Sample Ed Plan – CSUN Business
  - Sample Ed Plan – CSUN Mechanical Engineering
  - Sample Ed Plan – UCLA Biology
  - Sample Ed Plan – UCLA Comp Sci
  - Sample Ed Plan – UCLA Psychology
- ❖ IGETC Materials
  - CSU English and Mathematics Courses Accepted for IGETC 1A 2A
  - Final IGETC_Standards_v1_1_06-04-09
  - IGETC & CSU GE English and Critical Thinking Pass Along notice
  - IGETC STEM Docs
  - IGETC Tips
  - Information for Pierce Students who have attended other colleges and universities
  - United States Regional Accrediting Bodies
- ASSIST Course Search Function
- Course Substitution and Pass Along Tips
- IGETC and CSU Evaluation Guidelines January 2016
- Information for Pierce Students who have attended other colleges and universities
- Pass Along Process Updates and Clarification email from E.Atondo 02-18-2010
- Transcript Evaluation guidelines PPT 2015
- UCLA Extension Course Numbering Clarification Email
- United States Regional Accrediting Bodies

Scan
- ❖ 2015 Accreditation Evidence File
- ❖ FYE-Scan
- ❖ Prerequisite Information
- ❖ Temp folder for random items on 3-11-15
- Counseling Annual Student Service Plan 2015-2016
- Counseling Student Service Survey
- Counseling Workshop Evaluation Sheet
- Transfer and Career Workshop Evaluation Sheet
- Workshop Survey

Student Ed Plans
- ❖ A
- ❖ B
- ❖ C
- ❖ D
- ❖ E
- ❖ F
- ❖ G
- ❖ GE Plans
- ❖ H
- ❖ I
- ❖ J
- ❖ K
- ❖ L
- ❖ M
- ❖ N
- ❖ NSCG
- ❖ O
- ❖ P
- ❖ Q
- ❖ R
- ❖ S
- ❖ Student Ed Plans
- ❖ T
- ❖ U
- ❖ V
- ❖ W
- ❖ X
- ❖ Y
- ❖ Z

Transfer_files

Microsoft Outlook – Counselor Email

General Tips

Right-Click = "Menu"
- "Right-Click" on the email you want to work on to get a menu of likely choices

Control-Z = "Undo" – reverses the last thing you did
- Works in most programs, but not all
- Can usually undo multiple times

Outlook/E-Mail

"Organize Messages" By Creating Folders in Your Inbox
- Click on the "Folder" tab at the top of the page
- Click on "New Folder"
- Name the folder in box provided, and under "Select Where to Place Folder", click "Inbox", then "ok". To move email into folder, click on "Email" and drag to desired folder.

Delete: Don't Forget To Delete "Deleted Items" and "Sent Items"
- You can delete selected items by holding down the control key and clicking.
- Also, you can use the shift key and hold it down, clicking on the first and last thing you want to delete. It clicks on everything in between.

Automatic Spell Check
- Tools-> Options -> Spelling Tab -> Check "Always check spelling before sending" box

Junk Mail
- "Microsoft Outlook" automatically scans for "Spam". Be sure to check your Junk E-Mail folder because sometimes the emails are not actually spam! If this is the case, you can change it to "not junk" by right clicking on the email -> select "Junk Email" -> select "Mark not as Junk"

To Change the Title of an Email *(and save it or send it with the new title)*
- "Open" the email. Highlight the "Subject" *(title)*
- Make the change you want
- "Close" the email
- "Do You Want To Save Changes?" Answer "Yes"

Best Practices for Microsoft Outlook 2007
https://support.office.com/en-US/article/Best-practices-for-Outlook-2007-6654791D-0B67-477E-9E8B-735805D2C53E. PDF

Basic tasks in Outlook 2010
https://support.office.com/en-US/Article/Basic-tasks-in-Outlook-2010-9988b344-a7bf-4904-906f-414a3af7a727?ui=en-US&rs=en-US&ad=US

Voicemail System

Pierce College uses the ShoreTel Voicemail system.
http://www.piercecollege.edu/departments/pcit/media/VoIP_Info_Complete.pdf

Setting up Voicemail via Mitel Phone Handset
Setting your new password – Dial 8 + enter password (default 1234) + #. When prompted enter new password + # (Minimum 4 digits, numeric values only) + reenter new password + # to confirm.

Record name – When prompted record first and last name after the tone. This is used for directory listing confirmation and mailbox identification. Please use handset to record and follow prompts to listen, re-record if necessary and confirm.

Record Greetings via Handset
Dial 8 + enter password + #, press 7 for *CHANGE MAILBOX OPTIONS* + press 1 to *RECORD GREETING* + follow prompts to complete recording.

How to check voice messages:
From handset **–** Dial 8 + enter password + # + press 1 to *LISTEN to MESSAGES* + follow prompts to listen to messages.

From outside the office using direct dial number (if assigned) **– 'Call'** assigned phone number + press *** #** when personal greeting plays + enter extension number + enter password + # + follow prompts to listen to messages (or make other changes).

From outside the office using voicemail access number (if available) **–** Call access phone number + press #, during main greeting + follow prompts (extension number + password + #)

To check voicemail from another extension – Dial 8. Listen. If system asks for a security code, press # + enter extension number + enter password + # and follow prompts. OR follow prompts if system asks to enter your extension number.

Commonly used voicemail features: (Basic features after logging into voicemail)

Listening to messages - press option 1 to *Listen to Messages* + press 1 to *Replay*; press 2 to *Save*; press 3 to *Delete*; press 4 to *Forward* or press 5 to *Reply.*

Sending a message - Press option 2 to *Send a Message* + record message + # + enter extension number or distribution number + # to send message.

Changing mailbox options – Press 7 for *Change Mailbox Options* then press 1 to *Record* greeting for current mode; press 2 to *Set New Call Handling Mode;* press 3 to reassign your extension, press 4 to change *Password;* press 6 to *Record Name* for Directory.

Accessing Voicemail off campus - Dial 818.710.4494
- You will hear "Thank you for calling Pierce College"
- Enter an extension number of the person you are trying to reach or press # to log into your personal voicemail box.
- Press #
- You will hear "Welcome to the ShorTel phone system"
- Please enter your extension number
- Please enter your password followed by the # sign
- Default password (1234)

C4: Student Educational Plans

Title 5 Regulation (§ 55524) states that districts or colleges shall provide students with an opportunity to develop student education plans that are either:

- **Abbreviated**. Abbreviated student education plans are at least **two terms in length** designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate; or

- **Comprehensive**. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive plan helps the student achieve their course of study. The **comprehensive plan includes**, but is not limited to, **addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate.** The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for

programs such as EOPS, DSPS, CalWORKs, Veteran's education benefits, athletics, and others. Counselors are encouraged to use the **full version** CSU GE Ed Plan, IGETC GE Ed Plan, or AA GE Plan.

All versions of the student education plans used at Pierce College can be accessed from the "W-drive". Click on the "GE PLANS" folder. For the stand alone GE and combined GE/SEP documents click on the appropriate folder for the GE plan. Otherwise click on the "STUDENT EDUCATION PLAN with Grad and transfer boxes"

GE Plan Name (Folder location)	Appropriate for:
Pierce Associate Degree GE Requirements	Students who are completing an AA degree only
CSU GE-Breadth Certification Plan (CSU)	Students interested in applying to transfer to a California State University (CSU) campus
Intersegmental General Education Transfer Curriculum (IGETC)	Students interested in applying to transfer to a University of California (UC) campus, CSU, or private institution (if they accept IGETC).

SEP Tips

MAJOR
- Undecided, IGETC, CSU GE are NOT valid majors to list on SEP
- Make sure you update major in S251

SEP FORM COMPLETION
- You must fill in the student's name and student ID#
- You must select abbreviated or comprehensive from the drop-down menu
- You must check off goal (transfer, certificate, AA/AS)
- You must indicate major and transfer institution(s) (if applicable)
- You must type your name on the bottom of the SEP and type in the date
- The SEP should always start with the CURRENT semester
- A comprehensive SEP should list ALL courses (GE, major prep, prerequisites) that a student needs to take to complete educational goal. Any course(s) not listed on SEP should be notated in the comments section at the bottom of the SEP form.
- Write ALL notes in the "Notes" section at the bottom of the SEP. The SEP semester sections should only include course information. (See sample SEP)
- Make sure you update S255 to indicate ALL services you provided the student

SAVING THE SEP
- All abbreviated and comprehensive SEPs should be saved on the W drive in the Student Ed Plan folder (click on W drive, click on "Student Ed Plans" folder, click on letter folder based on the first letter of their last name). Plans are saved alphabetically by last name.

FINANCIAL AID SEP
- Only courses required for the education goal should be listed on the SEP

ADDITIONAL INFORMATION
- *Checking off boxes on GE plan is not a comprehensive SEP
- There is no district wide articulation of courses – make sure you check assist.org for applicability to IGETC and CSU GE plans. For the GE area for AA degrees, check the degree plan within the catalog for the college where the course was completed to determine which area the course fulfills.

An example IGETC & Comprehensive SEP with notations is included on the following pages.

IGETC 2015-2016
Intersegmental General Education Transfer Curriculum
Governed by IGETC Standards: www.ccctransfer.org

Student Name: Cindy Gaucho

Student ID#: 88-123-4567

Disclaimer: *Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org*

This IGETC Plan totals approximately 34-37 CSU/UC transferable semester units. A minimum of 60 CSU/UC transferable semester units is required for transfer. You will need to complete additional coursework in your major and maybe some elective courses. Please see a counselor to develop an Educational Plan so you can reach your goals.

A course must be a minimum of 3 sem/4 qtr units to meet the requirements for IGETC (except area 5C).

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale.

Always mark "C", "IP", or "N" box.

If course not taken at Pierce, type name of class from external college. Do not put course equivalent at Pierce.

C = Complete   IP = In Progress   N = Need

	COURSES	C	P	N
AREA 1 – ENGLISH COMMUNICATION CSU: 3 courses required, one each from Group A, B and C. UC: 2 courses required, one each from Group A and B.				
1A **English Composition** **English** 101 College: Santa Monica College AP: _____	Eng 1A @ SMC	✓	☐	☐
1B **Critical Thinking – English Composition** **English** 102, 103; **Philosophy** 5 College: _____	Need 1	☐	☐	✓
1C **Oral Communication (CSU requirement only)** **Communication Studies** 101, 104, 121, 151 College: _____	Comm 101	✓	☐	☐
AREA 2 – MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (one course – 3 semester or 4-5 quarter units)				
2A **Math** 227, 238, 260, 261, 262; **Statistics** 1 College: _____ AP/IB: _____	Stat 1	✓	☐	☐
AREA 3 – ARTS AND HUMANITIES (At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester or 12-15 quarter units)				
3A **ARTS** **Art** 101, 102, 103, 105, 109, 111, 137, 138, 139, 501, 502; **Cinema** 3, 104, 107, 113; **Dance Studies** 802, 805; **Music** 111, 121, 122; **Photo** 27A, 27B; **Theater** 100, 110. College: Arizona State University AP/IB: _____ College: _____	Art 110 @ ASU (Pass Along Pending)	✓	☐	☐
		✓	☐	☐
3B **HUMANITIES** **Anthropology** 121, 211, 214, 215, 216 43, 44, 86, 87; **Hum**... 12, 14, 15, 19, 20, 28, 30, 35, 40, 41, 42; **Spanish** 3, 4, 5, 6, 9, 11,12, 15, 25, 26, 65; **Theater** 125 College: _____ AP/IB: _____ College: _____ AP/IB: _____	Anthro 121 Phil 1	✓	☐	☐

Insert full name of college here.

Optional

To indicate course taken at Pierce, write course number in box.

If courses are taken outside of CA CC's and need to be evaluated, mark "pass along pending" and indicate in notes section that pass along forms have been submitted for evaluation. Let student know that depending on results s/he may need to make adjustments to SEP.

COURSES	C	IP	N

AREA 4 – SOCIAL and BEHAVIORAL SCIENCES (At least 3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units)

	Courses	C	IP	N
4	**Adm Jus** 1, 2, 4, 67; **Anthropology** 102, 105, 106, 109, 132, 161; **Broadcasting** 1; **Chicano** 2, 20, 80; **Child Development** 1; **Communication Studies** 121, 122; **Economics** 1, 2, 10; **Geo**[graphy] 14; **History** 5, 6, 11, 12, 13, 29, 41, 42, 43, 44, 52, 56, 87; **Jou**[rnalism] 251; **Political Science** 1, 2, 5, 7, 14, 19, 30, 50; **Psychology** [1], 41, 52, 66; **Sociology** 1, 2, 3, 4, 11, 13, 15, 21, 28, 29, 31, 35, [37]; **Spanish** 10, 16; College: _____ AP/IB: Psych Score 3 College: _____ AP/IB: _____ College: _____ AP/IB: _____	**AP Psych** Include AP subject area and score in parenthesis. Refer to pg 24 of Pierce catalog for units awarded. Mark "score pending" if AP scores are not available. US-1: Hist US-2/US-3: Poli Sci 1 or 19	✓		✓ ✓

AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES (At least 2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a corresponding lab course. See Area 5C. 7-9 semester units or 9-12 quarter units)

	Courses	C	IP	N
5A	**PHYSICAL SCIENCE** **Astronomy** 1, 3; **Chemistry** 60, 101, 102, 211, 212, 221; **Environmental Science** 1, 7 (same as Geology 10); **Geography** 1, 3 (same as Meteorology 3), 17, 23; **Geology** 1, 2, 10 (same as Environmental Science 7) ; **Meteorology** 3 (same as Geography 3); **Oceanograph**[y]; **Physical Science** 4; **Physics** 6, 7, 12, 15, 66, 67, 101, 102, 103. College: _____ AP/IB: _____	Chem 60 (D) Repeat Indicate if course had a substandard grade and should be repeated.			✓
5B	**BIOLOGICAL SCIENCE** **Anatomy** 1; **Anthropology** 101; **Biology** 3, 6, 7, 10, 110, 121, 123; **Environmental Science** 2; **Microbiology** 1, 20; **Physiology** 1; **Psychology** 2. College: _____ AP/IB: _____	Psych 2			✓
5C	**LABORATORY SCIENCE REQUIREMENT** **Anatomy** 1; **Anthropology** 111; **Astronomy** 2, 3; **Biology** 3, 6, 7, 10, 11ABC (Biology 11ABC must be taken to receive certification credit; Bio 121 is the corresponding lecture), 110, 122, 123; **Chemistry** 60, 101, 102, 211, 212, 221; **Geography** 15, 17, 19; **Geology** 6, 7; **Meteorology** 4; **Microbiology** 1, 20; **Oceanography** 10; **Physical Science** 4; **Physics** 6, 7, 66, 67, 101, 102, 103; **Physiology** 1; **Psychology** 73. College: _____ AP/IB: _____	Chem 60			✓

COURSES	C	IP	N

AREA 6 – LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) (Proficiency equivalent to two years of high school study in the same language.)

| 6 | **ASL** 2 or higher, **French** 2 or higher, **Italian** 2 or higher, **Japanese** 2 or higher; **Spanish** 1 or higher, 35, 36, 37. If language level 3 or higher is used to satisfy this requirement, it may also be used in AREA 3B. **High school:** 2 years of the same foreign language with "C-" or better GPA in the final second-year course. **Other:** See "IGETC Area 6: Language Other Than English" section of this document for details. College: _____ AP/IB: _____ | Met in HS Submit official sealed HS transcript to A&R (can be hand delivered) | ☑ | ☐ | ☐ |

AREA 7 – CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS –

(CSU Requirement only)

<u>Not part of IGETC, but may be completed prior to transfer.</u> For IGETC certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC Subject Areas 3 and/or 4. However, if a course(s) is used to satisfy both an IGETC subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.
*This requirement may be met before or after transfer to the CSU.
* If a course is approved for more than one US Area, a student may use the course to satisfy all areas listed.

US 1	**US-1: History** 11, 12, 13, 41, 42, 43, 44, 52; College: _____ AP/CLEP: _____	Need 1	☐	☐	☑
US 2	**US-2: Political Science** 1, 19; College: _____ AP: _____	Need 1	☐	☐	☑
US 3	**US-3: Political Science** 1, 19 Course: _____ College: _____	Not needed	☐	☐	☐

Indicate the US-3 is not needed if met by completing Poli Sci 1 or 19

NOTES

_____
_____
_____
_____
_____
_____
_____
_____

Rev 04/2015

IGETC Policy and Information
(See the Transfer Center website for the full Pierce College IGETC policy)

- To be certified all courses must be completed with a grade of "C" or better. A grade of "P" (pass) may be used if the grading policy of the community college states that "P" is equivalent to a grade of "C" or better. The UC will allow no more than 14 semester units taken "P" toward UC eligibility or IGETC.
- Courses may be used only once to satisfy one IGETC subject area, even if they are listed in the course agreement under more than one subject area. Courses may be used to satisfy both IGETC and major requirements.
  - **Warning:** Many students attend multiple California Community College campuses. If that's you, be sure to follow the IGETC at each college of attendance. IGETC policy states that IGETC coursework completed in a specific subject area will be used in the area designated by the California Community College at which the course was completed. This is also the policy if you complete courses at more than one of the LACCD campuses. You must follow the IGETC of each campus you attend.
- UC LOTE Area 6: IGETC Standards: Additional mechanisms to demonstrate competency: (1) Satisfactory completion, with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English; (2) AP, IB as indicated below; (3) SAT language scores (see counselor); (4) achievement test approved by community college, or faculty verification of competency (see counselor). Verification as indicated in IGETC Standards.
- When combining quarter and semester unit values within an IGETC area, units shall be converted to either all quarter units or all semester units to best serve the student.

ADVANCED PLACEMENT (AP)
The following Advanced Placement examinations may be incorporated into certification of completion of IGETC requirements by any participating institution.

- A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to 3 semester units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE). Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both
- Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the IGETC laboratory activity requirement. AP exams in Biology, Chemistry, or Physics B allow CCC campuses to apply 4 semester units to IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester units are applied for IGETC certification. Therefore, students who complete these exams will be required to complete at least 4 semester units to satisfy the minimum required units for Area 5.

AP EXAMINATION	IGETC AREA	AP EXAMINATION	IGETC AREA
Art History	3A **or** 3B	U.S. Government & Politics*	4H and US 2
Biology	5B with lab	Human Geography	4E
Calculus AB	2A	Italian Language & Culture	3B and 6A
Calculus BC	2A	Japanese Language & Culture	3B and 6A
Chemistry	5A with lab	Latin Literature	3B and 6A
Chinese Language & Culture	3B and 6A	Latin: Vergil	3B and 6A
Macroeconomics	4B	Physics B	5A with lab
Microeconomics	4B	Physics C mechanics	5A with lab
English Language	1A	Physics C electricity/magnetism	5A with lab
English Literature	1A **or** 3B	Psychology	4I
Environmental Science	5A with lab	Spanish Language	3B and 6A
European History	3B **or** 4F	Spanish Literature	3B and 6A
French Language	3B and 6A	Statistics	2A
French Literature	3B and 6A	U.S. History*	3B **or** 4F and US 1
German Language	3B and 6A	World History*	3B **or** 4F
Government & Politics	4H	.	

*AP GOVT: U.S. exam may be used to clear IGETC Area 4H. However, the exam may not be used to clear the CSU American Institutions graduation requirement. Most CSU campuses do not clear this requirement with the AP Exam (PS 1 or equivalent must be completed).

INTERNATIONAL BACCALAUREATE (IB) *IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to 3 semester units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

International Baccalaureate (IB)	IGETC AREA	International Baccalaureate (IB)	IGETC AREA
IB Biology HL	5B (no lab)	IB Language A1 (any language) HL	3B
IB Chemistry HL	5B (no lab)	IB Language A2 (any language) HL	3B
IB Economics HL	4B	IB Language B (any language) HL	6A
IB Geography HL	4E	IB Mathematics HL	2A
IB History (any region) HL	3B or 4F*	IB Physics HL	5A (no lab)
IB Language A1 (except English) HL	3B and 6A	IB Psychology HL	4I
IB Language A2 (except English) HL	3B and 6A	IB Theatre HL	3A

COMPREHENSIVE   STUDENT EDUCATION PLAN (SEP)

New ■   Revision □

Student Name: Cindy Gaucho   Student #: 88-123-4567   Educational Goal: ■ Transfer □ AA/AS □Certificate   Major: Psychology

Transfer Institution(s): UCSB, CSUN   Expected grad/transfer date: Fall 2016   Total Transferable Units: UC 34   CSU 34

Other Colleges Attended: SMC, ASU   GPA: UC 3.5   CSU 3.5   Pierce 3.5   Transferable Units from AP Credit: UC 2.7   CSU 3

Transcripts on File? ☑ YES ☐ NO

Fall 2015	UNITS	Spring 2016	UNITS	Fall 2016	UNITS		UNITS
5B: Psych 2 (UCSB/CSU)	3	Psych 74 (UCSB)	3	Transfer		To determine transferable units from AP credit, consult the following: UC: http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html CSU: http://calstate.edu/transfer/requirements/AdvancedPlacementAPCourses.shtml	
1B: Critical thinking	3	4: Soc Behav Science	3	Total transferable units includes AP/IB units and approved pass along courses.			
4: Soc Behav Science	3	5A: Chem 60 (Repeat)	5				
Math 238 (UCSB)	5	UC Transferable elective	3				
48		62					
Total	14	Total	14	Total	0	Total	0

	UNITS		UNITS		UNITS		UNITS
Include IGETC or CSU GE area as well as the course name or area title.		Indicate which transfer institution requires the course as major prep.				Fill out all appropriate information in Transfer and AA degree sections	
		Optional - Indicates running total of transferable units at the end of this semester.					
Total	0	Total	0	Total	0	Total	0

**Courses can be taken in any order or term, with the exception of pre-requisite and/or sequential courses. This sheet is to help with long-term planning only.

Notes
Must have 60 transferable units by end of Spring 2016
Pass along pending for area 3A, please follow up with counseling appointment.

Transfer Information
Apply by: UC Nov 1 - Nov 30   2015
CSU Oct 1 - Nov 30   2015
For admission to:
Fall   2016

UC TAG application Sept 1-30, 2015

AA/AS Information
Apply in the Graduation Office (SSB 109)

Deadline: March 1 - May 30   2016

GE Plan: IGETC/Plan D

Degree Name: AA Gen Stud/SBS

Counselor: Patty Pierce   Date: 1/28/16

Steps to Save SEPs - Password protect the document before saving in order to email

- Password is: **counselor** ALL LOWER CASE

Click on Tools, Protection, More Protection, Security Properties

Select Password Security

A pop-up window may appear that looks like this. Click on the box next to "Do not show this message again" Click "OK"

Re-enter Password: **counselor** Click "OK"

Another pop-up window will appear. Click on the box next to "Do not show this message again" Click "OK"

The Password Security – Settings pop-up window will appear.

Password Security - Settings

Compatibility: Acrobat 7.0 and later

Encryption Level: 128-bit AES

Select Document Components to Encrypt

⦿ Encrypt all document contents

○ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

○ Encrypt only file attachments (Acrobat 7 and later compatible)

ⓘ All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

> **Click this box**

☐ Require a password to open the document

Document Open Password: ▭▭▭▭ **Not Rated**

ⓘ No password will be required to open this document.

> **Enter password: counselor**

Permissions

☑ Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Change Permissions Password: ▭▭▭▭ **Not Rated**

Printing Allowed: None

Changes Allowed: None

> **Select "High Resolution Printing"**

☐ Enable copying of text, images, and other content

☑ Enable text access for screen reader devices for the visually impaired

Help

> **Click "OK"** → OK   Cancel

The Document Properties window will appear.

Document Properties

Description | Security | Fonts | Initial View | Custom | Advanced

Document Security

The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: Password Security   Change Settings...

Can be Opened by: Acrobat 7.0 and later   Show Details...

Automatic saving of changes has been disabled for this document because the security settings have been modified. You must save the document in order to re-enable automatic saving of changes.

Document Restrictions Summary

Printing: Allowed

Changing the Document: Allowed

Document Assembly: Allowed

Content Copying: Allowed

Content Copying for Accessibility: Allowed

Page Extraction: Allowed

Commenting: Allowed

Filling of form fields: Allowed

Signing: Allowed

Creation of Template Pages: Allowed

> **Click "OK"**

Help   OK   Cancel

You must click the save button on the document for changes to take effect.
1. SAVE AS:
    - Student last name, first name 88 ID # to the W- drive (ex: Doe, Jane 8812345678)
    - If saving a revised SEP- add the date to the file name following the 88 #
    - (ex: Doe, Jane 8812345678_2016_02_29)
    - **If revising another counselor's SEP: Change the name at the on the bottom of the SEP to YOUR name & list the current date**
2. E-mail document or upload to Moodle

To REMOVE protection
1. Click Tools, Protection, More Protection, Security Properties
2. Select NO SECURITY
3. Enter Password: counselor
4. Confirm by clicking OK
5. YOU MUST SAVE for it to take effect

Attach the **SEP Important Reminders** to the email when sending SEP to students or uploading to Moodle. The most updated version can be found on the "W-drive" under the "Counseling Materials" folder.

PLEASE READ THESE IMPORTANT REMINDERS

If applying to a CSU you:

- Must complete the "Golden Four": Freshman Composition, Critical Thinking, Oral Communication and a transferable Math by the end of Spring semester prior to Fall transfer (see CSU GE Breadth)
- Must complete 60 transferable units by the end of the Spring semester prior to Fall transfer
- Complete your application online at www.csumentor.edu **one year prior to transfer**
- For Spring admission, check csumentor on 8/1 to see if the campus is taking applications for that semester. Must complete 60 transferable units by the end of the Fall semester prior to Spring transfer. Application for Spring is due from 8/1 – 8/30)

If applying to a UC you:
- Should start filling out the UCTAP **now** (the UCs will send you updates and messages you would not otherwise get and it populates the UC TAG and UC application for admission)
- Must complete Freshman Composition, Critical Thinking and a transferable Math by the end of the Spring semester prior to Fall transfer (see IGETC)
- Must complete 60 transferable units by the end of the Spring semester prior to Fall transfer
- Review TAG matrix for **admission guarantee** criteria and apply 9/1 – 9/30 one year prior to Fall transfer
- Complete your application online to your selected UCs (including the institution you applied for TAG) from 11/1 - 11/30 for Fall **one year prior to transfer** (if you will have 30 units or more at the end of summer you are on track to apply)
- Should complete transferable math and English one year prior to transfer (review www.assist.org and TAG criteria for details)

If applying to an Independent or Out-of-State university you:
- Must contact the institution directly to review admissions requirements
- Do not necessarily need to complete 60 units
- Review Private & Out of State transfer info on the Pierce College Transfer Center website

HAVE QUESTIONS ABOUT THE APPLICATION PROCESS?
COME TO A WORKSHOP IN THE TRANSFER CENTER

General transfer tips:
- If you plan to take courses at another campus, please check www.assist.org to make sure each course meets the requirement you are trying to complete.
- Your major may require a supplemental transfer application so please check the institution's website for additional information.
- When applying for transfer, apply broadly (don't just apply to 1 or 2 schools).
- Apply for **IGETC or CSU GE certification** at the Pierce Graduation office one year prior to estimated transfer date (approximately 8/1 – 06/06 for Fall transfers) (3/1 – 12/30 for Spring transfers).

- Official transcripts for AP, high school or other colleges need to be mailed directly to the Pierce Graduation Office.

If working toward an AA degree:
- Must complete 60 degree applicable units (includes General Education Plan A, B, C, or D **and** Major Requirements as detailed in the LAPC Catalog). (Note: Starting Fall 2016, utilize the new 21-unit AA General Education pattern unless you have catalog rights for Plan B.)
- AA degree is not required for transfer but students often earn an AA in General Studies while preparing for transfer
- Apply for degree at the Pierce Graduation Office approximately one year prior to estimated graduation date (approximately 3/2 – 12/20 for Fall graduates) (8/3 – 6/6 for Spring)

If working toward a certificate:
- Must complete the major requirements as detailed in the LAPC Catalog
- General Education coursework is not required for the certificate

CHECK IN WITH COUNSELING EACH SEMESTER TO TRACK YOUR PROGRESS TOWARD YOUR GOAL

C5: Transcript Evaluation

Evaluating Transcripts for courses taken at institutions other than a California Community College

It is the responsibility of the **Articulation officer** to evaluate applicability of coursework from other institutions of higher education for use on the IGETC, CSU GE-Breadth Pattern, and Associate Degree General Education Requirements. Counselors, however, may evaluate courses taken at institutions other than California Community Colleges for use on IGETC, CSU GE-Breadth or Associate Degree General Education Requirements. The following guidelines are provided for ease of evaluation.

In order to determine whether or not a course from a non-CCC is applicable on IGETC or CSU GE Pattern, please complete the Pass Along on the W-drive and forward a copy of the request, transcript, course descriptions, and syllabus (for English courses) to the articulation officer. Decision will be returned to the Graduation Office and the student electronically to their LACCD email.

Most courses will be straightforward. Some guiding principles:
- Content! Content! Content! When reviewing courses from non-CCC, US regionally accredited institutions for consideration on the IGETC, CSU GE Plan or Associate Degree, the most critical factor is course content. If the content of the course in question is comparable to the content of the course on any CCC IGETC, CSU GE Plan or Associate Degree GE Plan, the course should be approved.
- Courses should be approved for applicability to a GE Area not as equivalent to a Pierce Course.

Always check first:
1. U.S. Regional Accreditation (use TES see below)
2. Course is baccalaureate level (not remedial)
3. Course-unit minimum – see below
4. Minimum grade requirement – see below

IGETC Pass-Along Resources
- Familiarize yourself with the IGETC Standards. Bookmark the site:. http://icas-ca.org/Websites/icasca/images/IGETC_Standards_version_1.6_final.pdf
- Familiarize yourself with CSU EO 1100. Bookmark the site: http://www.calstate.edu/eo/EO-1100.html
- Use the ASSIST Course Search function to look for comparable CCC IGETC courses. It can be found on the Assist Information Center page as follows: http://info.assist.org/maint_reports.html Username: LAPCFAC Password: NavyBlue
- Use TES as a resource for course descriptions and regional accreditation status: http://tes.collegesource.com

IGETC and CSU Evaluation Guidelines January 2016

UNITS	
UC	**CSU**
Each course must be <u>3 semester or 4 quarter</u> units. *Exception: (A) with the exception of science labs offered separately from the lecture. (B) 3 quarter English and Math courses that are part of a 3- quarter unit sequence may be used. Example: English 101, 102, and 103 (3 quarter-units each); Math 121, Calculus A and Math 122, Calculus B (3 quarters each). Both courses would be applied to the IGETC 1A and 2A respectively.* Reference: IGETC Standards 1.6 Section 8.0	A single course may carry <u>any number</u> of units Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 4
GRADES	
UC	**CSU**
"C" or higher. Up to 14 units of Pass/No Pass for UC transfer. Reference: IGETC Standards 1.6 Section 9.0	"D-" or higher but should have a "C" or better in Golden 4 for admission purposes Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 4
Exception: High School foreign language to clear Area 6A. In this instance C- is acceptable. Reference: IGETC Standards 1.6 Section 9.3	
LOWER DIVISION COURSES	
UC	**CSU**
Non-CCC lower-division courses that are completed at a US Regionally accredited institution and meet IGETC specifications if: - The certifying CCC has coursework that is comparable to a CCC approved IGETC course - The certifying CCC doesn't have coursework comparable but another CCC has an approved IGETC course that is comparable (content, prerequisites, texts, units and conforms to IGETC Area standards) - If there is no CCC comparable course the course can be used as long as it conforms to IGETC standards Reference: IGETC Standards 1.6 Section 5.2.1	Upper or Lower Division CSU courses are used in the area the CSU uses the courses on their breadth pattern (i.e. if the CSU uses the course in Social Sciences then we use it in Area D) Reference: Patty Faiman, CSUN; Laura Castro, SBCC
UPPER DIVISION COURSES*	
UC	**CSU**
Courses should be lower-division. *Exceptions: (A) When a non-CCC is determined comparable to one taught and approved for IGETC at a CCC. (B) When a CSU uses an UD course in its "lower-division" GE pattern. (C) When a UC/CSU teaches an UD courses that a CC teaches or prep is desired prior to transfer (examples: economics, organic chemistry and abnormal psychology)* Reference: IGETC Standards 1.6 Section 5.2.2	Non-CSU UD courses may be used Reference: CSU Executive Order 1100 5.4.3 Upper or Lower Division CSU courses are used in the area the CSU uses the courses on their breadth pattern (i.e. if the CSU uses the course in Social Sciences then we use it in Area D) Reference: Patty Faiman, CSUN; Laura Castro, SBCC
*If students apply upper-division units to the lower division requirement for certification, they may need to complete additional lower-division units to reach the required lower-division units needed to graduate. Students should be advised of the potential ramification of using this option. Reference: IGETC Standards 1.6 Section 5.2.2	

COURSEWORK NOT APPROPRIATE	
UC	**CSU**
1. Courses that <u>focus on personal, practical or applied aspects</u> (everyday legal problems, beginning drawing, news writing, physical education, college success, library science). Instead they should be presented from a <u>theoretical standpoint</u>. 2. <u>Professional program introductory courses</u> (business, set design for theater, writing for commercial markets). 3. <u>Independent study or topics courses</u> 4. <u>International</u> coursework that is <u>non-US</u> regionally accredited 5. <u>Strictly online oral communication</u> courses (hybrid ok) 6. Non-applicable courses (in addition to above but not limited to): <u>creative writing, logic, computer science, trig, course outlines in a language other than English</u> Reference: IGETC Standards 1.6 Section 6	
WRITTEN COMMUNICATION	
IGETC 1A	**CSU GE A2**
A <u>first-semester course in English reading and written composition</u> must include <u>substantial instruction and practice in expository essay</u> writing at the college level with a <u>minimum of 6,000 words</u> (24 pages). Courses should also require a substantial amount of reading of <u>significant literature</u>. Successful completion of the course in reading and writing <u>must be prerequisite to the course in Critical Thinking/English Composition</u>. Reference: IGETC Standards 1.6 Section 10.1	Freshman <u>composition</u> course with no minimum word count Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 10
An AP Score of 3 or higher in English Language & Composition or English Language & Literature is required to meet the requirement for IGETC 1A, however a score of 3 does not meet the prerequisite for any course that has English 101 as a prerequisite. See section IGETC 1B for further clarification.	
Course should have an appropriate <u>prerequisite</u>, such as a SAT score, AP score, etc. distinguishing it from a basic skills class. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 10	Course should have an appropriate <u>prerequisite</u>, such as a SAT score, AP score, etc. distinguishing it from a basic skills class. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 10
Ok to combine two English Composition courses to if they are <u>3 quarter units</u> as long as it meets IGETC Standards for 1A (see above). List both courses on the pass along for IGETC 1A. Reference: IGETC Standards 1.6 Section 8.0 *Example: English 101 & 102 from non-CCCs are often combined to meet the requirements for area 1A.*	
See list of CSU approved courses	
CRITICAL THINKING AND COMPOSITION	
IGETC 1B	**CSU GE A3**
Written work shall be evaluated for both <u>composition and critical thinking</u>. The minimal competence to be expected at the successful conclusion of instruction in critical thinking should be the ability to distinguish fact from judgement, and belief from knowledge; to use elementary <u>inductive and deductive processes</u>; and to recognize <u>common logical error or fallacies of language and thought</u>. <u>A minimum of 6000 words of writing (24 pages)</u> is required. Reference: IGETC Standards 1.6 Section 10.1.2	<u>Critical thinking</u> (not composition) courses include explicit instruction and practice in <u>inductive and deductive reasoning</u> and identification of <u>formal and informal fallacies</u> of language and thought. There is <u>no minimum word count</u> and the Philosophy department typically offers courses in critical thinking. Literary Criticism is not accepted. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 11
If a student received an AP score of 3 in English Language & Composition or English Language & Literature, it is recommended that the student enroll in Philosophy 5 or take a course that satisfies IGETC 1B at another LACCD college. Please see assist.org	
Stated <u>prerequisite of college-level course in English Composition</u>. Reference: IGETC Standards 1.6 Section 10.1.2	English 102 courses that fail to meet the inductive & deductive reasoning requirement can often be used to fulfill CSU GE C2
It is unlikely that a course taken at a non-CCC will fulfill this combined requirement in Critical Thinking/English Composition. Reference: IGETC Standards 1.6 Section 10.1.2b	

ORAL COMMUNICATION	
IGETC 1C	**CSU GE A1**
Courses must include <u>faculty-supervised, faculty-evaluated practice in communicating orally with others</u>. Rhetoric principles must be covered (study of effective communication in formal speeches or social interaction). <u>Strictly online oral communication courses may not be used</u> on IGETC without permission from the CSU. Hybrid- delivery may meet the criteria. Reference: IGETC Standards 1.6 Section 10.1.3	

MATH	
IGETC 2A	**CSU GE B4**
Course in math or statistics above the level of intermediate algebra with a <u>stated prerequisite of intermediate algebra</u>. Focus on quantitative analysis and the ability to use and criticize quantitative arguments. Courses in Math in Society, Symbolic Logic and Computer program are <u>not acceptable</u> for this area. Reference: IGETC Standards 1.6 Section 10.2	Courses should have an <u>explicit prerequisite intermediate algebra</u>. Students will not just practice computation skills but will be able to explain and apply basic mathematical concepts and will be able to solve problems through quantitative reasoning. Reference: CSU Executive Order 1100 Article 4 Area B
Math courses developed specifically for students <u>preparing to teach elementary school</u> **are excluded** from IGETC. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 13	Math courses designed as part of a <u>teacher preparation or liberal studies</u> **are acceptable**. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 14
Trigonometry is not acceptable Reference: IGETC Standards 1.6 Section 6.6	Courses excluded: history of math; logic and symbolic logic courses; computer programming; courses without a stated prerequisite of intermediate algebra or institutions without intermediate algebra as an admission requirement. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 13

ARTS AND HUMANITIES	
IGETC 3A/3B	**CSU GE C1/C2**
Encourages students to <u>analyze and appreciate works of philosophical, historical, literary, aesthetic and cultural importance</u>. Coursework is designed to develop a <u>historical understanding of major civilizations and cultures, both Western and non-Western</u>, and should recognize the contributions of knowledge, civilization, and society that have been made by men and women, and members of various ethnic or cultural groups. Reference: IGETC Standards 1.6 Section 10.3	Includes courses in philosophy and foreign languages. However, Area C **excludes** courses that <u>exclusively emphasize skills development.</u> Reference: CSU Executive Order 1100 Article 4 Area C
Art courses have a major emphasis in the <u>integration of history, theory, aesthetics and criticism</u>. <u>Courses that focus on technique or performance are not approved</u> (beginning drawing, beginning painting, readers theater and oral interpretation courses focusing primarily on performance). Reference: IGETC Standards 1.6 Section 10.3.1	C1 courses must address <u>aesthetic and cultural study</u>. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 16
Arts includes: visual arts, architecture, interior design, music, dance, theater, film. <u>Predominate emphasis is cultural and/or aesthetic study</u>. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 16	Arts includes Arts, Cinema, Dance, Music, Theater. Reference: CSU Executive Order 1100 Article 4 Area C Some courses in C1 have been grandfathered in prior to 1993 that are skills-heavy courses and are <u>no longer approved</u> under the current procedure and criteria. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 16 Music Theory and Art for Teachers courses are ordinarily <u>excluded</u> Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 17

ARTS AND HUMANITIES CONTINUED	
IGETC 3A/3B	**CSU GE C1/C2**
Humanities courses encourage students to analyze and appreciate philosophical, historical, literary, aesthetic and cultural importance. English composition, logic, speech, **creative writing**, oral interpretation, readers theater and all elementary foreign language courses are skills or performance courses that **do not meet** the Humanities requirement. Reference: IGETC Standards 1.6 Section 10.3.2	Creative writing is acceptable if it includes reading and analysis of respected works of literature. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 19
Advanced foreign language courses are approved for Humanities if they include literature and cultural aspects. Reference: IGETC Standards 1.6 Section 10.3.2 Foreign language courses should be equivalent to at least the third level of HS. Helpful indicator: courses in C2 should have courses in IGETC 6A as prerequisites. Cultural component goes beyond food, festivals and holidays. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 18	Foreign language courses should not solely focus on skills acquisition. They must include a substantial cultural component which may include literature. Reference: CSU Executive Order 1100 Article 4 Area C
Theater and film courses are approved for Humanities if their emphasis is on historical, literary, or cultural aspects. Reference: IGETC Standards 1.6 Section 10.3.2	
Logic is counted if the focus is not solely technique but includes the role of logic in humanities disciplines. Reference: IGETC Standards 1.6 Section 10.3.2	Logic courses are excluded from C2 as they primarily develop students' reasoning skills. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 19
Geography, history and art may satisfy 3B if it has a strong cultural content and exploration of subjective human experience. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 19	History courses may be in C2, D or both depending on mode of inquiry. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 19
Mass communications or mass media are not accepted in Area 3B or C2. May count in Area 4 or D instead. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 19	
Film Studies can count in 3A or C1 if focus is on film as a medium of artistic expression. Or, it can count in 3B or C2 if film studies a particular time or culture. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 19	
When in doubt, check assist.org for the applicability of courses that meet specific GE areas.	

SOCIAL SCIENCES	
IGETC 4	**CSU GE D**
Courses should deal with individual behavior and with behavior in human, social, political, and economic institutions; the three courses must be in a minimum of two academic disciplines or in an interdisciplinary sequence. Coursework shall ensure students develop an understanding of the perspectives and methods of the social and behavioral sciences. Problems and issues in these areas should be examined in their contemporary, historical and geographical settings. Students should be exposed to coursework to help them gain an understanding of and appreciation of contributions and perspectives of men, women and of ethnic and other minorities and a comparative perspective on both Western and non-Western societies. Matter should be presented from a theoretical point of view and focus on core concepts and methods of the discipline rather than on personal, practical or applied aspects. Reference: IGETC Standards 1.6 Section 10.4	Students must learn that human social, political and economic institutions and behavior are inextricably interwoven. Students will develop an understanding of problems and issues from the respective disciplinary perspectives and examine issues in their contemporary as well as historical settings and in a variety of cultural contexts. Students will explore the principles, methodologies, value systems and ethics employed in scientific inquiry. Reference: CSU Executive Order 1100 Article 4 Area D
Administration of Justice courses may be approved if the content focuses on core concepts of the social and behavioral sciences. Reference: IGETC Standards 1.6 Section 10.4 Criminology courses should focus on social scientific analysis of crime and behavior rather than emphasizing professional skills or procedures. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 19	

SOCIAL SCIENCES CONTINUED
Ethnic Studies courses should focus on one or more ethnic group in the U.S. courses with a focus outside the U.S. and integrate anthropological perspectives, theories and methods may qualify here as well. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 22
Ethnic Studies or Gender Studies that emphasize artistic or humanistic perspective (versus social scientific analysis) belong in the Humanities section. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 22
Geography courses fit in this section unless they focus on physical or life sciences. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 22
Interpersonal communication courses that draw on theories of psychology, sociology or gender studies may count here. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 22
Courses that focus on social scientific analysis of the institutions responsible for law enforcement, justice and corrections fall in this area. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 22
Psychology courses should focus on methods, approaches, and foundation of the discipline (although, self-help classes may count in this area such as how to be happy in marriage, conflict resolution for teens). Research methods should include methodology and basic social science theories. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 22

PHYSICAL AND BIOLOGICAL SCIENCES	
IGETC 5	CSU GE B
Courses must emphasize experimental methodology, the testing of hypotheses, and the power of systematic questioning, rather than the recall of facts. Students must develop a comprehension of the basic concepts of physical and biological sciences. Reference: IGETC Standards 1.6 Section 10.5 The laboratory must correspond to one of the lecture courses to fulfill IGETC. Reference: IGETC Standards 1.6 Section 10.5.2 Stand-alone lab courses must be a minimum of 1 semester/qtr unit. Reference: IGETC Standards 1.6 Section 10.5.3	Students develop knowledge of scientific theories, concepts and data about both living and non-living systems. Students will achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value system and ethics associated with human inquiry. Reference: CSU Executive Order 1100 Article 4 Area B
Human nutrition, horticulture, forestry, health and human environments are too narrow to be acceptable for this area. Courses that survey both the physical and biological science but are not comparable in depth and scope to a traditional science course or focus on a particular subject will not satisfy Area 5. Reference: IGETC Standards 1.6 Section 10.5.1	

LANGUAGE OTHER THAN ENGLISH
IGETC 6
Students shall demonstrate proficiency in a language other than English equal to 2 years of HS study. Language courses should provide instruction in the written and oral language as well as history and cultural traditions of the country associated with the language studied. Reference: IGETC Standards 1.6 Section 10.6
Courses primarily conversational must have a prerequisite equivalent to the third year of HS study or 1 year of college level. The content of conversation courses should not be primarily business or travel- oriented. Reference: IGETC Standards 1.6 Section 10.6

Competency may be demonstrated by:
  1. HS foreign language coursework with a grade of "C-" or better in the same language in the second semester of the second year (or higher).
  2. College coursework equivalent to 2 years of HS coursework.
  3. 2 years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English
  4. SAT II subject test
  5. Score of 3 or higher on the AP exam
  6. Score of 5 or higher on the IB exam
  7. Complete an achievement test by a CC, university, or other college in the language other than English that assesses the student's proficiency to be equivalent to 2 years of HS work
  8. If no test is available a faculty member from a US regionally accredited school of higher education can verify a student's competency
  9. Cambridge International exam "Level O" exam with a grade of A, B or C
  10. Cambridge International Exam "Level A" exam with a grade of A, B or C or score of 5, 6 or 7.
  11. A Defense Language Institute language other than English course with a grade of "C" or higher on the transcript.
  Reference: IGETC Standards 1.6 Section 10.6.2

LANGUAGE OTHER THAN ENGLISH CONTINUED
A more advanced course "validates" a less advanced high school course even if it doesn't appear on the transcript (Spanish 2 validates Spanish 1). Reference: IGETC Standards 1.6 Section 10.6.2c
"D" or "F" grades in less advanced work may be cleared if a student completes more advanced work with a grade of "C-" or better (last semester should be C- or higher).Reference: IGETC Standards 1.6 Section 10.6.2d *Examples: A student took Spanish 1A and Spanish 1B and received a D in both courses. The student received a D in Spanish 2A but received a C- in Spanish 2B. This student has satisfied the requirement for IGETC 6A because the C- is the most advanced course.*

CSU U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEAL REQUIREMENTS
IGETC 7

US-1 <u>historical development of American</u> institutions and ideals
    1) Covers a minimum of <u>100 years</u>
    2) Occurs in the entire area now included in the US
    3) Includes the relationships of regions within that area and with external regions and powers
    4) Role of major ethnic and social groups
    5) <u>Continuity of the American experience and its derivation from other cultures, including study</u> of politics, economics, social movements, and/or geography (at least 3 of the 4)
Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 30

US-2 <u>Constitution of the US</u> and operation of representative democratic government under the constitution
    1) Political philosophies of the framers of the Constitution
    2) Operation of the US political process
    3) Rights and obligations of citizens in the political system under the Constitution
Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 30

US-3 process of <u>California state and local government</u>
    1) <u>Constitution of the State of CA</u>
    2) <u>Nature and processes</u> of CA state and local government
    3) <u>Relationships between the US government and CA state and local government</u>
Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 30

It is unusual for a single course to satisfy all 3 of these areas. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 29

LIFELONG LEARNING
CSU GE E
Includes selective consideration of content such as <u>human behavior, sexuality, nutrition, physical and</u> <u>mental health, stress management, financial literacy, social relationship and relationship with the</u> <u>environment, as well as implications of death and dying and avenues for lifelong learning</u>. Physical activity may be included, provided that it is an integral part of the study elements. Reference: CSU Executive Order 1100 Article 4 Area E

3 kinds of inquiry:
    1) Sociological – relationships between an individual and broader society
    2) Physiological – the human body as an integrated organism with systemic functions such as movement, nutrition, growth, reproduction and aging
    3) Psychological – study of mental processes that create consciousness, behavior, emotions and intelligence.
Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 27

Students may not complete Area E using only physical activity courses.Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 28
CSU EO 1036 encourages campuses to use military training (Form DD-214) to satisfy Area E. Reference: Guiding Notes for GE Course Reviewers January, 2012 Pg 28

C6: Pass Along/Course Substitution for Transcript Evaluations

Pass Alongs are required to evaluate coursework from any non-CCC for applicability to **the Associate Degree, CSU GE, or IGETC Requirements** from regionally accredited institutions.

To Access the Pass Along and Course Substitutions forms
- Go to **W-drive**
- Click on **"Counseling Materials".**
- Click on **"Pass Along or Course Substitution"** forms
- Complete the form and submit it the Articulation Officer who will review the form and submit it to the Graduation Office or forward it to the appropriate Department Chair for course substitutions

Pass Along Process:
1. Check to see that the **institution is regionally accredited** (TES).
2. Student transcript and course descriptions are attached to copy of form
3. Submit all documentation to the **Articulation officer**.

For IGETC & CSU GE applicability see chart in section C5

For A.A. Degree applicability
- Course must not be designated as basic skills.
- In order to fulfill the English and Written Expression competency requirement for the A.A. degree, an English course must be either the first transferable composition course or an AP Score of 3 or higher.
- Math competency must be intermediate algebra or above or an AP Score of 3 or higher.

All of the necessary documents can be found on the "W-drive" click on the "Forms" folder. The most commonly used document are:

(1) Transcript Evaluation Petition for AA GE CSU GE IGETC – this is used for courses for IGETC and CSU GE from non-CA community colleges

<div align="center">

Pierce College
Request for Evaluation of Transcripts
Associate Degree General Education and Graduation Competency Requirements
California State University General Education Breadth Plan (CSU GE Plan)
Intersegmental General Education Transfer Curriculum (IGETC)

</div>

STUDENT: COMPLETE THE FOLLOWING

Student Name _____   Primary Telephone _____

Student ID Number _____   Student email _____

Student Mailing Address _____
_____

INSTITUTION NAME: _____
(A separate petition must be completed for each institution attended)

COUNSELORS: COMPLETE THE FOLLOWING

PIERCE COLLEGE CATALOG RIGHTS YEAR: _____

ACCREDITATION STATUS (bold one): Only coursework from the following six US-regionally-accrediting agencies will be considered.
☐ MSACS/MSACHE   ☐ NEASC/CIHE   ☐ NCACS/HLC   ☐ NWCCU   ☐ SACS/CASI   ☐ WASC/ACCJC/ACSCU

UNIT TYPE (bold one):   ☐ Semester   ☐ Quarter   Other – Indicate: _____

TRANSCRIPTS EVALUATED FOR: check all that apply
☐ Associate Degree General Education   ☐ Associate Degree graduation competency   ☐ CSU GE Plan   ☐ IGETC

☐ Transcripts Official   ☐ Transcripts Unofficial
If unofficial transcripts are used, see reverse side for guidelines. Official transcripts must be received to validate this evaluation.

Course Prefix and Number	Course Title	Units	Grade	AA GE Area	AA Competency Math/R&W	CSU GE Plan Area	IGETC Area
				THIS AREA FOR OFFICE ONLY Indicate the general education/competency area that each course is being petitioned for. Indicate if each course has been Approved or Denied by circling A (approved) or D (denied)			
				A/D	A/D	A/D	A/D
				A/D	A/D	A/D	A/D
				A/D	A/D	A/D	A/D
				A/D	A/D	A/D	A/D
				A/D	A/D	A/D	A/D
				A/D	A/D	A/D	A/D

AA Areas: A: Natural Science Area B1: American Institutions B2: Social and Behavioral Sciences C: Humanities D1: English Composition D2: Communication and analytical Thinking E1: Health Education E2: Physical Education Activity
CSU GE: A1: Oral Communication A2: Written Communication A3: Critical Thinking B1: Physical Science B2: Life Science B3: Laboratory Activity B4: Mathematics/Quantitative Reasoning C1: Arts C2: Humanities D: Social Science E: Lifelong Learning and Self-Development US-1: Historical development of American Institutions US-2: U.S. Constitution and government US-3: California State and local government
IGETC: 1A: English Composition 1B: Critical Thinking 1C: Oral Communication 2Mathematical Concepts 3A: Arts 3B: Humanities 4: Social and Behavorial Sciences 5A: Physical Sciences 5B: Biological Sciences Evaluator: 5A and 5B indicate w/lab if applicable. 6A: Language Other Than English

Comments: _____
_____

Counselor Signature: _____   Date: _____

Print Name: _____

☐ Reviewed
Elizabeth Atondo
Articulation Officer: _____   Date: _____
Distribution- Counselors forward to Articulation Officer. AO will forward to Graduation Office for distribution as follows: White - Grad Office/Yellow - Student

(2) Associate Degree Course Substitution Catalog Rights Petition – this is used for course requirements for AA degree, certificates and AD-Ts.

Pierce College
Associate Degree Major Requirements/Certificate of Achievement/Department Skills Certificate
Course Substitution – Course Equivalency – Catalog Rights Request

TO: _____ ▼   FROM: Cristina Rodriguez, Interim Articulation Officer
Department Chair or their Designee

RE: Course Substitution/Equivalency OR Catalog Rights Request

Student Name _____   Student ID Number _____

Student email _____ @student.laccd.edu

MAJOR: _____

Check one: ☐ Associate Degree   ☐ Certificate of Achievement   ☐ Department Skills Certificate   ☐ AD-T

The above-named student is requesting consideration for course substitutions or equivalence for the following courses in order to fulfill requirements for the associate degree/certificate in the major listed above. Transcripts and course descriptions are attached. All course descriptions are from the catalog year (ex: 2003-2004) in which the coursework was completed. It is the student's responsibility to submit OFFICIAL TRANSCRIPTS DIRECTLY FROM EACH INSTITUTION TO PIERCE COLLEGE ADMISSIONS AND RECORDS OFFICE. If official transcripts are not received at the time of graduation or certification, this evaluation will be void.

Reason for request: ☐ Equivalent Course completed at another institution   ☐ Required Course not currently being offered at Pierce
Other, explain:
_____
_____

The above-named student is requesting consideration for catalogue rights for the following courses for the year(s) _____ in this major. The courses that meet this requirement are listed below.

INSTITUTION NAME:
(A separate petition must be completed for each institution attended)

ACCREDITIATION STATUS (bold one): Only coursework from the following six US-regionally-accrediting agencies will be considered.

MSACS/MSACHE   ☐ NEASC/CIHE   ☐ NCACS/HLC   ☐ NWCCU   ☐ SACS/CASI   ☐ WASC/ACCJC/ACSCU

UNIT TYPE: ☐ Semester   ☐ Quarter   ☐ Other – explain: _____

Transcripts Official _____   Transcripts Unofficial _____
If unofficial transcripts are used, see above for guidelines. Official transcripts must be received to validate this evaluation.

- **FOREIGN COURSEWORK** must follow the requirements specified in the Administrative Regulation E-101 entitled "Credit for Courses Taken at Institutions of Higher Learning outside the United States". Student must request the Comprehensive Evaluation if they wish to have coursework considered for Associate Degree applicability.
- **GRADES OF C-:** 1. Starting in Fall 2009, a grade of C- will NOT satisfy any associate degree major or certificate requirement.

Department Chair: Please indicate APPROVED or DENIED by initialing in the relevant column below

Pierce Course Requirements Course Prefix/Number	Units	Course Substitution or Course Equivalence Course Prefix/Number/Title	Term Completed	Units Sem/Qtr	Grade	APPROVED	DENIED

Counselor Name _____   Date: _____

Counselor Signature _____

Dept Chair or Designee Name _____   Date: _____

Dept Chair or Designee Signature _____

Distribution: Counselors forward petition to Articulation Officer. Articulation Officer will forward to Dept Chair. Dept Chair will complete and return to Articulation Office

C7: Prerequisites, Co-Requisites, Advisories

Prerequisite: A course that must be completed prior to enrollment in a class.
Co-Requisite: A course that must be taken concurrently (same semester) with another.
Advisory: A recommendation that another course be taken before taking a class.

These requirements have been established to promote student success and maintain high academic standards. These prerequisites, co-requisites, and advisories, have been approved through the curriculum process, after undertaking some validation studies. Eligibility for all other classes that require prerequisite/co-requisites will be determined by

the instructor. This screening usually occurs when the class meets and often after the student has already enrolled in the class. Instructors may, at their discretion, request proof of successful prerequisite completion.

Enforcement: The College has procedures to enforce some prerequisites and co-requisites for purposes of enrollment into classes. Pierce's computerized enrollment will currently automatically screen for Prerequisite/Co-Requisite eligibility in certain courses in Accounting, American Sign Language, Art, Biology, Chemistry, Child Development, Computer Applications and Office Technology, English, English as a Second Language, Math, Microbiology, Physics, Physiology, Psychology and Statistics.

To Clear Prerequisites:
1. Evaluate unofficial or official transcripts (viewed on Viatron). In some cases, course descriptions or syllabus may be required (Ex: English and Math courses). Verify student identity on transcript.
2. Use DEC/SIS screen S091 (see section C3) & S255 select "PLACE_OTHER" if clearing Math or English.
3. Fill out an Enrollment Authorization form and submit in counseling mailroom.

Prerequisite/Co-Requisite General Challenge Process:
The Prerequisite Challenge form can be obtained by the Assessment Office or online
http://www.piercecollege.edu/offices/assessment_center/media/pdf/prerequisite.pdf.

Challenging English and ESL Assessment Results
Students challenging their English or ESL results students are directed should speak to the English Department advisor who will determine whether the student will be allowed to move to a higher level.

Challenging Math Assessment Results
Students should speak with the Math Department chair to determine whether or not the student may move to a higher level.

C8: Credit by External Examination

Advanced Placement (AP); College Level Examination Program (CLEP); International Baccalaureate (IB) Exams

AP Credit - AP Courses give students an opportunity to take college-level courses and exams while still in high school. For applicability of AP credit on Pierce Associates Degrees, IGETC, and CSU GE see pages 27-28 of the 2015 Pierce College Catalog Update.
Please note: Transfer subject credit is determined by each transfer institution. The counselor/student must check with the individual transfer institution to determine the possible subject credit allowed for AP Exams.

Foreign Language AP Exams
Students who score 4 or 5 on a language AP exam may not receive any UC transferable unit credit for community college courses in that language. Students should be advised to check with the individual transfer campus to clearly understand the school's policy regarding foreign language AP Credit *(please note that CSU does not have this same policy).*

The website for USC's Advanced Placement is as follows:
http://www.usc.edu/admission/undergraduate/transfer/admittedfall/creditpolicy.html

IB Credit
The Diploma Program for students aged 16-19 is a demanding two-year curriculum leading to final examinations and a qualification that is welcomed by many universities around the world. More information can be found at the following website: http://www.ibo.org/diploma For applicability of IB on Pierce Associate Degrees, IGETC, and CSU GE can be found on pages 31-32 of the 2015 Pierce College Catalog Update.

CLEP Credit
Pierce College students can earn units of college credit under the College Level Examination Program *(CLEP)* - a standardized national testing program.

By petition through the Graduation Office, credit for examination passed with a score of 50 or higher will be granted for equivalent courses but will not carry a letter grade. These units can count toward the Associate degree and may

be accepted for transfer, BUT ONLY BY INSTITUTIONS THAT PARTICIPATE IN THE PROGRAM. Be sure to check with the prospective transfer institution.

CLEP Exam Credit may be used toward the Associate degree and CSUGE, but <u>cannot</u> be used for IGETC Certification. UC does not accept CLEP.

Pierce grants CLEP Exam Credit under these conditions:
- A standard score of 50 or higher must be achieved.
- Course credit will not be granted where there is duplication of prior college work.
- Credit granted will be added to units completed and will not affect GPA.
- Credit for CLEP does not apply toward residence requirements for the A.A. degree.

Test centers are located throughout California. Contact the Educational Testing Services *(ETS)* at (800) 257-9558 or go online at www.collegeboard.com/clep/index.html

See the following for CLEP equivalency and use on Pierce degree GE and CSUGE on pages 30-31 of the 2015 Pierce College Catalog Update.

C9: Unit Maximums and Overloads

Unit Maximums
The maximum unit load allowed in Fall/Spring semester is 19 units. The maximum unit load allowed in Winter/Summer session is 9 units.

Disqualified Students who have been Reinstated and/or Readmitted to the college are generally limited to a maximum of 6 units for the semester.

Unit Overloads
Exceptions can be made to the above policies, but only after the counselor has completed a careful review of the student's transcript(s) and individual circumstances and determined that an exception is warranted. <u>Procedures for reviewing unit overload requests are as follows:</u>
- A valid case example might be a student who has already been accepted at a transfer institution for the following semester/session who needs to complete a minimum number of units in their final semester.
  - Non-valid reasons could include needing to qualify for medical insurance or financial aid even though the student hasn't demonstrated the ability to succeed.
- **Students on Probationary and/or Disqualified Status** should <u>not</u> be allowed a unit overload except in compelling extenuating circumstances.

C10: Grading

Grading System
The following **"Grading System"** is used at Pierce College:

A = Excellent	P = Pass
B = Good	NP = No Pass
C= Satisfactory	IP = In Progress
D = Passing, Less than Satisfactory	I = Incomplete
F= Failure	
W= Withdrawal	

Letter Grades and Point Values

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C= 2 points	

Pass/No Pass Grades
Only a limited number of courses are available to be taken on a "Pass/No Pass" basis. These courses will be noted in the College Schedule as being eligible for the Pass/No Pass option. <mark>Check the Calendar section in the Schedule of Classes for important dates.</mark> Pass/No Pass grades are not included in the GPA calculation. Check with UC and CSU

campuses for limitations based on major for Pass/Non Pass units. For CSU golden four courses must be taken for a letter grade.

Withdrawal Grades
The "W" shall not be used in calculating units attempted or for the student's grade-point-average. "W's" will be used as factors in progress probation and dismissal.

Incomplete Grades
Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "INC" symbol being entered in the student's record. Students should contact the instructor or department chair for the conditions for removal of the INC. A default grade to be assigned if missing work is not completed within one year from the end of the course. The INC may be made up no later than one year following the end of the term in which it was assigned.
Note: Courses in which the student has received an Incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.

In Progress grades
The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term.

Grade Point Average is computed by taking the sum of the grade points and dividing that by number of units attempted. Grades of W, P, NP, I, IP are not considered a part of the units attempted total and not used in Calculation of GPA.

C11: Grade Disputes

If and when you speak to a student who wants to change/challenge their grade, please make sure you do the following:

1. First ask if they have tried speaking with their instructor. The best case scenario is for the student and instructor to work out a solution.
2. If they have spoken to the instructor but cannot resolve the issue, ask if they have tried the department chair. The department chair may be able to mediate a solution.
3. The Academic Dean over that discipline should be the next in-line to be consulted after the chair and instructor have been contacted.
4. However, it is most likely that the student has tried all three individuals and they are still inquiring about changing their grade. If that is the case, we now have a Grade Grievance administrator, Anafe Robinson. Anafe should be the last resort. Although she has recently been appointed the administrator over Special Services and the Health Center, she is Pierce College's Ombudsperson. She can be reached at (818) 719-6430 or extension 4228 from within campus.

For more information on the student grievance process, see
http://www.piercecollege.edu/offices/compliance/stdgrievance.asp

C12: Unsatisfactory Student Progress / Probation & Dismissal

Pierce College students who do not maintain a 2.0 grade point average and/or fail to make satisfactory progress in their coursework will be subject to **"Academic and/or Progress Probation"**. Once placed on probation, students who do not improve their academic standing may be subject to dismissal from Pierce College and the LACCD. In order to return to **Satisfactory Academic Standing**, students are encouraged to discuss with a counselor whether it is appropriate to repeat certain courses and/or petition for Academic Renewal. The following section defines the following terms and procedures related to unsatisfactory student progress:

- Academic Probation
- Progress Probation
- Subject to Dismissal
- Appeal of Dismissal
- Readmission after Dismissal

A part of the institutional retention goal at Pierce College is to assist students in defining and achieving their goals. Some students struggle towards those goals. Counselors need to support and encourage these students while at the same time assisting students in setting realistic goals. Many students sincerely want to be in school but outside pressures create an environment that is not conducive to learning. Also, some students are not ready to be in college at this time. Pierce College aims to assist student achieve their educational goals, thus we want students to take their education seriously. Sometimes that may mean reducing their course load or compelling students to take a leave from Pierce College.

The Counseling department has a major role in retaining students. The Counseling department has developed, taught and facilitated many support services including, **online New Student Orientation, Counseling Classes, Career Services, Financial Aid, Probationary Student Group Counseling Sessions and follow-up emails to the Probation and Disqualified** students. All these efforts are directed at supporting and retaining students. Effectively assisting **Probation and Dismissed Students** can be a unique, but rewarding challenge for counselors.

DEFENITIONS OF PROBATION
Academic Probation
A student who has attempted at least 12 semester units of graded coursework and earned a cumulative total Pierce College GPA of less than a 2.0 will be placed on academic probation.

Progress Probation
A student who has enrolled in at least 12 semester units and receives 50% or more "W", "INC", or "NP" notations is placed on progress probation or;

The **Admissions and Records Office** sends an email to all probationary students, explaining their probationary status and inviting them to a Probation Workshop. The probationary student email goes out after each Fall and Spring to approximately 2600-3000 students; students are encouraged to enroll for one BTS session through the Probation webpage (www.piercecollege.edu/probation).

Possible Special Services referral: A pattern of repeated courses, drops, and poor performance may indicate serious problems such as learning disabilities. When you suspect that a student may have a learning disability, please refer the student to Special Services.

SUBJECT TO DISMISSAL
Subject to Dismissal (Academic)
Any student on academic probation for three consecutive semesters will be dismissed. However, any student on academic probation whose most recent regular semester grade point average equals or exceeds 2.0, shall not be disqualified but shall be continued on academic probation.

Subject to Dismissal (Progress)
Any student on progress probation for three consecutive semesters will be dismissed. However, any student on progress probation whose most recent regular semester work does not exceed the allowed percentage of "W", "INC, and "NP" notations, shall not be disqualified but shall be continued on progress probation.

DISMISSAL APPEAL
A student who is subject to dismissal may appeal to the Admissions and Records Office to continue their enrolment at Pierce College. The Dismissal Committee will review the appeals and determine the student's future enrollment status at Pierce College. If the dismissal appeal is approved, the student may continue taking courses at Pierce College. The student will continue on probation since he/she has not been able to achieve to a level that would meet the requirements for removal from probation. Although not required, it is strongly recommended that a student create a Student Education Plan with a Pierce College counselor. Note: counselors are to make proper course recommendations and clearly indicate in the "notes" section within the SEP whether they believe a student ought to enroll in fewer units than full-time. This will assist the Dismissal Committee determine unit limitations upon review of the appeals.

> **Unit Limitations:** The Admissions and Records Office will only restrict students to a specific number of units per semester upon review and recommendation of the Dismissal Committee. The committee will make recommendations to restrict a student from full-time enrollment when it is believed the student will

be more successful by enrolling in a lower number of units. In some cases, course recommendations will be made by the committee.

Denied Dismissal Appeal: A student who is subject to dismissal and who has not been approved to continue at Pierce College through the appeal process will be notified of their dismissal; dismissal becomes effective the semester following notification. Dismissal from any one college in the District will disqualify a student from admission to any other college in the District for one academic year (2 semesters).

READMISSION AFTER DISMISSAL

When a student is dismissed, he/she may submit a **"Petition for Readmission"** to the Admissions and Records Office to re-enter Pierce College. Reinstatement occurs after two semesters have elapsed. The Application for Admission must be submitted online before the student can submit the petition to reinstate as a Pierce College student. **An SEP is also required to be considered for readmission. All documents must be submitted in person at the Admissions & Records Office by their pertaining deadlines.** The student is asked to provide **Unofficial or Official Transcripts** from any colleges attended outside the LACCD for review. **Late petitions are NOT accepted.**

Strategies for Working with Dismissed and Probationary Students:
- In reviewing the transcript, check for repeated classes that may still be included in the grade point average. In some cases, students may be disqualified or on probation in error. If so, student needs to submit to the Admissions and Records Office "**Request to Review of Student Record**" petition to re-evaluate probation status.
- In some cases, review for completion of **Academic Renewal** requirements.
- Refer to campus resources when necessary – tutoring, financial aid, psychological services, special programs, counseling courses.
- Consider the maximum number of units that a student has been able to succeed in past semesters. This is often a good indicator of how many units a student can realistically handle.
- Explore each student's current level of responsibilities outside of school. Students need to be counseled on achieving appropriate school/work balance.
- **Dismissed Students** who claim medical issues or other hardships as the cause of their dismissed status should be asked to provide documentation, especially in cases of multiple disqualifications.
- If the **Probationary or Dismissed status** appears to be the result of multiple unsuccessful enrollments in math or English, consider referring the student to Special Services to undergo an assessment. Special accommodations can be made to increase the success of a student, as long as a valid learning disability exists.

Probation and Dismissal Quick Reference Guide for Pierce Counselors

What is Progress Probation and Academic Probation?	
Progress Probation	**Academic Probation**
Students enrolled in at least 12 semester units will be placed on <u>progress probation</u> if: ▪ The percentage of cumulative units in which a student receives a grade of W (Withdrawal), INC (Incomplete), or NP (No Pass) reaches or exceeds 50% of units enrolled	Students enrolled in at least 12 semester units will be placed on <u>academic probation</u> if: ▪ GPA falls below a 2.0 (C) in Pierce units attempted
Tool for Helping Students Calculate their GPA	
GPA calculation: Total grade points divided by total units attempted. Use this website to assist students in calculating the grades they need to achieve in the current semester, to get off of probation: **http://cms.cerritos.edu/financial-aid/sap-gpa-calculator.htm** *A student cannot be removed from a probationary status after a successful winter/summer session. It simply affects their cumulative GPA and progress rate for the following semester.*	

Defining the Various Probation Levels

LEVEL 1- First semester student placed on academic and/or progress probation. Student responsibilities: ☐ Complete online probation workshop ☐ Print out confirmation pages for future reference Consequences: ☐ None	**LEVEL 2-** Second consecutive semester student placed on academic and/or progress probation. Student responsibilities: ☐ Attend a Level 2 in-person probation workshop OR meet 1:1 with a counselor ☐ Develop Student Education Plan Consequences: ☐ Student has lost priority registration for the upcoming term, may appeal to A&R to regain priority registration (Petition for Reconsideration of Priority Registration) ☐ Petitions submitted with attached workshop confirmation or SEP have higher chances of being approved by committee
LEVEL 3- Third consecutive semester student placed on academic and/or progress probation. To be dismissed for upcoming term. Student responsibilities: ☐ Attend a Level 3 in-person probation workshop OR meet 1:1 with a counselor ☐ Develop Student Education Plan Consequences: ☐ Student is dismissed if not enrolled in classes ☐ Student can appeal their dismissal if they feel that they have a legitimate reason(s) and/or mitigating circumstance(s) to justify their poor academic performance (Dismissal Appeal) ☐ Dismissal from any one college in the District will disqualify a student from admission to any other college in the District for 2 academic semesters ☐ A student who enrolled in classes will be allowed to continue ** Any student on probation whose most recent semester work does not exceed the allowed percentage of "W", "INC" and/or "NP" notations OR whose semester GPA equals or exceeds a 2.0, will not be disqualified, but continued on probation.*	**READMIT-** A student who has been dismissed and is seeking reinstatement to the college will need to apply for readmission once the dismissal period has passed. Student responsibilities: ☐ After 2 semesters have elapsed, a student may request reinstatement. The student needs to re-apply and submit a written petition to A&R for readmission to Pierce College (Readmission Petition Form) ☐ Readmission may be granted, denied or postponed. Therefore SEP is critical to approving students for readmission Consequences: ☐ If allowed to re-enter, committee likely to place unit max to ensure student's academic success
Probation workshops are a small group counseling session offered throughout the year, facilitated by a counselor. No holds are placed on student records for non-attendance. Workshop information and registration link for probation students can be found at: **http://www.piercecollege.edu/probation/**	

What should be discussed in a counseling appointment?

With every appeal submitted to A&R, an SEP should be attached. The committee will see this more favorably when evaluating the student's petition for priority registration, dismissal and/or readmission. Counselors should be evaluating a transcript for the following:

1. **Repeated classes** that may still be included in the grade point average.
2. Review for completion of **Academic Renewal** requirements.
3. In some cases, students may be subject to dismissal or on probation in error. If so, student needs to submit "**Request to Review of Student Record**" petition to A&R for reevaluation of probation status (Check area B and provide explanation).
4. Consider the **maximum number of units** that a student has been able to succeed in past semesters. This is often a good indicator of how many units a student can realistically handle.
5. Explore each student's current level of responsibilities outside of school. Students need to be counseled on achieving appropriate school/work balance.
6. Do not forget to document services provided during session (S255). Select **ATRISKFOLLOWUP** when meeting with probation students.

C13: Auditing

Detailed information on auditing classes appears under 'Registration Policies' in the Pierce College General Catalog. **Audit Permit cards ARE NOT issued by the Admissions & Records Office.** They are issued (and signed) by the course instructor. No credit is given for audited courses. Audit courses CANNOT BE dropped. NO REFUNDS are given for audit courses. Financial Aid does not pay for audits. Audit fees are not waived for concurrent high school students. An active application for admission is REQUIRED for students auditing classes.

C14: Rights and Privacy Act

Family Education Privacy Act of 1974 (FERPA)
Pierce College's institutional policy prohibits releasing student information to a third party without the written consent of the student. There are exceptions to this whereas the college may release copies or divulge information in student education records only to official agencies, groups, or individuals expressly mentioned in **"FERPA"**. Individuals requesting such information should be directed to the Admissions Office.

What is FERPA? The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. **Pierce College complies with FERPA and has strict policies and procedures in place governing student records. In general, the College does not permit access to a student's records or disclose information in them to anyone (including a student's parents) without the student's written consent. The student's age is not a factor.**

Why is FERPA useful and necessary?
FERPA affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records. The exception to this is **"Directory Information"** which can be disclosed without consent.

What is considered DIRECTORY INFORMATION?
An exception permitted by FERPA is the release of **Directory Information** to parties outside the institution. **Directory Information** is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed.

Los Angeles Pierce College considers the following information relating to a student to be "directory information:" name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, and most recent previous educational agency or institution attended by the student. **Students who do not wish to have the above categories of information given out should so indicate on the Release of Directory Information form in the Admissions Office.**

In most instances all other student educational record information may not be released without written consent of the student, other than to school officials with a "need to know". This includes grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information.

What does this mean for parents?
This means that no matter the age of the student, college officials may only share general information with you about college policies and procedures and cannot share specifics about your student UNLESS the student gives prior written permission. *Ideally, students will interact with the College on their own behalf.*

Whom do students contact if they need to review student records, or if they feel that there is an error with their educational records?
Students should make a request in writing to the Pierce Admissions Office that identifies the specific record(s) they wish to inspect. Within 45 days, the Pierce Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected. Educational records are those records that are directly related to students and are maintained by Pierce College.

FERPA as It Relates To the Counseling Role

Counseling Appointments
In most counseling programs, Pierce students are required to provide a Pierce Student ID number to make a counseling appointment and may be required to provide a photo ID in order "check in" for an appointment. Students should be encouraged to bring with them some form of identification to their counseling appointment or when they see an LOBBY counselor, so that counselors can verify the individual's identity before accessing student records.

Phone Calls and Emailing
Individuals calling and emailing, asking questions specific to student records, should be informed that we can't release student information due to **FERPA law**, and should be encouraged to come in to see a counselor with their photo identification.

Student Minors and Their Parents
Federal Law *(the Family Education and Privacy Rights Legislation)* **20 U.S.C. 1232g(d)"** states, *"For the purposes of this section, whenever a student has attained 18 years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student."* Students enrolled in a community college have sole access to their student records and parents have no such access without the student's consent.
Parents often have to be reminded of this, even when they arrive with their child for a counseling appointment. Counselors should ask the student if it is okay for their parent to be present during the counseling session.

Secure Work Station
When stepping out of your office momentarily, be sure to log off. When you exit your office, a log-on prompt or the next user should be displayed on the screen. Because several counselors may be using the same office each day, it is best to not "lock" your work station but to log-off so that your files/inbox cannot be accessed.

Transcript
When reviewing student transcripts from other colleges or universities that have been sent to Pierce, a copy of the transcript may be released to any enrolled or former student, because we are not releasing it to a third party. Copies of these transcripts should be shredded if the student does not wish to have it.
If the Financial Aid office requires a copy of student transcripts from other colleges or universities, they will request it directly from the Admissions Office.

C15: Counseling Appointments/Lobby vs. Drop-In/General Counseling

First-Time College Student - All new students and students who have completed less than 15 units at other California Community Colleges should be referred to the **First Year Experience Counseling Center**.

Below is a delineation of various counseling issues and the appropriate counseling format (Lobby or Drop-in and Appointment Counseling) for each issue:

LOBBY (3-5 MINUTES)
Prerequisite clearance
Questions about adding/dropping classes
Deadline questions
Questions about Assessment placement or the process
Quick questions on course advisement
Quick questions about college/university applications
Other quick consultations requiring up to 5 minutes

10-minute drop-in counseling is for *QUICK QUESTIONS* about:

- Certificate, degree, and transfer requirements
- Clarification of college procedures and policies
- Course prerequisite information
- Course offerings and majors available
- Referrals to other programs and services
- Transferability of Pierce College courses
- Veteran student sign-offs
- Clear prerequisites for courses taken at other colleges
- Academic/progress probation or dismissal
- Crisis Counseling
- Progress check for courses taken at Pierce College ONLY

THE FOLLOWING ISSUES/QUESTIONS SHOULD BE REFERRED TO THE **ADMISSIONS OFFICE** or http://www.piercecollege.edu/admissions/ . (The counselor can review the process or help complete a form with the student first before sending them to the Admissions Office)

- Ordering PIERCE Official Transcripts   (may be done online, in person or by mail)
- Pass/ No Pass petitions   (form is online, then submit to Admissions)
- Requesting Enrollment Verification for insurance or other purposes (form is online)
- Residency questions (information on Admissions website)
- Late Withdrawal Petitions (form is online, then submit to office)

THE FOLLOWING ISSUES/QUESTIONS SHOULD BE REFERRED TO THE **GRADUATION OFFICE.**

- Applying for IGETC or CSU GE Certification to be mailed to a college or university (form is online, then submit to office)
- Applying for Certificate of Achievement   (form is online, then submit to office)
- Applying for Graduation (form is online, then submit to office)

GENERAL COUNSELING (30 MINUTES)

30-minute appointments are for:
- In-depth discussions of transfer   - Progress check towards transfer or associate degree for courses taken at Pierce College and other colleges   - Detailed transcript evaluations from other colleges   - Detailed Pierce College transcript evaluations   - Nursing equivalencies   - Financial aid appeals   - Transfer or Associate degree student educational plans   - Transferability of courses from other colleges   - Personal counseling   - Career counseling   - Student Education Plan (SEP)   - Veteran student education plan (SEP)   - In-depth discussions about academic/progress probation or dismissal   - Other things requiring significant time

==Tips==

** Before the appointment, you should **check DEC screen S007** to see if the student attended any other colleges within the district. This screen may also indicate that the student attended an outside college. If the student attended a college or university outside of LACCD, you can check Viatron to see if official transcripts have been received by Pierce and/or if a Pass Along/Substitution petition is on file for the student*

** Before the appointment, you can also **check DEC screen S206** to see if an abbreviated or comprehensive SEP has already been completed by another counselor.*

****Organize and prioritize your 30 minute session** according to the IMMEDIATE needs of the student.*

***Example**: A student has multiple transcripts and wants to know what courses to take for the current registration period. Evaluate the courses taken and how they will apply to the GE plan, clear prerequisites and explain to the student what courses would be recommended for the upcoming term based on the GE courses and major prep needed. Advise the student to make a follow-up 30 minute appointment with you so that you can complete a comprehensive SEP and submit any pass along/substitution petitions (if needed).*

** If a student arrives late to an appointment, **don't feel like you have to rush to complete an SEP** in the time that is left. You could use a hard copy of the GE plan to quickly evaluate courses and then do an abbreviated SEP. Advise the student to make a follow-up appointment with you so that you can complete a comprehensive SEP and/or address any other questions they may have.*

****Time Management** is key! You only have 30 minutes with the student and you know what you can reasonably accomplish in that time.*

Example*: A student comes in for an appointment and asks for a comprehensive SEP so that they know what courses they have left to take and when they will be able to transfer. However, the student is planning to apply to 5-7 different universities. It takes time to look at the varying major requirements on ASSIST so you could ask the student to pick to the top 2-3 campuses that they want to apply to. Complete a comprehensive SEP based on these 2-3 universities and then advise the student to make a follow-up appointment so that you can research the remaining campuses they want to apply to and incorporate those requirements into the SEP.*

C16: Mental Health Counseling

A variety of health and mental health services are available in the Student Health Center located on the second floor of the Student Services Building. The center provides first aid, crisis intervention, health assessment, and short-term personal counseling. Students are welcome to walk-in or call (818) 710-4270 for an appointment to see a physician, the college nurse, a licensed psychologist or doctorate interns. Health Center website: http://www.piercecollege.edu/offices/health_center/

The Health Center and the Counseling Office provide outside referrals when needed. A resource directory is listed on the shared "W" Drive.

Students in Crisis
Crisis situations and potential crisis situations may arise from the following but are not limited to the following:
- Individuals who are or may become acutely psychotic.
- Individuals who are or may become acutely suicidal.
- Individuals who are or may become acutely violent to themselves or others.
- Individuals who are or may be highly jeopardizing their physical well-being through drug abuse, eating disorders, etc.
- Individuals who are rape or incest survivors.

    In cases where a student needs to be physically restrained or there is an urgent need to prevent the student from committing violence to themselves or others, contact both the Health Center at extension x4270 and Pierce Sheriff's Office at extension x4311.

    If a student appears to be in extreme distress, you should consider personally walking the student over to the Student Health Center, Student Services Bldg., 2nd floor. Note: Crisis situations will be addressed right away in the Student Health Center.

 Tips for handling Crisis Situations:
- **S**tay calm.
- Keep yourself safe *(have access to a door; know your surroundings; memorize emergency numbers:* **Pierce Sheriff's x4311.**
- Acknowledge their feelings.
- Reinforce client's strengths if there is no risk of harm to self or others.
- Maintain the value of something positive coming out of this situation if there is no risk of danger.
- Avoid any physical contact, especially when the student is agitated.
- Leave the area *(e.g., office)* if risk or danger is apparent.
- Recommended to leave your door open when counseling students.

Sexual Harassment & Violence/Grievances/Discrimination

Any form of sexual harassment such as: sexual advances, requests for sexual favors, verbal or physical conduct or communication constituting sexual harassment that is defined by the District's policy or by the state of federal law shall be subject to discipline.

To report discriminations or harassments you will need to contact the district of at (213) 891-2317 or (213) 891-2315 or email diversityprograms@laccd.edu.

website: http://207.62.63.167/offices/compliance/sexual_violence.asp - sexual violence
website: http://207.62.63.167/offices/compliance/stdgrievance.asp - student grievances
website: http://www.piercecollege.edu/offices/compliance/ - Child Abuse Reporting, Sexual Assault

Behavior Intervention Team (BIT)

The BIT team is the first tier of the college's threat assessment plan to decrease the likelihood of threatening or violent behaviors. They provide assistance for both students and staff with resources and/or referrals in order to prevent further escalation that may lead to disciplinary action. Individuals who wish to express a concern are encouraged to submit a BIT referral form on the Pierce College website, or contact any member of the BIT team.

C17: Career Counseling

Pierce College offers Individual **Career Counseling, Career Workshops, and Career Courses (Counseling 8 and 20)** to student**s.** Students will explore career interests, identify and clarify work values, evaluate student job skills, and see how their personality fits into the world of work. The counselors facilitate in helping students make decisions and set goals regarding career choices. Students are encouraged to make an appointment on-line or in-person to see a career counselor.
Career website: http://www.piercecollege.edu/offices/career_center/

C18: Veterans Counseling & Services

Veteran's who are new to Pierce College will need to fill out the necessary eligibility paperwork through the Veteran's Office, located in the Office of Financial Aid in the Student Services Building, 2nd floor. Once the veteran completes the paperwork they will need to set-up an appointment (in-person or online) with a Veteran's counselor to do a student education plan. There are designated counselors for Veterans. The student education plan is done on the Vet Share drive. Veterans will have priority registration once they are set-up in the system.   Veteran's Office contact information: (818) 710-3316
 website: http://www.piercecollege.edu/offices/financial_aid/veterans.asp

C19: Disabled Students Counseling & Services

Students with physical, psychological or learning disabilities are offered a wide range of services including registration, special parking, counseling, tutoring, special classes, and computer-assisted instruction. Disabled Student Services is located on the first floor of the Student Services Building. Contact Special Services (818) 719-6430 or visit their website at:
http://207.62.63.167/offices/special_services/links.asp

C20: Athletics Counseling

Pierce College Athletic Counseling provides counseling services to aid student-athletes with academic requirements, athletic eligibility and personal concerns related to their roles as student-athletes. Before being allowed to participate in intercollegiate athletics at Pierce College, student-athletes must meet with the Athletic Counselor to develop a Student Educational Plan.

The Student Education Plan involves the process of mapping out a semester by semester academic plan of intended courses that lead to the student-athlete's desired educational outcome. For student-athletes the intended educational goal generally includes plans for either a Terminal Associates Degree, along with a second English composition course (English 102) and college level math or fulfillment of the Intersegmental General Education Transfer Curriculum or California State University General Education Plan. An associate's degree, along with English 102

and college level math is the minimal requirement for student-athletes to be able to receive an athletic scholarship to a NCAA Division I or II university, unless they were a qualifier coming out of high school as determined by the NCAA Clearinghouse.

The Student Education Plan includes academic goals in addition to California Community Collegiate Athletic Association (CCCAA) athletic eligibility requirements, plus athletic eligibility requirements for intercollegiate athletics at a 4-year institution including National Collegiate Athletic Association Division (NCAA) I, II, III and National Association Intercollegiate Athletics (NAIA), as applicable.

- Must be enrolled and attending full-time in a minimum of 12 units during season of competition
    - If student-athlete drops below 12 units, they are immediately ineligible
    - Short-term course units count if student is enrolled and attending or completed the course during semester of sport
    - 9 of the 12 units must be academic counting towards AA degree, math or English, transfer, and/or certificate consistent with educational plan
- Must successfully complete 24 units between the 1st and 2nd season of sport
    - 18 of the 24 units must be academic as listed above
    - Units for repeating a course to improve a "D" grade or better cannot be counted towards the 24 units
- Applies to community college students enrolling full-time for the first time on or after August 1, 2012 as 2-4 or 4-2-4 transfers for both Qualifiers and Non-qualifiers:
    - Increases required 2-year college TRANSFER GPA from 2.0 to **2.5 for Division I ONLY**
    - Students are limited to only 2 Kinesiology activity units to meet athletic eligibility requirements in each:
- Transferable degree credit and transfer GPA
- Exception: declared major at the receiving 4-year school in a physical education/kinesiology or education degree program that requires the physical education activity courses
- ONCE A STUDENT-ATHLETE COMPETES IN THEIR FIRST TERM OF COMPETITION, THEY MUST SUCCESSFULLY COMPLETE A MINIMUM OF 6 UNITS IN EACH FULLTIME TERM.
    - Student athletes must complete at least 6 units (semester or quarter) during the **preceding** academic term in which the student is enrolled as a fulltime student at the certifying institution with a cumulative 2.0 GPA beginning with their first semester/quarter of competition in that sport.
    - IF THE STUDENT-ATHLETE DOES NOT SUCCESSFULLY PASS 6 UNITS IN THE PRECEDING FULL TIME TERM – THEY ARE NOT ELIGIBLE THE FOLLOWING TERM AND MAY NOT BE ELIGIBLE THE FOLLOWING SEASON OF COMPETITION

For athletic counseling, please go to the Pierce College Counseling Center and request an appointment. Provide your student ID number, name and sport and name of head of coach and you will be provided with an appointment with the Athletic Counselor.

C21: Honors Counseling

Students who are eligible to join the Pierce College Honors Transfer Program (HTP) and those who have already been accepted are able to make 30 minute counseling appointments with the designated Honors counselor. These appointments can only be made in person at the Counseling Office front desk or by calling the main phone line.

Honors counseling appointments generally cover the following topics:
- Creation of student education plans that incorporate the 15 units of formal honors coursework required to complete HTP/UCLA TAP certification.
- Discussions of alternate major selection for UCLA and incorporation of alternate major requirements into the student education plan.
- Discussions of transfer requirements to other highly selective institutions.
- Preparation for graduate study, internships, and scholarships.

Requirements to join the Pierce College Honors Transfer Program (HTP) include:
1. For entering freshmen: cumulative high school GPA of 3.0 or higher
2. For continuing students (including those who attended Pierce while in high school): GPA of 3.25 or better in at least 9 UC transferable units of coursework.
3. Eligibility for English 101 at Pierce College determined by one of the following:

a. Pierce College Assessment Center results showing English 101 placement
b. Completion of English 101 equivalent at another college or university with a passing grade appearing on the official transcript.
c. Completion of English 28 at Pierce with a passing grade.
d. AP score of 3 or higher on English Language & Composition or English Literature & Composition exams. (Note: A score of 3 does not allow students to progress to IGETC area IB – see catalog for details).

Students should be encouraged to join the HTP as early as possible because all of the honors coursework offered at Pierce College falls within areas of the IGETC and can be used to fulfill both IGETC and honors certification requirements. Each semester roughly 10-12 honors courses are offered and 1-2 are offered during Winter & Summer sessions. Courses typically are scheduled during daytime hours; however there are at least 1-2 online courses offered for students who need evening & weekend options. The schedule for honors courses offered is posted on the HTP website as well as on the online schedule of classes.

For details on the benefits of joining the HTP and requirements for completion of HTP Certification, please see section D: UCLA TAP / HTP or visit the HTP website www.piercecollege.edu/offices/honors

C22: Counseling Website Index

The Counseling Center website at Pierce College is accessible through the main campus homepage (left side bar). It provides an overview of counseling Department and services provided such as academic, career, personal, athletic, transfer and veterans counseling. Below is an index of the general areas of the website:

New Students
- ❖ Getting Started
  - New to College
  - New to Pierce but attended another college
  - Returning to Pierce
- ❖ GO Days

Current Students
- ❖ Make Appointment
- ❖ Online Counseling
- ❖ Drop-In Counseling
- ❖ Transfer Services
  - Transfer Home Page
  - Workshops & Events
  - Transfer Appointments
  - Choose a Major
  - TAG Transfer Guarantee
  - Transfer Statistics
  - Associate Degree Transfer
  - Transfer Support
  - Articulation Agreements
  - General Education Plans
  - Major Prep UC/CSU
- ❖ Counseling FAQ's
- ❖ Probation
  - Home
  - Probation Workshops
  - Petitions
  - Readmission Process
  - Contact Us
- ❖ Student Education Plan

Related Services
- ❖ Assessment Prep
- ❖ Tutoring
- ❖ EOP&S
- ❖ Special Services
- ❖ International Students
- ❖ Honors Program
- ❖ CalWorks/GAIN
- ❖ Health Center
- ❖ CSUN GE Path to Minor

Counseling Resources
- ❖ Counseling Courses
  - Home
  - Courses
  - Faculty
- ❖ Counselors
- ❖ Tools for Success
  - Student Success Workshops
  - Success Tips
  - How to choose classes
  - How to calculate your GPA
  - Academic and Progress Probation
  - Time Management
  - Test-taking strategies
  - Learning resources
  - Crashing classes
  - Being a successful student
  - Taking a class pass/no pass
  - Withdrawing from a class
  - Picking classes from IGETC
  - College Success Tutorials
- ❖ Counseling SLOs
- ❖ Pre-Professional Advising Sheets
  - Allied Health
  - Architecture Major
  - Business Major
  - Dental
  - Engineering
  - Health Professional Schools
  - K-12 Teaching Major
  - Law Related Majors
  - Medicine
  - Nursing
- ❖ Counseling Liaisons
- ❖ CSU GE Plan
- ❖ IGETC: UC & CSU
- ❖ Pierce College GE Plan

Office Information
- ❖ Phone
- ❖ Fax
- ❖ Location
- ❖ Hours

Tabs above counselor photo
- ❖ Announcements
- ❖ Make Appointment
- ❖ Workshops
- ❖ Our Twitter

Tabs below counselor photo
- ❖ Academic
- ❖ Career
  - Home
  - Majors & Careers
  - Job Market Research
  - Find a Job/Internship
  - Employers
  - Classes & Workshops
  - Career FAQ
- ❖ Transfer
- ❖ Personal
- ❖ Athletic
  - Athletics Counselor
  - Eligibility Requirements
  - NCAA Guidelines
  - Additional classes for Academic Success
  - Programs & Services
  - Tips for Academic Success
  - FAQs
  - Transfer Information
  - Probation/Disqualification
  - Enrollment and Registration Procedures
  - Athletics Websites
  - PD 40 College Success Seminar
- ❖ Veteran

D: Transfer Topics

D1: Functions of the Transfer Center

Transfer Services
- Workshops on "How to Earn Admission to the UC, CSU, Private and Out-of-State Colleges and Universities"
- Visits from University and College Representatives that Recruit Prospective Students
- Transfer Mentors from various universities are on hand to answer student's quick questions
- Organized Tours of Local Colleges and Universities
- College Fairs
- Application Workshops
- Computers and Internet Access
- Transfer Admission Guaranteed Programs
- Appeals Workshops
- Classroom Presentations on Transfer Topics
- Other Special Transfer Projects

When to Refer a Student to the Transfer Director

There are two main situations that result in a direct referral to the **Transfer Center Director**. The first is when there seems to be incongruous or lack of information about a transfer policy, and it appears that the student has been or will be negatively affected and needs help finding the appropriate recourse. The second instance is when a student claims that he/she have received misinformation from a counselor.

Since the Transfer Center and Counseling Office share the same space, there is a sharing of day-to-day operations, too. Administrative Assistants, student workers, and other counselors are welcome to stop in for a quick question as needed.

D2: Preparation for Transfer

UC Definition of a Transfer Student

A California Community College Student applying for admission to the University of California in advanced standing will be given priority admission over all other applicants if:
1. The last college he/she attended before admission to a UC Campus was a California Community College *(excluding summer sessions)*; and
2. He/she has completed at least 30 semester *(45 quarter)* UC transferable Units at one or more California Community Colleges.

UC campuses give priority to students who will enter their institutions ready to take the Upper-Division Requirements necessary to complete their degree expeditiously. Students interested in majors with extensive Lower-Division Preparation are usually well advised to make completion of those major requirements a priority. Students with fewer Lower-Division Major Requirements should complete IGETC or the campus specific general education requirements to be considered a competitive applicant. Please refer to unit limits as noted on the **Unit Limits Cheat Sheet** on the W Drive and the Pierce College Catalog for course and unit limitations as they apply to IGETC.

Minimum Admissions Requirements for Transfer to University of California
- Complete minimum of 60 transferable semester units.
- Earn at least 2.4 GPA *(California Residents)* or 2.8 GPA *(Non-Residents)*.
    - **Note:** Many UC campuses require a higher GPA to be competitive.
- Complete a the seven course breadth pattern of courses: two transferable English composition courses, one transferable mathematics course, and four transferable courses chosen from at least two of the following areas:
    - Art and Humanities
    - Social and Behavioral Sciences
    - Physical and Biological Sciences

Specific courses that meet requirements in each area are listed on the Pierce College IGETC.

Minimum Admission Requirements for Transfer to California State University

- Complete minimum of 60 transferable semester units.
- Earn at least a 2.0 GPA in transfer coursework, for residents, non-residents and F-1 International students.
- Complete with grades of "C" or better each course in English Language Communication and Critical Thinking, and Transfer Level Math.
- Certain impacted programs have additional screening requirements; please refer to the CSU Impacted Major Website http://www.calstate.edu/SAS/impactioninfo.shtml for current information.
- Certain campuses give increased priority admission to "local" transfers. Please review the CSU Local Admission & Service Area information as well as campus websites: http://www.calstate.edu/sas/documents/CSULocalAdmission-ServiceAreas.pdf
- Certain CSU campuses and majors may alter the admissions process to give priority consideration for students obtaining an ADT- Associate Degree Transfer; see CSU campus website for details.

D3: General Education for Transfer / IGETC & CSU GE

IGETC (Intersegmental General Education Transfer Curriculum)

The full IGETC Standards, Policies and Procedures are Available Online at: www.ccctransfer.org **-** click on **IGETC Tab**

The Intersegmental General Education Transfer Curriculum *(IGETC)* is a General Education program which California Community College transfer students may use to fulfill Lower-Division General Education requirements in either the University of California *(UC)* or California State University *(CSU)* System without the need, after transfer, to take additional Lower-Division General Education Courses. The IGETC is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU Campus. Completion of IGETC does not guarantee admission, nor is it required for admission by all campuses- please refer to the UC Reference Guide for Counselors for details: http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2015.pdf

Some students may be better served by taking courses, which fulfill the CSU General Education-Breadth Requirements or those of a specific UC Campus, or college to which they plan to transfer. Students pursuing majors that require extensive Lower-Division Major Preparation may not find the IGETC Option to be advantageous. Please refer to the UC Reference Guide for Counselors for schools and colleges that do not accept the IGETC Pattern: http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2015.pdf

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution where the work was completed. All Courses must be completed with a grade of "C" or better. Foreign coursework may not be used unless the institution has U.S. regional accreditation. Please refer to the Articulation Section of this manual for guidance on applying other institutions coursework on IGETC.

Coursework from other United States regionally accredited institutions will be placed in a subject area, if that equivalent course is deemed similar by the certifying institution, per the IGETC Standards.

Foreign Language can be satisfied in numerous ways. Please refer to the Pierce College IGETC for the most up-to-date policies.

Certification

The IGETC should be certified prior to transfer. Certification means that the last community college attended prior to transfer to the UC or CSU will verify that the student has completed the IGETC. It is the student's responsibility to request certification during the last semester of attendance at Pierce prior to transfer.

Partial Certification is defined as completion all but two (2) courses on the IGETC Pattern. The Student Petitions for Certification and either the Complete or Partial Certification is sent by the CCC to the UC or CSU. Partial Certifications must be accompanied by a separate IGETC Certification Form, which clearly indicates that the Certification is Partial, and identifies which requirement(s) remain to be completed. Students must agree to the partial certification, it will not be granted automatically. The student must give consent with the knowledge that

once a partial certification has been issued, the California Community College may not issue a FULL IGETC Certification, students will then be held to the GE requirements at their university.

Each UC or CSU campus will inform a student that has submitted a **Partial Certified IGETC** of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) have been completed.

After transfer, the student may complete the missing course(s) in one or more of the following ways or in some other manner acceptable to the receiving institution:
1. Take an approved IGETC Course, in the area(s) to be completed, at any California Community College at a time that does not require concurrent enrollment, such as during the summer.
2. Take a course approved by the UC or CSU campus of attendance in the area(s) to be completed at a U.S. regionally accredited institution at a time that does not require concurrent Enrollment, such as during summer.
3. Take an approved IGETC course, in the area(s) to be completed, at any California Community College while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
4. Take a course approved by the UC or CSU campus of attendance at a U.S. regionally accredited institution in the area(s) to be completed while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
5. Take a comparable course at a UC or CSU campus in the area(s) to be completed. This option is at the discretion of each UC or CSU campus, so it may not be a choice available to the student.

Warning: Students need to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements. California Community Colleges should make every effort to notify students of this potential problem.

CSU GE Pattern (California State University General Education Pattern)

The California State University General Education Pattern (CSU GE Pattern) is a general education program that community college transfer students may use to fulfill lower-division General Education requirements for the California State University (CSU) System without the need, after transfer, to take additional lower-division General Education courses. There are five (5) GE areas (Areas A-E) on the pattern. Students need not complete the entire CSU GE Pattern prior to transfer. Students may complete the pattern after transfer by taking courses either at the CSU or at the community college and applying those courses to the CSU GE Pattern. When all the courses are completed, the student would then petition for certification at the community college. Students also have the option of being partially certified. This means that a student has completed some, but not all areas of the CSU GE Pattern. Students must complete all of the courses in an area to be partially certified. The student would then only be held accountable for completion of GE Courses at the CSU in the areas not certified by the community college.

Certification means that Pierce College has verified that a student has completed the lower-division General Education requirements for the California State University. Certification from a community college is important because without it students will be held to the General Education requirements specific to the CSU campus to which the student is transferring. This typically involves additional lower-division coursework. Once certified, the CSU campus of choice will identify the student as having completed the lower-division requirements as articulated between the CSU and Pierce College (9 units of Upper-Division General Education courses must be completed after transfer). Courses from other schools may be considered for certification by petition through a process called Pass Along Certification. Courses need not be equivalent to a Pierce course on the GE pattern. The course, however, does need to "fit" into one of the GE categories on the pattern. Requests for certification may be filed in the Graduation Office from:
- January to May for the spring semester
- September to December for the fall semester

When to Follow the IGETC Pattern and When to Follow the CSU GE Pattern

IGETC
Students interested in attending the University of California (UC) or who are undecided whether to attend a University of California (UC) or California State University (CSU) should follow the IGETC GE pattern. Both the UC and CSU System accept the IGETC. Only grades of "C" or better may be used on IGETC. Courses taken for credit may be applied on IGETC provided that credit indicates a grade of "C" or better.

CSU GE PATTERN
Students interested in attending a CSU should follow the CSU GE pattern. This pattern offers flexibility. Students may be partially certified and later complete the required GE courses after transfer at either Pierce or at the CSU. Students should be made aware that completion of GE courses after transfer must be negotiated with their university. A grade of "D" may be used in the pattern. CSU campuses, however, will not accept for admission purposes grades of "D" in The Golden Four (English, Speech, Critical Thinking and Quantitative Reasoning). Students may double count Pierce's History and Political Science requirements for graduation from the CSU in the CSU GE pattern.

When counseling a student who intends to transfer to a UC or CSU and has completed coursework at another California Community College, please review GE plan applicability on www.assist.org

When counseling a student who has completed coursework at another two –year college from outside California or a four-year institution and who intends to transfer to a UC or CSU, please complete the Pass Along process with the student for GE area applicability.

D4: General Education for Engineering / Computer Science Majors

It is not recommended that students pursuing an engineering or computer science major for most transfer campuses complete the CSU GE Pattern or IGETC. Please refer to assist.org for campus policies for each specific major.

CSUN Engineering & Computer Science Majors
CSUN applicants should follow the CSUN Plan "R" GE pattern. Counselors should note the following with students:
- If an area is listed as "Met by Major" the coursework will be listed on assist.org for the major prep requirements.
- If a checkmark is present for an area, the student must complete a course for that area. Refer to the CSU GE pattern to select courses for areas deemed necessary.
- Students must complete US-1 & US-2/3 in addition to the Social Science area requirements (they cannot double count).
- A critical thinking course is not required for admission, however it will likely be met by coursework for the major at the lower or upper division level.

See CSU Northridge Plan R for College of Engineering and Computer Science grid on the next page

CSU NORTHRIDGE GE PLAN R FOR COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
(IN LIEU OF CSU GE/BREADTH CERTIFICATION)

CSUN REQUIREMENT	PIERCE	CIVIL ENGR	COMPUTER SCIENCE	COMPUTER ENGR	COMPUTER INFO TECH (CIT)	CONSTRUCT MGMT	ELECTRICAL ENGR	ENGR MGMT	MANUFAC SYST ENGR	MECH ENGR
CSU GE AREA A2: WRITTEN COMMINICATION	ENGLISH 101	ENGLISH 101	ENGLISH 101	ENGLISH 101	ENGLISH 101	ENGLISH 101	ENGLISH 101	ENGLISH 101	ENGLISH 101	ENGLISH 101
CSU GE AREA B4: MATH	SEE ASSIST	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR
CSU GE AREA A3: CRITICAL THINKING	SEE ASSIST	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR
CSU GE AREA A1:ORAL COMMUNICATION	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151	COMM 101 OR 104 OR 121 OR 151
CSUN GE: NATURAL SCI	SEE ASSIST	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR
CSUN GE: ARTS & HUMANITIES	CSU: C1 & CSU: C2	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED
CSUN GE: SOCIAL SCIENCES	CSU: D	3 UNITS REQUIRED	6 UNITS REQUIRED	3 UNITS REQUIRED	6 UNITS REQUIRED	MET BY MAJOR	3 UNITS REQUIRED	3 UNITS REQUIRED	3 UNITS REQUIRED	3 UNITS REQUIRED
CSUN GE: LIFE-LONG LEARNING	SEE ASSIST	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR	MET BY MAJOR
CSUN GE: COMPARATIVE CULTURE STUDIES	CSU: D3 & D4 ANTHRO 132 ART 105; 109 ENG 219; 239 HIST 5;6;41;42 SOC 11	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED	6 UNITS REQUIRED
CSU: U.S. HISTORY	CSU: US-1	CSU: US-1	CSU: US-1	CSU: US-1	CSU: US-1	CSU: US-1	CSU: US-1	CSU: US-1	CSU: US-1	CSU: US-1
CSU: U.S. NAT'L/ STATE/LOCAL GOVT	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3	CSU: US-2 + CSU: US-3
UPPER DIVISION GE – 9 UNITS REQUIRED IN ALL MAJORS AND ONE COURSE REQUIRED FOR INFORMATION COMPETENCE										

UC Engineering & Computer Science Majors
Although some campuses will accept IGETC, it is not recommended by most campuses. Please refer to assist.org for campus/major specific practices and check the following website:
http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html

<mark>The seven course breadth pattern is required for admission to ALL majors at ALL UC campuses.</mark>

1) One transferable English composition course (IGETC 1A)
2) One transferable English course critical thinking (IGETC 1B)
3) One transferable course in mathematical concepts and quantitative reasoning (IGETC 2A)
4-7) Four transferable college courses chosen from at least two of the following subject areas:
   - Arts & humanities (IGETC 3)
   - Social & behavioral sciences (IGETC 4)
   - Physical & biological sciences (IGETC 5)

For example:
3 chemistry courses and 1 history course
2 sociology courses, 1 physics course, and 1 art history course
1 biology course and 3 literature courses

Keep in mind:

- Each course must be worth at least 3 semester units (or 4-5 quarter units) and be UC-transferable.
  Check <u>ASSIST</u> to see what courses from your community college are transferable
- You need to earn a grade of C or better in each course
- All campuses recommend that you complete math and English as early as possible (some highly recommend completing them by the end of the fall term, one year prior to enrolling at UC)
- If you've completed <u>IGETC</u> or campus-specific general education requirements, you may have already satisfied the 7-course pattern

D5: Transfer to Private and Out-of-State Colleges

Transferring to private or out-of-state colleges is different than applying to a UC or a CSU. The minimum requirements for transfer vary from college to college, and from major to major. Essentially, transferring to private or out-of-state colleges requires the following:
- Complete a minimum number of transferable units *(usually 30)*
- Complete the appropriate English and mathematics requirements
- Complete General Education courses
- Complete courses for the major
- Earn and maintain a competitive GPA
- Apply on time

The number one reason students don't consider private or out-of-state colleges is usually the cost. *"How can I ever pay for a private or out-of-state education?"* This is a legitimate question, and getting to the answer requires a multi-step process for the student:
- Identifying a school of interest
- Completing the academic requirements to gain admission
- Applying when the institution first begins accepting applications, not at or near the deadline, in order to increase consideration for institutional scholarships
- Submitting the Free Application for Federal Student Aid *(FAFSA)* and CSS/Financial Aid Profile on time
- Checking private resources through the internet *(fastweb.com)* or scholarship resource books
- Students should apply to multiple institutions to increase funding opportunities, and should meet with a counselor to strategize transfer options.
- Counselors should encourage students to apply broadly; often private schools can offer a great deal of financial assistance and a unique educational experience for the student. The research process can be overwhelming; students need help beginning this process.

Western Undergraduate Exchange (WUE)
- Students who are residents of Western Interstate Commission for Higher Education (WICHE) states are eligible to request a reduced tuition rate of 150% of resident tuition at participating two- and four-year college programs outside of their home state.
- WICHE members include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands.
- The WUE tuition rate does not apply to all majors. See website for details: http://wiche.edu/wue

D6: Articulation

Articulation is the planned process linking two educational systems to help students make a smooth transition from the community college to the university without experiencing a delay or duplication of coursework.

The Role of the Articulation Officer Is Two-Fold
- To facilitate the articulation of Pierce College Courses with University of California *(UC)* Institutions, California State (CSU) Institutions, Out-of-State Colleges and Universities, Private Institutions and International Institutions of Higher Education. Articulation is done course-to-course, by major and for general education coursework.
- To provide accurate and up-to-date information to counselors and students regarding course requirements for the Associate Degree, the Associate Degree for Transfer (ADT), Certificates of Achievement and Departmental Certificates offered by the college.

The Duties of the Articulation Officer Are The Following
- Maintain and coordinate a comprehensive articulation program.
- Initiate, update and maintain articulation agreements between Pierce and other institutions of higher education.
- Act as consultant to faculty and academic departments regarding all related articulation issues, including course articulation proposals and acceptances.
- Analyze and submit Pierce College coursework for UC transferability.
- Examine coursework for CSU transferability and submit appropriate courses to ASSIST (Official Repository of Articulation for California Public Colleges and Universities) for inclusion in the database of baccalaureate level courses at Pierce College.
- Analyze and submit appropriate Pierce courses for inclusion in IGETC and CSU GE-Breadth Pattern.
- Evaluate coursework taken at institutions of higher education other than California Community Colleges for use on IGETC, CSU GE-Breadth Pattern, Pierce College Associate General Education (GE) requirements.
- Monitor each stage of the articulation process and follow-up with departments/faculty for timely responses and decisions.
- Work with faculty, staff and college university representatives to help facilitate successful student transfer.
- Participate in curriculum development.
- Along with the Curriculum Committee Chair and Secretary, review and revise new courses prior to their presentation to the Curriculum Committee.
- Present to staff, instructional faculty and counseling faculty workshops on articulation and how it relates to their area.
- Participate in state and local organizations that deal with articulation issues.
- Maintain and update Pierce College Curriculum on ASSIST.
- Maintain and update General Education Plans.

ASSIST (Articulation System Stimulating Inter-institutional Student Transfer)
Students who are planning to transfer from a community college to a UC or a CSU institution have a tremendous amount of information to consider. In the past, this information was only available from the individual colleges and universities. ASSIST is the statewide repository of articulation information, offering easy access to a single computerized database of student transfer information. This database includes IGETC approved course lists, UC transferrable course lists, CSU transferable course lists, CSU GE-Breadth lists, C-ID designators and articulation agreements for all California public post-secondary institutions.

ASSIST can help you determine if a student will receive credit for courses already taken, and how those courses will apply to specific academic goals.

The Articulation Officer coordinates and facilitates the process of faculty review leading to courses being accepted for transfer between institutions. The role of the community college transfer education is a stated priority within the mission of California's community colleges. The success of the community college transfer mission is related to the quality and quantity of formal transfer that exists between the community colleges and the universities. Each college works with baccalaureate degree-granting institutions to develop agreements that assure that progress from one segment of post-secondary education to another is both smooth and efficient.

D7: Transfer Admission Guaranteed (TAG) Programs

University of California Transfer Admission Guarantee *(TAG)* **Program**
- Six UC campuses accept TAGs (Not LA, Berkeley, or San Diego)
- Students may apply to ONE campus as a TAG applicant during the application period: September 1-30 the year prior to transfer
- The UC TAG application is available online at all times via the UC Transfer Planner, students should create an account as early as possible to get on track for TAG
- Requirements vary by campus and, at times major, and are subject to change annually
- UC updates the official matrix with new TAG requirements each May/June
- TAG applicants must still apply to the UC that they TAG. They will be sent email reminders to apply for admission to the UCs during the application period: November 1-November 30 directly from the UC.

TAG Requirements & Timeline:
- Minimum number of units to sign up for all TAGs is 30 transferable semester units completed by the end of summer before applying for the TAG.
- *English and math timeline changes by campus annually- please refer to the TAG Matrix*
- International Students with only domestic coursework are eligible (students with international coursework must check with individual campus to see if TAG is ok).
- Students submit TAG applications September 1-30
- Students may make updates to TAG online during the TAG filing period.
- TAG site is linked with ASSIST students can potentially catch errors in their transfer plan early enough to change/fix their schedules.
- Transfer Director and designated counselors do a pre-evaluation for *UCSC and UCD, and UCI* by October 15- students may be asked by CCC to update missing information via email requests.
- Fall **"TAG Decisions"** will be out no later than November 15 from the UC.
- Transcripts will not be sent to the UC until the student has accepted admission – student's will self-report their academic history, just like on UC application (TAG self-report should be identical to self-reported work on application in November). Transfer Planner can be linked to the UC Application for duplication of information. Encourage students to do so and double check for accuracy.

Student Steps to Complete Online TAG Application:
1. Student creates a UC Transfer Planner at any time in academic career.
2. Beginning September 1st- the start TAG submission process will open in the planner
3. Select term, campus(es), majors (special requirements for the major will be exposed at this time).
4. Student Biography Information - name, address, etc.
5. Self-Reported Coursework - students need to include ALL course history- including grade of "w", repeated courses, non transferrable courses (must be entered manually), and AP Scores should be reported here as well.
6. Summary - Review for accuracy
7. Checklist - Student verifies that they meet the conditions of the TAG
8. Submit TAG - SC/I/D will be routed to the CCC for pre-evaluation process.

D8: UCLA Transfer Alliance Program / Pierce Honors Transfer Program

The Transfer Alliance Program is a collaboration between local community college Honors/Scholars Programs and UCLA College of Letters and Science in conjunction with Undergraduate Admissions and Relations with Schools. Students who are certified through the Pierce College Honors Transfer Program (HTP) are eligible for UCLA TAP Certification and receive priority consideration for admission to the UCLA College of Letters and Science. TAP certified students are also eligible to list an alternate major for admissions consideration with the exception of the following list of highly selective majors (please note that this list changes yearly – students should check the UCLA TAP website for the most updated list http://www.tap.ucla.edu/

- Biology
- Pre-Business Economics
- Communication Studies
- Pre-Economics
- English
- Pre-Global Studies
- Pre-Human Biology and
- Society (B.A. and B.S.)
- Pre-International Development Studies
- Pre-Mathematics/Economics
- Pre-Mathematics, Financial Actuarial
- Pre-Political Science
- Pre-Psychology
- Pre-Sociology

The requirements for completing HTP/UCLA TAP Certification are:
1. Have a GPA of 3.25 or higher in all UC transferable courses by the end of Fall prior to transfer.
2. Complete at least 2 formal honors courses at Pierce college by the end of Fall prior to transfer
3. Be enrolled in honors courses for at least one academic year (a Fall & a Spring Semester)
4. Complete 15 formal honors units by end of Spring prior to transfer
5. Complete the UCLA TAP Certification form by February 1st in the Spring prior to transfer.

D9: Associate Degrees for Transfer (ADT)

- Certain CSU campuses and majors may alter the admissions process to give priority consideration for students obtaining an **ADT- Associate Degree Transfer;** see CSU campus website for details.

  o CSUN may only open admissions for Spring transfers for students completing an ADT by end of the prior Fall semester. Updated information about this policy will be available August 1st on www.csumentor.org

- Students who complete the ADT are guaranteed admission to one CSU campus. If not admitted to the campus of choice, the CSU Chancellor's Office will redirect the application to the nearest non-impacted campus accepting the ADT in that major.

- Students who complete the ADT are guaranteed to graduate from the CSU upon completion of 60 units after transfer.

- The benefits of the ADT are valid only if the student is admitted to an approved related major, deemed by the individual CSU campuses. This information can be viewed at www.adegreewithaguarantee.org

D10: Cross Enrollment (UCLA)

Cross enrollment allows currently enrolled Pierce College students to take one course per full term at a participating university. Students will pay $24 per unit plus Pierce per unit fees directly to the university. The only campus that currently participates in cross enrollment is UCLA. The student must meet the following requirements to participate:
- Completion of one term at Pierce College (Fall or Spring)
- Current enrollment in 6 units
- An overall 2.0 GPA in all work completed
- Paid appropriate fees and tuition for the current term
- Student is a California resident

Students must meet the prerequisites for the course they intend to take. Cross Enrollment petition is available on the Pierce Transfer Center website and must be signed off by the Transfer Center Director. Students will take the completed form to the UCLA Extension Office for processing. Note: Cross Enrollment policy only applies to non-UCLA Extension courses. Students get last priority for registration.

D11: Transfer Website Index

The Transfer Center website at Pierce College is accessible through the main campus homepage (left side bar). It provides detailed information for students interested in transferring to a four year college or university. The website is organized as follows

Left Navigation Menu
- ❖ Transfer Homepage
- ❖ Workshops & Events
- ❖ Transfer Appointments
- ❖ Choose a Major
  - Links to Career Center Website
- ❖ TAG Transfer Guarantees
  - Schedule an appointment with the Pierce TAG Counselor
  - UC Transfer Admissions Guarantee
  - UC TAG Criteria
  - UC TAG Application – Transfer Planner
  - Pepperdine
  - Arizona State University TAG
  - Western Oregon State University TAG
- ❖ Transfer Statistics
  - Pierce College 2014
  - Pierce College 2013
  - Pierce College 2012
  - Pierce College 2011
  - Pierce College 2010
  - UCLA Transfer Statistics by major
  - Pierce Honors Program to UCLA Letters & Science majors 2012
  - Cal Poly San Luis Obispo Student Profiles
  - Berkeley Transfer Admission
  - California Community College Transfer Data System
  - San Jose State Transfer Statistics by major

Left Navigation Menu continued
- ❖ Associate Degree Transfer
  - ADT Frequently Asked Questions
  - Administration of Justice
  - Anthropology
  - Business Administration
  - Communication Studies
  - Early Childhood Education
  - Economics
  - Geography
  - Journalism
  - Mathematics
  - Music
  - Political Science
  - Studio Arts
  - Spanish
  - Theater
- ❖ Transfer Support
  - How to use Assist.org
  - How to choose a Transfer University
  - How to ask for a letter of recommendation
  - Transfer Basics
  - Transferring to a UC
  - How to Choose a Major
  - What is TAG?
  - GPA Calculator
  - Math/English Sequence Chart
  - Transferring to a CSU
  - When to Apply to Transfer?
  - Manage your College Courses with myEdu
  - Associate Degree for Transfer FAQs
- ❖ Articulation Agreements
- ❖ General Education Plans
- ❖ Major Prep UC/CSU
- ❖ Weekly Email Newsletter
- ❖ Tweets by @PierceCTC

Announcements
Updated frequently
- UC TAG & STEM Counseling! Click to schedule an appointment
- Attend a Transfer Workshop! Click for schedule
- ❖ Common Application Link
- ❖ CSU Application Link

Transfer Center Website Index (Continued)

UC Transfer Info
- UC Transfer Admission Planner
- UC Application Workshop Slides
- ❖ UCLA Information
  - Pierce Honors Program
  - Top Five Tips for Successful Transfer Transition
  - Transfer Admission to UCLA School of Nursing
  - Transfer Admission to UCLA School of Engineering
- ❖ Links to UC Campuses
  - UC Berkeley
  - UC Davis
  - UC Irvine
  - UC Los Angeles
  - UC Merced
  - UC Riverside
  - UC San Diego
  - UC Santa Barbara
  - UC Santa Cruz
- ❖ Other UC Links
  - UC Transfer Admissions Planner
  - UC Cost of Tuition
  - How to transfer to a UC Workshop
  - Writing your personal statement workshop
  - UC Transfer Information
  - Assist
  - UC Admissions Website
  - Want to go to UC Berkeley?
  - Meet with UC Santa Barbara Admissions
  - TAG Transfer Admissions Guarantee
  - UC Statewide Transfer Prep Paths
  - UCLA Transfer Admission Guide
  - Personal Statement Tips
  - Writing your personal statement workbook
  - Cross Enrollment – Class at a UC for only $42 per unit
  - UC Appeals Workshop

CSU Transfer Info
- CSU Transcript Deadlines
- CSU Application Presentation
- Application Instructions
- Application Help Movies
- Application Deadlines
- Associate Degree for Transfer
- ❖ CSU Campus Links
  - CSU Bakersfield
  - CSU Channel Islands
  - CSU Chico
  - CSU Dominguez Hills
  - CSU East Bay
  - Fresno State
  - CSU Fullerton
  - Humboldt State
  - CSU Long Beach
  - CSU Los Angeles
  - Cal Maritime Academy
  - CSU Monterey Bay
  - CSU Northridge
  - Cal Poly Pomona
  - Sacramento State
  - CSU San Bernadino
  - San Diego State
  - San Francisco State
  - San Jose State
  - Cal Poly San Luis Obispo
  - CSU San Marcos
  - Sonoma State
  - CSU Stanislaus
- ❖ Helpful CSU Links
  - CSU Mentor
  - CSU Application Help Movies
  - A Degree with a Guarantee
  - Pierce Transfer Degrees
  - CSU Local Admission Area
  - CSU Degree Search
  - CSU Application Status Report
  - CSU Impaction Website
  - Cal Poly SLO Major Prep info
  - CSU Information for Counselors
  - Assist
  - CSU Application Workshop
  - CSU Impacted Programs
  - CSUN GE Path to Minor
  - CSU Transcript Info
  - CSU Cost of Attendance
  - AA/AS-T Workshop
  - CSULB Major Prep Info

Private & Out of State Transfer Info
- Course agreements between Pierce and private or out of state schools
- ❖ Private Transfer
  - Private California Schools IGETC Accepted Here!
  - The Guide to Private California Universities
  - CaliforniaColleges
  - USC Transfer Planning Guide (TPG)
  - USC GE Plan
  - Pepperdine University
  - Pepperdine Graziadio School of Business
  - California Private College GE Info
- ❖ Out of State Transfer
  - Reduced Out of State Tuition Western Undergraduate Exchange "WUE"
  - Out of State schools that accept IGETC
  - Arizona State University Guaranteed Admission & Transfer Credit Guide
  - Western Oregon State University TAG Western Oregon U!
  - Search for colleges across the US – US Colleges and Universities
  - U-CAN University & College Network
  - Power Point on Out of State Transfer
- ❖ Applying
  - Pierce College Common App Tips
  - Pierce College Common Application Forms Procedures
  - The Common Application
  - Common Application Help Center
  - Common App School Requirements
  - College Report Instructions
  - Application Fee Waiver

Transfer Center Website Index (Continued)

Scholarships
- Pierce Scholarships
- NEW Scholarship List
- Paying for College Student Resource Guide
- Undocumented Students Scholarships
- Undocumented Students CIFE
- Pepperdine Business & Management Scholarship

University of the Month Archives
- Cal Lutheran
- CSU Channel Islands
- San Francisco State University
- UC Riverside
- UC Santa Cruz
- University of Texas at Austin

University Research
- Eureka find a transfer university for your major use site ID code TSGEYKW
- Noodle College Search Tool
- Compare Colleges by Ranking
- Big Future College Search
- Find Your College Match Worksheet
- College Portraits

Transfer Guides
- CSUN Academic Planning Guide
- UCLA Transfer Guide
- USC Transfer Guide
- USC Transfer Planning Guide
- Eureka-find a transfer university for your major use site ID code TSGEYKW

University Courses
- California Virtual Campus: online course database
- Cross Enrollment – take a class at a UC for only $24 per unit plus Pierce unit fees
- Notice: CSUN is not accepting Cross Enrollment Students

Major Advisement Sheets
- Law School Information
- Health Majors
- K-12 Teaching
- Architecture

Articulation Agreements
- LACCD Pass-Along Database
- ❖ California Private & Independent Colleges and Universities
  - Academy of Art University
  - American Jewish University
  - Antioch University
  - Azuza Pacific University
  - Biola University
  - California Lutheran University
  - Don Bosco Technical Institute: CSU GE Breadth Certification Agreement
  - Fashion Institute of Design and Merchandise (FIDM)
  - Fashion Institute of Design and merchandise (FIDM): CSU GE Breadth Certification Agreement
  - Heald Colleges: CSU GE Breadth Certification Agreement
  - Humphreys College
  - Loma Linda University
  - Los Angeles Film School
  - Loyola Marymount University (LMU)
  - Mount St. Mary's College
  - National University
  - Pepperdine University (Malibu) Seaver College
  - Pepperdine University (Los Angeles) Graziadio School of Business B.S. in Management
  - San Joaquin Valley College
  - University of LaVerne
  - University of the Pacific Undergraduate
  - University of the Pacific Pharmacy Program
  - University of San Francisco
  - University of Southern California (USC)
  - University of Southern California (USC) Business Administration
  - University of Southern California (USC) Engineering
  - University of Southern California (USC) Pharmacy
- ❖ Out of State Colleges and Universities
  - Arizona State University
  - Kansas State University
  - Oregon State University
  - University of Hawaii
  - University of Oregon

D12: Website Resources for Transfer

Website Resources for Transfer
- www.assist.org - A repository of articulation information between California Community Colleges and California Public Universities.
- www.csumentor.edu - Information about individual campuses of the California State University System, including virtual tours, financial aid, self-assessment, major selection, and applications.
- www.ucop.edu - Information about the University of California, including applications, majors, and links to each of the individual campuses.
- www.collegesource.org/home.asp - A website that maintains catalogs and websites for all colleges and universities in the United States.

Essential Websites for Transfer
UC
www.universityofcalifornia.edu
www.admission.universityofcalifornia.edu/counselors/transfer/index.html
www.admissions.ucla.edu
CSU
www.csumentor.edu
http://adegreewithaguarantee.com/

Private & Out of State
www.usc.edu/admission/undergraduate
www.aiccu.edu

Miscellaneous

Rankings and College Search:
www.review.com
http://www.usnews.com/education
www.californiacolleges.edu
www.eureka.org
Online classes in California:
www.cvc.edu
Career Websites
www.californiacareers.info
www.labormarketinfo.edd.ca.gov
Financial Aid/Scholarship
www.fastweb.com
http://www.piercecollege.edu/offices/financial_aid/scholarships.asp

E: Associate Degrees & Certificates

E1: Associate Degrees

Associate Degree Requirements
The AA Degree has the following common requirements (Title 555063)

1. UNIT REQUIREMENT: A minimum of 60 semester units in degree applicable courses.

2. GENERAL EDUCATION REQUIREMENT: For every major, students must complete a series of courses that make up the general education requirement of the degree. While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement. Policy on general education fulfillment for students with prior degree: Local Los Angeles Community College District associate degree general education requirements are fully satisfied by students who have an Associate, Baccalaureate or

higher degree from a United States regionally accredited institution. (Pierce Curriculum Committee 05/14/2010) However, students must still meet English & Math competency requirement (see below).

3. MAJOR REQUIREMENT: In addition to the general education requirements, each degree requires a major. Effective for students admitted to a community college for the fall 2009 term, or any term thereafter, each course counted toward the major requirement must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis. A course may be used to satisfy both a general education requirement and a major requirement. See catalog for majors and areas of emphasis offered at Pierce College.

4. SCHOLARSHIP REQUIREMENT: A minimum "C" (2.0) cumulative grade point average in all courses used toward the degree.

5. RESIDENCY REQUIREMENT: (BOARD RULE 6201.13) A minimum of 12 of the units used toward the degree must be completed in residence at Pierce College.

6. COMPETENCY REQUIREMENT: (LACCD E-79) The following courses and examinations are approved to meet the competency requirement for the Associate Degree for all students entering Fall 2009, or any term thereafter, as defined in Board Rule 6201.12

   Mathematics Competency
   The competency requirement in mathematics for the Associate Degree may be met by completion of one of the following:
   1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Mathematics 125 or any higher-level mathematics courses with a prerequisite of at least mathematics 125 or its equivalent.
      OR
   2. A score of 3 or higher on one of the following AP Exams:
      Calculus AB
      Calculus BC
      Statistics
   3. Complete the college assessment exam in mathematics and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement.

   Reading & Written Expression Competency
   The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following:
   1. Completion of English 101 (or its equivalent at another college) with a grade of "C" or better.
      OR
   2. A score of 3 or higher on one of the following AP Exams:
      English Language and Composition
      English Composition and Literature

Advanced Placement Tests *(AP Tests)*
Students may be allowed advanced credit for Advanced Placement Tests with scores of 3, 4, or 5.

Students should be aware that AP Exams is evaluated by corresponding Pierce courses and their credit. If a student takes an equivalent Pierce course, a deduction of unit credit for the duplication will be made. It will be counted as a repeat.

Pierce Credit Advanced Placement Tests (AP Tests)
Pierce College allows course and unit credit for certain AP Exams to be applied to meet specific requirements within the Associate Degree. Refer to the college catalog for the chart of AP units.

Units Completed At Foreign Institutions
Students who have completed coursework from foreign institutions, and wish to apply this work toward a Local Associate Degree, must have the record evaluated by an outside agency. There are a number of agencies offering

foreign credentials evaluation services. Applications for several different foreign credential evaluation agencies may be obtained from the Counseling Office website. Note that this service can be costly. This evaluation will only be used for the Local Associate Degree. The four-year schools typically will not use this sort of evaluation. They have their own evaluators and will conduct their own evaluations of foreign courses. *(Remember that foreign coursework cannot be applied to IGETC or CSUGE unless the foreign institution is U.S. regionally accredited. E.g. John Cabot, Rome)*

When the student returns with the translated foreign evaluation report the counselor should fill out the Pass Along information.

There is no limitation on transfer credit from approved foreign coursework. Students will still need to meet the 12-unit minimum residence requirement at Pierce in order to be eligible to receive their degree from Pierce College.

- **Note:** The English Composition Requirement must be satisfied at an U.S. Regionally Accredited College or University. They cannot use foreign courses to fulfill these requirements on the Associate Degree.

Catalog Rights

For these purposes, a catalog year is defined as beginning with the fall semester through the subsequent summer. A student remaining in continuous enrollment (no more than one semester absence within an academic year not including winter & summer) in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or
2. allow students to select an intervening catalog in years between the time the student began continuous enrollment and time of graduation, or
3. at the time of graduation.

For the sole purpose of satisfying graduation competency requirements, students entering the Los Angeles Community College District prior to Fall 2009 who remain in continuous attendance within the LACCD may graduate from any LACCD College by satisfying graduation competency by either:

1. fulfilling competency requirements in place at the time the student began such attendance within the district, or
2. fulfilling competency requirements in place at the time of graduation.

For the purposes of implementing this policy, the college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or
2. require a student changing his/her major to complete the major requirements in effect at the time of the change.

The college's policy shall be developed in consultation with the college Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy, and published in all college catalogs under appropriate headings.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

Associate Degree for Transfer (ADT) Degree Requirements

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is granted upon successful completion of a program of study with a minimum of 60 semester CSU transferable units with an overall average grade of C or higher. The following is required for all ADT degrees for transfer to the California State University system:

1. Completion of a minimum of 60 CSU-transferable semester units.
2. Maintaining a minimum grade point average (GPA) of at least 2.0 (C) in all CSU-transferable coursework. Note that while a minimum GPA of 2.0 (C) is required for admission, some majors/campuses may require a higher GPA.
3. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. *(Please note: Students transferring to CSU must complete IGETC Area 1C.)*
4. Completion of a the units required for the ADT major as detailed in the "Majors and Areas of

Emphasis" section of the catalog. All courses in the major must be completed with a grade of C or higher, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063). Visit Transfer Center Website for ADT degrees offered by Pierce
http://www.piercecollege.edu/offices/transfer_center/associatetransferdegree.asp

Academic Honors

Awards - Graduating students of outstanding personality, scholarship, and leadership are recognized through the yearly presentation of awards within the several departments of the College. Recipients of these awards are determined through department procedures.

President's Honor List - Students who have appeared on the Full-time or Part-time Dean's Honor List for three or more consecutive semesters will be placed on the President's Honor List. A notation of this award will appear on the student's transcript.

Dean's Honor List - Each semester a list is published containing the names of students who have completed 12 or more units of graded classes (Pass/No Pass and incompletes are not included) during the preceding semester with a grade-point average of 3.5 or better. Part-time students may also receive recognition through the Part-time Dean's List, which honors students who have completed a minimum of 12 graded units at Pierce and 6 to 11 units of graded course work with a GPA of 3.5 or better in the current semester. For more details about the Part-time Dean's List, contact the Admissions and Records Office. A notation of this award will appear on the student's transcript.

President's Award - The student must have maintained a 3.0 GPA for all college work, successfully participated in co-curricular activities, demonstrated leadership, served both the College and the community, and exhibited desirable personal qualifications.

Petitioning for the Associate Degree
Students must petition for the Associate Degree through the Graduation Office during the appropriate filing periods. These filing dates are available in the Graduation Office. Encourage students to apply early in the petitioning period.

Applying for Additional and Concurrent Associate Degrees
Additional Associate Degrees: Students who have previously earned an associate degree from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:
1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.
2. Completion of a minimum of six (6) units in the major at the college awarding the degree. Major course requirements completed in previous degrees awarded can be used again for additional degrees. For the Associate Degrees for Transfer (ADTs), there is no major unit minimum requirement that must be completed at the college awarding the degree, residency rules still apply (any 12 units at the college awarding the degree).
3. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
4. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
5. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.

Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.
5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
6. The LACCD does not offer double majors.

Graduation Ceremony
The graduation ceremony is held in the spring semester. There is only one ceremony per academic year.

Associate Degree Evaluation Checklist
- Count units. Does/will the student have the 60 Associates Degree applicable units?
- Has the student completed Math & English competency requirements?
- Total grade point average. Is it 2.0 or higher?
- Has the student completed the general education courses for the Associate Degree, IGETC or CSU GE?
- Has the student completed the major courses with a "C" or higher?

E2: Certificates of Achievement and Department Certificates

Certificates of Achievement and Department Skills Certificates are made up of courses that focus specifically in one career area, and do not include General Education classes. Certificates of Achievement usually vary in length from 18 to 40 units (see Catalog). Department Skills Certificates usually have fewer than 18 units and are awarded by the department (see Department Chair for requirements and awarding of certificates). Please note that Department Skills Certificates are not a valid major that can be listed on an SEP.

F: Financial Aid and Scholarships

F1: Financial Aid Counseling

What is a Financial Aid Counselor?
A Financial Aid Counselor counsels and assists financial aid students in developing education plans, selecting classes, and evaluating transcripts for LAPC certificates, A.A./A.S./ADT degrees, and Transfer.

Duties and Responsibilities Include:
- Provide Academic Counseling to Financial Aid Students on LAPC's Certificate Programs, A.A./A.S./ADT Degree Requirements.
- Provide Academic Counseling to Financial Aid Students on UC/CSU, Private, and Out Of State Transfer Requirements.
- Provide General Counseling to Financial Aid Students relating to Career Choices and Personal Issues.
- Assists students with their Educational Goal, Education Plan, and Selection of Classes.
- Update students' selected "Program of Study" including educational goal and/or major
- Provide Academic Counseling to Financial Aid Students who are on Financial Aid Probation and/or Suspension.
- Evaluate Academic Transcripts from Other Colleges and Universities for certificate, A.A./A.S./ADT degrees, and transfer programs.
- Develop comprehensive student education plans (SEPs) for Financial Aid Petitions
- Develop abbreviated student education plans (ASEPs) for ESL Certification required for Basic Skills students enrolled in only ESL courses
- Assist financial aid staff to determine financial aid eligibility for relevant courses on the Student Education Plan.
- May participate in Financial Aid Appeal Committee meetings.
- Assist Financial Aid Students in understanding and receiving financial aid.
- Serve as a liaison between the Counseling and Financial Aid Departments.

F2: Financial Aid General Information

Students must generally meet the following minimum requirements to be considered for financial aid.

a. Be a U.S citizen or an eligible non-citizen (a permanent resident who has valid documentation from the U.S. Department of Homeland Security (DHS) verifying that his/her stay in the U.S. is for other than a temporary purpose).
b. Be a financial aid eligible students making Satisfactory Academic Progress in a program of study leading to an AA, AS, ADT Degree, Certificate, or Transfer
c. Not be in default on any federal student loan
d. Not owe a refund or overpayment on any State/Federal-funded educational grant
e. Registered with the Selective Service System, if you are a male between 18 and 25 years old.
f. Have a valid Social Security Number
g. Received a high school diploma; OR Passed a high school proficiency examination; OR Received a certificate for General Education Development (GED)

Note: Undocumented students who meet AB540 requirements (attended high school in California for 3 or more years and earned a high school diploma or its equivalent) and GPA requirements can qualify for State-funded grants through the California Dream Act. Students should file the California Dream Act application at www.caldreamact.org instead of the FAFSA application. All students who meet the above requirements should file the FAFSA application at www.fafsa.ed.gov.

F3: Financial Aid Policies & Procedures

To receive financial aid, a student must be enrolled in an eligible Program of Study and make Satisfactory Academic Progress (SAP). Los Angeles Pierce College (LAPC) has adopted the following policies and procedures which contain elements specified in federal regulations.

PROGRAM OF STUDY
Student must be enrolled in an eligible program of study. Declaring a program of study allows financial aid to determine the amount of time or maximum time frame a student will receive financial aid at LAPC.
An eligible program of study is defined as one of the following:

A. **Certificate Of Achievement**
   a. Programs below 16 units are not eligible for financial aid
   b. Programs with 16 or more units are eligible for financial aid.

B. **Associate Degree** (AS or AS)

C. **Two-year academic transfer program that is acceptable for full credit toward a Bachelor's Degree** (ADT or Transfer)

MAXIMUM TIME LENGTH
The amount of time a student will receive financial aid at a community college depends on the student's selected program of study. All financial aid students will be expected to complete their program within 150% of the published length of the program. Students enrolled in a 60 unit AA/AS/ADT or 4-year transfer programs will be expected to complete their program by the time they attempt 90 units. Students enrolled in vocational or certificate programs of less than 60 units will be given a maximum time frame (attempted units) that is 150% of their program's length.

SATISFACTORY ACADEMIC PROGRESS (SAP)
Students must meet Satisfactory Academic Progress (SAP) standards reviewed at the end of each semester to maintain Financial Aid eligibility. LAPC has adopted the following satisfactory academic progress (SAP) standards.
To meet Satisfactory Academic Progress (SAP) standards, students must:

A. **Maintain a 2.0 or higher cumulative GPA** (Grade Point Average)

B. **Complete a minimum of 67% of <u>cumulative</u> units attempted**

 a. Classes with grades of A, B, C, D, and CR (credit) are considered completed

 b. Classes with non-grades of F, Incomplete (INC), No Pass (NP), and/or Withdrawals (W) will not be considered as completed AND will count as an attempt

 c. All units attempted at LAPC and other colleges within LACCD will be considered

C. **Have attempted fewer than ninety (90) units for students who indicate an AA/AS/ADT degree and/or transfer program as their educational goal**

 a. Remedial ESL and other remedial classes classified as Basic Skills are excluded from the ninety unit limit

 b. In Progress (IP) grades count as attempted units for the maximum time frame only.

The below factors are also considered during the Satisfactory Academic Progress (SAP) reviews.

- Current and previous coursework attempted at any college WITHIN the LACCD.
- Consortium class units for students aided under a consortium agreement with colleges outside of the LACCD.
- Transfer units from institutions OUTSIDE the LACCD. Transfer units are added when official transcripts are submitted to the Admissions & Records Office.

APPLICATION OF SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

A. Satisfactory Academic Progress (SAP) is reviewed at the end of each payment period or semester (SUMMER, FALL/WINTER, and SPRING). Fall and winter are combined as one semester.

B. Students will receive a **"Warning Letter"** by mail or email if they were initially in good standing but did not meet one or both of the below SAP standards at the end of their most current semester:

 a. Cumulative GPA is less than 2.0

 b. Cumulative non-grades are greater than 33%

Students who receive a "warning" <u>WILL CONTINUE</u> to be eligible for Financial Aid for the following term of enrollment at the LACCD.

C. Students will be "**Disqualified"** if they have one or more of the following:

 a. Cumulative GPA is less than 2.0 following a semester which the student received a Warning Letter

 b. Cumulative non-grades are greater than 33% following a semester for which the student received a Warning Letter

 c. Total attempts (excluding Remedial ESL and Basic Skills/Remedial classes) are equal to or greater than 90 units

 d. An Associate or higher degree has been earned outside the LACCD. Degree information received and posted to the district Student Information System during a semester will be evaluated for the following semester for potential disqualification.

Students who are disqualified from financial aid eligibility will be notified by mail or email and receive information regarding the petition process.

D. Students will receive **"Advisory Letters"** at the end of the first semester where their number of units attempted reaches or exceeds 45 units.

E. Students disqualified at any college in the LACCD are disqualified from ALL colleges within the LACCD.

F4: Financial Aid Petitions

Los Angeles Pierce College has two types of petitions (Reinstatement and Extension) after disqualification depending on the reason(s) for a student's loss of financial aid eligibility. Please advise students to speak directly with the Financial Aid Department for more information on their specific circumstances and reason(s) for disqualification.

PETITION FOR REINSTATEMENT OF FINANCIAL AID

If a student has been disqualified for financial aid due to any or all of the following reasons: 1) Cumulative GPA below 2.0 AND/OR 2) Cumulative non-grades are greater than 33%, the student needs to submit the **"Petition for Reinstatement of Financial Aid"** form.

Please review the link below for additional information and deadlines. You can access the form under the heading "Petition for Financial Aid forms:" http://www.piercecollege.edu/offices/financial_aid/forms.asp

Students need to review the guidelines for the petition and complete all the requirements on the petition form. Per Federal guidelines, students need to explain:
   a. Why they failed to maintain SAP(Satisfactory Academic Progress)
   b. If there were extenuating circumstances (such as illness, injury, death of a family member, or other special circumstance) that affected their ability to do well academically - these items should be noted. Documentation should be provided if available.
   c. What has changed that will allow them to now meet the SAP requirements

Note: An appointment with a Financial Aid Counselor or a Counselor in another area is highly recommended but not required for a Petition for Reinstatement.

PETITION FOR EXTENSION OF FINANCIAL AID

If a student has been disqualified for financial aid due to any of the following reason: 1) have 90 or more attempted units OR 2) have an Associated Degree or higher, the student needs to submit the **"Petition for Extension of Financial Aid"** form.

Please review the link below for additional information and deadlines. You can access the form under the heading "Petition for Financial Aid forms:" http://www.piercecollege.edu/offices/financial_aid/forms.asp

Students need to review the guidelines for the petition and complete all the requirements on the petition form. Per Federal guidelines, students need to explain:
   a. Why they failed to finish their academic goal (AA, transfer, or vocational certificate) within the maximum time frame.
   b. If there were extenuating circumstances (such as illness, injury, death of a family member, or other special circumstance) that affected their ability to complete their educational goal within the maximum time frame - these items should be noted. (Documentation regarding these circumstances should be included in the petition.)
   c. When they will finish their academic goal at LAPC
   d. What has changed that can assure LAPC (and the Department of Education) that they will finish their academic goal.

Students also need to **Schedule an Appointment** with a Financial Aid Counselor or a Counselor in another area to develop a **Student Education Plan (SEP)** to Petition for Extension of Financial Aid. Students should be prepared to discuss their specific educational goal (AA, vocational certificate, or transfer) AND major at the meeting with the Counselor. Counselor should only list coursework on the SEP that directly applies to the student's stated goal. Students are recommended to have on file in the admissions office official transcripts from all colleges attended outside the LACCD district; unofficial transcripts at minimum are required to develop the SEP.

Note: If the petition is granted, students will **ONLY** be eligible to receive financial aid for classes listed on their SEP and approved by the Financial Aid Office. Classes not listed on the SEP will not be eligible for financial aid. Classes **ONLY** relevant to the students' educational goal and major can be listed on the Financial Aid SEP.

PETITION PROCESS

At LAPC there are two (2) levels in the petition process for each type of petition (reinstatement or extension).
   a. The first-level petition is reviewed by a committee. The result of the petition will generally be provided to the student in writing to the student's LACCD email within 30 calendar days. If the first-level petition is denied, the student may submit a second-level petition. The second-level petition form is available in the Financial Aid Office and on the Financial Aid website. During peak periods, which are July through September and January through February, the review process may take up to six (6) weeks due to the number of petitions received.

b. The second-level petition is reviewed by the Financial Aid Administrator or designee. Students will be notified in writing to the student's LACCD email of the result of the petition within 14 calendar days.

c. An Administrative District Review may be initiated by the student who reasonably believes that the college, state, and/or federal guidelines were applied incorrectly, and therefore, adversely affected the student's financial aid status, rights and privileges. A request for Administrative Review can only be submitted after denial from the first-level and second-level petitions. An Administrative Review is conducted by a district-appointed administrator. Administrative Reviews must be submitted before the end of the specified semester for which the student is requesting reinstatement or extension of financial aid eligibility.

F5: Scholarships

Many scholarships are awarded at Los Angeles Pierce College each year. Criteria include scholastic achievement, financial need, participation in school activities, community service, honors and organizational affiliations. Additional elements may be reviewed, such as educational objectives which relate to a particular concentration, field of study, or major, place of residence or project and design portfolios.

Please visit the Financial Aid website for additional information on specific criteria and deadlines for LAPC awarded scholarships and scholarships from other community organizations.
http://www.piercecollege.edu/offices/financial_aid/scholarships.asp

G: Other types of Counseling available on Campus

EOP&S – EOP&S assists low income and educationally disadvantage students by providing financial and counseling support services. Students have to be eligible for financial aid in order to be a part of EOP&S program.

To qualify for the EOP&S program a student must:
- be a California resident
- be enrolled in 12 or more units each semester
- have fewer than 70 college units
- be eligible to receive a Board of Governors Fee Waiver (BOGW)
- be educationally disadvantaged as defined by EOP&S regulations

International Students – International students are referred to the department when they have questions about:
- status, visa, work permit
- taking courses at different institutions
- being able to take online/hybrid courses
- finding on-campus or off-campus employment and internships
- obtaining drivers license and social security card
- health insurance
- traveling to their home country or for vacation
- questions about their SEP

CalWorks/GAIN – Students are eligible for GAIN/ CalWorks if they:
- Receive CalWORKs (public assistance) for her/himself
- Have a child under 18 years of age
- Have or are in the process of developing a welfare-to-work plan which includes education or training
- Are enrolled in at least one class at Pierce College which meets their welfare-to-work goal
- Are approved by GAIN to receive post-employment or post-time limits services
- Are in good standing with CalWORKs, GAIN and the college

Students receiving SSI, General Relief, Unemployment Insurance, Cal-Fresh only (food stamps) or Medi-Cal only or who have no children are not eligible for the program.

Special Services (DSPS) – Students may qualify for services from the Special Services Department if any of the following apply:

Disabilities that limit one or more <u>major life activities</u> which cause educational limitations. Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Educational limitations describe how the disability makes learning difficult.

Examples of disabilities include, but are not limited to: learning, visual, hearing, medical (such as AIDS, cancer, diabetes, or asthma), former alcohol or drug addiction, environmental illness, ADD and ADHD, and psychological.

Any of the Special Services counselors can verify a student with a visible disability (for example, wheelchair or amputee).

Students with a learning disability have several possibilities for verification. While a student is still in high school, we can accept high school IEPs as verification of a learning disability. When the student graduates from high school, we require that the student be retested by our staff to get the most up-to-date information. Occasionally we will accept outside testing if it was done by a qualified professional within the last three years and using the tests required by the state.

All other students must provide proof of their disability by submitting documentation describing the disability signed by a professional qualified to certify that disability. In these cases, the student is responsible for obtaining the documentation and for any costs related to securing their verification.

NOTE: Students with a <u>temporary</u> disability may qualify for services if their condition lasts for 45 days or longer. These students must also bring in written verification of their condition (see "Provisional Services Policy").

CTE – Students are referred to Career and Technical Education department when students express interest and/or have question about gaining employment in the following majors or related grant funded programs: Nursing, Auto Mechanics, Child Development, Graphic Design, Technology, Addiction Studies, Industrial Technology, Computer Application and Office Technology, Electronics, Agriculture, Accounting, Business.

Guardian Scholars Program – Designed as a one-stop center to support current and former foster youth in achieving their educational goals to either complete a Certificate, Associates Degree, or Transfer to a university. The Guardian Scholars Program provides the following services:
- Meet with a designated Guardian Scholars staff in the Financial Aid Office
- Assist with the college admissions application
- Matriculation process: Assessment, Orientation, and Counseling
- Meet with a designated Guardian Scholars Counselor to develop your educational plan. To schedule an appointment email **guardianscholars@piercecollege.edu**
- Assistance with the Financial Aid and Chafee applications
- Determine eligibility for EOP&S Program
- Referral to other support services such as Special Services, Tutoring, Bookstore, Transfer Center, etc
- Participate in life skills workshops: Transfer process, Budgeting/Money Management, Health, Employment Readiness, etc.

H: Student Engagement

H1: Involvement with Student Government

How Students Can Become Involved with Student Government
Office of Student Engagement
Student Engagement Center (1st Floor of Library and Learning Crossroads [LLC])
Main Office Line: 818.710.2913

Pierce College is the educational home to 22,000 students from diverse backgrounds and educational goals. The Office of Student Life was established to provide an academic framework and campus connection for all Pierce

College students. The College's mission statement, which reads: "Pierce College is a student-centered learning institution that offers excellent opportunities for access and success in a diverse college community". This mission statement is the basis for providing excellent academic support for students.

The Office of Student Engagement assists students by:
- Introducing students to the Pierce College campus during Orientation and continuing to create a campus culture that promotes academic success, personal development, and leadership opportunities.
- Providing superior student programming in the areas of academic development, peer mentoring, study skill building, and time management.
- Developing student leaders and dedicating specific programming targeted at creating leadership and service-based opportunities on campus.
- Creating a space on campus for students to focus on their academic growth and development.
- Encouraging student-based initiatives that enable Pierce College students to contribute to the campus and local community.
- Fostering relationships with Pierce College administration, faculty, and staff on behalf of students.
- Celebrating academic benchmarks while providing follow-up interventions for students who require additional academic support.
- Creating an overall support system and a consistent academic presence for Pierce College students from pre-enrollment through graduation.

The Associated Student Organization (ASO)
Located in the Library and Learning Crossroads Building in the center of campus, the Student Engagement Center is the home for Associated Students Organization (ASO), the student government body of Pierce College. ASO serves as the "voice" for Pierce College students, and advocates for university policies and procedures to be student-centered.

ASO strives to improve student life through campus and community events. By collaborating with student clubs and organizations, ASO supports student development, diversity initiatives, cultural activities, and service-learning events.

ASO is committed to representing student interests by participating in shared governance. ASO is comprised of two distinct branches: The Student Senate, and The Club Council.

Each fall/spring semester, students elect (or opt-out) to pay the optional $7.00 ASO fee. These funds go towards funding student initiatives and club projects. This optional fee is also a requirement for a preferred parking permit.

The Student Senate
The Student Senate is a branch of ASO/Student Government that is comprised of student representatives from various academic departments at Pierce College.

ASO Senate meetings are held weekly during the fall/spring semesters. The meetings are consistently held on Tuesdays at 1pm. *All students are invited and encouraged to participate in Pierce College's practice of shared governance.*

The Club Council
The Club Council is the second branch of ASO/Student Government, and provides chartered student organizations and clubs a platform to plan and implement student-based initiatives. The Club Council is comprised of delegates from each club on campus, the Club Council President, and the ASO Advisor. Clubs can be formed by completing a Club Application Packet.

The ASO Executive Board/Officers
The ASO Executive Board/Officers is/are elected by popular vote by Pierce College students. To serve as an ASO Officer in the Executive Board, the student must:
1. Pay the optional ASO fee for each semester enrolled.
2. Be enrolled for a minimum of 5 units each semester.
3. Maintain a current and cumulative GPA of 2.0 or above.
4. Not be on academic or progress probation.
5. Not have completed over 80 units at the time of election.

6. Adhere to the policies set forth in the ASO Constitution and By-Laws, as well as the policies of LACCD and Pierce College.
7. Adhere to ASO Election Code.
8. Accept the decision of the ASO regarding any election dispute.
9. Accept the results of the final voting tally.
10. Attend Senate meetings every Tuesday from 1pm-3pm.

For more information, please contact:

Dr. Juan Carlos Astorga
Student Engagement, Dean
astorgjc@piercecollege.edu

Dr. Lara Conrady-Wong
Student Engagement Coordinator & Counselor
conradll@piercecollege.edu

H2: Intercollegiate Athletics

Intercollegiate Athletics at Pierce College
Intercollegiate athletic teams at Pierce College are part of the Western State Conference (WSC). Students athletes who desire to participate in intercollegiate athletics at Pierce College should be directed to meet with the Athletic Counselor regarding academic requirements for participation. Before being allowed to participate in intercollegiate athletics at Pierce College, student-athletes must meet with the athletic counselor to develop an educational plan.

The following are the procedures for students participating in intercollegiate athletics at Pierce College:
- Students expressing interest in participating in intercollegiate athletics should be informed of the high level of competition on the college level.
- Interested students should notify the head coach regarding their intentions to try out for the team as early as possible.
- All student athletes must meet with the Athletic Counselor, each semester to complete an educational plan, and review academic progress toward a degree, transfer and to determine eligibility.
- Student athletes must remain full-time with a minimum of 12 units during season of sport to meet eligibility requirements. Nine (9) out of the twelve (12) units must be academic units. Students who are Qualifiers (a status acquired by going through the NCAA Clearinghouse) have to meet a more stringent set of requirements than other populations' of student athletes.

I: On Campus Resource Referral

Academic Counseling Services Student Services Bldg, 1st fl 818.719.6440 http://www.piercecollege.edu/offices/counseling_center/ Academic counselors are available to assist you with many of your educational needs such as help in clarifying your values and goals; develop a student education plan (SEP); interpret articulation agreements with other colleges and universities, and much more.	**First Year Experience Center / New Student Programs (NSP)** LLC 5110 Lower Level of Library 818.610.6508 http://www.piercecollege.edu/students/nsp/ The mission of the New Student Programs (NSP) office is to serve the educational planning, matriculation, and adjustment needs of all new and first year Pierce College students. Drop-In Counseling, General Counseling Appointments, Career Counseling Appointments, and New Student Counseling Groups are offered through the FYE Counseling Center.
ASSIST.org www.assist.org ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.	**GAIN/CalWorks** Student Services Bldg, 2nd fl 818.719.6400 http://www.piercecollege.edu/offices/gaincalworks/ The GAIN/CalWORKs program serves all CalWORKs students attending Pierce College. A variety of services designed to support your educational, career and personal goals is offered, such as advocacy for child care, student education plans (SEP), work-study opportunities, child care in the campus Child Development Center for eligible children, and much more.

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Associated Students Organization Library Learning Commons 1st fl 818.719.6411 http://www.piercecollege.edu/offices/a_s_o/ The Pierce College student government organization supports the growth of Pierce College through active involvement with students, faculty, and staff. Our goal is to create a better environment for an overall academic experience through leadership and club participation.	**Health Center** Student Services Bldg, 2nd fl 818.710.4270 http://www.piercecollege.edu/offices/health_center/ The Student Health Center is committed to delivering expert medical care to students. Each student is given professional and cost effective medical attention. All registered students, regardless of insurance, are eligible for the same no charge or low cost care. Personal Counseling is also available to all currently enrolled students. The Health Center is committed to providing care to support your academic & personal well being.
Assessment Center Student Services Bld 1st fl 818.719.6449 http://www.piercecollege.edu/offices/assessment_center/index.asp The Assessment Center provides placement testing services for prospective and current students at Pierce College. The Assessment Center administers the placement test by appointment only. Test appointments can be made online using the college's online appointment system. The Assessment website provides resources for assessment prep and dates & times for preparation workshops.	**High School Outreach & Recruitment** Student Services Bldg 1st fl 818.710.3315 http://www.piercecollege.edu/students/high_school_outreach/ The High School Outreach and Recruitment Office (OAR) serves the surrounding West San Fernando Valley community by providing information regarding vocational, certificate, degree and/or transfer programs to Pierce College's local feeder high schools. OAR assists students with the Matriculation and Financial Aid processes and offers accelerated program options including concurrent enrollment courses for k-12 students.
Book Store College Services Bldg 818.710.3303 https://www.piercebookstore.com/ The Pierce College Bookstore provides for the sale of books and supply requirements connected with the academic programs of the college. Text book information is available online at	**ITV / The Weekend College** https://www.lamission.edu/itv/ **ITV** classes are transferable community college courses that combine instructional video with an interactive course website and weekend class meetings. The classes are specifically designed for working adults and busy students. Students enrolled in any of the Los Angeles Community College District (LACCD) colleges may enroll in these classes.
Career Center Student Services Bldg 1st fl 818.710.4126 http://www.piercecollege.edu/offices/career_center/ The mission of the Pierce Career Center is to educate and to serve the students of Pierce College in the career education, planning and development processes. Career Center services and resources provide assistance to students with the exploration of career options, the cultivation of a comprehensive employment and education plan, and the enhancement of job search techniques and strategies.	**International Student Services** Student Services Bldg 2nd fl 818.719.6417 http://www.piercecollege.edu/offices/international_students/index.asp The International Student Services Office assists future and current international students with questions about their status or academic goals. Students can schedule an appointment with the international counselor to discuss their educational plan and goals.
Center for Academic Success Library Learning Crossroads Bldg, 1st fl 818.719.6414 http://www.piercecollege.edu/departments/academic_success/index.asp The CAS is committed to helping students in need of academic support acquire the skills and tools necessary to meet their individual academic, vocational, or personal goals. All tutoring services are free to currently enrolled Pierce College students.	**Library** Library Learning Crossroads Bldg, 2nd fl 818.710.2833 http://library.piercecollege.edu/home The Pierce College Library serves all currently enrolled students, college faculty and staff, and members of the community. The library is a comfortable place to study, to investigate a topic of interest, or to enjoy reading a current book, periodical, or magazine. Please feel free to ask for assistance in using the library; a reference librarian is available to help you with your research questions.
Child Development Center 818.719.6494 http://www.piercecollege.edu/offices/child_development_center/ The Pierce College Child Development Center provides care and education for children whose parents attend Los Angeles Pierce College and for families in the surrounding community. As a State Preschool contracted agency, families must qualify under eligibility guidelines. Student-parents of the Los Angeles Community College District have first priority in the program. The student-parents must provide a class schedule; Parents must qualify under income guidelines designated by the State of California; 4 year olds have priority; then 3 year olds; then 2 and 5 year olds	**PACE Program** Village 8340 818.719.6485 http://www.piercecollege.edu/departments/pace/ PACE (Program for Accelerated College Education) is a two-year program offered at Pierce College and other locations designed to provide our students the ability to graduate in approximately two years. Most classes meet one evening a week for two hours and every other Saturday for four hours; semesters are eight weeks and there are five semesters in a school year, two in the fall and two in the spring and one over the summer. Students must attend a mandatory orientation prior to enrolling in PACE courses.

Copy Tech Bookstore Complex 818.710-3303 http://www.piercecollege.edu/offices/copytech/ Pierce College's High-Tech Document Production Center where students can make it, print it, and copy it, at the CopyTech! Copy Tech also issues picture ID cards to new students upon presentation of proof of enrollment (registration/fee receipt.)	**Special Services** Student Services Bldg, 1st fl 818.719.6430 http://www.piercecollege.edu/offices/special_services/ Students with disabilities, whether physical, learning, or psychological, are encouraged to contact Special Services as soon as possible to ensure that any accommodation may be validated and implemented promptly. Authorization, based on verification of disability, is required before any accommodation can be made.
Extended Opportunity Programs and Services Student Services Bldg, 2nd fl 818.719.6422 http://www.piercecollege.edu/offices/eops/ EOP&S is a state-funded support program designed to assist qualified low-income and educationally disadvantaged students in completing their educational goals with the assistance of financial and student support services. It is an invitational program open only to those who qualify and commit to participate in the program.	**Transfer Center** Student Services Bldg, 1st fl 818.710.4126 http://www.piercecollege.edu/offices/transfer_center/ The mission of the Pierce College Transfer Center is to help students successfully transfer to a four year institution. The Transfer Center offers aid to students in the transfer process to ensure a smooth and positive transition.
Financial Aid Office Student Services Bldg, 1st fl 818.719.6428 http://www.piercecollege.edu/offices/financial_aid The purpose of financial aid is to provide financial assistance to students, who, without such aid, would be unable to attend college. If students need help paying for books and other college expenses, have them contact the Financial Aid Office.	**Veterans Office** Student Services Bldg, 2nd fl 818.710.3316 http://www.piercecollege.edu/offices/financial_aid/veterans.asp If you are a veteran, thank you for your service to our country. The mission of the Pierce College Veterans Office is to provide a supportive environment for veterans and to assist them with the services they need to receive VA benefits and to successfully complete their educational goal at Pierce College. The Veterans Office is designed as a liaison between you as a veteran and the Veterans Administration. Our Veterans staff will forward all documents required by the Veterans Administration directly to the Muskogee Regional Office. Our email contact is pierce-veteran@piercecollege.edu

J: Student Services / Directories

J1: Student Services Administrators & Organizational Chart

Administrator Name	Position	Extension
Dr. Earic Dixon-Peters	Vice-President of Student Services	6418
Dr. Kalynda Webber McLean	Dean of Student Success	6567
Dr. Juan Carlos Astorga	Dean of Student Engagement	2248
Mr. William Marmolejo	Dean of Student Services	2955
Ms. Anafe Robinson	Associate Dean of Disabled Student Services	6516
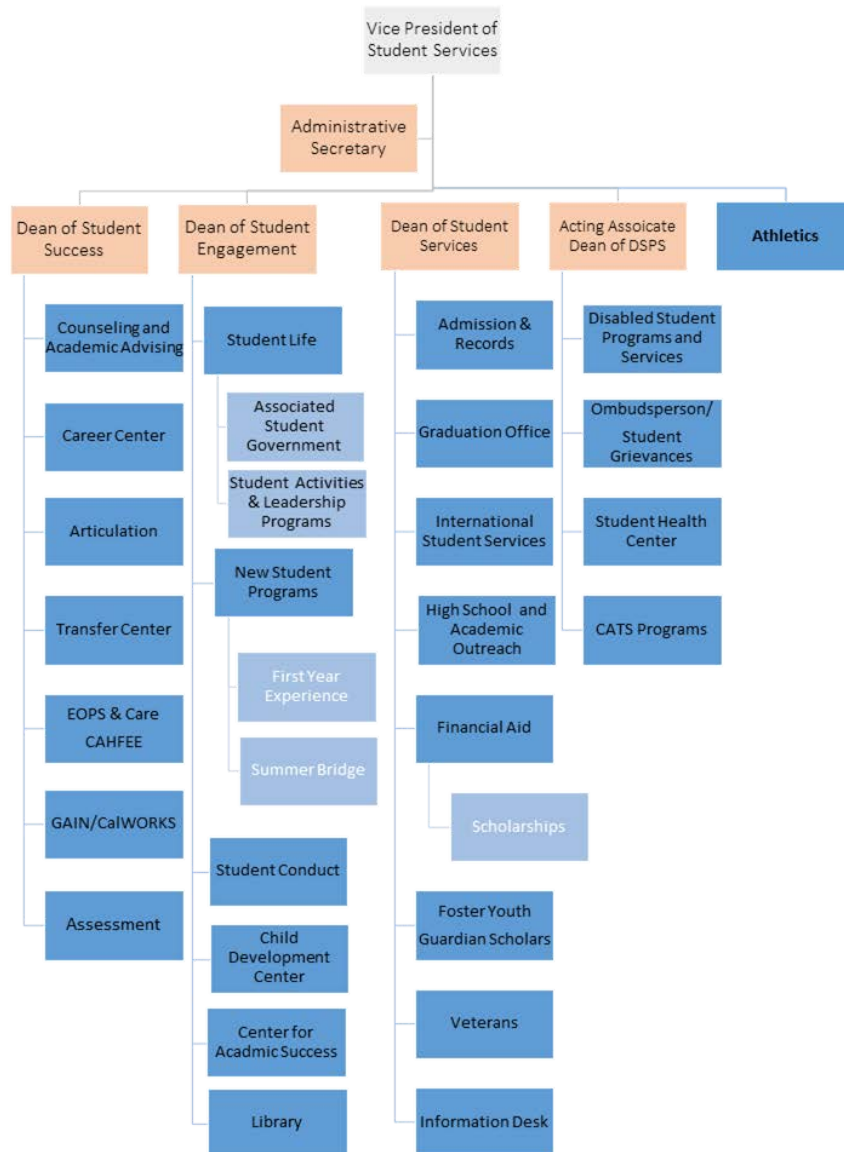
J2: Full-time Counselors

Name	Department	Special Assignment/ Department Liaison	Phone	Email
Conrady, Lara	Student Engagement		2538	conradl@piercecollege.edu
Desai, Mita	Counseling	Political Science/ Economics/Criminal Justice	2547	desaim@piercecollege.edu
Dompe, Rudy	Counseling	Department Chair Modern Languages; Kinesiology	4127	domperf@piercecollege.edu
Fine, Norine	Counseling	Business Administration; History/Humanities; Nursing	4341	finend@piercecollege.edu
James, John	Special Services	Psychology	6430	jamesj@pierceollege.edu
Lakin, Karen	EOP&S		2945	lakinkh@piercecollege.edu
Maduena, Jeanette	Counseling	Agriculture & Natural Resources; Computer Science; Psychology	4156	maduenj@piercecollege.edu
McCarthy, Tara	Counseling	Mathematics	4495	mccartta2@piercecollege.edu
Miller-Flemming, Alyce	Counseling	English; Speech Communication	4332	millerae@piercecollege.edu
Orellana, Diane	Counseling	Probation; Child Development	4356	orelladl@piercecollege.edu
Portillo, Marcela	FYE	Anthropological & Geographical Sciences; Industrial Technology	6570	portilm@piercecollege.edu
Quintero, Paul-Anthony	Counseling	Physics	2279	quintepa@piercecollege.edu
Robertson, Joseph	Counseling	Athletics; Library	4378	robersj@piercecollege.edu
Rodriguez, Cristina	Counseling	Articulation Officer Life Sciences	4338	rodrigcc@piercecollege.edu
Salter, Sunday	Counseling	Transfer Center Director Media Arts	2277	saltersc@piercecollege.edu
Samilton, Jawell	EOP&S		3380	samiltjb@piercecollege.edu
Sawyer, Robin	Counseling	Music; Theater & Dance	4377	sawyerra@piercecollege.edu
Strother, Elizabeth	EOP&S		2947	strothee@piercecollege.edu
Tadaki, Shelley	Counseling	Chemistry	2516	tadakiss@piercecollege.edu
Turcotte, David	CTE	Computer Applications and Office Technologies (CAOT)	4472	turcotdr@piercecollege.edu
Watson, Abigail	International	Art/Architecture; Philosophy/Sociology	4400	watsonac@piercecollege.edu
Zimring-Towne, Joanna	FYE	First Year Experience Director	6508	zimrinjb@piercecollege.edu