

• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

# Student Services & Academic Resources

## Student Services

Pierce College offers a broad array of support services for students. The division of student services exists to assist students in accomplishing their educational objectives and to provide opportunities for involvement in a number of co-curricular activities. Overall supervision is the responsibility of the Vice President of Student Services.

The Vice President of Student Services provides leadership and oversight of student services departments. The office ensures compliance with State and Federal laws and regulations. Student success is our highest priority. Students are encouraged to contact the Vice President of Student Services to provide feedback about our services and programs.

## Financial Aid

### What is Financial Aid?

The purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend college. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses. Financial aid is meant to supplement the family's existing income/financial resources and should not be depended upon as the sole means of income to support other non-educational expenses.

Financial aid is available from various sources such as Federal, State, institutional, community organizations and individual donors. Financial aid can be awarded in the form of grants, loans, work-study, scholarships, or a combination of these.

#### FINANCIAL AID SERVICE AREA OUTCOMES

The Service Area Outcomes of the Financial Aid Office at Pierce College are as follows:

1. Students apply for financial aid by March 2nd Cal Grant deadline.
2. Students complete their financial aid file by the May 1st priority deadline.
3. Students are aware of the financial aid process.
4. Students apply for the Fee Waiver program.

### Who is eligible for Financial Aid?

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

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be making Satisfactory Academic Progress in a course of study leading to a Certificate, AA or AS Degree, or Transfer to a Baccalaureate Degree Program.
- Not be in default on any student loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized or unsubsidized), Supplemental Loans to Assist Students (SLS), or FPLUS Loans (Parent Loans for undergraduate students) at any college attended.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with Selective Service, if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid Social Security Number (SSN).
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college or university.
- Received a high school diploma or its equivalent, or passed a high school proficiency examination.

### When to Apply

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

#### FOLLOW THE TIMELINE BELOW

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

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



• Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •

## How To Apply

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

*Note: Prior to completing the FAFSA, apply for your Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN allows you to electronically sign your FAFSA. If you are a dependent student, your parent may also apply for a PIN.*

### VERIFICATION POLICY

Federal verification requirements apply to the following programs:

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

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

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

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

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

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

## English As A Second Language (ESL)

Students taking only ESL classes must submit both an ESL Certification Form and a Student Educational Plan to the Financial Aid Office within the first semester. Both forms must be signed by an academic counselor. ESL Certification Cards are available in the Financial Aid Office and in the Counseling Center.

## Audited Classes

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

## Enrollment at Other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. You must maintain at least a one (1) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. For financial aid programs that are limited in funding, a six (6) approved unit minimum enrollment is required at the Home campus. Please note that if you are in an extension appeal due to Satisfactory Academic Progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP) you submitted with your appeal to the Financial Aid Office. If you are enrolled in classes not listed in your SEP, the units will not be included in the calculation of approved units. For further information, please contact the Financial Aid Office.

## ITV Classes

Students taking ITV courses must be enrolled in at least one (1) approved unit at the Home campus (the college that is processing their financial aid) in order to receive financial aid, provided eligibility exists. For financial aid programs that are limited in funding, students must be enrolled in a minimum of six (6) approved units at the Home campus; units from other colleges may not be combined for all other programs. Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College. Students enrolled only in ITV courses and wish to be considered for financial aid must apply at Los Angeles Mission College as the Home campus for financial aid purposes.

ITV classes are included in disbursements for all other classes.

## Tax Benefit

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

**American Opportunity Credit and Lifetime Learning Tax Credits** allow you or your parents to subtract a portion of your college costs from the taxes you owe each year when you file your tax return.

**Tuition and fees tax deduction and student loan interest deduction** allows you to subtract a portion of your tuition and fees from your taxable income and to deduct up to \$2,500 of the interest you pay on your student loan each year (or on any student loans you take out for your spouse's or child's education).

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

• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •



## Types of Financial Aid Available

### FEDERAL FINANCIAL AID GRANTS

#### Federal PELL Grant Program

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

NEW: Due to the Higher Education Opportunity Act (HEOA), students have a maximum lifetime PELL Grant eligibility of 600% (12 full-time semesters). Students may view their percentage of PELL Grant eligibility by logging into [www.nsls.ed.gov](http://www.nsls.ed.gov). The "Lifetime Eligibility Used" percentage will be displayed in the "Grants" section of the webpage.

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

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. There is a six (6) approved unit minimum enrollment requirement at the college where students are receiving financial aid. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Pierce College. FSEOG awards range upward from \$100 to \$400 per year, depending on need and packaging policy.

#### Iraq and Afghanistan Service Grant

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

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

The grant award is equal to the amount of a maximum PELL Grant for the award year – not to exceed the cost of attendance for that award year.

### STATE FINANCIAL AID GRANTS

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

#### Board of Governors Fee Waiver Program (BOGFW)

The BOGFW is offered by the California Community Colleges. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. Please note that payment of health fees is no longer part of the fee waiver. All BOGFW (fee waiver) recipients are required to pay the student health fee.

You are eligible to apply for a BOGFW if you are:

- A California resident, *and*
- You are enrolled in at least one unit.

You may qualify for a BOGFW if any of the following categories applies to you:

- a. At the time of enrollment you are a recipient of benefits under the TANF/CalWORKs Program (formerly AFDC), Supplemental Security Income/State Supplementary Program (SSI/SSP), or General Assistance Program (GA). You have certification from the California Department of Veterans Affairs or the National Guard Adjutant that you are eligible for a dependent's fee waiver. Documented proof of benefits is required.
- b. You meet the income standards as established by the Board of Governors. Check with the Financial Aid Office if you qualify.
- c. You are qualified based on financial need as defined by the state. To qualify under this criteria, you will need to complete the FAFSA to determine if you have need based on state requirements. If you qualify after you have paid your enrollment fees, you should go to the college Business Office to request for a refund.

### Cal Grants

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

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

**Deadline date:** First deadline is March 2nd prior to the start of the academic year. A second deadline for community college applicants is September 2nd, but we highly recommend that applicants meet the March 2 deadline when more funding is available.



- Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •

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

#### TYPES OF GRANTS AVAILABLE

##### Entitlement Grants

- **Cal Grant A** – provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a CA Community College first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- **Cal Grant B** – provides subsistence payments for new recipients in the amount of \$1,473 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.
- Cal Grant Transfer Entitlement Award is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

##### Competitive Grants

- Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.
- Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

##### Chafee Grant

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

##### Law Enforcement Personnel Dependents Grant Program (LEPD)

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

Grant awards match the amount of a Cal Grant award and range from \$100 to \$11,259 for up to four years.

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

##### Child Development Grant Program

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

##### California National Guard Education Assistance Award Program (CNG EAAP)

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

##### FEDERAL STUDENT LOANS (AID THAT YOU HAVE TO PAY BACK)

**CAUTION ABOUT STUDENT LOANS:** It takes time for a loan application to be processed by the college, lender and/or the government. It may be several weeks after an application has been accepted in the Financial Aid Office before the student receives the loan funds. Student loan funds are delivered to the student after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) approved units. Check with the Financial Aid Office or visit the website at [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid) for deadlines to request for a student loan.

##### PIERCE COLLEGE PARTICIPATES IN THE FOLLOWING LOAN PROGRAMS:

###### Federal Perkins Loan Program

The Federal Perkins Loan is an educational loan with a low (5%) fixed interest rate for students who have exceptional financial need. Loan amounts awarded within the Los Angeles Community College District are determined by individual colleges and the availability of funds. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Pierce College.

Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be enrolled at least half-time. A repayment period can be extended to 10 years. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principal.

• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

### Federal Direct Loan

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

- Subsidized Loans - students must demonstrate financial need; no interest is charged while in school or attending college at least half-time.
- Unsubsidized Loans - this loan is not based on financial need; interest is charged during all periods.
- PLUS Loan - Unsubsidized loans for parents of dependent students and for graduate/professional students. Interest is charged during all periods.

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

### PART-TIME EMPLOYMENT

#### Federal Work-Study (FWS)

The FWS program enables students to earn part of their financial aid award through part-time employment either on or off campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain a good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) approved units to be considered for this program. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Pierce College. FWS awards range upward from \$1,500 to \$4,000 per academic year, depending on need, packaging policy, and availability of funds.

#### Scholarships

Throughout the year, the college receives announcements on scholarship opportunities. The focus of each scholarship is different; some require good grades, some require financial need, and some are awarded to students who are majoring in certain area of study. The Financial Aid Office has a listing of current scholarship offerings. Interested students are urged to go to the Financial Aid Office for information and assistance or visit the Scholarship website at [www.piercecollege.edu/offices/financial\\_aid/scholarships.asp](http://www.piercecollege.edu/offices/financial_aid/scholarships.asp)

#### Summer Financial Aid

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

### How Financial Aid is Packaged

Once the student's financial aid eligibility is established, a "package" of aid is provided which may be a combination of grants, work-study, and loan funds.

Pierce College prefers to meet a student's need with a combination of grant(s) and self-help aid whenever possible.

Students will be notified via email, if email was provided on the FAFSA, when Aid Offer Letters are available for review in the Student Information System. In addition, students will be referred to read the Award Guide on the Financial Aid website which explains the responsibilities of the student and provides information on each award.

### Disbursement

Students who submit their required financial aid documents by the May 1st priority deadline may expect to receive their first financial aid disbursement during the first week of the Fall semester, provided that all established deadlines have been met.

New financial aid applicants to the LACCD will be issued a debit card, called myLACCDcard. The myLACCDcard is the key for unlocking student's refund preference. Students can choose to activate the card to receive financial aid disbursements or direct refunds to an account of their choice. It is critical that students update their address on file with Admissions and Records Office to ensure receipt of their debit card. If students do not choose a refund preference, financial aid refunds will be delayed.

The award amount reflected on the Award Notification is for full-time enrollment. Disbursements will be adjusted if enrollment is less than full-time at the time of disbursement. Supplemental disbursements occur throughout the academic year. Disbursements will be adjusted if enrollment increases or decreases. After the second disbursement run date of the each semester, no further award adjustments can be made. ***Any outstanding institutional debt will be deducted from the financial aid disbursement.*** Student must be an active student (enrolled in at least one approved unit) at Pierce College to be eligible for financial aid disbursement. Payment for late-starting classes will not be issued until the class begins. Students are encouraged to log-on the Student Information System (SIS) at [www.laccd.edu/student\\_information](http://www.laccd.edu/student_information) to view their refund information. Please note that the disbursement schedules are based on full-time enrollment. The actual refund amount will depend on the enrollment status at the time of the disbursement run. Please note that if you are in an Extension Appeal due to satisfactory academic progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP). If the class you are enrolled in is not listed on your SEP, the units will not be included in the calculation of approved units.

Full-time is considered 12 or more units per semester; three fourths time is considered 9-11.5 units per semester; half-time is considered 6-8.5 units per semester; less than half-time is 1-5.5 units per semester.

Federal PELL Grant is scheduled for payment twice a semester. FSEOG and Cal Grants are scheduled once per semester and require an enrollment of six (6) or more approved units. Federal-Work Study (FWS) is paid through payroll every two weeks. Federal Student Loans are disbursed in two equal payments, once per semester, for students attending two semesters in the academic year. Federal Student Loans require an enrollment of six (6) approved units. For students requesting a loan for one semester only, the loan will be disbursed in two equal payments within the one semester.

#### CHANGE OF ENROLLMENT

If your enrollment status changes during the semester please inform the Financial Aid Office. Your financial aid award may be modified to reflect the correct number of units in which you were enrolled at the time of the second disbursement run. The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent you from receiving federal financial aid from any institution.



• Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •



#### FEDERAL REFUND REQUIREMENTS – RETURN TO TITLE IV

The student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return of Title IV funds policy for a student who completely withdraws from a period of enrollment (i.e. semester). These rules assume that a student "earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be earned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

STUDENTS WHO RECEIVE FINANCIAL AID AND TOTALLY WITHDRAW FROM ALL CLASSES MAY HAVE TO REPAY SOME OF THE FEDERAL FUNDS RECEIVED PRIOR TO WITHDRAWAL.

All students receiving federal aid, who withdraw from the institution in the first 60% of the term, are subject to **Return Regulations**. The Financial Aid Office will calculate the amount of federal funds earned by the student up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned.

**Failure to repay these funds will result in the denial of future federal financial aid at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.**

If you owe a repayment, students will be notified in writing by the Financial Aid Office. The student will have 45 calendar days from the date of notification to repay; otherwise, a hold will be placed on the academic and financial aid records which will prevent the student from receiving college services and will jeopardize future financial aid.

It is advised that you contact the Financial Aid Office **before withdrawing** from all of your classes so you understand the results of your actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

### Determining Financial Need

Most financial aid awards are based on demonstrated financial need which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC).

COA minus EFC = Financial Need

#### COST OF ATTENDANCE

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

~~Other expenses may include, but are not limited to, child care expenses, vocational/technical expenses and handicapped expenses. Exceptions may be made to the budget in the cases where need can be shown and documented:~~

The cost of attendance is based on the Student Expenses and Resources Survey (SEARS) data and updated for three years of inflation using the estimated California Consumer Price Index.

The following table shows the estimated 2015-2016 9-month Cost of Attendance budget for a CA resident student living at home with parents and a CA resident student living away from parents:

	LIVING WITH PARENTS 9 MONTHS	LIVING AWAY FROM HOME 9 MONTHS
Fees	\$ 1,220	\$ 1,220
Books & Supplies	<del>\$ 1,746-1,764</del>	<del>\$ 1,746-1,764</del>
Room & Board	<del>\$ 4,599-4,770</del>	<del>\$ 11,493-11,970</del>
Transportation	<del>\$ 1,134-1,125</del>	<del>\$ 1,278-1,269</del>
Personal Expenses	<del>\$ 3,132-3,159</del>	<del>\$ 2,871-2,898</del>
Total	<del>\$11,831*-12,038*</del>	<del>\$18,608*-19,121*</del>

\*Non-resident tuition will be added to the Cost of attendance for students who are non-residents.

\*Child care cost of \$1,000 per academic year will be added to the Cost of Attendance to students who qualify.

~~Please note that this Cost of Attendance is estimated. The actual Cost of Attendance will be determined and provided to you in your Award Notification.~~

The financial aid office may also add the following to a student's cost of attendance, if applicable:

- Non-resident tuition cost plus \$46 enrollment fee
- Child Care cost - \$1,000 annually
- Direct Loan Origination/Insurance Fee - determined annually

#### EXPECTED FAMILY CONTRIBUTION

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contribution (EFC) are determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •



**CHILD CARE EXPENSES**

This is an adjustment to the Cost of Attendance provided to students with unusual and reasonable expenses for dependent/child care up to a maximum of \$1,000. If you are paying for Child Care expenses during the academic year, you must notify the Financial Aid Office in writing to request for an adjustment to your Cost of Attendance.

**TECHNICAL/VOCATIONAL EXPENSES**

Institutions may make adjustments for students in trade vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Animal Health Technology, Auto Mechanics, Photography and others where documentation is submitted to support the additional cost.

**HANDICAPPED EXPENSES**

As documented and in excess of amounts provided by other agencies.

**Student Rights and Responsibilities**

**RIGHTS**

All Los Angeles Community College District students who apply for and receive financial aid have a right to the following:

1. Information on all financial assistance available, which includes all Federal, State, and institutional financial aid programs.
2. Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
3. Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.
4. An explanation of how financial need is determined. This process includes establishing budgets for the costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on. Financial need is determined by the Central Processor from the information provided on the FAFSA.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid package is determined.

7. An explanation of various programs awarded in the student's financial aid package. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
8. An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that the student is required to repay. If the student received a loan, the student is informed about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation during loan counseling sessions.
9. Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
10. Knowledge of what facilities are available for handicapped students.

**RESPONSIBILITIES**

Students must take responsibility for:

1. Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
2. Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purposes of receiving financial aid, reporting a Cal Grant Grade Point Average, loan deferments, etc.
3. Enrolling in an eligible program, which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an eligible educational goal and major, and update changes with the Admissions and Records Office. Students who do not have a valid educational goal will be notified at the time of review of financial aid application and if students do not provide a valid educational goal with Admissions and Records will not be processed their financial aid.
4. Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (The SAP Policy is also in the college catalog).
5. Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
6. Completing all required financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. Intentional misreporting of information and intentionally committing fraud on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of Inspector General.



• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

7. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
8. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
9. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
10. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
11. Performing the work that is agreed upon in accepting a work-study award.
12. Knowing and complying with the deadlines for application or reapplication for financial aid.
13. Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

## Satisfactory Academic Progress Policy

### GENERAL INFORMATION

In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These standards apply to all students who apply for and receive financial aid from the programs listed below.

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

Satisfactory Academic Progress standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

### CONSORTIUM CLASSES

- All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
- For students aided under a Consortium Agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review. The District Student

Information System will collect, maintain, and utilize the number of outside units entered into the system for calculating student eligibility.

*Transfer coursework* from institutions outside of the LACCD will be used and evaluated for SAP standing. College Admissions & Records Offices (A&R) will record incoming units as indicated on transcripts.

### GENERAL REQUIREMENTS

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

- An educational program that leads to an associate degree, or
- An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a bachelor's degree, or
- An educational program which is at least a one-academic-year training program that leads to a certificate, degree, or other recognized educational credential and that prepares a student for gainful employment in a recognized occupation.

To meet satisfactory academic progress standards student must:

- Maintenance of a 2.0 or higher cumulative grade point average (GPA).
- Completion of a minimum of 67% cumulative units attempted.
- Entries recorded in the student's academic record as Incomplete (INC-I), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.
- Fewer than ninety (90) attempted units for students who indicated AA/AS Degree and/or transfer as their educational goal.
- ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. Students may receive federal aid for up to 30 units of remedial coursework.
- Students who have already earned an Associate or higher degree outside of the LACCD will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.

### APPLICATION OF STANDARDS

- Satisfactory Academic Progress for financial aid students will be determined at the end of each payment period/semester (summer, fall/winter, or spring semester).
- Students who are initially in good standing but now have a cumulative GPA of less than 2.0 and/or their cumulative non-grades are greater than 33% will receive Warning Letters but remain eligible for the following term of enrollment in the LACCD.
- Students who are disqualified from financial aid will be notified by email or mail and receive information regarding the petition process.
- Students disqualified at any college in the LACCD are disqualified at all colleges within the LACCD.

### DISQUALIFICATION

Students will be disqualified if they have one or more of the following deficiencies:



• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

- Cumulative GPA is less than 2.0 following a semester for which the student received a Warning Letter.
- Cumulative non-grades are greater than 33% following a semester for which the student received a Warning Letter.
- Total units attempted (excluding ESL and Basic Skills/Remedial classes) are equal to or greater than ninety (90).
- 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.

**WARNING LETTER**

Students will receive a Warning Letter (by mail or email) if they were initially in good standing (based on SAP standards) but at the end of their most current semester they show one of the following academic deficiencies:

- Cumulative GPA is less than 2.0.
- Cumulative non-grades are greater than 33%.

**ADVISORY LETTER**

Students will receive an Advisory Letter at the end of the first semester where their number of units attempted reaches forty-five (45).

**MAXIMUM TIME LENGTH**

Students who are attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), a Certificate, or completion of requirements for Transfer to a four-year college are allowed 90 attempted units in which to complete their objective.

Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.

**SHORT-LENGTH CERTIFICATE PROGRAMS**

Some certificate objectives in the LACCD colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.

The following table shows the normal completion time and maximum time for certificate programs of varying length.

UNITS REQUIRED FOR THE CERTIFICATE PROGRAM	NORMAL LENGTH	MAXIMUM LENGTH
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an A.A. or A.S. Degree, or to Transfer to a four-year school in addition to obtaining the certificate.

**PETITION PROCESS TO APPEAL FOR FINANCIAL AID DISQUALIFICATION**

If the student is disqualified due to not meeting progress, the student may submit a petition for reinstatement or extension of financial aid.

To submit a Petition for reinstatement or extension of financial aid, you must download the form at [http://www.piercecollege.edu/offices/financial\\_aid/forms.asp](http://www.piercecollege.edu/offices/financial_aid/forms.asp) and submit to the Financial Aid Office

before the established deadline. Please check the deadline dates at [http://www.piercecollege.edu/offices/financial\\_aid/assistance.asp](http://www.piercecollege.edu/offices/financial_aid/assistance.asp). There is no retroactive submission of petition forms; therefore, you must apply for financial aid and submit all required documentation by the established deadlines.

There are two (2) levels in the petition process at the college for each type of petition (reinstatement or extension).

1. The first-level petition must be 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. 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. 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.
2. 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.
3. 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 until 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.

**SUMMER AND WINTER FINANCIAL AID**

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress Standards. Summer is considered a separate semester for evaluation purposes. Winter term, as it is combined with fall semester for payment purposes, will be included with fall semester for SAP evaluation purposes.

**PETITION PROCEDURE FOR REINSTATEMENT OR EXTENSION OF FINANCIAL AID ELIGIBILITY**

1. To petition for reinstatement or extension of financial aid eligibility, a student must file the appropriate petition form to the Financial Aid Office (FAO). A student may obtain the appropriate Petition for Reinstatement form or Petition for Extension form from the FAO at the student's specific college. Petition forms must be submitted to the FAO with any supporting documentation the student wishes to have considered.
2. Students submitting Petition for Extension forms must also submit a current Student Educational Plan (SEP) prepared by an academic counselor. The SEP should outline the minimum required courses necessary to complete the student's educational program.
3. Petition forms must be submitted before the end of the semester/term for which the student requests consideration of reinstatement or extension of financial aid eligibility.
4. Students are not eligible for any Federal or State aid except for Federal student (Direct-Stafford) or parent loans (Direct-PLUS) retroactively for petitions received and approved after the payment period ends.



• Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •

5. ~~Petition forms should be completed in ink or typed and consist of a written statement from the student as to why he/she is appealing the disqualification. Additional information may be requested and supplied by the student which supports their rationale for requesting reinstatement or extension of financial aid eligibility.~~
6. ~~Upon receipt of the request, the Financial Aid Administrator (FAA) or designee shall consider the petition.~~
  - ~~The result of the petition will be provided to the student in writing within 30 calendar days.~~
  - ~~Students with an approved Petition for Reinstatement will be placed on probation for one semester. If the student is not meeting the terms of the probationary semester, they will be disqualified from continued financial aid eligibility.~~
  - ~~Students with an approved Petition for Extension will receive approval for only the minimum number of courses required to complete their educational program, as determined by the student's academic counselor and approved by the Financial Aid Administrator. Enrollment status for financial aid calculation purposes will be determined by enrollment in approved classes only.~~
  - ~~If a student's petition is denied, the student may submit an appeal within a given semester/term before the end of the specified semester/term.~~
  - ~~A District Appeal Review may be processed only after all college appeal procedures have been exhausted. A District Office review may be initiated by a student who reasonably believes that College, State, and/or Federal guidelines were applied incorrectly and, therefore, adversely affected their financial aid status, rights and privileges.~~

## Fraud

A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid for unsatisfactory conduct.

The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, to the Federal Government and the Office of Inspector General.

Restitution of any financial aid received in such manner will be required.

## Other Information You Should Know

### STATE TAX OFFSET

Students should be aware that state income tax refunds might be offset by the institution for repayment of financial aid funds if it is determined the students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

### SPECIAL CIRCUMSTANCES

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

## FINANCIAL AID RELATED WEBSITES

1. Pierce College Financial Aid website – [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid)
2. FAFSA on the Web – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
3. Sign up for the Personal Identification Number (PIN) to electronically sign your FAFSA – [www.pin.ed.gov](http://www.pin.ed.gov)
4. Information about the Cal Grant Program – [www.calgrants.org](http://www.calgrants.org)
5. California Student Aid Commission – [www.csac.ca.gov](http://www.csac.ca.gov)
6. National Student Loan Database System – [www.nsls.ed.gov](http://www.nsls.ed.gov)

## TELEPHONE NUMBERS

1. Pierce College Financial Aid and Scholarships Office (818) 719-6428
2. Pierce College Veterans Office (818) 710-3316
3. California Student Aid Commission (888) 224-7268
4. Central Loan Administration Unit (Perkins Loan) (800) 822-5222
5. Department of Veterans Affairs (VA Benefits) (800) 827-1000
6. Federal Student Aid Information Center (800) 433-3243

## Transfer Information

### The Transfer Center

The Pierce College Transfer Center has resources and services to make the transition from Pierce to a four-year college/university easier. Representatives from many public and private universities, including UCLA, CSUN, CSU Los Angeles and UC San Diego meet regularly with prospective students to advise them regarding admissions, program planning, and other support services.

For additional information on these and other transfer-related activities, visit the Transfer Center on the first floor of the Student Services Building. You can also contact the Transfer Center at (818) 710-4126.

### Transfer Information Websites:

As a student, the Internet is one of your most important resources for transfer information. We have workstations available to use in our center if you don't have internet access at home. So, please stop by and let us help.

You can use the Pierce College Transfer website as a portal to transfer information for the UC's, CSU's, privates and out-of-state colleges and universities:

#### Pierce College Transfer Website:

[www.piercecollege.edu/offices/transfer\\_center](http://www.piercecollege.edu/offices/transfer_center)

#### University of California Transfer Information:

[uctransfer.universityofcalifornia.edu](http://uctransfer.universityofcalifornia.edu)

#### California State University Transfer Information:

CSU Mentor: [www.csumentor.edu](http://www.csumentor.edu)

#### California Private and Independent Transfer Information:

AICCU: [www.aiccu.edu](http://www.aiccu.edu)

• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

## Which courses transfer?

### CALIFORNIA PUBLIC INSTITUTIONS: UC AND CSU

Assist: As a prospective transfer student, it is important to make sure that the community college courses you take are acceptable to the university for transfer credit. Assist is California's official statewide repository of transfer information for the California State University and University of California systems. [www.assist.org](http://www.assist.org)

### PIERCE COLLEGE AND UNIVERSITY OF CALIFORNIA TRANSFER PARTNERSHIPS

Pierce has Transfer Admission Guarantees with many UC campuses. Complete details can be found at [uctransfer.universityofcalifornia.edu](http://uctransfer.universityofcalifornia.edu)

### PIERCE COLLEGE AND CALIFORNIA PRIVATE INSTITUTION TRANSFER PARTNERSHIPS

Through the Pierce Honors Program, we have transfer agreements with some private universities. The requirements for the Honors program at Pierce, as well as additional information, can be found on the Pierce College Transfer website or at the Honors Office.

### DEVELOP AN EDUCATIONAL PLAN

The most important action you can take to ensure success is to meet early with a Pierce counselor and develop an educational plan. This plan will include courses you need to meet transfer requirements. Using and updating an educational plan throughout your attendance at Pierce will ensure the most direct path to transfer and earning a baccalaureate degree.

### THE COUNSELING CENTER

Prospective transfer students are encouraged to meet with a counselor in order to develop and refine educational plans and career goals. Each counselor is well-equipped to assist students in planning transfer-related coursework.

In addition to serving students in the Counseling Center, the counseling staff offers a number of Personal Development courses as part of the College's curriculum. These courses include skill-building activities to enhance program planning, personal and professional development, study and time management skills, and strategies for problem solving and decision-making. Please refer to the Personal Development section of Course Descriptions in this catalogue for additional information.

The Counseling Center is located on the first floor of the Student Services Building.

### GENERAL EDUCATION AGREEMENTS

The California State University and the University of California systems have developed system-wide general education agreements which enable community college transfer students to complete lower division courses that satisfy general education requirements at many CSU's and UC's.

See the CSU GE Certified Plan and IGETC on page 70 and page 71.

### Disclaimer

Every effort has been made to ensure the articulation information for the California State Universities and the University of California institutions are accurate, including the CSU GE and IGETC areas. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org).

### TRANSFER CENTER SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

- Students will learn the best methods and strategies for applying and getting admitted to local transfer institutions.
- Students will gain confidence and satisfaction by participating in transfer services (e.g. transfer workshops, individualized counseling and advising, application advising, and transfer events).
- Students will have personal contact with university representatives.
- Students will have increased opportunities to access transfer services in their college classes and at the high schools.
- Students will complete Transfer Admission Guarantees (TAG) agreements to increase their chances for being admitted to participating UC colleges.
- Students will understand the importance of taking courses that traditionally block transfer pathways such as developmental math and English.

## Special Instructional Programs

### Honors Program

The Pierce College Honors Transfer Program is designed for serious, motivated students. The program offers approximately 15 academically enriched general education courses each semester. These courses are challenging and enhance the academic skills necessary for successful transfer. Classes are limited to approximately 25 students, offering maximum interaction with faculty and peers. For further information see the current Schedule of Classes or call (818) 719-6455.

### ELIGIBILITY

There are two basic eligibility requirements: grade point average and college-level writing ability. High school graduates need a 3.0 cumulative GPA, and continuing college students need a 3.25 GPA in all course work including nine (9) or more UC-transferable units. All students must qualify for College Reading & Composition 1 (English 101) either by scores on the Pierce College English placement test, by passing prerequisite courses, or an appropriate AP examination score.

### TRANSFER

Honors Transfer Program students successfully transfer to colleges and universities across the country. However, we have a special arrangement with the UCLA College of Letters and Sciences Transfer Alliance Program (TAP). Students who complete at least 60 units in a pattern that satisfies both the UC lower division and major course requirements, complete at least 15 Honors units by taking five (5) formal Honors classes within these 60 units, and maintain an overall grade point average of 3.25 in UC-transferable units, are eligible for TAP certification.

Satisfactory completion of the above gives students priority consideration for admission to UCLA with junior standing. Similar agreements with UC Irvine, UC Riverside, UC Santa Cruz, Chapman University, Occidental College, CSU San Diego and CSU Fullerton are available.



• Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •

## APPLICATION

To be admitted to the Honors Transfer Program you must be eligible for English 101 and have completed 9 units of UC transferable coursework with a minimum GPA of 3.25. Students coming directly from high school must also be eligible for English 101 with a minimum high school GPA of 3.0. Eligible students should file a completed Honors Transfer Program application through the honors' website at <http://www.piercecollege.edu/offices/honors/>. The copies of unofficial high school transcripts, unofficial transcripts for any college work, and the English placement test results should be submitted to the Honors Transfer Program office, VLGE 8340, the Pierce Mailroom located next to the Business Office, or they can be submitted via the U.S. Postal service to:

Pierce College Honors Transfer Program  
6201 Winnetka Ave., Woodland Hills, CA 91371

Note: The Honors Office must have access to all official transcripts from all institutions and official AP scores. Check with your counselor to see if your records are on file in the Pierce College Admissions & Records office. All official transcripts must be sent directly from the high school, university, college, College Board, etc. to the:

Admissions & Records Office  
Student Services Building  
Pierce College  
6201 Winnetka Ave, Woodland Hills, CA 9137

## PROGRAM BENEFITS

Students in the Honors Transfer Program receive special Honors counseling, and recognition both on the transcript and at graduation.

All Honors students also receive the special services provided by membership in the UCLA Transfer Alliance Program, whether or not they are planning to transfer to UCLA. These services include a free UCLA College Library card, tickets to cultural events, and much more.

## Instructional Television (ITV)

Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents, via television, a variety of transferable undergraduate level college credit courses.

Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible.

Students enroll by the telephone registration system or by mail, view telecourse lessons at home or at a campus Learning Resource Center, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam.

An instructor with office hours and phone times is assigned to each telecourse. The students enrolled in Instructional Television classes keep in touch with faculty by telephone, voice mail, e-mail, U.S. mail, and fax, as well as at the seminars. Interested students are invited to contact Instructional Television at (818) 833-3594 or visit their web page at [www.lamission.edu/ITV](http://www.lamission.edu/ITV).

## Distance Education (Distributive Learning)

Pierce College offers many traditional courses using web-enhanced instruction. A Web Enhanced course is any class where some of the course content or activities are performed online. Students who do not have their own computer may use the computers in the Library to complete these tasks.

A Hybrid or Blended format course is a course where one or more classroom meetings are replaced with online activities. Some activities may be held at specific times, while others may be done at any time which is convenient to the student so long as they meet the obligations of the course. Access to a computer with reliable Internet access will be required to complete this course. See the College Schedule of Classes for specific details.

A Fully Online course is a course where all classroom meetings are replaced with online activities. The course will have no classroom meetings. Some online activities may be held at specific times, while others may be done at any time which is convenient to the student so long as they meet the obligations of the course. Access to a computer with reliable Internet access will be required to complete this course. See the College Schedule of Classes for specific details.

## PierceOnLine

Online courses at Pierce College provide the opportunity for students to take classes in a setting other than the traditional face-to-face classroom. Using the PierceOnLine portal, courses are offered to meet your individual needs and preferences.

All course materials and class activities can be accessed online 24/7 to meet your needs while you are at home, your office, or on a trip. With the use of innovative course delivery software, our professors deliver quality instruction at a distance.

## PACE (Program of Accelerated College Education)

You can graduate in two years by attending class one evening a week and on Saturdays for eight weeks. Designed for working adults, this program takes in consideration your hectic schedule and provides the classes necessary for graduation and to transfer to a four-year college and university. Classes taken in the PACE program are fully accredited and readily accepted.

### PACE CHARACTERISTICS:

- Earn an associates degree in two years
- Take classes one evening a week and every Saturday
- Complete 12-14 units in each college semester
- Take classes that are fully accredited and readily accepted by colleges and universities
- Decide on one of our four educational paths: Business, Educator, General Studies or Child Development
- Call Today! (818) 710-2890

## The Pierce College Extension Program

Pierce Extension is the educational outreach program of the College offering community and continuing education classes as well as cultural and recreational activities through the Office of Community Services on a not-for-credit basis.

- Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

Community Education provides a community-based program, opportunities for personal and professional development, skill improvement and upgrading, cultural enrichment and recreational enjoyment for all ages, emphasizing lifelong personal and professional growth.

These activities are offered in addition to Pierce College's instructional program and are not academic equivalents of regular credit classes or prerequisites for the traditional college program. This program is supported by participant fees and receive no direct general purpose tax funds.

Through the Extension Program, Pierce College hopes to serve your interests, and through you, our whole community. For a calendar of activities or further information, please contact the Extension Services Office at (818) 719-6425 or visit <http://extension.piercecollege.edu>.

## Economic and Workforce Development

Services that we deliver to our community include but are not limited to the following:

- **CONTRACT EDUCATION** offers customized quality classes and timely workshops to local business and industry on campus or at the workplace. This program can augment a company's current training program or develop specialized classes in areas such as Time Management, Conflict Resolution, Leadership Training and ESL to meet professional needs.
- We offer more than 200 online classes and online career training

For further information please visit <http://extension.piercecollege.edu>, or email Cindy Chang at [changck@piercecollege.edu](mailto:changck@piercecollege.edu).

## ENCORE Older Adult Education Program

ENCORE is a Pierce College program designed specifically for mature adults in our community.

ENCORE offers free noncredit classes and fee-based not-for-credit classes and provides volunteer opportunities. Classes range from arts & humanities, health & fitness, to finance and technology. There are no tests or papers to write.

ENCORE noncredit classes generally meet for 2 hours a week for 15 weeks. Students enrolled in ENCORE noncredit classes are Pierce College students in a noncredit program.

ENCORE fee-based not-for-credit classes generally meet for 3-6 weeks. Classes have a nominal fee and are self supporting. They require a different registration and a minimum enrollment to avoid cancellation.

For a schedule of classes or further information, please contact the ENCORE office at (818) 710-2561.

## Foster and Kinship Care Education

Pierce College Foster and Kinship Care Education (FKCE) offers continuing education for foster parents, relative caregivers, adoptive parents, and others who are interested in fostering or adopting children. Classes that satisfy "D" rate (to provide care for children who exhibit severe and persistent emotional and behavioral problems in a family home setting) and "F" rate (to provide care to medically fragile children in a family home setting) requirements are offered, as well as

D, F, and W (Whole Family Foster Home) rate pre-service training for foster parents or relative caregivers to gain certification in those categories.

For a schedule of events or further information, please contact the Foster and Kinship Care Education office at (818) 710-2937, and for information on Foster Youth Success Initiative (FYSI) or Guardian Scholars, please call (818) 710-3352, or visit <http://extension.piercecollege.edu>

## International Education Program: Study Abroad Classes

College credit classes are offered by the International Education Program with instructors and classes selected from the Pierce College curriculum. Opportunities for study feature a summer program in Marine Biology in Mexico. Partnership programs are established with other California Community Colleges, LA Valley College [Summer Paris] and West LA [Summer Spain & Mexico]. The International Education Program demonstrates the commitment of Pierce College to furthering development of international and intercultural awareness. Call (818) 719-6444 for further information.

## Educational Support Services

### Disabled Students Programs and Services

Students with physical, psychological or learning disabilities are offered a wide range of services including registration, special parking and counseling. These services are also available to students with a temporary disability such as injury or post-operative recuperation. All services and equipment are provided free of charge to any qualifying disabled student.

Deaf and learning disabled students are offered additional services including special classes, tutoring and computer-assisted instruction.

The Disabled Students Office is located in the Student Services Building, room 48175. The office is open Monday through Thursday from 8:00 a.m. until 6:00 p.m. and Friday 8:00 a.m. to 4:00 p.m.

#### The following special services are offered:

- Interpreter services for the deaf
- Note-taking services
- Mobility assistance
- Specialized tutoring
- Registration assistance
- On-campus transportation
- Academic and career guidance
- C.C.T.V.
- Special classes
- Print magnifier
- Testing proctoring
- Special counseling
- Learning disability assessment
- Special parking



• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

- Alternative media
- Specially adapted software technology
- Special orientation
- Adaptive furniture

## DISPUTES

### A. Appeal of Eligibility Determination

1. If, upon reviewing the disability documentation submitted by the student, the DSPS professional staff determines that the student is ineligible under the provisions of Section I, Subsection E of this regulation, the student may request a meeting with the DSPS Coordinator to appeal the ineligibility decision. The student may appeal the ineligibility decision to the College ADA Coordinator.
  - a. The student must submit an appeal to the College ADA Coordinator within ten (10) working days of receiving the notice of ineligibility.
  - b. The College ADA Coordinator will consult with the DSPS Coordinator and the Learning Disabilities Specialist/Counselor to determine accommodation eligibility.
  - c. The College ADA Coordinator will send a written response and rationale to the student within ten (10) calendar days of receipt of the appeal.
2. If the College ADA Coordinator upholds the ineligibility decision, the student may appeal to the DSPS Review Committee within ten (10) working days of receipt of the College ADA's Coordinator's response and rationale. The District Disabled Student Accommodation Review Committee will consist of District DSPS Coordinators present at the scheduled monthly District DSPS Coordinator's meeting, the Vice President of Student Services Officer assigned as DSPS liaison or his/her designee, the Vice President of Student Services Officer of the college from where the appeal originated or his/her designee, and the District ADA Coordinator.
  - a. Within ten (10) working days of the appeal, the District DSPS Review Committee will consider the appeal at the next scheduled District DSPS Coordinator's meeting, or special meeting convened for the purpose of hearing the appeal, and make a recommendation to the President of the college where the student is in attendance.
  - b. The recommendation will be determined by majority vote of the District DSPS Review Committee.
  - c. The District DSPS Review Committee will provide the college President with written notification, including the rationale for its decision, within ten (10) working days of its decision. The College President will provide the student of his or her final decision within ten (10) working days of receipt of the DSPS Review Committee's recommendation.
3. If the student is not satisfied with the College President's decision, the student has the right to file an Unlawful Discrimination Complaint with the District's Office of Diversity Programs. The student may utilize this option at any time during the process.

### B. Appeal of Accommodations

If a student who has been determined to be eligible for services (under Section I, Subsection E) believes that the college is not providing support services and/or academic accommodations, and the matter cannot be resolved informally, the student may file a complaint, which will be evaluated by the Academic Accommodations Review Committee.

#### 1. Informal Resolution

When a dispute arises over DSPS recommended support services and/or academic accommodations, all parties are required to seek informal resolution, before proceeding formally. In an effort to resolve the matter informally, the DSPS Coordinator will assist the student by scheduling a good faith interactive meeting with the person(s) involved in the dispute, as well as the person's immediate supervisor, the corresponding Dean of Academic Affairs, and a DSPS professional.

#### 2. Formal Resolution

If the matter cannot be resolved informally, the student may file a written request for a formal hearing of the college Academic Accommodations Review Committee.

- a. The college Academic Accommodations Review Committee will consist of the Vice President of Academic Affairs or his/her representative, the Vice President of Administration or his/her representative, the Vice President Student Services or his/her representative, the Department Chair or designated representative for the student's program of study, the College ADA Coordinator, and the DSPS Coordinator or designee, who will function in the hearing as a consultant and will vote only in the event of a tie.
- b. The College ADA Coordinator, or other designated college official with knowledge of support services and accommodations, may make an interim decision, if necessary, regarding provision of support services or accommodations pending the final resolution of the dispute.
- c. The Academic Accommodations Review Committee will meet within ten (10) working days of the request and review the request in accordance with the following procedures:
  - I. During the formal hearing process, the committee chair shall coordinate the conduct of the hearing.
  - II. The student and/or a representative shall present the written request to the DSPS Coordinator and attend the meeting of the Academic Accommodations Review Committee. The representative may not be an attorney.
  - III. The person denying the DSPS recommended support services or accommodations and/or his/her departmental representative shall present written reasons why the DSPS-recommended support services or accommodations were not provided and shall attend the meeting of the Academic Accommodations Review Committee.
  - IV. The committee will make a determination regarding the "reasonableness" of the support service(s) or accommodation(s), and recommend an equitable solution, if necessary.
  - V. The committee will deliberate outside of the presence of the student and the person denying the support services or accommodations and their representatives.

• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

VI. The hearing shall be closed and confidential.

d. The committee will, within five (5) working days after the hearing, inform the student in writing of the committee's decision.

I. Copies of the committee's decision will be placed in the student's file and sent to the College President, Vice President of Academic Affairs and Vice President of Student Services, as well as to the individual, if appropriate, who denied the support service (s) or accommodation(s), by the Academic Accommodations Review Committee Chair.

II. Academic Accommodations Review Committee Formal Hearing Request forms are available in the DSPS Office, Student Services Office, and/or College Ombudsperson.

### 3. Appeal

- a. If the student is dissatisfied with the Academic Accommodations Review Committee decision, the student may appeal to the College President.
- b. The student may also file a formal discrimination complaint with the District's Office of Diversity Programs, who will then follow the established steps outlined in Chapter XV of the Board Rules.

### DISABLED STUDENTS PROGRAM AND SERVICES SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

1. Students with declared majors will demonstrate a level of confidence choosing an educational goal and follow the recommendations of their Special Services Counselor taking the appropriate classes to achieve their academic goals.
2. Special Services students will:
  - Describe their disability, strengths, and effective accommodations
  - Understand and adhere to the Special Services policies and procedures
  - Actively participate in counseling sessions and initiate accommodation requests in a timely manner
  - Identify resources available on campus to enhance development and academic performance
3. Students placing in remedial English and Math will identify Special Services as a resource for disability assessment and potential accommodations.
4. Students will recognize the importance of self-management, developing workplace and professional skills, and self-advocacy.
5. Students will recognize the importance of time commitment and necessity to adhere to schedule LD assessment appointments to complete the comprehensive assessment.

### Learning Disabilities Program

The Learning Disabilities Program, located in the Special Services Office, assists college students with the essential tools needed for success in their classes. Many students need help in basic reading, spelling and arithmetic skills as well as individualized special techniques for the realization of their full potential academically or vocationally.

The student's problems are diagnosed, and an individualized program is designed to meet their needs. Students advance at their own rate using a large variety of instructional materials. Special classes and tutorial sessions provide assistance. Specialized tutoring in regular classes can be provided by arranging for individualized adaptations with instructors.

### Extended Opportunity Program and Services (EOPS) and C.A.R.E.

Extended Opportunity Programs and Services (EOPS) is a state-funded comprehensive support system which recruits and assists qualified low-income students who have educational disadvantages. EOPS provides academic counseling, career exploration, tutoring, priority registration, book services and workshops aimed at helping students succeed in college. Participants must be full-time students. EOPS participants who are single parents with children under the age of 14 may receive additional services if they qualify for C.A.R.E. (Cooperative Agencies Resources for Education).

#### EOPS/CARE SERVICE AREA OUTCOMES

It is the goal of EOPS to ensure that each participating student is proficient in understanding the complexities of higher education, knowledgeable of resources necessary to be successful in their studies and to develop a "road map" to achieving their objectives. EOPS evaluates its effectiveness in providing quality services by identifying student learning outcomes and assessing the extent to which students have achieved those outcomes.

#### Counseling

- Students will:
  1. Identify their career objective
  2. Identify their academic objective
  3. Will follow their Student Educational Plan developed in conjunction with their EOPS Counselor

#### Support Services

- Students will enhance their academic success by:
  1. Participating in EOPS Tutoring
  2. Receiving books through the EOPS Book Service
  3. Participating in Academic Probation Workshops
- Students will develop a sense of self-worth and accomplishment by participating in the annual EOPS Graduation/Transfer ceremony.
- Students will be successful participants in EOPS by attending an EOPS New Student Orientation.

EOPS is located in the Student Services Building, 2nd floor, Room 48235. Office hours are 8 a.m. to 4 p.m., Monday through Friday. Early morning and evening appointments can be made by special arrangement.

### GAIN/CalWorks Program

The GAIN/CalWORKs Program serves eligible students enrolled at the college who currently receive CalWORKs (public assistance) for themselves and at least one child under the age of eighteen, and who have or are in the process of developing a GAIN welfare-to-work



• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

plan which includes education as an approved activity, or are County-referred for post-employment or post-time limits services. Students receiving SSI, General Relief, Cal-Fresh (food stamps) only or Medi-Cal only, or who have no children are not eligible for the program.

The program offers a variety of supportive services designed to help students meet their welfare-to-work and educational goals in order to achieve academic success, career advancement and economic self-sufficiency, including:

- Priority registration
- Case management
- Service coordination with other campus programs
- Information and advocacy for GAIN, CalWORKs and child care concerns
- Self-advocacy skills development
- Books, supplies, fees, tools and uniforms, in partnership with the Los Angeles County GAIN program
- On-campus child care (space permitting) in the Child Development Center for eligible children
- Work-study opportunities
- Academic counseling
- Student Education Plans
- Completion and certification of required GAIN and Child Care Resource Center forms and documents
- Informative workshops
- Referrals to community agencies for legal, personal counseling, domestic violence and social services

The program is funded by the California Community Colleges Chancellor's Office with additional funding from the Los Angeles County Department of Public Social Services.

The GAIN/CalWORKs office is located in the Student Services Building, second floor, room 48235. For more information and appointments call 818-719-6400. Our email address is: [pierce\\_gaincalworks@piercecollege.edu](mailto:pierce_gaincalworks@piercecollege.edu)

#### CALWORKS SERVICE AREA OUTCOMES

Students will develop effective self-advocacy skills by:

- Seeking available Financial Aid assistance
- Submitting a book and supply request payment form
- Contacting the CalWORKs Program for supportive services assistance
- Students will use available resources in pursuit of their welfare-to-work goals by meeting with a counselor to develop a long-range education plan

### High School Outreach and Recruitment

The High School Outreach and Recruitment Department (OAR) assists students and the Pierce College community in general, in achieving their higher education goals, by providing information and access to the academic and student services programs available at Pierce. Through outreach efforts at our local feeder high schools and our surrounding communities, the OAR department facilitates the transition from high school to college by providing information regarding vocational, certificate, degree and transfer program options.

The OAR department assists students with:

- Admission Application
- Assessment Exams at local high schools
- Financial Aid applications
- Concurrent enrollment for High schools students

Additionally, the OAR department works with the Student Success Committee to support its programs and initiatives including the Summer Bridge Program and learning communities.

### International Student Admissions & Services

International education is a major undertaking of Pierce College. The college seeks to foster mutual respect and understanding for the diversity of cultures, languages and ideas of the people of the world. The International Student Admissions Office serves prospective F-1 students which includes assistance with the application process. The International Student Services (ISS) Office provides advisement and resources for new and continuing nonimmigrant students visiting on an F-1 Visa.

Prospective F-1 students are advised to contact the International Student Admissions Office directly. Admissions requirements for international students differ from residents and non-residents visiting on other visas. The application package can be obtained online or from:

International Student Admissions: PMB 304  
Student Services Building 48109 (1st Floor)  
Pierce College  
6201 Winnetka Avenue  
Woodland Hills, CA 91371 USA

Website: [www.piercecollege.edu/offices/international\\_students](http://www.piercecollege.edu/offices/international_students)  
email: [intlstu@piercecollege.edu](mailto:intlstu@piercecollege.edu)

#### Application Deadlines

See website and class schedules for exact dates.

Students are advised to apply 6-9 months in advance of the semester they wish to begin. New students are admitted for either the Fall or Spring semesters only, no Summer or Winter session admissions.

Upon admission, the student is notified of required arrival dates and scheduled for a mandatory check-in appointment. A counselor is available to assist students with academic, career, personal, and visa questions.

All F-1 students must maintain their visa status by meeting specific requirements outlined by United States federal regulations under the Department of Homeland Security. Some of these requirements include: completion of 12 units every Fall and Spring semester, maintaining a 2.0 cumulative grade point average, refraining from unauthorized employment and maintaining a valid passport and I-20. Admitted students are required to seek advisement from a Designated School Official (DSO) in the International Students Services Office for any and all issues affecting their visa status.

Although the college does not have any dormitories, students can receive information about rentals and homestay programs from the International Students Admissions Office.

#### Current Students

International Student Services (ISS) is located in the Student Services Building, 2nd Floor (SSB 48271). (818) 719-6417.



• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

## Library

The college library has a collection of more than 200,000 books which include over 96,000 eBooks. The library subscribes to approximately 150 print magazines, journals, and newspapers as well as 60 online databases.

The library web page, located at:

<http://libguides.piercecollege.edu/content.php?pid=442777>, provides links to Subject Guides, book catalog, online articles, and much more.

Enrolled Pierce students are able to borrow library materials by presenting their current Pierce student I.D. card. Library policies and regulations are posted in the library and on the web page.

The library is located on the second floor of the Library Learning Crossroads building (5200). With over 58,000 square feet, the library includes study carrels, group study rooms, comfortable seating, WiFi, computers and two Copy Tech rooms.

Professional librarians are always available to teach search strategies to students and help them with their research needs. Students should consider the library their first and best source of information resources.

Please visit the Library website or call (818) 719-6409 for hours and additional information.

## Center For Academic Success (CAS)

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.

### Tutorial Program (LLC 5130)

The Center for Academic Success offers free individual tutoring, group tutoring, and workshops in a variety of subject areas. Students can make appointments in advance or walk in; appointments are 30 minutes in length. Walk-ins will be seen only if tutors are available, on a first-come, first-served basis. Check the CAS website, call (818) 719-6414, or stop by the tutoring center (LLC 5130) for more information.

Hours: Monday - Thursday 9 a.m. - 5:30 p.m. Friday - 10:00 a.m. - 2:00 p.m.

## Veterans Services

Veterans applying for Veterans Administration (VA) educational benefits are responsible for knowing the VA eligibility requirements and regulations. Eligibility for VA educational benefits can only be determined by the U.S. Department of Veterans Administration. Before we can certify enrollment for benefits, veterans must meet the college admission requirements and supply the college with copies of official transcripts from previous training. The amount of VA educational benefits awarded is determined by the U.S. Department of Veterans Administration and is based on monthly enrollment for specific courses which are applicable toward an approved VA objective. Monthly rates may be accessed at [www.gibill.va.gov](http://www.gibill.va.gov)

Please note that the application process for Veterans Educational Benefits is different for new students who have never received benefits before from continuing/transfer students who have already initiated benefits. Applications for benefits may be obtained from the U.S. Veterans Administration or from the Veterans Office.

The Veterans Office is located in the Office of Financial Aid, Scholarships & Veterans in the Student Services Building, 2nd floor. The phone number is (818) 710-3316. Also, visit the Veterans website at [www.piercecollege.edu/offices/financial\\_aid/veterans.asp](http://www.piercecollege.edu/offices/financial_aid/veterans.asp). Or e-mail at [pierce-veteran@piercecollege.edu](mailto:pierce-veteran@piercecollege.edu).

### Office Hours

Monday through Thursday, 8:00 am – 4:00 pm

Friday, 8:00 am – 12:00 pm

### THE VETERANS SERVICES OFFICE OFFERS THE FOLLOWING SERVICES:

- Help student veteran start and continue educational benefits,
- Help student veteran with college admission and application process,
- Assist with financial aid application process,
- Offer advice on completing and filing VA forms,
- Provide information on student services available at Pierce College,
- Provide educational counseling,
- Offer Orientation workshops to learn how to navigate college life, and
- Offer information on veterans services provided by VA Centers and support groups.

### NEW VETERAN STUDENT CHECKLIST:

1. Apply to Pierce College at [www.piercecollege.edu](http://www.piercecollege.edu)  
After you receive your Student ID#, make an appointment to take the Assessment Test and view the on-line Orientation. To learn the steps to matriculation, go to: [http://www.piercecollege.edu/offices/assessment\\_center/matriculation.asp](http://www.piercecollege.edu/offices/assessment_center/matriculation.asp)
2. Apply for VA Educational Benefits by completing the VA 22-1990 form online at <http://www.benefits.va.gov>.
3. Apply for financial aid at [www.fafsa.gov](http://www.fafsa.gov). Make sure Pierce College federal school code (001226) is included in your FAFSA.
4. Request official transcripts from previous colleges and universities. Mail transcripts to:  
Pierce College  
Attn: Admissions & Records Office  
6201 Winnetka Avenue  
Woodland Hills, CA 91371
5. Schedule an appointment with a Veterans Counselor in the Counseling Office. Appointments must be made one week in advance. Please note that a student educational plan must be submitted to the Veterans Services along with other paperwork in order to be certified for VA benefits. Submit the following documentation to the Financial Aid Office, Scholarships & Veterans Office located in the 2nd floor of the Student Services Building:
  - a. Student Educational Plan signed by you and the counselor. Note: Short term classes affect the VA monthly benefits. Please check with the Veterans representative for additional information.
  - b. Chapter 33 applicants must submit a Certificate of Eligibility letter awarded by the VA. This form is automatically sent to your home of record upon exiting the military. If you need to request an additional copy, call the VA Office at (888) 442-4551.



• Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •

- c. Submit a copy of your DD-214 (copy member-4) or NOBE (Notice of Basic Eligibility DD-2384).
- d. Complete the Veterans Statement of Obligation and Responsibilities form available in the Veterans Services Office.

Make copies of all submitted documents for your own records.

- 6. To continue receiving benefits, visit the Veterans Services Center every semester to request VA Enrollment Certification.
- 7. You need to verify your attendance every month if you are receiving one of the benefits listed below. You may verify your enrollment by calling VA at (877) 823-2378 or online at <https://www.gibill.va.gov/wave/index.do>
  - a. Montgomery GI Bill - Active Duty
  - b. Montgomery GI Bill - Selected Reserve
  - c. REAP
  - d. VRAP

#### VETERANS EDUCATIONAL BENEFITS

- Chapter 33 (Post 9/11 GI Bill) – this is the most comprehensive educational benefit package since the original Montgomery GI Bill. The Post 9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post 9/11 GI Bill. This program will pay for enrollment fees (non-resident tuition is not eligible) and other mandatory fees, a monthly housing allowance, and an annual books and supplies stipend for eligible individuals.
- Chapter 1606 – this program provide benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985.
- Chapter 1607 – this program provides benefits for members of the Selected Reserve who have established eligibility for 1606 of the MGIB and have been called to active duty since September 11, 2001.
- Chapter 31 (Vocational Rehabilitation) – this is an educational assistance program that is available to disabled veterans who are in need of vocational rehabilitation.
- Chapter 35 (Dependents or Spouses) – this is an educational program is designed to provide benefits for dependents or spouses of veterans.

#### OVERPAYMENT TO VETERANS

The U.S. Department of Veterans Administration holds veterans liable for overpayments received for reasons including failure to notify the VA and the college's Veterans Office when they drop a class or receive an incomplete grade. Veterans who receive overpayment should promptly notify the VA and the college's Veterans Office. The VA allows veterans to drop classes prior to the "last day to drop classes" as published in the Schedule of Classes. Veterans who drop classes after this date must provide the VA with a letter of explanation. Any change of program or enrollment status must first be approved by the Veterans Counselor in the Counseling Office and must be reported to the Veterans Office at Pierce College.

#### CREDIT FOR MILITARY SERVICE

Pierce College grants up to six (6) units of credit for military service. Credit will also be granted for some classes at special military schools. Granting of credit for elective units is based on the veteran's compliance with the following guidelines:

1. Current enrollment.
2. Having served at least 181 days in the Armed Services.
3. Presenting a copy of military separation paper (DD214) when petitioning for elective credit.

#### TUTORING

Veterans needing tutoring services must first obtain prior approval from the U.S. Veterans Administration. Tutors must be approved by the VA in order for a veteran to become eligible for reimbursement for the costs of tutorial services. Veterans contact the Pierce College's Veterans Office for the necessary reimbursement forms.

## Counseling Services

The Counselors at Pierce College are trained in educational planning, career planning and personal counseling. Our goal is to help students clarify their goals, realistically evaluate their own strengths and challenges, and learn to develop their planning skills to achieve their goals.

Here is what we hope to accomplish with you, depending on your circumstances and needs:

- **CLARIFICATION OF ISSUES/PROBLEMS** - The student will understand and/or articulate the need to define clearly the issue to be addressed in Counseling before moving on to the next steps.
- **REALISTIC SELF-ASSESSMENT** - The student will be aware of and/or able to critically evaluate and integrate personal factors (interest, potential, limitations, financial, family, etc.) that may influence educational/career decisions.
- **EDUCATIONAL PLANNING** - The student will be aware of and/or able to create and put into effect a plan of action to reach an educational goal (integrating self knowledge, program demands and requirements).

#### EDUCATIONAL PLANNING AND COUNSELING

Counselors assist students in setting educational goals, exploring alternatives, making decisions regarding their academic programs and understanding the effects of having made these decisions. Short-term courses are also offered to help students develop skills in such areas as decision making and personal development. Counselors are located in the main Counseling Office in the Student Services Building. Appointments may be made in the Counseling Office.

Faculty advisors, located in most departments, will also help students with academic and career information related to courses and programs in the academic area of the advisor.

#### COUNSELING COURSES (FORMERLY PERSONAL DEVELOPMENT COURSES)

Counseling courses are the instructional component of the Counseling Department. These courses are taught by Pierce College Counselors, and provide students with foundational skills in college success strategies, career and/or major exploration, educational planning, and more. Students will learn the various aspects of the Pierce College

- Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

campus including: student activities, support programs and resources, and campus policies and procedures. Counseling courses are offered in various formats, including: eight-week sessions, online only, as one element of a cohort (e.g. Summer Bridge Program, ASAP [Algebra Success at Pierce]), as well as traditional semester length courses. For more information regarding Counseling courses, please visit the official course descriptions within this catalog. For future course offerings, please view the Pierce College schedule of classes for the upcoming semester.

#### PERSONAL COUNSELING

Students can obtain personal counseling from counselors in the Counseling Office. Counseling is available to students who feel a need for short-term help with personal problems or in a crisis situation. Assistance may be provided through a limited number of individual counseling sessions and referrals. To make an appointment to see a counselor, call 818-719-6440 or go to the Counseling Office in the Student Services Building.

#### COUNSELING SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

- Students will have greater access to counseling services
- Students will learn important information and will experience a supportive and positive environment during counseling sessions
- Students will learn important information and basic academic and personal survival skills by attending Counseling Department workshops
- Students will be able to evaluate and establish their educational and career goals by attending at least one counseling appointment session per semester

### Career Center

The Career Services provides individual career counseling appointments, personal development classes and workshops in career planning and job seeking skills for those persons undecided about their career or educational goals. A library of occupational information, including a computerized career information system, is available. The Career Center is located in the Student Services Building.

#### CAREER CENTER SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

- Students will have access to career counseling appointments and drop in sessions
- Students will be satisfied with career services including individualized counseling, workshops, and web-based services
- Students will be satisfied with career workshops

### The Transfer Center

The Pierce College Transfer Center has resources and services to make the transition from Pierce to a four-year college/university easier. Representatives from many public and private universities, including UCLA, CSUN, CSU Los Angeles and UC Santa Barbara meet regularly with prospective students to advise them regarding admissions, program planning, and other support services.

The Transfer Center provides students with the resources they need to plan their educational goal of obtaining a bachelor's degree. Students can personally meet with representatives from UCLA, CSUN and UCSB to name just a few. We also have catalogs, web resources, applications and five workstations with internet connectivity. Please refer to the Transfer Information section of this catalog for more information.

### Veterans Advisement

Veterans Advisement is available to all veterans and veteran dependents who desire to use their benefits. The Veterans Office is in the lobby of the Financial Aid Office in the Student Services Building, 2nd floor.

### Vocational Rehabilitation Services

Students who have a physical, emotional, or other disability may be eligible for the services of the State Department of Rehabilitation.

These services include vocational counseling and guidance, training (including payment of college costs), and job placement. Under certain circumstances students may also qualify for help with medical needs, living expenses and transportation and other services.

For further information, appointments may be made with a counselor in the Special Services Office.

## Other Services

### Bookstore

Pierce College's Bookstore is located next to parking lot #1 in the College Services Building. The store is a meeting place for both the academic and social life of the campus. It is an academically oriented resource, where the need for and interest in reading and study engendered in the classroom can be nurtured and reinforced. The store is also a social focal point on the campus, offering many goods and services required by the college community.

Pierce College's Student Store is owned and operated by the Los Angeles Community College District, under policies set down by the Board of Trustees.

The purpose of Pierce College's Bookstore is to provide for the sale of book and supply requirements connected with the academic programs of the college. Text book information is available online at [www.piercebookstore.com](http://www.piercebookstore.com).

The Bookstore is operated on sound business principles in the anticipation that its income will cover both its operating expenses and its attributable capital development costs.

### Business Office

All student finances are handled through the Business Office. Services available are: collection of fees for enrollment, non-resident, audit, parking, and ASO. The Business Office also processes child development payments. Grant checks are distributed by this office and repayment collected for returned checks.



• Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •

## Campus Child Development Center

Northwest Corner of Mason Ave. and Olympic Drive. Entrance is located on Olympic Drive.

The Campus Child Development Center serves two purposes: 1) To provide a high quality preschool program for the children of Pierce students, and 2) To provide a model program as a fieldwork site for adult students studying Child Development and related fields.

The Child Development Center offers a developmentally appropriate program to children 2.9 years of age through 5.6 years of age and toilet trained, whose parents are enrolled at Pierce College. We run primarily as a State Preschool program, with subsidized funding from California State Department of Education. Parents must qualify for this program under income guidelines furnished by the State Department of Education. We do have a small tuition based program, also.

The Center is open from 7:45 a.m. - 4:00 p.m., Monday through Friday. The following sessions are offered within these hours: Half day - 8:00 a.m. - 12:30/1:00, Monday through Friday, and Full day - 8:00 a.m. - 3:00/4:00 p.m., Monday through Friday. The program is staffed with highly educated and experienced teachers, and offers a minimum ratio of 1 adult to 6-8 children in each classroom.

The Campus Child Development Center is also utilized as a primary observation and practicum site for students studying Child Development and related fields. Adult students have the opportunity to observe and/or gain experience working with young children as they study to become Early Childhood Educators and Directors.

### CAMPUS CHILD DEVELOPMENT CENTER SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

- Children will demonstrate continued growth in cognitive, creative, physical and social-emotional development.
- CDC Assistant Teachers will be able to demonstrate ability to create appropriate curriculum activities for children after professional development trainings.
- Instructional/Adult students will demonstrate, by their observation of or work in the CDC classrooms, knowledge of appropriate child-centered classroom activities.
- Parents will gain relevant information to improve parenting skills.

## Food Services

Temporary food services will be available on the mall during normal business hours.

### Freudian Sip

Located next to the Student Store, Freudian Sip, is an exciting gathering point for the Campus' Community and its visitors. Freudian Sip provides a vibrant, interactive environment of multimedia sights and sounds to accompany its diverse, high quality coffee house for food and beverages. The 'Sip does catering, as well – from 5-1500 people. We look forward to serving you.

Freudian Sip Hours: 7:30 a.m. to 7:00 p.m., Monday through Thursday; 7:30 a.m. to 4:00 p.m., Friday. During Summer and Winter sessions hours are subject to change.

## Vending Machines

Located at various locations on campus. Serving hot and cold drinks, sandwiches, fruit and other miscellaneous snack items. Change machines are available in various vending machine locations.

Information or problems with any or all services, call (323) 268-7632.

## Health Services

A variety of health services are available at the Student Health Center located on the second floor of the Student Services Building. The center provides first aid, crisis intervention, health assessment, health counseling, health referrals and health information. Students are welcome to drop in or call (818) 710-4270 for an appointment to see a physician, the college nurse, or a nurse practitioner.

The Student Health Center can provide low cost family planning services, extensive gynecological care, and the testing for, diagnosis of, and treatment of sexually transmitted diseases. Most bacterial infections can be treated with low-cost antibiotics that the Health Center can supply. Free condoms and over-the-counter medications are also provided on an as needed basis.

Consultation and/or referral regarding personal and emotional problems affecting a student's educational progress are also available through the Student Health Center. In addition, a licensed psychologist is available to students for short-term personal counseling. Appointments are made through the Health Center at (818) 710-4270.

It is strongly urged that an identifying emblem be worn by persons with any medical problems or allergies. Students with known physical impairments must limit enrollment to courses in which they may participate with safety.

Students are encouraged to obtain a medical insurance plan. Several commercial student sickness, accident and dental plans are available. Information and applications for plans may be obtained in the Student Health Center, or on their website listed below.

Students who need medical assistance when the Student Health Center is closed should contact the Campus Sheriff.

Students participating in competitive sports are required to have a physical exam. The Health Center is not able to offer sports physicals based on restrictions found in the Education Code. Students should contact their coach/trainer for information regarding physical exams.

Pierce College does NOT require vaccinations to enroll; however, some programs may require certain immunizations. Please call the Health Center at (818) 710-4270 for specific vaccines available or check our website at [www.piercecollege.edu/offices/health\\_center](http://www.piercecollege.edu/offices/health_center) for additional information.

### HEALTH SERVICES SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

1. More students will utilize the Student Health Center.
2. Students will utilize free psychological services, if needed.
3. Students will exhibit knowledge of behaviors that support good health, identify obstacles and challenges to achieving optimal health and devise strategies to pursue a healthy lifestyle.

• Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

4. Students will experience a private, secure facility for health services.

## Instructional Media Center

The Instructional Media Center is located in the Media Center Building 1800.

### Office hours

Monday through Thursday, 8:00 a.m. - 10:00 p.m.; Friday, 8:00 a.m. - 3:45 p.m. and Saturday 8:00 a.m.- 1:00 p.m.

Students may receive supplemental instruction in language, history, media arts, and other disciplines using the Media Center's library of audio and videotapes. Faculty may check out instructional materials such as VHS tapes and DVD's for use in their classes, as well as mobile media carts for classroom presentations. Students are encouraged to supplement their studies by using the services of the Instructional Media Center.

## Los Angeles County Sheriff's Office

Pierce College is patrolled by Los Angeles County Sheriff's Deputies and Security Officers. The Sheriff's Deputies are Peace Officers pursuant to Penal Code section 830.1. The Sheriff's Security Officers are defined as "Public Officers," authorized by Penal Code section 831.4 and have received additional Peace Officer training per Penal Code section 832.

The Pierce College Sheriff's Office is responsible for reporting and investigating crimes, issuing traffic citations, responding to medical emergencies, traffic collisions and fire emergencies, as well as other incidents that require their assistance. Please report traffic accidents, injuries, thefts, lost and found items, or any unusual circumstances to the Sheriff's Office. The Sheriff's Office is located near the tennis courts next to Brahma Drive and is staffed twenty-four hours a day, seven days a week.

Pierce College is committed to the safety of all the Students, Faculty, and Staff. The campus is equipped with "Blue Emergency Phones" that connect directly to the on-campus Sheriff's station. Campus payphones may also be used to connect directly to the on-campus Sheriff's station by dialing \*86. The emergency phone number is (818) 710-4311.

## Emergency Resources

The campus has developed comprehensive emergency procedures on evacuations, general safety, communications, and response to a major disaster. An emergency procedure booklet can be found in each classroom and it provides information on the following subjects: Emergency Contacts, Utility Failures, Personal & Medical Emergency, Fire, Crime in Progress, Earthquake, Explosions, Bomb Threat, Evacuation [with zone map and zone assignments], and Blue Phone Map. The Pierce College Campus Emergency Procedure Statement and emergency booklet is also available on the college website under Campus Safety & Sheriff.

Pierce has installed several methods to communicate to Students, Faculty, and Staff in the event of an emergency. Pierce College utilizes Blackboard Connect to send messages and for voice paging via the campus telephone system.

All emergency communications and the overall emergency plan for Pierce are updated on a consistent basis and tested on an annual basis.

Parking lots are patrolled for your protection by the campus Sheriff's Deputies, Sheriff's Security Officers and Law Enforcement Cadets. Please lock your vehicle and do not leave anything of value visible. Valuables should be locked in the trunk of the vehicle. Evening escorts are available for students and faculty. Requests for escorts can be pre-arranged by contacting the Campus Sheriff's Office at (818)719-6450 or Ext. 6450 from campus phones. This is to ensure a more timely and prompt service.

Students will need to seek outside assistance for any vehicle problems such as keys locked in the vehicle, out of gas and dead batteries.

The Campus Sheriff's Office issues citations for illegal parking and for traffic violations. Please observe all Parking and Traffic Regulations as posted. Parking citations are a minimum of \$30. A citation for parking in a handicapped zone is \$330. All unpaid citations are sent to the D.M.V. for registration hold; penalties are added. Be sure to read the current schedule of classes for specific parking and safety rules.

The emergency phone number is (818) 710-4311.

## Lost and Found

You may inquire at the Campus Sheriff's Office regarding lost property. However, you may also need to check the location(s) the item(s) were presumed to be lost.

## Student Right to Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2011, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2011 to Spring 2014. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2012 to Spring 2014, are transfer students.

### STUDENT RIGHT-TO-KNOW RATES FOR FALL 2011 COHORT

Completion Rate: 27.89%

Transfer Rate: 8.10%

### CRIME STATISTICS

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or



• Green text color indicates additions or corrections • Red Strikethrough indicates deletions or archived courses •

immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <http://www.piercecollege.edu/media/pdf/AnnualSecurityReport.pdf>. You may also request a paper copy by contacting the Sheriff's Department at 818-710-6450.

## Campus Parking, Traffic And Safety Regulations

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Only the Winnetka entrance will be open on weekends and holidays.

### Enforcement of Traffic and Parking Regulations

The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads unless posted.

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

Section 21113A. CVC grants the President of Pierce College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard, or are abandoned with no license, towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away, no exceptions. Please check fences and curbs for tow-away signs. ALL POSTED CAMPUS TRAFFIC AND PARKING REGULATIONS WILL BE ENFORCED. Parking on campus is a privilege and permission to park may be revoked at any time.

Pierce College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

**THERE IS NO FREE PARKING AREA ON THE CAMPUS. ALL PARKING AREAS REQUIRE A PERMIT. PARKING PERMITS MUST BE DISPLAYED CLEARLY FROM THE REAR VIEW MIRROR WHEN PARKING IN THE COLLEGE PARKING LOTS. PAY VALIDATION MACHINES FOR GUEST PARKING ARE LOCATED IN LOT 1, LOT 5, LOT 6, LOT 7 AND LOT 8. THESE ONE-DAY ONLY PARKING PERMITS CAN BE USED IN ANY PARKING LOT ON THE CAMPUS.**

**A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES.**

**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.**

See STUDENT FEES section in this college catalog for more details.

Parking permits are not transferable and are only valid for the semester as indicated on the tag.



### General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. ***No vehicle shall back into a stall in parking lots 3, 5, and 6. Vehicles must park clearly within marked stalls in Parking Lots 5 and 6. Failure to do so will constitute illegal parking.***
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
8. Motorcycles, motor scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. Motorcycles, motor scooters and motorized bicycles must park in motorcycle areas in parking lot 1 or 7. MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.
9. Always lock your car and set brake when parking.
10. If you feel you have received a parking citation in error, see College Sheriff between the hours of 8:00 a.m. to 9:00 p.m., Monday–Friday.

Students are advised to be alert for large farm machinery moving on the campus, particularly early in the morning and evenings. Use extreme caution when driving around farm machinery, which travels slowly and makes very wide turns, and needs plenty of room to maneuver. If you park on the farm, please park completely off the road. Never park in front of gates and do not park in front of the animal barn doors. When encountering farm machinery, please yield to it.

- Green text color indicates additions or corrections • ~~Red Strikethrough indicates deletions or archived courses~~ •

## Bicycle Safety Rules

1. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. It is your responsibility to watch out for pedestrians.
2. Bicycle racks are provided at various locations on the campus. Lock your bicycle to the rack to help prevent theft.
3. No bicycle riding is permitted on pedestrian sidewalks and mall walkways. Riding on sidewalks adjacent to classrooms, library, gyms, gardens, grass areas, or in any other college facilities is also not permitted. *Walk your bike within these areas at all times.*
4. You must lock your bicycles to bike racks which are provided near the entrances to the campus.
5. Roller-skates, in-line skates and skateboards are not permitted at any time on the campus.

## Cross Country Track and Adjacent Areas Closed from Dusk to Dawn

The area behind the Stadium which includes the Cross Country Track and adjacent walking and running areas will be closed from dusk to dawn each day. Signs have been posted in this area to alert users that this area is not available at night. Exceptions to this rule may be granted as long as they have been approved in advance by the College and/or the activities occurring within this area are being held within the instructional program.

Use of the Cross Country Track and adjacent areas are by permit only.

DOGS ARE NOT PERMITTED ON CAMPUS. (EXCEPT FOR SEEING EYE DOGS).

SKATEBOARDS, ROLLER SKATES AND INLINE SKATES ARE NOT PERMITTED ON CAMPUS.

## Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation and any person driving a personal vehicle is not an agent of the District.

## Student Activities

### Co-Curricular Activities

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

The development of a student activity program is a vital portion of the obligations that both faculty and administrators assume for students in any American college community. At Pierce, student activities are an integral part of the educational program.

## Intercollegiate Athletics and Eligibility

Intercollegiate Athletics are an integral part of the total college program. Men and women compete in the Western States Conference in a variety of sports. The sports offered for men are baseball, basketball, football, swimming, tennis and volleyball. The sports offered for women are soccer, softball, swimming, volleyball, water polo, and basketball.

### ELIGIBILITY

All questions pertaining to athletic eligibility should be directed to the Director of Athletics at (818) 719-6421.

## Student Publications

Students in the Media Arts Department produce online, broadcast, multi-media and print material.

The Roundup newspaper is generally printed 11 Wednesdays during each of the fall and spring semesters. People with story ideas or questions can contact the newsroom in Village 8211. Back issues and breaking news are available year-round online at [www.theroundupnews.com](http://www.theroundupnews.com).

The campus magazine, The Bull, is published semi-annually as resources permit. Issues can be viewed online at [thebullmag.com](http://thebullmag.com)

The campus internet radio station, [KPCRradio.com](http://KPCRradio.com) provides streaming content 24-7, while live operating hours vary. Listen to the station at [www.kpcradio.com](http://www.kpcradio.com). Podcasts, multi-media stories, music and other content are available at any time. The station is located in Village 8212.

## Associated Students Organization (ASO)

The students of Pierce govern their own affairs through the organization known as the Associated Students Organization (A.S.O.). Each student who enrolls at the college may become a member. The Associated Students Organization provides a framework for many college student activities. Through active participation in student government and clubs, the student renders service, increases social and cultural awareness, improves leadership abilities, and creates a close association with other students. Students are encouraged to serve on campus and A.S.O. committees. For information visit the Student Activities Office in the Student Community Center.

### ASSOCIATED STUDENT ORGANIZATION SERVICE AREA OUTCOMES

The following Service Area Outcomes have been developed to inform students about the goals of the program:

- Leadership: Students have a chance to learn leadership skills.
- Advocacy: Students learn about the policy making process and how to communicate with political leaders.
- Committee Projects: Students learn how to work with others to complete projects.