

# Cerritos College

## 2013 Summer Class Schedule

Multiple Sessions  
First Sessions Begin  
May 28, 2013

GYMNASIUM



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



11110 Alondra Blvd., Norwalk, CA 90650

# Success



# Matters

## Important Student Advisories

### Prepare now for enrollment in July 2014!

New state laws and regulations from the Student Success Act of 2012 go into effect with enrollment for the fall 2014 semester.

### Success Matters: Enrollment Priority



**New Students**

**Complete AOC by the ESP deadline.** Complete Assessment, Orientation, and Counseling/advisement by the Early Success Program deadline date to obtain earlier priority. This is available and important now, too.



**Continuing Students**

**Avoid Unit Exclusion.** If you have more than 100 degree applicable units, you lose enrollment priority. Certain courses are excluded from the total. This requirement is currently in effect.

**Avoid Academic Exclusion.** If you have a cumulative GPA under 2.0 for two consecutive semesters, you lose enrollment priority until your accumulated GPA is 2.0 or higher.

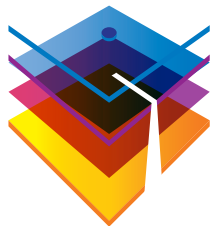
**Avoid Progress Exclusion.** If 50% or more of all the units you have attempted end up as W, I, NP, or NC grades, you will be on Progress Probation. If you are on Progress Probation for two consecutive semesters, you lose enrollment priority.



**Program-based New Students**

**Complete AOC.** If you have qualifying status at Cerritos College as active duty military, veteran, current or former foster youth, DSPS, and/or EOPS, complete AOC to get enrollment priorities.

Note: Cerritos AOC (Assessment, Orientation, and Counseling) is already required for first-time, new-to-college students. Detailed information is available from Counseling Services online and on campus.



Associate Degree<sup>SM</sup>  
for Transfer  
[ADegreeWithAGuarantee.com](http://ADegreeWithAGuarantee.com)

#### READY...

- See a counselor and develop an education plan
- Identify a major
- Attend a transfer workshop
- Visit the transfer center (each term)

#### SET...

- Apply to CSUs
- Check email & student portals frequently
- Petition/apply for AA-T/AS-T degree
- Meet CSU deadlines for AA-T/AS-T degree
- Complete the FAFSA [fafsa.ed.gov](http://fafsa.ed.gov)

#### GO...

- Submit intent to enroll
- Request final transcripts to be sent to your CSU



AA-T/AS-T  
Degrees

[ADegreeWithAGuarantee.com](http://ADegreeWithAGuarantee.com)



California Community Colleges



The California State University



# 6 Core iFalcon HABITS:



## FOCUS

*Successful students concentrate on the work to be done.*

- They are academically self-disciplined, studying for class a minimum of 2 hours for every hour spent in class weekly, for every class.
- They come to class on time, are prepared for class, and turn in assignments on time.
- They finish their academic plans by careful planning and avoiding procrastination.

## ADVANCE

*Successful students advance by always improving and moving forward toward goals.*

- They commit to ongoing development of thinking and learning skills.
- They embrace general education as opportunities to learn, not just to get through to the "good" stuff.
- They create plans and follow through on them, seeking help when obstacles arise.

## LINK UP

*Successful students link up with the academic community.*

- They work with professors, linking up in office hours and asking questions.
- They create study groups and surround themselves with like minded students.
- They get involved in the campus community by joining clubs and participating in activities.

## COMPREHEND

*Successful students study to understand their material rather than just completing assignments.*

- They ask questions and reflect on understanding.
- They work through anxiety about being "wrong," and seek out additional assistance.
- They recognize that excellence is a goal they can achieve in all areas, not just their major.

## ORGANIZE

*Successful students organize their lives.*

- They actively create a daily and weekly plan and stick to it.
- They use a system for mapping out their schedules including personal, academic, and other obligations.
- They focus on their intentions, ensuring that their time is allotted to their academic endeavors.

## NEW IDEAS

*Successful students try new things.*

- They look for new ways to approach obstacles that get in the way of success.
- They transfer concepts to new learning situations to solve problems.
- They challenge themselves.

**Learn the iFalcon Habits @  
[www.cerritos.edu/iFalcon](http://www.cerritos.edu/iFalcon)**



Cerritos College  
Hall of Fame  
*Distinguished  
Faculty*



*Dr. Edward Bloomfield*

**DISTINGUISHED FACULTY 2012**

During his 35 years of teaching philosophy at Cerritos College, Dr. Edward Bloomfield guided and nurtured the intellectual life of thousands of students, and his love for teaching philosophy continues to benefit our students today. Upon his retirement in May 2003, Dr. Bloomfield established the Edward H. Bloomfield Philosophy Scholarship...

*Bill Lewis*

**DISTINGUISHED FACULTY 2013**

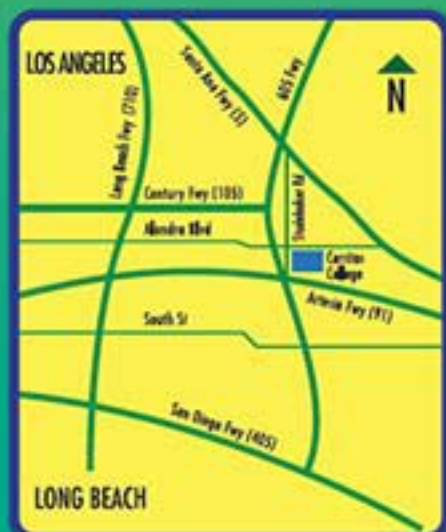
Bill Lewis came to Cerritos College as one of the first members of the Speech Communications Department in 1964. During his 25 years at Cerritos College, he helped to define the Speech Department, the college, and parts of the athletics program. Lewis led the forensic team to win six back to back state championships...

continued on page 2

## 2013 Summer Class Schedule

### Summer Sessions

May 28 – July 3	1 <sup>st</sup> 6-Week Session
May 28 – August 16	12-Week Session
June 24 – August 16	8-Week Session
July 1 – August 9	2 <sup>nd</sup> 6-Week Session
July 8 – August 16	3 <sup>rd</sup> 6-Week Session



# MESSAGE FROM THE PRESIDENT

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Welcome to the Summer session. If you are a returning student, I hope you are moving toward the completion of your educational goals. If you are new to our college, I wish you luck and encourage you to take advantage of the services available on campus to help you succeed.

As you can tell by the construction fences, we are building and renovating our facilities to provide you with the best learning environment possible. Student success is our highest priority and the faculty, staff, and administrators are here to provide you with a rigorous curriculum and student support services. I urge you to visit the Success Center in the Learning Resource Center to take advantage of our expanded services.

Now more than ever, it is essential to obtain an advanced degree and/or certificate to improve your potential for higher earnings, job security, and career advancement.

I wish you the best and our faculty and staff welcome you, as do I and the Cerritos College Board of Trustees.

Sincerely,

Dr. Linda Lacy  
President/Superintendent

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## OUR MISSION

*With student learning as the paramount destination, Cerritos College guides students with the map and the means to make their educational aspirations a reality. The college takes pride in offering open access education for associate degrees, transfer, career technical training, basic skills, and lifelong learning. Creating career pathways and opportunities for self-enrichment that benefit the economic vitality of its unique, multicultural community, Cerritos College values diversity and employs learning programs and student services that underscore student success. Faculty, staff, administrators, and students partner to promote relevance in today's global community by nurturing intellectual curiosity and applauding academic excellence.*

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## SERVING THE COMMUNITIES OF

Artesia, Bellflower, Cerritos, Downey,  
Hawaiian Gardens, La Mirada, Norwalk



## AND PORTIONS OF

Bell Gardens, Lakewood, Long Beach,  
Santa Fe Springs, South Gate

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## CERRITOS COMMUNITY COLLEGE DISTRICT ADMINISTRATION

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In accordance with Section 508 of the Rehabilitation Act, this information is available in alternate formats by calling (562) 860-2451, extension 2333.

## The Cerritos College Hall of Fame



### Bill Lewis - Distinguished Faculty 2013

Bill Lewis came to Cerritos College as one of the first members of the Speech Communications Department in 1964. During his 25 years at Cerritos College, he helped to define the Speech Department, the college, and parts of the athletics program. Lewis led the forensic team to win six back-to-back state championships and five national championships setting a national record. These accomplishments were the result of his ability to spot talent and motivate students to push their boundaries. His longstanding influence has been felt outside the college as well. In 1966, Lewis co-authored *Guidelines: Rhetorical Criticism*, which is still referenced today as a standard for authors of rhetoric, persuasion, and argumentation nationwide. Also, for 25 years until he retired in 1989, he graced audiences with his great oratory skills by serving as the public address announcer for all home football and basketball games.

### Dr. Edward Bloomfield - Distinguished Faculty 2012

During his 35 years of teaching philosophy at Cerritos College, Dr. Edward Bloomfield guided and nurtured the intellectual life of thousands of students, and his love for teaching philosophy continues to benefit our students today. Upon his retirement in May 2003, Dr. Bloomfield established the Edward H. Bloomfield Philosophy Scholarship. Likewise, Dr. Bloomfield bequeathed his philosophy library to the students studying philosophy at Cerritos College. The books are housed in the office of the Philosophy Department and are available to students enrolled in philosophy classes. Dr. Bloomfield inspired many students and made a significant difference in the life of each student that crossed paths with him. Furthermore, he continues to research, teach, counsel and enlighten those around him.



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## CLASS SCHEDULE

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### SUMMER COURSE OFFERINGS

Classes begin on many different dates. Please refer to the class meeting dates provided with each class number.

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### ADULT EDUCATION NON-CREDIT CLASSES

- Apprenticeship Programs
- Adult Education
  - ESL
  - VESL
  - General Education Development
  - Occupational Preparation
  - Citizenship
  - Assessment Test Preparation
  - Preparatory Math
- General Registration Information
- Older Wiser Learner

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### DISTANCE EDUCATION COURSES

*From science to technology to the humanities, at Cerritos College, our focus is teaching, learning and academic excellence.*

If you have questions or need information in Spanish about Cerritos College, please call the Admissions and Records Office at (562) 860-2451, extension 2211. Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 10 a.m. – 7 p.m.; closed Friday. Additional information is available in Spanish on pages 6-10 and 61.

Si usted tiene preguntas o necesita información en español acerca del Colegio de Cerritos, llame por favor a la Oficina de Admisiones y Registro al número (562) 860-2451, extensión 2211. El horario de oficina es Lunes y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 10 a.m. – 7 p.m.; cerrado los Viernes. Información adicional está disponible en español en las páginas 6-10 y 61.

# SUMMER 2013 CALENDAR OF IMPORTANT DATES

## Enrollment begins April 11, 2013

For information on assignment of enrollment priorities, please refer to the section titled, "Student Enrollment Appointment Assignment" in this schedule of classes.

### MYCERRITOS APPLICATION/ENROLLMENT HOURS:

Monday – Saturday	2 am – midnight
Sunday	8 am – midnight

### ADMISSIONS AND RECORDS OFFICE FEE PAYMENT HOURS:

Monday and Thursday	8 am – 3:30 pm
Tuesday and Wednesday	8 am – 6:30 pm

Please note that the campus will be closed on Fridays from May 31 through August 9.

### IMPORTANT DATES:

First day to file petition for A.A. Degree and Certificate for Summer	May 28
Memorial Day Holiday	May 27
Independence Day Holiday	July 4
Last day to file petition for A.A. Degree and Certificate for Summer	July 8
Summer Session Ends	August 16

## CERRITOS COLLEGE OFFERS APPLICATION AND ENROLLMENT VIA THE WEB.

### For Online submission of Admissions applications:

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

**"Apply Online"**

### For Online Enrollment:

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

**"MyCerritos" \***

\*An application must be submitted for new, returning, and transfer students prior to enrollment. For continuing students, a user ID number (7-digit student ID-example 0123456) and Password (6-digit date of birth-mmddyy) are required.

### DISCLAIMER

Cerritos College has made reasonable efforts to assure the accuracy of the information contained in this Schedule of Classes at the time of publication. The College reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, or any other content, consistent with applicable regulations and laws. Content is subject to change without notice by the administration for reasons of student enrollment, level of financial support, or for any other reason at the discretion of the College. The Schedule of Classes does not constitute a contract or the terms of a contract. The Schedule of Classes is not intended to promulgate all policies, procedures, rules, and regulations of partner organizations, transfer institutions, the College, or the Cerritos Community College District. Students are advised to consult the online version of this schedule of classes and to contact Counseling Services or the applicable administrative office for additional information.

### ANNUAL SECURITY REPORT

Cerritos College publishes an Annual Security Report in accordance with the Clery Act. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Cerritos College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department in person or at (562) 860-2451, extension 3202. This report is also available on the Web at [www.cerritos.edu/police](http://www.cerritos.edu/police).

# SUMMER 2013 CALENDAR OF IMPORTANT DATES

If your class dates and deadlines are not listed, please call the Admissions and Records Office at (562) 860-2451, x2211, for assistance.

FIRST 6-WEEK SESSION:	MAY 28 – JULY 3
Enrollment dates	April 11 - May 24
Instructor-initiated adds	May 28 - 29
Last day to drop with a refund	May 29
Last day to add (Instructor initiated)	May 29
Last day to drop without a "W"	June 2
Last day to elect P/NP grading option	June 6
Last day to drop with a "W"	June 25

SECOND 6-WEEK SESSION:	JULY 1 – AUGUST 9
Enrollment dates	April 11 - June 28
Instructor-initiated adds	July 1 - 2
Last day to drop with a refund	July 2
Last day to add (Instructor initiated)	July 2
Last day to drop without a "W"	July 8
Last day to elect P/NP grading option	July 11
Last day to drop with a "W"	July 30

THIRD 6-WEEK SESSION:	JULY 8 – AUGUST 16
Enrollment dates	April 11 - July 5
Instructor-initiated adds	July 8 - 9
Last day to drop with a refund	July 9
Last day to add (Instructor initiated)	July 9
Last day to drop without a "W"	July 14
Last day to elect P/NP grading option	July 17
Last day to drop with a "W"	August 6

FIRST 8-WEEK SESSION:	JUNE 24 – AUGUST 16
Enrollment dates	April 11 - June 21
Instructor-initiated adds	June 24 - 26
Last day to drop with a refund	June 26
Last day to add (Instructor initiated)	June 26
Last day to drop without a "W"	July 1
Last day to elect P/NP grading option	July 9
Last day to drop with a "W"	August 1

12-WEEK SESSION:	MAY 28 – AUGUST 16
Enrollment dates	April 11 - May 24
Instructor-initiated adds	May 28 - June 4
Last day to drop with a refund	June 4
Last day to add (Instructor initiated)	June 4
Last day to drop without a "W"	June 10
Last day to elect P/NP grading option	June 19
Last day to drop with a "W"	July 29



**Get Involved –  
Join a Club!**  
[www.cerritos.edu/activities](http://www.cerritos.edu/activities)

I-WEEK SESSION DATES	ENROLLMENT DATES	DROP WITHOUT A "W"	LAST DAY TO ADD, DROP WITH A REFUND, OR ELECT P/NP GRADING OPTION	LAST DAY TO DROP WITH A "W"
May 28 - 30	April 11 - May 24	May 27	May 28	May 29
June 3 - 6	April 11 - May 31	June 2	June 3	June 5
June 24 - 27	April 11 - June 21	June 23	June 24	June 26
July 1 - 3	April 11 - June 28	June 29	July 1	July 2
July 8 - 11	April 11 - July 5	July 7	July 8	July 10
July 15 - 18	April 11 - July 12	July 14	July 15	July 17

*Deadlines do not reflect in-person, office availability. Adds/drops available through MyCerritos.*

*During the week of May 28-31, parking is free in all white-lined stalls.  
Tune in to 1700 AM, Cerritos College Radio, for updated information on enrollment and registration.*

# ADMISSION AND ORIENTATION

## ADMISION Y ORIENTACION

### ASSESSMENT AND ORIENTATION-COUNSELING ARE REQUIRED FOR FIRST TIME, NEW-TO-COLLEGE STUDENTS.

*Matriculation is a process designed to assist students in accomplishing their educational goals. The process brings the college and the student into an agreement for the purpose of realizing the student's educational goal. The primary purpose of matriculation is student success. For additional information, visit the matriculation website at [www.cerritos.edu/counseling/matriculation.htm](http://www.cerritos.edu/counseling/matriculation.htm).*

#### THE COLLEGE AGREES TO PROVIDE:

- An admissions application process.
- An orientation to the College's programs and services.
- Assessment in English, math, and reading.
- Counseling and advisement to develop an educational plan.
- Follow-up evaluation of each student's progress in achieving an educational goal.

#### THE STUDENT AGREES TO:

- Express at least a broad educational intent upon admission.
- Complete new student orientation, if new to college.
- Declare an educational goal before or when 15 units have been completed.
- Attend class.
- Work diligently to complete class assignments.
- Demonstrate an effort to attain an educational goal.

#### NEW STUDENT

You are a new student if this is the first time you are attending any college. You are required to complete Assessment and Orientation-Counseling prior to enrollment.

#### TRANSFER STUDENT

You are a transfer student if you attended another college but have never attended Cerritos College.

#### RETURNING STUDENT

You are a returning student if you have previously attended Cerritos College but did not attend the 2013 Spring semester.

#### CONTINUING STUDENT

You are a continuing student if you were enrolled in credit classes at Cerritos College during the 2013 Spring semester.

#### ADMISSION

##### *Who May Apply for Admission?*

- Anyone who is a high school graduate or at least 18 years of age who may benefit from instruction.
- High school students in their junior or senior year with appropriate Special Admit approval forms.
- International Students in valid non-immigrant, F-1 visa status.

##### *How to Apply for Admission*

- Students who are enrolling for the first time or who are returning after an absence of one or more semesters, must complete an admissions application as early as possible prior to the start of enrollment. (Proof of residence may be required). The admission application is available on the college website at [www.cerritos.edu](http://www.cerritos.edu), "Apply Online".
- **International students are in F-1 student visa status.** International students must submit an International Student application, meet specific admission requirements, and pay a \$50 (\$35 for re-admit students) processing fee. Please see page 23 for admission requirements.

#### ADMISION

##### *¿Quién puede solicitar admisión?*

- Cualquier persona que sea graduada de secundaria o por lo menos de 18 años de edad.
- Estudiantes en su penúltimo año o con una forma aprobada de admisión especial (Special Admit).
- Estudiantes internacionales con visas validas F-1 de no inmigrante.

##### *Como solicitar admisión*

- Estudiantes que se matriculan por primera vez o que regresan después de una ausencia de uno o más semesters, deben completar una solicitud de admisión tan pronto como sea posible antes de el comienzo de inscripción. (Prueba de residencia podría ser necesaria). La solicitud de admisión se encuentra disponible en el sitio web de Cerritos College, [www.cerritos.edu](http://www.cerritos.edu), "Apply Online".
- Estudiantes internacionales con visa F-1 de estudiante.

Estudiantes internacionales deben presentar una solicitud internacional de estudiante, reunir los requisitos de admisión específicos, y pagar una cuota de \$50 (\$35 para estudiantes que sean re-admitidos) por el cobro de procesamiento.

*Prerequisites are strictly enforced by MyCerritos enrollment.*

*Read your course selections carefully for all requirements.*

*Requisites may be fulfilled by:*

- *Completing placement tests and enrolling in the recommended courses, and/or*
- *Completing the prerequisite course with a grade of Pass, or "C" or higher.*

*or*

- *By submitting transcripts to the Admissions and Records Office if a prerequisite course was completed at another college.*

*Requisite Clearance forms for consideration for the current semester should be submitted two weeks prior to the start of enrollment.*

# ADMISSION AND ORIENTATION

## ADMISION Y ORIENTACION

### ORIENTATION

**Assessment and Orientation-Counseling are required for all first-time, new-to-college students.** Transfer students are also highly encouraged to complete orientation.

#### Assessment and Orientation-Counseling (AOC)

Assessment and Orientation-Counseling (AOC) are required for first-time, new-to-college students. Two holds will appear in the MyCerritos account of these students: One hold for Assessment (ASM) and one hold for Orientation-Counseling (ORI). **Enrollment in classes will not be allowed until this requirement is met.** Students not required to complete AOC under established criteria are automatically exempted upon application to the College.

#### Early Success Program (ESP)

Cerritos College offers the Early Success Program (ESP) during the Fall and Spring semesters. This program is designed to encourage early completion of Assessment and Orientation-Counseling. By completing AOC prior to the established deadline, first-time college students receive an earlier enrollment appointment date.

For more information visit [www.cerritos.edu/esp](http://www.cerritos.edu/esp).

#### Options for New Student Orientations

##### Online

Start, stop, and restart anytime! Go to [www.cerritos.edu](http://www.cerritos.edu), log in to MyCerritos, and click *Orientation Plus*.

##### On campus

Orientations are offered, including day and evening, prior to the start of each term. Call Counseling Services at (562) 860-2451, ext. 2231, or go online to [www.cerritos.edu/aoc](http://www.cerritos.edu/aoc), for more information.

### ORIENTACIÓN

**Evaluación y Orientación-Consejería son requerimientos para todos los estudiantes nuevos o nuevos para el colegio.** Es recomendable que también los estudiantes que se han transferido de otros colegios completen la orientación.

#### Evaluación y Orientación-Consejería (AOC)

La Evaluación y Orientación-Consejería (AOC, por sus siglas en inglés) se necesita para los estudiantes de primer ingreso, nuevos en la universidad. Aparecerán dos retenciones en la cuenta MyCerritos de estos estudiantes: una retención por evaluación (ASM) y una retención por asesoría de orientación (ORI). **No se permitirá la inscripción en clases hasta que se haya cumplido con este requerimiento.** Los estudiantes a los que no se les solicite que completen la AOC bajo los criterios establecidos quedan exentos automáticamente al momento de presentar la solicitud a la Universidad.

#### Programa de Éxito Prematuro

El Colegio de Cerritos ofrece el Programa de Éxito Prematuro durante el otoño y el semestre de primavera. Éste programa está diseñado para motivar a los estudiantes a completar con anticipación la Evaluación y Orientación-Consejería. Si completan la Evaluación y Orientación-Consejería antes de el plazo indicado, los estudiantes nuevos para el colegio reciben una cita más temprana para inscribirse. Para obtener más información, visite la página web [www.cerritos.edu/esp](http://www.cerritos.edu/esp).

### Opciones de Orientaciones para Nuevos Estudiantes

#### En línea

Comience, pare, y vuelva a comenzar en cualquier momento! Vaya a [www.cerritos.edu](http://www.cerritos.edu), entre al sistema de MyCerritos, y elija *Orientation Plus*.

#### En el plantel

Hay orientaciones disponibles antes de el comienzo de cada semestre, incluyendo de día y de noche. Llame a Servicios de Consejería al (562) 860-2451, extensión 2231, ó en línea en el sitio [www.cerritos.edu/aoc](http://www.cerritos.edu/aoc), para más información.

### STUDENT ACTIVITY STICKER AND IDENTIFICATION CARD

A student activity sticker and identification card can be obtained from the Student I.D. Center which is located in the game room between the Food Court and the College Bookstore.

#### REGULAR HOURS

During fall and spring semesters: 9 a.m. – 6 p.m., Monday through Thursday. Hours vary during summer sessions and may be extended or reduced as needed. For more information or current hours, call the Student I.D. Center at (562) 860-2451, ext. 2480.

#### EXTENDED HOURS

During the week before and the first week of classes in fall and spring semesters, the Student I.D. Center will be open on Fridays, 9 a.m. – 3 p.m.

If a student has special circumstances and cannot be available to obtain the student activity sticker and identification card during any of the hours listed above, arrangements can be made by calling (562) 860-2451, ext. 2480.

It is important that students be in possession of their Cerritos College identification card at all times while on campus. This card is necessary for “buy-backs” in the College Bookstore and it is important to present when using the College Library and Student Health Center.



# ASSESSMENT

## EVALUACION

### WHAT IS “ASSESSMENT?”

Assessment is required for first time, new-to-college students. “Assessment” means the process of gathering information about an individual student to facilitate his or her success. At Cerritos College, assessment includes, but is not limited to, the collection of information regarding a student’s study skills, English language proficiency, computational skills. Academic counselors may also review high school and/or college transcripts, evidence of an A.A. degree or higher from an accredited institution, learning skills, academic performance, and need for special services. In addition, career assessment is the opportunity to explore career aspirations, goals, skills, interests, and values.

### ¿QUE ES LA “EVALUACION?”

La evaluación es necesaria para estudiantes de primer ingreso, nuevos en la universidad. “Evaluación” significa el proceso de obtener información sobre un estudiante individual para facilitar su éxito. En Cerritos College, las evaluaciones incluyen, pero no se limitan a la recopilación de información relacionada con las habilidades de estudio del estudiante, habilidad del idioma inglés, habilidades de computación. Los asesores académicos pueden revisar también el expediente académico de la universidad o escuela secundaria, evidencia del título de A.A. o superior de una institución acreditada, habilidades de aprendizaje, rendimiento académico y necesidad de servicios especiales. Además, la evaluación de la carrera es la oportunidad para explorar las aspiraciones, metas, habilidades, intereses y valores relacionados con una futura carrera.

### DO I NEED TO TAKE AN ASSESSMENT TEST?

First time, new-to-college students are required to complete assessment prior to enrollment. Students planning to enroll in a math, English, or reading class, or planning to earn an A.A. degree, must complete assessment tests prior to enrollment. A current Cerritos College student number and photo ID are required to take a test. All tests are computerized.

If you have taken your assessment test at another community college, please submit a copy of your results (on letterhead from the college) with a completed Requisite Clearance form to the Admissions and Records Office at least 10 business days prior to your enrollment appointment date.

### ¿ES NECESARIO TOMAR UN EXAMEN DE EVALUACIÓN?

Es necesario que los estudiantes de primer ingreso, nuevos en la universidad completen una evaluación previa a la inscripción. Los estudiantes que planifican inscribirse en una clase de matemática, inglés o lectura o que planifican obtener un grado de A.A., deben completar las pruebas de evaluación previa a la inscripción. Se necesita una ID con fotografía y el número actual de estudiante de Cerritos College para tomar una examen. Todas las exámenes son computarizadas.

Si toma su examen de evaluación en otra universidad comunitaria (*community college*), envíe una copia de sus resultados (en hoja membretada de la universidad) con un formulario Requisite Clearance completo a la Oficina de admisiones y registros por lo menos 10 días hábiles previos a la fecha de su cita de inscripción.

### MATRICULATION SERVICES EXEMPTION/EXCEPTION

Cerritos Community College offers Matriculation Services to all new students prior to their enrollment in classes. These services include: admission to the college, assessment, orientation, and counseling. First-time, new-to-college students must complete required Assessment and Orientation-Counseling (AOC) prior to enrollment. Students not required to complete AOC under established criteria are automatically exempted upon application to the College. Students wishing to pursue another type

of exemption must submit a completed Matriculation Services Exemption and Exception form to the Admission and Records Office. Matriculation Services Exemption and Exception forms are available in the Admissions and Records, Assessment, and Counseling offices. If you have special needs for completing assessment, orientation or counseling, please contact the Assessment Center or Counseling Office.

### EXENCIÓN/EXCEPCIÓN DE SERVICIOS DE MATRICULACIÓN

El Colegio de Cerritos ofrece servicios de matriculación a todos los nuevos estudiantes antes de inscribirse en clases. Estos servicios incluyen: admisión a el colegio, evaluación, orientación, y consejería. Los estudiantes nuevos para el colegio deben completar el requisito de Evaluación y Orientación-Consejería antes de inscribirse. Los estudiantes a los cuáles no se les requiere que completen la Evaluación y Orientación-Consejería bajo los criterios establecidos, son automáticamente exentos una vez que apliquen para ser admitidos al colegio. Los estudiantes que desean recibir cualquier otro tipo de exención deben completar una forma de Exención y Excepción de Servicios de Matriculación y presentarla a la Oficina de Admisiones y Registros. Las formas de Exención y Excepción de Servicios de Matriculación están disponibles en las oficinas de Admisiones y Registros, Evaluación, y Consejería.

### ASSESSMENT TEST EXEMPTIONS

Students who already possess an A.A. degree or higher are not required to take assessment tests, but will be required to verify the degree by presenting official documents to the Admissions and Records Office at least 10 working days prior to enrollment appointment date. A Requisite Clearance form must accompany the documents in order to meet prerequisites.

### EXENCIONES DE EXAMEN DE EVALUACION

Los estudiantes que ya poseen un título de A.A. o superior no necesitan tomar examen de evaluación, pero será necesario que verifiquen el título al presentar documentos oficiales a la Oficina de Admisiones y registros por lo menos 10 días hábiles previos a la inscripción. Los documentos deben ir acompañados por un formulario Requisite Clearance para cumplir con los requisitos previos.

### INDIVIDUAL ASSESSMENT TEST

#### Exceptions for Course Placement

**English** – If you have completed English 100 or an equivalent three or four unit college-level composition course with a “C” grade or higher at an accredited college, you are exempt from the English Assessment. Please submit proof of completion (grade reports or transcripts) to the Admissions and Records Office prior to enrollment.

**Math** – If you have completed Algebra I or higher with a “B” grade or higher at a high school or an accredited college, please submit proof of completion (grade reports or transcripts) to the Admissions and Records Office prior to enrollment. You may be eligible for course placement at Math 80 or below without taking an assessment test. However, if you are seeking course placement at Math 114 or higher, you will be required to take the math assessment test, which consists of multiple components.

Students may be placed in advanced math courses based on “B” grade or higher in two consecutive semesters of recently completed high school algebra courses or comparable college courses. It is strongly recommended that these math courses have been completed within the past three years. Proof of high school or college grades is required.

# ASSESSMENT

## EVALUACION

**Advanced Placement Courses** – Students who participate in advanced placement courses at their high schools and earn required scores on tests can earn college credit for those courses when they come to Cerritos College. A student who scores 3, 4 or 5 on the College Board Advanced Placement Test in the areas of Biology, Chemistry, English, Mathematics, Physics, Spanish, Economics, Government/Politics and History may be eligible to receive college credit for selected classes. For further details, ask a counselor.

**Chemistry** – Please read the prerequisites and recommendations section with each Chemistry class listing. Be sure that the prerequisites are satisfied before enrolling in a course.

*Please note: The exceptions listed are assessment options for course clearance or placement. To meet the required reading, math, and English proficiencies necessary to qualify for the Associate in Arts degree, check your catalog or ask a counselor.*

### EXAMENES INDIVIDUALES DE EVALUACION

#### Excepciones para colocación

**Inglés** – Si ha completado Inglés 100 (English 100) o un curso de tres o cuatro unidades en composición a nivel de Universidad con un grado de “C” o más alto en un colegio acreditado, usted está exento de tomar la evaluación de Inglés. Por favor someta comprobante (calificaciones o transcripciones) a la Oficina de Admisiones y Registros antes de inscribirse.

**Matemática** – si completó Algebra I, o un nivel más alto, con una calificación “B” o superior en la escuela secundaria o en una Universidad acreditada, presente una constancia de haber completado el curso (reporte de calificaciones o transcripciones) a la Oficina de Admisiones y Registros antes de su inscripción. Es posible que usted pueda optar por una equivalencia al curso Matemática 80 o un nivel inferior, sin tomar un examen de ubicación. Sin embargo, si busca una equivalencia al curso Matemática 114 o superior, se le requerirá tomar un examen de ubicación, el cual consiste de varios componentes.

Los estudiantes pueden ser ubicados en cursos avanzados de Matemática si obtuvieron una calificación “B” o superior en cursos recientes de Algebra en dos semestres consecutivos, cursados en una escuela secundaria o en cursos semejantes en una universidad. Se recomienda que estos cursos de Matemática se completen en los últimos tres años. Se requiere una constancia de las calificaciones de una escuela secundaria o universidad.

**Cursos de Elegibilidad Avanzada** – Los estudiantes que participan en elegibilidad para cursos avanzados en sus escuelas secundarias y obtienen los resultados requeridos en los exámenes, pueden obtener créditos universitarios para esos cursos cuando vienen a Cerritos College. Estudiantes que reciban puntuaciones de 3, 4 o 5 en el examen “College Board Advanced Placement Test” en las áreas de Biología, Química, Inglés, Matemáticas, Física, Español, Economía, Gobierno y Política e Historia puede ser elegible para recibir créditos universitarios en ciertas clases. Para más detalles, solicite hablar con un consejero.

**Química** – Por favor lea la sección de recomendaciones y requisitos anunciados para clases de Química. Asegúrese de cumplir los requisitos previos antes de matricularse en un curso.

*Tenga en cuenta: Las excepciones mencionadas son opciones de la evaluación para determinar elegibilidad para tomar ciertos cursos. Para cumplir con los requisitos de lectura, matemáticas, y dominio de el idioma inglés, necesarios para calificar para el título A.A. (Associate in Arts degree), revise su catálogo o pregunte a un consejero.*

### ACCOMMODATION FOR ENGLISH AS A SECOND LANGUAGE

Students planning to take ESL (English as a Second Language) courses need to take the CELSA exam. Please call the Assessment Center at (562) 860-2451, ext. 2599, to schedule an appointment.

### ADAPTACION PARA INGLES COMO SEGUNDO IDIOMA

Estudiantes que planean tomar cursos de ESL (Inglés como Segundo Idioma) necesitan tomar el examen CELSA. Favor de llamar al Centro de Evaluaciones al (562) 860-2451, extensión 2599, para hacer una cita.

### MAY I RETAKE A TEST?

Students may repeat any assessment test one time AFTER an 18-week waiting period from the original test date.

### ¿PUEDO REPETIR UN EXAMEN?

Los estudiantes pueden repetir cualquiera de los exámenes de evaluación una sola vez después de que un período de espera de 18 semanas después de el examen original haya pasado.

### ASSESSMENT TESTING SCHEDULE

Copies of the assessment testing schedule are available on the Cerritos College Career Services web page ([www.cerritos.edu/assessment-center](http://www.cerritos.edu/assessment-center)), or at the Admissions and Records Office, Counseling, and Career Services Center, or call (562) 860-2451, ext. 2355, for dates and times. Appointments are available during the peak testing period of June-August.

### CALENDARIO DE EVALUACIONES

Copias de el calendario de los exámenes están disponibles en la página web de Cerritos College Career Services ([www.cerritos.edu/assessment-center](http://www.cerritos.edu/assessment-center)), o en la Oficina de Admisiones y Registro, Consejería, y el Centro de Servicios de Carrera, o llame al (562) 860-2451, ext. 2355, para fechas y horarios. Hay citas disponibles durante la temporada alta de evaluaciones de Junio-Agosto.

### ACCOMMODATION FOR STUDENTS WITH DISABILITIES

Any student with a verified disability may arrange an appointment for alternative administration of English, reading, ESL, and mathematics placement tests by contacting the Disabled Student Programs, (562) 860-2451, ext. 2333. A current Cerritos College application must be on file and advance request for DSPS assistance is necessary. Alternative administration may include extended time, large print, readers, writers, or the use of assistive technology.

### ADAPTACIONES PARA ESTUDIANTES CON DISCAPACIDADES

Cualquier estudiante con una discapacidad comprobada puede hacer una cita para alternativas sobre la administración de exámenes de evaluación de Inglés, lectura, ESL y matemáticas, contactando el Programa de Estudiantes con Discapacidad (DSPS) al (562) 860-2451, ext. 2333. Deberá primero tener ya una aplicación con Cerritos College y haber solicitado asistencia antes de el día de el examen. Estas alternativas pueden incluir extension de tiempo, el tipo de imprenta mas grande, personas que le asistan con la lectura o escritura, o el uso de asistencia tecnológica.

# COUNSELING AND FOLLOW-UP

## CONSEJERIA Y POSTERIORES

### COUNSELING

- All students new to college are required to attend a new student orientation to receive counselor assistance for course selection prior to enrollment. See orientation section for more information on required Assessment and Orientation-Counseling (AOC). Returning and transfer students are also encouraged to see a counselor.
- Complete assessment requirements before seeing a counselor.
- Students on academic or progress probation are subject to unit limitations.
- Counselors are available on an appointment or standby basis prior to enrollment.
- During enrollment, counselors are available on a limited standby basis.
- Counselors are available online at [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling).
- Once the semester begins, new, readmit, and transfer students are highly encouraged to make a counseling appointment or attend a Tune Up workshop to discuss educational goals and to make an educational plan.

Continuing students are encouraged to meet with a counselor every semester to ensure their educational plan accurately reflects their educational goal. Make an appointment or sign up for a Tune Up workshop at the counseling desk or call (562) 860-2451, ext. 2231.

### CONSEJERIA

- Todos los estudiantes nuevos para el colegio deben participar en un taller de orientación para recibir asistencia de un consejero que los pueda ayudar a seleccionar los cursos adecuados antes de inscribirse. Vea la sección de orientación para más información respecto a los requisitos de Evaluación y Orientación-Consejería. Los estudiantes que vienen transferidos de otros colegios ó los que regresan después de estar ausentes por un tiempo, también deberán ver a un consejero.
- Complete los requisitos de la evaluación antes de ver a un consejero.
- Los estudiantes que han sido asignados a un período de prueba de progreso ó período de prueba académica son sujetos a limitaciones en las unidades.
- Los consejeros están disponibles por medio de citas o de acuerdo a la disponibilidad antes de el período de inscripción.
- Durante el período de inscripción los consejeros están disponibles sin cita, pero con disponibilidad limitada.
- Los consejeros están disponibles en línea en [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling).
- Una vez que el semestre comienza, estudiantes que son nuevos, readmitidos, o transferidos de otra institución, son exortados a hacer una cita con un consejero o asistir a un taller de puesta a punto para discutir metas educativas y hacer un plan de educación.

Estudiantes exortados a reunirse con un consejero cada semestre para garantizar que su plan de educación refleje con exactitud su meta educativa. Pida una cita o inscribirse en un taller de puesta a punto en el mostrador de consejería o llame al (562) 860-2451 ext. 2231.

### FOLLOW-UP

Counseling and teaching faculty provide a number of follow-up services to students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on and off-campus services when appropriate.

### SEGUIMIENTO

Consejería y profesores proporcionan una serie de servicios de seguimiento a los estudiantes. Estos servicios están diseñados para proporcionar información con respecto al progreso académico de los estudiantes. Se prestan servicios especiales a estudiantes que están en académico y/o progreso condicional, alumnus en cursos de habilidades básicas, y a los estudiantes que se encuentran indecisos sobre su meta educativa. Cuando es necesario los estudiantes son referidos a servicios fuera de esta institución.

### BASIC SKILLS COURSE LIMITATIONS

No more than a total of thirty (30) units from the pre-collegiate basic skills courses listed below are allowed:

- ENGL 15, 20
- MATH 20, 40
- READ 41, 42, 43, 46

“Basic skills course work” refers to pre-collegiate basic skills courses (i.e. courses in reading, writing, computation, learning skills, study skills) that are designated as non-degree applicable courses, the purpose of which is to prepare students for successful completion of an Associate in Arts degree, transfer, or certification courses.

Students enrolled in one or more courses of English as a Second Language (ESL) or students identified as having a learning disability are exempt from the thirty (30) unit limitation. A student who has completed thirty (30) units of basic skills course work shall be barred from enrolling in pre-collegiate basic skills classes and referred to other agencies to develop the skills necessary to enter college-level course work.

## Open Courses

All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites. Exemptions for state or federal statutes or regulations shall be established and the President/Superintendent shall establish procedures to establish exemptions for other practical considerations.



# ENROLLMENT INSTRUCTIONS

## MYCERRITOS ENROLLMENT DATES

**April 11 - July 12, 2013**

**Monday - Saturday**

**2:00 a.m. - midnight**

**Sunday**

**8:00 a.m. - midnight**

## ENROLLMENT APPOINTMENTS

- All eligible continuing students have the opportunity to enroll for classes on or after their scheduled appointment date and time.
- Appointment information can be reviewed in your **"Student Center"**.
- To get to the **Student Center**, please log into the Cerritos College webpage at [www.cerritos.edu](http://www.cerritos.edu).
- Select **"MyCerritos"** and log on by entering your User ID (your 7-digit student ID number). If your student ID number is 6 digits, please add a zero to the front of the numbers.
- Enter your password, your 6-digit date of birth (mmdyy), **unless** you have changed it. Please note that Cerritos College does not have access to passwords that have been changed.
- Once you have logged into **MyCerritos**, select **Student Center**.
- Your scheduled appointment date and time will appear in the yellow box under **"Enrollment Dates"** to the right of the page.

## WHO MAY ENROLL USING MYCERRITOS

All continuing students (students who attended Spring 2013) and new, returning, and transfer students who have met matriculation requirements.

- Exceptions:**
- Students who have an Ed Plan (EDP) or Dismissal (DIS) hold.
  - Students with enrollment holds (NSF checks, library and athletic obligations, administrative holds, etc.)
  - First-time students who have an Assessment(ASM) or Orientation (ORI) hold.

## RECOMMENDATIONS BEFORE ENROLLMENT

### Academic Advisement:

Students who need advisement assistance are encouraged to see a counselor prior to their MyCerritos enrollment appointment date.

### Clear Holds:

All enrollment holds must be cleared prior to your enrollment date.

### DSPS, EOPS, and LINC Students:

Should first contact their counselor or specialist in their program for enrollment assistance.

## PLAN YOUR CLASS SCHEDULE

- **Check student data on enrollment appointment.** If there are corrections, please contact the Admissions and Records Office, in person, as soon as possible. Address, phone number, and email corrections can be made by using **MyCerritos, Student Center**.
- **Check "Holds and To Do's" prior to enrolling on MyCerritos, Student Center.**
- **List classes in priority order; 7 units maximum per semester.**
- **List alternative classes** in case your class choices are not available. Pick alternatives with the same time offerings.
- **Verify your placement scores and completion of prerequisites.** Identify required LABS and possible CLASS TIME CONFLICTS.
- **Students can make PROGRAM CHANGES (class adds and drops) by MyCerritos after initial enrollment.**

## WAIT LIST NOTES

- **Cerritos College uses an "auto-enroll" process from wait list to roster. You are responsible for all drops.** If you do not want your wait-listed classes, please drop to avoid a substandard grade and forfeiture of enrollment fees. For more information on wait lists, see "Wait List" on page 13.
- **Prerequisites ARE CHECKED WHEN YOU ARE PLACED ON A WAIT LIST.** They are also checked at enrollment. YOU MAY LOSE A SEAT if prerequisites are not met when the instructor adds you to a class, or "auto-enroll" is activated. "Auto-enroll" will automatically enroll students from the wait list to the official roster when space becomes available.
- **If you are enrolled in a class AND are on a wait list for the same course (i.e., enrolled in SOC 101 and #1 on the wait list for SOC 101 at another time) you will lose a seat when "auto-enroll" tries to move you from the wait list to the official roster due to "Multiple Enrollment".**

## TO ENROLL

Verify your appointment date and time. If you log on to **MyCerritos** **before** your appointment date and time, the system will not allow you to enroll. However you may log on anytime on or after your scheduled appointment date and time during published enrollment hours.

- Go to **MyCerritos** (<http://my.cerritos.edu>) or the Cerritos College home page and select **MyCerritos**.
- Enter your User ID (7-digit student ID number) and Password (6-digit date of birth).
- Select **"Student Center"**.
- Select **"Enroll"**.
- Verify Term (Summer 2013).
- Enter Class Number and select **"Next"**.
- Verify class information and availability, and select **"Next"**. If your class is closed you may wish to be added to a wait list, if available. Check the **"Wait List"** box and select **"Next"**.
- Your class is now in your **"Shopping Cart"**. You may enter another class number or, if done, select **"Proceed to Step 2 of 3"**.
- Confirm your class(es) and select **"Finish Enrolling"**.
- Verify your status as **"Success"**.
- To pay for your class(es), select **"Make a Payment"** and follow the directions for credit card payments.

**PLEASE NOTE:** Students wishing to take a short-term class that is a prerequisite to the subsequent short-term class may enroll **IN PERSON** for class.

*Example:*

*1<sup>st</sup> 6 weeks*

*English 52*

*3<sup>rd</sup> 6 weeks*

*English 100*

The student may enroll in English 52 on their scheduled appointment date via MyCerritos AND THEN enroll in English 100, on or after their scheduled appointment date, **IN PERSON** in the Admissions and Records Office.

CERRITOS COLLEGE WILL BE **CLOSED ON FRIDAYS**  
FROM MAY 31 THROUGH AUGUST 9.

# PAYING YOUR FEES

**IMPORTANT:** Students are required to pay all fees at the time of enrollment. Payment plans are not available. Each enrollment in a class or add to a wait list for a class results in a fee amount due date. Students adding their names to wait lists will be charged the applicable enrollment fees, tuition, and applicable lab/materials fees. The amounts due will appear on the student account. **PAY CLOSE ATTENTION TO ALL DEBTS LISTED FOR EACH TRANSACTION.** Board of Governors Fee Waiver (BOGFW) students' course enrollment fees are waived; **however all other fees, including but not limited to the Student Health fee and applicable lab/materials fees, are due and payable at the time of enrollment.**

## FEE PAYMENT DEADLINE CALENDAR: SUMMER 2013

Enrollment Period	Deadline	Failure to Pay on Time
April 11 – May 17, 2013	7 days from the date of enrollment	Dropped from classes and/or wait lists*
May 18 – 24, 2013	May 24, 2013	Dropped from classes and/or wait lists*
May 28, 2013 – Instructor Add Period	Midnight of the following day	HOLD on all student accounts and records*

*\*Board of Governors Fee Waiver (BOGFW) students' course enrollment fees are waived; however all other fees, including but not limited to the Student Health fee and applicable lab/materials fees, are due and payable at the time of enrollment.*

### ON THE WEB VIA MYCERRITOS ([HTTP://MY.CERRITOS.EDU](http://my.cerritos.edu)):

- After logging in, select “Student Center” on the MyCerritos home page.
- Under Finances, select “Make a Payment”.
- Fees must be paid by credit card (MasterCard, VISA, Discover or American Express).

### BY MAIL:

- MyCerritos will indicate your total fees and the date your payment is due.
- Enclose a money order or cashier’s check, or complete the credit card information on your registration payment coupon. Cerritos College does not accept personal checks. Please make your payment in the exact amount due and print your Student I.D. number in the “memo” portion of your money order or cashier’s check.
- Send your payment to: Admissions and Records, Cerritos College, 11110 Alondra Boulevard, Norwalk, CA 90650

### ON CAMPUS:

- Pay your fees on campus in the Admissions and Records Office. Fee windows are open 8 a.m. to 3:30 p.m., Monday and Thursday; and 8 a.m. to 6:30 p.m., Tuesday and Wednesday. You may also drop your fee payment in the box provided in the Admissions and Records Office by 3 p.m., Monday through Thursday, for same day processing.
- You will receive an enrollment print-out and receipt.

## FEES

Enrollment Fee* . . . . .	\$46 per unit
Student Activity Fee. . . . .	\$4
Health Services Fee . . . . .	\$13
Parking Fee (optional). . . . .	\$20
Non-Resident Tuition Fee . . . . .	\$206 per unit (\$184 per unit non-resident tuition fee plus \$22 per unit capital outlay fee)

\*Subject to legislative change.

*If you require further assistance, contact the Admissions and Records Office at (562) 860-2451, extension 2211, Monday and Thursday, 8 a.m.–4:30 p.m.; and Tuesday and Wednesday, 8 a.m.–7 p.m.*

## WAIT LIST

As you enroll in classes, you may find that some are “closed.” This means that these classes have reached maximum enrollment. In this event you may choose to add your name to the wait list. The number of additions to wait lists is limited to 10 units. Please follow the instructions in **MyCerritos, Student Center**.

Cerritos College has implemented a “paid” wait list. What this means is that once you have added your name to the wait list, you must pay all applicable fees for that class. Additionally, “auto-enroll” will be in operation. Auto-enroll will automatically enroll students from the wait list to the official roster when space becomes available. Auto-enroll from a wait list will not occur if:

1. Student has a hold (service indicator) on their account. Please check in **MyCerritos, Student Center**, under **Holds and ToDos**.
2. The class prerequisite has not been met.
3. Illegal course repetition has occurred. (See Admission and Records for Academic Records and Standards petition.)
4. There is a class time conflict. Students may not be enrolled in two classes that meet at the same time.
5. If you are enrolled in a class AND are on a wait list for the same course (i.e., enrolled in SOC 101 and #1 on the wait list for SOC 101 at another time) you will lose a seat when “auto-enroll” tries to move you from the wait list to the official roster due to “Multiple Enrollment”.

Auto-enrollment will continue through the Friday before classes begin. View your enrollment status on **MyCerritos** (<http://my.cerritos.edu>). Failure to attend class IS NOT an automatic drop or refund. If you do not want your wait-listed classes, please drop to avoid a substandard grade and forfeiture of enrollment fees.

**Prompt attendance on the first day is recommended for all wait listed students. Failure to attend will jeopardize your enrollment status.**



## Earn a Bachelor’s Degree in Business on the Cerritos College Campus

- **Degrees for working adults**
- **Year-round enrollment**
- **All classes taught on campus**



Learn more at [www.cerritos.edu/northwood](http://www.cerritos.edu/northwood)

# READING THE CLASS SCHEDULE

Must satisfy requirements PRIOR to taking the course

Course number

Course name

Time class meets. Evening classes are designated in bold print

Class meets online

Class number needed for enrollment

Dates class meets

**ENGL 100**

**4.0 UNITS**

**FRESHMAN COMPOSITION**

Transferable to UC, CSU

(CAN ENGL 2)

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

20372 11:00- 1:00PM MW

STAFF

20375 2:00- 4:00PM MW

Clemens,S

20376 3:00- 5:00PM TTh

Ernest,R (HYBRID)

**20880 5:00- 7:00PM MW**

O'Neil,S

21681 4.0 HRS ARR (OL)

Swanson,J

Mandatory Orientation: 7:00 - 9:00 am, Saturday - January 14 in PS20.

22149 7:00- 9:00AM TTh

Mueller,B

22082 7:00- 9:40PM TTh

STAFF

Class#22082 meets 01/30/2012-05/18/2012

23244 8:00-12:00PM MW

Conley,A

Class#23244 meets 01/09/2012-03/09/2012

23065 1:00- 5:00PM TTh

STAFF

Class#23065 meets 03/12/2012-05/18/2012

CB101

CB102

LC213

LC134

ONLINE

LC134

CB103

CB106

CB102

Classes meet both on campus and online- See definition below

Online course- See definition below

Instructor name

Building & room number

Days the class meets

Specific instructor not yet designated

**Online** – Most work and communications occur online. Access to email and the internet is required.

**Hybrid** – Hybrid courses meet both on campus and online. See your instructor's website for class meeting details.



# FEES/REFUND INFORMATION AND PROCEDURES

## FEES

1. **\*Enrollment Fee:** \$46 per unit.
2. **Non-Resident Tuition:** Students who are non-residents of California or International Students, with or without F-1 visas, will be assessed \$206 per unit (\$184 per unit non-resident tuition and a \$22 per unit capital outlay fee) in addition to the \$46 per unit enrollment fee above.
3. **Student Activity Fee:** \$10 per semester; \$4 for summer session.
4. **Student Health Fee:** \$16 per semester; \$13 for summer session. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.
5. **Parking:** On-campus student parking for automobiles is \$35 per semester and \$20 for summer session. Mopeds and motorcycles may use designated areas at no charge. A daily permit may be purchased for \$2.00 from the yellow dispensers located in the student parking lots.
6. **Materials Fees:** as listed with courses in this class schedule. Please note that failure to pay these fees may result in withdrawal from courses for lack of payment.

Students are required to pay all fees at the time of enrollment. Students adding their names to wait lists will be charged the applicable enrollment fees, tuition, and applicable lab/materials fees. Students who do not pay fees and drop classes after the refund date are still responsible for all fees. **Board of Governors Fee Waiver (BOGFW) students' course enrollment and student activity fees are waived; however all other fees, including but not limited to the Student Health fee and applicable lab/materials fees, are due and payable at the time of enrollment.** Payments for the parking, student activities, and student health fees may be subject to additional considerations. The parking fee is required to park a vehicle on campus. It is reduced to \$30 for BOG Fee Waiver recipients. The student activities fee is subject to student waiver. Information is available from the Office of Student Activities located in the Student Center. Revenue from the collection of this fee may be used by ASCC to support or oppose political measures. The student health fee may be waived with documentation from the student's spiritual leader that the student relies on prayer for healing.

\*Subject to legislative change

## RESIDENT REQUIREMENTS

To be considered a California resident for purposes of admission to Cerritos College, a student is required to have resided in the state of California for at least one year and one day prior to the start of the semester for which the student is enrolling.

## REFUND POLICIES AND PROCEDURES

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. Stated deadlines are not adjusted due to late enrollment. See the "Calendar of Important Dates" for specific deadlines.

A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken

by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders.

Eligible students may file a petition with the district requesting refund of their enrollment fee(s). A refund will not be processed if academic credit has been awarded for the class. Refunds are not automatically processed.

To request a refund, a student must come to the Admissions and Records Office and submit a refund request form. The refund request form is also available online and can be mailed to the Admissions and Records Office. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the college.

A check is the only form of payment that Cerritos College uses to issue refunds. If a payment is made by credit card for any registration transaction, and you later drop any or all of your classes within the required refund period, we will **NOT** credit your credit card account. All refund checks are made payable to the student.

*Refunds are made pursuant to Title 5, Section 58501 or 58501.1.*

## CREDITS/REFUNDS

### Credits

**Enrollment Fee, Non-Resident Tuition, and Capital Outlay Fee** will be credited if the official drop has occurred within the appropriate deadline\* for session or semester. This is in accordance with the Refund of Enrollment Fee regulation, Title 5, 58508.

**Student Health, Student Activity<sup>1</sup> and Parking Fees<sup>2</sup>** will be credited only if all classes within the semester have been officially dropped within the appropriate deadline\* for the semester.

\* *Deadlines for fee credit are defined as the first two weeks of full semester length classes or 10% of class meetings for shorter than semester-length classes.*

<sup>1</sup> *Student Activity sticker for the semester must be surrendered at the time of refund request. No refund will be given if sticker is marked or used.*

<sup>2</sup> *Parking Permit for the semester must be surrendered at the time of refund request.*

### Refunds

A refund request form must be completed to receive credit funds on account. The Refund Request Form is available online at the Admissions webpage under FORMS or in the Admissions and Records Office.

**Time limit on requesting a refund:** A one year limitation exists on the credit. Students must apply for the refund between the beginning of the semester in which the credit was issued and the last day of the semester one year later. Example: Beginning of the Spring semester to the end of the Spring semester of the following year. Credit totals will be removed from the student account after this time.

**MYCERRITOS ACCEPTS PAYMENT BY MASTERCARD, VISA, DISCOVER OR AMERICAN EXPRESS CREDIT CARD.  
This method of payment is encouraged for immediate confirmation of your enrollment.**

# ACADEMIC INFORMATION

## REPEATING A COURSE

At Cerritos College, previous course enrollment is reviewed electronically for prior enrollment attempts. Most courses have repeatability limitations. Cerritos College offers some courses that have designated repeatability. Please review the catalog for maximum repeat units available.

Students may repeat a course in which a substandard grade (D, F, NP, FW) or “W” in any combination has been received one time without filing a petition. Prior to a second repeat (third enrollment) of a course, students must file a petition with, and receive approval from, the Academic Records and Standards Committee. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student’s academic record so annotated.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages, but shall not be deleted from the student’s permanent record. Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate annotation. Annotating the permanent academic record shall be done in a manner so that all work remains legible, insuring a true and complete academic history.

Students may use an equivalent course from an accredited college or university to replace a Cerritos College course in which a substandard grade was recorded, if earned subsequent to the substandard grade at Cerritos College. The student must petition the Academic Records and Standards Committee to record the change. The College may honor the prior course repetition actions of other accredited colleges and universities in determining acceptance of credits, subject to student petition to, and approval by, the Academic Records and Standards Committee.

### Examples of Exceptions for Consideration of Course Repetition Limitations

An Academic Records and Standards petition must be filed for consideration of course repetition. All petitions are subject to approval or denial. Contact the Admissions and Records Office for specific directions.

1. Student received an “MW” (Military Withdrawal).
2. Student’s previous grades are a result of documented circumstances beyond his/her control.
3. Cooperative work experience courses, subject to stated maximums, as provided in the College Administrative Procedures.
4. Certain activity or skill building courses, subject to stated maximums, as provided in College Administrative Procedures.
5. Certain classes for students with disabilities, subject to stated qualifications, as provided in College Administrative Procedures.
6. Repetition necessary for legally mandated training. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.
7. Following a qualified significant lapse of time, as provided in College Administrative Procedures.

## PASS/NO PASS CLASSES

Classes offered on a non-optional pass/no pass basis only will be indicated on a student’s permanent record as a “P” grade (with unit credit) or “NP” grade (no units earned). This will not affect the student’s grade point average. Optional pass/no pass courses are designed to encourage students to explore courses in areas they feel they may have an interest. See page 19 for guidelines and a list of approved courses in each department.

## OPEN ENTRY/OPEN EXIT CLASSES

All students should meet with the instructor as soon as possible after the start of the session to inquire about enrollment (unless otherwise noted). A student may enter these classes at any time during the session prior to the specific cut-off date for the individual classes. The courses may be completed within the session in whatever time is necessary for the student to finish the course requirements.

## DIRECTED STUDIES

Any student interested in pursuing independent projects on an individual basis for one or two units should contact a faculty member to determine if he/she is available to sponsor a directed studies project. Students may enroll in these classes only through the second week and with the authorization to enroll in Directed Studies. Form must be signed by both the instructional dean and the faculty member conducting the Directed Studies.

## WORK EXPERIENCE

Students may register for Cooperative Work Experience only through the second week of classes. Only a reduction of hours may be made after the first week.

## PREREQUISITES, COREQUISITES, RECOMMENDATIONS AND PREREQUISITE CHALLENGE PROCEDURE

Please see “Prerequisites” in the Cerritos College Catalog.

## DEFINITION OF A CLASS HOUR

At Cerritos College a class hour is defined as 50 minutes. Classes scheduled for more than an hour follow formulas to stay close to this definition. For example, a class scheduled from 6:00 to 7:30 p.m. (90 minutes) actually meets for 80 minutes, allowing for a 10 minute passing period. Longer class meeting patterns have required breaks. Cerritos College follows these time patterns.

A HARD COPY VERSION OF THE COLLEGE CATALOG IS AVAILABLE IN THE BOOKSTORE.

# ACADEMIC INFORMATION

## WITHDRAWALS [TITLE V, SECTION 58004 (C) (3)]

Pursuant to Title 5, section 58004 and Cerritos College Board Policy, it is the student's responsibility to participate fully in class (es), once enrollment is complete. However, should it become necessary to withdraw from class, it is the student's responsibility to drop in person in the Admissions and Records Office or through MyCerritos.

### **THE ULTIMATE RESPONSIBILITY OF WITHDRAWAL FALLS TO THE STUDENT.**

#### **How to officially withdraw after enrollment ends:**

Complete an Add/Drop card (available in the Admissions and Records Office) or for a faster response, use MyCerritos (<http://my.cerritos.edu>). Retain an updated printout for your records.

**ALL WITHDRAWALS MUST BE COMPLETED BY THE LISTED DEADLINES. FAILURE TO OFFICIALLY WITHDRAW FROM CLASS(ES) MAY RESULT IN AN "F/FW" GRADE FOR EACH CLASS. SEE THE "Calendar of Important Dates" for specific deadlines.**

## ADD/DROP PROCEDURES

If you wish to change your class schedule, please follow the steps below:

- Classes may be added via **MyCerritos, Student Center** (<http://my.cerritos.edu>).

To add a closed class, go to class on the first day and time that it meets; be on time. Respectfully request of the instructor(s) to be added to the class(es); if the instructor approves, an electronic enrollment will be submitted on your behalf to the Admissions and Records Office. Note that prerequisites, holds/service indicators (SI), conflicts, and illegal course repetition will be checked. Refer to the "Fee Payment Deadline Calendar" on page 12 for payment deadlines. Check your student account via **MyCerritos, Student Center** (<http://my.cerritos.edu>) or in the **Admissions and Records Office**. All enrollments must be completed by the listed add deadlines.

- Classes may be dropped via **MyCerritos, Student Center** (<http://my.cerritos.edu>). Be mindful of deadline dates for refunds and posting of "W's" to transcripts.

## LEVEL/SECTION CHANGES

**Level/section changes must be processed in person.**

1. Program changes which involve level changes in skill and performance classes may be made during the first week of the session.

2. Students may make level change in Work Experience classes during the first week. Only a reduction of hours may be made after the first week.

**NOTE:** Level changes after the first week may be allowed with the consent of both instructors and approval by the instructional dean.

**NOTE:** Section changes may not be made between terms or semesters. A student may not drop a first six/eight week course and then enroll in a second six/eight week course by executing a section change. The student is required to officially drop the first six/eight week class and then pay the appropriate fees to be enrolled in the second six/eight week class. The money will not transfer from one term to another if drop is processed outside of refund date.

## WHAT CERRITOS COLLEGE OFFERS

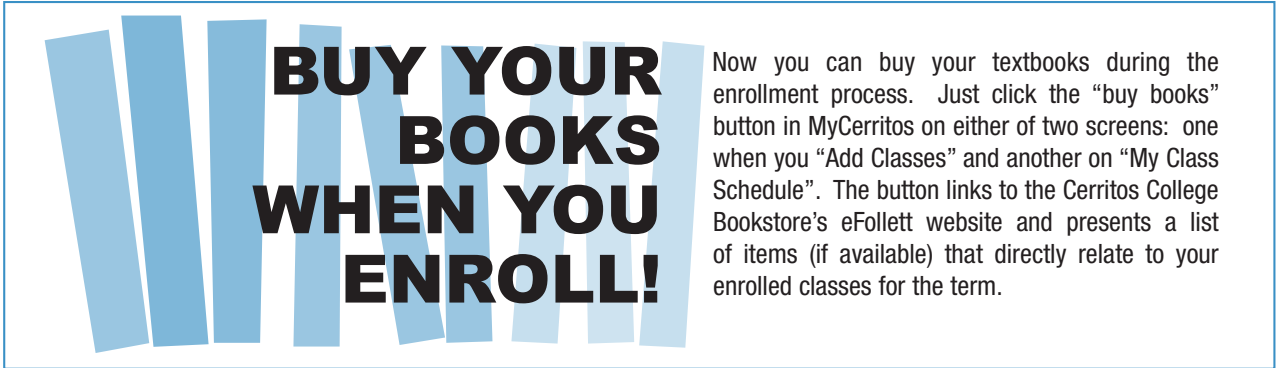
- Freshman and sophomore level course work transferable to four-year colleges and universities.
- Vocational/Technical courses designed to prepare for immediate employment.
- General education course work designed for academic, cultural, and educational enrichment.

## DEADLINES

Throughout the enrollment process (including class petitioning), certain deadlines are necessary in order to comply with state attendance laws and must be followed by all students. Failure to comply with these guidelines may mean that the student will not be enrolled and will not receive credit for or be allowed to attend classes. Stated deadlines are not adjusted due to late enrollment.

## RETURNED CHECK POLICY

A \$25 fee will be charged on all returned and stop payment checks. All fees are subject to change without notice in accordance with action taken by the Board of Trustees. Under Assembly Bill 1226, any person who writes a check which is dishonored for lack of funds is civilly liable, and under the law is liable for three times the amount of the check plus the face value of the check.



**BUY YOUR  
BOOKS  
WHEN YOU  
ENROLL!**

Now you can buy your textbooks during the enrollment process. Just click the "buy books" button in MyCerritos on either of two screens: one when you "Add Classes" and another on "My Class Schedule". The button links to the Cerritos College Bookstore's eFollett website and presents a list of items (if available) that directly relate to your enrolled classes for the term.

## ACADEMIC INFORMATION (CONTINUED)

### FAILURE TO PAY FINANCIAL OBLIGATIONS

Failure to pay a financial obligation will result in an administrative withholding of grades, transcripts, diplomas or enrollment privileges or any combination thereof. The item or items being withheld shall be released when the financial obligation has been met. (California Code of Regulations, Title 5, Section 59410)

### AUDITING OF COURSES

Auditing courses is permitted at Cerritos College. An auditor is a student who attends a course or courses for no credit or notation on an official transcript. Auditing may be available, pending signed permission, for any student who wishes to attend a course for information, review purposes or skill building. Students wishing to audit should be aware that audited courses will NOT appear on the official transcript.

1. Students may not audit a course unless he/she has exhausted all possibilities to take the course for credit.
2. Permission to audit a course is granted at the discretion of the instructor. Signature of both the instructor and Division Dean are required.
3. With the instructor's and Division Dean's signed permission, a student may submit the audit form to the Admissions and Records Office anytime during the semester after the first class meeting.

4. An auditor may be allowed to elect credit in lieu of audit **prior** to the end of the **5th week** of school for a semester length course or **prior** to 30% of a course for a short-term course, **with the instructor's written permission**. No refund of audit fees will be available and all credit fees must be paid in full at the time of credit election.

5. A credit student may be allowed to elect audit status in lieu of credit **prior** to end of the **5th week** of school for a semester length course or **prior** to 30% of a course for a short-term course, **with the instructor's written permission**. No refund of credit fees will be available after the refund deadline and all audit fees must be paid in full at the time of audit election.

6. Credit students have priority over auditing students. If a course closes after an auditor has been admitted, the auditor may be asked to withdraw to make room for a credit student. Instructor discretion is strongly recommended.

7. The fee to audit a class is \$15.00 per unit (in addition to the student fees). Students enrolled in 10 or more units can audit 3 units free (may be 3 one-unit classes). The \$15.00 per unit audit fee will automatically be charged if the student drops below 10 units.

For additional information regarding auditing, students may make inquiries at the Counseling Office, Office of Academic Affairs, division office, or the Admissions and Records Office. Audit forms may be obtained in the Admissions and Records Office.



# PASS/NO PASS CLASSES

The option to enroll in a pass/no pass class is designed to encourage students to explore courses in areas they may feel they have an interest. Only these courses listed specifically for pass/no pass may be taken on this basis. Units thus earned may be counted toward the A.A. degree, but grade points are not assigned to pass/no pass grading symbols.

Courses approved for pass/no pass will be indicated on the student's permanent records as "P" with units earned and no grade points; or "NP" with no units earned and no grade points. Units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures. The student is required to take all tests, complete all assignments, and shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. Please refer to the college catalog for additional information.

## Non-Optional Pass/No Pass Classes

These classes are offered on a pass/no pass basis only and are graded entirely on a pass/no pass basis.

### BUSINESS, HUMANITIES & SOCIAL SCIENCES

Accounting 1T, 2T  
Business Communications Office Technology 3T  
Court Reporting and Captioning Careers 1T, 5T, 11  
Law 1T

### COUNSELING 10, 20, 50, 100

### DISABLED STUDENT PROGRAMS & SERVICES

Access Learning 90, 91, 92

### FINE ARTS & COMMUNICATIONS

Theatre Arts 142

### HEALTH OCCUPATIONS

Dental Assisting 1  
Health Occupations 7  
Nursing 5, 25, 26, 47, 48T, 251  
Physical Therapist Assistant 126, 236, 246

### HPED/ATHLETICS

Dance 50

### LIBERAL ARTS

English 15  
English as a Second Language 36  
Reading 6, 41  
Speech 31

### LIBRARY 100

### SCIENCE, ENGINEERING & MATH

Biology 95  
Chemistry 95  
Math 5  
Physics 95

### TECHNOLOGY

Machine Tool Technology 77  
Plastics/Composites Manufacturing Technology 55

### Optional Pass/No-Pass Classes: 15-unit limit

The student shall petition for an optional pass/no pass course through the Admissions and Records Office. The request for such a class must be completed no later than the end of the first 30% of the term. A student may be allowed to elect a letter grade in lieu of the pass/no pass option prior to completion of 30% of the course. See college catalog for additional information.

### BUSINESS, HUMANITIES & SOCIAL SCIENCES

(all business courses, except Business Administration 109, 116, 124, 125, 126, 208, 233; Law 65, 105, 115, 171, 172, 290; Real Estate 98, 99, 174A; or those listed under Non-Optional Pass/No Pass classes)  
Administration of Justice 101, 102, 103, 105  
Anthropology 100, 115, 170, 200, 203, 205  
Economics 101, 204  
Education/Elementary School Teachers 105  
History 120, 230, 245, 250, 255, 260, 265  
Philosophy 100, 102, 103, 104, 106, 200, 201, 204, 206, 298, 299  
Political Science 90, 110, 210, 230  
Sociology 110, 205, 220

### COUNSELING 200, 210, 220, 298, 299

### FINE ARTS & COMMUNICATIONS

Art 50, 100, 101, 102, 103, 105A, 105B, 106, 107, 110, 114, 116, 120, 130A, 133A, 144, 150, 155, 156L, 160, 163, 171, 180, 182A, 183, 183A, 183B, 189L, 190, 191A, 191B, 193, 194A, 198, 264  
Film 101, 103, 104, 159, 160, 293  
Journalism 50, 100, 101, 106, 107, 111, 112, 119, 120, 171  
Music 100, 101, 102, 103, 104, 104B, 112, 125A, 126, 128, 138, 138A, 139, 143, 152, 153, 171, 244  
Photography 100, 171  
Radio /TV 119, 171, 175, 176  
Theatre Arts 101, 102, 107, 115, 120, 123, 123A, 126, 140, 144, 150, 151, 171, 208, 216, 221, 221A, 222

### HPED/ATHLETICS

Dance 100, 101, 105, 106A, 106B, 107, 108A, 108B, 109, 110, 120, 121, 122, 123, 124, 125, 130, 131, 132, 133, 134, 135, 136, 140, 141, 142, 143, 144  
Health Education 100, 101, 110, 200  
Physical Education (all activity courses)

### HEALTH OCCUPATIONS

Health Occupations 150  
Nursing 80

### LIBERAL ARTS

(all courses, except French 285, Sign Language 102, 201, and Spanish 285, or those listed under Non-Optional Pass/No Pass classes)

### SCIENCE, ENGINEERING & MATH

Anatomy and Physiology 120, 130, 150, 151, 200, 201  
Biology 100, 105, 110, 115, 120, 200, 201, 202  
Botany 120  
Chemistry 100, 110  
Computer and Information Sciences (all courses except CIS 286, 288)  
Earth Science 101, 102, 104, 104L, 106, 110  
Energy 110  
Environmental Policy 200  
Geography 101, 101L, 102, 103, 105  
Geology 100, 101, 105L, 201, 204, 207, 208, 209  
Mathematics 20, 40, 60, 70, 80, 80A, 80B, 90A, 90B, 110A, 110B, 140, 150A, 170A, 190A  
Microbiology 200  
Physical Science 100  
Physics 100  
Zoology 120

### TECHNOLOGY

Architecture (all courses)  
Automotive Collision Repair 51, 52, 53, 54, 55, 56, 57, 58L, 59F, 59M, 59P, 59U, 61, 61L, 62, 63, 64, 65, 66, 67, 68L, 73, 74, 75, 76, 77, 79L, 80, 83A, 83P, 83U, 86, 88, 98, 99, 181, 182, 183, 188, 281, 282, 283, 285, 286, 287, 288  
Automotive Mechanical Repair 1, 2, 3, 4, 5, 6, 7, 54, 55, 60, 73, 74, 80, 98, 99, 100, 108, 109, 110, 111, 120, 121, 130, 140, 150, 151, 160, 161, 170, 179, 180, 181, 182, 190, 193, 194, 195, 210, 211, 212, 260, 280, 281  
Engineering Design Technology 116, 117, 131, 133, 138, 153, 237, 258, 259, 265, 266, 299  
Machine Tool Technology 50, 51, 52, 54, 56, 57, 58, 59, 60, 62, 76, 91L, 92L, 93L, 94L, 95L, 100, 170  
Manufacturing Technology 50, 52, 53, 54, 60, 65, 100  
Plastics/Composites Manufacturing Technology 1, 2, 3, 4, 5, 53, 57, 58, 59, 61, 62, 63L, 64, 65, 66, 67, 68, 70, 71, 72, 76, 98, 99, 100, 221  
Welding 43, 44, 50, 52, 53, 54L, 60, 98, 99, 100, 120, 130, 200, 210L, 220, 240, 250L  
Woodworking Manufacturing Technologies 1, 43, 44, 80, 98, 99, 101, 102, 107, 108, 111L, 115, 117, 119L, 120, 123, 132, 134, 137, 144, 148, 151, 153, 154, 155, 157, 159, 171, 181, 183, 185, 202, 211, 212, 229L, 235, 237, 239L, 243, 248, 249L, 250, 251, 252, 253, 259L, 268A, 268B, 268C, 269L, 281

### TECHNOLOGY TRAINING & DISTANCE EDUCATION

Educational Technology 101

# ATTENDANCE AND GRADING

## ATTENDANCE

It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to their instructor to explain the absence. **Students not in attendance or late for the first class meeting are subject to drop. Students who are absent in excess of 10% of the total class hours are subject to drop. Students who are absent during the course add period are subject to drop.** Certain academic and career technical education areas may have stricter attendance requirements. Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

1. **AUTHORIZED ABSENCE:** For an approved educational field trip or school activity.
2. **EXCUSED ABSENCE:** For illness, injury, or quarantine.

NO CREDIT WILL BE GIVEN FOR A CLASS IN WHICH A STUDENT IS NOT OFFICIALLY ENROLLED. Students must attend the first class meeting or their names may be removed from the roll to allow another student seeking admission to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

## REMOVAL FROM CLASS

A student may be involuntarily removed from a course due to excessive absences, failure to meet prerequisite(s), or as a result of official disciplinary action. (California Code of Regulations, Title 5, Section 55003).

## GRADING

Accomplishment in course work is indicated by the following symbols:

Symbol	Definition	Grade Point
A	Excellent . . . . .	4
B	Good . . . . .	3
C	Satisfactory . . . . .	2
D	Passing, less than satisfactory . . . . .	1
F	Failing (earned) . . . . .	0
FW	Failing, due to lack of participation and failure to withdrawal . . . . .	0
P	Pass (at least satisfactory, the equivalent of a "C;," units awarded not counted in GPA) . . . . .	-
NP	No Pass (less than satisfactory or failing; units not counted in GPA) . . . . .	-
I	Incomplete . . . . .	-
MW	Military Withdrawal (without penalty) . . . . .	-
W	Withdrawal . . . . .	-
RD*	Report Delayed . . . . .	-

\* The RD symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

## INCOMPLETE

Students are not to re-enroll or audit a course in which a grade of "I" has been recorded. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions and Records Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition for a time extension due to unusual circumstances by completing a petition form from the Admissions and Records Office.

## GRADE CHANGES

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. The correction of a grade given shall only be allowed for a request initiated within one year following the end of the term in which it was assigned. Exceptions to the one-year limit on grade changes may be requested by petition of the student in extenuating circumstances. A formal petition must be submitted to the Academic Standards Committee. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the students (Title 5, Section 55760, Board Policy 4231).

## GRADE REPORTS

To view your grades, log in to your MyCerritos account and select Student Center, My Academics, Unofficial Transcript. Grades are not mailed to students.

# FINANCIAL ASSISTANCE

## FINANCIAL AID INFORMATION

The Financial Aid Office is available to answer financial aid questions and assist students with applying for financial aid.

### Contact Information:

**Office Hours:** Monday and Thursday 8 a.m. to 4:30 p.m.  
Tuesday and Wednesday 8 a.m. to 7 p.m.  
Friday Closed

**Website:** [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid) **Phone:** (562) 860-2451, ext. 2397  
**E-mail:** [finaid-staff-list@cerritos.edu](mailto:finaid-staff-list@cerritos.edu) **Fax:** (562) 467-5035



### Services:

- ◆ **Financial Aid Office Drop-Box** is available for submitting required documents.
- ◆ **One Stop Student Services Computer Stations and Staff** are available to assist with submitting the Free Application for Federal Student Aid (FAFSA) online. Bring a copy of your income information and W2s to apply.
- ◆ **Online Video Clips** about financial aid topics can be viewed at <http://cerritos.financialaidtv.com>.

## FINANCIAL AID PROCESS

Apply every academic year. Applications cover Fall, Spring, and Summer. Applications become available in January.

- 1 Apply**
  - Submit FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
  - List the federal school code for Cerritos College: 001161
- 2 Submit Forms**
  - View To Do List on MyCerritos
  - Download required forms at [www.cerritos.edu/finaid/forms.html](http://www.cerritos.edu/finaid/forms.html)
  - Submit required forms to the Financial Aid Office
- 3 Review Award Letter**
  - You will receive an award notification
  - You may also view your awards on MyCerritos
  - You must meet Satisfactory Academic Progress (SAP) standards to receive awards
- 4 Receive Disbursement**
  - Receive and activate your Cerritos Falcon Card
  - The Financial Aid Office will disburse your financial aid
  - Scheduled disbursement dates are posted online

## IMPORTANT POINTS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

To be eligible for federal and state financial aid funds (excluding the Board of Governors Fee Waiver), a student must make satisfactory academic progress. The Financial Aid Office at Cerritos College has established the following Satisfactory Academic Progress (SAP) standards to determine if a student is making satisfactory academic progress.

### **Grade Point Average (GPA) Requirement**

You must maintain a 2.0 cumulative Grade Point Average (GPA).

### **Maximum Time Frame Requirement**

Students must complete their educational program within a maximum time frame of 150% of the published program's required units at Cerritos College. For example, associate in arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be 90 units (60 units × 1.5).

### **Unit Completion Requirement – Pace of Progress**

Students are required to complete 70% of the units they have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in his calculation. Units for which a grade of W, I, NP, NC, and/or F was received are considered as units attempted, but not completed.

# ADMISSION AND ENROLLMENT OF SPECIAL ADMIT MINORS

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**Special Admit Minors are students enrolled in grades K-12 without high school diplomas, who can benefit from “advanced scholastic or career/technical work.”**

## HIGH SCHOOL JUNIORS AND SENIORS (COLLEGE BRIDGE PROGRAM)

1. The high school principal or designee must recommend and give consent with signature on the Special Admit Minor Form that the student would benefit from college instruction.
2. A parent/guardian must approve student's participation and give consent by signing the Special Admit Minor Form. Signature of the parent/guardian also acknowledges that the student will conform to all College policies and procedures.

### Academic Eligibility

- Students planning to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or higher shown on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Disabled Student Programs and Services (DSP&S) office at Cerritos College. Please call (562) 860-2451, ext. 2333, for assistance.

### Limitations on Enrollment

- A high school junior or senior student may be permitted to enroll in up to 8 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records and Services.
- Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the College Bridge Program.
- Students will not receive priority enrollment status and will be charged all applicable fees, with the exception of the California Community College in-state per unit enrollment fee.

## ELEMENTARY AND SECONDARY STUDENTS THROUGH THE 10TH GRADE (SPECIAL ADMIT PROGRAM)

1. The school principal or designee must recommend and give consent with signature on the Special Admit Minor Form that the student would benefit from college instruction.
2. A parent/guardian must approve student's participation and give consent by signing the Special Admit Minor Form. Signature of the parent/guardian also acknowledges that the student will conform to all College policies and procedures.

Cerritos College will admit highly gifted elementary students and secondary students through the 10th grade level for enrollment to the College if they are eligible to participate based on the following criteria:

### Academic Eligibility

- Students must have a cumulative school grade point average of 2.5, or higher, as reflected on the most recent school transcript.
- For all courses attempted, the students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Disabled Student Programs and Services (DSP&S) office at Cerritos College. Please call (562) 860-2451, ext. 2333, for assistance.

### Limitations on Enrollment

- Students in grades K-10 may be permitted to enroll in up to 4 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records and Services. Enrollment in courses is based on space availability, and College instructor signature is required prior to enrollment.
- Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program.
- Students will not receive priority enrollment status and will be charged all applicable fees, with the exception of the California Community College in-state per unit enrollment fee.

## SUMMER ENROLLMENT OF K-12 STUDENTS

In addition to the above, minor students wishing to attend summer session must meet the additional criteria:

- The student demonstrates adequate preparation in the discipline to be studied.
- Pre-collegiate courses in English and mathematics may be taken if the student has exhausted all opportunities to enroll in an equivalent course at their school of attendance.

## TO ATTEND CERRITOS COLLEGE AS A COLLEGE BRIDGE OR SPECIAL ADMIT STUDENT, PLEASE FOLLOW STEPS BELOW:

1. Complete the Special Admit Minor Form (check box for College Bridge or Special Admit) and the Cerritos College Admission Application.
2. Review class(es) of choice, complete Assessment Test(s) and prerequisites.
3. Special Admit Students (K-10) must obtain Dean of Admissions, Records and Services signature prior to enrollment.

It is recommended that College Bridge students (11-12 graders) meet with a Cerritos College academic counselor and participate in New Student Orientation.

For more information, please call (562) 860-2451, ext. 2211.

# INTERNATIONAL STUDENT SERVICES



The Office of International Student Services (OISS) welcomes international students to Cerritos College. The OISS is committed to assisting you in achieving your academic goal, whether you plan to transfer to a University or seek your Associate of Arts Degree. Visit the Office of International Student Services, located in Social Science 225, for the following services:

**Admission and Counseling Assistance:** Assists international students with F-1 status with the admissions process, academic advisement, orientation, registration and cultural adjustment to the United States and the Cerritos College educational system. Cerritos College is a SEVP-SEVIS certified and approved institution.

**Intensive English Program (IEP):** Cerritos College welcomes international students to develop English skills while introducing them to the American experience and to the diverse cultures of Southern California. Students completing our IEP will have the opportunity to continue into the academic credit side at Cerritos College to either complete their Associate of Arts degree or to transfer to a university.

## APPLICATION REQUIREMENTS

The following documents are required for admission to Cerritos College:

- International Student Application (your name must appear the same as in the passport)
- Fee of \$50 for new students, payable to the Cerritos College Foundation (fee of \$35 for re-admit)
- Notarized Statement of Support (Must be completed by financial sponsor)
- Bank Certification (verification on bank letterhead signed by a bank official showing at least \$22,000, or equivalent, available to the student). **Personal checks will not be accepted for payment of tuition and fees.**
- Tuberculosis (TB) exam results
- Transcripts (proof of high school graduation)/High School Diploma
- TOEFL, STEP, iTEP, and/or equivalent Cerritos College Placement Test (not required for students applying for the Intensive English Program)
- Copies of Passport, Visa, and I-94
- Copies of ALL I-20's (both SEVIS and Non-SEVIS I-20's)
- Transfer Authorization (if transferring from U.S. college or language school)
- Proof of Medical Insurance Coverage (available in the Office of International Student Services). Cerritos College International Student Medical insurance is provided through Student Insurance Company. Their website is [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com) and their telephone number is (800) 367-5830.
- Dependents: Write the name, date of birth, country of birth, and relationship to the F-1 student for each dependent on a separate sheet of paper. All dependents must have health insurance. Add \$3,000 per dependent to Bank certification.
- SEVIS I-20 fee of \$200 (preferred payment by credit card on the internet at [www.fmjfee.com](http://www.fmjfee.com). For other payment options contact the Office of International Student Services.

**Note:** We will assist students with other non-immigrant visa status (i.e., B-2, F-2, J-1, etc.) to change to F-1 student status.

**International Student Advisement:** Assists international students to stay in compliance with the United States Citizenship and Immigration Services (USCIS) and other U.S. and foreign governmental agencies while enrolled in full-time status at Cerritos College.

**Workshops and Programs:** Provide academic and immigration workshops as well as programs that will enhance students' academic, personal, and cultural experience..

**International Student Association (ISA):** Assists students in getting involved in campus clubs and organizations, meeting fellow students and becoming leaders on campus and in the community.

Questions may be directed to the Office of International Student Services at (562) 860-2451, ext. 2133. Our fax number is (562) 467-5086. Please visit our website at [www.cerritos.edu/isc](http://www.cerritos.edu/isc) or email us at [international-center@cerritos.edu](mailto:international-center@cerritos.edu). Like us on Facebook at Cerritos College Office of International Student Services.

## F-1 STUDENT AGREEMENT

- Enroll in a minimum of **12 units (full-time)** for the Fall and Spring semester.
- Maintain a minimum 2.0 grade point average (C grade or better) each semester.
- Limit my enrollment in online classes to a **maximum of 3 units** as part of the 12 unit requirement.
- Meet with the International Student Counselor each semester and as needed.
- Meet with the International Student Counselor prior to dropping classes, changing my class schedule or concurrent enrollment at another school.
- Enroll for classes on my registration appointment date and pay fees within 7 days.
- I will not work on or off-campus without authorization from the OISS Immigration Specialist.
- I am required to purchase health insurance from Cerritos College each academic year.
- I am required to meet with the OISS Immigration Specialist **60 days** prior to completion of my program for Optional Practical Training (OPT), program extension (I-20) or transfer to another school.
- I am required to notify the Office of International Student Services of any changes/updates to my name, major/field of study, dependent information, financial support, addresses, email address and phone numbers **within 10 days**.
- I will present my I-20 and passport to the OISS Immigration Specialist three weeks prior to traveling outside the U.S. **Note:** I-20 and passport must be valid at all times.
- I understand I must file Internal Revenue Services (IRS) form 8843 annually regardless if I worked or not during the prior year.
- If I participated in authorized on or off campus employment, I will need to also file state and/or federal income tax. Deadline is on or before April 15th each year. Download forms at: [www.irs.gov/Forms-&-Pubs](http://www.irs.gov/Forms-&-Pubs).
- I understand **Falsification, Plagiarism and Cheating** are violations of academic honesty and such actions are cause for termination of my F-1 status and I-20 at Cerritos College.

F-2 visa holders are not authorized to study in academic programs. All F-2 visa holders who wish to study at Cerritos College are required to change to an F-1 student visa. **F-2 students attending high school should apply for F-1 visa status at least 3-4 months before graduating and transferring to Cerritos College.** Contact the Office of International Student Services for further instructions.

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
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## ACCOUNTING

### ACCT 100 - 3.0 UNITS INTRODUCTION TO ACCOUNTING

Transferable to CSU

20155	8:00-10:05AM	MTWTh	Schmidt,D	BE109
Class#20155 meets 07/01/2013-08/09/2013				
<b>20277</b>	<b>5:30-10:05PM</b>	<b>TTh</b>	Farina,M	BE109
Class#20277 meets 07/01/2013-08/09/2013				
20158	10:15-12:20PM	MTWTh	Moloney,P	SS140
Class#20158 meets 07/01/2013-08/09/2013				

### ACCT 101 - 4.0 UNITS FUNDAMENTALS OF ACCOUNTING I

Transferable to UC, CSU (CAN BUS 2) (CAN BUS SEQ A)

Prerequisite: ACCT 100 or equivalent with a grade of Pass or "C" or higher.

20356	8:30-10:30AM	MTWTh	Fronke,M	SS141
	10:30-12:05PM	MTWTh	Fronke,M	SS141
Class#20356 meets 07/01/2013-08/09/2013				

### ACCT 133 - 3.0 UNITS SPREADSHEET ACCOUNTING I

Transferable to CSU

Prerequisite: ACCT 100 or equivalent with a grade of Pass or "C" or higher.

Recommendation: Students in Accounting or Finance courses are strongly recommended to enroll in a section of ACCT 1T.

NOTE: a material fee of \$4.00 is required for ACCT133

20156	10:15-12:20PM	MTWTh	Schmidt,D	BE108
Class#20156 meets 07/01/2013-08/09/2013				
<b>20358</b>	<b>5:30-10:05PM</b>	<b>TTh</b>	Alenikov,T	BE122
Class#20358 meets 07/01/2013-08/09/2013				

## ADMINISTRATION OF JUSTICE

### AJ 103 - 3.0 UNITS CRIMINAL PROCEDURES

Transferable to CSU

Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

20279	8:00-10:05AM	MTWTh	Haynes,W	SS220
Class#20279 meets 07/01/2013-08/09/2013				

### AJ 104 - 3.0 UNITS CRIMINAL EVIDENCE

Transferable to CSU (CAN AJ 6)

Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

<b>20193</b>	<b>5:45- 7:50PM</b>	<b>MTWTh</b>	Collins,J	SS220
Class#20193 meets 07/01/2013-08/09/2013				

### AJ 202 - 3.0 UNITS SUBSTANTIVE LAW

Transferable to CSU

Prerequisite: AJ 102 or equivalent with a grade of Pass or "C" or higher.

Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

<b>20368</b>	<b>8:00-10:05PM</b>	<b>MTWTh</b>	Collins,J	SS220
Class#20368 meets 07/01/2013-08/09/2013				

## ANATOMY AND PHYSIOLOGY

### A&P 150 - 4.0 UNITS INTRODUCTION TO HUMAN ANATOMY

Transferable to UC, CSU

Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

20001	9:00-11:15AM	MTWTh	Lepere,S	S 129
	11:15-12:00PM	MTWTh	Lepere,S	S 129
	12:00- 1:30PM	MTWTh	Lepere,S	S 129
Class#20001 meets 05/28/2013-07/03/2013				

### A&P 151 - 4.0 UNITS INTRODUCTION TO HUMAN PHYSIOLOGY

Transferable to UC, CSU

Prerequisite: Satisfactory completion of A&P 150 or equivalent with a grade of Pass or "C" or higher.

Recommendation: CHEM 100 or equivalent with a grade of Pass or "C" or higher.

20179	10:00-12:10PM	MTWTh	STAFF	S 129
	12:10- 1:00PM	MTWTh	STAFF	S 129
	1:00- 2:20PM	MTWTh	STAFF	S 129
Class#20179 meets 07/08/2013-08/16/2013				

## ANTHROPOLOGY

### ANTH 100 - 3.0 UNITS CULTURAL ANTHROPOLOGY

Transferable to UC, CSU (CAN ANTH 4)

20017	3:30- 5:35PM	MTWTh	Rigby,J	SS315
Class#20017 meets 07/01/2013-08/09/2013				

### ANTH 115 - 3.0 UNITS PHYSICAL ANTHROPOLOGY

Transferable to UC, CSU (CAN ANTH 2)

20065	9.0 HRS ARR	(OL)	Bellas,M	ONLINE
Orientation will take place through class website. Class#20065 meets 07/01/2013-08/09/2013				
20083	12:30- 2:35PM	MTWTh	Abbruzzese,M	SS315
Class#20083 meets 07/01/2013-08/09/2013				

## ARCHITECTURE

### ARCH 113 - 4.0 UNITS BUILDING CODES

Transferable to CSU

<b>20274</b>	<b>6:00- 9:50PM</b>	<b>MTW</b>	Rother,E	PST233
Class#20274 meets 07/01/2013-08/09/2013				

## ART AND DESIGN

### ART 100 - 3.0 UNITS INTRODUCTION TO WORLD ART

Transferable to UC, CSU

Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher.

20018	9.0 HRS ARR	(OL)	MacDevitt,J	
No in-person orientation. Visit <a href="http://www.macdevitt.com">http://www.macdevitt.com</a> (also accessible via TalonNet) for participation instructions. Class#20018 meets 07/01/2013-08/09/2013				

### ART 110 - 3.0 UNITS FREEHAND DRAWING

Transferable to UC, CSU (CAN ART 8)

20794	9:00-10:30AM	MTWTh	Miller,K	FA 32
	10:30- 1:20PM	MTWTh	Miller,K	FA 32
Class#20794 meets 07/01/2013-08/09/2013				

### ART 192 - 3.0 UNITS PHOTOSHOP/DIGITAL IMAGING

Transferable to CSU

NOTE: a material fee of \$10.00 is required for ART192

20332	9:00-10:30AM	MTWTh	Wilson,C (HYBRID)	LC173
	10:30- 1:20PM	MTWTh	Wilson,C (HYBRID)	LC173
Class#20332 meets 07/01/2013-08/09/2013				

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
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## ASTRONOMY

### ASTR 102 - 3.0 UNITS INTRODUCTORY ASTRONOMY: STARS AND THE UNIVERSE

Transferable to UC, CSU

20109 9:00-11:50AM MTW Hugenberger,S S 104  
Class#20109 meets 07/01/2013-08/09/2013

20526 5:00- 7:05PM MTWTh Henriques,J PST124  
Class#20526 meets 07/01/2013-08/09/2013

### ASTR 105L - 1.0 UNIT OBSERVATIONAL ASTRONOMY

Transferable to UC, CSU

Prerequisite: ASTR 101, ASTR 102, ASTR 103, ASTR 104 or ASTR 106 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment.

20019 7:30-10:20PM MTW Szabo,T PST124  
Class#20019 meets 07/01/2013-08/09/2013

## AUTOMOTIVE COLLISION REPAIR & REFINISHING/AUTOBODY

### AB 86 - 2.0 UNITS PRODUCTION MANAGEMENT

Not Transferable

Recommendation: Work experience in the automotive collision repair industry.

20487 6:00-10:50PM Th Robertson,C (HYBRID) AT 54  
Class#20487 meets 06/24/2013-08/16/2013

### AB 287 - 2.0 UNITS ADVANCED COLLISION REPAIR MANAGEMENT

Transferable to CSU

20488 6:00-10:15PM M Robertson,C (HYBRID) AT 54  
Class#20488 meets 06/24/2013-08/16/2013

### AB 288 - 2.0 UNITS ADVANCED AUTOMOTIVE CLAIMS

Transferable to CSU

Prerequisite: AB 181 or AB 188 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.

20489 6:00-10:15PM W Robertson,C (HYBRID) AT 54  
Class#20489 meets 06/24/2013-08/16/2013

## AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY

### AUTO 73 - 3.0 UNITS AUTOMOTIVE MECHANICAL REPAIR OCCUPATIONAL WORK EXPERIENCE

Not Transferable

20003 7:00-10:00PM M Taylor,K AT 10  
Class#20003 meets 05/28/2013-07/03/2013

20066 7:00-10:00PM M Taylor,K AT 10  
Class#20066 meets 07/08/2013-08/16/2013

### AUTO 111 - 4.0 UNITS AUTOMOTIVE ENGINES

Transferable to CSU

Recommendation: AUTO 100 or equivalent with a grade of Pass or "C" or higher.

NOTE: a material fee of \$15.00 is required for AUTO111

20092 7:00- 9:25AM MTWTh Baron,T AT 14  
9:25-11:50AM MTWTh Baron,T AT 14  
Class#20092 meets 05/28/2013-07/03/2013

20117 8:00-10:25AM MTWTh Vega,F AT 21  
10:25-12:50PM MTWTh Vega,F AT 21  
Class#20117 meets 07/08/2013-08/16/2013

### AUTO 179 - 4.0 UNITS AUTOMOTIVE AIR CONDITIONING

Transferable to CSU

Recommendation: AUTO 161 or equivalent with a grade of Pass or "C" or higher.

NOTE: a material fee of \$15.00 is required for AUTO179

20095 8:00-10:25AM MTWTh Mulleary,J AT 10  
10:25-12:50PM MTWTh Mulleary,J AT 10  
Class#20095 meets 05/28/2013-07/03/2013

20097 7:00- 9:25AM MTWTh Bender,W AT 14  
9:25-11:50AM MTWTh Bender,W AT 14  
Class#20097 meets 07/08/2013-08/16/2013

Earn a Bachelor's Degree in Automotive Marketing/Management from Northwood University on the Cerritos College Campus.  
For information call (562) 988-9506

## BIOLOGY

### BIOL 105 - 3.0 UNITS MAN AND ENVIRONMENT

Transferable to UC, CSU

Recommendation: Satisfactory completion of the English Placement Process for ENGL 100 clearance or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

20314 8:00-10:05AM MTWTh McNulty,S S 103  
Class#20314 meets 07/01/2013-08/09/2013

### BIOL 120 - 4.0 UNITS INTRODUCTION TO BIOLOGICAL SCIENCE

Transferable to UC, CSU (CAN BIOL 2)

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

20262 5:30- 7:40PM MTWTh STAFF S 124  
7:40- 9:50PM MTWTh STAFF S 124  
Class#20262 meets 07/01/2013-08/09/2013

## BUSINESS ADMINISTRATION

### BA 50 - 3.0 UNITS BUSINESS MATH FOR MANAGERS

Not Transferable

20762 6.8 HRS ARR (OL) Baber,J ONLINE

All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20762 meets 06/24/2013-08/16/2013

20763 6.8 HRS ARR (OL) Brown,S ONLINE

All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20763 meets 06/24/2013-08/16/2013

### BA 100 - 3.0 UNITS FUNDAMENTALS OF BUSINESS

Transferable to UC, CSU

20067 9.0 HRS ARR (OL) Moriarty,C ONLINE

Orientation: All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20067 meets 07/01/2013-08/09/2013

20359 9.0 HRS ARR (OL) Moriarty,C ONLINE

Orientation: All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20359 meets 07/01/2013-08/09/2013

### BA 106 - 3.0 UNITS HUMAN RESOURCE MANAGEMENT

Transferable to CSU

20764 6.8 HRS ARR (OL) Ciraulo,J ONLINE

All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20764 meets 06/24/2013-08/16/2013

20765 6.8 HRS ARR (OL) Stevenson,K ONLINE

All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20765 meets 06/24/2013-08/16/2013

### BA 107 - 3.0 UNITS HUMAN RELATIONS IN BUSINESS

Transferable to CSU

20766 6.8 HRS ARR (OL) Elam,C ONLINE

All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20766 meets 06/24/2013-08/16/2013

20767 6.8 HRS ARR (OL) Fantroy,S ONLINE

All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline)  
Class#20767 meets 06/24/2013-08/16/2013

*Students not in attendance or late for the first class meeting are subject to drop.*

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
<b>BA 113 - 3.0 UNITS LEGAL ENVIRONMENT OF BUSINESS</b>					<b>BA 156 - 3.0 UNITS MOTIVATIONAL PRESENTATION SKILLS FOR MANAGERS</b>				
Transferable to UC, CSU					Transferable to CSU				
20361	9:00- 1:35PM	TTh	Ramos,G (HYBRID)	BE119	20779	6.8 HRS ARR	(OL)	Donadelle,R	ONLINE
Orientation: Mid-term and final exam will be taken on campus during the semester. Email instructor for class details and dates. All class information will also be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Orientation: Class presentations will be held on campus during the semester. All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
Note: First week class will meet Tuesday and Thursday. All other meetings will be on Tuesdays.					Class#20779 meets 06/24/2013-08/16/2013				
Class#20361 meets 07/01/2013-08/09/2013					20780 6.8 HRS ARR (OL) Ciraulo, J ONLINE				
20522	9.0 HRS ARR	(OL)	Ramos,G	ONLINE	Orientation: Class presentations will be held on campus during the semester. All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
Orientation: Mid-term and final exam will be taken on campus during the semester. Email instructor for class details and dates. All class information will also be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20780 meets 06/24/2013-08/16/2013				
Class#20522 meets 07/01/2013-08/09/2013					<b>BA 157 - 3.0 UNITS PRINCIPLES OF PUBLIC RELATIONS</b>				
<b>BA 114 - 3.0 UNITS MARKETING</b>					Transferable to CSU				
Transferable to CSU					20781 6.8 HRS ARR (OL) Acheson,M ONLINE				
20768	6.8 HRS ARR	(OL)	Gordon,G	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20781 meets 06/24/2013-08/16/2013				
Class#20768 meets 06/24/2013-08/16/2013					20782 6.8 HRS ARR (OL) Laureano,B ONLINE				
20769	6.8 HRS ARR	(OL)	STAFF	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20782 meets 06/24/2013-08/16/2013				
Class#20769 meets 06/24/2013-08/16/2013					<b>BA 115 - 3.0 UNITS MANAGEMENT-BUSINESS</b>				
<b>BA 115 - 3.0 UNITS MANAGEMENT-BUSINESS</b>					Transferable to CSU				
Transferable to CSU					20770 6.8 HRS ARR (OL) Grady,J ONLINE				
20770	6.8 HRS ARR	(OL)	Grady,J	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20770 meets 06/24/2013-08/16/2013				
Class#20770 meets 06/24/2013-08/16/2013					20771 6.8 HRS ARR (OL) Keshishyan,P ONLINE				
20771	6.8 HRS ARR	(OL)	Keshishyan,P	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20771 meets 06/24/2013-08/16/2013				
Class#20771 meets 06/24/2013-08/16/2013					<b>BA 118 - 3.0 UNITS RETAIL MANAGEMENT</b>				
<b>BA 118 - 3.0 UNITS RETAIL MANAGEMENT</b>					Transferable to CSU				
Transferable to CSU					20772 6.8 HRS ARR (OL) Stewart,R ONLINE				
20772	6.8 HRS ARR	(OL)	Stewart,R	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20772 meets 06/24/2013-08/16/2013				
Class#20772 meets 06/24/2013-08/16/2013					20773 6.8 HRS ARR (OL) Van Dine,B ONLINE				
20773	6.8 HRS ARR	(OL)	Van Dine,B	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20773 meets 06/24/2013-08/16/2013				
Class#20773 meets 06/24/2013-08/16/2013					<b>BA 120 - 3.0 UNITS MANAGEMENT-ACCOUNTING AND INTERNAL CONTROL</b>				
<b>BA 120 - 3.0 UNITS MANAGEMENT-ACCOUNTING AND INTERNAL CONTROL</b>					Transferable to CSU				
Transferable to CSU					20774 6.8 HRS ARR (OL) Ghidella,R ONLINE				
20774	6.8 HRS ARR	(OL)	Ghidella,R	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20774 meets 06/24/2013-08/16/2013				
Class#20774 meets 06/24/2013-08/16/2013					20775 6.8 HRS ARR (OL) Paquette,R ONLINE				
20775	6.8 HRS ARR	(OL)	Paquette,R	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20775 meets 06/24/2013-08/16/2013				
Class#20775 meets 06/24/2013-08/16/2013					<b>BA 121 - 3.0 UNITS SALES</b>				
<b>BA 121 - 3.0 UNITS SALES</b>					Transferable to CSU				
Transferable to CSU					20776 6.8 HRS ARR (OL) Garza,J ONLINE				
20776	6.8 HRS ARR	(OL)	Garza,J	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20776 meets 06/24/2013-08/16/2013				
Class#20776 meets 06/24/2013-08/16/2013					<b>BA 132 - 3.0 UNITS COMPUTER APPLICATIONS FOR MANAGERS</b>				
<b>BA 132 - 3.0 UNITS COMPUTER APPLICATIONS FOR MANAGERS</b>					Transferable to CSU				
Transferable to CSU					20777 6.8 HRS ARR (OL) Titel,M ONLINE				
20777	6.8 HRS ARR	(OL)	Titel,M	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20777 meets 06/24/2013-08/16/2013				
Class#20777 meets 06/24/2013-08/16/2013					20778 6.8 HRS ARR (OL) Wilson,D ONLINE				
20778	6.8 HRS ARR	(OL)	Wilson,D	ONLINE	All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>				
All class information will be available online at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>					Class#20778 meets 06/24/2013-08/16/2013				
Class#20778 meets 06/24/2013-08/16/2013									

## BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

### BCOT 54 - 3.0 UNITS BUSINESS WRITING FOR MANAGERS

Not Transferable

Recommendation: BCOT 46

This course is designed to assist managers and supervisors in the business field to develop written reports, proposals, evaluations, and other types of communication specific to the management field.

20783 6.8 HRS ARR (OL) STAFF ONLINE

Class#20783 meets 06/24/2013-08/16/2013

20784 6.8 HRS ARR (OL) STAFF ONLINE

Class#20784 meets 06/24/2013-08/16/2013

### BCOT 113 - 3.5 UNITS MICROSOFT EXCEL

Transferable to CSU

Recommendation: Concurrent enrollment in BCOT 3T.

NOTE: a material fee of \$4.00 is required for BCOT113

20112 15.0 HRS ARR (OL) Soden,B ONLINE

Orientation: Visit [www.cerritos.edu/bsoden](http://www.cerritos.edu/bsoden) and TalonNet for class information.

Submit student information form on my website.

Class#20112 meets 07/01/2013-08/09/2013

### BCOT 131 - 3.5 UNITS BEGINNING COLLEGE KEYBOARDING & DOCUMENT PROCESSING

Transferable to CSU

Recommendation: Concurrent enrollment in BCOT 3T.

NOTE: a material fee of \$4.00 is required for BCOT131

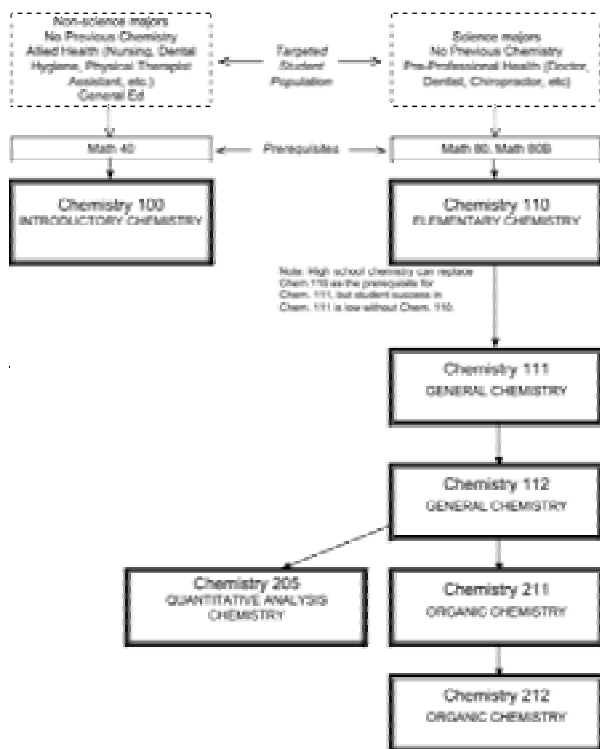
20363 15.0 HRS ARR (OL) Sharp,M ONLINE

Orientation: 8:00 am, Monday - July 1 in BE120.

Class#20363 meets 07/01/2013-08/09/2013

## CHEMISTRY

### CHEMISTRY DEPARTMENT COURSE SEQUENCE



#### CHEM 100 - 4.0 UNITS INTRODUCTORY CHEMISTRY

Transferable to UC, CSU (CAN CHEM 6)  
Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of Math Placement Process.  
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 100.

20264	8:00-10:55AM	MTW	Waldman,L	S 102
	10:55-11:55AM	MTW	Zewail,M	S 215
	11:55- 1:50PM	MTW	Zewail,M	S 215
Class#20264 meets 07/01/2013-08/09/2013				
20529	3:00- 5:55PM	MTW	STAFF	S 215
	5:55- 6:55PM	MTW	Dukhovny,O	S 215
	6:55- 8:50PM	MTW	Dukhovny,O	S 215
Class#20529 meets 07/01/2013-08/09/2013				
20761	8:00-10:55AM	MTW	Waldman,L	S 102
	10:55-11:55AM	MTW	Shimazu,C	S 224
	11:55- 1:50PM	MTW	Shimazu,C	S 224
Class#20761 meets 07/01/2013-08/09/2013				

#### CHEM 110 - 4.0 UNITS ELEMENTARY CHEMISTRY

Transferable to UC, CSU  
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.  
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 110.

20315	10:55- 1:50PM	MTW	Waldman,L	S 102
	8:00- 9:00AM	MTW	Lou,R	S 219
	9:00-10:55AM	MTW	Lou,R	S 219
Class#20315 meets 07/01/2013-08/09/2013				

#### CHEM 112 - 5.0 UNITS GENERAL CHEMISTRY

Transferable to UC, CSU (CAN CHEM 4)(CAN CHEM SEQ A)  
Prerequisite: CHEM 111 or equivalent with a grade of Pass or "C" or higher or equivalent.

20005	8:00-10:17AM	MTWTh	Zewail,M	S 222
	10:17-11:48AM	MTWTh	Bradbury,J	S 222
	11:48- 2:50PM	MTWTh	Bradbury,J	S 222
Class#20005 meets 07/01/2013-08/09/2013				

## Earn a Bachelor's Degree with the University of La Verne

Cerritos College and La Verne have created a partnership to provide students an opportunity to earn a bachelor's degree in child development. Students may take La Verne upper division courses while completing Cerritos GE courses. The program has accelerated 10 week semesters.



#### BS CHILD DEVELOPMENT

For more information contact:

Twanisha Robinson-Wilson

877-GoToULV x5436 trobinson-wilson@ulv.edu



## CHILD DEVELOPMENT/EARLY CHILDHOOD

Students enrolled in CDEC 164 are required to spend 4.5 hours (1 or 2 days) per week in placement for a total of 54 hours. TB clearance and good health are required to participate in this course.

#### CDEC 164 - 3.0 UNITS

Transferable to CSU

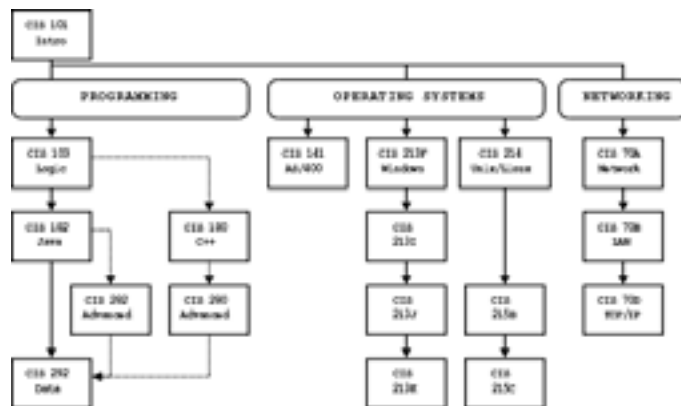
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of Pass or "C" or higher.

Recommendation: CD 124, CD 139, and CDEC 161.

20434	6:30- 9:20PM	T	Gradin,S	HS101
+ 4.5 HRS ARR				
Class#20434 meets 05/28/2013-08/16/2013				

#### PRACTICUM FIELD EXPERIENCE

## COMPUTER AND INFORMATION SCIENCES



#### CIS 70A - 3.5 UNITS NETWORKING FUNDAMENTALS

Not Transferable

Recommendation: CIS 101 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.

20321	15.0 HRS ARR	(OL)	Lou,Z	ONLINE
Mandatory Orientation: 6:00 - 9:00 pm, Monday - July 1 in LA 5.				
Class#20321 meets 07/01/2013-08/09/2013				

#### CIS 70G - 3.5 UNITS WIDE AREA NETWORKS

Not Transferable

Prerequisite: CIS 70E or equivalent with a grade of Pass or "C" or higher.

20440	5:00- 8:00PM	MTW	Lazor,C	TE 10
	8:00- 9:50PM	MTW	Lazor,C	TE 10
Class#20440 meets 07/01/2013-08/09/2013				

*Students not in attendance or late for the first class meeting are subject to drop.*

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
<b>CIS 101 - 3.0 UNITS INTRODUCTION TO COMPUTER INFORMATION SYSTEMS</b> Transferable to UC, CSU (CAN BUS 6) Mandatory Orientation: 1:00 - 4:00 pm, Monday - July 1 in LA 5.					<b>COS 73A - 4.0 UNITS ADVANCED COSMETOLOGY I</b> Not Transferable Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of Pass or "C" or higher.				
20267	12.0 HRS ARR	(OL)	Negrete,B	ONLINE	20504	5:30- 7:45PM	MTWTh	Bettencourt,M	HS203
Class#20267 meets 07/01/2013-08/09/2013					7:45- 9:55PM MTWTh Bettencourt,M HS203				
Class#20504 meets 06/24/2013-08/16/2013									
<b>CIS 103 - 3.5 UNITS COMPUTER PROGRAMMING LOGIC</b> Transferable to UC, CSU Recommendation: Concurrent enrollment in or completion of CIS 101 or CIS 102 or equivalent with a grade of Pass or "C" or higher.					<b>COS 73B - 4.0 UNITS ADVANCED COSMETOLOGY II</b> Not Transferable Prerequisite: COS 62B or COS 73A with a grade of Pass or "C" or higher.				
20103	12.0 HRS ARR	(OL)	Negrete,B	ONLINE	20792	5:30- 6:37PM	MTWTh	Bettencourt,M	HS204
Mandatory Orientation: 9:00am - 12:00pm, Monday - July 1 in LA 5.					6:37- 9:55PM MTWTh Bettencourt,M HS204				
Class#20103 meets 07/01/2013-08/09/2013					Class#20792 meets 06/24/2013-08/16/2013				
20134	12.0 HRS ARR	(OL)	Fuschetto,S	ONLINE					
Mandatory Orientation: See website http://www.cerritos.edu/sfuschetto for orientation document and quiz due 07/01/2013.									
Class#20134 meets 07/01/2013-08/09/2013									
20105	6:50- 9:50PM	TWTh	Wilson,J (HYBRID)	SS138					
Class#20105 meets 07/01/2013-08/09/2013									

## COSMETOLOGY

All Cosmetology students must purchase the approved equipment kit (Cosmetology approx \$1350/Esthetician approx \$625) at the second class meeting. These kits are MANDATORY. Contact the program office for more information at ext. 2950.

<b>COS 70A - 8.0 UNITS INTRODUCTORY COSMETOLOGY</b> Not Transferable Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or "C" or higher.				
20492	8:30-10:30AM	MTWThF	Smith,F	HS205
Class#20492 meets 06/24/2013-08/16/2013				
<b>COS 70B - 8.0 UNITS INTERMEDIATE COSMETOLOGY</b> Not Transferable Prerequisite: COS 50C or COS 60B or COS 70A or COS 71B with a grade of Pass or "C" or higher.				
20494	8:30-10:30AM	MTWThF	Novinski,P	HS203
Class#20494 meets 06/24/2013-08/16/2013				
<b>COS 70C - 8.0 UNITS ADVANCED COSMETOLOGY MANIPULATION</b> Not Transferable Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of Pass or "C" or higher.				
20496	8:30-10:30AM	MTWThF	Bowen,K	HS204
Class#20496 meets 06/24/2013-08/16/2013				
<b>COS 71B - 4.0 UNITS INTRODUCTORY COSMETOLOGY II</b> Not Transferable Prerequisite: COS 60A or COS 71A with a grade of Pass or "C" or higher.				
20498	5:30- 7:45PM	MTWTh	Bettencourt,M	HS203
Class#20498 meets 06/24/2013-08/16/2013				
<b>COS 72A - 4.0 UNITS INTERMEDIATE COSMETOLOGY I</b> Not Transferable Prerequisite: COS 50C or COS 60B or COS 70A or COS 71B with a grade or Pass or "C" or higher.				
20500	5:30- 7:45PM	MTWTh	Bettencourt,M	HS203
Class#20500 meets 06/24/2013-08/16/2013				
<b>COS 72B - 4.0 UNITS INTERMEDIATE COSMETOLOGY II</b> Not Transferable Prerequisite: COS 61A or COS 72A with a grade of Pass or "C" or higher.				
20502	5:30- 7:45PM	MTWTh	Bettencourt,M	HS203
Class#20502 meets 06/24/2013-08/16/2013				

## COUNSELING

<b>COUN 10 - 1.0 UNIT CAREER PLANNING</b> Not Transferable NOTE: a material fee of \$25.00 is required for COUN10				
20171	9:00- 9:50AM	TWTh	Hurtado,H	LC213
Class#20171 meets 07/01/2013-08/09/2013				
20172	9:00- 9:50AM	TWTh	Valenzuela,R	FA 61
Class#20172 meets 07/01/2013-08/09/2013				
<b>COUN 50 - 0.5 UNIT ORIENTATION AND EDUCATIONAL PLANNING</b> Not Transferable				
20392	4:00- 6:15PM	MTWTh	Sugiyama,C	FA 65
Class#20392 meets 06/03/2013-06/06/2013				
20325	9:00-11:15AM	MTWTh	Bello-Gardner,S	FA 65
Class#20325 meets 06/24/2013-06/27/2013				
20326	1:00- 3:15PM	MTWTh	Ukita,T	FA 65
Class#20326 meets 06/24/2013-06/27/2013				
20387	9:00-12:00PM	MTW	Lundeen,B	FA 65
Class#20387 meets 07/01/2013-07/03/2013				
20388	1:00- 4:00PM	MTW	Ukita,T	FA 62
Class#20388 meets 07/01/2013-07/03/2013				
20389	9:00-11:15AM	MTWTh	Barcelo,M	FA 65
Class#20389 meets 07/08/2013-07/11/2013				
20391	1:00- 3:15PM	MTWTh	Hill,S	FA 65
Class#20391 meets 07/08/2013-07/11/2013				
20390	9:00-11:15AM	MTWTh	Barcelo,M	FA 65
Class#20390 meets 07/15/2013-07/18/2013				

## COURT REPORTING & CAPTIONING

<b>CRCR 166ABCD- 3.0 UNITS Q AND A SPEED BUILDING III</b> Transferable to CSU Recommendation: Completion of 130 wpm speed tests.				
20207	8:00- 9:20AM	MTWTh	STAFF	FA 52
Class#20207 meets 07/01/2013-08/09/2013				
	9:20-12:20PM	MTWTh	STAFF	FA 52

## DANCE

<b>DANC 100 - 3.0 UNITS DANCE APPRECIATION</b> Transferable to UC, CSU				
20245	10:15- 1:05PM	TWTh	Davidson,R	FA 53
Class#20245 meets 07/01/2013-08/09/2013				
<b>DANC 105 - 3.0 UNITS INTRODUCTION TO DANCE MOVEMENT</b> Transferable to UC, CSU				
20151	10:15-12:15PM	TWTh	Sanderson,J	FA 55
Class#20151 meets 07/01/2013-08/09/2013				
	12:15- 3:05PM	TWTh	Sanderson,J	FA 55

Students not in attendance or late for the first class meeting are subject to drop.

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
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## DENTAL ASSISTING

### DA 75 - 5.0 UNITS CLINICAL II COOPERATIVE OFFICE TRAINING

Not Transferable  
Prerequisite: DA 65 or equivalent with a grade of Pass or "C" or higher.

NOTE: a material fee of \$11.00 is required for DA75

20060	5:30- 9:05PM	M	Wedell,D	HS307
	+32.0 HRS ARR		Wedell,D	
	Class#20060 meets 05/28/2013-07/03/2013			

## DENTAL HYGIENE

Clearance of a criminal background check and/or drug testing may be required prior to clinical field experience.

### DH 150C - 1.0 UNIT CLINICAL DENTAL HYGIENE IIA

Transferable to CSU  
Prerequisite: DH 125C & DH 128 or equivalent with a grade of Pass or "C" or higher.

20025	9.0 HRS ARR		Loera,D	LAB A	LBVA*
	Class#20025 meets 07/08/2013-08/16/2013				
20026	9.0 HRS ARR		Krayer,A	LAB B	RYBL*
	Class#20026 meets 07/08/2013-08/16/2013				
20027	9.0 HRS ARR		Loera,D	LAB C	HMPH*
	Class#20027 meets 07/08/2013-08/16/2013				
20028	9.0 HRS ARR		Carroll,D	LAB D	HDSN*
	Class#20028 meets 07/08/2013-08/16/2013				

## EARTH SCIENCE

### ESCI 104 - 3.0 UNITS OCEANOGRAPHY

Transferable to UC, CSU  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Pass or "C" or higher.

20323	9.0 HRS ARR	(OL)	DeKraker,D	ONLINE	
	NO ORIENTATION: See instructor's website for course information: www.cerritos.edu/ddekraker				
	Class#20323 meets 07/01/2013-08/09/2013				

### ESCI 180 - 1.0 UNIT EARTH SCIENCE MATERIALS AND PREPARATIONS

Transferable to CSU  
Prerequisite: ESCI 110, or GEOL 101, or GEOG 101, or GEOG 101L with a grade of Pass or "C" or higher.

20459	9.0 HRS ARR		Lo Vetere,C	
	Class#20459 meets 07/01/2013-08/09/2013			

## ECONOMICS

### ECON 201 - 3.0 UNITS PRINCIPLES OF MACROECONOMICS

Transferable to UC, CSU (CAN ECON 2)  
Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.  
Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

20371	12.0 HRS ARR	(OL)	STAFF	ONLINE
	Class#20371 meets 07/01/2013-08/09/2013			
20147	9:00-11:00AM	MTWTh	Namala,S	SS306
	11:00-11:50AM	MTWTh	Namala,S	SS306
	Class#20147 meets 07/01/2013-08/09/2013			

### ECON 201M - 3.0 UNITS PRINCIPLES OF MACROECONOMICS

Transferable to UC, CSU  
Prerequisite: MATH 80 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.  
Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English placement process.

20184	9:00-11:00AM	MTWTh	Namala,S	SS306
	11:00-11:50AM	MTWTh	Namala,S	SS306
	Class#20184 meets 07/01/2013-08/09/2013			
20373	12.0 HRS ARR	(OL)	STAFF	ONLINE
	Class#20373 meets 07/01/2013-08/09/2013			

### ECON 202 - 3.0 UNITS PRINCIPLES OF MICROECONOMICS

Transferable to UC, CSU (CAN ECON 4)  
Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" of higher or satisfactory completion of the MATH placement process.  
Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

20148	12:00- 2:00PM	MTWTh	Namala,S	SS306
	2:00- 2:50PM	MTWTh	Namala,S	SS306
	Class#20148 meets 07/01/2013-08/09/2013			

### ECON 202M - 3.0 UNITS PRINCIPLES OF MICROECONOMICS

Transferable to UC, CSU  
Prerequisite: MATH 80 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.  
Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English Placement Process.

20186	12:00- 2:00PM	MTWTh	Namala,S	SS306
	2:00- 2:50PM	MTWTh	Namala,S	SS306
	Class#20186 meets 07/01/2013-08/09/2013			

## EDUCATIONAL TECHNOLOGY (EDTCH)

General Distance Orientation for all ONLINE and HYBRID courses is available on the Distance Education website, <http://www.cerritos.edu/de>

### EDT 103 - 2.0 UNITS SPREADSHEETS FOR EDUCATORS

Transferable to CSU  
20453 6.0 HRS ARR (OL) Alexander,C ONLINE  
Class#20453 meets 07/01/2013-08/09/2013

### EDT 104 - 2.0 UNITS WORD PROCESSING FOR EDUCATORS

Transferable to CSU  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or "C" or higher.

20454	6.0 HRS ARR	(OL)	Alexander,C	ONLINE
	Class#20454 meets 07/01/2013-08/09/2013			

### EDT 105 - 2.0 UNITS POWERPOINT FOR EDUCATORS

Transferable to CSU  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or "C" or higher.

20455	6.0 HRS ARR	(OL)	Alexander,C	ONLINE
	Class#20455 meets 07/01/2013-08/09/2013			

## ENGINEERING DESIGN TECHNOLOGY

### ENGT 131 - 3.0 UNITS DESIGN FUNDAMENTALS INCLUDING AUTOCAD

Transferable to CSU  
Recommendation: ENGT 116 or equivalent with a grade of Pass or "C" or higher.

NOTE: a material fee of \$6.00 is required for ENGT131

20275	5:30- 6:55PM	MTWTh	Hiranandani,J	PST230
	6:55- 9:50PM	MTWTh	Hiranandani,J	PST230
	Class#20275 meets 07/01/2013-08/09/2013			

Students not in attendance or late for the first class meeting are subject to drop.



Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
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## FRENCH

### FREN 101 - 5.0 UNITS ELEMENTARY FRENCH

Transferable to UC, CSU (CAN FREN 2)

20413	8:00-11:30AM	MTWTh	Florescu,M	LA 29
	11:30-12:20PM	MTWTh	Florescu,M	LC209

Class#20413 meets 07/01/2013-08/09/2013

## GEOGRAPHY

### GEOG 101 - 3.0 UNITS PHYSICAL GEOGRAPHY

Transferable to UC, CSU (CAN GEOG 2)

20273	9.0 HRS ARR	(OL)	DeKraker,D	ONLINE
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NO ORIENTATION: See instructor's website for course information: [www.cerritos.edu/dedekraker](http://www.cerritos.edu/dedekraker)  
Class#20273 meets 07/01/2013-08/09/2013

20170	9:30-12:20PM	TWTh	Lo Vetere,C	S 101
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Class#20170 meets 07/01/2013-08/09/2013

### GEOG 101L - 1.0 UNIT PHYSICAL GEOGRAPHY LABORATORY

Transferable to UC, CSU

Prerequisite: GEOG 101 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment.

20324	1:00- 3:50PM	TWTh	Lo Vetere,C	PST137
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One Friday through Sunday camping fieldtrip and up to two (2) Saturday or Sunday fieldtrips are a required part of this course. The dates of the fieldtrips will be announced at the first class meeting.  
Class#20324 meets 07/01/2013-08/09/2013

## GERMAN

### GERM 101 - 5.0 UNITS ELEMENTARY GERMAN

Transferable to UC, CSU (CAN GERM 2)

20069	5:30- 9:00PM	MTWTh	Potter,I	LA 22
	9:00- 9:50PM	MTWTh	Potter,I	LC209

Class#20069 meets 07/01/2013-08/09/2013

## HEALTH EDUCATION

### HED 100 - 3.0 UNITS CONTEMPORARY HEALTH PROBLEMS

Transferable to UC, CSU

20244	7:00- 9:50AM	MTW	McPherson,M	FA 75
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Class#20244 meets 07/01/2013-08/09/2013

20394	9.0 HRS ARR	(OL)	Bueno,N	ONLINE
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Orientation: 6:00 - 8:00 pm, Tuesday - July 2 in CB104.  
Class#20394 meets 07/01/2013-08/09/2013

20393	9.0 HRS ARR	(OL)	Clauss,D	ONLINE
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Orientation: 6:00 - 8:00 pm, Tuesday - July 2 in CB105.  
Class#20393 meets 07/01/2013-08/09/2013

20395	9.0 HRS ARR	(OL)	Edwards,C	ONLINE
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Orientation: 6:00 - 7:30 pm, Tuesday - July 2 in CB102.  
Class#20395 meets 07/01/2013-08/09/2013

## HISTORY

### HIST 102 - 3.0 UNITS POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1500S TO

Transferable to UC, CSU (CAN HIST 8)(CAN HIST SEQ B)

Prerequisite: Satisfactory completion of the English Placement process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

20737	12:30- 2:35PM	MTWTh	Ramirez,A	SS311
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Class#20737 meets 07/01/2013-08/09/2013

20146	8:00-10:05AM	MTWTh	Haas,J	SS309
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Class#20146 meets 07/01/2013-08/09/2013

20523	10:15-12:20PM	MTWTh	Haas,J	SS309
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Class#20523 meets 07/01/2013-08/09/2013

### HIST 103 - 3.0 UNITS POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1877 TO P

Transferable to UC, CSU (CAN HIST 10)(CAN HIST SEQ B)

Prerequisite: Satisfactory completion of the English Placement process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

20280	12:30- 2:35PM	MTWTh	Jarrett,G	SS310
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Class#20280 meets 07/01/2013-08/09/2013

20375	2:45- 4:50PM	MTWTh	Jarrett,G	SS310
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Class#20375 meets 07/01/2013-08/09/2013

## JOURNALISM

### JOUR 100 - 3.0 UNITS MASS COMMUNICATIONS AND SOCIETY

Transferable to UC, CSU (CAN JOUR 4)

20013	10:15-12:20PM	MTWTh	Hammerwold,W	CB104
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Class#20013 meets 07/01/2013-08/09/2013

### JOUR 157 - 3.0 UNITS PRINCIPLES OF PUBLIC RELATIONS

Transferable to CSU

20524	10:15-12:20PM	MTWTh	Cameron,R	FA 42
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Class#20524 meets 07/01/2013-08/09/2013

## LAW

### LAW 111 - 3.0 UNITS BUSINESS LAW

Transferable to UC, CSU (CAN BUS 8)

20278	9.0 HRS ARR	(OL)	Pribble,M	ONLINE
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Orientation: 5:00 - 6:00 pm, Monday - July 1 in BE121.  
Class#20278 meets 07/01/2013-08/09/2013

20153	9.0 HRS ARR	(OL)	Pribble,M	ONLINE
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Orientation: 6:00 - 7:00 pm, Monday - July 1 in BE121.  
Class#20153 meets 07/01/2013-08/09/2013

## MACHINE TOOL TECHNOLOGY

### MTT 91L - 1.0 UNIT CNC MILL MACHINING LABORATORY

Not Transferable

Prerequisite: MTT 51 or MTT 76 and MTT 52, with grades of Pass or "C" or higher.

Corequisite: MTT 56 with a grade of Pass or "C" or higher or prior completion.

NOTE: a material fee of \$10.00 is required for MTT91L

20506	5:30- 8:50PM	WTh	Barnes,J	ME 3H
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Class#20506 meets 06/24/2013-08/16/2013

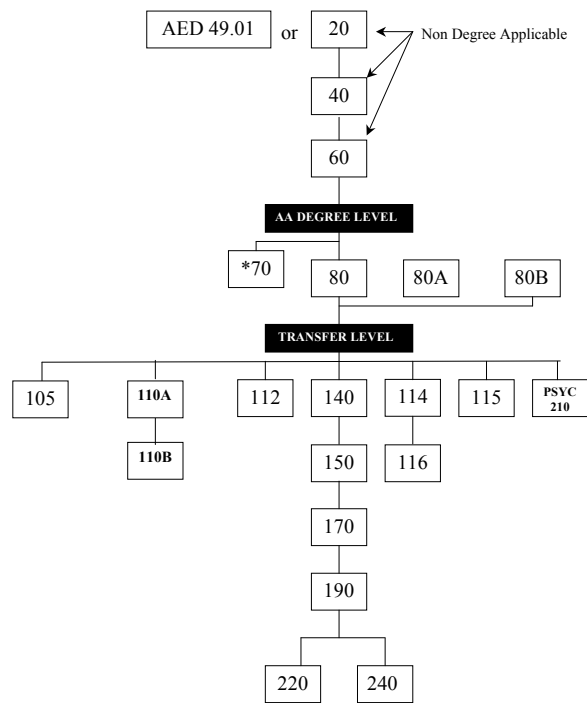
Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
<b>MTT 92L - 1.0 UNIT MASTERCAM LABORATORY</b> Not Transferable Prerequisite: MTT 51 or MTT 57 or equivalent with a grade of Pass or "C" or higher or appropriate work experience. NOTE: a material fee of \$10.00 is required for MTT92L									
20507	5:30- 8:50PM	WTh	Barnes,J	ME 3H	20038	7:00- 9:50PM	MTWTh	George,P	PST237
Class#20507 meets 06/24/2013-08/16/2013					Class#20038 meets 07/01/2013-08/09/2013				
<b>MTT 94L - 1.0 UNIT MANUAL MACHINING LAB</b> Not Transferable Prerequisite: MTT 56 and MTT 100 or equivalent with grades of Pass "C" or higher. NOTE: a material fee of \$10.00 is required for MTT94L									
20508	5:30- 8:50PM	WTh	Barnes,J	ME 3H	20039	10:00-12:50PM	MTWTh	O'Neil,S	CB106
Class#20508 meets 06/24/2013-08/16/2013					Class#20039 meets 07/01/2013-08/09/2013				
<b>MTT 95L - 1.0 UNIT CNC LATHE MACHINING LABORATORY</b> Not Transferable Prerequisite: MTT 57 and MTT 59 or MTT 77 with grades of Pass or "C" or higher. Corequisite: MTT 56 with a grade of Pass or "C" or higher or prior completion.									
20509	5:30- 8:50PM	WTh	Barnes,J	ME 3H	20085	1:00- 3:50PM	MTWTh	O'Neil,S	PST235
Class#20509 meets 06/24/2013-08/16/2013					Class#20085 meets 07/01/2013-08/09/2013				
<b>MTT 100 - 2.0 UNITS MACHINE TOOL INTRODUCTION</b> Transferable to CSU NOTE: a material fee of \$10.00 is required for MTT100									
20463	5:30- 6:37PM	MT	Jackson,L	ME 3H	<b>MATH 60 - 4.0 UNITS ELEMENTARY ALGEBRA</b> Not Transferable Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process. Recommendation: It is strongly recommended that MATH 5 and MATH 40 be completed within two years prior to the date of enrollment in MATH 60.				
	6:37- 9:45PM	MT	Jackson,L	ME 3H					
Class#20463 meets 06/24/2013-08/16/2013					Class#20029 meets 07/01/2013-08/09/2013				

<b>MATH 40 - 4.0 UNITS PRE-ALGEBRA</b> Not Transferable Prerequisite: MATH 20 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.									
20038	7:00- 9:50PM	MTWTh	George,P	PST237	<b>MATH 60 - 4.0 UNITS ELEMENTARY ALGEBRA</b> Not Transferable Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process. Recommendation: It is strongly recommended that MATH 5 and MATH 40 be completed within two years prior to the date of enrollment in MATH 60.				
20039	10:00-12:50PM	MTWTh	O'Neil,S	CB106					
Class#20038 meets 07/01/2013-08/09/2013					Class#20029 meets 07/01/2013-08/09/2013				
<b>MATH 60 - 4.0 UNITS ELEMENTARY ALGEBRA</b> Not Transferable Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process. Recommendation: It is strongly recommended that MATH 5 and MATH 40 be completed within two years prior to the date of enrollment in MATH 60.									
20269	8:30-11:20AM	MTWTh	Beyene,A	LC134	<b>MATH 80 - 4.0 UNITS INTERMEDIATE ALGEBRA</b> Not Transferable Prerequisite: MATH 60 or equivalent with a grade of Pass or "C" or higher, or satisfactory completion of the Math Placement Process Recommendation: it is strongly recommended that MATH 5 and MATH 60 be successfully completed within two years prior to the date of enrollment in MATH 80.				
20040	10:00-12:50PM	MTWTh	Hugen,M	CB103					
Class#20269 meets 07/01/2013-08/09/2013					Class#20029 meets 07/01/2013-08/09/2013				
<b>MATH 80 - 4.0 UNITS INTERMEDIATE ALGEBRA</b> Not Transferable Prerequisite: MATH 60 or equivalent with a grade of Pass or "C" or higher, or satisfactory completion of the Math Placement Process Recommendation: it is strongly recommended that MATH 5 and MATH 60 be successfully completed within two years prior to the date of enrollment in MATH 80.									
20029	1:00- 3:50PM	MTWTh	Hugen,M	CB103	<b>MATH 80A - 3.0 UNITS INTERMEDIATE ALGEBRA I</b> Not Transferable Prerequisite: MATH 60 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process. Students who have not taken MATH 60 must attain satisfactory score on the Intermediate Algebra Readiness Test.				
20088	7:00- 9:50PM	MTWTh	Carreon,L	PST235					
Class#20029 meets 07/01/2013-08/09/2013					Class#20088 meets 07/01/2013-08/09/2013				
<b>MATH 80A - 3.0 UNITS INTERMEDIATE ALGEBRA I</b> Not Transferable Prerequisite: MATH 60 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process. Students who have not taken MATH 60 must attain satisfactory score on the Intermediate Algebra Readiness Test.									
20041	7:00- 9:05AM	MTWTh	Sestini,S	PST237	<b>MATH 80B - 3.0 UNITS INTERMEDIATE ALGEBRA II</b> Not Transferable Prerequisite: MATH 80A or equivalent with a grade of Pass or "C" or higher.				
20023	9:30-11:35AM	MTWTh	Sestini,S	PST237					
Class#20041 meets 07/01/2013-08/09/2013					Class#20023 meets 07/01/2013-08/09/2013				
<b>MATH 112 - 4.0 UNITS ELEMENTARY STATISTICS</b> Transferable to UC, CSU (CAN STAT 2) Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.									
20110	7:00- 9:50AM	MTWTh	Nikdel,M	PST235	<b>MATH 114 - 4.0 UNITS COLLEGE ALGEBRA</b> Transferable to UC, CSU Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.				
20307	2:45- 5:35PM	MTWTh	Chalmers,G	PST234					
Class#20110 meets 07/01/2013-08/09/2013					Class#20307 meets 07/01/2013-08/09/2013				
<b>MATH 114 - 4.0 UNITS COLLEGE ALGEBRA</b> Transferable to UC, CSU Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.									
20042	7:00- 9:50AM	MTWTh	Byun,E	PST234	<b>MATH 116 - 4.0 UNITS CALCULUS FOR MANAGERIAL, BIOLOGICAL AND SOCIAL SCIENCES</b> Transferable to UC, CSU (CAN MATH 34) Prerequisite: MATH 114 or equivalent with a grade of Pass or "C" or higher.				
20271	10:00-12:50PM	MTWTh	Byun,E	LC133					
Class#20042 meets 07/01/2013-08/09/2013					Class#20271 meets 07/01/2013-08/09/2013				
20308	1:00- 3:50PM	MTWTh	Demian,K	PST236	<b>MATH 116 - 4.0 UNITS CALCULUS FOR MANAGERIAL, BIOLOGICAL AND SOCIAL SCIENCES</b> Transferable to UC, CSU (CAN MATH 34) Prerequisite: MATH 114 or equivalent with a grade of Pass or "C" or higher.				
20458	4:00- 6:50PM	MTWTh	Demian,K	PST236					
Class#20308 meets 07/01/2013-08/09/2013					Class#20458 meets 07/01/2013-08/09/2013				
20084	4:00- 6:50PM	MTWTh	Cordova,E	TE 6	<b>MATH 116 - 4.0 UNITS CALCULUS FOR MANAGERIAL, BIOLOGICAL AND SOCIAL SCIENCES</b> Transferable to UC, CSU (CAN MATH 34) Prerequisite: MATH 114 or equivalent with a grade of Pass or "C" or higher.				
Class#20084 meets 07/01/2013-08/09/2013									

## MATHEMATICS

### Cerritos College Mathematics Department

#### Sequence of Courses



\*MATH 70 is a prerequisite for Math 105, 110A, 140 and above. Although it is not a prerequisite, it is recommended for Math 115 and Math 116.

Students not in attendance or late for the first class meeting are subject to drop.

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
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### MATH 140 - 3.0 UNITS TRIGONOMETRY

Transferable to CSU (CAN MATH 8)  
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Pass or "C" or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test.

20024	11:45- 1:50PM	MTWTh	Chalmers,G	PST237					
	Class#20024 meets 07/01/2013-08/09/2013								
20310	7:00-9:05PM	MTWTh	Leon Jr.,R	PST236					
	Class#20310 meets 07/01/2013-08/09/2013								

### MATH 150 - 4.0 UNITS PRECALCULUS MATH

Transferable to UC, CSU (CAN MATH 16)  
Prerequisite: MATH 140 or equivalent with a grade of Pass or "C" or higher. Entering students must attain a satisfactory score on the Calculus Readiness Test.

20311	10:00-12:50PM	MTWTh	Lewandowski,T	PST234					
	Class#20311 meets 07/01/2013-08/09/2013								

### MATH 170 - 4.0 UNITS ANALYTIC GEOMETRY AND CALCULUS I

Transferable to UC, CSU (CAN MATH 18)(CAN MATH SEQ C)  
Prerequisite: MATH 150 or equivalent with a grade of Pass or "C" or higher. Students who have not taken MATH 150 must attain a satisfactory score on the Calculus Readiness Test.

20061	10:00-12:50PM	MTWTh	Lopez,M	TE 6					
	Class#20061 meets 07/01/2013-08/09/2013								

### MATH 190 - 4.0 UNITS ANALYTIC GEOMETRY AND CALCULUS II

Transferable to UC, CSU (CAN MATH 20)(CAN MATH SEQ C)  
Prerequisite: MATH 170 or equivalent with a grade of Pass or "C" or higher.

20272	4:00- 6:50PM	MTWTh	Leon Jr.,R	CB106					
	Class#20272 meets 07/01/2013-08/09/2013								

## MICROBIOLOGY

### MICR 200 - 5.0 UNITS PRINCIPLES AND APPLICATIONS OF MICROBIOLOGY

Transferable to UC, CSU (CAN BIOL 14)  
Prerequisite: CHEM 100 or BIOL 120 or ZOOL 120 or equivalent with grades of Pass or "C" or higher.

20043	10:30-12:40PM	MTWTh	Rojas,S	S 103					
	12:40- 5:20PM	MTWTh	Rojas,S	S 117					
	Class#20043 meets 07/01/2013-08/09/2013								

## MUSIC

### MUS 100 - 3.0 UNITS MUSIC APPRECIATION

Transferable to UC, CSU  
9.0 HRS ARR (OL) Maz,A ONLINE  
No in-person orientation. Please visit <http://www.amaz@cerritos.edu> (also accessible via TalonNet) for participation instructions or visit the Website: <http://www.cerritos.edu/amaz> (also on TalonNet)  
Class#20192 meets 07/01/2013-08/09/2013

20192	9.0 HRS ARR	(OL)	Maz,A	ONLINE					
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### MUS 105 - 3.0 UNITS MUSIC FUNDAMENTALS

Transferable to UC, CSU  
9.0 HRS ARR (OL) Lopez,C ONLINE  
Mandatory Orientation: 11:00 am - 12:30 pm, Monday - July 1 in BC 68.  
Syllabus is accessible through TalonNet via Website: [www.cerritos.edu/clopez](http://www.cerritos.edu/clopez)  
Class#20256 meets 07/01/2013-08/09/2013

20256	9.0 HRS ARR	(OL)	Lopez,C	ONLINE					
20340	9.0 HRS ARR	(OL)	Betancourt,D	ONLINE					
	No in-person orientation. Please visit <a href="http://www.dbetancourt@cerritos.edu">http://www.dbetancourt@cerritos.edu</a> (also accessible via TalonNet) for participation instruction or visit the Website: <a href="http://www.cerritos.edu/dbetancourt">http://www.cerritos.edu/dbetancourt</a> (also on TalonNet) Class#20340 meets 07/01/2013-08/09/2013								

## NURSING

### NRSNG 48T - 0.5 UNIT ELECTIVE NURSING - TUTORIAL

Not Transferable  
20750 9:00- 2:50PM W Brooks,K SL121  
Class#20750 meets 07/08/2013-08/16/2013  
20751 9:00- 2:50PM W Cooke,M SL122  
Class#20751 meets 07/08/2013-08/16/2013

20752	10:00- 1:00PM	M	Veloz-Rendon,L	SL106					
	1:00- 2:15PM	M	Veloz-Rendon,L	SL106					
	Class#20752 meets 07/08/2013-08/16/2013								

### NRSNG 80 - 1.0 UNIT NURSING PROCESS DOCUMENTATION

Transferable to CSU  
Prerequisite: NRSNG 210 or equivalent with a grade of Pass or "C" or higher or admission to the Nursing Program.

20752	10:00- 1:00PM	M	Veloz-Rendon,L	SL106					
	1:00- 2:15PM	M	Veloz-Rendon,L	SL106					
	Class#20752 meets 07/08/2013-08/16/2013								

## PHARMACY TECHNICIAN

### PHAR 90 - 3.0 UNITS CLINICAL EXPERIENCE I

Not Transferable  
Prerequisite: PHAR 50, PHAR 63, and PHAR 81 or equivalent with grades of Pass or "C" or higher. Verification of negative chest x-ray or non-reactive T.B. skin test within the last year.

20288	10:00-11:20AM	M	Casas,R	SL101					
	+10.0 HRS ARR		Makarem,N						
	Class#20288 meets 05/28/2013-08/16/2013								

### PHAR 95 - 5.0 UNITS CLINICAL EXPERIENCE II

Not Transferable  
Prerequisite: PHAR 64, PHAR 83, and PHAR 85 or equivalent with grades of Pass or "C" or higher.

20290	8:00- 9:20AM	M	Casas,R	SL101					
	+16.7 HRS ARR		Casas,R						
	Class#20290 meets 05/28/2013-08/16/2013								

## PHILOSOPHY

### PHIL 100 - 3.0 UNITS INTRODUCTION TO PHILOSOPHY

Transferable to UC, CSU (CAN PHIL 2)  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

20281	10:15-12:20PM	MTWTh	Stolze,T	SS137					
	Class#20281 meets 07/01/2013-08/09/2013								
20049	10:15-12:20PM	MTWTh	Van De Mortel,J	SS136					
	Class#20049 meets 07/01/2013-08/09/2013								

### PHIL 106 - 3.0 UNITS INTRODUCTION TO LOGIC

Transferable to UC, CSU (CAN PHIL 6)  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

20051	8:00-10:05AM	MTWTh	Torres-Bower,A	SS137					
	Class#20051 meets 07/01/2013-08/09/2013								

### PHIL 298 - 1.0 UNIT DIRECTED STUDIES

Transferable to UC, CSU  
9.0 HRS ARR Torres-Bower,A  
Class#20227 meets 07/01/2013-08/09/2013

20227	9.0 HRS ARR		Torres-Bower,A						
	Class#20227 meets 07/01/2013-08/09/2013								

Students not in attendance or late for the first class meeting are subject to drop.

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
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## PHOTOGRAPHY

Manually operable 35 mm camera or digital SLR required. Exceptions may be considered.

### PHOT 100 - 3.0 UNITS INTRODUCTORY PHOTOGRAPHY

Transferable to UC, CSU (CAN ART 18)

NOTE: a material fee of \$20.00 is required for PHOT100

20257	9:00-10:30AM	MTWTh	Fernandez,C	FA 41
	10:30- 1:20PM	MTWTh	Fernandez,C	FA 40

Class#20257 meets 07/01/2013-08/09/2013

### PHOT 160 - 3.0 UNITS HISTORY OF PHOTOGRAPHY

Transferable to UC, CSU

20191	9:00-11:50AM	MTW	Schwenkmeyer,K	CB105
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Class#20191 meets 07/01/2013-08/09/2013

## PHYSICAL EDUCATION

Physical Education activity classes require appropriate attire; equipment is furnished unless noted. Students using locker room facilities must purchase a combination lock for security purposes. The lock number is recorded. Towels are furnished.

### DESIGNED FOR STUDENTS WITH DISABILITIES

PE 120 - PE 124

Prior to enrolling in PE 120-124 class(es), student must contact Disabled Student Programs and Services (DSPS) in the Santa Barbara Building to complete a "Request for Certification of Physical Condition/Limitations".

For additional information contact DSPS at (562) 860-2451 x 2333.

### PE 120 - 1.0 UNIT SEDENTARY ACTIVITIES FOR STUDENT'S WITH DISABILITIES

Transferable to UC, CSU

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

20217	2:30- 3:20PM	TTh	Nakao,G	PE 2A
	3:20- 5:20PM	TTh	Nakao,G	PE 2A

Class#20217 meets 07/01/2013-08/09/2013

### PE 121 - 1.0 UNIT ADAPTED CARDIOVASCULAR EXERCISE

Transferable to UC, CSU

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedure.

20219	2:30- 3:20PM	TTh	Nakao,G	PE 2A
	3:20- 5:20PM	TTh	Nakao,G	PE 2A

Class#20219 meets 07/01/2013-08/09/2013

### PE 122 - 1.0 UNIT ADAPTED STRENGTH TRAINING

Transferable to UC, CSU

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

20221	2:30- 3:20PM	TTh	Nakao,G	PE 2A
	3:20- 5:20PM	TTh	Nakao,G	PE 2A

Class#20221 meets 07/01/2013-08/09/2013

### PE 123 - 1.0 UNIT ADAPTED SWIMMING

Transferable to UC, CSU

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

20223	2:30- 3:20PM	TTh	Nakao,G	PE 2A
	3:20- 5:20PM	TTh	Nakao,G	PE 2A

Class#20223 meets 07/01/2013-08/09/2013

### PE 124 - 1.0 UNIT WHEELCHAIR ACTIVITIES

Transferable to UC, CSU

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

20225	2:30- 3:20PM	TTh	Nakao,G	PE 2A
	3:20- 5:20PM	TTh	Nakao,G	PE 2A

Class#20225 meets 07/01/2013-08/09/2013

### PE 135A - 1.0 UNIT CIRCUIT WEIGHT TRAINING BEGINNING

Transferable to UC, CSU

20213	6:30- 6:50AM	MTWTh	Jensen,D	WT
	6:50- 7:45AM	MTWTh	Jensen,D	WT
Class#20213 meets 07/01/2013-08/09/2013				
20248	12:30- 1:20PM	MTWTh	Bueno,N	WT
	1:20- 1:45PM	MTWTh	Bueno,N	WT
Class#20248 meets 07/01/2013-08/09/2013				
20047	2:00- 2:50PM	MTWTh	Bueno,N	WT
	2:50- 3:15PM	MTWTh	Bueno,N	WT
Class#20047 meets 07/01/2013-08/09/2013				
20215	3:30- 4:00PM	MTWTh	Grosfeld,S	WT
	4:00- 4:35PM	MTWTh	Grosfeld,S	WT
Class#20215 meets 06/24/2013-08/16/2013				

### PE 135B - 2.0 UNITS CIRCUIT WEIGHT TRAINING, INTERMEDIATE/ADVANCED

Transferable to UC, CSU

20115	6:30- 7:20AM	MTWTh	Jensen,D	WT
	7:20- 9:20AM	MTWTh	Jensen,D	WT
Class#20115 meets 07/01/2013-08/09/2013				
20438	12:30- 1:20PM	MTWTh	Bueno,N	WT
	1:20- 3:20PM	MTWTh	Bueno,N	WT
Class#20438 meets 07/01/2013-08/09/2013				
20427	3:30- 4:20PM	MTWTh	Grosfeld,S	WT
	4:20- 5:35PM	MTWTh	Grosfeld,S	WT
Class#20427 meets 06/24/2013-08/16/2013				

### PE 141 - 3.0 UNITS FITNESS AND WELLNESS

Transferable to UC, CSU

20246	6.0 HRS ARR	(OL)	Edwards,C	ONLINE
	9:30-11:45AM	MTWTh	Jensen,D	PE 2A

Orientation: Check Instructor's webpage at <http://www.cerritos.edu/cedwards> or email at [cedwards@cerritos.edu](mailto:cedwards@cerritos.edu)  
Class#20246 meets 07/01/2013-08/09/2013

### PE 145 - 1.0 UNIT BASIC TRAINING AND PHYSICAL CONDITIONING

Transferable to UC, CSU

20209	1:00- 1:50PM	TTh	Welliver,K	GYM
	1:50- 3:50PM	TTh	Welliver,K	GYM

Class#20209 meets 07/01/2013-08/09/2013

### PE 149A - 1.0 UNIT BEGINNING JOGGING FOR FITNESS

Transferable to UC, CSU

20303	3:30- 4:00PM	MTWTh	Richardson,C	FH
	4:00- 4:35PM	MTWTh	Richardson,C	FH

Class#20303 meets 06/24/2013-08/16/2013

### PE 149B - 2.0 UNITS INTERMEDIATE JOGGING FOR FITNESS

Transferable to UC, CSU

20467	3:30- 4:20PM	MTWTh	Richardson,C	FH
	4:20- 6:25PM	MTWTh	Richardson,C	FH

Class#20467 meets 06/24/2013-08/16/2013

### PE 170 - 2.0 UNITS WATER POLO

Transferable to UC, CSU

20063	7:15- 8:05AM	MTWTh	Macias,S	POOL
	8:05- 10:05AM	MTWTh	Macias,S	POOL
Class#20063 meets 07/01/2013-08/09/2013				
20101	7:00- 7:50PM	MTWTh	Abing,J	POOL
	7:50- 9:50PM	MTWTh	Abing,J	POOL
Class#20101 meets 07/01/2013-08/09/2013				

### PE 176A - 1.0 UNIT BEGINNING BASKETBALL

Transferable to UC, CSU

20149	6:00- 6:30PM	MTWTh	May,R	GYM
	6:30- 7:05PM	MTWTh	May,R	GYM

Class#20149 meets 06/24/2013-08/16/2013

*Students not in attendance or late for the first class meeting are subject to drop.*

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
<b>PE 176B - 2.0 UNITS BASKETBALL ADVANCED</b>									
Transferable to UC, CSU									
20446	6:00- 6:50PM	MTWTh	May,R	GYM					
	6:50- 8:05PM	MTWTh	May,R	GYM					
Class#20446 meets 06/24/2013-08/16/2013									
<b>PE 179B - 2.0 UNITS SOCCER INTERMEDIATE/ADVANCED</b>									
Transferable to UC, CSU									
20469	11:00-11:50AM	MTWTh	Artiaga,B	UTIL					
	11:50- 1:50PM	MTWTh	Artiaga,B	UTIL					
Class#20469 meets 07/08/2013-08/16/2013									
20471	7:00- 7:50AM	MTWTh	Gonzalez,R	SOCR					
	7:50- 9:05AM	MTWTh	Gonzalez,R	SOCR					
Class#20471 meets 06/24/2013-08/16/2013									
<b>PE 201 - 2.0 UNITS BASEBALL OFF-SEASON CONDITIONING</b>									
Transferable to UC, CSU									
20163	4:50- 6:50PM	MTWTh	Gaylord,K	BASBL					
	4:45- 7:00PM	MTWTh	Gaylord,K	BASBL					
Class#20163 meets 07/01/2013-08/09/2013									
<b>PE 212 - 2.0 UNITS FOOTBALL TRAINING AND TECHNIQUES</b>									
Transferable to UC, CSU									
20473	6:00- 6:50PM	MTWTh	Caines,T	PE					
	6:50- 8:05PM	MTWTh	Caines,T	PE					
Class#20473 meets 06/24/2013-08/16/2013									
20475	6:00- 6:50PM	MTWTh	Grosfeld,S	PE					
	6:50- 8:05PM	MTWTh	Grosfeld,S	PE					
Class#20475 meets 06/24/2013-08/16/2013									
20477	6:00- 6:50PM	MTWTh	Mazzotta,F	PE					
	6:50- 8:05PM	MTWTh	Mazzotta,F	PE					
Class#20477 meets 06/24/2013-08/16/2013									
<b>PE 218 - 2.0 UNITS SOCCER PRE-SEASON CONDITIONING</b>									
Transferable to UC, CSU									
20479	11:00-11:50AM	MTWTh	Artiaga,B	UTIL					
	11:50- 1:50PM	MTWTh	Artiaga,B	UTIL					
Class#20479 meets 07/08/2013-08/16/2013									
20481	7:00- 7:50AM	MTWTh	Gonzalez,R	SOCR					
	7:50- 9:05AM	MTWTh	Gonzalez,R	SOCR					
Class#20481 meets 06/24/2013-08/16/2013									
<b>PE 236 - 1.0 UNIT VOLLEYBALL PRE-SEASON CONDITIONING</b>									
Transferable to UC, CSU									
20483	8:00- 8:15AM	MTWTh	Velazquez-Ortega,M	GYM					
	8:15- 9:30AM	MTWTh	Velazquez-Ortega,M	GYM					
Class#20483 meets 07/01/2013-08/09/2013									
<b>PE 238 - 2.0 UNITS WRESTLING OFF SEASON TRAINING</b>									
Transferable to UC, CSU									
20485	3:00- 3:45PM	MTWTh	Gould,E	GYM					
	3:45- 6:00PM	MTWTh	Gould,E	GYM					
Class#20485 meets 07/01/2013-08/09/2013									
<b>PE 298 - 1.0 UNIT DIRECTED STUDIES</b>									
Transferable to CSU									
20121	9.0 HRS ARR		Grosfeld,S	PE					
Must have instructor's permission before enrolling.									
Class#20121 meets 07/01/2013-08/09/2013									
<b>PE 299 - 2.0 UNITS DIRECTED STUDIES</b>									
Transferable to CSU									
20048	18.0 HRS ARR		Grosfeld,S	PE					
Must have instructor's permission before enrolling.									
Class#20048 meets 07/01/2013-08/09/2013									
<b>PHYSICS</b>									
<b>PHYS 100 - 4.0 UNITS ELEMENTARY PHYSICS</b>									
Transferable to UC, CSU									
Prerequisite: MATH 140 or equivalent with a grade of Pass or "C" or higher.									
Entering students must attain a satisfactory score on the Calculus Readiness Test.									
20531	12:08- 2:15PM	MTW	Buschauer,R	S 104					
	10:00-12:08PM	MTW	Mera,C	PST124					
Class#20531 meets 06/24/2013-08/16/2013									
<b>PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY</b>									
<b>PMT 51 - 2.5 UNITS COMPOSITES FABRICATION</b>									
Not Transferable									
Recommendation: PMT 70 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.									
20732	6:00- 8:05PM	MW	Price,T	ME 1					
	8:05-10:30PM	MW	Price,T	ME 1					
Class#20732 meets 06/24/2013-08/16/2013									
<b>PMT 63L - 0.5 UNIT SPECIALTY PLASTICS LAB</b>									
Not Transferable									
20512	6:00- 9:05PM	T	Price,T	ME 1					
Class#20512 meets 06/24/2013-08/16/2013									
<b>POLITICAL SCIENCE</b>									
<b>POL 101 - 3.0 UNITS AMERICAN POLITICAL INSTITUTIONS</b>									
Transferable to UC, CSU (CAN GOVT 2)									
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or "C" or higher.									
20738	10:15-12:20PM	MTWTh	Obasohan,V	SS314					
Class#20738 meets 07/01/2013-08/09/2013									
20052	12:30- 2:35PM	MTWTh	Obasohan,V	SS314					
Class#20052 meets 07/01/2013-08/09/2013									
20379	5:45- 7:50PM	MTWTh	Mullins,T	SS314					
Class#20379 meets 07/01/2013-08/09/2013									
20380	9.0 HRS ARR	(OL)	Obazuaye,S	ONLINE					
Orientation: 6:00 - 8:00 pm, Monday - July 1 in SS 316.									
Class#20380 meets 07/01/2013-08/09/2013									
20014	9.0 HRS ARR	(OL)	Falcon,D	ONLINE					
Orientation: Visit <a href="http://www.cerritos.edu/dfalcon">www.cerritos.edu/dfalcon</a> and follow all instructions on that site no later than midnight of the second day of the semester to satisfy the orientation requirement for this class. Students failing to do this may be dropped as "no show"									
Class#20014 meets 07/01/2013-08/09/2013									
<b>PSYCHOLOGY</b>									
<b>PSYC 101 - 3.0 UNITS GENERAL INTRODUCTORY PSYCHOLOGY</b>									
Transferable to UC, CSU (CAN PSY 2)									
Recommendation: Satisfactory score on the English Placement Process or ENGL 52 with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher.									
20053	10:15-12:20PM	MTWTh	Lewellen,R	SS213					
Class#20053 meets 07/01/2013-08/09/2013									
20381	12:30- 2:35PM	MTWTh	Lewellen,R	SS213					
Class#20381 meets 07/01/2013-08/09/2013									
20080	2:45- 4:50PM	MTWTh	Ronquillo-Adachi,J	SS213					
Class#20080 meets 07/01/2013-08/09/2013									
20382	9.0 HRS ARR	(OL)	Duff,K	ONLINE					
Please see instructor website at <a href="http://www.cerritos.edu/kduff">www.cerritos.edu/kduff</a> for online video orientation prior to the first day of the semester. There is no on campus orientation. Students must be online by midnight of the first day of class; instructor will also email students with additional course information one week before the start of the semester.									
Class#20382 meets 07/01/2013-08/09/2013									
<b>Students not in attendance or late for the first class meeting are subject to drop.</b>									

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
20089	9.0 HRS ARR	(OL)	Duff,K	ONLINE	<b>REAL ESTATE</b>				
Please see instructor website at <a href="http://www.cerritos.edu/kduff">www.cerritos.edu/kduff</a> for online video orientation prior to the first day of the semester. There is no on campus orientation. Students must be online by midnight of the first day of class; instructor will also email students with additional course information one week before the start of the semester.									
Class#20089 meets 07/01/2013-08/09/2013					<b>RE 130 - 3.0 UNITS REAL ESTATE PRACTICE</b>				
<b>20383</b>	<b>5:00- 7:05PM</b>	<b>MTWTh</b>	Ronquillo-Adachi,J	SS213					
Class#20383 meets 07/01/2013-08/09/2013					<b>SOCIOLOGY</b>				
20739	8:00-10:05AM	MTWTh	Larson,M	SS213					
Class#20739 meets 07/01/2013-08/09/2013					<b>RADIO - TELEVISION</b>				

<b>RADIO - TELEVISION</b>									
<b>RTV 151 - 3.0 UNITS MOTION PICTURES, RADIO, AND TELEVISION</b>									
Transferable to CSU									
20259	9:00-11:50AM	MTW	Breit,C	FA 74	<b>READING</b>				
Class#20259 meets 07/01/2013-08/09/2013									

<b>READING</b>									
<b>READ 42 - 3.0 UNITS READ ACCESS COLLEGE SUCCESS</b>									
Not Transferable									
Recommendation: Completion of the Reading Placement Process.									
20415	10:15-12:15PM	MTWTh	Miller,A	LC217	<b>SPANISH</b>				
	12:15- 1:05PM	MTWTh	Miller,A	LC209					
Class#20415 meets 07/01/2013-08/09/2013					<b>SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH</b>				
20086	3:00- 5:00PM	MTWTh	Paige,M	LC218					
	5:00- 5:50PM	MTWTh	Paige,M	LC209	Transferable to UC, CSU (CAN SPAN 2)				
Class#20086 meets 07/01/2013-08/09/2013					<b>SPAN 102 - 5.0 UNITS ELEMENTARY SPANISH</b>				
20143	12:30- 2:30PM	MTWTh	Miller,A	LC217					
	2:30- 3:20PM	MTWTh	Miller,A	LC209	Prerequisite: SPAN 101 or SPAN 103B or equivalent with a grade of Pass or "C" or higher.				
Class#20143 meets 07/01/2013-08/09/2013					<b>SPEECH</b>				

<b>READ 43 - 3.0 UNITS INTRODUCTION TO COLLEGE READING</b>									
Not Transferable									
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 42 or equivalent with a grade of Pass or "C" or higher.									
20416	12:30- 2:30PM	MTWTh	Paige,M	LC218	<b>SPCH 100 - 3.0 UNITS FUNDAMENTALS OF ORAL COMMUNICATION</b>				
	2:30- 3:20PM	MTWTh	Paige,M	LC209					
Class#20416 meets 07/01/2013-08/09/2013					<b>20091 5:00- 7:05PM MTWTh Sparks Jr,W</b>				
20054	8:00-10:00AM	MTWTh	Helberg,B	LC218					
	10:00-10:50AM	MTWTh	Helberg,B	LC209	Class#20252 meets 07/01/2013-08/09/2013				
Class#20054 meets 07/01/2013-08/09/2013					<b>20253 2:30- 4:35PM MTWTh Sparks Jr,W</b>				
20055	10:15-12:15PM	MTWTh	Helberg,B	LC218					
	12:15- 1:05PM	MTWTh	Helberg,B	LC209	Class#20419 meets 07/01/2013-08/09/2013				
Class#20055 meets 07/01/2013-08/09/2013					<b>20142 10:15-12:20PM MTWTh Hoppe-Nagao,A (HYBRID)</b>				

<b>READ 54 - 3.0 UNITS ADVANCED COLLEGE READING</b>									
Not Transferable									
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or "C" or higher.									
20056	10:15-12:20PM	MTWTh	Codd,G (HYBRID)	LC213	<b>20058 8:00-10:05AM MTWTh Lavariere,C (HYBRID)</b>				
A portion of the hours for this class will be online.									
Class#20056 meets 07/01/2013-08/09/2013					<b>20252 12:30- 2:35PM MTWTh Rosenfeld,K (HYBRID)</b>				
20418	12:30- 2:35PM	MTWTh	Codd,G (HYBRID)	LC213					
Class#20418 meets 07/01/2013-08/09/2013					<b>20091 5:00- 7:05PM MTWTh Sparks Jr,W</b>				
<b>20114</b>	<b>7:00- 9:05PM</b>	<b>MTWTh</b>	Belroy,B (HYBRID)	LC218					
Class#20114 meets 07/01/2013-08/09/2013					<b>20142 10:15-12:20PM MTWTh Hoppe-Nagao,A (HYBRID)</b>				

<b>REAL ESTATE</b>									
<b>RE 130 - 3.0 UNITS REAL ESTATE PRACTICE</b>									
Transferable to CSU									
20736	9.0 HRS ARR	(OL)	Brady,M	ONLINE	<b>SOCIOLOGY</b>				
Orientation: 6:00 - 7:00 pm, Monday - July 1 in BE 120. Class#20736 meets 07/01/2013-08/09/2013									
<b>SOCIOLOGY</b>									
<b>SOC 101 - 3.0 UNITS INTRODUCTORY SOCIOLOGY PRINCIPLES</b>									
Transferable to UC, CSU (CAN SOC 2)									
20283	10:15-12:20PM	MTWTh	Troup,J	SS315	<b>SPANISH</b>				
Class#20283 meets 07/01/2013-08/09/2013									
20161	12:30- 2:35PM	MTWTh	Holzgang,A	SS316	Transferable to UC, CSU				
Class#20161 meets 07/01/2013-08/09/2013					<b>SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH</b>				
<b>SOC 120 - 3.0 UNITS INTRODUCTION TO HUMAN SEXUALITY</b>									
Transferable to UC, CSU									
20384	8:00-10:05AM	MTWTh	Pirtle,D	SS316	Transferable to UC, CSU (CAN SPAN 2)				
Class#20384 meets 07/01/2013-08/09/2013					<b>SPAN 102 - 5.0 UNITS ELEMENTARY SPANISH</b>				
20162	10:15-12:20PM	MTWTh	Pirtle,D	SS316					
Class#20162 meets 07/01/2013-08/09/2013					<b>SPEECH</b>				

Students not in attendance or late for the first class meeting are subject to drop.

Class#	Time	Day	Instructor	Room	Class#	Time	Day	Instructor	Room
<b>SPCH 110 - 3.0 UNITS INTERCULTURAL COMMUNICATION</b>					<b>WELD 210L - 2.0 UNITS ARC WELDING APPLICATIONS</b>				
Transferable to UC, CSU					Transferable to CSU				
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.					Prerequisite: WELD 200 or equivalent with a grade of Pass or "C" or higher.				
20421	9:0 HRS ARR	(OL)	Hoppe-Nagao,A	ONLINE	20202	9:00-12:00PM	TWTh	Medina,M	ME 13
Online Orientation: Please go to TalonNet course site for information or email instructor at anagao@cerritos.edu					12:00- 3:05PM TWTh Medina,M ME 13				
Class#20421 meets 07/01/2013-08/09/2013					4:00- 7:00PM TWTh Pacheco,R ME 13				
					7:00-10:05PM TWTh Pacheco,R ME 13				
					Class#20203 meets 07/01/2013-08/09/2013				

<b>SPCH 150 - 3.0 UNITS ORGANIZATIONAL COMMUNICATION</b>				
Transferable to CSU				
Recommendation: READ 54 or ENGL 52 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English Placement Process.				
20422	10:15-12:20PM	MTWTh	Rosenfeld,K	(HYBRID) SS211
A portion of the hours for this class will be online.				
Class#20422 meets 07/01/2013-08/09/2013				

<b>WELD 240 - 2.0 UNITS ADVANCED GAS TUNGSTEN ARC WELDING LABORATORY</b>				
Transferable to CSU				
Prerequisite: WELD 130 or equivalent with a grade of Pass or "C" or higher.				
20205	9:00-12:00PM	TWTh	Tait,M	ME 13
12:00- 3:05PM TWTh Tait,M ME 13				
Class#20205 meets 07/01/2013-08/09/2013				

## THEATRE ARTS

FIELD TRIPS TO LOCAL PRODUCTIONS MAY BE REQUIRED  
If so, students will provide their own theatre tickets. Check with your individual instructor for particulars.

<b>TH 101 - 3.0 UNITS INTRODUCTION TO THE THEATRE</b>				
Transferable to UC, CSU (CAN DRAM 18)				
20261	10:00-12:50PM	MTW	Watanabe-Lonsbury,S	CB101
Class#20261 meets 07/01/2013-08/09/2013				

<b>TH 225 - 2.0 UNITS PORTABLE EVENT PRODUCTION</b>				
Transferable to CSU				
Prerequisite: TH 223 or TH 224 or equivalent with grades of Pass or "C" or higher.				
Recommendation: TH 120, TH 133, or TH 134 or equivalent with grades of Pass or "C" or higher.				
20166	10:00-11:30AM	MTW	Ward,D	CB102
12:00- 4:00PM MTW Ward,D CB102				
Class#20166 meets 05/28/2013-07/03/2013				

## WELDING

<b>WELD 54L - 2.0 UNITS ADVANCED PIPE WELDING</b>				
Not Transferable				
Prerequisite: WELD 52 or equivalent with a grade of Pass or "C" or higher.				
20197	4:00- 7:00PM	TWTh	Pacheco,R	ME 13
7:00-10:05PM TWTh Pacheco,R ME 13				
Class#20197 meets 07/01/2013-08/09/2013				

<b>WELD 120 - 5.0 UNITS BEGINNING ARC WELDING</b>				
Transferable to CSU				
Recommendation: WELD 100 with a grade of Pass or "C" or higher or concurrent enrollment or appropriate work experience.				
20198	7:00-11:00AM	TWTh	Medina,M	ME 13
11:00- 3:00PM TWTh Medina,M ME 13				
Class#20198 meets 07/01/2013-08/09/2013				

<b>WELD 130 - 5.0 UNITS GAS TUNGSTEN ARC WELDING FUNDAMENTALS</b>				
Transferable to CSU				
Recommendation: WELD 100 or WELD 120 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment or appropriate work experience.				
20200	7:00-11:00AM	TWTh	Tait,M	ME 13
11:00- 3:00PM TWTh Tait,M ME 13				
Class#20200 meets 07/01/2013-08/09/2013				

<b>WELD 250L - 2.0 UNITS GAS TUNGSTEN ARC WELDING APPLICATIONS</b>				
Transferable to CSU				
Prerequisite: WELD 240 or equivalent with a grade of Pass or "C" or higher.				
20204	9:00-12:00PM	TWTh	Tait,M	ME 13
12:00- 3:05PM TWTh Tait,M ME 13				
Class#20204 meets 07/01/2013-08/09/2013				

## WOODWORKING MANUFACTURING TECHNOLOGY

<b>WMT 101 - 3.0 UNITS INTRODUCTION TO WOODWORKING</b>				
Transferable to CSU				
NOTE: a material fee of \$20.00 is required for WMT101				
20515	5:30- 8:00PM	MTW	Sanchez,C	WD 14
8:00- 9:55PM MTW Sanchez,C WD 14				
Class#20515 meets 07/01/2013-08/09/2013				
20513	8:00-10:30AM	TWTh	Fortner,A	WD 14
10:30-12:25PM TWTh Fortner,A WD 14				
Class#20513 meets 07/01/2013-08/09/2013				

<b>WMT 111L - 1.0 UNIT INTRODUCTION TO WOODWORKING LAB</b>				
Transferable to CSU				
Prerequisite: WMT 101 or equivalent with a grade of Pass or "C" or higher.				
NOTE: a material fee of \$20.00 is required for WMT111L				
20517	8:00-10:50AM	TWTh	Fortner,A	WD 14
Class#20517 meets 07/01/2013-08/09/2013				
20518	1:30- 4:20PM	TWTh	Fortner,A	WD 14
Class#20518 meets 07/01/2013-08/09/2013				
20519	5:30- 8:20PM	MTW	Sanchez,C	WD 14
Class#20519 meets 07/01/2013-08/09/2013				

<b>WMT 228L - 1.0 UNIT PROJECT COMPLETION LAB</b>				
Transferable to CSU				
Prerequisite: WMT 151 or WMT 153 or WMT 102 or WMT 103 or equivalent with a grade of Pass or "C" or higher.				
NOTE: a material fee of \$20.00 is required for WMT228L				
20520	3:30- 6:30PM	TTh	Stammerjohn,C	WD 13
6:30- 9:45PM TTh Stammerjohn,C WD 13				
Class#20520 meets 07/01/2013-08/09/2013				

*Students not in attendance or late for the first class meeting are subject to drop.*



**NO FEE NON-CREDIT CLASSES**

**CLASES GRATIS DE NO-CREDITO DEL COLEGIO**

The following information will help you register for non-credit classes offered by Cerritos College. In non-credit classes students build the basic skills needed for personal and professional growth. Students in non-credit classes do not earn units toward the award of a credit degree or certificate, and are not required to pay registration fees for these courses. Instruction in English as a Second Language, General Education Development, Assessment Preparation, Citizenship and other basic skills are offered within the non-credit Adult Education unit. Some classes are offered in both English and Spanish. Most non-credit classes take place off-campus at community sites. Classes for students with disabilities require a separate registration process.

Lo siguiente le ayudará a matricularse para clases de no-crédito del Colegio de Cerritos. En las clases de no-crédito, los estudiantes mejoran sus habilidades académicas básicas necesarias para el desarrollo personal y profesional. Las clases de no-crédito no se aplican para título o certificado en los programas de crédito. Se ofrecen clases de Inglés como Segundo Idioma, Diploma de Preparatoria, Preparación de Evaluación, Ciudadanía, y otras clases de habilidades académicas. La mayoría de las clases de no-crédito se ofrecen en sitios distintos de la comunidad. Clases para estudiantes con discapacidades requieren de una matriculación aparte.

More information is available by calling the offices of:  
 Adult Education . . . . . (562) 467-5098  
 Emeritus - Older Wiser Learner . . . . . (562) 467-5098

Para información en español, llame a las oficinas de:  
 Educación de Adultos . . . . . (562) 467-5098  
 Programa de educación para adultos de mayor edad . . . . . (562) 467-5098

**REGISTRATION**

**REGISTRACIÓN**

**STEPS TO ENROLL IN NON-CREDIT CLASSES**

**COMO MATRICULARSE EN CLASES DE NO-CRÉDITO**

1. IDENTIFY THE CLASS OR CLASSES YOU WISH TO TAKE  
Review the course list and identify class and ticket number.
2. COMPLETE REGISTRATION FORM  
Complete a Cerritos College application and submit to the Adult Education office located in CE 11.
3. WALK-IN REGISTRATION  
You may register in person at the Office of Adult Education & Diversity Programs. Call (562) 467-5098 for office hours. If you are registering for an ESL, or Vocational ESL, or GED class, an assessment test will need to be taken.
4. SEE A COUNSELOR  
Counselors are available to talk with you about the right courses for you. Call (562) 467-5098 to schedule an appointment.

1. Escoja la clases o clase que le gustaria tomar.
2. Llene la aplicacion de registración para Cerritos College y entregue la aplicacion a la oficina del programa para adultos.
3. Registracion en persona.  
Al llenar la aplicacion de registración, venga a la oficina de Educacion para Adultos localizada en el edificio de CE 11.  
Registración para los cursos de Inglés Como Segundo Idioma requieren una prueba de evaluación. Llame la oficina para mas información (562) 467-5098.
4. Consulte con un consejero.  
Consejeros que hablan español están disponibles. Para hacer una cita, llame al (562) 467-5098.

## ENGLISH AS A SECOND LANGUAGE

Four levels are offered to assist you in your language development. Emphasis is placed on oral communication and conversational language.

INGLES COMO SEGUNDO IDIOMA

Cuatro niveles de Ingles se ofrecen para ayudarle a desarrollar sus conocimientos del idioma Ingles. Esta clase esta enfocada en comunicacion oral y conversacion del idioma Ingles.

### AED 42.15 - 0.0 UNIT HIGH BEGINNING ENGLISH AS A SECOND LANGUAGE

Not Transferable

**20542 4:30-8:45PM MTWTH** Sanchez,M HS104  
Class# 20542 meets 07/08/2013-08/16/2013

### AED 42.16 - 0.0 UNIT LOW INTERMEDIATE ENGLISH AS A SECOND LANGUAGE

Not Transferable. NOTE: CLASS# 20543 FORMERLY CREDIT ESL 2

**20543 8:30-12:45PM MTWTH** Robles,M HS104  
Class#20543 meets 07/08/2013-08/16/2013

**20548 3:30-6:20PM Fri** Nunez,M CB106  
**8:30-2:45PM Sat** Nunez,M CB106

### AED 42.17 - 0.0 UNIT HIGH INTERMEDIATE ENGLISH AS A SECOND LANGUAGE

Not Transferable

**20544 5:30-8:20PM Fri** Nunez Jr.,N CB102  
**8:30-2:45PM Sat** Nunez Jr.,N CB102

## GENERAL EDUCATION DEVELOPMENT (GED)

This GED course consists of five examinations in the areas of writing skills, social studies, science, literature, the arts and mathematics. This course will prepare students to take the battery of GED tests.

PREPARE PARA TOMAR EL EXAMEN EQUIVALENTE A LA PREPARATORIA

Este curso consiste en cinco materias que son escritura, ciencias sociales, literatura, arte y matematicas. Estas clases lo capacitan para pasar el examen y obtener su certificado de preparatoria.

### AED 42.11 - 0.0 UNIT SPANISH GED TEST PREP-B

Not Transferable

**20541 5:30-8:20PM Fri** Nava,D SS140  
**8:30-2:45PM Sat** Nava,D SS140

**20796 4:30-8:45PM MTWTH** Ramos,M HS305  
Class# 20796 meets 07/08/2013-08/16/2013

### AED 42.13 - 0.0 UNIT GED PREPARATION-B

Not Transferable

**20547 9:00-1:15PM MTWTH** San Nicolas,K HS103  
Class# 20547 meets 07/08/2013-08/16/2013

**20546 5:30-8:20PM Fri** Rios,H CB104  
**8:30-2:45PM Sat** Rios,H CB104

## PREPARATORY MATHEMATICS

This course is a study or review of the basic mathematical concepts and skill of whole numbers as they apply to monetary denominations: addition, subtraction, multiplication, and division. These basic math skills are taught in an interactive, computer-based learning environment which is instructor led, tutor supported, and technology enhanced. THIS COURSE MATCHES COURSE CONTENT FOR MATH 20 CREDIT COURSE.

### AED 49.01 - 0.0 UNIT PREPARATORY MATH

Not Transferable.

These sections may not allow adequate time for assessment scores to be posted for the next semester's enrollment. For any questions, please contact the AED office at (562) 467-5098.

**20608 9:00-10:20AM MTWTH** Barrera De Contreras LA6  
**10:30-11:50AM MTWTH** Barrera De Contreras LA6  
Class#20608 meets 07/08/2013-08/16/2013

## SUPERVISED TUTORING

This Supervised Tutoring course is for students who have taken the Assessment Tests and want to advance to the next placement level and improve their English, Reading, and Math skills. The course is customized by skill level, computer-based, and self-paced. AED 42.05 is instructor supervised and tutor supported.

### AED 42.05 - 0.0 UNIT SUPERVISED TUTORING/ASSESSMENT PREPARATION

Not Transferable.

NOTE: FOR ADDITIONAL CLASS DETAIL CONTACT AED OFFICE AT (562) 467-5098

**20566 Open Entry/Open Exit 3.0 HRS ARR** Perez,C LC137  
**20599 Open Entry/Open Exit 3.0 HRS ARR** Perez,C LC137  
Sanchez,M

## APPRENTICESHIP PROGRAMS

Learn a trade while you work. Apprenticeship is a well-organized and supervised method of training individuals who have little or no knowledge of the craft.

Cerritos College has 3 apprenticeship programs:

Field Ironworkers  
SC/PDCA Painters & Decorators of California  
ABC – Associated Builders and Contractors

For further information call (562) 860-2451, ext. 2497

## PLAZA COMMUNITARIA

The Office of Adult Education & Diversity Programs in collaboration with the Mexican Consulate in Los Angeles offers an innovative new program called Plaza Comunitaria.

The program consists of three levels of progression which teach the Spanish speaking adults to read, write and speak in their native tongue and to complete their first and secondary education. At the completion of this program the student will receive a diploma from the Secretary of Public Education from Mexico. Our goal is to transition the student into regular ESL courses with a higher rate of success and then introduce them to a higher level of education.

El Departamento de Educación de Adultos y Programas Diversos en colaboración con el Consulado Mexicano de Los Ángeles ofrecemos un nuevo e innovador programa "Plaza Comunitaria." La Plaza Comunitaria es un programa que consiste de tres niveles que permite que los adultos de habla Español aprendan leer y escribir en su lengua natal y acabar su educación primaria y secundaria. Al terminar cada nivel, el estudiante recibe un diploma de la Secretaria de Educación Publica en México. Al terminar su educación secundaria los estudiantes son capaces a la transición en cursos de ESL con un indice mas alto de éxito.

For further information call (562) 860-2451, ext. 2518

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## FOSTER KINSHIP CARE PROGRAM

The workshops offered through Cerritos College help to enhance and develop parenting skills related to caring for both foster children and children in a relatives care. As a licensed foster parent, you are required to obtain continuing education hours every year, and the classes we offer at Cerritos College through the FKCE program fill these requirements.

For further information call (562) 860-2451, ext. 2490

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*Students not in attendance or late for the first class meeting are subject to drop.*

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## SITE LOCATIONS

<b>SITE</b>	<b>NAME</b>	<b>LOCATION</b>
<b>HDSN</b>	H. Claude Hudson Comprehensive Health Clinic	2829 South Grand Ave., Los Angeles
<b>HMPH</b>	Hubert Humphrey Comprehensive Health Clinic	5850 S. Main Street, Los Angeles
<b>LBVA</b>	Veteran's Administration Long Beach	5901 E. 7th St., Long Beach
<b>RYBL</b>	Edward R. Roybal Comprehensive Health Clinic	2345 S. Fetterly Ave., Los Angeles
<b>TBD</b>	To be determined	Contact department office for location

**For more information, please contact the appropriate department office.**





## SCHOLARS' HONORS PROGRAM

### WHAT IS THE SCHOLARS' HONORS PROGRAM?

The Scholars' Honors Program (SHP) is a social and academic home that Cerritos College offers to talented and motivated students planning to transfer to four-year colleges and universities, especially to the UC and CSU systems. It introduces you to a community of faculty and staff who are committed to helping you succeed and it provides you with a supportive environment of fellow-students with similar goals and interests.

### WHAT DOES HONORS OFFER ME?

- Small-enrollment classes giving you direct access to the instructors
- One-on-one contact with professors to learn research skills through completing honors contracts
- Guaranteed priority consideration for transfer to local UC campuses
- Acceptance into honors programs with priority registration privileges at regional CSU campuses
- Library privileges at local universities
- Opportunities to travel to academic conferences to present research papers

### AM I ELIGIBLE FOR THE SHP?

Current college students need:

- Minimum 12 units of UC/CSU transferable classes
- A cumulative GPA of 3.0 or above in all transferable coursework
- Readiness for English 100 (Freshman Composition) Students applying from high school need:

### *Students applying from high school need:*

- A cumulative GPA of 3.0 in all coursework
- Readiness for English 100 (Freshman Composition)

### HOW DO I JOIN?

Go on line to the SHP web page, <http://www.cerritos.edu/shp> where you can find more information and an on-line application. You can also pick up a paper application at the SHP Office (next to the counseling appointments desk in the One Stop Center), or request one by phone: (562) 860-2451, ext. 2728, or by e-mail: [shp-info@cerritos.edu](mailto:shp-info@cerritos.edu).

### HONORS COURSES, SUMMER SESSION, 2013

**Honors Contract Courses:** All courses which are UC or CSU transferable and taught by full-time instructors are eligible for Honors contracts. Consult your instructor or check the SHP Web Page ([www.cerritos.edu/shp/](http://www.cerritos.edu/shp/)) or SHP office for a list of available courses.





# DISTANCE EDUCATION PROGRAM

## ONLINE COURSES

**For complete course descriptions, see the regular course listings in the schedule of classes.**

### WHAT IS DISTANCE EDUCATION?

Distance education takes place when a teacher and students are separated by physical distance and technology. In place of traditional classroom delivery, voice, video, data, and print are used to bridge the instructional gap. Cerritos College offers online and hybrid courses. All courses carry full academic credit and their content is equivalent to what you would receive in a more traditional mode of delivery.

### WHAT SKILLS ARE REQUIRED FOR ONLINE LEARNING?

In order to support student success in online classes, students and faculty should be aware of core skills and expectations that promote student achievement in an online learning environment. For students who are interested in taking an online class for the first-time, please refer to the Student Success Center in the LRC for assistance, or contact the instructor of the course directly.

#### Necessary Student Skills:

1. Basic computer skills (send and receive e-mail and attachments; download files; fundamentals of file management; search and navigate the Internet using a browser)
2. Awareness of institutional support services (Student Success Centers)
3. Successful completion of prerequisite coursework
4. Organizational skills
5. Reading comprehension
6. Writing skills
7. Communication skills
8. Time-management skills
9. Proficiency in any adaptive computing software/hardware needed to access the online course material when there is a disability-related barrier
10. Recommended completion of online orientation (such as EDT 50) or equivalent preparation
11. Familiarity with college course management system (such as TalonNet)

#### Student Learning Expectations:

1. Motivated and focused
2. Awareness of online expectations, environment and workload
3. Autonomous, self-motivated learner
4. Positive attitude toward technology
5. Intention to complete the course
6. Ability to work independently
7. Ability to work as a group member
8. Having the confidence to follow directions and to ask for assistance

Before registering for any online course, you should make sure that you have proficient skills in basic computing, web browsing, e-mail, and word processing. Your instructor will not teach these skills as part of the course content. If you do not possess these skills, you may want to enroll in EDT 50, Preparation for Online Learning, or CIS 101, Introduction to Computer Info Systems.

### WHAT ARE THE TYPES OF ONLINE INSTRUCTION?

**Online** courses occur online. Some instructors may require on-campus attendance for orientation, test-taking, or to satisfy other course requirements. Access to email and the Internet are required to complete work using email, chat rooms, discussion boards, and other instructional tools. Online courses are designated as OL in the published class schedule.

**Hybrid** courses include the combination of traditional in-class instruction with computer-based learning and other instructional technologies. Therefore, students will be required to attend on-campus meetings as scheduled by the instructor, as well as complete work using email, chat rooms, discussion boards, and other instructional tools. These courses are designated as HYBRID in the published class schedule.

### ENROLLING IN AN ONLINE COURSE?

Students enroll in online sections in the same manner as regular classes. Consult the general enrollment procedures in this schedule for more information.

### ACCESSING ONLINE AND HYBRID COURSES:

Once you are enrolled in a class, go to the TalonNet website, <http://talonnet.cerritos.edu>, and log on with your username and password.

**Username:** This is your 7-digit student ID number. Example: John Smith, ID #1234567.

**Password:** Your initial password is your 6-digit date of birth in the "mmddy" format. Example: John Smith's date of birth is May 30, 1990. His password would be 053090.

### MANDATORY ORIENTATION:

There is also an online general orientation for all online courses. Go to [www.cerritos.edu/de](http://www.cerritos.edu/de). Some instructors give on campus orientations. Check course listings for information. **You must attend the orientation and/or contact your instructor prior to the 1st week of class or you will be dropped.** If the orientation for an online class conflicts with a class that meets on campus, you must attend the on campus class and notify the online instructor about the conflict in advance.

### FOR INFORMATION CONTACT

#### THE SUCCESS CENTER

**Phone: (562) 860-2451, x7891**

**or (562) 653-7891**

**Email: [de@cerritos.edu](mailto:de@cerritos.edu)**

# DISTANCE EDUCATION COURSES

## ONLINE COURSES

Most work and communications occur online. Access to email and the Internet is required.  
Orientations are mandatory.

### ANTHROPOLOGY

**ANTH 115 3.0 UNITS PHYSICAL ANTHROPOLOGY**  
Transferable to UC, CSU (CAN ANTH 2)  
20065 9.0 hrs arr Bellas, M  
Orientation will take place through class website.  
Class #20065 meets 07/01/2013-08/09/2013

### ART AND DESIGN

**ART 100 3.0 UNITS INTRODUCTION TO WORLD ART**  
Transferable to UC, CSU  
Recommendation: ENGL 52 and READ 54 or equivalent  
with grades of Pass or "C" or higher.  
20018 9.0 hrs arr Mac Devitt, J  
No in-person orientation. Visit <http://www.macdevitt.com>  
(also accessible via TalonNet) for participation instructions.  
Class #20018 meets 07/01/2013-08/09/2013

### BUSINESS ADMINISTRATION

**BA 50 3.0 UNITS BUSINESS MATH FOR MANAGERS**  
Not Transferable  
20762 6.8 hrs arr Baber, J  
Orientation: All class information will be available at  
[www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20762 meets 06/24/2013-08/16/2013

20763 6.8 hrs arr Brown, S  
Orientation: All class information will be available at  
[www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20763 meets 06/24/2013-08/16/2013

**BA 100 3.0 UNITS FUNDAMENTALS OF BUSINESS**  
Transferable to UC, CSU  
20067 9.0 hrs arr Moriarty, C  
Orientation: All class information will be available at  
[www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20067 meets 07/01/2013-08/09/2013

20359 9.0 hrs arr Moriarty, C  
Orientation: All class information will be available at  
[www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20359 meets 07/01/2013-08/09/2013

**BA 106 3.0 UNITS HUMAN RESOURCE MANAGEMENT**  
Transferable to CSU  
20764 6.8 hrs arr Ciraulo, J  
Orientation: All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20764 meets 06/24/2013-08/16/2013

20765 6.8 hrs arr Stevenson, K  
Orientation: All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20765 meets 06/24/2013-08/16/2013

**BA 107 3.0 UNITS HUMAN RELATIONS IN BUSINESS**  
Transferable to CSU  
20766 6.8 hrs arr Elam, C  
Orientation: All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20766 meets 06/24/2013-08/16/2013

20767 6.8 hrs arr Fantroy, S  
Orientation: All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20767 meets 06/24/2013-08/16/2013

**BA 113 3.0 UNITS LEGAL ENVIRONMENT OF BUSINESS**  
Transferable to UC, CSU  
20522 9.0 hrs arr Ramos, G  
Orientation: Mid-term and final exam will be taken on  
campus during the semester. Email instructor for class  
details and dates. All class information will also be available  
at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20522 meets 07/01/2013-08/09/2013

**BA 114 3.0 UNITS MARKETING**  
Transferable to CSU  
20768 6.8 hrs arr Gordon, G  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20768 meets 06/24/2013-08/16/2013

20769 6.8 hrs arr Staff  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20769 meets 06/24/2013-08/16/2013

**BA 115 3.0 UNITS MANAGEMENT-BUSINESS**  
Transferable to CSU  
20770 6.8 hrs arr Grady, J  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20770 meets 06/24/2013-08/16/2013

20771 6.8 hrs arr Keshishyan, P  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20771 meets 06/24/2013-08/16/2013

**BA 118 3.0 UNITS RETAIL MANAGEMENT**  
Transferable to CSU  
20772 6.8 hrs arr Stewart, R  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20772 meets 06/24/2013-08/16/2013

20773 6.8 hrs arr Van Dine, B  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20773 meets 06/24/2013-08/16/2013

**BA 120 3.0 UNITS MANAGEMENT-ACCOUNTING AND INTERNAL CONTROL**  
Transferable to CSU  
20774 6.8 hrs arr Ghidella, R  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20774 meets 06/24/2013-08/16/2013

20775 6.8 hrs arr Paquette, R  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20775 meets 06/24/2013-08/16/2013

**BA 121 3.0 UNITS SALES**  
Transferable to CSU  
20776 6.8 hrs arr Garza, J  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20776 meets 06/24/2013-08/16/2013

**BA 132 3.0 UNITS COMPUTER APPLICATIONS FOR MANAGERS**  
Transferable to CSU  
20777 6.8 hrs arr Titel, M  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20777 meets 06/24/2013-08/16/2013

# DISTANCE EDUCATION COURSES

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20778 6.8 hrs arr Wilson, D  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20778 meets 06/24/2013-08/16/2013

**BA 156 3.0 UNITS MOTIVATIONAL PRESENTATION SKILLS FOR MANAGERS**

Transferable to CSU  
20779 6.8 hrs arr Donadelle, R  
Orientation: Class presentations will be held on campus during the semester. All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20779 meets 06/24/2013-08/16/2013

20780 6.8 hrs arr Lau, R  
Orientation: Class presentations will be held on campus during the semester. All class information will be available at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20780 meets 06/24/2013-08/16/2013

**BA 157 3.0 UNITS PRINCIPLES OF PUBLIC RELATIONS**

Transferable to CSU  
20781 6.8 hrs arr Acheson, M  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20781 meets 06/24/2013-08/16/2013

20782 6.8 hrs arr Laureano, B  
All class information will be available online at [www.cerritos.edu/baonline](http://www.cerritos.edu/baonline).  
Class #20782 meets 06/24/2013-08/16/2013

## **BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY**

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**BCOT 54 3.0 UNITS BUSINESS WRITING FOR MANAGERS**

Not Transferable  
Recommendation: BCOT 46  
This course is designed to assist managers and supervisors in the business field to develop written reports, proposals, evaluations, and other types of communication specific to the management field.

20783 6.8 hrs arr Staff  
Class #20783 meets 06/24/2013-08/16/2013

20784 6.8 hrs arr Staff  
Class #20784 meets 06/24/2013-08/16/2013

**BCOT 113 3.5 UNITS MICROSOFT EXCEL**

Transferable to CSU  
Recommendation: Concurrent enrollment in BCOT 3T.  
NOTE: A material fee of \$4.00 is required for BCOT 113.  
20122 15.0 hrs arr Soden, B  
Orientation: Visit [www.cerritos.edu/bsoden](http://www.cerritos.edu/bsoden) and TalonNet for class information. Submit student information form on my website.  
Class #20112 meets 07/01/2013-08/09/2013

**BCOT 131 3.5 UNITS BEGINNING COLLEGE KEYBOARDING & DOCUMENT PROCESSING**

Transferable to CSU  
Recommendation: Concurrent enrollment in BCOT 3T.  
NOTE: A material fee of \$4.00 is required for BCOT 131.  
20363 15.0 hrs arr Sharp, M  
Orientation: 8:00 am, Monday - July 1 in BE 120.  
Class #20363 meets 07/01/2013-08/09/2013

## **COMPUTER AND INFORMATION SCIENCES**

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**CIS 70A 3.5 UNITS NETWORKING FUNDAMENTALS**

Not Transferable  
Recommendation: CIS 101 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.

20321 15.0 hrs arr Lou, Z  
Mandatory Orientation: 6:00 - 9:00 pm, Monday - July 1 in LA 5.  
Class #20321 meets 07/01/2013-08/09/2013

**CIS 101 3.0 UNITS INTRODUCTION TO COMPUTER INFORMATION SYSTEMS**

Transferable to UC, CSU (CAN BUS 6)  
20267 12.0 hrs arr Negrete, B  
Mandatory Orientation: 1:00 - 4:00 pm, Monday - July 1 in LA 5.

Class #20267 meets 07/01/2013-08/09/2013

20103 12.0 hrs arr Negrete, B  
Mandatory Orientation: 9:00am - 12:00pm, Monday - July 1 in LA 5.

Class #20103 meets 07/01/2013-08/09/2013

20134 12.0 hrs arr Fuschetto, S  
Mandatory Orientation: See website <http://www.cerritos.edu/sfuschetto> for orientation document and quiz due 07/01/2013.

Class #20134 meets 07/01/2013-08/09/2013

## **EARTH SCIENCE**

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**ESCI 104 3.0 UNITS OCEANOGRAPHY**

Transferable to UC, CSU  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Pass or "C" or higher.

20323 9.0 hrs arr DeKraker, D  
No Orientation: See instructor's website for course information: [www.cerritos.edu/ddekraker](http://www.cerritos.edu/ddekraker)  
Class #20323 meets 07/01/2013-08/09/2013

## **ECONOMICS**

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**ECON 201 3.0 UNITS PRINCIPLES OF MACROECONOMICS**

Transferable to UC, CSU (CAN ECON 2)  
Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.  
Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

20371 12.0 hrs arr Staff  
Class #20371 meets 07/01/2013-08/09/2013

**ECON 201M 3.0 UNITS PRINCIPLES OF MACROECONOMICS**

Transferable to UC, CSU  
Prerequisite: MATH 80 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.  
Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English placement process.

20373 12.0 hrs arr Staff  
Class #20373 meets 07/01/2013-08/09/2013

## **EDUCATIONAL TECHNOLOGY (EDTCH)**

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General Distance Orientation for all ONLINE and HYBRID courses is available on the Distance Education website, <http://www.cerritos.edu/de>.

**EDT 103 2.0 UNITS SPREADSHEETS FOR EDUCATORS**

Transferable to CSU  
20453 6.0 hrs arr Alexander, C  
Class #20453 meets 07/01/2013-08/09/2013

# DISTANCE EDUCATION COURSES

**EDT 104 2.0 UNITS WORD PROCESSING FOR EDUCATORS**  
 Transferable to CSU  
 Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or "C" or higher.  
 20454 6.0 hrs arr Alexander, C  
 Class #20454 meets 07/01/2013-08/09/2013

**EDT 105 2.0 UNITS POWERPOINT FOR EDUCATORS**  
 Transferable to CSU  
 Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or "C" or higher.  
 20455 6.0 hrs arr Alexander, C  
 Class #20455 meets 07/01/2013-08/09/2013

## ENGLISH

**ENGL 100 4.0 UNITS FRESHMAN COMPOSITION**  
 Transferable to UC, CSU (CAN ENGL 2)  
 Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.  
 20399 12.0 hrs arr Shah-Williams, N  
 Mandatory Orientation: 11:00 am - 1:00 pm, Monday - July 1 in LA 25.  
 Class #20399 meets 07/01/2013-08/09/2013  
 20400 12.0 hrs arr Swanson, J  
 Mandatory Orientation: 12:00 - 2:00 pm, Monday - July 1 in LA 2.  
 Class #20400 meets 07/01/2013-08/09/2013  
 20130 12.0 hrs arr Swanson, J  
 Mandatory Orientation: 12:00 - 2:00 pm, Monday - July 1 in LA 2.  
 Class #20130 meets 07/01/2013-08/09/2013

## ENGLISH AS A SECOND LANGUAGE

**ESL 14 3.0 UNITS PRONUNCIATION PLUS**  
 Not Transferable  
 20731 9.0 hrs arr Berry, P  
 Mandatory Orientation: 6:00 - 8:00 pm, Monday - July 1 in LA 2.  
 Class #20731 meets 07/01/2013-08/09/2013

## GEOGRAPHY

**GEOG 101 3.0 UNITS PHYSICAL GEOGRAPHY**  
 Transferable to UC, CSU (CAN GEOG 2)  
 20273 9.0 hrs arr DeKraker, D  
 No Orientation: See instructor's website for course information: [www.cerritos.edu/dedekraker](http://www.cerritos.edu/dedekraker)  
 Class #20273 meets 07/01/2013-08/09/2013

## HEALTH EDUCATION

**HED 100 3.0 UNITS CONTEMPORARY HEALTH PROBLEMS**  
 Transferable to UC, CSU  
 20394 9.0 hrs arr Bueno, N  
 Orientation: 6:00 - 8:00 pm, Tuesday - July 2 in CB 104.  
 Class #20394 meets 07/01/2013-08/09/2013  
 20393 9.0 hrs arr Clauss, D  
 Orientation: 6:00 - 8:00 pm, Tuesday - July 2 in CB 105.  
 Class #20393 meets 07/01/2013-08/09/2013  
 20395 9.0 hrs arr Edwards, C  
 Orientation: 6:00 - 7:30 pm, Tuesday - July 2 in CB 102.  
 Class #20395 meets 07/01/2013-08/09/2013

## LAW

**LAW 111 3.0 UNITS BUSINESS LAW**  
 Transferable to UC, CSU (CAN BUS 8)  
 20278 9.0 hrs arr Pribble, M  
 Orientation: 5:00 - 6:00 pm, Monday - July 1 in BE 121.  
 Class #20278 meets 07/01/2013-08/09/2013  
 20153 9.0 hrs arr Pribble, M  
 Orientation: 6:00 - 7:00 pm, Monday - July 1 in BE 121.  
 Class #20153 meets 07/01/2013-08/09/2013

## MUSIC

**MUS 100 3.0 UNITS MUSIC APPRECIATION**  
 Transferable to UC, CSU  
 20192 9.0 hrs arr Maz, A  
 No in-person orientation. Please visit <http://www.amaz@cerritos.edu> (also accessible via TalonNet) for participation instructions or visit the website: <http://www.cerritos.edu/amaz> (also on TalonNet)  
 Class #20192 meets 07/01/2013-08/09/2013

**MUS 105 3.0 UNITS MUSIC FUNDAMENTALS**  
 Transferable to UC, CSU  
 20256 9.0 hrs arr Lopez, C  
 Mandatory Orientation: 11:00 am - 12:30 pm, Monday - July 1 in BC 68.  
 Syllabus is accessible through TalonNet via website: [www.cerritos.edu/clopez](http://www.cerritos.edu/clopez)  
 Class #20256 meets 07/01/2013-08/09/2013  
 20340 9.0 hrs arr Betancourt, D  
 No in-person orientation. Please visit <http://www.dbetancourt@cerritos.edu> (also accessible via TalonNet) for participation instruction or visit the website: <http://www.cerritos.edu/dbetancourt> (also on TalonNet)  
 Class #20340 meets 07/01/2013-08/09/2013

## PHYSICAL EDUCATION

**PE 141 3.0 UNITS FITNESS AND WELLNESS**  
 Transferable to UC, CSU  
 20246 6.0 hrs arr Edwards, C  
 Orientation: Check Instructor's webpage at <http://www.cerritos.edu/cedwards> or email at [cedwards@cerritos.edu](mailto:cedwards@cerritos.edu)  
 Class #20246 meets 07/01/2013-08/09/2013

## POLITICAL SCIENCE

**POL 101 3.0 UNITS AMERICAN POLITICAL INSTITUTIONS**  
 Transferable to UC, CSU (CAN GOVT 2)  
 Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or "C" or higher.  
 20380 9.0 hrs arr Obazuaye, S  
 Orientation: 6:00 - 8:00 pm, Monday - July 1 in SS 316.  
 Class #20380 meets 07/01/2013-08/09/2013  
 20014 9.0 hrs arr Falcon, D  
 Orientation: Visit [www.cerritos.edu/dfalcon](http://www.cerritos.edu/dfalcon) and follow all instructions on that site no later than midnight of the second day of the semester to satisfy the orientation requirement for this class. Students failing to do this may be dropped as "no show".  
 Class #20014 meets 07/01/2013-08/09/2013

# DISTANCE EDUCATION COURSES

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## PSYCHOLOGY

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### PSYC 101 3.0 UNITS GENERAL INTRODUCTORY PSYCHOLOGY

Transferable to UC, CSU (CAN PSY 2)

Recommendation: Satisfactory score on the English Placement Process or ENGL 52 with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher.

20382 9.0 hrs arr Duff, K

Orientation: Please see instructor website at [www.cerritos.edu/kduff](http://www.cerritos.edu/kduff) for an online video orientation prior to the first day of the semester. There is no on campus orientation. Students must be online by midnight of the first day of class; instructor will also email students with additional course information one week before the start of the semester.

Class #20382 meets 07/01/2013-08/09/2013

20089 9.0 hrs arr Duff, K

Orientation: Please see instructor website at [www.cerritos.edu/kduff](http://www.cerritos.edu/kduff) for an online video orientation prior to the first day of the semester. There is no on campus orientation. Students must be online by midnight of the first day of class; instructor will also email students with additional course information one week before the start of the semester.

Class #20089 meets 07/01/2013-08/09/2013

## REAL ESTATE

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### RE 130 3.0 UNITS REAL ESTATE PRACTICE

Transferable to CSU

20736 9.0 hrs arr Brady, M

Orientation: 6:00 - 7:00 pm, Monday - July 1 in BE 120.

Class #20736 meets 07/01/2013-08/09/2013

## SPEECH

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### SPCH 110 3.0 UNITS INTERCULTURAL COMMUNICATION

Transferable to UC, CSU

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

20421 9.0 hrs arr Hoppe-Nagao, A

Online Orientation: Please go to TalonNet course site for information or email instructor at [anagao@cerritos.edu](mailto:anagao@cerritos.edu)

Class #20421 meets 07/01/2013-08/09/2013

# DISTANCE EDUCATION COURSES

## HYBRID CLASSES

Classes meet both on campus and online. Access to email and the internet is required.  
Orientations are mandatory.

### ART AND DESIGN

<b>ART 192</b>	<b>3.0 UNITS</b>	<b>PHOTOSHOP/DIGITAL IMAGING</b>
	Transferable to CSU	
	NOTE: A material fee of \$10.00 is required for ART 192.	
20332	9:00-10:30 am	MTWTh Wilson, C LC 173
	10:30-1:20 pm	MTWTh Wilson, C LC 173
	Class #20332 meets 07/01/2013-08/09/2013	

### AUTOMOTIVE COLLISION REPAIR & REFINISHING/AUTOBODY

<b>AB 86</b>	<b>2.0 UNITS</b>	<b>PRODUCTION MANAGEMENT</b>
	Not Transferable	
	Recommendation: Work experience in the automotive collision repair industry.	
20487	6:00-10:50 pm	Th Robertson, C AT 54
	Class #20487 meets 06/24/2013-08/16/2013	

<b>AB 287</b>	<b>2.0 UNITS</b>	<b>ADVANCED COLLISION REPAIR MANAGEMENT</b>
	Transferable to CSU	
20488	6:00-10:15 pm	M Robertson, C AT 54
	Class #20488 meets 06/24/2013-08/16/2013	

<b>AB 288</b>	<b>2.0 UNITS</b>	<b>ADVANCED AUTOMOTIVE CLAIMS</b>
	Transferable to CSU	
	Prerequisite: AB 181 or AB 188 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.	
20489	6:00-10:15 pm	W Robertson, C AT 54
	Class #20489 meets 06/24/2013-08/16/2013	

### BUSINESS ADMINISTRATION

<b>BA 113</b>	<b>3.0 UNITS</b>	<b>LEGAL ENVIRONMENT OF BUSINESS</b>
	Transferable to UC, CSU	
20361	9:00-1:35 pm	TTh Ramos, G BE 119
	Orientation: Mid-term and final exam will be taken on campus during the semester. Email instructor for class details and dates. All class information will also be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> .	
	Note: First week class will meet Tuesday and Thursday. All other meetings will be on Tuesdays.	
	Class #20361 meets 07/01/2013-08/09/2013	

### COMPUTER AND INFORMATION SCIENCES

<b>CIS 103</b>	<b>3.5 UNITS</b>	<b>COMPUTER PROGRAMMING LOGIC</b>
	Transferable to UC, CSU	
	Recommendation: Concurrent enrollment in or completion of CIS 101 or CIS 102 or equivalent with a grade of Pass or "C" or higher.	
20105	6:50-9:50 pm	TWTh Wilson, J SS 138
	5:00-6:50 pm	TWTh Wilson, J LA 5
	Class #20105 meets 07/01/2013-08/09/2013	

### READING

<b>READ 54</b>	<b>3.0 UNITS</b>	<b>ADVANCED COLLEGE READING</b>
	Not Transferable	
	Prerequisite: Satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or "C" or higher.	
20056	10:15-12:20 pm	MTWTh Codd, G LC 213
	A portion of the hours for this class will be online.	
	Class #20056 meets 07/01/2013-08/09/2013	
20418	12:30-2:35 pm	MTWTh Codd, G LC 213
	A portion of the hours for this class will be online.	
	Class #20418 meets 07/01/2013-08/09/2013	
20114	7:00-9:05 pm	MTWTh Belroy, B LC 218
	A portion of the hours for this class will be online.	
	Class #20114 meets 07/01/2013-08/09/2013.	

### SPEECH

<b>SPCH 100</b>	<b>3.0 UNITS</b>	<b>FUNDAMENTALS OF ORAL COMMUNICATION</b>
	Transferable to UC, CSU (CAN SPCH 2)	
	Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent or SPCH 60 or equivalent with a grade of Pass or "C" or higher.	
20058	8:00-10:05 am	MTWTh Lavariere, C SS 207
	A portion of the hours for this class will be online.	
	Class #20058 meets 07/01/2013-08/09/2013	
20252	12:30-2:35 pm	MTWTh Rosenfeld, K SS 211
	A portion of the hours for this class will be online.	
	Class #20252 meets 07/01/2013-08/09/2013	
20142	10:15-12:20 pm	MTWTh Hoppe-Nagao SS 207
	A portion of the hours for this class will be online.	
	Class #20142 meets 07/01/2013-08/09/2013	

<b>SPCH 150</b>	<b>3.0 UNITS</b>	<b>ORGANIZATIONAL COMMUNICATION</b>
	Transferable to CSU	
	Recommendation: READ 54 or ENGL 52 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English Placement Process.	
20422	10:15-12:20 pm	MTWTh Rosenfeld, K SS 211
	A portion of the hours for this class will be online.	
	Class #20422 meets 07/01/2013-08/09/2013	

# SEXUAL HARASSMENT

It is the policy of the Cerritos Community College District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests or offers for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by federal and state statutes and Board Policy.

The Board of Trustees and the President-Superintendent have provided regulations and procedures to implement this policy and the regulations and procedures are included as a part of the District's Equal Employment Opportunity Plan and Board Policy.

It is a violation of Board Policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Cerritos Community College District, to engage in sexual harassment as defined in Board Policy or as described below.

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature takes place and:

1. Is made explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Is used as a basis for educational or employment decisions affecting such individual; or
3. Has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive educational or working environment; or
4. Is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the District.

Informal and formal complaints under this policy shall be processed through the District's Administrative Procedure 3435, Discrimination and Harassment Investigations, through the Director of Employment, Diversity & Legal Services. The District's Policies and Procedures are available on the website at <http://cms.cerritos.edu/board/policies> and are also published in the college catalog.

## POLICY ON SEXUAL AND OTHER ASSAULTS

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. Board Policy 3540, Sexual and Other Assaults on Campus, conforms with relevant State and Federal Laws. Sexual assault and acquaintance rape are crimes and will be treated as such. Any student or employee who becomes a victim of sexual assault or acquaintance rape is encouraged to report the crime immediately to Campus Police. The District is dedicated to providing prompt and compassionate services to all crime victims. In the event of an incidence of sexual assault or acquaintance rape, Student Health Services will provide support services and direction. The phone number for Student Health Services is (562) 860-2451, ext. 2321. The Chief of Campus Police will notify the President-Superintendent of all reports of sexual assault and/or acquaintance rape.

Please see Board Policy 3540 and Administrative Procedure 3540, Sexual and Other Assaults on Campus, for more information. This Policy and Procedure are on the Board Policy webpage at: <http://cms.cerritos.edu/board/policies>.



# NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar or designee a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. The College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## DIRECTORY INFORMATION

Cerritos College will not release personal data about students without their prior written consent except to persons and agencies authorized by law. The college may make an exception to legitimate inquiries, by providing general directory information to include: name • major field of study • class level • dates of attendance • degrees and awards received • participation in officially recognized activities and sports • weight and height of members of athletic teams, and • previous educational institutions attended.

## STUDENT RECORDS CONSENT

Cerritos College may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or parties to whom the records may be released. Such consent must be signed and dated by the student. The recipient must be notified that the transmission of the information to others is prohibited. Title 5 (California Administrative Regulations) Sec. 54616.

## WITHHOLDING OF STUDENT RECORDS

Student records may be withheld pending satisfaction of certain requirements, per Board Policy and Administrative Procedure 5035.

*Reference: Board Policy and Administrative Procedure 5040*



# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

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Requirements for the Associate in Arts (A.A.) Degree at Cerritos College can be met in one of three different ways: Plan A, B or C.

**PLAN A** is designed primarily for those students interested in preparing for a vocational career upon graduation. Plan A may also be used by university transfer students and for students in vocational majors who may possibly wish to transfer in the future. However, there are courses listed under Plan A that are not transferable for general education credit to the four-year universities. Therefore, students wishing to use this option should see a Cerritos College counselor for advice in selecting the A.A. General Education plan that in combination with a major will best match their educational and career goals. Please see the Plan A degree description page for further details.

**PLAN B** is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan to combine completion of both the Associate in Arts general education requirements, and the California State University (CSU) General Education Certification pattern. Students should see a counselor for advice on selecting the A.A. General Education plan that in combination with a major will best match their educational and career goals. Please see the Plan B degree description page for further details.

**PLAN C** is designed primarily for students who intend to transfer to the University of California (UC), or who are undecided between transferring to the University of California or the California State University. Students may use this plan to combine completion of both the A.A. degree general education requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Plan C may not be recommended for some majors at certain CSU or UC campuses. Please see the Plan C description page for further details.

*The significant differences between Plan A, Plan B and Plan C are:*

**Plan A** requires the completion of a minimum of 18 units of identified general education courses and requirements and a minimum of 18 units of specified “major” courses, proficiency requirements and electives, if necessary, to total a minimum of 60 degree applicable units.

**Plan B** requires a minimum of 39 units of identified CSU general education courses and requirements plus specified major courses, the health and wellness proficiency requirement, and elective courses, if necessary, for a minimum of 60 degree applicable units.

If a student only wishes to transfer at an upper division level and is not seeking an A.A. degree, a minimum of 60 CSU transferable units is required (see transfer requirements for CSU and your counselor).

**Plan C** requires a minimum of 34 (UC) or 37 (CSU) units of identified general education courses and requirements plus specified major courses, the health and wellness proficiency requirement, and electives, if necessary, to total a minimum of 60 degree applicable units.

If a student only wishes to transfer at an upper division level and is not seeking an A.A. degree, a minimum of 60 UC transferable units is required (see IGETC, UC transfer requirements, and your counselor).

There are important differences among the three plans. In order to select the plan that best meets each individual's AA and transfer goals, students should see a Cerritos College counselor.



# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

## Associate in Arts Degree General Education 2012-13 Plan A Degree and/or Career Option

A total of 60 degree applicable units including the following requirements must be completed to qualify for the A.A. degree:

1. MAJOR PROGRAM REQUIREMENTS:  
Complete all requirements for the chosen major program under "Major Requirements" in the Cerritos College Catalog.
2. MATHEMATICS PROFICIENCY REQUIREMENT:  
This requirement can be met by one of the following options:
  - a. Earn a score on the Advanced Math Readiness test sufficient for placement in a course above the level of MATH 80 or MATH 80B.
  - b. Completion of MATH 80 or MATH 80B with a grade of Pass, or "C", or higher.
  - c. For other options, see your counselor.
3. READING PROFICIENCY REQUIREMENT:  
This requirement can be met by one of the following options:
  - a. Earn a score on the reading proficiency test sufficient for placement in a course above the level of READ 54.
  - b. Completion of READ 54 with a grade of Pass, or "C", or higher.
  - c. For other options, see your counselor.

**NOTE: Students completing both English 52 and Reading 54 will be able to count the units from only one course towards the associate in arts degree.**
4. WRITING PROFICIENCY REQUIREMENT:  
Completion of ENGL 100 with a grade of Pass, or "C", or higher.
5. HEALTH AND WELLNESS PROFICIENCY REQUIREMENT:  
This requirement can be met by one of the of the following options:
  - a. Completion of at least one unit of a Physical Education activity course from the approved department list below:  
Physical Education 114, 120, 121, 122, 123, 124, 125, 126, 127, 130, 131, 132A, 132B, 133, 134, 135A, 135B, 136, 137, 138, 139, 140A, 141, 142, 143, 145, 146, 148, 149A, 149B, 150A, 150B, 151, 153A, 153B, 154A, 154B, 155A, 155B, 156A, 156B, 158A, 158B, 159A, 159B, 160, 161A, 161B, 170, 171A, 171B, 171C, 172A, 172B, 173, 175A, 175B, 176A, 176B, 177, 178, 179A, 179B, 200, 201, 202, 204, 206, 207, 208, 210, 211, 212, 213, 217, 218, 219, 221, 222, 223, 225, 227, 228, 229, 231, 233, 234, 235, 236, 238, 239, 241, 243, 245, 254, or 255;  
Dance 105, 106A, 106B, 107, 108A, 108B, 109, 110, 120, 121, 122, 123, 124, 125, 130, 133, 134, 135, 136, 140, 141, 142, 143, or 144;
  - b. Completion of HED 100, 101, 103, or 200; TH 140-143; HO 100 or 152; CDEC 161; PE 100 or WS 103.

- c. Enrollment and completion of Allied Health program (DA, DH, RN, PTA, Pharm Tech, MA).
- d. For other options, see your counselor.

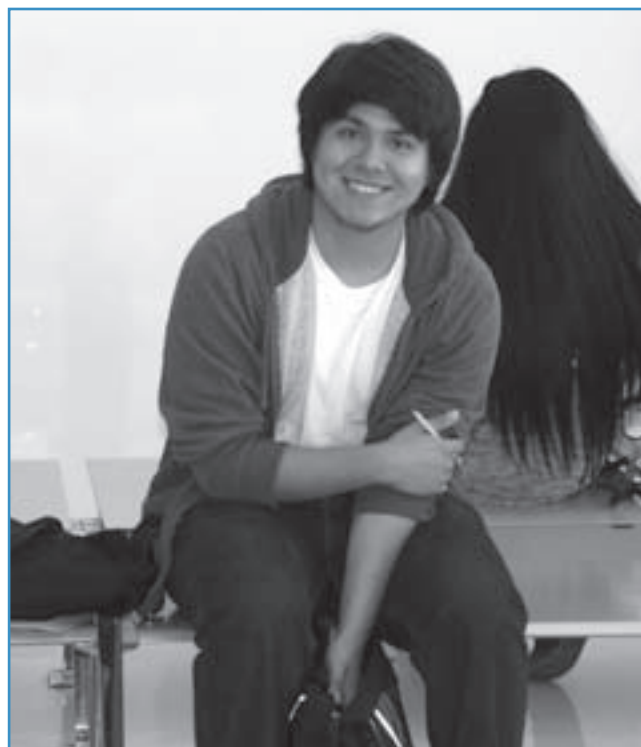
6. GENERAL EDUCATION REQUIREMENTS: PLAN A 18 UNITS
  - a. NATURAL SCIENCES: 3 UNITS MINIMUM FROM EITHER PHYSICAL SCIENCES OR BIOLOGICAL SCIENCES
    - (1) Physical Sciences  
Astronomy 102, 103, 104, 105L (lab), 106  
Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)  
Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)  
Energy 110  
Geography 101, 101L (lab), 103  
Geology 101 (lab), 201 (lab), 204, 207 (lab), 208, 209  
Physical Science 100, 112 (lab)  
Physics \*\*50 (lab), 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)
    - (2) Biological Sciences  
Anatomy and Physiology 120 (lab), 130 (lab), 150 (lab), 151 (lab), 200 (lab), 201 (lab)  
Anthropology \*\*110, 115, 115L (lab)  
Biology 105, 110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab)  
Botany 120 (lab)  
Microbiology 200 (lab)  
Psychology 241  
Zoology 120 (lab)
  - b. SOCIAL AND BEHAVIORAL SCIENCES: 3 UNITS MINIMUM  
**NOTE: Completion of a U.S. history or government course which fulfills the California State University requirement taken at any accredited institution may be used in lieu of the course requirement.**  
One course from Section B1 or B2 is required.
    - (1) History 101, 102, 103  
(This requirement can be met by successfully passing the College Board's Advanced Placement Exam, American History. Unit credit is awarded for passing the AP exam option with a score of 3 or higher.)
    - (2) Political Science 101 or 201  
(This requirement can be met by successfully passing the College Board's Advanced Placement exam, Government and Politics: United States. Unit credit is awarded for passing the Advanced Placement exam option with a score of 3 or higher.)
    - (3) Social and Behavioral Sciences  
Administration of Justice 101  
Anthropology 100, 120, 170, 200, 201, 202, 203, 205  
Business Administration \*\*208  
Child Development 110  
Child Development/Early Childhood \*\*113  
Counseling \*\*150, 200  
Economics 101, 102, 201, 201M, 202, 202M, 204  
Environmental Policy 200  
Finance 125  
Geography 102, 105

# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

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- History 110, 120, 204, 210, 220, 221, 230, 235, 241,242, 245, 246, 250, 255, 260, 265, \*\*270, 275  
 Journalism 100  
 Physical Education 106  
 Political Science 110, 210, 220, 230, 260  
 Psychology 101, 150, 251, 261, 271  
 Sociology 101, 110, 120, 201, 202, 205, 210, 215, \*\*225, 230, 250  
 Speech 110  
 Speech Language Pathology \*\*105  
 Women's Studies 101, 106, 202, 204, 205, 206, \*\*208
- c. FINE ARTS AND HUMANITIES: 3 UNITS MINIMUM FROM EITHER FINE ARTS OR HUMANITIES
- (1) FINE ARTS  
 Architecture \*\*110, 112  
 Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109, 110, 113, 116, 120, 130A, 144, 150, \*\*186, \*\*192, 193  
 Dance 100, 101  
 Film 159  
 Humanities: \*108, \*109  
 Music 100, 101, 102, 103, 104, 104B, 105  
 Photography 100, 160  
 Theatre 101, 102, 103, 104, \*\*110, 150, RTV/TH 151, RTV 152
- (2) HUMANITIES  
 Art \*108, \*109  
 Chinese 101, \*\*102  
 English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 232, 233, 234, 235, 236, 237, 238, 245, 246A, 246B, 248A, 248B  
 French 101,102, 201, 202, 203, 285  
 German 101, 102, 201, 202  
 Humanities 100, \*108, \*109  
 Japanese 101, 102, 201, 202  
 Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204, 205, 206  
 Photography 150  
 Sign Language 101, 102, 201  
 Spanish 101, 102, 111, 112, 201, 202, 206, 210, 245, 285  
 Speech 140, \*\*145  
 Women's Studies 102, 109
- d. LANGUAGE AND RATIONALITY: 6 UNITS MINIMUM  
 Select at least three units from Section D1 and three units from Section D2:
- (1) ENGLISH COMPOSITION  
 English 100
- (2) COMMUNICATION AND ANALYTICAL THINKING  
 Business Communication \*\*148  
 Computer and Information Sciences \*\*101, \*\*102, \*\*103, \*\*178  
 Engineering Design Technology \*\*131  
 English 101, 103  
 Mathematics \*\*80, \*\*80B, 110A, 110B, 112, 114, 115, 116, 140, 150, 170, 190, 220, 240  
 Philosophy 103, 106  
 Psychology 103, 210  
 Reading 200  
 Speech \*\*60, 100, 120, 130, 132, 150, 235  
 Speech Language Pathology \*\*220
- e. Select an additional general education course from those listed above or a course from Plan B or Plan C so that the earned general education units total at least 18.
- \* These courses appear in more than one category, but may only be counted once.  
 \*\* These courses do not meet the General Education Requirements for CSU or IGETC.

**NOTE:** The preceding graduation requirements apply to students who were in attendance during the 2012-13 school year and thereafter. Students who enrolled prior to Fall 2012 and who have maintained continuous attendance at Cerritos College have the option of meeting the current requirements or those in effect at the time continuous attendance began.



# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY

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## Associate in Arts Degree General Education 2012-13 Plan B and/or The General Education Certification Requirements For The Bachelor's Degree At The California State University

Plan B is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan to combine completion of both the Associate in Arts general education requirements and the CSU General Education Certification pattern. Students should see a counselor for advice on selecting the AA General Education plan that in combination with a major will best match their educational and career goals.

To earn an Associate in Arts Degree using Plan B, students must complete a minimum of 60 degree applicable units with an overall grade point average of "C" (2.0) or higher, which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (see description in Plan A).

If a student wishes only to transfer and is not seeking an A.A. degree, they can follow the requirements below. However, there are no proficiencies required for CSUGE certification.

It should be noted that completion of the CSU General Education Certification is not required for admission to the CSU nor is it the only way to fulfill the lower division general education requirements. Depending upon the student's major, it may be advantageous to complete the requirements of the specific campus the student plans to attend.

### CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION REQUIREMENTS

A maximum of 39 units is required to fulfill the CSU lower division general education requirements, with the units to be distributed as follows: Nine (9) units in Area A; nine (9) units in Areas B, C and D, with no more than 30 units total in areas B through D combined; and three (3) units in Area E.

A letter grade of "C" or higher is required in Oral Communication, Written Communication, Critical Thinking, and Mathematical Concepts.

**Note: Courses appearing in more than one category may be used to satisfy only one category. Such courses are marked with an \*.**

- A) Communications: 9 units minimum.  
Must take one course from category 1, 2, and 3
  - 1. Oral Communication  
Speech 100, 120, 130, 132, 150
  - 2. Written Communication  
English 100
  - 3. Critical Thinking  
English 101, 103; Philosophy 103, 106; Psychology 103;  
Reading 200; Speech 235
  
- B) Natural Science and Mathematics: 9 units minimum.  
Take a course from category 1, 2 and 3. AT LEAST ONE LABORATORY (LAB) MUST BE INCLUDED IN CATEGORY 1 or CATEGORY 2.
  - 1. Physical Sciences  
Astronomy 102, 103, 104, 105L (lab), 106  
Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)  
Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)  
Energy 110  
Geography 101, 101L (lab), 103  
Geology 101 (lab), 201 (lab), 204, 207 (lab), 208, 209  
Physical Science 100, 112 (not considered a LAB science for CSU GE)  
Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab),  
203 (lab)
  - 2. Biological Sciences  
Anatomy and Physiology 120 (lab), 130 (lab), 150 (lab),  
151 (lab), 200 (lab), 201 (lab)  
Anthropology 115, 115L (lab)  
Biology 105, 110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab), 202  
Botany 120 (lab)  
Microbiology 200 (lab)  
Psychology 241  
Zoology 120 (lab)
  - 3. Mathematical Concepts  
Mathematics 110A, 110B, 112, 114, 115, 116, 140,  
150, 170, 190, 220, 240  
Psychology 210
  
- C) Fine Arts and Humanities: 9 units minimum.  
Take one course in category 1 and 2. The third course may be taken in either category
  - 1. Fine Arts  
Architecture 112  
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109,  
110, 113, 116, 120, 130A, 144, 150, 193  
Dance 100, 101  
Film 159  
Humanities \*108, \*109  
Music 100, 101, 102, 103, 104, 104B, 105  
Photography 100, 160  
Theatre 101, 102, 103, 104, 150, RTV/TH 151, RTV 152

# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY

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## 2. Humanities

Art \*108, \*109  
Chinese 101  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228,  
230A, 230B, 232, 233, 234, 235, 236, 237, 238, 245, 246A, 246B,  
248A, 248B  
French 101, 102, 201, 202, 203, 285  
German 101, 102, 201, 202  
History \*101, \*102, \*103, \*110, \*120, \*210, \*220, \*221, \*230,  
\*235, \*241, \*242, \*245, \*246, \*250, \*255, \*260, \*265, \*275  
Humanities 100, \*108, \*109  
Japanese 101, 102, 201, 202  
Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204,  
205, 206  
Photography 150  
Sign Language 101, 102, 201  
Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245, 285  
Speech 140  
Women's Studies 102, 109

## D) Social Sciences: 9 units minimum.

Take one course in category 1, 2 and 3.

### 1. American History

History \*101, \*102, \*103  
(Any one of these courses meet the requirement in U.S.  
History)

### 2. American Government

Political Science 101, 201  
(Either of these courses meet the requirement for Constitution  
and American Ideals)

### 3. Social, Political, Historical and Economic Institutions

Administration of Justice 101  
Anthropology 100, 120, 170, 200, 201, 202, 203, \*205  
Child Development \*110  
Economics 101, 102, 201, 201M, 202, 202M, 204  
Environmental Policy 200  
Geography 102, 105  
History \*110, \*120, 204, \*210, \*220, \*221, \*230, \*235, \*241,  
\*242, \*245, \*246, \*250, \*255, \*260, \*265, \*275  
Journalism 100  
Physical Education \*106  
Political Science 110, 210, 220, 230, 260  
Psychology 101, \*150, 251, 261, 265, 271  
Sociology 101, \*110, \*120, 201, 202, 205, 210, 215, 230, 250  
Speech 110  
Women's Studies 101, \*106, 202, 204, \*205, 206

## E) Self-Development: 3 units minimum.

Take one course from the following:

Anthropology \*205  
Child Development \*110  
Counseling 200  
Finance 125  
Health Education 100, 101  
Health Occupations 152  
Physical Education \*106, 141  
Psychology \*150, 245  
Sociology \*110, \*120  
Women's Studies \*106, \*205

\* These courses appear in more than one category, but may be used only to satisfy one category.

**NOTE: Changes in the above General Education requirements may occur from time to time. If courses are added to or deleted from the pattern, this may affect a student's selection of courses. Students do not have catalog rights to a certification pattern, regardless of their continual attendance status.**

CSU Transfer credit is noted in individual catalog course descriptions. A complete list of CSU transferable courses offered by Cerritos College can be found on ASSIST website at [www.assist.org](http://www.assist.org).



# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

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## Associate in Arts Degree General Education 2012-13 Plan C and/or The Intersegmental General Education Transfer Curriculum (IGETC) For Transfer To UC And CSU

Plan C is designed primarily for students who intend to transfer to the University of California (UC) or are undecided between transferring to the UC or the California State University (CSU). Students may use this plan to combine completion of both the AA Degree general education requirements and the IGETC General Education requirements.

The purpose of IGETC is to provide an option for students to fulfill lower division general education requirements prior to transferring to a UC or CSU campus.

Depending upon the student's major and campus choice, it may be advantageous to complete the requirements of the specific campus the student plans to attend. In general, it is not advisable for transfer students preparing for majors at any UC campus requiring a high number of units, such as engineering and science, to use IGETC.

Plan C can be fulfilled by completing the IGETC requirements specified for either the UC or CSU.

### A letter grade of "C" or higher is required in all Plan C courses.

To earn an Associate in Arts degree using Plan C, students must complete a minimum of 60 degree applicable units with a grade point average of "C" (2.0) or higher which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (see description in Plan A).

If a student wishes only to transfer and is not seeking an A.A. degree, they can follow the requirements below. There are no proficiencies required for IGETC certification.

It should be noted that completion of IGETC is not required for admission to the UC or CSU.

Further information and other regulations pertaining to IGETC and the Associate in Arts Degree are found in the catalog.

### AREA 1 ENGLISH COMMUNICATION

CSU: Courses from A, B, and C required.

UC: Courses from A and B required.

- A) English Composition  
(1 course, 3 semester/4-5 quarter units)  
English 100

- B) Critical Thinking-English Composition  
(1 course, 3 semester/4-5 quarter units)  
English 101, 103  
Philosophy 103  
Psychology 103  
Speech 235
- C) Oral Communication (CSU ONLY)  
(1 course, 3 semester/4-5 quarter units)  
Speech 100 +, 120, 130, 132+

### AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester/4-5 quarter units)

Mathematics 112+, 114+, 115, 116+, 150+, 170+, 190, 220, 240  
Psychology 210+

### AREA 3 ARTS AND HUMANITIES

(3 courses, with at least one from A and one from B below;  
9 semester/12-15 quarter units)

- A) Arts  
Architecture 112  
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109  
Dance 100, 101  
Film 159  
Humanities \*108, \*109  
Music 100, 101, 103, 104, 104B, 105  
Photography 160  
Theatre 101, 102, 103, 104, 150
- B) Humanities  
Art \*108, \*109  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228,  
230A, 230B, 232, 233, 234, 235, 236, 237, 238, 245, 246A, 246B,  
248A, 248B  
French 201, 202, 285+  
German 102, 201, 202  
History \*101+, \*102+, \*103+, \*110, \*120, \*210+, \*220, \*221,  
\*230, \*235, \*241, \*242, \*245, \*246, \*250, \*255, \*260, \*265, \*275  
Humanities 100, \*108, \*109  
Japanese 102  
Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204,  
205, 206  
Photography 150  
Sign Language 201  
Spanish 102+, 112+, 201, 202, 205, 210, 245, 285+  
Women's Studies 102, 109

### AREA 4 SOCIAL AND BEHAVIORAL SCIENCES

(3 courses from at least two disciplines or an interdisciplinary  
sequence: 9 semester/12-15 quarter units)

Anthropology 100, 120, 170, 200, 201, 202, 203, 205  
Child Development 110  
Economics 101+, 102, 201, 201M, 202, 202M  
Environmental Policy 200

# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

Geography 102, 105  
History \*101+, \*102+, \*103+, \*110, \*120, 204, \*210+, \*220,  
\*221, \*230, \*235, \*241, \*242, \*245, \*246, \*250, \*255, \*260, \*265,  
\*275  
Physical Education 106  
Political Science 101+, 201+, 210, 220, 230  
Psychology 101, 150, 251, 261, 265+, 271  
Sociology 101, 110, 120, 201, 202+, 205, 210, 215, 250  
Speech 110  
Women's Studies 101, 106, 202+, 204, 205, 206

## AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES

(2 courses, one from A and one from B below; at least one course must include laboratory (lab); 7-9 semester/9-12 quarter units)

- A) Physical Sciences  
Astronomy 102+, 103+, 104, 105L (lab) 106  
Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)  
Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110+ (lab)  
Geography 101, 101L (lab), 103  
Geology 101 (lab), 201 (lab), 207 (lab), 208, 209  
Physical Science 100+  
Physics 100+ (lab), 101+ (lab), 102+ (lab), 201+ (lab), 202+ (lab), 203+ (lab)
- B) Biological/Life Sciences  
Anatomy and Physiology 120+ (lab), 130+ (lab), 150+ (lab), 151+ (lab), 200+ (lab), 201+ (lab)  
Anthropology 115, 115L (lab)  
Biology 115 (lab), 120+ (lab), 200 (lab), 201 (lab), 202  
Botany 120 (lab)  
Microbiology 200 (lab)  
Psychology 241  
Zoology 120 (lab)

\* These courses appear in more than one category, but may be used only to satisfy one category .

## ADDITIONAL REQUIREMENTS

- A) UC ONLY: Language other than English  
There are several ways to satisfy this requirement. They include:  
a. Complete two years of the same foreign language in high school with a grade of "C" or higher.  
b. Complete first college course in any foreign language or SL 101.  
c. Earn a minimum score of 500 on an appropriate College Board Achievement Test in a foreign language.  
d. For other options, see your counselor.
- B) CSU ONLY: The CSU has a specific American Institutions requirement that is separate from the general education requirements. Courses used to meet the American Institutions requirement may be used to satisfy requirements for the IGETC, at the discretion of the receiving CSU campus. It is recommended that this requirement be met prior to transfer. The following will

meet the CSU American Institutions requirement.

6 units, one course from Group 1 and one course from Group 2.

Group 1: History 101+, 102+, 103+

Group 2: Political Science 101+, 201+

- C) The UC-bound student should be aware of the American history and institutions requirements at the campus of choice. Requirements may vary. See your counselor for details.

+Credit limitation. UC credit limitations may apply for certain courses in IGETC, as well as other UC transferable courses which are not in IGETC. An explanation for each course which has credit limitations appears in the college catalog course description. For details, see your counselor.



# SERVICES FOR STUDENTS

The following pages describe the student services available at Cerritos College. We sincerely hope that you take the time to become familiar with these services and use them often to meet your goals at the college. The telephone extension of each service is listed. The college telephone number is (562) 860-2451.

## ACCIDENT INSURANCE EXT. 232 I

Accident insurance is provided by Cerritos College to all enrolled students in the event of an accident or injury during college sponsored and supervised activities. It may assist in covering medical bills incurred by students and athletes. There are benefit limitations and some exclusions in the policy, so it is important to work with the Student Health Services staff to insure optimum coverage. Students enrolled at Cerritos College, whose children are injured while using the officially designated child-care facility on campus, are covered by Accident Insurance.

## ADMISSIONS AND RECORDS EXT. 221 I

The Admissions and Records Office has many functions. It is responsible for: application for admission, permanent records, transcript requests, student academic petitions, verification of student enrollment to appropriate institutions, and a segment of the enrollment procedure. Concerns should be directed to the Dean of Admissions, Records, and Services. Except during enrollment, the Admissions and Records Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; closed on Friday. For additional information visit our website at [www.cerritos.edu/admissions](http://www.cerritos.edu/admissions).

## ASSESSMENT TESTING EXT. 2599

Assessment testing is administered in the Assessment Office located next to the Career Services Center. Results are used for advisement in selecting classes. Tests for reading, math, English writing, and ESL placement are available. Please check our website at [www.cerritos.edu/assessment-center](http://www.cerritos.edu/assessment-center) for the current testing schedule.

## ATHLETICS EXT. 2864

Cerritos College is a member of the South Coast Conference. Cerritos men's teams are represented in: baseball, basketball, cross country, football (SCFA), soccer, swimming, tennis, track and field, water polo and wrestling (SCWA). Cerritos women's teams are represented in: basketball, cross country, soccer, softball, swimming, tennis, track and field, volleyball, and water polo.

## BOOKSTORE EXT. 2450

The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts and clothing. MasterCard, Visa, American Express, and Discover are accepted. Summer hours are 8:30 a.m. – 1:30 p.m., Monday through Thursday; closed on Friday, Saturday, and Sunday.

## CALWORKS EXT. 2356

The Cerritos College CalWORKs Program assists students who are receiving cash aid assistance through the state of California's CalWORKs Welfare Program, are in good standing with the college, and have developed or are in the process of developing a welfare-to-work plan with the local welfare office. The program provides eligible students with personal counseling, educational and career planning, job search assistance, referrals to campus and community based organizations, and up-to-date information

regarding Welfare Reform Rules. The staff advocates for students with the Department of Public Social Services (DPSS) in order to ensure that county, state and federal regulations are administered fairly and correctly. For eligible students, the CalWORKs office also provides a work-study program that includes Pre-Employment Preparation workshops, and paid work-study placements on campus. The CalWORKs Office is conveniently located in the Career Services Center, in the Administration Building. To make an appointment with a CalWORKs Counselor, please call (562) 860-2451, ext. 2356. For additional information please visit our website at [www.cerritos.edu/calworks](http://www.cerritos.edu/calworks).

## CAMPUS NEWS SERVICES AND SOCIAL MEDIA EXT. 2618

To keep you abreast of news and interesting aspects of campus life, student publications are available to you free of charge. Produced by students in the Journalism Department is the award-winning weekly newspaper *Talon Marks*. The paper provides timely coverage of campus news and highlights, sports, and current events. Campus news is also available online at the Talon Marks website at [www.talonmarks.com](http://www.talonmarks.com) and on the campus radio station WPMD, located at 1700 on the AM dial or [www.cerritos.edu/wpmd](http://www.cerritos.edu/wpmd). These media, as well as the college itself, also provide news alerts through Twitter and Facebook. In addition, the *Falcon Flyer*, published by the ASCC, lists scheduled campus events and can be obtained in the Student Activities Office, and online at [www.cerritos.edu/activities/calendar](http://www.cerritos.edu/activities/calendar).

## CAREER PLANNING EXT. 2356

Career planning is available to individuals who are currently enrolled, who have graduated, or who hold certificates from Cerritos College. Career planning provides opportunities to explore career options as well as the use of highly sophisticated computerized search programs which include the Internet. Students are encouraged to take advantage of the skills, interests, and values inventories that are available to them in the Career Services Center. A career counselor will assist you to understand the assessment results and help you in choosing a career or major.

## CAREER SERVICES CENTER EXT. 2356 (located in the Administration Building)

The Career Services Center offers the following services to assist students in exploring and planning their academic and vocational futures: (1) Assessment Testing, ext. 2599; (2) Career Planning, ext. 2356; (3) Student Employment – Job Placement, ext. 2366; and (4) Reentry Programs, ext. 2362. You may visit our website at [www.cerritos.edu/career-services](http://www.cerritos.edu/career-services). The Career Services Center hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 31 through August 9.

## CHILD DEVELOPMENT CENTER EXT. 2583

The Cerritos College Child Development Center Program services students, college employees and the community. The Center is also a laboratory school for future teachers in the field of Early Childhood Education. Our purpose is to provide a safe, nurturing, exceptional early childhood education program for children from 2½ – 5 years old. Inspired by the schools of Reggio Emilia, Italy, we use a constructivist approach to learning. Cerritos College Child Development Center is open from 7:30 a.m. – 5:00 p.m., Monday through Friday. We foster an emergent curriculum, one that arises out of the children's interests and responses to the prepared indoor and outdoor classroom environment and their experiences.

Students interested in these services must contact the Child Development Center and fill out a Request for Child Development Services or call (562) 860-2451, ext. 2583.

# SERVICES FOR STUDENTS

## COUNSELING

EXT. 2231

Counselors are available in the Counseling Center to assist you with academic advisement, establishing realistic goals and devising a sound educational plan to meet those goals. Counselors can keep you abreast of current requirements for your major. Counselors are available on a half-hour appointment basis or on a limited standby basis for quick questions. Online counseling is available at [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling). Counseling Center hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; open Friday, 8 a.m. – noon, for counseling appointments only. The college will be closed on Fridays from May 31 through August 9.

## DISABLED STUDENT PROGRAMS AND SERVICES EXT. 2333

Disabled Student Programs and Services (DSPS) was established to provide support so that students with disabilities can participate in general campus programs and activities to the greatest extent feasible. Resources available to qualified disabled students include: specialized counseling and guidance classes, adaptive physical education, interpreters for the deaf, mobility aides, assistance with registration, assistive technology, and more. For more information call (562) 860-2451, ext. 2333; (562) 467-5043/TTY; (866) 971-0948/VP; or visit our website at [www.cerritos.edu/dsps/](http://www.cerritos.edu/dsps/).

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EXT. 2398

EOPS is a state-funded program designed to assist students who are educationally and financially disadvantaged. The program has a three-fold mission which includes: (1) recruitment, (2) retention, and (3) transfer to the university or employment. Services provided to EOPS students include a Summer Bridge program, academic counseling, early enrollment assistance, grants, university application waivers and EOP nominations, and an Achievement in Mathematics (AIM) program. The EOPS Office is located on the south side of the Administration Building. EOPS hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 31 through August 9. Visit our website at [www.cerritos.edu/eops](http://www.cerritos.edu/eops).

## FINANCIAL AID OFFICE

(located in the Administration Building)

EXT. 2397

The Financial Aid Office offers grants, work-study opportunities, loans, and scholarships provided by federal and state governments and local agencies. The Free Application for Federal Student Aid (FAFSA) can be filed on the web at [www.fafsa.gov](http://www.fafsa.gov). The federal school code for Cerritos College is 001161. Financial Aid Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; closed on Friday. For additional information visit our website at [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid).

## HEALTH INSURANCE

EXT. 2321

Supplemental insurance coverage programs are available for health and hospitalization coverage. Students interested should contact Student Health Services for insurance information and application.

## HEALTH SERVICES

EXT. 2321

Health services are available to all students currently enrolled at Cerritos College upon proof of enrollment. First aid and referrals are available to all faculty, staff and visitors. The Student Health Services is staffed by a group of professionals which include physicians, nurse practitioners, registered nurses, medical assistants, and clerical support. They are all dedicated to your health and wellness. The SHS is able to provide basic outpatient services for the diagnosis and treatment of acute and

sub-acute illnesses and injuries. A brief overview of services includes urgent care, preventive care, women's and men's health care, as well as, chiropractic services, referrals to psychological and optometric services, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, International student, and supplemental insurances are also available through the SHS. Office hours are currently Monday and Thursday, 8 a.m. – 4 p.m.; Tuesday and Wednesday, 8 a.m. – 8 p.m.; Friday, 8 a.m. – noon. We invite you to visit our website at [www.cerritos.edu/shs](http://www.cerritos.edu/shs) or call (562) 860-2451, ext. 2321. We are located on the southeast corner of campus and would like to extend an invitation for you to stop in and visit us anytime. The college will be closed on Fridays from May 31 through August 9.

## JOB PLACEMENT

EXT. 2366

Cerritos College students and alumni who are seeking employment may review job listings in the Job Placement center, located in the Career Services Center. Additional listings are accessible through the Internet. Assistance in seeking internships is also provided. Handouts on job search resources, resume writing, and interviewing skills are available on request. Job Placement coordinates the annual job fair, Employer Business Panel, and on-campus employer information tables. For more information, call (562) 860-2451, ext. 2366, email [job-placement-info@cerritos.edu](mailto:job-placement-info@cerritos.edu), or visit us at [www.cerritos.edu/job-placement](http://www.cerritos.edu/job-placement).

## LEADERS INVOLVED IN CREATING CHANGE (LINC)

EXT. 2371

Leaders Involved in Creating Change (LINC) is a support program designed to help link foster youth with support services on and off campus to ensure a successful transition from foster care to independent living. The goals of the program are to improve college access for current and former foster youth, increase retention and graduation rates, and promote student learning and development. Services provided to LINC students include academic counseling, early enrollment assistance (if eligible), tutoring, assistance with financial aid, and links to on-campus and off-campus resources. For more information call (562) 860-2451, ext. 2371, or visit [www.cerritos.edu/finaid/linc](http://www.cerritos.edu/finaid/linc).

## LIBRARY AND LEARNING RESOURCE CENTER

The Wilford Michael Library and Learning Resource Center (LRC) is located near the center of campus. It provides a wide variety of services and materials.

The library is available for study and research. It contains more than 110,000 books and reference materials and 200 print magazine and newspaper subscriptions. The library provides access to the integrated library catalog; the Internet; hundreds of magazine, journal, and newspaper titles in various online subscription databases. Copy machines, printers, and computers are also available in the library for student use. Librarians are available for reference assistance.

The LRC houses the following services: Library (ext. 2430), Media Services (ext. 7890), Open Computer Labs (ext. 2184 or 2185), Center for Teaching Excellence (ext. 7899), and Success Center (ext. 7891). Please call for the operating hours within each service area.

## MENTAL WELLNESS PROGRAM

EXT. 2321

Psychological services, crisis intervention, and referrals are available to students experiencing emotional problems or concerns. Please contact Student Health Services at extension 2321 for assistance or visit our website at [www.cerritos.edu/shs](http://www.cerritos.edu/shs).

# SERVICES FOR STUDENTS

## OFFICE OF INTERNATIONAL STUDENT SERVICES

EXT. 2133

The Office of International Student Services (OISS) fosters the education and development of International Students with F-1 status and provides assistance with admission, academic counseling, advising and advocacy regarding immigration, cross-cultural, and personal matters. The Cerritos College International Student admission application process provides early enrollment, federal compliance reporting, academic counseling, immigration advising, new student orientations, welcome receptions, International Student Association, immigration workshops, and referrals to on and off-campus resources. Cerritos College also offers a full-time Intensive English Program (IEP) to help develop English language skills. The IEP is a student-centered environment where students are fully immersed into the English language and culture. Upon successful completion, students can transition into their major field of study at Cerritos College, and then transfer to the university of their choice.

To view the application for academic and intensive English Program and the required documents, please visit our site at: [www.cerritos.isc](http://www.cerritos.isc) or call us at (562) 860-2451, ext. 2133. Our email address is [international-center@cerritos.edu](mailto:international-center@cerritos.edu). OISS office hours are Monday – Thursday, 8:30 am – 4:00 pm; Fridays, 8:30 am – noon. OISS is located in Social Science Room 225. The college will be closed on Fridays from May 31 through August 9.

## PARKING

EXT. 2325

All parking at Cerritos College is by permit only. A one-term parking permit may be ordered online by logging into MyCerritos at <http://my.cerritos.edu> and clicking the link "Buy Parking Permit". Permits may also be purchased on campus in the Admissions and Records Office during regular office hours and at Campus Police during evenings and on weekends. A daily permit may be obtained from the yellow dispensers located in the student parking lots. The dispensers accept quarters or \$1.00 bills (dispensers do not provide change or refunds). Metered parking is also available. Students may not park in staff parking lots or stalls unless they have a qualified disability, and have a valid "DP" plate or placard and a current student parking permit displayed. Visitors with qualified disabilities are not required to purchase a parking permit if they display a valid "DP" plate or placard and park in "Blue Curb" zones. Persons displaying a "DP" plate or placard may not park in spaces reserved for "Carpool" or Board Members. Parking is free in all white-lined stalls during the first week of each semester and the first week of the first summer session. **VEHICLES WITHOUT A PERMIT OR INCORRECTLY PARKED MAY BE ISSUED A PARKING CITATION. CERRITOS COLLEGE ASSUMES NO LIABILITY AND IS NOT RESPONSIBLE FOR DAMAGE TO OR THEFT OF ANY VEHICLE OR ITS CONTENTS. PLEASE REFER TO THE COLLEGE CATALOG FOR ADDITIONAL PARKING INFORMATION.**

## RE-ENTRY RESOURCE PROGRAM

EXT. 2362

The Re-entry Resource Program assists adults returning to school make a smooth transition, overcome barriers unique to returning adults, and successfully attain their college goals and objectives. Services include personal assistance, orientations, workshops based on re-entry student issues, support groups, and information regarding child care, financial aid, career counseling, job placement and community resources. Re-entry students of varied ages find these services relevant to their needs and interests. The Re-entry Resource Program is located in the Career Services Center. For more information, visit us at [www.cerritos.edu/re-entry-program](http://www.cerritos.edu/re-entry-program).

## SUCCESS CENTER

EXT. 7891

The Success Center, located in the LRC on the upper and lower floors, has been established to serve the needs of faculty and students across the campus. The Success Center has set out to provide learning assistance and academic support for students at all levels. Assistance in virtually any subject is available via workshops, directed learning activities, and computer software programs, as well as individually from qualified tutors and instructors. Faculty and staff in the Success Center involve instructors in developing supplemental instruction in a variety of forms and work with instructors to enhance course offerings. For hours, special schedules, and additional information, please call the Success Center at (562) 860-2451, ext. 7891, or visit the Center's website at [www.cerritos.edu/sc](http://www.cerritos.edu/sc).

## TRANSCRIPTS/VERIFICATION OF ENROLLMENT EXT. 2211

A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. If ordered on campus, the first two transcripts (whether official or unofficial) and verifications of enrollment are free. For subsequent copies, a fee of \$3 is charged for each regular transcript; a \$10 fee is charged for each rush transcript requested at least 2 hours before closing. The fee for verification of enrollment is \$2 for three to five working days processing time or \$7 for 24-hour service. Please contact the Admission and Records Office by phone or check the website at [www.cerritos.edu/](http://www.cerritos.edu/), "MyCerritos", "Transcripts", for information on ordering transcripts via the web.

## TRANSFER CENTER

EXT. 2154

The Transfer Center offers information, referrals and counseling services. The Center provides current information on transfer programs, general education information, educational advising with university representatives, and university tours. The Transfer Center is located in the Counseling Department. Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; closed on Friday. Visit our website at [www.cerritos.edu/transfer](http://www.cerritos.edu/transfer). The college will be closed on Fridays from May 31 through August 9.

## VETERANS' EDUCATION OFFICE

EXT. 3716

The Veterans' Education Office is located in the Veterans' Resource Center. The primary function of this office is to certify to the Veteran's Administration that eligible veterans are enrolled at the college and pursuing an approved educational goal. Hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; closed on Friday.

## VETERANS' RESOURCE CENTER

EXT. 3716

The Veterans' Resource Center (VRC) is a one-stop center that houses certifying officials, veteran's counselors, tutors, and other valuable resources. There are computers available for veteran students' use and assistive technology for improved learning. Tutoring is available Monday through Thursday from 2-7 p.m. The VRC is located in the Technology Building, Room #TE 8. Hours are Monday through Thursday, 8 a.m. – 7 p.m., and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 31 through August 9.

## ADMISIONES Y REGISTRO

EXT. 2211

La oficina de Admisiones y Registro tiene muchas funciones. Es responsable por: solicitud de admisión, registros permanentes, peticiones de transcripción, peticiones académicas, verificación de matriculación de estudiantes para las instituciones pertinentes, y un segmento de el procedimiento de matriculación. Preguntas y comentarios pueden ser dirigidos al Decano de Admisiones y Servicios de Registro. Salvo en el tiempo de inscripción, el horario de la Oficina de Admisiones y Registro es Lunes y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 8 a.m. – 7 p.m.; cerrado los Viernes. Para obtener información adicional, visite nuestro sitio de web en [www.cerritos.edu/admissions](http://www.cerritos.edu/admissions).

## EXAMENES DE EVALUACION

EXT. 2599

Las pruebas de evaluación se realizan en la Oficina de evaluación, que se encuentra junto al Centro de servicios de carreras. Los resultados se utilizan para asesoría en la selección de clases. Se encuentran disponibles las pruebas para lectura, matemática, escritura de inglés y colocación de ESL. Revise nuestro sitio web en [www.cerritos.edu/assessment-center](http://www.cerritos.edu/assessment-center) para conocer el programa actual de pruebas.

## LIBRERIA

EXT. 2450

La librería de Cerritos College es operada por el Grupo Follet Higher Education, en asociación con la ASCC. La tienda brinda materiales necesarios, libros nuevos y usados, materiales de referencia, útiles escolares, bocadillos, regalos y ropa impresa. Mastercard, Visa, American Express y Discover son aceptados. Las horas de verano son de 8 a.m. – 1:30 p.m., de Lunes a Jueves; cerrado de Viernes a Domingo.

## CONSEJERIA

EXT. 2231

Los consejeros están disponibles en el Centro de Asesoramiento para ayudarle con asesoría académica, el establecimiento de metas realistas y la elaboración de un sólido plan de educación para alcanzar esos objetivos. Consejeros pueden mantenerle al corriente de las necesidades actuales de su carrera. Los consejeros están disponibles por medio de citas de media hora o limitadamente sin cita para breves consultas. Consejería en línea está disponible en [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling). Los horarios del Centro de asesoría son Lunes y Jueves de 8 a.m. a 4:30 p.m.; Martes y Miércoles de 8 a.m. a 7 p.m.; abierto Viernes de 8 a.m. a mediodía únicamente para citas de asesoría. El colegio estará cerrado los Viernes de Mayo 31 a Agosto 9.

## PROGRAMAS Y SERVICIOS PARA

### DISCAPACITADOS

EXT. 2333

Programas y Servicios para Estudiantes Discapacitados (DSPS) fue creado para brindar apoyo a fin de que los estudiantes con discapacidades puedan participar, en general, en los programas y actividades de la institución en la mayor medida posible. Los recursos disponibles para estudiantes con discapacidades calificados son: clases especializadas de orientación y asesoramiento, educación física de adaptación, intérpretes para sordos, ayudantes para mobilizarse, asistencia con el proceso de registración, tecnología asistiva, y más. Para obtener más información, llame al (562) 860-2451 ext. 2333; (562) 467-5043/TTY; (866) 971-0948/VP; o visite nuestro sitio web en [www.cerritos.edu/dsps](http://www.cerritos.edu/dsps).

## AYUDA FINANCIERA

(Ubicada en el Edificio de la Administración)

EXT. 2397

La Oficina de Ayuda Financiera ofrece becas, trabajo y oportunidades de estudio, préstamos y becas otorgadas por los gobiernos federales y estatales y agencias locales. La Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA) puede llenarse en la web en [www.fafsa.gov](http://www.fafsa.gov). El código de Cerritos College es 001161. El horario de la Oficina de Ayuda Financiera es Lunes y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 8 a.m. – 7 p.m.; cerrado los Viernes. Para obtener información adicional, visite nuestro sitio web en [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid).

## ESTACIONAMIENTO

EXT. 2325

Estacionamiento en Cerritos College es permitido sólo con permiso de estacionamiento. Permisos de estacionamiento para un semestre pueden ser adquiridos en línea visitando MyCerritos en el sitio <http://my.cerritos.edu> y seleccionando “Buy Parking Permit” (comprar permiso de estacionamiento). Los permisos de estacionamiento también se pueden comprar en la Oficina de Admisiones y Registros durante el horario normal de oficina y en el Departamento de Policía de la escuela durante las noches o fines de semana. Permisos de estacionamiento para un sólo día pueden obtenerse en los dispensadores amarillos situados en los estacionamientos para estudiantes. Los dispensadores aceptan monedas de \$.25 o billetes de \$1 (Los dispensadores no proveen cambio o devoluciones). También hay estacionamiento medido disponible. Los estudiantes no deberán estacionarse en estacionamientos asignados a el personal a menos que sean discapacitados y tengan una placa o cartel “DP” y muestren un permiso vigente de estacionamiento para estudiantes. Los visitantes discapacitados no están obligados a adquirir un permiso de estacionamiento siempre y cuando muestren una placa o cartel “DP” válida y se estacionen en los espacios marcados de azul (“Blue Curb zones”). Las personas que expongan una placa o cartel “DP” no deberán estacionarse en los espacios reservados para vehículos de viaje compartido o para miembros de el consejo (“Board Members”). Estacionamiento es gratis en todos los espacios delineados de blanco durante la primera semana de cada semestre y la primera semana de la primera sesión de verano. VEHICULOS SIN UN PERMISO O INCORRECTAMENTE ESTACIONADOS RECIBIRAN UNA INFRACCION DE ESTACIONAMIENTO. CERRITOS COLLEGE NO ASUME NINGUNA RESPONSABILIDAD Y NO ES RESPONSABLE POR DAÑOS O ROBO DE NINGÚN VEHÍCULO O SUS CONTENIDOS. Favor de consultar el catálogo del colegio para obtener más información con respecto a estacionamiento.

## TASAS

Cuota de Inscripción*	\$46 por unidad
Cuota de Actividades Estudiantiles	\$4
Cuota de Servicios de Salud	\$13
Cuota de Estacionamiento (opcional)	\$20
Cuota de Inscripción a no residents	\$206 por unidad (\$184 por unidad por no residencia mas \$22 por unidad de pago capital)

\*Sujeto a cambios legislativos.

If you have questions or need information in Spanish about Cerritos College, please call the Admissions and Records Office at (562) 860-2451, extension 2211. Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and closed on Friday. Additional information is available in Spanish on pages 6-10.

Si usted tiene preguntas o necesita información en español acerca del Colegio de Cerritos, llame por favor a la Oficina de Admisiones y Registro al numero (562) 860-2451, extensión 2211. El horario de oficina es Lunes y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 8 a.m. – 7 p.m.; cerrado los Viernes. Información adicional está disponible en español en las páginas 6-10.

# DISABLED STUDENT PROGRAMS AND SERVICES

Individuals with limitations due to a disability may receive support services and instruction from Disabled Student Programs and Services (DSPS) at Cerritos College. Disabilities served include: mobility, vision, hearing, speech/language, psychological, health-related, learning, developmental/intellectual, and acquired brain injuries. Students who wish to apply for DSPS services should come to the Santa Barbara Building to pick up a New Student Packet and sign up for a New Student Group. Or, for further information, contact DSPS at (562) 860-2451, ext. 2333; (562) 467-5043/TTY; (866) 971-0948/VP; or visit our website at <http://www.cerritos.edu/dsps/>.

## AN ADVANCE APPOINTMENT IS REQUIRED FOR ENROLLMENT ASSISTANCE.

### DSPS services available to qualified students include:

- Counseling
- Enrollment preparation
- Elevator access
- Notetaking assistance
- Testing accommodations
- Sign language interpreters/real time captioning
- In-class aides
- Liaison with instructors
- Materials in alternate format
- Assistive technology training

**The Instructional Support Center (ISC)**, located near the Food Court, provides DSPS services arrangement, instruction, and technology support services to students with all types of disabilities. Assistive Technology Training is offered to students in need of alternative text or adapted access to computers. Brailled and large print texts and instruction in screen reader programs such as JAWS and voice activation software such as Dragon Naturally Speaking are provided at this location. Adapted equipment and software is also located throughout the campus.

**Learning and Evaluation Services**, reviews learning disability documentation and provides follow-up referrals to DSPS services and campus resources. These services may include:

- Collection and/or provision of assessment data;
- DSPS faculty recommendations for academic accommodations according to the unique assessment data gathered;

- Referral for in-class support services and instruction in assistive technology, learning strategies, and universal design for learning;

**Adaptive Physical Education (APE)** The Health and Physical Education Division offers PE 120 through PE 124 designed to offer sedentary, cardiovascular, or wheelchair activities, strength training, and swimming for students with disabilities. Classes are held twice a week.



In accordance with Section 508 of the Rehabilitation Act, this information is available in alternate formats by calling (562) 860-2451, extension 2333.

# STUDENT ENROLLMENT APPOINTMENT ASSIGNMENT

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Priority for assignment of enrollment appointments is based on student groups or total units earned and overall grade point average at Cerritos College. College Bridge and Special Admit Minor students are not included.

General continuing student enrollment appointment times are newly calculated each term. Appointment timing is based on a combination of units earned, up to a maximum of 110 units, and overall grade point average. When a student's unit total exceeds 110, the calculated unit total is reset to zero. Student numbers are used to separate students with the same point total. An exemption, exception, or challenge may be available for this procedure. For information, contact the Office of Admissions and Records.

A continuing student is defined as one who has completed a course during the 2013 Spring semester with any grade or notation. This does not apply to College Bridge or Special Admit Minor students.

*Note regarding final grades:* Grades may be found in your MyCERRITOS account. Grade reports are not mailed. If you wish to receive a grade in the mail, you should supply your instructor with a self-addressed, stamped envelope with an enclosure on which to state your grade. You may also pick up your grades from the Office of Admissions and Records.



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## SUCCESS CENTER

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Do you need tutoring in any of your Cerritos College courses? Do you need help managing your time efficiently? Do you need to learn how to take good lecture notes or learn how to better study from your textbook? Do you need help dealing with the stress of going to college? The Success Center can provide the answers and the help that you're looking for. All Cerritos College students may attend any of the free services listed below. Visit the Success Center located in the LRC for more information or visit the Center's website at [www.cerritos.edu/sc](http://www.cerritos.edu/sc).

### **Individualized Instruction from Faculty**

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Faculty members are available at various times for assistance in math, English, English as a Second Language, and reading.

### **Technology Training & Computer Proficiency**

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Training sessions are offered in word processing, spreadsheets, multimedia presentations, and MyFoundationsLab, TalonNet, etc.

### **Support for Online Students**

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Walk-in support for online students  
Online FAQ's

### **Tutorial Services**

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Walk-in math & English tutoring  
Tutoring by appointment in other subjects

### **Workshops**

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Workshops in various topics such as, How to Read Your Textbook, How to Take Great Notes, Stress Management, Student Success, and many more!

# STUDENT SERVICES AND POLICIES

## ASSOCIATED STUDENTS

The Associated Students of Cerritos College (ASCC) provides the governing body that finances, organizes, and directs many programs for the student population. It co-sponsors with the district such activities as touchtone registration, athletics, choir, band, forensics, drama, and the student newspaper. Students are encouraged to participate in campus clubs and organizations. The club program is an ever-growing phase of campus life, with new clubs forming every year. With more than 60 clubs, students are provided the opportunity to become involved in curricular, special interest, and social programs. The Inter-Club Council meets regularly to give all clubs and organizations the chance to share their activities collectively. For additional information about the ASCC and campus clubs, please stop by the Student Activities Office, or call (562) 860-2451, ext. 2473.

## STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES PREAMBLE

The community college exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility so as not to endanger the rights, goals, and beliefs of other students.

Cerritos College is open to all qualified students regardless of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

## CLASSROOM RIGHTS AND RESPONSIBILITIES

The professor in the classroom and in conference should permit free discussion, inquiry, and expression of thought by the student. Student performance should be evaluated solely on an academic basis, not on opinions or willingness to accept professors' personal beliefs, or conduct unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled. The student has the right to have the course taught in a systematic, meaningful manner and to know at the beginning of the course those academic standards required of the student in the course.

Administrative staff and faculty members should respect confidential information about students, such as student views, beliefs and political associations, that is acquired in the course of their work. Transcripts of academic records should contain only information about academic status.

## ON THE CAMPUS RIGHTS AND RESPONSIBILITIES

Students should be free to examine and discuss all questions of interest to them, and express opinions publicly and privately. They should be

free to organize and join associations to promote their common interests. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in that college organization. Campus advisors shall advise organizations in the exercise of their rights and responsibilities.

Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and the advisor shall certify the list of verified members. Campus organizations should be open to all students.

Students and student organizations should be free to support causes by orderly means which do not disrupt the regular and essential operation of the college. Student organizations shall have the right to recommend, invite, and hear any person of their own choosing as long as such speakers and topics are in accordance with federal, state and local laws, and guarantee the safety of students and protection of public property. Guest speakers invited by students or student organizations should be subjected only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations and guest speakers speak only for themselves.

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy, instruction, the evaluation of professors as it pertains to their course content, and on matters of general interest to the student body.

## IN THE LARGER COMMUNITY

College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As citizens, they should be subject to civil law as others and may incur penalties prescribed by civil authorities when violating these laws. Only where the college's interest as an academic community are distinct and clearly involved should the special authority of the college be asserted.

## STUDENT PUBLICATIONS

Student publications and the student press perform the traditional roles of informing, entertaining, and influencing. They are both instructional and informational, and as such should meet the highest academic and professional standards in serving the broad college community and should set forth as the primary goal of the student newspaper the coverage of news events, happenings, and experiences on the college campus.

Associated Student Body, administrative and academic authorities, in consultation with students and advisors have the responsibility to define and clarify the role of student publications, and the standards to be used in their evaluation.

They must also assure that both academic freedom and editorial freedom are protected and exercised so that the integrity of the student publications program and the free press will not be compromised.

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo, and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.

# STUDENT SERVICES AND POLICIES

Safeguards to assure freedom of the student press with responsibility should include freedom from censorship or arbitrary control of the press, and protection of editors and managers from arbitrary attack, suspension, or removal because of disapproval of editorial policy or content by any external influence.

## STUDENT GRIEVANCE PROCEDURES

A student of the College may address grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any academic or management employee of the District.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of "Student Rights and Responsibilities," or any state, federal, or local codes. Grades and grading grievances are not addressed within this administrative procedure. Student should refer to "Student Grade Grievance Procedure."

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Office of Judicial Affairs or ASCC Chief Justice or designee shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal.

## GRIEVANCE PROCEDURE (EXCEPT GRADES AND GRADING, SEXUAL HARASSMENT, AND OTHER ILLEGAL DISCRIMINATION):

### STEP I - INFORMAL ACTION

- A. The student with a grievance shall first attempt to resolve the matter by informal discussion with the employee(s) involved.
- B. If the problem is not resolved in step I-A, the student shall then attempt to resolve the matter by informal discussion with the person at the lowest level of supervisory authority for the person with whom there is a complaint.
- C. If the grievant still believes the issue has not been resolved satisfactorily after Step I-B, a student Statement of Grievance Form may be obtained from the Office of Judicial Affairs. After completion of the Form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Judicial Affairs who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs. This statement must be submitted within 30 instructional days after the grievant has become aware of the act or condition on which the complaint is based. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and administrative offices. All weekend days and college holidays are excluded.
- D. The ASCC Chief Justice or Court designee shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved.

This informal meeting and discussion is intended to include the levels of management or administration concerned with the problem and should be completed within ten instructional days, as such days are defined herein. In the event the informal procedure fails, the formal procedure may be implemented.

### STEP II - FORMAL ACTION

#### A. PRELIMINARY STEPS

1. If the grievant does not believe the grievance has been resolved, the grievant may request Step II-Formal Action through the ASCC Chief Justice. The Chief Justice upon receiving the request of the grievant shall call a meeting of the Student Grievance Hearing Committee. The Hearing Committee will be composed in the following manner:
  - ASCC Chief Justice or designee and two Court Justices or designees,
  - the Vice President of Academic Affairs or administrative designee,
  - the Faculty Senate President or Senate designee, and
  - one Faculty Senate member, chosen by the Faculty Senate.

If replaced per section II.A.5. herein, the ASCC Chief Justice or designee or Court Justices or designees substitute(s) shall be appointed by the ASCC Court.

2. The Chief Justice or designee shall serve as the Hearing Committee Chair, but shall have no vote in committee decisions. The five voting members of the Hearing Committee may be selected within the first six weeks of the academic year. Names selected by the Faculty Senate are to be submitted to the Chief Justice. Members of the Committee are to serve for an academic year.
3. The Vice President of Academic Affairs or administrative designee shall serve as Hearing Committee Executive Secretary. The Executive Secretary, a voting member of the committee, shall be responsible for keeping necessary records of committee hearings and assist the ASCC Chief Justice in the conduct of the hearing.
4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing or otherwise required by law.
5. No person shall serve as a member of a Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Hearing Committee Chair, who shall determine whether cause for disqualification has been shown. If the Hearing Committee Chair determines that sufficient grounds for removal of a member of the committee have been presented, the Hearing Committee Chair shall remove the challenged member or members and request a substitute from the original appointing constituent group.

#### B. FORMAL HEARING

The Hearing Committee shall conduct its proceedings according to the following procedures:

1. The Hearing Committee must meet within 15 instructional days after informal action has been completed and the grievant has requested a formal hearing.

# STUDENT SERVICES AND POLICIES

2. The Chair must notify the parties involved within five instructional days before the hearing of the date, time, and location of the hearing and must include a copy of the written complaint, a copy of the Statement of Student Rights and Responsibilities, and copy of the Grievance Procedure.
3. Four members shall constitute a quorum by which Hearing Committee business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.
4. The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
5. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true.
6. Each party shall have the right to be present, to be accompanied by the person of his or her choice (who may not participate in the hearing), and to question witnesses who are present. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
7. The hearing shall be recorded by the Coordinator of Judicial Affairs, either by audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The audio or stenographic recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any recognized party to the grievance may request a copy of the recording.
8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.
9. The Hearing Committee shall discuss the stated grievance(s), hear testimony, examine witnesses, and receive all available evidence to the charge.
10. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.
11. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the appropriate Vice President. The Hearing Committee's decision(s) shall be final unless appealed.
12. A recording of the proceedings shall be kept in a confidential file in the Office of Judicial Affairs and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.
13. Reprisals of any kind will not be taken by the District or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.
14. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.
15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.
16. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.
17. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.
18. If in the course of the proceedings a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

## APPEALS PROCESS

1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice President provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted to a Vice President/Assistant Superintendent not a direct party to the grievance.
2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the appropriate Vice President or alternate may accept or reject the Hearing Committee's decision.
3. If the appropriate Vice President or alternate rejects the Hearing Committee's decision, he or she shall submit his/her decision with the stated reasons for objections to the Hearing Committee within ten instructional days. The Hearing Committee shall within ten instructional days reconsider its decision(s) and submit its decisions to the appropriate Vice President for a final decision.
4. The appropriate Vice President shall transmit his or her final decision to the parties within ten instructional days.
5. An appeal of the appropriate Vice President's decision may be submitted to the President/Superintendent by either party within five instructional days of the appropriate Vice President's decision. The President/Superintendent shall transmit his or her final decision to the parties within ten instructional days.
6. An appeal of the President/Superintendent's decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent's decision.

# STUDENT SERVICES AND POLICIES

The Board of Trustees may review an appeal for two consecutive regular Board meetings before making a final determination of the matter at the District level.

7. The President/Superintendent or designee, or the Board of Trustees may reject a Hearing Committee decision only after reviewing a transcription of the involved hearing.

## STUDENT GRADE GRIEVANCE PROCEDURE

A student of the College may present a grade grievance. The California Education Code, Section 76224, quoted, states clearly the conditions upon which grades or grading can be questioned.

“When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.” “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student’s grade and clerical errors.

## STEP I – INDIVIDUAL ACTION

A student who believes a final course grade was assigned due to mistake, fraud, bad faith, or incompetence shall meet with the faculty member to resolve his/her concern.

## STEP II – MANAGEMENT ACTION

1. The student will obtain a Grade Grievance Form from the Office of Student Judicial Affairs.
2. The student must return the Grade Grievance Form to the Office of Student Judicial Affairs within 30 instructional days after the completion of the course about which the grade grievance is filed. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days and college holidays are excluded.
3. The Coordinator of Judicial Affairs will meet with the student and review the completed Grade Grievance Form. If the student wishes to pursue the grievance, the Coordinator of Judicial Affairs will sign and date the Form.
4. The Coordinator of Judicial Affairs will present a copy of the Grade Grievance Form to the applicable Division Dean. The Division Dean may schedule a meeting of all concerned if appropriate. The Division Dean should schedule a meeting only if the Form has the signature of the Coordinator of Judicial Affairs and is dated. The Division Dean shall make a recommendation to the parties within ten instructional days.

## STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the recommendation of the Division Dean, he or she may appeal the matter to the Vice President of Academic Affairs or designee within ten instructional days of the Division Dean’s recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, the Division Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall transmit his or her decision to the parties within ten instructional days.

## STEP IV – PRESIDENT/SUPERINTENDENT ACTION

If either party chooses to appeal the decision of the Vice President of Academic Affairs, he or she may appeal the matter to the President/Superintendent of the College within ten instructional days of such decision. If a faculty member is dissatisfied with a recommendation and neither acts on it, nor appeals it, the Vice President of Academic Affairs will forward the matter to the President/Superintendent. The President/Superintendent will review the recommendation and if needed, request persons involved in the grievance to meet.

The President/Superintendent shall make a recommendation within ten instructional days. If either party is dissatisfied with the recommendation of the President/Superintendent, an appeal of the President/Superintendent’s recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten instructional days after the President/Superintendent’s recommendation. The Board may review an appeal for two consecutive regular Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level.

## ADDITIONAL INFORMATION

Most complaints, grievances, and disciplinary matters should be resolved at the college level. If a complaint does not fall into one of the college’s established procedures, it may be addressed in writing to the College President. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

Matters that are not resolved at the college level may be submitted to one or more of the following agencies for consideration:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>, if the complaint is associated with the institution’s compliance with academic program quality and accrediting standards. The ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- If the complaint does not concern the college’s compliance with academic program quality and accrediting standards, it may be directed to the California Community College Chancellor’s Office by completing the web form found at <http://californiacommunitycolleges.cccco.edu>.

## STANDARDS OF CONDUCT

The President/Superintendent shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

Due process requires that in all significant disciplinary situations a student is informed of charges against him/her, is given an opportunity to refute them, and has the opportunity to appeal a decision.

The Board of Trustees shall consider any recommendation from the President/ Superintendent for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

# STUDENT SERVICES AND POLICIES

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The procedures shall be made widely available to students through the College catalog and other means.

Students enrolling in Cerritos College assume an obligation to abide by all District regulations on District-owned or controlled property or at District-sponsored or supervised functions.

Students who fail to adhere to District regulations are subject to disciplinary actions.

In all disciplinary actions, the student shall be informed of the nature of the charges against him/her and given a fair opportunity to refute them. The District shall not be arbitrary in its actions.

The following conduct while on District-owned or controlled property or at District-sponsored or supervised functions shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Assault, battery, or any threat of force or violence, or causing, attempting to cause, or threatening to cause physical injury to another person, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
2. Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object or chemical, including but not limited to any facsimile firearm, knife, or explosive on District-owned or controlled property or at District-sponsored or supervised functions without the prior authorization of the President/Superintendent or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code, Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Theft, attempted theft of, or willful damage to District property or property in the possession of, or owned by, a member of the college community or knowingly receiving stolen property or private property on District premises.
6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
7. Committing sexual harassment as defined by law or by District policies and procedures in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
8. Engaging in harassing or discriminatory behavior based on national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
10. Willful misconduct that results in injury or death to a student, client, patient, visitor, guest, or to District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Endangering a student, client, patient, visitor, guest, or District employee or contributing to or causing harm to the health, safety, and/or well-being of such others.
12. Disruptive behavior, continual or willful disobedience and/or persistent defiance of the authority, habitual profanity or vulgarity, or abuse of District personnel or where the presence of the student causes a continuing danger to the physical safety of students or others.
13. Cheating, or engaging in other academic dishonesty including copying from another's work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.
14. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent himself or herself to be a student generally or to be a particular student either in person or in an online environment, and/or impersonating or otherwise misrepresenting oneself to be another person in person or in an online environment.
15. Plagiarism, in individual or group work or in a student publication, including the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.
16. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.
17. Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.
18. Lewd, indecent or obscene conduct on District-owned or controlled property; or at District-sponsored or supervised functions; or directed at and for the purpose of harming another individual or group associated with the District, whether carried out in person or in an online environment, and whether or not the location is associated with the District.
19. Engaging in expression that is obscene; libelous or slanderous; or that so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board policy or administrative procedure.
22. Unauthorized use of audio, video or other listening, recording or transmitting device in any classroom, service area or District activity without prior consent of the instructor, service area manager, or activity advisor except as necessary for reasonable accommodation.

# STUDENT SERVICES AND POLICIES

23. Sexual assault and/or battery; rape, including acquaintance rape; or physical abuse of another person.
24. Misrepresentation of oneself or of an organization to be an agent of the District.
25. Continued disruption on or off District property of the District's educational or student services activities, administrative functions and procedures, public service functions, authorized curricular or co-curricular activities, other functions, or prevention of authorized guests from carrying out the purpose for which they are on District property.
26. Abuse of any person or any possession of any person, on District-owned or controlled property.
27. Violation of state or local laws, Board policies, or administrative procedures concerning the registration of student organizations, the use of District facilities, or the time, place, and manner of public expression.
28. Abusive behavior directed toward coercion of, or hazing of, or bullying of a member of the college community, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
29. Violation of Board policies or administrative procedures governing the use of student user accounts, computers, and telecommunication resources, including but not limited to the unauthorized entry, opening, or viewing of a file; the unauthorized use of another individual's identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of District.
30. Engaging in physical or verbal disruption, intimidation, or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
31. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, alarm, or harass another person, and which causes the person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.
32. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
33. Any other cause not listed above which is identified as "Good Cause" by the Education Code or that disrupts the college, its mission, or campus life.

## ACADEMIC HONESTY/DISHONESTY POLICY

Your instructors are eager to help you succeed in your studies at Cerritos College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job, or to continue on with your education in advanced classes.

Your success depends on a combination of the skill and knowledge of your instructors, and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you, only if it is gained through your own personal efforts. Receiving a grade in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

While in college, you are also shaping the principles which will guide you throughout the rest of your life. Ethical behavior and integrity are a vital part of those principles. A reputation for honesty says more about you, and is more highly prized, than simply your academic skills.

For that reason, academic honesty is taken very seriously by the Cerritos College faculty. The following guidelines have been prepared so that you will understand what is expected of you in maintaining academic honesty.

Academic Dishonesty is normally to be dealt with as an academic action by the instructor, reflected in the student's grade in the particular course, rather than through college disciplinary procedures. No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.

Academic Dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include, but not be limited to the following:

- Copying, either in part or in whole, from another's test or examination;
- Discussion of answers or ideas relating to the answers, on examination or test when such discussion is prohibited by the instructor;
- Obtaining copies of an exam without the permission of the instructor;
- Using notes, "Cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be exercised by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

# STUDENT SERVICES AND POLICIES

## STUDENT DISCIPLINE PROCEDURES

Judicial Programs should contribute to the teaching of appropriate individual and group behavior as well as to protecting the campus community from disruption and harm. The Programs should be conducted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the institution.

The Office of Judicial Affairs is responsible for the student conduct and disciplinary procedures of the college. Inquiries should be directed to the Coordinator of Judicial Affairs in the Office of Student Activities.

## DISCIPLINARY PROCEDURES AND SANCTIONS

### Disciplinary Sanctions

**Official Reprimand** – Defined as an admonishment or warning that becomes part of a student's file and is considered in the event of future violations.

1. May be initiated by any faculty or College manager and sent in writing to the Office of Judicial Affairs.
2. The Coordinator of Judicial Affairs (Disciplinary Officer) shall determine if there exists good and sufficient reason to initiate disciplinary action and student should be notified of such actions.

**Disciplinary Probation** – Defined as disciplinary action that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college community.

1. Shall be initiated by the Office of Judicial Affairs.
2. The nature of the misconduct, dates, time and place, and length of probation shall be placed in writing. Written copies shall be sent to the student and copies filed with the Office of Judicial Affairs.

**Instructor Removal** – Defined as instructor-initiated removal of a student from his or her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.

1. The instructor or Instructional Dean shall immediately report the removal to the Office of Judicial Affairs for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

**Immediate Interim Suspension** – The President/Superintendent or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten instructional days.

**Suspension** – Defined as exclusion from the College for a specified period of time.

1. Suspensions shall be initiated by the Disciplinary Officer or designee, with the knowledge of the Vice President of Student Services.
2. The duration of the suspension from one or more classes shall be for a period of up to ten days of instruction, for the remainder of the academic term, or from all classes and activities of the community college for one or more terms.

3. There may be an immediate suspension when necessary to protect lives or property and to insure the maintenance of order pending a hearing within ten instructional days.

**Expulsion** - Defined as the removal of a student from any and all classes of the College.

1. Only the Board of Trustees may expel students for "Good Cause" or when other means of correction fail to bring about proper conduct of a student.
2. The duration of the expulsion may be indefinitely.
3. The expulsion is noted in the permanent file of the student.
4. Re-admittance after expulsion requires Board approval.

### Hearing Board

In all cases when the Disciplinary Officer or designee has initiated disciplinary action, the student, within five instructional days following notification of the action, may convey to the Vice President of Student Services, in writing:

1. Concurrence with the decision; or
2. A grievance challenging the action.

If a grievance challenging the action is filed, a hearing will be conducted.

A Hearing Board shall be responsible to the President/Superintendent for reviewing and making recommendation to the President/Superintendent. Membership of the Hearing Board shall include the following:

1. Two members of the instructional staff appointed by the Faculty Senate.
2. Two student Court Justices appointed by the ASCC Chief Court Justice or by the Associated Students President, if the Chief Court Justice is a party to the matter.
3. The Disciplinary Officer shall serve as the Chairperson of the Hearing Board, but will not vote except to break a tie.

### Procedures for a Hearing, Disposition, and Imposition of Sanctions

1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten instructional days of the suspension if the suspension is immediate. An instructional day is defined as any day Monday through Friday that all normal College business is conducted, both in the classroom and in the administrative offices. All weekend days and College holidays are excluded.
2. Notice shall include date and place of hearing, a statement of all charges, a copy of applicable policies and procedures, the opportunity of the student to appear in person, and the opportunity to present oral and documentary evidence.
3. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the College, and which seems to the Hearing Board to be most conducive to the determination of the truth.
4. All hearings shall be tape recorded. A transcript shall be made available to parties directly involved, at their own expense. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.
5. Promptly following the hearing, the Hearing Board shall submit the recommendation to the President/Superintendent. The President/Superintendent and/or designee shall make the final decision on suspensions. A decision of the President/Superintendent to suspend shall be issued to the student in writing. Expulsion requires action by the Board of Trustees.

# STUDENT SERVICES AND POLICIES

A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular Board meeting after the Board receives the recommendation from the President/Superintendent. Notification of the Board's decision regarding expulsion shall be issued to the student in writing after the action by the Board.

**Time Limits** - Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations. Otherwise, the College Catalog, which is updated annually, contains the most recent information regarding student discipline procedures.

## JUDICIAL AFFAIRS

Information regarding student rights and responsibilities is available from the Coordinator of Judicial Affairs. The coordinator is available to meet with you to explain the "System" and your rights with regard to student grievances, student conduct and academic-related student grievances. This office also serves as a source of information and/or referral for all student problems and concerns. The Office of Judicial Affairs is located in the Student Activities Office. Inquiries should be directed to the Coordinator of Judicial Affairs in the Office of Student Activities or by calling (562) 860-2451, ext. 2471.

## TITLE IX POLICY

No person shall, on the basis of sex/gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any "...education program of activity which..." benefits from Federal financial assistance. (Title IX of the Education Amendments of 1972).

It is the policy of the State of California to afford all persons, regardless of their sex/gender, equal rights and opportunities in the educational institutions of the state. (Educational Code sections 200 – 264.)

In compliance with Title IX and Board Policy 3410, the District's educational programs and activities are offered to the community without regard to sex/gender. Questions regarding Title IX policies affecting the educational program should be directed to the Director of Employment, Diversity & Legal Services in the Human Resources Department by calling (562) 860-2451, ext. 2276.

## EQUAL OPPORTUNITY POLICY

Cerritos College does not discriminate in educational and employment opportunities on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

The District is strongly committed to achieving staff diversity and the principles of equal opportunity education and employment. The District encourages a diverse pool of applicants for employment and does not discriminate in any

of its policies, procedures, or practices. The District encourages applications from all segments of qualified people and Board Policies 3410 and 3420 prohibit discrimination and promote equal opportunity.

Questions concerning the application of the policy may be addressed to the Human Resources Department by calling: (562) 860-2451, ext. 2276.

## SECTION 504/508/AMERICANS WITH DISABILITIES ACT

Under Section 504/508/ADA of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Cerritos College will take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of auxiliary aids or academic accommodations. The decision to authorize such aids or accommodations is the responsibility of the Disabled Student Programs and Services (DSPS) Dean, Disability Specialist, or DSPS counselor after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student with a verified disability and resultant educational limitation to apply for DSPS assistance in the Santa Barbara Building and to file a request for accommodations with DSPS via the college form entitled "Disabled Student Program and Services – Application for Services". The request should be completed with adequate notice provided for an effective response. Classroom related requests will be reviewed for approval on the "Service Request Form" and, upon approval by DSPS, notification will be sent within 3 days to any involved instructor by DSPS staff. The instructor will respond to the request in writing in a timely manner. Non-return will be construed as agreement.

If the instructor denies the classroom related request(s) the DSPS Dean, or designee, will intervene with the appropriate academic staff and attempt to resolve the matter. In the event of continued denial of an accommodation request or request for course substitution or waiver DSPS will provide the student with the policy, procedures and form entitled "Academic Accommodation Request Form". The DSPS Dean or designee, will concurrently inform the student that he/she has the right to file a grievance under the college's discrimination grievance procedure and/or the Office for Civil Rights and will provide the student with the information necessary to do so.

Inquiries regarding DSPS or the District's non-discrimination policy relative to students, employees, or applicants with disabilities should contact the 504/508/ADA Coordinator at ext. 2334, or Human Resources at ext. 2276.

## Section 504/508 Complaint Procedure

The student should first discuss the complaint regarding discrimination due to a disability with the individual (s) involved or with the Cerritos College Section 504/508/ADA Coordinator at ext. 2334 or the Director of Employment, Diversity & Legal Services at ext. 2276. The 504/508/ADA Coordinator may contact all parties concerned and attempt to reach some resolution of the problem. If the complaint cannot be resolved within ten working days, the complaining party may then proceed to file a formal complaint. The informal complaint procedure is optional.

**Cerritos College promotes a smoke-free environment. In compliance with AB846 and Education Codes 19994.30 and 19994.33, smoking is prohibited inside a public building and within 20 feet of an exit, entrance, operable window, or ventilation intake of a public building.**

# ALCOHOL AND DRUG POLICY

## BP 3550 – DRUG AND ALCOHOL FREE ENVIRONMENT AND DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The District shall maintain a drug and alcohol free campus/workplace environment for students and employees. The District prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student who violates this policy will be subject to disciplinary action, which may include, but is not limited to, referral to an appropriate rehabilitation program, suspension or expulsion. Any employee who violates this policy will be subject to disciplinary action up to and including termination. The District may refer students and employees who violate this policy to the Campus Police or other appropriate law enforcement agency for appropriate criminal action.

The President/Superintendent shall assure that the District annually distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees and that the District complies with other requirements of the Act.

The President/Superintendent shall ensure that a biennial report is prepared to review the effectiveness of the District's policies and programs in maintaining a drug and alcohol free campus and workplace environment.

The District is committed to providing its employees and students with an alcohol and drug-free campus and workplace environment. It emphasizes prevention and intervention through education.

### Health Risks That May Be Associated with the Use of Illicit Drugs and the Abuse of Alcohol

- Partner and/or child abuse.
- Unintended injuries or death, including motor vehicle crashes.
- Being hit, otherwise assaulted, violently attacked, and/or murdered by another under the influence.
- Sexual activity without protection against HIV, hepatitis (A, B, and C), and other STDs.
- Rape, including date rape; other sexual assault; and/or other sexual activity when under the influence and unable to consent.
- Unsafe interactions with medications, including more than 150 medications that should not be mixed with alcohol.
- Binge and other drinking behaviors leading to ingestion of toxic amounts of alcohol, which can lead to alcohol poisoning, with effects including mental confusion, stupor, coma, inability to be roused, vomiting, seizures, slow or irregular breathing, hypothermia, bluish skin color, and paleness, and, if left untreated, seizures, permanent brain damage, and/or death.
- Premature births and low birth weights; alcohol and illicit drug-related birth defects, including fetal alcohol syndrome (FAS) involving severe physical, mental, and behavioral problems; and in the case of prenatal cocaine exposure, a 1.5 times increased likelihood of needing special education services in school.
- Suicide.
- Long-term health problems including liver disease; heart disease; cancers including those of the mouth, throat, larynx (voice box), breast, rectum, and colon; and pancreatitis.
- Homelessness.

### Prevention and Intervention Programs

The District provides education and maintains programs and services designed to aid students, employees and their families in receiving assistance for alcohol and/or drug abuse problems. Included in these educational and assistive programs and services are:

- Notification of the dangers of drug use and dependency in the class schedule;
- Mental health services provided to students through the Student Health Services; and
- An Employee Assistance Program (EAP) for employees and their families

### Alcohol and Drug Prohibitions

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of Board Policy 3550, Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, will be addressed by the District. The District will take appropriate action designed to address each specific violation, which may include, but is not limited to:

- Termination of employment,
- Expulsion,
- Referral to Campus Police or other law enforcement agency for prosecution as permitted by law, or
- Mandatory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees of the District will have their fingerprints recorded with the California State Department of Justice and any conviction or violations of the law involving drugs and/or alcohol will be reported to Campus Police and to the Human Resources Department pursuant to the requirements of law. In addition, employees must notify the District within five (5) calendar days of any conviction for violation of a criminal drug statute occurring in the workplace. The District is required to report any violations of criminal drug or alcohol statutes that occur in the workplace to the United States Department of Education on an annual basis.

### Information regarding legal sanctions under federal, state, and local laws is available in the following locations:

1. Library
2. Human Resources
3. Student Activities Office
4. Student Health Services

### Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information

*Referral information and Social Service Directories for Los Angeles and Orange Counties are available in the following locations:*

1. Counseling Center, ext. 2231
2. Student Health Services, ext. 2321

# CAMPUS PHONE EXTENSIONS

**CERRITOS COLLEGE COMMUNICATION CENTER: (562) 860-2451**

**HOURS:** 8:00 a.m. – 7:00 p.m., Monday – Thursday; 8:00 a.m. – 4:30 p.m., Friday

The college will be closed on Fridays from May 31 through August 9.

QUESTION/PURPOSE	CALL (562) 860-2451	EXT. #
Address change	Admissions and Records Office	2211
Admissions and Records	Admissions and Records Office	2211
Assessment Testing	Career Services Center	2355
Bookstore	Bookstore	2450
Career Services	Career Services Center	2356
Child Care	Child Development Center	2583
Community Education	Community Education	2521
Counseling	Counseling Services	2231
Disabled Student Programs and Services	Disabled Student Programs and Services	2333
Distance Education Courses	Distance Education Program	7891
Emergencies	Campus Police	Use emergency phone or dial 911*
Extended Opportunities Programs and Services	EOPS	2398
Financial Aid and Scholarships	Financial Aid	2397
Foreign Student Advisement	Office of International Student Services	2133
Job Placement	Career Services Center	2366
Library	Library	2430
Lost and Found	Campus Police	2325
Northwood University	Automotive Partners Building	7852
Parking Information	Campus Police	2325
Personal Counseling	Student Health Services	2321
Police Department	Campus Police	2325
Reentry Program	Career Services Center	2362
Refunds	Admissions and Records Office	2211
Registration	Admissions and Records Office	2211
Student Body Activities	Student Activities Office	2473
Student Grievance Information	Student Activities Office	2471
Student Health Services	Student Health Services Center	2321
Student ID Center	Student Activities Center	2480
Transfer Center	Counseling Services	2154
Tutoring	Success Center	7891
Veterans Education	Veterans Resource Center	3716
Withdrawing from College	Admissions and Records Office	2211

## DIVISIONS

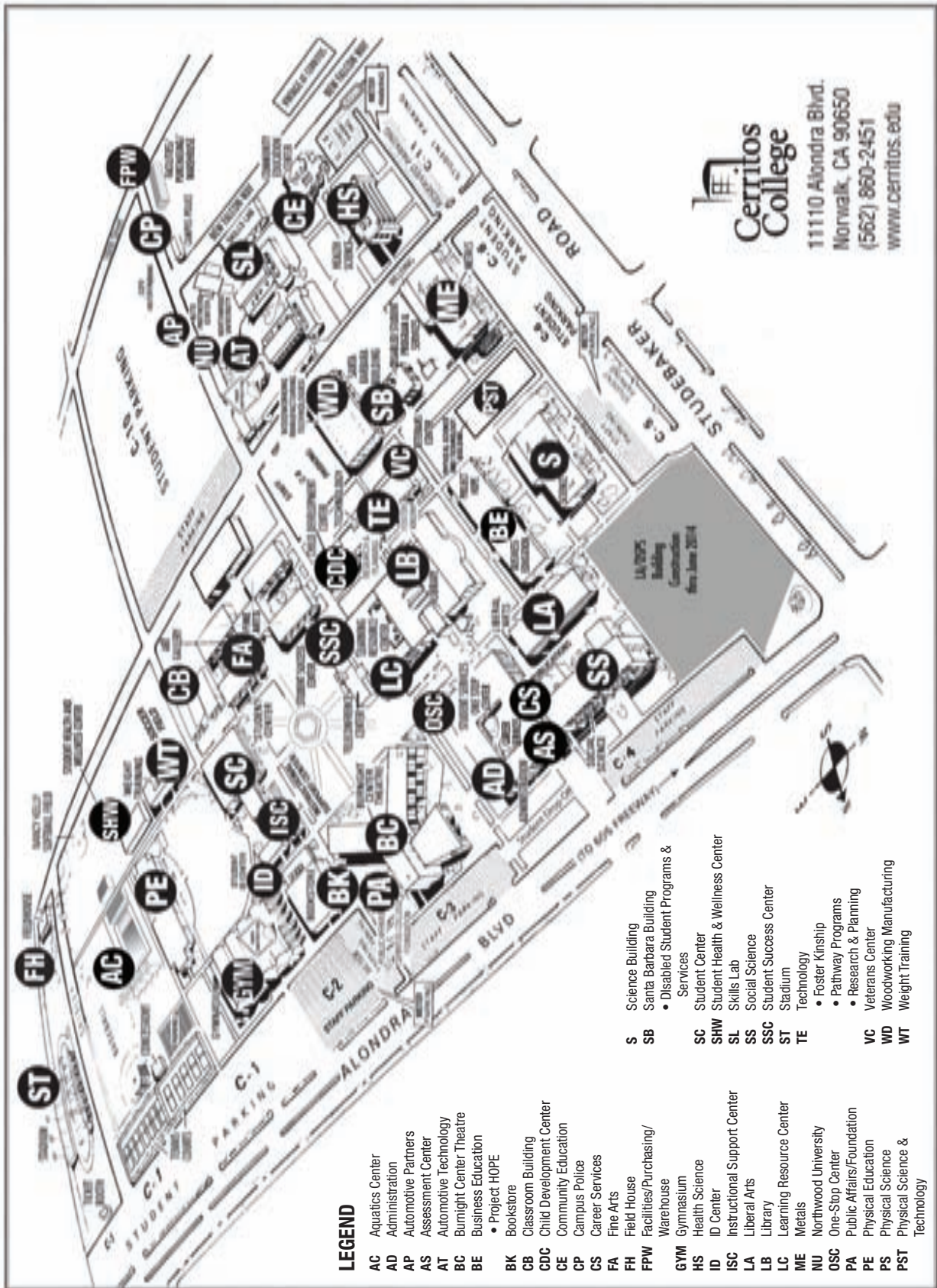
Business, Humanities & Social Sciences Division	Business Education Building	2715/2733
Counseling Division	Administration Building	2231
Fine Arts & Communications Division	Fine Arts Building	2600
Health Occupations Division	Health Science Building	2550
Health, Physical Education, Dance & Athletics Division	Physical Education Building	2859
Liberal Arts Division	Liberal Arts Building	2858
Science, Engineering & Mathematics Division	Physical Science & Technology Building	2660
Technology Division	Physical Science & Technology Building	2900

**Emergency phones are found in the following locations and are to be used for emergency purposes only. These phones are a direct line to the campus police department; therefore, when using them please be sure to: identify yourself when placing the call — identify the nature and location of the emergency.**

Administration Building	Staff Lounge, Admissions and Records Office Records Room
Fine Arts Building	Southeast Wing, Southwest Wing, Dance Hall
Burnight Center Building	Lobby/Elevator, Music Wing/Elevator
Business Education Building	North Wing, South Wing
Cafeteria	Student Center
Classroom Building	Hallway
Community Education Building	Lobby
Gym	Southeast Corner
Health Science Building	1st Floor, 2nd Floor, 3rd Floor, East Elevator, West Elevator
Liberal Arts Building	Elevator; 1st Floor, East End; 2nd Floor, West End
Library	Elevator East Wing
LRC	Near Center Elevator of Upper/Lower Levels
Physical Education Building	Lobby/Women's Locker Room
Physical Science & Technology Building	1st Floor, West End/East End; 2nd Floor, West End/East End
Science Building	1st Floor, 2nd Floor
Skills Lab	West End/East End
Social Science Building	1st Floor, 2nd Floor, 3rd Floor, Elevator
Weight Training Room	Near Room 3

**The emergency phones can be used for any of the following: emergencies, escorts, medical aid, reports of a crime, keys locked in car. From cell phones, reach Campus Police by calling (562) 402-3674 (for 911 emergency calls only).**

# CAMPUS MAP



# EASY REFERENCE COURSE LISTINGS

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COURSE	PAGE	COURSE	PAGE
<b>A</b>			
Accounting . . . . .	24	Health Education . . . . .	31
Administration of Justice . . . . .	24	History . . . . .	31
Adult Education . . . . .	38-41	<b>J</b>	
Anatomy and Physiology . . . . .	24	Journalism . . . . .	31
Anthropology . . . . .	24	<b>L</b>	
Architecture . . . . .	24	Law . . . . .	31
Art and Design . . . . .	24	<b>M</b>	
Astronomy . . . . .	25	Machine Tool Technology . . . . .	31-32
Autobody/Collision and Repair . . . . .	25	Mathematics . . . . .	32-33
Automotive Technology . . . . .	25	Microbiology . . . . .	33
<b>B</b>		Music . . . . .	33
Biology . . . . .	25	<b>N</b>	
Business Administration . . . . .	25	Northwood University . . . . .	25
Business Communications . . . . .	26	Nursing . . . . .	33
<b>C</b>			
Chemistry . . . . .	27	<b>P</b>	
Child Development . . . . .	27	Pharmacy Technician . . . . .	33
Computer and Information Sciences . . . . .	27-28	Philosophy . . . . .	33
Cosmetology . . . . .	28	Photography . . . . .	34
Counseling . . . . .	28	Physical Education . . . . .	34
Court Reporting . . . . .	28	Physical Science . . . . .	34-35
<b>D</b>			
Dance . . . . .	28	Physics . . . . .	35
Dental Assisting . . . . .	29	Plastics/Composites . . . . .	35
Dental Hygiene . . . . .	29	Political Science . . . . .	35
Drafting (see Engineering Design Technology) . . . . .	29	Psychology . . . . .	35-36
<b>E</b>			
Earth Science . . . . .	29	<b>R</b>	
Economics . . . . .	29	Radio-Television . . . . .	36
Educational Technology . . . . .	29	Reading and Study Skills . . . . .	36
Engineering Design Technology . . . . .	29-30	Real Estate . . . . .	36
English . . . . .	30	<b>S</b>	
English as a Second Language . . . . .	30	Sociology . . . . .	36
<b>F</b>			
Film . . . . .	30	Spanish . . . . .	36
French . . . . .	31	Speech . . . . .	36-37
<b>G</b>			
Geography . . . . .	31	<b>T</b>	
German . . . . .	31	Theatre Arts . . . . .	37
<b>H</b>			
<b>I</b>			
<b>J</b>			
<b>K</b>			
<b>L</b>			
<b>M</b>			
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<b>Y</b>			
<b>Z</b>			

# Cerritos College Transfer Center Summer-Fall Time Line

**June 1 - 30, 2013**

CSU application priority filing period for Winter quarter 2014 applicants, if open.

Cerritos College



**July 1 - 31, 2013**

UC application priority filing period for Winter quarter 2014 applicants, if open. Begin brainstorming on UC personal statement.



**August 1 - 31, 2013**

CSU application priority filing period for Spring semester/quarter 2014 applicants, if open. Begin scholarship research and applications.



DOMINGUEZ HILLS

**September 2013**

Continue scholarship research and applications. UC TAG filing period for Fall 2014



**October 1 - November 30, 2013**

CSU application priority filing period for Fall 2014 semester/quarter applicants. Attend CSU application workshops. [www.csumentor.edu](http://www.csumentor.edu)

FULLERTON

**November 1 - 30, 2013**

UC application priority filing period for Fall 2014 semester/quarter applicants. Attend UC application workshops. [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply)



SAN DIEGO STATE UNIVERSITY

**Cerritos College Transfer Center**

Located in the One Stop Area  
In the Administration Building (AD)  
Monday and Thursday 8:00 a.m. – 4:30 p.m.  
Tuesday and Wednesday 8 a.m. – 7 p.m.  
Closed on Friday

\*Office Hours are subject to change  
(562) 860-2451, ext. 2154



[www.cerritos.edu/transfer](http://www.cerritos.edu/transfer)



# News and Notes



## Cerritos College Dental Hygiene Students Provide Free Dental Cleaning

The Cerritos College Dental Hygiene Class of 2013 provided free dental care to those in need at the Care Harbor LA Event held at the L.A. Sports Arena on September 28.

The event provided free medical, dental, and vision services to as many as 4,800 uninsured, underinsured, and underserved in the Los Angeles community.

The Cerritos College Dental Hygiene students worked from sun up to sun down at the event, offering dental hygiene care to over 160 patients. Oral hygiene instructions and fluoride treatments were given to over 250 additional patients.

For Dental Hygiene student Susana Magana, this was one of the best experiences she's ever had. "I have never felt as useful as I did today. I felt chills seeing how many good people are willing to volunteer to help those who are less fortunate. This will be my new tradition, to volunteer at this event every year."

The Care Harbor organization's mission is to promote the health and well-being of underserved populations by offering free clinic events that provide quality, sustainable care.

"I have had the good fortune to attend these Care Harbor events with my students over the years," said Dental Hygiene instructor Dani Carroll. "Seeing the students jump in and volunteer to do whatever was needed to make the event successful really warms my heart. The energy and passion that these students bring to help those less fortunate makes me proud to be one of their instructors."

Students in the Cerritos College Dental Hygiene program regularly volunteer in the community.



## Cerritos College Foundation and STACKED Restaurants Team up to Offer Dine-in Fundraising

Cerritos College and STACKED: Food Well Built Restaurants announced a fundraising relationship that will benefit Cerritos College students.

To participate, become a STACKED Friend of Cerritos College by first visiting: [www.order.stacked.com/affiliates/cerritoscollege](http://www.order.stacked.com/affiliates/cerritoscollege).

On your first visit after you become a STACKED Friend of Cerritos College, log in as a Friend and make a one-time donation of \$2 from the ordering pad, and STACKED will match the amount.

Friends can enjoy monthly “Friend exclusive” menu items and create and save their favorite dishes. A STACKED Friend of Cerritos College is encouraged to create as many

favorite dishes as possible, as STACKED will donate 5% of the price of the meal to Cerritos College when a Friend orders from favorites.

“The Cerritos College Foundation is proud to have partnered with STACKED Restaurants to further our mission of raising funds to assist our students in achieving their educational goals,” said Steve Richardson, executive director of the Cerritos College Foundation.

“It was a simple decision to support Cerritos College,” said Paul Motenko, Co-CEO of STACKED Restaurants. “We are passionately dedicated to supporting education, especially in the communities we serve.”

STACKED currently has three locations: Fashion Valley in San Diego, Del Amo Fashion Center in Torrance, and Los Cerritos Center.

STACKED at the Los Cerritos Center is located across the parking lot from Nordstrom at 18425 Gridley Road, Cerritos, CA 90703; (562) 376-4300.

# Cerritos College Nursing Department Receives \$335K Grant

## *Program Prepares Nurses to Help Meet Industry Shortage*

The Cerritos College Nursing Department received a \$335,000 grant from the California Community College Chancellor's Office for assessment, remediation, and retention for students in the Associate Degree Nursing (ADN) program.

"We are thrilled to receive this grant. The nursing program is to be commended for their hard work in striving for and achieving this for our students" said Sandy Marks, dean of Cerritos College's Health Occupations Division.

"The increased funding will enable us to develop strategies to assist students with pre-admission testing and basic skills development as well as improve student retention and success for enrolled students."

The grant, provided by the chancellor's office, aims to increasing the number of licensed nurses by improving student retention in community college nursing programs.

Funding will be used for pre-admission testing, remediation for those who do not pass the pre-admission basic skills test, and activities to support retention and success for enrolled students.

Other plans for implementation of the grant funding include equipment, resources, and activities such as tutoring, peer mentoring, and faculty advisors to promote student success.

The Cerritos College Nursing Program, accredited by the National League for Nursing Accrediting Commission, Inc., offers an opportunity to prepare for a nursing career through mastery of a specific body of knowledge and skills. For more information about the program, please visit [www.cerritos.edu/nursing](http://www.cerritos.edu/nursing).





## Cerritos College Opens Falcon Room Restaurant

### *Formal Dining Restaurant is Open to the Public*

The Falcon Room Restaurant is the fourth addition to the real-world business operations of the Cerritos College Culinary Arts program.

The restaurant provides formal dining service to faculty, staff, and members of the public. The menu is prepared and served by students in the Culinary Arts program.

“We are excited to offer this formal yet affordable sit-down restaurant on campus. Our students benefit from a hands-on learning environment and a well-rounded experience that leads to professional careers in the food service industry,” said Michael Pierini, chair of the Cerritos College Culinary Arts program.

*“Community members are welcome to enjoy fine dining and see what students are learning.”*

The restaurant is in operation Tuesday through Thursday beginning at 11:00 a.m. with the last seating at 12:45 p.m. It offers two rotating menus for weeks one and two, and runs a prix fixe five-course menu on the third week.

Parties of 6 or more are asked to make a reservation at least one day in advance. Gratuities will be deposited into scholarship funds for Culinary Arts program students. For reservations and questions, call 562-860-2451 ext. 2456.

