Summer 2018 Sessions

May 21 – August 10
12-Week Session

June 18 – July 27
6-Week Intrasession

June 18 – August 10
8-Week Session

July 2 – August 9
2nd 6-Week Session
Welcome to the Summer semester. 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 in your educational endeavours. On behalf of the Cerritos College Board of Trustees, our faculty, and our staff, I welcome you to our campus.

Sincerely,

Dr. Jose L. Fierro
President/Superintendent
CERRITOS COMMUNITY COLLEGE DISTRICT

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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.

### ADULT EDUCATION NON-CREDIT CLASSES

- Apprenticeship Programs
- Adult Education
- ESL
- VESL
- Basic English
- Basic Math
- High School Equivalency
- Occupational Preparation
- Citizenship
- College Placement Testing Strategies
- Older Wiser Learner
- Plaza Community
- Spanish Literacy

### DISTANCE EDUCATION COURSES

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

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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 through Thursday, 8 am – 7 pm; Friday, 8 am – 12 pm. The college will be closed on Fridays from May 25 through August 3. Additional information is available in Spanish on pages 10-14 and 75.

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 a Jueves, 8 am – 7 pm; Viernes, 8 am – 12 pm. El colegio estará cerrado los Viernes de Mayo 25 a Agosto 3. Información adicional está disponible en español en las páginas 10-14 y 75.
ENROLLMENT BEGINS APRIL 9, 2018
For information on assignment of enrollment priorities, please refer to the section titled, “Enrollment Appointment Priority” 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 – Thursday 8 am – 6:30 pm
Friday 8 am – 11:30 am

SESSION DATES AND DEADLINES ARE NOW AVAILABLE ONLINE AT:
http://www.cerritos.edu/admissions-and-records/catalogue-schedule/addDropDates.htm

IMPERVIOUS DATES:
First day to file petition for A.A. Degree and Certificate for Summer 2018 May 21
Memorial Day Holiday May 28
Independence Day Holiday July 4
Last day to file petition for A.A. Degree and Certificate for Summer 2018 July 6
Summer session ends August 10

Please note that the campus will be closed on Fridays from May 25 through August 3.

CERRITOS COLLEGE OFFERS APPLICATION AND ENROLLMENT VIA THE WEB.
For Online Submission of Admissions Applications: Visit www.cerritos.edu. Under the “Students” section, click on “Future Students | Apply”. Then, under the “Future Students Links”, click on “Apply Online”.

For Online Enrollments: Visit www.cerritos.edu. Under the “Students” section, click on “MyCerritos”™. Then, click on “Student Center”.

*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.

EMERGENCY INFORMATION
In the event of an emergency, the Cerritos College Emergency Information web page (http://www.cerritoscollege.us/) may be used to secure updated information about any emergency event occurring on the Cerritos College campus. The College also offers an SMS-based emergency notification service for mobile phones. In the event of an emergency, Cerritos students, staff, faculty, and others will be alerted in real-time to important security information. You may sign-up for Emergency Text Alerts by texting the keyword "CCALERTS" to 888777.

DISCLAIMER
Cerritos College has made reasonable efforts to ensure 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 college website at www.cerritos.edu/securityreport.
STUDENT RIGHTS AND RESPONSIBILITIES

(a) All students shall be required to:
   (1) identify an education and career goal;
   (2) diligently engage in course activities and complete assigned coursework; and
   (3) complete courses and maintain progress toward an education goal and completing a course of study.

(b) Nonexempt first-time students shall, within a reasonable period of time, be required to:
   (1) identify a course of study;
   (2) be assessed to determine appropriate course placement;
   (3) complete an orientation provided by the college;
   (4) participate in counseling, advising, or another education planning service to develop an abbreviated student education plan (A-SEP).

(c) For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For the purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.

(d) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive student education plan (C-SEP) after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester, or a shorter period if required by district or program policy.

(e) Failure to fulfill the required services listed in (b) may result in a hold on a student’s registration or loss of registration priority until the services have been completed.

INSTITUTIONAL RESPONSIBILITIES

(a) The college shall take steps to ensure that information regarding matriculation policies is accessible and available to all students during, or prior to, enrollment (e.g. during orientation) and is included in class schedules, catalogs, or other appropriate communications describing student rights and responsibilities.

(b) Once the student has identified a course of study and completed 15 semester units of degree applicable course work, the college shall provide the student with an opportunity to develop a comprehensive student education plan (C-SEP) within a reasonable time period. Student responsibilities shall also be identified in the student’s education plan.

(c) College policy provides that a nonexempt student will have a hold placed on enrollment if a student fails to fulfill the responsibilities set forth in the section, “Student Rights and Responsibilities”.

(d) The college shall make reasonable efforts to avoid duplication of the orientation, assessment, counseling, advising, or other education planning services, and development of student education plans funded through this subchapter or funded through other programs.

(e) It is intended that the instructional and student services area of the college shall use multiple sources of data from student education planning efforts and identified courses of study to coordinate course scheduling.

ENROLLMENT APPOINTMENT PRIORITY

including Orientation, Assessment, Counseling, Student Education Plans, Tier Groups, Probation

The purpose of establishing enrollment priorities is to support students endeavoring to reach their educational goals at Cerritos College by providing priority enrollment to groups of students (as listed herein) with special needs and/or who are in continuing student status, as long as satisfactory progress is made.

PRIORITY ENROLLMENT CRITERIA AND CONDITIONS

A. Priority

1. New students not otherwise exempt, including those in any state-provided priority enrollment groups, must complete assessment, orientation, and counseling with at least an abbreviated student education plan (A-SEP), in order to receive priority enrollment.

2. First-time students, beginning with Spring 2018 enrollment, who have identified a course of study, been assessed to determine appropriate course placement, completed an orientation program provided by the college, and participated in counseling, advising, or another education planning service including at least an abbreviated student education plan (A-SEP), are required to complete a comprehensive student education plan (C-SEP) after completing 15 units of degree-applicable credit course work, or prior to the end of the 3rd semester of enrollment, resources permitting.

3. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they are on any combination of progress or academic probation for two consecutive semesters.

4. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they have earned 100 degree-applicable, non-basic skills and non-ESL units. Units for high unit majors and programs may be disregarded to the extent they exceed the number of units required for non-high unit majors and programs. Units from Credit by Exam, Advanced Placement, International Baccalaureate, or other similar programs may also be exempted.

B. Subject to the above, continuing student enrollment appointments shall be set on the basis of units earned and cumulative grade point average at Cerritos College.

C. Students subject to enrollment priority exclusion shall have a "PRB" negative service indicator, appearing as a Hold in the Student Center in MyCerritos, placed on their enrollment account. The effect shall be to place the student’s access to enroll at the end of the enrollment cycle in the period known as Open Enrollment.
D. Students excluded from enrollment priority shall be notified of options they may have, and/or are advised to exercise. See also the section of this procedure titled "Appeals and Exemptions".

Additional Criteria for Enrollment Priority of Certain Students

A. Students who are otherwise specified by statute.
B. Students whose instructional program requires time off-campus or blocks of time associated with scheduled classes for such activities as practice, meetings, counseling, and off-campus time, which limit the choice of class periods.

STUDENT GROUPS WITH PRIORITIES:

Tier 1: Enrollment appointments for students in Tier 1 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

**Armed Forces Personnel and Recent Veterans:** Students who are any member or former member of the Armed Forces of the United States, who is a resident of California for any academic term, within four years of leaving active duty (Education Code Section 66025.8).

**Foster Youth:** Students formally deemed eligible current or former foster youth who are up to and including 24 years of age (Education Code Section 66025.9).

**EOPS:** Students formally enrolled in Extended Opportunity Programs and Services (Education Code Section 66025.91).

**DSPS:** Students who, by their specific disabilities, are enrolled in Disabled Student Programs and Services (Education Code Section 66025.91).

**CalWORKs:** Students formally enrolled in the CalWORKs Program (Education Code Section 66025.92).

Tier 2: Enrollment appointments for students in Tier 2 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

**Scholars’ Honors Students:** Students who have been officially admitted to the College's Scholars’ Honors Program each term and are currently enrolling in Scholars’ Honors Program courses and/or Scholars’ Honors contracts.

**Student Athletes:** Students who have been identified as eligible to participate in intercollegiate athletics.

**Mandatory Enrollment Requirement Students:** Students in compliance with program requirements who must maintain full-time status, with completion time requirements, in order to remain in Cerritos College programs and/or who are in grant-funded programs with enrollment priority requirements.

**Matriculated Students:** Students who, prior to their first semester of enrollment, completed the Admission, Orientation, Assessment, and Counseling components of Matriculation.

**Trial, Grant-funded, or Other Special Groups for Student Success:** Students in groups identified for enhanced and/or expedited student success measures where trial, grant-funded, and/or other special, short-term measures are employed.

Tier 3: Enrollment appointments for students in Tier 3 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

Continuing Students: Students who were enrolled in the previous academic year or summer session. Students who do not attend the summer session will not lose continuing student status. The definition includes non-credit students who are matriculating to credit student status.

Returning Students: Students who have completed at least one unit of credit at Cerritos College and are returning after a break of no more than one semester excluding summer session.

Tier 4: Enrollment appointments for students in Tier 4 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

**Dual Enrollment:** High school juniors and seniors, as provided for and limited in, Board Policy 5010 titled "Admissions and Concurrent Enrollment" and Administrative Procedure 5011 titled "Admission and Concurrent Enrollment of High School and Other Young Students".

**Dual Enrollment (Grades K-10):** Talented elementary and secondary students through the 10th grade, as provided for and limited in, Board Policy 5010 titled "Admissions and Concurrent Enrollment" and Administrative Procedure 5011 titled "Admission and Concurrent Enrollment of High School and Other Young Students".

ENROLLMENT LIMITATIONS

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See Board Policy and Administrative Procedure 4260 titled "Prerequisites and Co-requisites").

Additional Enrollment Limitations (including, but not limited to):

A. Health and safety considerations;
B. Faculty workload;
C. Availability of qualified instructors;
D. Funding limitations;
E. Regional planning;
F. Legal requirements;
G. Facility limitations; and
H. Accreditation, regulatory, and policy requirements.

Priorities When Enrollment Must be Limited

A. First come, first served, or other non-evaluative selection techniques, provided all prerequisite and/or course requisites have been met;
B. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
C. Limiting enrollment to any selection procedure expressly authorized by statute; and
D. Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Additional Conditions May Be Applicable to Order of Enrollment

Course sections funded other than by state apportionment, such as contract education, grant-funded programs, and certain fee-based sections (as permitted by law).
**LOSS OF ELIGIBILITY FOR BOG FEE WAIVER**

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than 30 days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and re-establishing BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also include special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in the Education Code, section 66025.9(c).

**APPEALS AND EXEMPTIONS**

It is the intent of these procedures to support and promote student success, including program completion, through access to needed courses. Petitions for appeals of, or exemption from, the implementation of these procedures are subject to consideration by the Committee on Academic Records and Standards (A&S) or its designee.

A. Students may appeal the loss of enrollment priority and/or loss of the BOG Fee Waiver due to extenuating circumstances, certain conditions specified on the Enrollment Priorities and/or the BOG Fee Waiver Appeals Form, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

B. Students who have demonstrated significant academic improvement will regain the BOG Fee Waiver and/or priority enrollment status. It is the student's responsibility to timely verify changes in enrollment priority status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard within a term. The minimum academic standard is a 2.0 grade point average, once the student has attempted 12 semester units; the minimum progress standard is greater than 50% of all units enrolled in being other than “W”, “I”, “NP”, or “NC”, once the student has enrolled in a total of at least 12 semester units.

C. Students may request reinstatement of enrollment priority and/or the BOG Fee Waiver if an institutional mistake was made.

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**ADMISSION AND ORIENTATION**

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

**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, "Future Students/Apply", "Apply Online".
- **International students who are in F-1 student visa status:** International students must submit an International Student application, meet specific admission requirements, and pay a $50 processing fee. Please see page 29 for admission requirements.

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.
ASSESSMENT AND ORIENTATION-COUNSELING ARE REQUIRED FOR 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 these requirements are met. Students not required to complete AOC under established criteria are automatically exempt 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.

Options for New Student Orientations
Online
Start, stop, and restart anytime! Go to www.cerritos.edu, log in to MyCerritos, and click Orientation Plus.

On campus
A limited number of orientations are offered, including day and evening, prior to the start of each term. Call the Counseling Office at (562) 467-5231, or go online to www.cerritos.edu/aoc for more information.

STUDENT ACTIVITY STICKER AND IDENTIFICATION CARD

ASCC utilizes the revenue collected from the Student Activity fee to support academic, extra-curricular, and student life programs, services, and events.

A student activity sticker and identification card can be obtained from the Student I.D. Center, which is located in the Admissions and Records Office in the Administration Building.

REGULAR HOURS
During fall and spring semesters: 8 am – 7 pm, Monday through Thursday; 8 am – 12 pm, Friday. Hours vary during summer sessions. For more information or current hours, call the Student I.D. Center at (562) 860-2451, ext. 2211.

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. 2211.

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.
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.

STUDENT SUCCESS & SUPPORT PROGRAM (SSSP) EXEMPTION/EXCEPTION
Cerritos Community College offers Student Success and Support Services (formerly Matriculation) to all new students prior to their enrollment in classes. These services include 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 exempt upon application to the College. Students wishing to pursue another type of exemption must submit a completed Student Success and Support Program (SSSP) Exemption and Exception form to the Admission and Records Office at least 10 working days prior to your enrollment appointment date.

ASSESSMENT TEST EXEMPTIONS
Students who already possess an A.A. degree or higher from a regionally accredited college 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 their enrollment appointment date. A Requisite Clearance form must accompany the documents in order to meet prerequisites.

ASSESSMENT TEST EXCEPTIONS FOR:

English – Students who have completed English courses at another college may not need to take the English assessment. Please submit proof (official or unofficial transcripts) and a Requisite Clearance Request form to a counselor or Admissions and Records prior to enrollment.

Math – If you completed one year of Algebra I or higher with “B” grades or higher in high school, you may not need to take the math assessment. Students who have completed math courses at another college also may not need to take the math assessment. Please submit proof (official or unofficial transcripts) and a Requisite Clearance Request form to a counselor or Admissions and Records prior to enrollment. Students are able retest up to four times within a 12-month period (per Math Department, students should wait a minimum of three business days before attempting the test again. It is strongly advised to review and prepare prior to a second attempt).

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.

ACCOMMODATION FOR ENGLISH AS A SECOND LANGUAGE
Students planning to take ESL (English as a Second Language) courses need to take the ACCUPLACER ESL test. Students may take the test during regularly scheduled testing times.

RETEST POLICY
ESL, English, and Reading
Students are able to retest only one time after a waiting period of 18 weeks from their initial test date.

Math
Students are able to retest up to four times within a 12-month period (per Math Department, students should wait a minimum of three business days before attempting the test again. It is strongly advised to review and prepare prior to a second attempt).

After the fourth attempt, the student must wait one full calendar year from their initial test date to retest.

This Math retest policy does not apply to students who are enrolled in AED 49.01. Students enrolled in this course will be advised of the retest policy at the completion of this course.

Students wishing to retest are advised to do one or more of the recommended preparatory/review activities. Please refer to the Assessment Center study guide link at http://cms.cerritos.edu/assessment-center/assessment-study-guides.htm.

ASSESSMENT TESTING SCHEDULE
Copies of the assessment testing schedule are available on the Cerritos College Career Services web page, www.cerritos.edu/assessment-center; 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 July-August.

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 Disabled Student Programs and Services, (562) 860-2451, ext. 2335. A current Cerritos College application must be on file and advance request for DSPS assistance is necessary. Alternative administration may include large print, readers, writers, or the use of assistive technology.

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 2018 Spring semester.

CONTINUING STUDENT
You are a continuing student if you were enrolled in credit classes at Cerritos College during the 2018 Spring semester.

DUAL ENROLLMENT STUDENT (K-12)
Concurrent enrollment for students who wish to attend Cerritos College while in grades K-12.
COUNSELING

• All students new to college are required to complete a new student orientation to receive counselor assistance for course selection prior to enrollment. See the "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 who are on academic and/or progress probation will be limited in the number of units they may take each semester based upon their GPA and course completion. They also risk losing their enrollment priority appointment and, as of Fall 2016, may be ineligible for the Board of Governors Fee Waiver (BOGFW) if they remain on probation for two consecutive semesters.

• 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.

• Once the semester begins, new, readmit, and transfer students are highly encouraged to make a counseling appointment or attend an Ed Plan workshop to discuss educational goals and to complete a Comprehensive Student Educational Plan (C-SEP).

Continuing students are encouraged to meet with a counselor every semester to ensure their educational plan accurately reflects their educational goal. Schedule an appointment or sign up for an Ed Plan workshop at the Counseling desk, or call (562) 467-5231.

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.

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 20
MATH 20, 40
READ 41, 42, 43, 46, 48, 49

“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.

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.

Get Involved-
Join a Club!

www.cerritos.edu/activities
PROGRAMAS DE APOYO Y ÉXITO DEL ESTUDIANTE (Student Success and Support Programs, SSSP), anteriormente Matriculación

DERECHOS Y RESPONSABILIDADES DE LOS ESTUDIANTES

(a) Se debe requerir a los estudiantes que:
   (1) Identifiquen una meta educativa y profesional.
   (2) Participen diligentemente en las actividades del curso y completen los trabajos asignados.
   (3) Completan los cursos y mantengan el progreso hacia un objetivo educativo y concluyan un curso de estudio.

(b) Los estudiantes de primer ingreso no exentos que hayan cumplido con los servicios identificados en (b)(1) a (4) a otros estudiantes, nada de lo incluido en esta sección impedirá a la universidad hacerlo.

(c) A los efectos de esta sección, un estudiante de primer ingreso es un estudiante que se inscribió en la universidad por primera vez, salvo los estudiantes que se transfieren de otra institución de educación superior. Para los propósitos de esta sección, la inscripción por primera vez no incluye la inscripción simultánea cuando todavía se asiste a la escuela secundaria. En la medida en que una universidad tenga la capacidad de exigir y proporcionar los servicios indicados en (b)(1) a (4) a otros estudiantes, nada de lo incluido en esta sección impedirá a la universidad hacerlo.

(d) Los estudiantes no exentos que hayan cumplido con los servicios identificados en (b)(1) a (4) estarán obligados a terminar un plan de formación integral (C-SEP) después de completar 15 unidades semestrales de los cursos con créditos aplicables al grado académico o antes de finalizar el tercer semestre, o bien en un período más corto si lo requiere una política de programa o del distrito.

(e) El incumplimiento de realizar los servicios requeridos que se enumeran en (b) puede resultar en una retención del registro del estudiante o la pérdida de la prioridad de inscripción hasta que los servicios se hayan completado.

RESPONSABILIDADES INSTITUCIONALES

(a) La universidad tomará las medidas necesarias para garantizar que la información sobre las políticas de matriculación sea accesible y está disponible para todos los estudiantes, durante, o antes de, la inscripción (por ejemplo, durante la orientación) y se incluye en los programas de clase, catálogos u otras comunicaciones apropiadas que describen los derechos y las responsabilidades de los estudiantes.

(b) Una vez que el estudiante ha identificado un curso de estudio y completado 15 unidades semestrales de trabajo del curso aplicables al grado académico, la universidad debe proporcionarle la oportunidad de desarrollar un plan educativo (C-SEP) integral en un plazo razonable. Las responsabilidades estudiantiles también deberán determinarse en el plan de educación del estudiante.

(c) La política de la universidad establece que un estudiante no exento tendrá una retención de la matrícula si no cumple con las responsabilidades establecidas en la sección "Derechos y responsabilidades de los estudiantes".

(d) La universidad hará esfuerzos razonables para evitar la duplicación de la orientación, evaluación, consultoría, asesoría u otros servicios de planificación de la educación y el desarrollo de los planes educativos financiados a través de este subcapítulo o por medio de otros programas.

(e) Se pretende que el área de servicios estudiantiles y de enseñanza de la universidad utilice diferentes fuentes de datos sobre los esfuerzos de planificación de la educación de los estudiantes y cursos identificados de estudio para coordinar la programación de los cursos.

PRIORIDAD DE LA CITA DE INSCRIPCIÓN

Incluye la orientación, evaluación, consultoría, planes educativos, grupos de nivel, periodo de prueba

El propósito de establecer prioridades de inscripción es apoyar a los estudiantes que se esfuerzan por alcanzar sus metas educativas en Cerritos College, proporcionando prioridad de inscripción a grupos de estudiantes (que se enumeran en este documento) con necesidades especiales o que están en condición de estudiantes de reingreso, siempre y cuando el progreso sea satisfactorio.

CRITERIOS Y CONDICIONES PARA LA PRIORIDAD DE INSCRIPCIÓN

A. Prioridad

1. Los nuevos estudiantes que no se encuentran exentos de otra manera, entre ellos los que son parte de grupos con prioridad de inscripción que establece el estado, deben completar la evaluación, orientación y consultoría con por lo menos un plan educativo abreviado (A-SEP), a fin de recibir prioridad de inscripción.

2. La primera vez, a partir de la inscripción en el otoño de 2014, los estudiantes que han identificado un curso de estudio, se han evaluado para determinar la colocación apropiada de cursos, completaron un programa de orientación que proporciona la universidad y han participado en la consultoría, asesoría u otro servicio de planificación de la educación que incluye, al menos, un plan educativo abreviado (A-SEP), están obligados a completar un plan educativo integral (C-SEP) después de completar 15 unidades semestrales de los cursos con créditos aplicables al grado académico o antes de finalizar el tercer (3.er) semestre de inscripción, según lo permitan los recursos.

3. Los estudiantes de reingreso, incluidos los de algún grupo con prioridad de inscripción que establece el estado, salvo los jóvenes de crianza actual y anterior que son elegibles, están sujetos a la pérdida de la prioridad de inscripción para los que ordinariamente serían elegibles si están en cualquier combinación de progreso o probatoria académica para dos semestres consecutivos.

4. Los estudiantes de reingreso, incluidos los de algún grupo con prioridad de inscripción que establece el estado, salvo los jóvenes de crianza actual y anterior que son elegibles, están sujetos a la pérdida de la prioridad de inscripción para la que ordinariamente serían elegibles si han obtenido 100 destrezas no básicas aplicables al grado académico y que no son unidades del programa ESL. Las unidades para asignaturas y programas principales podrán ignorarse en la medida en que superen el número de unidades requeridas para asignaturas y programas que no son principales. Las unidades de crédito por examen, colocación avanzada, Bachillerato Internacional u otros programas similares también pueden estar exentos.
INFORMACIÓN EN ESPAÑOL

B. Sin perjuicio de lo anterior, las citas de matrícula para los estudiantes de reingreso se establecerán con base en las unidades o el promedio de calificaciones acumuladas en Cerritos College.

C. Los estudiantes que están sujetos a la exclusión de prioridad de inscripción tendrán un indicador de servicio negativo, que aparece como una retención en el Centro estudiantil en MyCerritos, colocado en su cuenta de la matrícula. El efecto será colocar el acceso del estudiante a matricularse al final del ciclo de inscripción en el período conocido como Inscripción Abierta.

D. Los estudiantes excluidos de la prioridad de inscripción deben recibir notificación de las opciones que tienen o qué se les aconseja ejercer. Vea también la sección de este procedimiento titulada "Apelaciones y Excepciones."

**Criterios adicionales para la prioridad de inscripción de determinados estudiantes**

A. Los estudiantes que de otra manera se especifican en el estatuto.

B. Los estudiantes cuyo programa educativo requiere tiempo fuera del campus o bloques de tiempo asociados con las clases programadas para actividades tales como práctica, reuniones, asesoramiento y tiempo fuera de la escuela, lo que limita la elección de los períodos de clase.

**GRUPOS DE ESTUDIANTES CON PRIORIDADES:**

**Nivel 1**: las citas de matrícula para los estudiantes en los grupos del Nivel 1 se programarán en todo el nivel con base en las unidades que han obtenido y el promedio de calificaciones acumuladas de conformidad con la normativa aplicable.

**Personal de las Fuerzas Armadas y veteranos recientes**: los estudiantes que son miembros o ex miembros de las Fuerzas Armadas de los Estados Unidos, que son residentes de California, por cualquier plazo académico, dentro de los cuatro años siguientes al cese del servicio activo. (Artículo 66025.8 del Código de Educación)

**Jóvenes de crianza**: los estudiantes que se consideran formalmente como jóvenes de crianza actualmente o en el pasado, que son elegibles hasta los 24 años de edad inclusive. (Artículo 66025.9 del Código de Educación)

**EOPS**: estudiantes matriculados formalmente en los Programas y Servicios de Oportunidad Ampliada (Extended Opportunity Programs and Services, EOPS). (Artículo 66025.91 del Código de Educación)

**DPS**: estudiantes que por sus discapacidades específicas están inscritos en Programas y Servicios de Estudiantes Discapacitados (Disabled Students Programs and Services, DSPS) (Artículo 66025.91 del Código de Educación)

**CalWORKs**: estudiantes inscritos formalmente en el Programa CalWORKs. (Artículo 66025.92 del Código de Educación)

**Nivel 2**: las citas de matrícula para los estudiantes en los grupos del Nivel 2 se programarán en todo el nivel con base en las unidades que han obtenido y el promedio de calificaciones acumuladas, de conformidad con la normativa aplicable.

**Estudiantes del Programa de Excelencia Académica (Scholars’ Honors Students)**: los estudiantes que han sido admitidos oficialmente en el Programa de Excelencia Académica cada semestre y en la actualidad se matriculan en los cursos o contratos del Programa de Excelencia Académica (Scholars’ Honors Program).

**Estudiantes Atletas**: los estudiantes que se identifican como elegibles para participar en deportes intercolegiales.

**Estudiantes con Requisitos de Inscripción Obligatoria**: los estudiantes en cumplimiento de los requisitos del programa que deben mantener la condición de tiempo completo con los requisitos de tiempo de finalización para permanecer en los programas universitarios de Cerritos que están en programas financiados con donaciones con necesidades prioritarias de inscripción.

**Estudiantes matriculados**: estudiantes que, antes de su primer semestre de inscripción, completaron la admisión, orientación, evaluación y los componentes de asesoramiento de matriculación.

**Grupos de prueba, financiamiento u otros grupos especiales para el éxito estudiantil**: los estudiantes en grupos identificados por medidas mejoradas o aceleradas para el éxito estudiantil donde se emplean las pruebas, financiamiento y otras medidas especiales a corto plazo.

**Nivel 3**: las citas de matrícula para los estudiantes en los grupos del Nivel 3 se programarán en el orden en que los grupos aparecen en la lista y con base en las unidades que han obtenido y el promedio de calificaciones acumuladas, de conformidad con la normativa aplicable.

**Estudiantes de reingreso**: estudiantes que se inscribieron en el año académico anterior o en el curso de verano. Los estudiantes que no asistan al curso de verano no perderán la continuidad de la condición de estudiante de reingreso. La definición incluye a los estudiantes que no tienen créditos, quienes se matriculan en condición de estudiante con crédito.

**Estudiantes que se reinscriben**: los estudiantes que han completado al menos una unidad de crédito en Cerritos College y regresan después de un periodo de no más de un semestre sin contar el curso de verano.

**Nivel 4**: las citas de matrícula para los estudiantes en los grupos del Nivel 4 se programarán en el orden en que los grupos aparecen en la lista y con base en las unidades que han obtenido y el promedio de calificaciones acumuladas con esos grupos, de conformidad con la normativa aplicable.

**Inscripción doble**: estudiantes de penúltimo y último año de la escuela secundaria, según lo previsto y limitado en la Política del Consejo 5010 titulada Admisiones e inscripción simultánea y el Procedimiento Administrativo 5011 titulado Admisión e inscripción simultánea de la escuela secundaria y otros jóvenes estudiantes.

**Inscripción doble (grado K-10)**: estudiantes de primaria y secundaria de la escuela secundaria hasta 10o grado, según lo previsto y limitado en la Política del Consejo 5010 titulada Admisiones e inscripción simultánea y el Procedimiento Administrativo 5011 titulado Admisión e inscripción simultánea de la escuela secundaria y otros jóvenes estudiantes.

**LIMITACIONES DE INSCRIPCIÓN**

La inscripción en los cursos y programas se puede limitar a los estudiantes que cumplen los requisitos previos y los requisitos conjuntos establecidos. (Consulte la Política del Consejo y el Procedimiento Administrativo 4260 titulado Requisitos previos y requisitos conjuntos)

**Limitaciones de inscripción adicionales (incluyen, entre otros)**:

A. consideraciones de salud y seguridad;
B. carga de trabajo de los profesores;
C. disponibilidad de instructores calificados;
D. limitaciones de financiamiento;
E. planificación regional;
F. requisitos legales;
G. limitaciones de instalaciones, y
H. requisitos de acreditación, reglamentación y política.
Prioridades cuando la inscripción debe limitarse

A. Por orden de llegada u otras técnicas de selección no evaluativas, siempre que se hayan cumplido todos los requisitos previos o los requisitos del curso.
B. En el caso de las competencias intercolegiales, cursos de nivel avanzado o cursos de representación pública, se asignan los lugares disponibles a aquellos estudiantes que se consideren más calificados.
C. Limitar la inscripción a cualquier procedimiento de selección que los estatutos autoricen expresamente.
D. Limitar la inscripción en una o más secciones para los estudiantes inscritos en uno o más cursos, siempre que un porcentaje razonable de todas las secciones del curso no tengan tales restricciones.

Condiciones adicionales pueden ser aplicables al orden de inscripción

Secciones de los cursos financiados por distribución que no es del estado como la educación por contrato para los empleados de una compañía, los programas financiados con donaciones, y ciertas secciones de paga (según lo permite la ley).

PÉRDIDA DE ELEGIBILIDAD PARA RECIBIR LA EXENCIÓN DE CUOTAS DE INSCRIPCIÓN DE LA JUNTA DE GOBERNADORES (BOARD OF GOVERNORS, BOG)

Un estudiante ya no será elegible para recibir la Exención de cuotas de inscripción de la Junta de gobernadores (Board of Governors, BOG) si al estudiante se le pone en un período de prueba académico o de progreso, o en alguna combinación de estos, durante dos periodos académicos primarios consecutivos. La pérdida de elegibilidad entrará en vigencia en la primera oportunidad de inscripción después de que se haya tomado dicha determinación.

El distrito deberá notificar a los estudiantes sobre su asignación en el período de prueba académico o de progreso a más tardar treinta días después del final del período académico que provocó que el estudiante se le pusiera en un período de prueba. La notificación debe indicar claramente que dos períodos académicos primarios consecutivos en período de prueba ocasionarán la pérdida de la Exención de cuotas de inscripción de la BOG hasta que el estudiante ya no esté en el período de prueba. La notificación también debe informar a los estudiantes acerca de los servicios de apoyo para estudiantes disponibles para ayudarlos a conservar la elegibilidad.

El distrito adoptará, exhibirá claramente y divulgará políticas que garanticen que los estudiantes estén informados acerca de los servicios de apoyo para estudiantes disponibles para ayudarlos a conservar y restablecer la elegibilidad para calificar para recibir la Exención de cuotas de inscripción de la BOG. La divulgación incluye, entre otras, información proporcionada en los catálogos de la universidad y en los programas de clases.

El distrito establecerá procedimientos por escrito mediante los cuales un estudiante pueda apelar la pérdida de la Exención de cuotas de inscripción de la BOG debido a circunstancias atenuantes, o cuando un estudiante con discapacidad solicite, pero no reciba, una adaptación razonable de manera oportuna. Las circunstancias atenuantes son casos verificados de accidentes, enfermedades u otras circunstancias que podrían incluir cambios documentados en la situación económica del estudiante, o bien, evidencia de que el estudiante no pudo obtener servicios de apoyo esenciales para estudiantes. Las circunstancias atenuantes también incluyen la consideración especial de factores específicos relacionados con el estado del estudiante con respecto a la ayuda para Veteranos, el programa de California de Oportunidades de trabajo y responsabilidad hacia los niños (California Work Opportunity and Responsibility to Kids, CalWORKs), Programa de Oportunidad educativa (Educational Opportunity Program, EOP) y Programas y Servicios para estudiantes discapacitados (Disabled Students Programs & Services, DSPS).

Un joven en régimen de acogida familiar no estará sujeto a la pérdida de la Exención de cuotas de inscripción de la BOG debido a la asignación en un período de prueba académico o de progreso. Esta exclusión para los Jóvenes en régimen de acogida familiar es válida hasta la fecha que se especifica en la sección 66025.9(c) del Código de Educación.

APELACIONES Y EXENCIONES

La intención de estos procedimientos es apoyar y promover el éxito del estudiante, incluyendo la finalización del programa, a través del acceso a los cursos necesarios. Las peticiones de apelación o para la exención de la aplicación de estos procedimientos están sujetas a consideración del Comité de Expedientes y Normas Académicas, o a quien este designe.

A. Los estudiantes pueden apelar la pérdida de la prioridad de inscripción y/o la pérdida de la Exención de cuotas de inscripción de la BOG debido a circunstancias atenuantes, ciertas condiciones especificadas en el Formulario de Inscripción de Prioridades y/o la Exención de cuotas de inscripción de la BOG de Apelaciones, o cuando un estudiante con una discapacidad solicitada, pero que no recibió los ajustes razonables en el momento oportuno. Las circunstancias atenuantes verifican los casos de accidentes, enfermedades u otras circunstancias fuera del control del estudiante.

B. Los estudiantes que han demostrado una mejora académica significativa restablecerán el estado la Exención de cuotas de inscripción de la BOG y/o de prioridad de inscripción que perdieron. Es responsabilidad del estudiante verificar oportunamente los cambios del estado de las inscripciones de prioridad. El mejoramiento académico significativo se define como haber logrado por lo menos el promedio de calificaciones mínimo y las normas de progreso mínimas durante el semestre. El nivel académico mínimo es una calificación promedio mínima de 2.0, una vez que el estudiante haya intentado tomar 12 unidades semestrales; el progreso mínimo convencional es superior al 50% de todas las unidades en las que se inscribió que no reciban “W”, “I”, “NP”, o “NC”, una vez que el estudiante se haya matriculado en un total de al menos 12 unidades semestrales.

C. Los estudiantes pueden solicitar el reintegro de la prioridad de inscripción y/o la Exención de cuotas de inscripción de la BOG si se cometió un error institucional.

ADMISIÓN

¿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 válidas F-1 de no inmigrante.
INFORMACIÓN EN ESPAÑOL

Como solicitar admisión

- Estudiantes que se matriculan por primera vez o que regresan después de una ausencia de uno o más semestres, 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, “Future Students/Apply”, “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 por el cobro de procesamiento.

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 queden 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. Este 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/aoc.

Opciones de Orientaciones para Nuevos Estudiantes
En línea
Comience, pare, y vuelva a comenzar en cualquier momento! Vaya a 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 Oficina de Consejería al (562) 467-5231, ó en línea en el sitio www.cerritos.edu/aoc, para más información.

¿Qué es la “evaluación”?
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 y/o 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.

¿Es necesario tomar un prueba 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 prueba. Todas las pruebas son computarizadas.

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

Exención/Excepción de Servicios de Apoyo y Éxito del Estudiante (SSSP)
El Colegio de Cerritos ofrece servicios de Apoyo y Éxito del Estudiante (anteriormente 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 de Servicios de Apoyo y Éxito del Estudiante y presentarla a la Oficina de Admisiones y Registros. Las formas de Exención de Servicios de Apoyo y Éxito del Estudiante están disponibles en las oficinas de Admisiones y Registros, Evaluación, y Consejería.

EXCEPCIONES A LA PRUEBA DE EVALUACIÓN
Los estudiantes que ya poseen un grado técnico en humanidades (Associate of Arts) o superior en una universidad acreditada de la región no están obligados a realizar las pruebas de evaluación/colocación pero será necesario que comprueben el grado académico mediante la presentación de documentos oficiales ante la Oficina de Admisiones y Registros, por lo menos 10 días hábiles antes de la inscripción.

EXCEPCIONES PARA LA PRUEBA DE EVALUACIÓN:

Inglés – Es posible que los estudiantes que han completado cursos de inglés en otra universidad no tengan que tomar la evaluación de inglés. Presente evidencia (certificados oficiales o no oficiales) y un formulario de Solicitud de compensación de requisito ante un consejero o la Oficina de Admisiones y Registros antes de la inscripción.

Matemática – Si completó un año de Álgebra I o superior con calificaciones "B" o más altas en la escuela secundaria, es posible que no tenga que tomar la evaluación de matemática. También es posible que los estudiantes que han completado los cursos de matemática en otra universidad no necesiten tomar la evaluación de matemáticas. Presente evidencia (certificados oficiales o no oficiales) y un formulario de Solicitud de exención de requisito ante un consejero o la Oficina de Admisiones y Registros antes de la inscripción.

Cursos de Eligibilidad Avanzada – Los estudiantes que participan en cursos de colocación avanzada (AP, por sus siglas en inglés) en sus escuelas secundarias y obtienen calificaciones positivas en los exámenes AP pueden obtener créditos universitarios para los cursos cuando vienen a Cerritos College. Para obtener más información, consulte a un consejero.
**INFORMACIÓN EN ESPAÑOL**

**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.

**ADAPTACION PARA INGLES COMO SEGUNDO IDIOMA**
Estudiantes que planean tomar cursos de ESL (Inglés como Segundo Idioma) necesitan tomar la prueba ESL ACCUPLACER. Los estudiantes pueden tomar la prueba durante tiempos de prueba regulares.

**¿PUEDO REPETIR UN PRUEBA?**
Los estudiantes pueden repetir cualquiera de las pruebas de evaluación una sola vez después de que un período de espera de 18 semanas después de la prueba original haya pasado.

**CALENDARIO DE EVALUACIONES**
Copias del calendario de los exámenes están disponibles en la página web de Cerritos College Career Services (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 Julio-Agosto.

**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 la prueba. Estas alternativas pueden incluir el tipo de imprenta mas grande, personas que le asistan con la lectura o escritura, o el uso de asistencia tecnológica.

**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.
- A los estudiantes que están en periodo de probatoria de progreso o académico se les limitará la cantidad de unidades que pueden tomar cada semestre con base en su porcentaje de cursos completados y su promedio de calificaciones (GPA, por sus siglas en inglés). También corren el riesgo de perder su nombramiento prioridad de inscripción ya partir de otoño de 2016, pueden ser elegibles para la Junta de Gobernadores Fee Waiver (BOGFW) si permanecen en periodo de probatoria durante dos semestres consecutivos.
- Los consejeros estarán disponibles por medio de citas o de acuerdo a la disponibilidad antes de el periodo 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.
- Una vez que comienza el semestre, se anima a los estudiantes nuevos, de readmisión y transferados para que hagan una cita de consultoría o asistan a un taller de Planificación educativa para discutir las metas educativas y completar un plan educativo integral (C-SEP).

Estudiantes exortados a reunirse con un consejero cada semestre para garantizar que su plan de educación refleje con exactitud su meta educativa. Pída una cita o inscribirse en un taller de puesta a punto en el mostrador de consejería o llame al (562) 467-5231.

**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 sen encuentran indecisos sobre su meta educativa. Cuando es necesario los estudiantes son referidos a servicios fuera de esta institución.
ENROLLMENT INSTRUCTIONS

MYCERRITOS ENROLLMENT DATES

April 9 – July 19, 2018
Monday - Saturday 2:00 am - midnight
Sunday 8:00 am - midnight

ENROLLMENT APPOINTMENTS

• All eligible continuing students have the opportunity to enroll for classes on or after their scheduled appointment date and time. Refer also to the “Student Success and Support Program” section on page 4 for information on enrollment priority, loss of priority, and appeal information.
• Appointment information can be reviewed in your “Student Center”.
• To get to the Student Center, please log into the Cerritos College web page at 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, which is your 6-digit date of birth (mmddyy) 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 and Support Program requirements.

Exceptions: • First-time students who have an Assessment (ASM) or Orientation (ORI) hold.
• Students who have a Dismissal (DIS) hold.
• Students who have a “PRB” and/or “100+” hold due to second semester probation or more than 100 units.
• Students who have a Loss of BOG Fee Waiver (LBW) hold.
• Students with enrollment holds (NSF checks, library and athletic obligations, administrative holds, etc.)

Information regarding probation and 100+ unit holds may be found on page 4 under “Priority Enrollment Criteria and Conditions”.

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.

CalWORKs, DSPS, EOPS, Foster Youth, and Student Veterans:
Should first contact a 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 List” prior to enrolling on MyCerritos, Student Center.

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 17.

• 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 2018).
• 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:
1st 6 weeks English 52
2nd 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 25 THROUGH AUGUST 3.
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. 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.** The Board of Governors Fee Waiver (BOGFW) waives students’ course enrollment fees; however, all other fees, including but not limited to the Student Health fee, Student Activity fee, and applicable lab/materials fees, are due and payable at the time of enrollment. (See FEES on page 19 for waiver information.)

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Payment Schedule</th>
<th>Failure to Pay on Time</th>
</tr>
</thead>
</table>
| April 9 – May 17, 2018     | In Person: Monday-Thursday, 8 am-6:30 pm  
Online:  Friday, 8-11:30 am  
Sunday, 8 am-midnight |
|                            |                                       | May result in a drop from classes and/or wait lists |
| Friday, May 18, 2018       | In Person: 8-11:30 am  
Online: no later than 11 pm |
| May 21, 2018 – Instructor Add Period | Midnight of the following day | HOLD on all student accounts and records |

**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 am – 6:30 pm, Monday through Thursday; and 8 –11:30 am, Friday. You may also drop your fee payment in the box provided in the Admissions and Records Office by 3 pm, Monday through Thursday, for same-day processing. **Cerritos College does not accept personal checks.** The college will be closed on Fridays from May 25 through August 3.
- You will receive an enrollment print-out and receipt.

*If you require further assistance, contact the Admissions and Records Office at (562) 860-2451, extension 2211, 8 am–7 pm, Monday through Thursday; 8 am–12 pm, Friday. The college will be closed on Fridays from May 25 through August 3.*

**Become a Leader – Join Student Government**

[www.cerritos.edu/activities](www.cerritos.edu/activities)
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 To Do List.
2. The class prerequisite has not been met.
3. Illegal course repetition has occurred (See the Admissions and Records web page 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
Reading the Class Schedule

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 meetings.

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course name</th>
<th>Class meets online</th>
<th>Time class meets, Evening classes are designated in bold print</th>
<th>Class number needed for enrollment</th>
<th>Dates class meets</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>FRESHMAN COMPOSITION</td>
<td></td>
<td></td>
<td>4.0 UNITS</td>
<td>CAN ENGL 2</td>
</tr>
<tr>
<td>20372</td>
<td>11:00- 1:00PM</td>
<td>MW</td>
<td>STAFF</td>
<td>CB101</td>
<td></td>
</tr>
<tr>
<td>20376</td>
<td>3:00- 5:00PM</td>
<td>TTh</td>
<td>Ernest,R (HYBRID)</td>
<td>LC213</td>
<td></td>
</tr>
<tr>
<td>20880</td>
<td>5:00- 7:00PM</td>
<td>MW</td>
<td>O’Neil,S</td>
<td>LC134</td>
<td></td>
</tr>
<tr>
<td>21681</td>
<td>4.0 HRS ARR</td>
<td>(OL)</td>
<td>Swanson,J</td>
<td>ONLINE</td>
<td></td>
</tr>
<tr>
<td>20372</td>
<td>11:00- 1:00PM</td>
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<td>Swanson,J</td>
<td>ONLINE</td>
<td></td>
</tr>
</tbody>
</table>

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

Class#22082 meets 01/30/2012-05/18/2012
Class#23244 meets 01/09/2012-03/09/2012
Class#23065 meets 03/12/2012-05/18/2012
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 $270 per unit ($258 per unit non-resident tuition and a $12 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. This fee is automatically charged and is due and payable at enrollment, but may be waived subsequently by the student. Fee purpose and waiver information is available online at both the Admissions and Records' office and the Office of Student Affairs’ websites.

4. **Student Health Fee:** $19 per semester; $16 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 $40 per semester ($30 for BOGFW recipients) and $25 for summer session. Mopeds and motorcycles may use designated areas at no charge. A daily permit may be purchased for $2 from the dispensers located in the student parking lots.

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

Payments for the parking, student activity, and student health fees may be subject to additional considerations.

A parking permit is required to park a vehicle on campus. The student activities fee is subject to student waiver. Information is available from the Office of Student Affairs located in the Student Activities Building. The Waiver Request form is available online at the Admissions and Records Forms web page. 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 and present intent for 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.

Students are 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.

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 and Parking Fees 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.

1. 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.

2. 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 the account. The Refund Request Form is available online on the Admissions web page 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.
REPETITION OF COURSES

At Cerritos College, previous course enrollment is reviewed electronically for prior enrollment attempts. All courses have repetition 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. Students receiving any combination of substandard grades may petition the Academic Records and Standards Committee for an exception to the two attempts rule. All petitions are subject to approval or denial. 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 official 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 extenuating 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. After a significant lapse of time, a student may repeat a course in which a grade of “C” or better was received if the course is required by the district as a properly established recency prerequisite or another institution of higher education, to which the student is seeking to transfer, requires the student to have taken the course more recently than the student's last enrollment (Title 5, Sections 55040(b)(3), 55053).

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 23 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, which 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

A “class hour” is the basic unit of scheduled attendance and/or examination and is defined as a period not less than 50 minutes. A “clock hour” is a 60-minute time frame which is composed of one 50-minute class hour and a 10-minute segment referred to as a “passing period” or “break”. Classes scheduled for more than an hour follow formulas to stay within this definition. For example, a class scheduled from 8:00 to 8:50 has already incorporated the passing period and students must be in attendance for the full 50 minutes. Cerritos College has scheduled classes to account for the passing period and there is no need to leave 10 minutes early. Classes that meet for multiple hours may assign a 10-minute break between hours, but not in the last hour of attendance. Cerritos College follows these time patterns.
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 “Session Dates and Deadlines” now available online at: cms.cerritos.edu/admissions-and-records/add-drop-dates.

WITHDRAWALS RESULTING IN PROGRESS PROBATION AND/OR GRADES RESULTING IN ACADEMIC PROBATION FOR TWO CONSECUTIVE TERMS CAUSE LOSS OF ENROLLMENT PRIORITY, WITH CERTAIN EXCEPTIONS, AND ARE SUBJECT TO APPEAL.

PROBATION
A. Academic Probation
   Students who have attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the students have earned a grade point average below 2.0 in all units undertaken at Cerritos College.

B. Progress Probation
   Students who have enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units at Cerritos College which the students have attempted and for which entries of “W”, “I”, and “NP” are recorded reaches or exceeds 50 percent.

Probation is entered on the student’s permanent records and transcripts of record. Students placed on academic or progress probation will be notified by email at the email address listed on the official college record.

Probation Clearance:
A. Academic Probation Clearance
   Students may clear academic probation by earning sufficient grade points to raise the cumulative grade point average to 2.0 or higher in the next semester of attendance. Probation status is not cleared by one semester of 2.0 GPA if it does not raise the cumulative GPA to 2.0 or higher.

B. Progress Probation Clearance
   Students may clear progress probation by decreasing the percentage of “W”, “I”, or “NP” entries to less than 50 percent of all units in which the students have attempted.

Appeals:
Appeals of the loss of enrollment priority must be submitted on the Enrollment Priority Appeals Petition available on the Admissions and Records website. Automatic clearance is provided to students who achieve Significant Academic Improvement as defined in regulations.

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 Schedule on page 16 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. Program changes which involve level changes in skill and performance classes may be made by the add deadline. Students may also make level changes in Work Experience classes by the add deadline, but only a reduction of hours may be made after the add deadline.

Section changes may not be made between terms or semesters. A student may not drop a first 6/8-week course and then enroll in a second 6/8-week course by executing a section change. The student is required to officially drop the first 6/8-week class and then pay the appropriate fees to be enrolled in the second 6/8-week class. The money will not transfer from one term to another if the drop is processed outside of the 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

Personal checks are not accepted for payment of tuition, fees, and other costs. If a check is accepted for another purpose, 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 state law, including California Civil Code 1719, any person who writes a check which is dishonored for lack of funds is civilly liable, and under the law is liable for at least $100 or three times the amount of the check, plus additional costs.
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. If criteria is met, 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 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 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.
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 record 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.

#### APPRENTICESHIP
- Fire Sprinklers 72.01, 72.02, 72.03, 72.04, 72.05, 72.06, 72.07, 72.08, 72.09, 72.10, 72.11, 72.12, 72.13, 72.14, 72.15, 72.16, 72.17, 72.18, 72.19, 72.20, 72.21, 72.22, 72.23, 72.24, 72.25

#### BUSINESS, HUMANITIES, & SOCIAL SCIENCES
- Law 1T
- COUNSELING 10, 50, 100, 101A, 101B, 101C
- DISABLED STUDENT PROGRAMS & SERVICES
- Access Learning 90, 91, 92
- HEALTH OCCUPATIONS
  - Dental Assisting 1
  - Health Occupations 7
  - Nursing 5, 25, 26, 48T, 57LA, 57LB, 57LC, 57LD, 251
  - Physical Therapist Assistant 126, 236, 246
- HPED/Athletics
  - Dance 50, 108C
- LIBERAL ARTS
  - English as a Second Language 36
- LIBRARY 50, 100, 101
- SCIENCE, ENGINEERING, & MATH
  - Biology 95
  - Chemistry 95A, 95B, 95C, 95D, 95E, 95F
  - Math 5
  - Physics 95
- TECHNOLOGY
  - Woodworking Manufacturing Technology 291
- 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
- Political Science 90, 110, 210, 230
- Sociology 110, 205, 220
- COUNSELING 200, 210, 220, 298, 299
- FINE ARTS & COMMUNICATIONS
  - Film 101, 103, 104, 159, 160, 293
  - Journalism 100, 101, 106, 107, 111, 119
  - Music 100, 101, 102, 103, 104, 104B, 112, 139, 143, 152, 153, 171, 244
  - Photography 100, 171
  - Theatre Arts 101, 107, 115, 120, 123, 123A, 126, 144, 150, 151, 171, 208, 216, 221, 221A, 222
- HPED/ATHLETICS
  - Health Education 100, 101, 110, 200
  - Physical Education (all activity courses)
- HEALTH OCCUPATIONS
  - Health Occupations 150
  - Nursing 80
- LIBERAL ARTS
  - English 225, 239, and 250, French 285, and Spanish 285, or those listed under Non-Optional Pass/No Pass classes
- SCIENCE, ENGINEERING, & MATH
  - Anatomy and Physiology 120, 150, 151, 200, 201
  - Biology 100, 105, 110, 115, 120, 200, 201, 202
  - Botany 120
  - Chemistry 100, 110, 111
  - Earth Science 101, 102, 104, 104L, 106, 110
  - Energy 110
  - Environmental Policy 200
  - Geography 101, 101L, 102, 103, 105, 140, 160
  - Geology 100, 101, 102, 102L, 105L, 120, 201, 204, 207, 208, 209
  - Mathematics 20, 40, 60, 70, 75, 80, 80A, 80B, 105, 110A, 110B, 112, 114, 115, 116, 140, 170
  - Microbiology 200
  - Physical Science 100
  - Physics 100
  - Zoology 120
- TECHNOLOGY
  - Architecture (all courses except for ARCH 101, 110, 112, 222)
  - 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, 150, 160, 161, 170, 179, 180, 181, 182, 190, 193, 194, 195, 210, 211, 212, 260, 280, 281
  - Engineering Design Technology 138, 237, 299
  - Machine Tool Technology 51, 52, 56, 57, 59, 62, 91L, 92L, 94L, 95L, 100
  - Manufacturing Technology 53, 54
  - Plastics/Composites Manufacturing Technology 53, 59, 61, 63L, 67, 68, 70, 72, 76, 98, 99, 100, 221
  - Welding 43, 44, 52, 53, 98, 99, 100, 120, 130, 200, 220, 240L, 250L
  - Woodworking Manufacturing Technology 1, 43, 44, 80, 98, 99, 102, 107, 111L, 119L, 120, 123, 132, 134, 144, 153, 155, 157, 181, 183, 211, 212, 229L, 235, 237, 239L, 249L, 250, 252, 269L
Effective Fall 2013, repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses has been changed. Intercollegiate Athletics and some Music and Theater courses that are required for transfer programs are the only courses in these disciplines that will remain repeatable; all other courses previously offered as repeatable will be offered as single enrollment courses. There will be a notation after the course description if the course is allowed to be repeated.

The college has developed Families of Courses. The Families of Courses include old and new courses related in content (see below for Families of Courses listed by department). A family of courses may consist of more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including “W”s, will count toward the four-course enrollment limitation. Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a grade of “NP”, “D”, or “F” was earned or a “W” was assigned; however, all enrollments count toward the four-enrollment maximum for each family of courses.

**Families of Courses**

**ART AND DESIGN**

3D Animation  
Art 191A, 191B, 195

Calligraphy  
Art 180, 181, 183A, 183B, 287A, 287B

Ceramics  
Art 150, 151, 152, 153, 154, 252, 253

Computer Graphics  
Art 184, 186, 189L, 284

Digital Painting  
Art 196

Drawing  
Art 111, 114, 183, 185, 285

Foundation Design Principles  
Art 110, 120, 121

Graphic Design  
Art 184, 284

Lettering and Typography  
Art 182A, 182B

Life Drawing  
Art 112, 213, 214, 232

Life Painting  
Art 237, 238, 239

Motion Graphics  
Art 198

Motion Picture Editing  
Art 192, 192B

Multimedia Design  
Art 194

Painting  
Art 130A, 130B, 136, 231

Print Making  
Art 116, 117, 218, 219

Water Coloring  
Art 133A, 133B, 134, 135

**COUNSELING**

Educational Planning  
Counseling 101A, 101B, 101C

**DANCE**

Ballet  
Dance 106A, 106B, 107

Commercial Dance  
Dance 110, 124, 126

Dance Composition  
Dance 130A, 130B

Formal Dance Performance  
Dance 133, 134, 136, 150

Informal Dance Performance  
Dance 50, 135, 151

Introductory Dance  
Dance 105

Jazz Dance  
Dance 140, 141

Modern Dance  

Partnering  
Dance 120, 125

Tap Dance  
Dance 142, 143

Theater Dance  
Dance 144

World Dance  
Dance 109, 121, 122, 123

**FILM**

Motion Picture  
Film 101, 104, 107, 293

Television  
Film 102, 103

**JOURNALISM**

College Newspaper  
Journalism 107, 107A, 107B, 107C, 107D

**LIBRARY**

Library Research  
Library 50, 100, 101

**MUSIC**

Guitar Studies  
Music 120, 121, 122, 123

Piano  
Music 112, 113, 115, 144

Vocal Studies  
Music 116, 117, 118, 119

**PHYSICAL EDUCATION**

Adapted Activities  
PEX 100, 100A

Adapted Aquatics  
PEX 105, 106

Adapted Fitness  
PEX 101, 102, 104

Adapted Muscular Conditioning  
PEX 103, 103A

Adapted Sport  
PEX 107, 108

Aerobics  

Badminton  
PEX 161, 162, 261

Baseball  
PEX 163, 263

Basketball  
PEX 165, 166, 265, 266
Course Repeatability

Bowling
PEX 167, 267
Cardiovascular Fitness
PEX 118, 119
Cheer
PEX 169, 170, 171, 271
Football
PEX 172, 272, 274
General Fitness
PEX 124, 126, 130
Golf
PEX 176, 276
Indoor Fitness
PEX 132, 134, 136
Muscular Conditioning
PEX 145, 245, 246
Pilates
PEX 155, 156, 157
Self Defense
PEX 147, 149, 249
Soccer
PEX 177, 178, 179, 278
Softball
PEX 181, 281, 282
Swimming
PEX 184, 185, 186, 284, 285
Tennis
PEX 188, 189, 288, 289
Volleyball
PEX 191, 192, 291, 292
Walking, Jogging and Running
PEX 138, 139, 140, 141, 240
Wrestling
PEX 194
Yoga
PEX 151, 152

Theater
Acting
Theatre 107, 110, 111, 212, 213, 216
Costuming
Theatre 144, 221, 221A
Crew
Theatre 109, 133, 134
Improvisation
Theatre 108, 117, 208
Make-Up
Theatre 123, 123A
Musical Theater
Theatre 105, 146, 147
Portable Entertainment
Theatre 223, 224, 225
Rehearsal and Performance
Theatre 130, 131, 132
Theater Dance
Theatre 140, 141, 142, 143, 144
Dance 140, 141, 142, 143, 144
Touring Theater
Theatre 136, 137
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:

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

* 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. Extemporaneous 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", followed by "My Academics", and finally "Unofficial Transcript". Grades are not mailed to students.
Financial Assistance

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

Services:
- **Financial Aid Office Drop-Box** is available for submitting required documents.
- **Online Video Clips** about financial aid topics can be viewed at [http://cerritos.financialaidtv.com](http://cerritos.financialaidtv.com).
- **Computer Stations and Staff** are available to assist with the following:
  - Submit a Free Application for Federal Student Aid (FAFSA)
  - Submit a California Dream Act Application
  - Check your To Do List in MyCerritos
  - IRS Data Retrieval
  - View disbursements via MyCerritos
  - Activate Cerritos Falcon Card
  - Apply for a loan
  - Accept/deny loans
- **Workshops** are available for students with topics such as:
  - Financial Aid 101
  - Limits on Financial Aid
  - Paying for Transfer Education
  - California Dream Act Application
  - FAFSA Workshop
  - Financial Literacy

**Contact Information:**
- **Office Hours:** Monday through Thursday 8 am to 7 pm; Friday 8 am to 12 pm. We will be closed on Fridays during the summer.
- **Website:** [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid)
- **Phone:** (562) 860-2451, ext. 2397
- **E-mail:** finaid-staff-list@cerritos.edu
- **Fax:** (562) 467-5035

**FINANCIAL AID INFORMATION**

- Financial Aid Office Drop-Box is available for submitting required documents.
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- Computer Stations and Staff are available to assist with the following:
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  - Submit a California Dream Act Application
  - Check your To Do List in MyCerritos
  - IRS Data Retrieval
  - View disbursements via MyCerritos
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  - Apply for a loan
  - Accept/deny loans
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  - Limits on Financial Aid
  - Paying for Transfer Education
  - California Dream Act Application
  - FAFSA Workshop
  - Financial Literacy

**FINANCIAL AID PROCESS**

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

1. **Apply**
   - List the federal school code for Cerritos College: 001161

2. **Submit Forms**
   - View To Do List on MyCerritos
   - Download required forms at [www.cerritos/finaid/forms.html](http://www.cerritos/finaid/forms.html)
   - Submit required forms to the Financial Aid Office

3. **Review Awards**
   - For award notification, check your message center on MyCerritos
   - You must meet Satisfactory Academic Progress (SAP) standards to receive awards

4. **Receive Disbursement**
   - Receive your Refund Selection Kit
   - 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 x 1.5).

**Unit Completion Requirement – Pace of Progress**

Students are required to complete 67% 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, FW, I, NP, NC, and/or F was received are considered as units attempted, but not completed.

*Students must meet institutional academic and progress standards for the Board of Governors Fee Waiver.
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 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, 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 (DSPS) Office at Cerritos College. Please call (562) 860-2451, ext. 2335, 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 (DSPS) Office at Cerritos College. Please call (562) 860-2451, ext. 2335, 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 the College instructor’s 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 THE STEPS BELOW:**

1. Complete the Special Admit Minor Form (check the 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 the New Student Orientation.

For more information, please call (562) 860-2451, ext. 2211.
Cerritos College is a Student and Exchange Visitor Program (SEVP) certified and approved institution for nonimmigrant students.

The Office of International Student Services (OISS) welcomes international students to Cerritos College. Whether planning to achieve an Associate Degree and/or transfer to top universities, OISS is committed in assisting all students to reach their goal(s)! Visit the Office of International Student Services, located in the Santa Barbara Building, for the following services:

International Admission and Counseling Assistance: Assists F-1 international students with the admission process, academic advisement, orientation, registration, and cultural adjustment to the United States, Cerritos College, and our surrounding communities.

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 Cerritos College IEP will have the opportunity to continue their education by transferring into the academic program for completion of an Associate of Arts degree and/or transfer to a university.

Questions may be directed to the Office of International Student Services by phone at (562) 860-2451, ext. 2133, or by email at: oiss@cerritos.edu. Please visit our website at www.cerritos.edu/oiss for additional information or on Facebook at Cerritos College Office of International Student Services.

APPLICATION REQUIREMENTS

The following documents are required for admission to Cerritos College:

- International Student Admission Application (your name must appear the same as in your passport)
- A $50 processing fee payable to Cerritos College
- Notarized Statement of Support (must be completed by a financial sponsor)
- Bank Certification (verification on bank letterhead, signed by a bank official, showing at least $22,000, or equivalent, is 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, STER, IETER, 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-20s (both SEVIS and Non-SEVIS I-20s)
- Transfer Authorization (if transferring from U.S. college or language school)
- Purchase of Medical Insurance: Cerritos College international students are required to purchase college-approved coverage from the Student Insurance Company - more information can be found on our website at http://cms.cerritos.edu/oiss/student-insurance.htm or http://www.studentinsuranceusa.com.
  - Dependents: Attach a copy of the passport, marriage certificate, and/or birth certificate for each dependent. All dependents are required to have health insurance. Add $3,000 per dependent to the Bank Certification.
  - SEVIS I-20 fee of $200 (preferred payment by credit card on the internet at www.fmjfee.com).

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.

Beginning May 29, 2015, F-2 children and/or the spouse of an F-1 student in the United States may study part-time in any certified program at an SEVP-certified school, so long as the study does not amount to what regulations define as full-time for F-1 students. For further assistance, please contact the Office of International Student Services at (562) 860-2451, ext. 2133, or via email at oiss@cerritos.edu.

F-1 INTERNATIONAL STUDENT REQUIREMENTS

MAINTAINING F-1 INTERNATIONAL STUDENT REQUIREMENTS

- 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 enrollment in online classes to a maximum of 3 units as part of the 12-unit requirement
- Meet with the International Counselor each semester and as needed
- Meet with the International Counselor prior to dropping classes, changing class schedule, or concurrent enrollment at another school
- Enroll for classes on registration appointment date and pay fees by semester deadlines
- Will not work on or off-campus without authorization
- Purchase health insurance from Cerritos College each academic year
- Notify the OISS of any changes and updates within 10 days on the following personal and college application information: name change, home address, email address, phone numbers, major and field of study, financial support, and dependents information.
- Meet with a Designated School Official (DSO) prior to traveling outside the U.S. and present I-20 and passport
- File state and/or federal income tax if participating in APPROVED on or off-campus employment.
- Falsification, Plagiarism, and Cheating are violations of academic dishonesty and such actions are causes for termination of F-1 status and I-20 at Cerritos College.
## ACCOUNTING

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22563</td>
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<td>BE111</td>
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<td>22293</td>
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<td>Farina,M</td>
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<tr>
<td>20155</td>
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<td>Johnson,D</td>
<td>BE100</td>
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<td>Johnson,D</td>
<td>BE109</td>
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<tr>
<td>21495</td>
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<td>Yanez,N</td>
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<td>Wang,S</td>
<td>BE109</td>
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</table>

### ACCT 60 - 1.5 UNITS QUICKBOOKS ACCOUNTING
- Not Transferable
- Orientation and all classwork done online.
- Email instructor at talenkov@cerritos.edu for instructions.

### ACCT 61 - 1.5 UNITS TURBO TAX ACCOUNTING
- Not Transferable
- Orientation and all classwork done online.
- Email instructor at mfronke@cerritos.edu for instructions.

## ACCESS LEARNING

<table>
<thead>
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<th>Time</th>
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<td>22667</td>
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<td>Rodarte,D</td>
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### ACLR 90 - 1.0 UNIT ORIENTATION FOR THE STUDENT WITH DISABILITIES
- Not Transferable
- Class#22667 meets 07/03/2018-07/19/2018

## ADMINISTRATION OF JUSTICE

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<td>Gomez,R</td>
<td>SS212</td>
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<tr>
<td>20193</td>
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<td>MWTH</td>
<td>STAFF</td>
<td>SS212</td>
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### AJ 102 - 3.0 UNITS CONCEPTS OF CRIMINAL LAW
- Transferable to UC, CSU (CAN AJ 4)

### 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.

## AMERICAN SIGN LANGUAGE

<table>
<thead>
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<td>22663</td>
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<td>Walquist,B</td>
<td>SS220</td>
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</table>

### ASL 110 - 4.0 UNITS AMERICAN SIGN LANGUAGE I
- Transferable to UC, CSU

## ANATOMY AND PHYSIOLOGY

<table>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<tr>
<td>21741</td>
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<td>Tamminga,S</td>
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<tr>
<td>20356</td>
<td>3:00-5:05PM</td>
<td>MWTH</td>
<td>Fronke,M</td>
<td>S 129</td>
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</table>

### A&P 120 - 4.0 UNITS INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY
- Transferable to UC, CSU
- Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass," or completion of the English Placement Process with eligibility for ENGL 100 and completion of READ 54 or READ 57 with a grade of "C" or higher or "Pass," or completion of the Reading Placement Process with eligibility for a course above the level or READ 54.

## DISABILITIES

- Transferable to CSU
- Recommendation: Completion of ENGL 52, ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass," or completion of the English Placement Process with eligibility for ENGL 100 and completion of READ 54 or READ 57 with a grade of "C" or higher or "Pass," or completion of the Reading Placement Process with eligibility for a course above the level or READ 54.

## ENGLISH

- 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.

## PREREQUISITE

- Transferable to UC, CSU (CAN BUS 2) (CAN BUS SEG A)
- Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass," or completion of the Reading Placement Process with eligibility for a course above the level or READ 54.

## REQUIREMENT

- Transferable to UC, CSU
- Recommendation: Completion of ENGL 52, ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher or "Pass," or completion of the English Placement Process with eligibility for ENGL 100 and completion of READ 54 or READ 57 with a grade of "C" or higher or "Pass," or completion of the Reading Placement Process with eligibility for a course above the level or READ 54.

## STUDENTS

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

**ART 100 - 3.0 UNITS**  **INTRODUCTION TO WORLD ART**
Transferable to UC, CSU
Recommendation: ENGL 52, or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of Pass or "C" or higher.

20018  9.0 HRS ARR  (OL)  MacDevitt,J  ONLINE
Note: This is an ONLINE course – all instruction is completed online. No In-person Orientation. Please check Canvas or instructor website: http://www.macdevitt.com for online orientation information and directions for completion (instructor e-mail address: jmcdavitt@cerritos.edu)
Class#20018 meets 07/02/2018-08/09/2018

22617  9.0 HRS ARR  (OL)  Phillips,L  ONLINE
Note: This an ONLINE course – all instruction is completed online. No In-person Orientation. Please check Canvas for online orientation information and directions for completion (instructor e-mail address: lphillips@cerritos.edu)
Class#22617 meets 07/02/2018-08/09/2018

**ART 101 - 3.0 UNITS**  **ART HISTORY I: PREHISTORY TO GOTHIC**
Transferable to UC, CSU (CAN ART 2)
Recommendation: ENGL 52, or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of Pass or "C" or higher.

21698  9.0 HRS ARR  (OL)  Vitela,L  ONLINE
Note: This is an ONLINE course – all instruction is completed online. No In-person Orientation. Please check Canvas for online orientation information and directions for completion (instructor e-mail address: lvitela@cerritos.edu)
Class#21698 meets 05/21/2018-06/28/2018

**ART 102 - 3.0 UNITS**  **ART HISTORY II: RENAISSANCE TO ROCOCO**
Transferable to UC, CSU (CAN ART 4)
Recommendation: ENGL 52, or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of Pass or "C" or higher.

21951  9.0 HRS ARR  (OL)  Vitela,L  ONLINE
Note: This is an ONLINE course – all instruction is completed online. No In-person Orientation. Please check Canvas for online orientation information and directions for completion (instructor e-mail address: lvitela@cerritos.edu)
Class#21951 meets 05/21/2018-06/28/2018

**ART 104 - 3.0 UNITS**  **AFRICAN ART HISTORY**
Transferable to UC, CSU
Recommendation: ENGL 52, or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of Pass or "C" or higher.

22618  11:00-1:50PM  MTW  Phillips,L  FA133
Class#22618 meets 05/21/2018-06/27/2018

**ART 110 - 3.0 UNITS**  **FREEHAND DRAWING**
Transferable to UC, CSU (CAN ART 8)

21833  9:00-11:00AM  MTW  STAFF  FA231
11:00-2:50PM  MTW  STAFF  FA231
Class#21833 meets 05/21/2018-06/27/2018

21835  9:00-11:00AM  MTW  Bersaglieri,A  FA227
11:00-2:50PM  MTW  Bersaglieri,A  FA227
Class#21835 meets 05/21/2018-06/27/2018

22242  4:00-6:00PM  MTW  Martinez,E  FA231
6:00-9:00PM  MTW  Martinez,E  FA231

20794  9:00-11:00AM  MTW  Terran,S  FA231
11:00-2:50PM  MTW  Terran,S  FA231
Class#20794 meets 07/02/2018-08/08/2018

22404  9:00-11:00AM  MTW  STAFF  FA227
11:00-2:50PM  MTW  STAFF  FA227
Class#22405 meets 07/02/2018-08/08/2018

**ART 186 - 3.0 UNITS**  **COMPUTER GRAPHICS WITH ADOBE ILLUSTRATOR**
Transferable to CSU
NOTE: a material fee of $10.00 is required for ART 186

21415  9:00-10:30AM  MTWTh  Miller,K  FA235
10:30-1:20PM  MTWTh  Miller,K  FA235
Class#21415 meets 07/02/2018-08/09/2018

Please read the technical standards relevant to this department at http://cms.cerritos.edu/technology/standards.htm
### ASTRONOMY

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

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>21474</td>
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<td>TTh</td>
<td>STAFF</td>
<td>S 104</td>
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<tr>
<td>21476</td>
<td>3:00-5:50PM</td>
<td>TTh</td>
<td>STAFF</td>
<td>S 104</td>
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Class# 21474 meets 05/22/2018-06/28/2018
Class# 21476 meets 05/22/2018-06/28/2018

### ATHLETICS

**ATH 201LA - 1.0 UNIT**
**INTERCOLLEGIATE BASEBALL, MEN, OFF SEASON**
Transferable to UC, CSU

<table>
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<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>21317</td>
<td>6.8 HRS ARR</td>
<td>MTWTh</td>
<td>Gaylord,K</td>
<td>GYM</td>
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</table>

Class# 21317 meets 06/18/2018-08/09/2018

**ATH 203LA - 1.0 UNIT**
**INTERCOLLEGIATE BASKETBALL, MEN OFF SEASON**
Transferable to UC, CSU

<table>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<tr>
<td>21318</td>
<td>6.8 HRS ARR</td>
<td>MTWTh</td>
<td>May,R</td>
<td>GYM</td>
</tr>
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</table>

Class# 21318 meets 06/18/2018-08/09/2018

**ATH 205LA - 1.0 UNIT**
**INTERCOLLEGIATE CROSS COUNTRY, MEN, OFF SEASON**
Transferable to UC, CSU

<table>
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<th>Time</th>
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<th>Instructor</th>
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<tr>
<td>21669</td>
<td>9.0 HRS ARR</td>
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<td>Kozlowski,T</td>
<td>GYM</td>
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</table>

Class# 21669 meets 07/02/2018-08/09/2018

**ATH 207LA - 1.0 UNIT**
**INTERCOLLEGIATE CROSS COUNTRY, WOMEN, OFF SEASON**
Transfer to UC, CSU

<table>
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<th>Instructor</th>
<th>Room</th>
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<td>21320</td>
<td>9.0 HRS ARR</td>
<td>MTWTh</td>
<td>Ramos,B</td>
<td>PE</td>
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Class# 21320 meets 06/18/2018-08/09/2018

**ATH 209LA - 1.0 UNIT**
**INTERCOLLEGIATE CROSS COUNTRY, WOMEN, OFF SEASON**
Transfer to UC, CSU

<table>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<tr>
<td>21321</td>
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<td>Richardson,C</td>
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Class# 21321 meets 06/18/2018-08/09/2018

**ATH 211LA - 1.0 UNIT**
**INTERCOLLEGIATE FOOTBALL, MEN, OFF SEASON**
Transferable to UC, CSU

<table>
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<th>Instructor</th>
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<tbody>
<tr>
<td>21322</td>
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<td>Caines,T</td>
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Class# 21322 meets 06/18/2018-08/09/2018

**ATH 213LA - 1.0 UNIT**
**INTERCOLLEGIATE SOCCER, MEN, OFF SEASON**
Transferable to UC, CSU

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<tr>
<td>21325</td>
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<td>MTWTh</td>
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<td>SOCR</td>
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Class# 21325 meets 07/02/2018-08/09/2018

**ATH 215LA - 1.0 UNIT**
**INTERCOLLEGIATE SOCCER, WOMEN, OFF SEASON**
Transferable to UC, CSU

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</table>

Class# 21326 meets 07/02/2018-08/09/2018

### AUTOMOTIVE COLLISION REPAIR & REFINISHING/AUTOBODY

Please read the technical standards relevant to this department at http://cms.cerritos.edu/technology/standards.htm

**AB 51 - 4.5 UNITS**
**NON-STRUCTURAL REPAIR**
Not Transferable

<table>
<thead>
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<td>22582</td>
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<td>MTWTh</td>
<td>Chisum,A</td>
<td>AT 55</td>
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Class# 22582 meets 05/21/2018-06/28/2018

**AB 52 - 4.5 UNITS**
**OVERALL AND MULTI-COAT REFINISHING**
Not Transferable

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<td>Corzo,R</td>
<td>AT 55</td>
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Class# 22583 meets 05/21/2018-06/28/2018

**AB 53 - 4.5 UNITS**
**REFINISHING LAB**
Not Transferable

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<td>MTWTh</td>
<td>Corzo,R</td>
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Class# 22584 meets 05/21/2018-06/28/2018

**AB 54 - 4.5 UNITS**
**AUTobody CUSTOMER SERVICE**
Not Transferable

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<tr>
<td>22587</td>
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<td>Robertson,C</td>
<td>AT 54</td>
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Class# 22587 meets 05/22/2018-06/26/2018

**AB 55 - 4.5 UNITS**
**COMPUTERIZED DAMAGE ESTIMATING**
Transferable to CSU

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<td>AT 54</td>
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Class# 22588 meets 05/23/2018-06/27/2018

Students not in attendance or late for the first class meeting are subject to drop.
Please read the technical standards relevant to this department at http://cms.cerritos.edu/technology/standards.htm

**AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY**

Transferable to CSU
Recommendation: AUTO 100 or equivalent with a grade of C or higher.
NOTE: a material fee of $20.00 is required for AUTO 100.

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<th>Time</th>
<th>Day</th>
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<td>20003</td>
<td>7:00-10:00PM</td>
<td>M</td>
<td>Glick,L</td>
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<tr>
<td>20959</td>
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<td>M</td>
<td>Glick,L</td>
<td>AT 14</td>
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**BA 100 - 3.0 UNITS**
FUNDAMENTALS OF BUSINESS
Transferable to UC, CSU
Note: Orientation - All class information will be available at www.cerritos.edu/online.

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<tr>
<td>20067</td>
<td>9:00-12:00PM</td>
<td>M</td>
<td>Moriarty,C</td>
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**BA 101 - 3.0 UNITS**
INTERNATIONAL BUSINESS
Transferable to CSU
Note: Orientation - All class information will be available at www.cerritos.edu/online.

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<th>Time</th>
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<tr>
<td>22299</td>
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**BA 106 - 3.0 UNITS**
HUMAN RESOURCE MANAGEMENT
Transferable to CSU
Note: Orientation - All class information will be available at www.cerritos.edu/online.

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<th>Time</th>
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**BIOLOGY**

**BIO 105 - 3.0 UNITS**
HUMANS AND THE ENVIRONMENT
Transferable to UC, CSU
Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of C or higher of "Pass" or completion of the English placement process with a score eligible for ENGL 100.

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**BIO 120 - 4.0 UNITS**
INTRODUCTION TO BIOLOGICAL SCIENCE
Transferable to UC, CSU (CAN BIOL 2)
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English placement process with a score eligible for ENGL 100.

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**BUSINESS ADMINISTRATION**

**BA 100 - 3.0 UNITS**
FUNDAMENTALS OF BUSINESS
Transferable to UC, CSU
Note: Orientation - All class information will be available at www.cerritos.edu/online.

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**BA 101 - 3.0 UNITS**
INTERNATIONAL BUSINESS
Transferable to CSU
Note: Orientation - All class information will be available at www.cerritos.edu/online.

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**BA 106 - 3.0 UNITS**
HUMAN RESOURCE MANAGEMENT
Transferable to CSU
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<td>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 be available at <a href="http://www.cerritos.edu/online">www.cerritos.edu/online</a></td>
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<td>Note: Orientation - All class information will be available at <a href="http://www.cerritos.edu/online">www.cerritos.edu/online</a></td>
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<td></td>
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<td></td>
<td>Class#22030 meets 05/21/2018-06/29/2018</td>
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<td></td>
<td></td>
<td></td>
<td>Class#22308 meets 06/18/2018-07/26/2018</td>
<td></td>
</tr>
</tbody>
</table>

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

BCOT 46 - 3.0 UNITS  BUSINESS COMMUNICATIONS
Not Transferable
22570  9.0 HRS ARR  (OL)  Ciraulo,J  ONLINE
Note: Orientation - All class information will be available at www.cerritos.edu/online
Class#22570 meets 05/21/2018-06/28/2018

BCOT 62 - 1.0 UNIT  COMPUTER KEYBOARDING
Not Transferable
20780  9.0 HRS ARR  (OL) STAFF  ONLINE
Note: Orientation - All class information will be available at www.cerritos.edu/online
Class#20780 meets 05/21/2018-06/28/2018

BCOT 96 - 1.5 UNITS  MICROSOFT POWERPOINT
Not Transferable
21985  9.0 HRS ARR  (OL)  Gray,G  ONLINE
Note: Orientation - All class information will be available at www.cerritos.edu/online
Class#21985 meets 07/02/2018-08/09/2018

BCOT 113 - 3.5 UNITS  MICROSOFT EXCEL
Transferable to CSU
20529  7.5 HRS ARR  (OL)  Soden,B  ONLINE
Orientation: All class information will be available in Canvas. Submit the Student Information form in Canvas before the first day of class. This is the way that roll is initially taken.
Class#20529 meets 05/21/2018-06/27/2018

BCOT 118 - 1.5 UNITS  MICROSOFT ACCESS FOR OFFICE TECHNOLOGY
Transferable to CSU
22455  7.5 HRS ARR  (OL)  Wyszpolski,J  ONLINE
Orientation: All class information will be available in Canvas. Class#22455 meets 07/02/2018-08/09/2018

BCOT 131 - 3.5 UNITS  BEGINNING COLLEGE KEYBOARDING AND DOCUMENT PROCESSING
Transferable to CSU
20363  15.0 HRS ARR  (OL)  Sharp,M  ONLINE
Orientation: All class information will be available at www.cerritos.edu/msharp
Class#20363 meets 05/21/2018-06/28/2018

CHEMISTRY

CHEM 100 - 4.0 UNITS  INTRODUCTORY CHEMISTRY
Transferable to UC, CSU (CAN CHEM 6)
Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 50.
Recommendation: Meet the prerequisite within four years prior to the date of enrollment in CHEM 100.

CHEM 110 - 4.0 UNITS  ELEMENTARY CHEMISTRY
Transferable to UC, CSU
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH courses numbered 100 level or higher.
Recommendation: Meet the prerequisite within four years prior to the date of enrollment in CHEM 110.

Students not in attendance or late for the first class meeting are subject to drop.
### Computer and Information Sciences

**CIS 101 - 3.0 Units**

**Introduction to Computer Information Systems**

- **Transferable to UC, CSU (CAN BUS 6):**
- **Mandatory Orientation:** 6:00-8:00 p.m., Monday - June 18 in MCIS208.

- **Class #20134:** 12.0 HRS ARR (OL) Lazaro, C  ONLINE
  - Mandatory Orientation: 6:00-8:00 p.m., Monday - June 18 in MCIS208.

- **Class #22010:** 5:00 - 8:50 PM TTh Lazaro, C (HYBRID) MCIS205
  - Mandatory Orientation: 6:00 - 8:50 a.m., Monday - May 21 in MCIS208.

- **Class #21936:** 12.0 HRS ARR (OL) Nguyen, P  ONLINE
  - Mandatory Orientation: 8:00 - 9:50 a.m., Monday - May 21 in MCIS208.

- **Class #21938:** 12.0 HRS ARR (OL) Negrete, B  ONLINE
  - Mandatory Orientation and Quiz due by 12 noon 5/21/18. Exams must be taken on campus. See www.cerritos.edu/bnegrete for more information.

- **Class #21939:** 12.0 HRS ARR (OL) Nguyen, P  ONLINE
  - Mandatory Orientation: 8:00 - 9:50 a.m., Monday - May 21 in MCIS208.

- **Class #21464:** 12.0 HRS ARR (OL) Lou, Z  ONLINE
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21398:** 8:00 - 10:50 AM TTh STAFF (HYBRID) MCIS211
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 5:00 - 7:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation and Quiz due by 12 noon 5/21/18. Exams must be taken on campus. See www.cerritos.edu/bnegrete for more information.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.

- **Class #21213:** 8:00 - 8:50 PM TTh STAFF (HYBRID) MCIS210
  - Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 2 in MCIS210.
Cisco Networking Academy at Cerritos College

Cisco Course  Cerritos Course

CCNA 1  Networking Fundamentals  CIS 170A
CCNA 2  Router Configuration  CIS 170E
CCNA 3  Advanced Switching & Routing  CIS 170F
CCNA 4  Wide Area Networks  CIS 170G

Prerequisite: Completion of ENGL 20 with a grade of "C" or higher or "Pass" or the Reading placement process.

Other courses for the Networking Certification at Cerritos College

Prerequisite: COS 54 or equivalent with a grade of "Pass" or "C" or higher.

Class#22163 meets 07/03/2018-08/09/2018

CIS 170A - 5.0 UNITS  NETWORKING FUNDAMENTALS
Transferable to UC, CSU

Prerequisite: COS 50 or equivalent with a grade of "Pass" or "C" or higher.

Class#22193 meets 06/22/2018-08/09/2018

CIS 70B - 8.0 UNITS  INTERMEDIATE COSMETOLOGY
Not Transferable

Prerequisite: COS 50C or COS 60B or COS 70A or COS 71B with a grade of "Pass" or "C" or higher.

Class#22195 meets 06/08/2018-08/10/2018

COS 70C - 8.0 UNITS  ADVANCED COSMETOLOGY MANIPULATION
Not Transferable

Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of "Pass" or "C" or higher.

COUN 10 - 1.0 UNIT  CAREER PLANNING
Transferable to CSU

Class#20171 meets 07/03/2018-08/09/2018

COUN 101A - 0.5 UNIT  ORIENTATION TO COLLEGE
Transferable to CSU

COS 101 - 3.0 UNITS  INTRODUCTION TO THE HOSPITALITY INDUSTRY
Transferable to CSU

Students not in attendance or late for the first class meeting are subject to drop.
NOTE: a material fee of $11.00 is required for DA 75
Prerequisite: DA 65 or equivalent with a grade of Pass or "C" or higher.

Trainable to UC, CSU

Transferable to CSU

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 DA 75

20007 5:30-9:20PM M Wedell,D
       +32.0 HRS ARR Wedell,D
       Class#20007 meets 05/21/2018-06/25/2018

DA 200 - 3.0 UNITS  HUMAN RELATIONS IN HOSPITALITY
Transferable to CSU
Prerequisite: CA 120 or equivalent with a grade of "C" or higher or "Pass."

12:30-3:20PM TWTh Lopez,J
Class#22166 meets 05/22/2018-06/28/2018

CA 265 - 3.0 UNITS  FOOD, BEVERAGE, AND LABOR COST
CONTROL
Transferable to CSU

22167 9:00-11:50AM TWTh Lew,E
       Class#22167 meets 05/22/2018-06/28/2018

DANCE

DANC 100 - 3.0 UNITS  DANCE APPRECIATION
Transferable to UC, CSU

9.0 HRS ARR (OL) Hathaway,R ONLINE
Note: Online registered students must go to the Canvas class webpage for
mandatory online orientation information by May 21, 2018.
Class#20245 meets 05/21/2018-06/28/2018

22255 9.0 HRS ARR (OL) Hathaway,R ONLINE
Note: Online registered students must go to the Canvas class webpage for
mandatory online orientation information by May 21, 2018.
Class#22255 meets 05/21/2018-06/28/2018

22574 9.0 HRS ARR (OL) Gregory,C ONLINE
Note: Online registered students must go to the Canvas class webpage for
mandatory online orientation information by May 21, 2018.
Class#22574 meets 05/21/2018-06/28/2018

12:15-1:05PM TWTh Rosa,S
Class#21869 meets 05/22/2018-06/28/2018

DANC 101 - 3.0 UNITS  HISTORY OF DANCE
Transferable to UC, CSU

9.0 HRS ARR (OL) Berry,D ONLINE
Note: Online registered students must go to the Canvas class webpage for
mandatory online orientation information by May 21, 2018.
Class#22256 meets 05/21/2018-06/28/2018

22576 10:00-12:00PM TWTh Gregory,C
       12:00-2:50PM TWTh Gregory,C
       Class#22576 meets 05/22/2018-06/28/2018

DANC 105 - 3.0 UNITS  INTRODUCTION TO DANCE MOVEMENT
Transferable to UC, CSU

12:50-3:40PM TWTh Lacy,T
Class#22607 meets 06/19/2018-07/26/2018

DA 209 - 3.0 UNITS  PUBLIC RELATIONS
Transferable to UC, CSU

10:00-11:50AM TWTh deKraker,D
Class#20246 meets 05/21/2018-06/28/2018

DANC 180 - 3.0 UNITS  DANCE PERFORMANCE
Transferable to UC, CSU

9.0 HRS ARR DeKraker,D
Class#20939 meets 07/02/2018-08/09/2018

Class#20930 meets 07/02/2018-08/09/2018

Class#20931 meets 07/02/2018-08/09/2018

Class#20932 meets 07/02/2018-08/09/2018

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

DENTAL HYGIENE

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.

9.0 HRS ARR Loera,D
       (LAB A) LBVA*
Class#20929 meets 07/02/2018-08/09/2018

9.0 HRS ARR Loera,D
       (LAB B) RYBL*
Class#20930 meets 07/02/2018-08/09/2018

9.0 HRS ARR Loera,D
       (LAB C) HMPH*
Class#20931 meets 07/02/2018-08/09/2018

9.0 HRS ARR STAFF
       (LAB D) HDSN*
Class#20932 meets 07/02/2018-08/09/2018

9.0 HRS ARR Loera,D
       (LAB E) ELMT*
Class#20933 meets 07/02/2018-08/09/2018

EARTH SCIENCE

ESCI 104 - 3.0 UNITS  OCEANOGRAPHY
Transferable to UC, CSU
Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a
grade of "C" or higher or "Pass" or completion of the English placement
process with a score eligible for ENGL 100, and MATH 40 or equivalent with
a grade of "C" or higher or "Pass" or completion of the math placement
process with a score eligible for MATH 60.

9.0 HRS ARR (OL) DeKraker,D ONLINE
Orientation: All class information will be available online via Canvas.
Email address: dekraker@cerritos.edu
Class#22606 meets 05/21/2018-06/28/2018

Orientation: All class information will be available online via Canvas.
Email address: dekraker@cerritos.edu
Class#20323 meets 07/02/2018-08/09/2018

ESCI 110 - 4.0 UNITS  INTRODUCTION TO EARTH SCIENCE
Transferable to UC, CSU
Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a
grade of "C" or higher or "Pass" or completion of the English placement
process with a score eligible for ENGL 100, and MATH 40 or equivalent with
a grade of "C" or higher or "Pass" or completion of the math placement
process with a score eligible for MATH 60.

10:00-12:05PM MTW Lacy,T
       12:50-3:40PM TWTh Lacy,T
Class#21207 meets 05/21/2018-06/27/2018

10:00-12:10PM MTWTh Okbamichael,M
       10:00-12:10PM MTWTTh Okbamichael,M
Class#22513 meets 07/02/2018-08/09/2018

10:00-12:50PM TWTh Lacy,T
Class#22607 meets 07/03/2018-07/26/2018

5:00-7:05PM MTWTh Beresljan,B
Class#21081 meets 05/21/2018-06/28/2018

5:00-7:05PM MTWTh Beresljan,B
Class#22424 meets 07/02/2018-08/09/2018

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 "C" or higher or "Pass."

9.0 HRS ARR Lo Vetere,C
Class#22206 meets 06/19/2018-07/26/2018

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

**ECON 101 - 3.0 UNITS**  
**ECONOMIC ISSUES AND POLICY**  
Transferable to UC, CSU  
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22274</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21913</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS141</td>
</tr>
<tr>
<td>22275</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS141</td>
</tr>
</tbody>
</table>

Class#22274 meets 06/18/2018-07/26/2018  
Class#21913 meets 05/21/2018-06/28/2018  
Class#22275 meets 07/02/2018-08/09/2018  

**ECON 201 - 3.0 UNITS**  
**PRINCIPLES OF MACROECONOMICS**  
Transferable to UC, CSU (CAN ECON 2)  
<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>21484</td>
<td>12:00-1:55PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
</tr>
<tr>
<td>20371</td>
<td>7:00-9:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
</tr>
<tr>
<td>20147</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>Namala,S</td>
<td>SS306</td>
</tr>
<tr>
<td>20373</td>
<td>7:00-9:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
</tr>
<tr>
<td>22287</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
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</tbody>
</table>

Class#22287 meets 07/02/2018-08/09/2018  

**ECON 201M - 3.0 UNITS**  
**PRINCIPLES OF MACROECONOMICS**  
Transferable to UC, CSU  
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>21486</td>
<td>12:00-2:00PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
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<tr>
<td>20184</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>Namala,S</td>
<td>SS306</td>
</tr>
<tr>
<td>20373</td>
<td>7:00-9:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
</tr>
<tr>
<td>22288</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
</tr>
</tbody>
</table>

Class#22288 meets 07/02/2018-08/09/2018  

**ECON 202 - 3.0 UNITS**  
**PRINCIPLES OF MICROECONOMICS**  
Transferable to UC, CSU (CAN ECON 4)  
<table>
<thead>
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<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21209</td>
<td>12:00-2:00PM</td>
<td>MTWTh</td>
<td>Namala,S</td>
<td>SS306</td>
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<tr>
<td>20148</td>
<td>12:00-2:00PM</td>
<td>MTWTh</td>
<td>Namala,S</td>
<td>SS306</td>
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<tr>
<td>21915</td>
<td>12:00-2:00PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
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<tr>
<td>22288</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS306</td>
</tr>
</tbody>
</table>

Class#22288 meets 07/02/2018-08/09/2018  

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### ENGINEERING

**ENGR 110 - 2.0 UNITS**  
**INTRODUCTION TO ENGINEERING DESIGN USING INVENTOR**  
Transferable to UC, CSU  
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22611</td>
<td>6:00-8:50PM</td>
<td>TTH</td>
<td>STAFF</td>
<td>S 104</td>
</tr>
<tr>
<td>21519</td>
<td>12:00-2:50PM</td>
<td>TTH</td>
<td>STAFF</td>
<td>S 104</td>
</tr>
</tbody>
</table>

Class#22611 meets 07/03/2018-08/09/2018  
Class#21519 meets 07/22/2018-06/28/2018  

**ENGR 131 - 3.0 UNITS**  
**DESIGN FUNDAMENTALS INCLUDING 3D MODELING**  
Transferable to CSU  
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20275</td>
<td>6:00-7:25PM</td>
<td>MTWTh</td>
<td>Li,D</td>
<td>PST227</td>
</tr>
<tr>
<td>20277</td>
<td>6:00-7:25PM</td>
<td>MTWTh</td>
<td>Li,D</td>
<td>PST227</td>
</tr>
</tbody>
</table>

Class#20275 meets 05/21/2018-06/28/2018  

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### ENGINEERING DESIGN TECHNOLOGY

Please read the technical standards relevant to this department at http://cms.cerritos.edu/technology/standards.htm  

**ENGR 103 - 3.0 UNITS**  
**INTRODUCTION TO ENGINEERING DESIGN USING AUTOCAD**  
Transferable to CSU  
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21688</td>
<td>2:30-3:37PM</td>
<td>MTWTh</td>
<td>Jamka,A</td>
<td>PST227</td>
</tr>
<tr>
<td>21688</td>
<td>3:37-5:00PM</td>
<td>MTWTh</td>
<td>Jamka,A</td>
<td>PST227</td>
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</table>

Class#21688 meets 07/02/2018-08/09/2018  

**ENGR 138 - 4.0 UNITS**  
**INTRODUCTION TO ENGINEERING DESIGN USING SOLIDWORKS**  
Transferable to CSU  
<table>
<thead>
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<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20490</td>
<td>6:00-8:10PM</td>
<td>MTWTh</td>
<td>Micc,M</td>
<td>PST224</td>
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<tr>
<td>20490</td>
<td>8:10-10:20PM</td>
<td>MTWTh</td>
<td>Micc,M</td>
<td>PST224</td>
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</table>

Class#20490 meets 05/21/2018-06/28/2018  

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

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<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21211</td>
<td>12:00-2:00PM</td>
<td>MTWTh</td>
<td>Namala,S</td>
<td>SS306</td>
</tr>
<tr>
<td>20186</td>
<td>12:00-2:00PM</td>
<td>MTWTh</td>
<td>Namala,S</td>
<td>SS306</td>
</tr>
</tbody>
</table>

Class#21211 meets 06/18/2018-07/26/2018  
Class#20186 meets 05/21/2018-06/28/2018  

**ECON 202M - 3.0 UNITS**  
**PRINCIPLES OF MICROECONOMICS**  
Transferable to UC, CSU  
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21933</td>
<td>12:00-2:00PM</td>
<td>MTWTh</td>
<td>Staff</td>
<td>ONLINE</td>
</tr>
<tr>
<td>22287</td>
<td>9:00-11:05AM</td>
<td>MTWTh</td>
<td>Staff</td>
<td>SS306</td>
</tr>
</tbody>
</table>

Class#22287 meets 07/02/2018-08/09/2018  

---
ENGLISH

ENGL 52 - 3.0 UNITS  INTRODUCTION TO COLLEGE COMPOSITION
Not Transferable
Prerequisite: Completion of ENGL 20 or equivalent with a grade of "C" or higher, or of "Pass", or completion of the placement process with eligibility for ENGL 52.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20237</td>
<td>1:00- 3:00PM</td>
<td>MTWTh STAFF</td>
<td>LA103</td>
</tr>
<tr>
<td>20239</td>
<td>7:00- 9:00PM</td>
<td>MTWTh STAFF</td>
<td>LA104</td>
</tr>
<tr>
<td>20819</td>
<td>7:00- 9:00AM</td>
<td>MTWTh Chester,R</td>
<td>LA204</td>
</tr>
<tr>
<td>20124</td>
<td>10:00-12:00PM</td>
<td>MTWTh Chester,R</td>
<td>LA204</td>
</tr>
<tr>
<td>20825</td>
<td>8:00-10:00AM</td>
<td>MTWTh Havice,S</td>
<td>LA106</td>
</tr>
<tr>
<td>21438</td>
<td>11:00-1:00PM</td>
<td>MTWTh Havice,S</td>
<td>LA106</td>
</tr>
<tr>
<td>20233</td>
<td>10:00-12:00PM</td>
<td>MTWTh STAFF</td>
<td>LA204</td>
</tr>
<tr>
<td>22628</td>
<td>12:00-12:50PM</td>
<td>MTWTh STAFF</td>
<td>LA222</td>
</tr>
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</table>

ENGL 72 - 5.0 UNITS  INTRODUCTION TO COLLEGE WRITING AND REASONING
Not Transferable
Prerequisite: Completion of ENGL 20 or equivalent with a grade of "C" or higher, or of "Pass", or completion of the placement process with eligibility for ENGL 72.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22630</td>
<td>12:00-3:30PM</td>
<td>MTWTh Lovejoy-Robold,N</td>
<td>LA205</td>
</tr>
<tr>
<td>22632</td>
<td>9:00-12:30PM</td>
<td>MTWTh STAFF</td>
<td>SS224</td>
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</table>

ENGL 100 - 4.0 UNITS  FRESHMAN COMPOSITION
Transferable to UC, CSU (CAN ENGL 2)
Prerequisite: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or of "Pass", or completion of the placement process with eligibility for ENGL 100.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20399</td>
<td>12.0 HRS ARR</td>
<td>OL Greene,C</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20401</td>
<td>7:00- 9:00PM</td>
<td>MTWTh STAFF</td>
<td>LA103</td>
</tr>
<tr>
<td>20030</td>
<td>12.0 HRS ARR</td>
<td>OL Quaas-Berryman,F</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20031</td>
<td>10:00-12:50PM</td>
<td>MTWTh STAFF</td>
<td>LA103</td>
</tr>
<tr>
<td>20400</td>
<td>12.0 HRS ARR</td>
<td>OL Gardner,D</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

ENGL 102 - 3.0 UNITS  FRESHMAN COMPOSITION AND LITERATURE
Transferable to UC, CSU (CAN ENGL 4)
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22642</td>
<td>1:00- 3:50PM</td>
<td>MTWTh Olague,M</td>
<td>LA203</td>
</tr>
<tr>
<td>21113</td>
<td>12.0 HRS ARR</td>
<td>OL Shah,N</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21115</td>
<td>12:30- 3:20PM</td>
<td>MTWTh Cavaliaro,L</td>
<td>LA104</td>
</tr>
<tr>
<td>21114</td>
<td>12.0 HRS ARR</td>
<td>OL Servin,L</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

Students not in attendance or late for the first class meeting are subject to drop.
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20748</td>
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<td>MTWTh</td>
<td>Cheatham,T</td>
<td>LA205</td>
</tr>
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</tr>
<tr>
<td>21455</td>
<td>1:00-3:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LA100</td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>21788</td>
<td>9:15-11:20AM</td>
<td>MTWTh</td>
<td>Cheatham,T</td>
<td>LA205</td>
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<td></td>
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<tr>
<td>21961</td>
<td>10:00-12:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LA100</td>
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<td>21962</td>
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<td>4:30-6:35PM</td>
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<tr>
<td>22007</td>
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<td>Junjiita,T</td>
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<td>22008</td>
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<td>STAFF</td>
<td>LA204</td>
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</tr>
<tr>
<td>22009</td>
<td>1:00-3:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LA204</td>
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<td></td>
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<td>STAFF</td>
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<tr>
<td>22643</td>
<td>9:00-11:20AM</td>
<td>MTWTh</td>
<td>Shah,N</td>
<td>ONLINE</td>
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</table>

**ENGL 103 - 3.0 UNITS**

**CRITICAL AND ARGUMENTATIVE WRITING**

Transferable to UC, CSU

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

Selective completion of the Advanced Placement English Examination of the College Entrance Examination Board.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22077</td>
<td>7:00-9:05AM</td>
<td>MTWTh</td>
<td>Sugihara,Cheetham,J</td>
<td>LA110</td>
</tr>
<tr>
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</table>

**ENGLISH AS A SECOND LANGUAGE**

**ESL 12 - 1.5 UNITS**

**ESL PRONUNCIATION**

Not Transferable

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21458</td>
<td>4:00-6:00PM</td>
<td>MTWTh</td>
<td>Sugihara,Cheetham,J</td>
<td>LA110</td>
</tr>
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</table>

**ESL 21A - 3.0 UNITS**

**ESL INTERMEDIATE VOCABULARY**

Not Transferable

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21458</td>
<td>8:00-10:00PM</td>
<td>MTWTh</td>
<td>Berry,P</td>
<td>ONLINE</td>
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</table>

**ESL 35 - 1.5 UNITS**

**EDITING ADVANCED GRAMMAR/SYNTAX**

Not Transferable

<table>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>22659</td>
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<td>MTWTh</td>
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<td>LA110</td>
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<td>+ 1.5 HRS ARR</td>
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**ESL 152 - 50.0 UNITS**

**INTRODUCTION TO COLLEGE COMPOSITION FOR NON-NATIVE ENGLISH SPEAKERS**

Transferable to UC, CSU

Prerequisite: Completion of the English as a Second Language placement process with a qualifying score for ESL 152 or completion of ESL 120 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22661</td>
<td>9:00-12:35PM</td>
<td>MTWTh</td>
<td>McIntyre,L</td>
<td>LA109</td>
</tr>
<tr>
<td></td>
<td>+ 3.0 HRS ARR</td>
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</table>

**FILM**

**FILM 101 - 3.0 UNITS**

**MOTION PICTURE PRODUCTION**

Transferable to CSU

NOTE: a material fee of $40.00 is required for FILM 101.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22207</td>
<td>4:00-6:00PM</td>
<td>MTWTh</td>
<td>Hirohama,S</td>
<td>FA136</td>
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<td></td>
<td></td>
<td>(HYBRID)</td>
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<tr>
<td>22208</td>
<td>6:00-9:05PM</td>
<td>MTWTh</td>
<td>Hirohama,S</td>
<td>FA139</td>
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<td>(HYBRID)</td>
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**FILM 102 - 3.0 UNITS**

**TELEVISION PRODUCTION**

Transferable to CSU

NOTE: a material fee of $40.00 is required for FILM 102.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22621</td>
<td>4:00-6:00PM</td>
<td>TThSsat</td>
<td>Karshmer,A</td>
<td>FA136</td>
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**FILM 103 - 3.0 UNITS**

**TELEVISION COMMERCIAL AND PUBLIC SERVICE ANNOUNCEMENT PRODUCTION**

Transferable to CSU

Prerequisite: FILM 101 or FILM 102 or equivalent with a grade of Pass or "C" or higher.

NOTE: a material fee of $40.00 is required for FILM 103.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22623</td>
<td>4:00-6:00PM</td>
<td>TThSsat</td>
<td>Karshmer,A</td>
<td>FA136</td>
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</table>

**FILM 104 - 3.0 UNITS**

**MOTION PICTURE AND DIGITAL CINEMATOGRAPHY**

Transferable to CSU

Prerequisite: FILM 101 or equivalent with a grade of Pass or "C" or higher.

NOTE: a material fee of $40.00 is required for FILM 104.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22625</td>
<td>9:00-11:00AM</td>
<td>TThSsat</td>
<td>Turovski,K</td>
<td>FA136</td>
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Students not in attendance or late for the first class meeting are subject to drop.
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22009</td>
<td>4:00-5:00PM</td>
<td>MTW</td>
<td>Hirohama,S</td>
<td>FA136</td>
</tr>
<tr>
<td></td>
<td>5:00-6:00PM</td>
<td>MTW</td>
<td>Hirohama,S</td>
<td>FA139</td>
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</table>

**Film 107 - 3.0 Units**
Motion Picture Editing
Transferable to CSU

**Film 298 - 1.0 Unit**
Directed Studies
Transferable to CSU

**Film 298 - 2.0 Units**
Directed Studies
Transferable to CSU

**Finance**

**Finance 51 - 1.5 Units**
Retirement Planning and Investing
Not Transferable

**Finance 125 - 3.0 Units**
Personal Finance
Transferable to CSU

**French**

**French 101 - 5.0 Units**
Elementary French
Transferable to UC, CSU (CAN FREN 2)

**Geography**

**Geography 101 - 3.0 Units**
Physical Geography
Transferable to UC, CSU (CAN GEOG 2)

**Geography 101L - 1.0 Unit**
Physical Geography Laboratory
Transferable to UC, CSU

**Geography 105 - 3.0 Units**
World Regional Geography
Transferable to UC, CSU

**Health Education**

**Health Education 100 - 3.0 Units**
Contemporary Health Problems
Transferable to UC, CSU

**Health Occupations**

**Hoc 56 - 1.0 Unit**
Medication Calculations
Not Transferable

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*Students not in attendance or late for the first class meeting are subject to drop.*
HIST 102 - 3.0 UNITS  
POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1500S TO 1876  
Transferable to UC, CSU (CAN HIST 8) (CAN HIST SEQ B)  
Prerequisite: Satisfactory completion of English Placement Process or ENGL 52, ENGL 72, or ESL 152 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.  
Class#20737 meets 06/18/2018-07/26/2018  
Class#21173 meets 06/21/2018-07/28/2018  
Class#22665 meets 06/19/2018-07/27/2018  
Class#22421 meets 06/21/2018-07/28/2018  

HIST 103 - 3.0 UNITS  
POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1877 TO PRESENT  
Transferable to UC, CSU (CAN HIST 10) (CAN HIST SEQ B)  
Prerequisite: Satisfactory completion of English Placement Process or ENGL 52, ENGL 72, or ESL 152 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.  
Class#21176 meets 06/18/2018-07/26/2018  
Class#20805 meets 06/18/2018-07/26/2018  
Class#22800 meets 06/21/2018-07/28/2018  
Class#20375 meets 06/21/2018-07/28/2018  
Class#21175 meets 06/19/2018-07/27/2018  
Class#22557 meets 06/19/2018-07/27/2018  

JOUR 100 - 3.0 UNITS  
MASS COMMUNICATIONS AND SOCIETY  
Transferable to UC, CSU (CAN JOUR 4)  
Class#20013 meets 06/21/2018-07/29/2018  
Class#22665 meets 05/22/2018-06/28/2018  

KIN 100 - 3.0 UNITS  
INTRODUCTION TO KINESIOLOGY  
Transferable to UC, CSU  
Class#21461 meets 05/21/2018-06/28/2018  
Class#22421 meets 06/19/2018-07/26/2018  

KIN 104 - 3.0 UNITS  
FITNESS AND WELLNESS  
Transferable to UC, CSU  
NOTE: a material fee of $5.00 is required for KIN 104  
Class#21334 meets 06/21/2018-07/28/2018  

LA 101 - 3.0 UNITS  
INTRODUCTION TO LAW  
Transferable to CSU  
Class#21918 meets 06/21/2018-07/28/2018  

LA 110 - 3.0 UNITS  
BUSINESS LAW  
Transferable to UC, CSU  
Orientation: 6:30 - 7:30 p.m., Monday - May 21 in S 101.  
Class#21778 meets 06/21/2018-07/28/2018  

LA 171 - 1.0 UNIT  
LEGAL OCCUPATIONAL WORK EXPERIENCE  
Transferable to CSU  
Class#21501 meets 06/19/2018-07/27/2018  
Class#22456 meets 06/19/2018-07/27/2018  

LA 172 - 2.0 UNITS  
LEGAL OCCUPATIONAL WORK EXPERIENCE  
Transferable to CSU  
Class#21502 meets 06/19/2018-07/27/2018  
Class#22457 meets 06/19/2018-07/27/2018  

LA 173 - 3.0 UNITS  
LEGAL OCCUPATIONAL WORK EXPERIENCE  
Transferable to CSU  
Class#21503 meets 06/19/2018-07/27/2018  
Class#22458 meets 06/19/2018-07/27/2018  

LA 174 - 4.0 UNITS  
LEGAL OCCUPATIONAL WORK EXPERIENCE  
Transferable to CSU  
Class#21504 meets 06/19/2018-07/27/2018  

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

Please read the technical standards relevant to this department at http://cms.cerritos.edu/technology/standards.htm

MTT 51 - 3.5 UNITS MASTERCAM MILLING
Not Transferable
NOTE: a material fee of $10.00 is required for MTT 51
Class#11407 5:30- 8:30PM TWTh Barnes,J 22158 6:00- 8:00PM TWTh Barnes,J
ME 3H
Class#21407 meets 05/22/2018-06/28/2018

MTT 59 - 2.5 UNITS MASTERCAM TURNING
Not Transferable
Class#21407 meets 05/22/2018-06/28/2018

MTT 59 - 2.5 UNITS MASTERCAM TURNING
Not Transferable
Class#22158 6:00- 8:00PM TWTh Barnes,J 22156 6:30- 9:20PM TWTh Barnes,J
ME 3H
ME 3H
Class#22158 meets 07/03/2018-08/09/2018

MTT 92L - 1.0 UNIT MASTERCAM LABORATORY
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 MTT 92L
Class#22157 6:30- 9:20PM TWTh Barnes,J 22156 6:30- 9:20PM TWTh Barnes,J
ME 3H
ME 3H
Class#22157 meets 07/03/2018-08/09/2018

MTT 100 - 2.0 UNITS MACHINE TOOL INTRODUCTION
Transferable to CSU
NOTE: a material fee of $10.00 is required for MTT 100
Class#20463 5:30- 6:30PM TWTh Vo,C 20463 6:30- 9:20PM TWTh Vo,C
ME 2J
ME 2J
Class#20463 meets 05/22/2018-06/28/2018

MATH 40 - 4.0 UNITS PREALGEBRA
Not Transferable
Prerequisite: MATH 20 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 40.
Class#20038 10:00-12:50PM MTWTh STAFF 20038 10:00-12:50PM MTWTh STAFF
Class#20038 meets 05/21/2018-06/28/2018

Class#20039 meets 05/21/2018-06/28/2018

Class#21432 meets 07/02/2018-08/09/2018

MATH 60 - 4.0 UNITS ELEMENTARY ALGEBRA
Not Transferable
Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 60.
Recommendation: Meet the prerequisite within two years prior to the date of enrollment in MATH 60.
Class#21529 meets 06/18/2018-07/26/2018

Class#21530 meets 05/21/2018-06/28/2018

Class#21794 meets 05/21/2018-06/28/2018

Class#21796 meets 05/21/2018-06/28/2018

Class#20085 meets 06/18/2018-07/26/2018

Class#21533 meets 06/18/2018-07/26/2018

Class#20088 meets 06/18/2018-07/26/2018

Students not in attendance or late for the first class meeting are subject to drop.
### MATH 80A - 3.0 UNITS  INTERMEDIATE ALGEBRA I
Not Transferable
Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 80A.
Recommendation: Meet the prerequisite within two years prior to the date of enrollment in MATH 80A.

- **Class #**: 20270
- **Meeting Time**: 05/21/2018-06/28/2018
- **Room**: MCIS104
- **Instructor**: Morales, M

- **Class #**: 21159
- **Meeting Time**: 05/21/2018-06/28/2018
- **Room**: MCIS104
- **Instructor**: Beyene, A

- **Class #**: 21165
- **Meeting Time**: 05/21/2018-06/28/2018
- **Room**: MCIS106
- **Instructor**: Tran, T

- **Class #**: 21801
- **Meeting Time**: 07/02/2018-08/09/2018
- **Room**: PST235
- **Instructor**: Cortez, D

### MATH 80B - 3.0 UNITS  INTERMEDIATE ALGEBRA II
Not Transferable
Prerequisite: MATH 80A or equivalent with a grade of "C" or higher or "Pass."

- **Class #**: 20087
- **Meeting Time**: 05/21/2018-06/28/2018
- **Room**: MCIS104
- **Instructor**: Cota, D

- **Class #**: 21166
- **Meeting Time**: 05/21/2018-06/28/2018
- **Room**: MCIS106
- **Instructor**: Conley, A

- **Class #**: 21802
- **Meeting Time**: 07/02/2018-08/09/2018
- **Room**: PST235
- **Instructor**: Chalmers, G

### MATH 112 - 4.0 UNITS  ELEMENTARY STATISTICS
Transferable to UC, CSU (CAN STAT 2)
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH courses numbered 100 level or higher.

- **Class #**: 20110
- **Meeting Time**: 05/21/2018-06/28/2018
- **Room**: MCIS106
- **Instructor**: Byun, E

- **Class #**: 20307
- **Meeting Time**: 06/18/2018-07/26/2018
- **Room**: MCIS113
- **Instructor**: Leon Jr., R

### MATH 114 - 4.0 UNITS  COLLEGE ALGEBRA
Transferable to UC, CSU
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH courses numbered 100 level or higher.

- **Class #**: 20041
- **Meeting Time**: 05/21/2018-06/28/2018
- **Room**: PST235
- **Instructor**: Rojas, S

- **Class #**: 20458
- **Meeting Time**: 07/02/2018-08/09/2018
- **Room**: PST235
- **Instructor**: Hidalgo, A

### MATH 116 - 4.0 UNITS  CALCULUS FOR MANAGERIAL, BIOLOGICAL AND SOCIAL SCIENCES
Transferable to UC, CSU (CAN MATH 34)
Prerequisite: MATH 114 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 116.

- **Class #**: 20309
- **Meeting Time**: 06/18/2018-07/26/2018
- **Room**: MCIS113
- **Instructor**: George, P

### MATH 140 - 3.0 UNITS  TRIGONOMETRY
Transferable to CSU (CAN MATH 8)
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH courses numbered 100 level or higher and MATH 70 or equivalent with a grade of "C" or higher or "Pass."

- **Class #**: 20024
- **Meeting Time**: 07/02/2018-08/09/2018
- **Room**: PST237
- **Instructor**: Cortez, D

### MATH 150 - 3.0 UNITS  PRECALCULUS
Transferable to UC, CSU (CAN MATH 18) (CAN MATH SEQ C)
Prerequisite: MATH 150 or MATH 155 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 155.

- **Class #**: 22422
- **Meeting Time**: 06/18/2018-07/26/2018
- **Room**: PST234
- **Instructor**: Rojas, S

### MATH 155 - 5.0 UNITS  PRECALCULUS
Transferable to CSU
Prerequisite: MATH 140 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 155.

- **Class #**: 22188
- **Meeting Time**: 06/18/2018-07/26/2018
- **Room**: PST234
- **Instructor**: Cortez, D

### MATH 190 - 4.0 UNITS  ANALYTIC GEOMETRY AND CALCULUS I
Transferable to UC, CSU (CAN MATH 19A) (CAN MATH SEQ C)
Prerequisite: MATH 150 or MATH 155 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 170.

- **Class #**: 20061
- **Meeting Time**: 06/18/2018-07/26/2018
- **Room**: PST234
- **Instructor**: Rojas, S

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

- **Class #**: 20043
- **Meeting Time**: 06/18/2018-07/26/2018
- **Room**: PST235
- **Instructor**: Rojas, S
**MUS 100 - 3.0 UNITS**  | **MUSIC APPRECIATION**  
Transferable to UC, CSU  
20192  9.0 HRS ARR (OL) Maz,A ONLINE  
Note: This is an ONLINE course – all instruction is completed online.  
No In-person Orientation. Please check Canvas for online orientation information and directions for completion (instructor e-mail address: amza@cerritos.edu).  
Class#20192 meets 06/18/2018-07/26/2018

**MUS 104B - 3.0 UNITS**  
Transferable to UC, CSU  
21780  9.0 HRS ARR (OL) Mayfield,C ONLINE  
Note: This is an ONLINE course – all instruction is completed online.  
No In-person Orientation. Please check Canvas for online orientation information and directions for completion (instructor e-mail address: jsmimons@cerritos.edu).  
Class#21780 meets 06/18/2018-07/26/2018

**MUS 105 - 3.0 UNITS**  | **MUSIC FUNDAMENTALS**  
Transferable to UC, CSU  
21813  9.0 HRS ARR (OL) Simmons,J ONLINE  
Note: This is an ONLINE course – all instruction is completed online.  
No In-person Orientation. Please check Canvas for online orientation information and directions for completion (instructor e-mail address: jsmimons@cerritos.edu).  
Class#21813 meets 06/18/2018-07/26/2018

**MUS 113 - 2.0 UNITS**  | **ELEMENTARY PIANO II**  
Transferable to UC, CSU (CAN MUS 24)  
21817  9:30-11:30AM MTW Chen,J BC 53  
Note: This is an ONLINE course – all instruction is completed online.  
Prerequisite: MUS 112 or equivalent with a grade of Pass or "C" or higher.  
Class#21817 meets 05/21/2018-06/28/2018

**MUS 118 - 2.0 UNITS**  | **VOICE III**  
Transferable to UC, CSU  
21829  10:00-11:30AM MTWTh DeMichele,A BC 51  
Prerequisite: MUS 117 or equivalent with a grade of Pass or "C" or higher.  
Class#21829 meets 05/21/2018-06/28/2018

**MUS 119 - 2.0 UNITS**  | **VOICE IV**  
Transferable to UC, CSU  
21831  10:00-11:30AM MTWTh DeMichele,A BC 51  
Prerequisite: MUS 118 or equivalent with a grade of Pass or "C" or higher.  
Class#21831 meets 05/21/2018-06/28/2018

**MUS 201E - 1.0 UNIT**  | **CONCERT BAND**  
Transferable to CSU  
21815  9:00-10:30AM MTW Chen,J SL105  
Prerequisite: MUS 117 or equivalent with a grade of Pass or "C" or higher.  
Class#21815 meets 05/21/2018-06/28/2018

**PHARMACY TECHNICIAN**

**PHAR 55 - 1.5 UNITS**  | **PHARMACY INTRODUCTION**  
Not Transferable  
22169  8:00-1:10PM W Trived,M SL101  
Corequisite: PHAR 56  
Class#22169 meets 07/11/2018-08/08/2018

**PHAR 56 - 0.5 UNIT**  | **PHARMACY SKILLS LAB INTRODUCTION**  
Not Transferable  
22170  9:00-10:30AM T Chen,J SL101  
Corequisite: PHAR 55  
Class#22170 meets 07/03/2018-08/07/2018

**PHAR 90 - 3.0 UNITS**  | **CLINICAL EXPERIENCE I**  
Not Transferable  
20288  7:00-9:50AM T Makarem,N SL101  
Prerequisite: PHAR 50, PHAR 63, PHAR 65, and PHAR 81 or equivalents with grades of "C" or higher or "Pass".  
Class#20288 meets 05/22/2018-06/26/2018

**PHAR 95 - 5.0 UNITS**  | **CLINICAL EXPERIENCE II**  
Not Transferable  
20290  8:00-9:20AM M Casas,R SL101  
Prerequisite: PHAR 64, PHAR 83, and PHAR 85 or equivalent with grades of "C" or higher.  
Class#20290 meets 05/21/2018-08/09/2018

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

#### PHIL 100 - 3.0 UNITS  
INTRODUCTION TO PHILOSOPHY
Transferable to UC, CSU (CAN PHIL 2)
Prerequisite: Completion of ENGL 52, or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or "Pass," or completion of the English Placement Process with eligibility for ENGL 100.

<table>
<thead>
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<th>Time</th>
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<tr>
<td>21973</td>
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<td>Swearengin,R</td>
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<td>22558</td>
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<td>Deering,M</td>
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<td>Chatman,T</td>
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<td>Van De Mortel,J</td>
<td>SS136</td>
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#### PHIL 103 - 3.0 UNITS  
PHILOSOPHICAL REASONING: CRITICAL THINKING IN PHILOSOPHY
Transferable to UC, CSU
Prerequisite: ENGL 100 or equivalent with a grade of "C" or higher, or "Pass," or completion of the English Placement Process with eligibility for ENGL 100.

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#### PHIL 104 - 3.0 UNITS  
PHILOSOPHY OF CULTURAL DIVERSITY: CHALLENGE AND CHANGE
Transferable to UC, CSU
Prerequisite: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100.

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#### 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.

<table>
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<th>Time</th>
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<th>Room</th>
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<tr>
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<td>Van De Mortel,J</td>
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</table>

### PHOTOGRAPHY

#### PHOT 100 - 3.0 UNITS  
INTRODUCTORY PHOTOGRAPHY
Transferable to UC, CSU (CAN ART 19)
NOTE: a material fee of $20.00 is required for PHOT 100
Manually operable 35 mm camera or digital SLR required. Exceptions may be considered.

<table>
<thead>
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<tr>
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<td>9:00-10:00AM MTWTh</td>
<td>Fernandez,C</td>
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#### PHOT 150 - 3.0 UNITS  
PHOTOGRAPHY AND SOCIETY
Transferable to UC, CSU

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<th>Class#</th>
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<td>Schwenkmeyer,K</td>
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### PHYSICAL EDUCATION

#### PEX 103 - 1.0 UNIT  
ADAPTED STRENGTH TRAINING
Transferable to CSU
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>21343</td>
<td>11:15-11:45AM T WTh</td>
<td>O'Connor,J</td>
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</table>

#### PEX 104 - 1.0 UNIT  
ADAPTED STRETCHING AND RELAXATION
Transferable to UC, CSU
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

#### PEX 116 - 1.0 UNIT  
WATER AEROBICS
Transferable to UC, CSU

#### PEX 124 - 1.0 UNIT  
PERSONAL FITNESS PROGRAM
Transferable to UC, CSU

#### PEX 126 - 1.5 UNITS  
PHYSICAL FITNESS TRAINING
Transferable to UC, CSU

#### PEX 136 - 1.0 UNIT  
STRETCHING AND RELAXATION
Transferable to UC, CSU

#### PEX 145 - 1.0 UNIT  
CIRCUIT WEIGHT TRAINING, BEGINNING
Transferable to UC, CSU

#### PEX 147 - 1.0 UNIT  
PERSONAL SELF DEFENSE
Transferable to UC, CSU

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Students not in attendance or late for the first class meeting are subject to drop.
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
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<td>PEX 151</td>
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Students not in attendance or late for the first class meeting are subject to drop.
**PEX 288 - 2.0 UNITS**

**TENNIS, INTERMEDIATE**
Transferable to UC, CSU

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Class#21874 meets 06/18/2018-07/26/2018

**PEX 289 - 2.0 UNITS**

**TENNIS, ADVANCED**
Transferable to UC, CSU

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Class#21876 meets 06/18/2018-07/26/2018

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**PHYSICS**

**PHYS 100 - 4.0 UNITS**

**ELEMENTARY PHYSICS**
Transferable to UC, CSU

| Prerequisite: MATH 140 or equivalent with a grade of "C" or higher or "Pass." or completion of the math placement process with a score eligible for MATH 155. |
| Class#22313 | 9:00-12:05PM | TTh | STAFF | PST124 |
|            | 9:00-12:20PM | MW | STAFF | PST124 |
| Attendance to the first lab meeting is MANDATORY. Failure to attend will jeopardize your enrollment. |
| Class#22313 meets 06/18/2018-08/09/2018 |

**PHYS 201 - 4.0 UNITS**

**ENGINEERING PHYSICS**
Transferable to UC, CSU (CAN PHYS 8) (CAN PHYS SEQ B)

| Prerequisite: PHYS 100 or PHYS 101 and MATH 170 or equivalents with grades of "C" or higher or "Pass." |
| Class#22418 | 12:00-3:40PM | MW | Mera,C | S 202 |
| Class#22418 meets 05/21/2018-07/12/2018 |

| Class#22419 | 9:00-10:30AM  | TTh | Mera,C | S 202 |
|            | 10:08-12:10PM | TTh | Mera,C | S 202 |
| Class#22420 | 12:50-1:58PM  | TTh | Mera,C | S 202 |
|            | 1:58-4:00PM   | TTh | Mera,C | S 202 |
| Attendance to the first lab meeting is MANDATORY. Failure to attend will jeopardize your enrollment. |
| Class#22420 meets 05/21/2018-07/12/2018 |

**PHYS 202 - 4.0 UNITS**

**ENGINEERING PHYSICS**
Transferable to UC, CSU (CAN PHYS 12) (CAN PHYS SEQ B)

| Prerequisite: PHYS 201 and MATH 170 or equivalents with grades of "C" or higher or "Pass." |
| Class#22609 | 2:00-3:50PM | TTh | Buschauer,R | PST124 |
|            | 4:00-4:45PM  | TTh | Buschauer,R | PST124 |
|            | 4:45-5:50PM  | TTh | Buschauer,R | PST124 |
| Attendance to the first lab meeting is MANDATORY. Failure to attend will jeopardize your enrollment. |
| Class#22609 meets 05/22/2018-08/09/2018 |

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**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. |
| Class#20379 | 3:00-5:05PM  | MTWTh | STAFF | BE116 |
| Class#20379 meets 06/18/2018-07/26/2018 |

| Class#20806 | 5:45-7:50PM  | MTWTh | STAFF | BE116 |
| Class#20806 meets 06/18/2018-07/26/2018 |

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**PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY**

**PMT 51 - 2.5 UNITS**

**COMPOSITES FABRICATION**
Not Transferable

| Recommendation: PMT 70 or equivalent with a grade of Pass or "C" or higher or appropriate work experience. |
| Class#22409 | 9:00-12:00PM  | TTh | Fitzgerald,B | ME 1 |
| Class#22409 meets 07/03/2018-08/09/2018 |

| Class#22595 | 6:00-8:00PM  | TTh | Fitzgerald,B | ME 1 |
| Class#22595 meets 07/03/2018-08/09/2018 |

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**PMT 100 - 2.5 UNITS**

**PLASTICS TECHNOLOGY**
Transferable to CSU

| NOTE: a material fee of $10.00 is required for PMT 51 |
| Class#22595 meets 07/03/2018-08/09/2018 |

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**COMMENTS:**

Students not in attendance or late for the first class meeting are subject to drop.
Prerequisite: Satisfactory completion of English & Reading Placement

PSYC 101 - 3.0 UNITS GENERAL INTRODUCTORY PSYCHOLOGY
Transferable to UC, CSU (CAN PSY 2)
Prerequisite: Satisfactory completion of English & Reading Placement Process or ENGL 52 or equivalent 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.

Class#21491 12:30-2:35PM MTWTh STAFF
Class#21491 meets 06/18/2018-07/26/2018
Location: SS213
Course meets 07/02/2018-08/09/2018

PSYC 210 - 4.0 UNITS ELEMENTARY STATISTICS
Transferable to UC, CSU (CAN PSY 6)
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or “C” or higher.

Class#20925 10:15-12:20PM MTWTh Ronquillo-Adachi,J
Class#20925 meets 06/18/2018-07/26/2018
Location: SS215

PSYC 241 - 3.0 UNITS INTRODUCTION TO PSYCOBIOLOGY
Transferable to UC, CSU
Prerequisite: PSYC 101 or equivalent with a grade of “C” or higher or “Pass” and READ 54 or READ 97 with a grade of “C” or higher or “Pass” or completion of the Reading Placement Process with a score of “Reading equivalent”.

Class#22310 9.0 HRS ARR (OL) Lewellen,R
There is no on campus orientation. Orientation is done online and must be done on the first day of class. Instructor will email students with course information one week prior to the start of the semester. All classwork is done online. Email: rlewellen@cerritos.edu
Class#22310 meets 05/21/2018-06/28/2018
Location: SS214

PSYC 251 - 3.0 UNITS DEVELOPMENTAL PSYCHOLOGY
Transferable to UC, CSU

Class#21521 12:30-2:35PM MTWTh STAFF
Class#21521 meets 06/18/2018-07/26/2018
Location: SS140

PSYC 252 - 3.0 UNITS PSYCHOLOGY FOR SCHOOL AND COMMUNITY
Transferable to UC, CSU

Class#22311 7:15-9:20PM MTWTh STAFF
Class#22311 meets 07/02/2018-08/09/2018
Location: SS140

POL 201 - 3.0 UNITS INTRODUCTION TO POLITICAL SCIENCE AND AMERICAN GOVERNMENT
Transferable to UC, CSU
Recommendation: Satisfactory completion of the English Placement Process or ENGL 72, or ESL 152, or equivalent 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.

Class#21312 10:15-12:20PM MTWTh Mullins,T
Class#21312 meets 05/21/2018-06/28/2018
Location: LC218

PSY 97 - 5.0 UNITS INTRODUCTION TO COLLEGE READING-ACCELERATED
Not Transferable
Prerequisite: PSYC 43 or PSYC 49 with a grade of “C” or higher or “Pass” or completion of the Reading Placement Process with a score eligible for PSYC 54 or higher.

Class#21807 12:30-4:05PM MTWTh Miller,A
Class#21807 meets 06/18/2018-07/26/2018
Location: SS215

READING

READ 48 - 3.0 UNITS READING ACCESS FOR COLLEGE SUCCESS
Not Transferable
Recommendation: Completion of the Reading Placement Process with eligibility for READ 42 or READ 49.

Class#20925 10:15-12:20PM MTWTh STAFF
Class#20925 meets 06/18/2018-07/26/2018
Location: SS215

READ 49 - 3.0 UNITS INTRODUCTION TO COLLEGE READING
Not Transferable
Prerequisite: READ 42 or READ 48 with a grade of “C” or higher or “Pass” or completion of the Reading Placement Process with eligibility for READ 43 or READ 49.

Class#22807 10:15-12:20PM MTWTh Codd,G
Class#22807 meets 05/21/2018-06/28/2018
Location: SS215

READ 54 - 3.0 UNITS ADVANCED COLLEGE READING
Not Transferable
Prerequisite: READ 43 or READ 49 with a grade of “C” or higher or “Pass” or completion of the Reading Placement Process with a score eligible for READ 54 or higher.

Class#221807 12:30-4:05PM MTWTh Miller,A
Class#221807 meets 06/18/2018-07/26/2018
Location: SS215

Students not in attendance or late for the first class meeting are subject to drop.
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<td>MTWTh</td>
<td>Brady, M</td>
<td>ONLINE</td>
<td>CSU (CAN SPAN 2)</td>
<td>Note for orientation go to <a href="http://www.ccot.edu/mebrady">www.ccot.edu/mebrady</a>.</td>
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### SOCIETY

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<th>Instructor</th>
<th>Room</th>
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<td>SPAN 101</td>
<td>10:00-1:35</td>
<td>MTWTh</td>
<td>Cabuto, F</td>
<td>LA212</td>
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<td>SPAN 102</td>
<td>8:00-11:35</td>
<td>MTWTh</td>
<td>Ugalde, M</td>
<td>LA210</td>
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### SPEECH

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<td>SPCH 100</td>
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<td>MTWTh</td>
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<td>SPCH 110</td>
<td>12:30-2:35</td>
<td>MTWTh</td>
<td>Sparks, J.R</td>
<td>SS225</td>
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<td>SPCH 200</td>
<td>10:15-12:20</td>
<td>MTWTh</td>
<td>Rosenfeld, K</td>
<td>SS226</td>
<td>UC (CAN SPAN 4)</td>
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</table>
SPCH 235 - 3.0 UNITS  FUNDAMENTALS OF ARGUMENTATION AND PERSUASION
Transferable to UC, CSU (CAN SPCH 6)
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.
22966 10:15-12:20PM MTWTh Lavariere, C  (HYBRID) SS225
A PORTION OF THE HOURS FOR THIS CLASS WILL BE ONLINE
Class#22966 meets 05/21/2018-06/28/2018

THEATRE ARTS

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

TH 101 - 3.0 UNITS  INTRODUCTION TO THE THEATRE
Transferable to UC, CSU (CAN DRAM 18)
Class#21845 9:00-12:00PM MTWTh Reiter, B  (OL) ONLINE
Note: This is an ONLINE course – all instruction is completed online. No In-person Orientation – please check Canvas or instructor website for online orientation information and directions for completion (instructor e-mail address: breiter@cerritos.edu).
Class#21845 meets 06/18/2018-07/26/2018 9.0 HRS ARR

Class#22627 9:00-12:00PM MTWTh Wahlgquist, L  (OL) ONLINE
Note: This is an ONLINE course – all instruction is completed online. No In-person Orientation – please check Canvas or instructor website for online orientation information and directions for completion (instructor e-mail address: lwahlgquist@cerritos.edu).
Class#22627 meets 06/18/2018-07/26/2018 9.0 HRS ARR

Class#20261 9:00-12:00PM MTWTh Reiter, B  (OL) ONLINE
Note: This is an ONLINE course – all instruction is completed online. No In-person Orientation – please check Canvas or instructor website for online orientation information and directions for completion (instructor e-mail address: breiter@cerritos.edu).
Class#20261 meets 07/02/2018-08/09/2018 9.0 HRS ARR

Class#22666 9:00-12:00PM MTWTh Brown, F  (OL)
Note: This is an ONLINE course – all instruction is completed online. No In-person Orientation – please check Canvas or instructor website for online orientation information and directions for completion (instructor e-mail address: rfbrown@cerritos.edu).
Class#22666 meets 07/02/2018-08/09/2018 9.0 HRS ARR

Class#21846 10:00-12:50PM MTWTh Watanabe-Lonsbury, S  BC 47
Class#21846 meets 06/25/2018-06/28/2018 9.0 HRS ARR

TH 150 - 3.0 UNITS  APPRECIATION AND HISTORY OF THE MOTION PICTURE
Transferable to UC, CSU
Class#21847 9:00-12:00PM MTWTh STAFF  CB 103
Class#21847 meets 05/21/2018-06/27/2018

WELDING

Please read the technical standards relevant to this department at http://cms.cerritos.edu/technology/standards.htm

WELD 60 - 1.0 UNITS  WELDING AND METAL FABRICATION SAFETY
Not Transferable
21699 11:30-12:30PM TTh Nunez, J  ME 13
Class#21699 meets 06/19/2018-08/09/2018

WELD 83L - 1.0 UNITS  GAS TUNGSTEN ARC WELDING (GTAW) SPECIALTY LABORATORY
Not Transferable
Prerequisite: WELD 130 or equivalent with a grade of "C" or higher or "Pass" or higher, or concurrent enrollment.
NOTE: a material fee of $100.00 is required for WELD 83L
22597 5:00-8:12PM TTh Figueroa, M  ME 13
Class#22597 meets 06/19/2018-08/09/2018

WELD 120 - 5.0 UNITS  BEGINNING ARC WELDING
Transferable to CSU
Recommendation: WELD 100 with a grade of Pass or "C" or higher or concurrent enrollment or appropriate work experience.
NOTE: a material fee of $100.00 is required for WELD 120
21412 4:00-7:00PM MTWTh Pacheco, R  ME 13
7:00-9:50PM MTWTh Pacheco, R  ME 13
Class#21412 meets 06/18/2018-08/09/2018

WELD 130 - 5.0 UNITS  GAS TUNGSTEN ARC WELDING FUNDAMENTALS
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.
NOTE: a material fee of $100.00 is required for WELD 130
22598 7:00-9:15AM MTWTh Perkins, D  ME 13
9:15-11:20AM MTWTh Perkins, D  ME 13
Class#22598 meets 06/18/2018-08/09/2018

WELD 170 - 2.0 UNITS  STRUCTURAL FABRICATION
Transferable to CSU
Prerequisite: WELD 120 or equivalent with a grade of "C" or higher or "Pass".
Recommendation: WELD 49 and WELD 59 or equivalent with grades of "C" or higher or "Pass".
NOTE: a material fee of $100.00 is required for WELD 170
21410 7:00-8:07AM TTh Foral, J  ME 13
8:07-11:20AM TTh Foral, J  ME 13
Class#21410 meets 06/19/2018-08/09/2018

WELD 200 - 4.0 UNITS  INTERMEDIATE ARC WELDING
Transferable to CSU
Prerequisite: WELD 120 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
NOTE: a material fee of $100.00 is required for WELD 200
21774 4:00-5:30PM MTWTh Allen Jr, A  ME 13
5:30-8:07AM TTh Allen Jr, A  ME 13
Class#21774 meets 06/18/2018-08/09/2018

WELD 210L - 2.0 UNITS  ADVANCED ARC WELDING LABORATORY
Transferable to CSU
Prerequisite: WELD 200 or equivalent with a grade of Pass or "C" or higher.
NOTE: a material fee of $100.00 is required for WELD 210L
22249 7:00-11:20AM TTh Nunez, J  ME 13
Class#22249 meets 06/19/2018-08/09/2018

WELD 212L - 2.0 UNITS  SHIELDED METAL ARC WELDING (SMAW) CERTIFICATION LABORATORY
Transferable to CSU
Prerequisite: WELD 210L or equivalent with a grade of Pass or "C" or higher.
NOTE: a material fee of $100.00 is required for WELD 212L
22250 7:00-11:20AM TTh Nunez, J  ME 13
Class#22250 meets 06/19/2018-08/09/2018

WELD 214L - 2.0 UNITS  FLUX CORED ARC WELDING (FCAW) CERTIFICATION LABORATORY
Transferable to CSU
Prerequisite: WELD 210L or equivalent with a grade of Pass or "C" or higher.
NOTE: a material fee of $100.00 is required for WELD 214L
22251 7:00-11:20AM TTh Nunez, J  ME 13
Class#22251 meets 06/19/2018-08/09/2018

WOMEN'S STUDIES

WS 101 - 3.0 UNITS  ISSUES FOR WOMEN IN AMERICAN SOCIETY
Transferable to UC, CSU
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.
21919 12:30-2:35PM MTWTh Yousef, M  HS 103
Class#21919 meets 06/18/2018-07/26/2018
22562 12:30-2:35PM MTWTh Acosta, P  SS 308
Class#22562 meets 05/21/2018-06/28/2018

Students not in attendance or late for the first class meeting are subject to drop.
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<thead>
<tr>
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<th>Day</th>
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<td>WS 102</td>
<td>3.0 UNITS</td>
<td>WOMEN AND RELIGION</td>
<td>Transferable to UC, CSU</td>
<td>Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or &quot;C&quot; or higher and satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or &quot;C&quot; or higher.</td>
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<td>WS 108</td>
<td>3.0 UNITS</td>
<td>WOMEN IN SPORTS</td>
<td>Transferable to UC, CSU</td>
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<td>21953</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Kozlowski,T</td>
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<td>WMT 101</td>
<td>3.0 UNITS</td>
<td>INTRODUCTION TO WOODWORKING</td>
<td>Transferable to CSU</td>
<td>NOTE: a material fee of $20.00 is required for WMT 101</td>
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<td>8:00-9:50PM</td>
<td>MTW</td>
<td>Sanchez,C</td>
<td>WD 13</td>
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<td>20513</td>
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<td>10:30-12:00PM</td>
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<td>Fortner,A</td>
<td>WD 14</td>
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<td>22160</td>
<td>5:30-8:00PM</td>
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<td>TWh</td>
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<td>WD 14</td>
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<td>22671</td>
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<td>WMT 118</td>
<td>2.0 UNITS</td>
<td>INTRODUCTION TO WOODTURNING</td>
<td>Transferable to CSU</td>
<td>Recommendation: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Pass or &quot;C&quot; or higher.</td>
<td>22252</td>
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<td>Hernandez,B</td>
<td>WD 12</td>
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<td>WMT 119L</td>
<td>1.0 UNIT</td>
<td>INTRODUCTION TO WOODTURNING LAB</td>
<td>Transferable to CSU</td>
<td>Prerequisite: WMT 118 or equivalent with a grade of Pass or &quot;C&quot; or higher.</td>
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<td>WMT 228L</td>
<td>1.0 UNIT</td>
<td>PROJECT COMPLETION LAB</td>
<td>Transferable to CSU</td>
<td>Prerequisite: WMT 151 or WMT 153 or WMT 102 or WMT 103 or equivalent with a grade of Pass or &quot;C&quot; or higher.</td>
<td>22162</td>
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<td>22664</td>
<td>1:00-4:50PM</td>
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</table>

Students not in attendance or late for the first class meeting are subject to drop.
NO FEE NON-CREDIT CLASSES

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.

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

REGISTRATION
STEPS TO ENROLL IN NON-CREDIT CLASSES

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 online at www.cerritos.edu; select “Apply Online”.

3. WALK-IN REGISTRATION
   You may register online or 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. SCHEDULE AN APPOINTMENT WITH COUNSELOR
   Counselors are available to talk with you about the right courses for you. Call (562) 467-5098 to schedule an appointment.

CLASES GRATIS DE NO-CREDITO DEL COLEGIO

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 Ingles 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.

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

REGISTRACIÓN
COMO MATRICULARSE EN CLASES DE NO-CRÉDITO

1. Escoja la clases o clase que le gustaría tomar:

2. Llene la aplicacion de registración para Cerritos College por internet www.cerritos.edu, presione Apply Online, opción en Español.

3. Registracion en persona.
   Al llenar la aplicación de registración, venga a la oficina de Educación para Adultos localizada en el edificio de CE 11.
   Registración para los cursos de Ingles 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.
ESL/CITIZENSHIP

This course prepares adults for the citizenship process, the INS examination, and interview. The course will also emphasize oral communication and strengthen English language skills for those limited in English.

PREPARATORY MATHEMATICS

AED 49.01 - 0.0 UNIT PREPARATORY MATHEMATICS
Not Transferable
21058 12:00-1:30PM TTh Barrera De Contreras,G MP105
1:30-2:50PM TTh Barrera De Contreras,G MP105
22677 2:00-3:30PM MW Barrera De Contreras,G MP105
3:30-5:05PM MW Barrera De Contreras,G MP105
21378 6:30-8:00PM TTh Rosales,I MP105
8:00-9:20PM TTh Rosales,I MP105
21372 8:00-9:30AM MTWTh Samel,C MP105
9:30-10:50AM MTWTh Samel,C MP105
Class# 21732 meets 05/21/2018-06/28/2018
20810 8:00-9:30AM MTWTh Nunez Jr.,N MP105
9:30-10:50AM MTWTh Nunez Jr.,N MP105
Class# 20810 meets 07/02/2018-08/09/2018

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.

OCCUPATIONAL PREPARATION

Learn basic skills about conducting a job search, attitudes at the workplace, interviewing, work habits, time management, and stress reduction.

GENERAL EDUCATION DEVELOPMENT (GED)

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

Students not in attendance or late for the first class meeting are subject to drop.
The Older Wiser Learner program offers special interest, non-credit classes for adults. These courses are designed to support lifelong learning. Register in the class. Classes are open enrollment.

**OLDER WISER LEARNER (FORMERLY EMERITUS COLLEGE)**

AED 11.08 - 0.0 UNIT STRESS MANAGEMENT/OLDER ADULT

Not Transferable

<table>
<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>22367</td>
<td>10:00-11:00AM</td>
<td>MWF</td>
<td>Van Herk,T</td>
<td>LGM1*</td>
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<td>11:00-11:50AM</td>
<td>MWF</td>
<td>Van Herk,T</td>
<td>LGM1*</td>
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<td>Class# 22367 meets 07/02/2018-08/10/2018</td>
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<td>22379</td>
<td>7:30-8:30AM</td>
<td>MWF</td>
<td>Jackson,M</td>
<td>CSRC*</td>
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<td>8:30-9:20AM</td>
<td>MWF</td>
<td>Jackson,M</td>
<td>CSRC*</td>
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<td>MWF</td>
<td>Jackson,M</td>
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<td>Class# 22387 meets 07/02/2018-08/10/2018</td>
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<tr>
<td>22361</td>
<td>1:00-2:00PM</td>
<td>TTh</td>
<td>Lozano,J</td>
<td>DCC*</td>
</tr>
<tr>
<td></td>
<td>2:00-3:50PM</td>
<td>TTh</td>
<td>Lozano,J</td>
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<td>22684</td>
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<td></td>
<td>5:45-6:15PM</td>
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<td>Jackson,M</td>
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<td>5:45-6:15PM</td>
<td>MW</td>
<td>Jackson,M</td>
<td>CSRC*</td>
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<td></td>
<td>Class# 22694 meets 07/02/2018-08/10/2018</td>
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<td>NSC*</td>
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<td>Class# 22696 meets 05/21/2018-06/28/2018</td>
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Students not in attendance or late for the first class meeting are subject to drop.

**SUPERVISED TUTORING**

AED 42.05 - 0.0 UNIT SUPERVISED TUTORING

Not Transferable

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<tr>
<th>Class#</th>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
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<td>Samel,C</td>
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<td>Nunez Jr.,N</td>
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**PLAZA COMUNITARIA**

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 llamado Plaza Comunitaria. El programa consiste de tres niveles de progresión que enseñan español a los adultos para leer, escribir y hablar en su lengua nativa y a completar sus primeros niveles de educación. Al finalizar este programa, el estudiante recibirá un diploma de la Secretaría de Educación Pública de México. Nuestro objetivo es pasar el estudiante a cursos regulares de ESL con un índice de éxito más alto.

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

**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 three apprenticeship programs: Field Ironworkers SC/PDCA Painters & Decorators of California ABC – Associated Builders and Contractors CAFSA – Fire Sprinklers

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

SITE LOCATIONS

<table>
<thead>
<tr>
<th>SITE</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELL*</td>
<td>Bellflower - Washington Elemen</td>
<td>9725 Jefferson St, Bellflower</td>
</tr>
<tr>
<td>COCC*</td>
<td>One-Stop Career Center Plus</td>
<td>10900 E. 183rd St., Suite 392, Cerritos</td>
</tr>
<tr>
<td>CSRC*</td>
<td>Cerritos Senior Center</td>
<td>12340 South St., Artesia</td>
</tr>
<tr>
<td>DCC *</td>
<td>Downey Community Senior Center</td>
<td>7810 Quill Dr., Downey</td>
</tr>
<tr>
<td>ELMT*</td>
<td>El Monte Dental Clinic</td>
<td>10953 Romona Blvd., El Monte</td>
</tr>
<tr>
<td>FOUN*</td>
<td>Founders</td>
<td>18025 Pioneer Blvd., Artesia</td>
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<tr>
<td>HDSN*</td>
<td>Hudson Dental Clinic</td>
<td>2829 South Grand Ave., Los Angeles</td>
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<tr>
<td>HMPH*</td>
<td>Humphrey Dental Clinic</td>
<td>5850 S. Main St., Los Angeles</td>
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<tr>
<td>LMAC*</td>
<td>La Mirada Activity Center</td>
<td>13810 La Mirada Blvd., La Mirada</td>
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<tr>
<td>LMGM*</td>
<td>La Mirada Gymnasium</td>
<td>15105 Alicante Rd., La Mirada</td>
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<td>LBVA*</td>
<td>Long Beach Veteran’s Admin</td>
<td>5901 E. 7th St., Long Beach</td>
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<td>NBRC*</td>
<td>Neighborhood Center</td>
<td>9255 Pioneer Blvd., Santa Fe Springs</td>
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<tr>
<td>NSC *</td>
<td>Norwalk Senior Center</td>
<td>14040 San Antonio Dr., Norwalk</td>
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<tr>
<td>RYBL*</td>
<td>Roybal Dental Clinic</td>
<td>2345 S. Fetterly Ave., Los Angeles</td>
</tr>
<tr>
<td>TBD</td>
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</table>

For more information, please contact the appropriate department office.
WHY STUDY CHICANO STUDIES?

The Mexican American/Chicano(a)/Latino(a) Department seeks to increase critical understanding and appreciation of social, historical, and continuing cultural significance of Mexican American and Latino(a) communities. The Latino(a) population has played an important role in shaping our nation’s history and is now the fastest growing population in the United States, and will soon become the majority population in the state of California. Students who major in Chicano Studies will enroll in classes from a variety of disciplines that enrich their understanding of the experiences and contributions of Mexican Americans and Latino[a]s past and present. The Chicano Studies Associate in Arts Degree requires completion of courses from the fields of History, Art, Women’s Studies, Sociology, Philosophy, Psychology, Spanish, English, and Anthropology.

Chicano Studies courses are vital to help you learn, value, and practice cultural competence – an imperative and beneficial skill to build in an increasingly diverse society. Chicano Studies courses will help you gain more self-confidence and improved self-esteem to experience new ways of learning, as course framework reflects that of historically marginalized groups that are often overlooked.

IF YOU TAKE COURSES IN CHICANO STUDIES, YOU WILL:

- Gain understanding of the importance of Chicano(a)/Latino(a) culture in the United States.
- Analyze and evaluate the contributions of Chicano(a) and Latino(a) within US society in diverse disciplines such as Politics, Science, Health, Education, Social Sciences, Humanities, Music, and Fine Arts.
- Be introduced to significant Mexican American, Chicano, and Latino leaders in the US, both new and contemporary figures, as a form of mentorship. Learning about these leaders will help you advance further in your personal, academic, and professional lives.
- Become active in today’s society to procure benefits for your education and for the benefit of others in your community.

The Associate in Arts Degree in Chicano Studies prepares students to transfer to California State University (CSU) campuses that offer Chicano Studies. In addition, Chicano Studies is an interdisciplinary program that contains a wide array of classes from English, Spanish, History, Social Science, Fine Arts, Women Studies, and Anthropology. All of these major courses of study will also prepare the student to obtain additional coursework to major and/or minor in the disciplines mentioned above. The degree requires students to complete 60 CSU transferable units.

There are many careers in which a Chicano Studies degree is beneficial:

- Arts, Fine Arts, & Music
- Community Organizing
- English
- Foreign Service
- Journalism
- Marketing & Public Relations
- Medical Profession
- Public & Business Administration
- Law
- Law Enforcement
- Librarian/Historian
- Non-Profit Organization
- Public Policy
- Social Work
- Teaching: K-12, Credentialing, & Higher Education

MAJOR REQUIREMENTS:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Courses (choose two classes)</th>
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<tbody>
<tr>
<td>ANTH 100 Cultural Anthropology</td>
<td>ANTH 170 Intro to Language and Culture</td>
</tr>
<tr>
<td>ENGL 223 Chicana/Chicano Literature</td>
<td>ANTH 202 The Maya, Inca, and Aztecs</td>
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<tr>
<td>ENGL 225 Mexican Literature in Translation</td>
<td>ART 105A The Arts of Latin America and the Caribbean</td>
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<tr>
<td>SPAN 210 Highlights of Hispanic Culture</td>
<td>ART 105B The Arts of Latin America and the Caribbean</td>
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<tr>
<td>SPAN 245 Intro to Chicano/Mexican American Culture</td>
<td>HIST 120 History of California</td>
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<td>HIST 230 History of Mexico</td>
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<td>HIST 235 History of Latin America</td>
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<td>HUM 108 Black Images in Pop Culture</td>
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<td>PHIL 104 Philosophy of Cultural Diversity</td>
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<td>PHIL 200 World Religions</td>
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<td>PSYC 261 Social Psychology</td>
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<td>SOC 201 Social Problems</td>
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<td>SOC 210 American Minority Relations</td>
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<td>SOC 215 Sociology of Cultural Diversity</td>
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<td>SPAN 201 Intermediate Spanish</td>
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<td>SPAN 202 Intermediate Spanish</td>
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<td>WS 101 Issues for Women in American Society</td>
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Total Units Required for the Major: 21 - 24

Students must complete a minimum of 21 units, all general education requirements for Plan B or Plan C, and any additional units for a total of 60 transferable units. Double counting courses in general education and the major is allowed.
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:
• A cumulative GPA of 3.0 in all coursework
• Readiness for English 100 (Freshman Composition)

HOW DO I JOIN?
Go online to the SHP web page, http://www.cerritos.edu/shp, where you can find more information and an online 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 email: shp-info@cerritos.edu.

HONORS COURSES, SUMMER SESSION, 2018
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/) or SHP office for a list of available courses.
WHAT IS DISTANCE EDUCATION?
Distance Education takes place when a teacher and students are separated by physical distance. 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 (see definitions in next column). 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. Students should consider taking a one-unit course: EDT 50: Preparation for Online Learning.

Necessary Student Skills:
1. Basic Computer skills (send and receive email 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 Canvas)

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
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 Canvas)

Before registering for any online course, you should make sure that you have proficient skills in basic computing, web browsing, email, 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 50: Basic Computer Literacy.

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 online instruction. Therefore, students will be required to attend on-campus meetings as scheduled by the instructor, as well as complete work using email, the campus course management system (Canvas) and/or 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 Canvas website, www.cerritos.edu/canvas, and log on with your username and password.

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

Password: Your initial password is your 8-digit date of birth in the “mmddyyyy” format. Example: John Smith’s date of birth is May 30, 1990. His password would be 05301990.

ONLINE ORIENTATION:
There is also an online general orientation for all online courses. Go to www.cerritos.edu/de. Some instructors give on-campus orientations.
Check course listings for information. You must attend any mandatory orientations and/or contact your instructor prior to the 1st week of class or you may 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, x2404 or (562) 653-7891
Email: de-info@cerritos.edu or visit the DE home page at: http://cms.cerritos.edu/de
Most work and communications occur online. Access to email and the Internet is required. Orientations are mandatory.

### ACCOUNTING
- 21493 ACCT 60 Quickbooks Accounting
- 21679 ACCT 61 Turbo Tax Accounting

### ANTHROPOLOGY
- 21170 ANTH 115 Physical Anthropology

### ART AND DESIGN
- 20018 ART 100 Introduction to World Art
- 22617 ART 100 Introduction to World Art
- 21698 ART 101 Art History I: Prehistory to Gothic
- 21951 ART 102 Art History II: Renaissance to Rococo
- 21425 ART 192 Photoshop/Digital Imaging
- 21426 ART 192 Photoshop/Digital Imaging

### BUSINESS ADMINISTRATION
- 20067 BA 100 Fundamentals of Business
- 21332 BA 100 Fundamentals of Business
- 21896 BA 100 Fundamentals of Business
- 20359 BA 100 Fundamentals of Business
- 22299 BA 101 International Business
- 21680 BA 101 International Business
- 20870 BA 106 Human Resource Management
- 20871 BA 106 Human Resource Management
- 21897 BA 106 Human Resource Management
- 22028 BA 106 Human Resource Management
- 21143 BA 107 Human Relations In Business
- 21898 BA 107 Human Relations In Business
- 20874 BA 107 Human Relations In Business
- 20872 BA 107 Human Relations In Business
- 21335 BA 113 Legal Environment of Business
- 21654 BA 113 Legal Environment of Business
- 20769 BA 114 Marketing
- 20768 BA 114 Marketing
- 21905 BA 114 Marketing
- 22029 BA 114 Marketing
- 22564 BA 115 Management-Business
- 20770 BA 115 Management-Business
- 20300 BA 115 Management-Business
- 21551 BA 115 Management-Business
- 22566 BA 118 Retail Management
- 20772 BA 119 Retail Management
- 21982 BA 118 Retail Management
- 22565 BA 118 Retail Management
- 22567 BA 120 Management-Accounting and Internal Control
- 20774 BA 120 Management-Accounting and Internal Control
- 21983 BA 120 Management-Accounting and Internal Control
- 22304 BA 120 Management-Accounting and Internal Control
- 22568 BA 132 Computer Applications for Managers
- 20777 BA 132 Computer Applications for Managers
- 22306 BA 132 Computer Applications for Managers
- 22569 BA 132 Computer Applications for Managers
- 22307 BA 153 Small Business Management
- 22308 BA 156 Motivational Presentation Skills for Managers
- 20779 BA 156 Motivational Presentation Skills for Managers
- 20780 BA 156 Motivational Presentation Skills for Managers
- 21985 BA 156 Motivational Presentation Skills for Managers

### BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY
- 22570 BCOT 46 Business Communications
- 21907 BCOT 62 Computer Keyboarding
- 21908 BCOT 62 Computer Keyboarding
- 22202 BCOT 96 Microsoft PowerPoint
- 22203 BCOT 96 Microsoft PowerPoint
- 20112 BCOT 113 Microsoft Excel
- 20113 BCOT 113 Microsoft Excel
- 22455 BCOT 118 Microsoft Access for Office Technology
- 22463 BCOT 118 Microsoft Access for Office Technology
- 20363 BCOT 131 Beginning College Keyboarding and Document Processing
- 20364 BCOT 131 Beginning College Keyboarding and Document Processing

### CHILD DEVELOPMENT
- 21396 CD 110 Child Development

### CHILD DEVELOPMENT/EARLY CHILDHOOD
- 22668 CDEC 161 Health, Safety, and Nutrition

### COMPUTER AND INFORMATION SCIENCES
- 20134 CIS 101 Introduction to Computer Information Systems
- 20135 CIS 101 Introduction to Computer Information Systems
- 20267 CIS 101 Introduction to Computer Information Systems
- 20266 CIS 101 Introduction to Computer Information Systems
- 21936 CIS 101 Introduction to Computer Information Systems
- 21937 CIS 101 Introduction to Computer Information Systems
- 20103 CIS 101 Introduction to Computer Information Systems
- 21646 CIS 101 Introduction to Computer Information Systems
- 21465 CIS 101 Introduction to Computer Information Systems
- 20982 CIS 170A Networking Fundamentals
- 20983 CIS 170A Networking Fundamentals
- 21466 CIS 180 Programming in C/C++
- 21467 CIS 180 Programming in C/C++

### DANCE
- 20245 DANC 100 Dance Appreciation
- 22255 DANC 100 Dance Appreciation
- 22574 DANC 100 Dance Appreciation
- 22256 DANC 101 History of Dance

### EARTH SCIENCE
- 22606 ESCI 104 Oceanography
- 20323 ESCI 104 Oceanography

### ECONOMICS
- 22274 ECON 101 Economic Issues and Policy
- 21484 ECON 201 Principles of Macroeconomics
- 21485 ECON 201 Principles of Macroeconomics
- 22276 ECON 201 Principles of Macroeconomics
- 22277 ECON 201 Principles of Macroeconomics
DISTANCE EDUCATION COURSES (CONTINUED)

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ENGLISH AS A SECOND LANGUAGE

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GEOPGRAPHY

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HEALTH EDUCATION

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HISTORY

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KINESEIOLOGY

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WOMEN'S STUDIES

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POLICY ON AFFIRMATIVE CONSENT, SEXUAL ASSAULT, AND TITLE IX

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. Board Policy and Administrative Procedure 3540: Sexual and Other Assaults on Campus, operationalize relevant State and Federal Laws. These cover sexual assaults including rape, sexual battery, and threat of sexual assault; dating violence; domestic violence; stalking; and failure to have affirmative consent. District response including claimant options, victim resources, case investigation, and administrative and law enforcement response are provided in Administrative Procedure 3540. Any student or employee who becomes a victim of sexual violence, dating violence, domestic violence, or stalking is encouraged to report the matter immediately to Dr. Valencia Raphael, District Title IX Coordinator in the Office of Human Resource Services. The phone number for the Title IX Coordinator is (562) 860-2451, ext. 2276, and the email address is TitleIXcoordinator@cerritos.edu. The District is dedicated to providing prompt and compassionate services. In the event of an incident, Student Health Services will provide confidential support services and direction. The phone number for Student Health Services is (562) 860-2451, ext. 2321.

For more information, please see Board Policy 3540 and Administrative Procedure 3540: Sexual and Other Assaults on Campus. This Policy and Procedure are on the Board Policy web page at: http://cms.cerritos.edu/board/policies.

AFFIRMATIVE CONSENT POLICY

Board Policy 3540 and 5500 define “affirmative consent” as affirmative, conscious, and voluntary agreement to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. People under 18 years old; incapacitated by drugs, alcohol, or medication; asleep, unconscious or otherwise unable to understand the fact, nature, or extent of the sexual activity cannot give consent. Failure, as a person involved in sexual activity, to ensure mutual, affirmative consent throughout sexual activity constitutes good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student. Information about violators of this policy are encouraged to report this matter immediately to the Director of Diversity, Compliance, and Title IX Coordinator in the Office of Human Resources or the Campus Police. The number for the Campus Police is (562) 860-2451, ext. 2325.

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 Diversity, Compliance, and Title IX Coordinator. The District's Policies and Procedures are available on the website at http://cms.cerritos.edu/board/policies.
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 (California Administrative Regulations, Title 5, Section 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
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, as well as 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 A.A. and transfer goals, students should see a Cerritos College counselor.
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 College Level Math 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 or READ 97 with a grade of Pass, or “C”, or higher.
   c. For other options, see your counselor.

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 following options:
   a. Completion with a grade of Pass, or "C", or higher of at least one unit of a course from the approved department list below:
      Kinesiology 100, 102, 104, 106, 108, 120, 121, 122, 123, 130, 131, 132, 133, 134, 200, 202, 203, 206, 210, 210
   b. Completion of HED 100, 101, 103, or 200; HO 100 or 152; CDEC 161; 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), 102, 102L (lab), 105L (lab), 201 (lab), 204, 207 (lab), 208, 209
      Physical Science 100, 112 (lab)
      Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)
      (2) Biological Sciences
      Anatomy and Physiology 120 (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, U.S. 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, U.S. Government and Politics. 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
      American Sign Language 220
      Anthropology 100, 120, 170, 200, 201, 202, 203, 205
      Business Administration **208
GENERAL EDUCATION REQUIREMENTS
FOR THE ASSOCIATE DEGREE

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, 140
History 110, 120, 204, 210, 220, 230, 235, 241, 242, 245, 246, 250, 255, 260, 265, **270, 275
Journalism 100
Kinesiology 108, ***211
Political Science 110, 210, 220, 230, 240, ***250, 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, **105, 108, 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, 118, **119A, 120, 124, 125, 130A, 150, **186, **192, 193, **200, 207
   Dance 100, 101
   Film 159
   Humanities: *108, *109, 125, **200
   Music 100, 101, 102, 103, 104, 104B, 105, 180
   Photography 100, 160
   Theatre 101, 102, 103, 104, **110, 150, RTV/TH 151, RTV 152
   Women’s Studies 118, 207

(2) HUMANITIES
   American Sign Language 110, 111, ***210, ***211
   Art *108, *109
   Chinese 101, 102, 201, 202, 260
   French 101, 102, 201, 202, 203, 281, 282, 283, 285
   German 101, 102, 201, 202
   Humanities 100, **107, *108, *109
   Japanese 101, 102, 201, 202
   Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206
   Photography 150
   Spanish 101, 102, 111, 112, 201, 202, 206, 210, 245, 285
   Speech 140, **145
   Women's Studies 102, **107, 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
   Engineering Technology **131
   English 101, 103
   Mathematics **80, **80B, ***110A, ***110B, 112, 114, 115, 116, **140, 155, 160, 170, 190, 225, 250
   Philosophy 103, 106, **160
   Psychology 103, 210
   Reading 200
   Speech **60, 100, 120, 130, 132, 150, 235
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.
*** These courses do not meet the General Education Requirements for IGETC.

NOTE: The preceding graduation requirements apply to students who were in attendance during the 2017-18 school year and thereafter. Students who enrolled prior to Fall 2017 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

Associate in Arts Degree
General Education
2017-18
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 A.A. 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), 102, 102L (lab), 201 (lab), 204, 207 (lab),
      208, 209
      Physical Science 100, 112 (not considered a lab science for
      CSUGE)
      Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab),
      203 (lab)
   2. Biological Sciences
      Anatomy and Physiology 120 (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
      190, 225, 250
      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
      110, 113, 116, 118, 120, 130A, 150, 193
      Dance 100, 101
      Film 159
      Humanities *108, *109
      Music 100, 101, 102, 103, 104, 104B, 105, 180
      Photography 100, 160
      Theatre 101, 102, 103, 104, 150, RTV/TH 151, RTV 152
      Women's Studies 118
2. Humanities
   American Sign Language 110, 111, 210, 211, *220
   Art *108, *109, 124, 125, 207
   Chinese 101, 102, 201, 202, 260
   English 102, 106, 211A, 221B, 222, 223, 224, 225, 226, 227, 228,
   246B, 248A, 248B
   French 101, 102, 201, 202, 203, 281, 282, 285
   German 101, 102, 201, 202
   Humanities 100, *108, *109, 125
   Japanese 101, 102, 201, 202
   Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201,
   203, 204, 205, 206
   Photography 150
   Political Science *240
   Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245, 285
   Speech 140
   Women’s Studies 102, 109, 207

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
   American Sign Language *220
   Anthropology 100, 120, 170, 200, 201, 202, 203, *205
   Child Development *110
   Economics 101, 201, 201M, 202, 202M, 204
   Environmental Policy 200
   Geography 102, 105, 140
   Journalism 100
   Kinesiology *108, 211
   Political Science 110, 210, 220, 230, *240, 250, 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, *108, 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
   Kinesiology 104, *108
   Psychology *150, 245
   Sociology *110, *120
   Women’s Studies *108, *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 the ASSIST website at www.assist.org.
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 A.A. 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 campus.

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
   Reading 200
   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+, 155+, 160+, 170+, 190, 225, 250
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
   Dance 100, 101
   Film 139
   Humanities *108, *109
   Music 100, 101, 103, 104, 104B, 105, 180
   Photography 160
   Theatre 101, 102, 103, 104, 150
   Women's Studies 118

B) Humanities
   American Sign Language 111, *220
   Art *108, *109, 124, 125, 207
   Chinese 102, 201, 202, 260
   French 201, 202, 281, 282, 283, 285+
   German 102, 201, 202
   Humanities 100, *108, *109, 125
   Japanese 102
   Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 256
   Photography 150
   Political Science *240
   Spanish 102+, 112+, 201, 202, 205, 210, 245, 285+
   Women's Studies 102, 109, 207
### AREA 4  SOCIAL AND BEHAVIORAL SCIENCES

(3 courses from at least two disciplines or an interdisciplinary sequence: 9 semester/12-15 quarter units)

- American Sign Language *220
- Anthropology 100, 120, 170, 200, 201, 202, 203, 205
- Child Development 110
- Economics 101+, 102, 201, 201M, 202, 202M
- Environmental Policy 200
- Geography 102, 105, 140
- Kinesiology 108
- Political Science 101+, 201+, 210, 220, 230, *240
- Psychology 101, 150, 251, 261, 265+, 271
- Sociology 101, 110, 120, 201, 202+, 205, 210, 215, 250
- Speech 110
- Women’s Studies 101, 108, 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), 102, 102L (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), 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 ASL 110.
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.
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. 2321  
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. The insurance 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 childcare facility on campus, are covered by Accident Insurance.

**ADMISSIONS AND RECORDS**  
EXT. 2211  
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 through Thursday, 8 am – 7 pm; and Friday, 8 am – 12 pm. For additional information visit our website at www.cerritos.edu/admissions.

**ASSESSMENT TESTING**  
EXT. 2599  
Assessment testing is administered in the Assessment Office, located on the second floor of the Multipurpose Building. 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 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. 2462  
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. Fall and spring semester regular hours are: Monday through Thursday, 7:30 am – 7 pm and Friday, 7:30 am – 2 pm; closed on Saturday and Sunday.

**CALWORKS**  
EXT. 2593  
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 the following support services: Academic, Career and/or Transfer, and Personal Counseling services; Priority Enrollment; one-on-one new student orientations; math tutoring; computer lab; study rooms; workshops; scholarship opportunities; referrals to campus- and community-based organizations; and up-to-date information regarding welfare regulations, rules, and requirements. 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, which includes Career Guidance, assistance with resumé writing, mock interviewing skill building, Pre-Employment Preparation workshops (PEP), and subsidized paid work-study placements on campus. To make an appointment with a CalWORKS Counselor, please call (562) 860-2451, ext. 2593. The CalWORKS Office is located in the Santa Barbara Building. Our hours are Monday, Tuesday, Thursday, and Friday, 8 am – 4 pm; and Wednesday, 8 am – 6:30 pm. For additional information, please visit our website at 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, the award-winning weekly newspaper *Talon Marks* 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 and on the campus radio station WPMD, or www.cerritos.edu/wpmd. These media, as well as the college itself, also provide news through Twitter, Facebook, and Instagram.

**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 including 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  
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 Resources, ext. 2366; and (4) Re-entry Programs, ext. 2362. You may visit our website at www.cerritos.edu/career-services. The Career Services Center hours are Monday and Thursday, 8 am – 4:30 pm; Tuesday and Wednesday, 8 am – 7 pm; and closed on Friday.

**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 2 – 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 Monday through Friday, 7:30 am – 5 pm. 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 form, or call (562) 860-2451, ext. 2583.
COUNSELING (562) 467-5231
Counselors are available in the Counseling Department to assist you with academic advisement, establishing realistic goals and devising a comprehensive student educational plan (C-SEP) 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. Counseling Department hours are Monday through Thursday, 8 am – 7 pm; and closed on Friday.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) EXT. 2335
Students with limitations due to a disability may receive support services and instruction from Disabled Student Programs and Services. Those students with mobility, visual, hearing, speech, psychological, and other health impairments as well as learning and developmental disabilities are served. Disabled Student Programs and Services (DSPS) has been in operation at Cerritos College since 1969. For information or an appointment, call (562) 860-2451, ext. 2335; (562) 274-7164 (VP); (562) 467-5006 (FAX); or visit our website at www.cerritos.edu/dsp.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) EXT. 2398
Extended Opportunity Programs and Services (EOPS) assists low-income and educationally disadvantaged students in college. The program offers academic, personal, and career counseling; book grants; tutoring; early enrollment assistance; counseling courses; EOPS Summer Bridge program; school supplies; physical assistance; and university tours. The EOPS Office is located on the south side of the Administration Building. Office hours are Monday through Thursday, 8 am – 7 pm; and closed on Friday. For more information, call (562) 860-2451, ext. 2398, or visit our website at www.cerritos.edu/eops.

FINANCIAL AID OFFICE 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. The federal school code for Cerritos College is 001161. Financial Aid Office hours are Monday through Thursday, 8 am – 7 pm; and Friday, 8 am – 12 pm. For additional information, visit our website at 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, psychologists, 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 through Thursday, 8 am – 7 pm; and Friday, 8 am – 12 pm. We invite you to visit our website at 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.

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/linc.

LIBRARY AND LEARNING RESOURCE CENTER EXT. 2430
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 120,000 books and reference materials and over 100 print magazine and newspaper subscriptions. The library provides access to its online library catalog and thousands of magazine, journal, and newspaper articles in 70 online subscription databases through the library website on the Internet. Copy machines, printers, and computers are also available in the library for student use, and librarians are available for reference assistance.

The LRC houses the following services: Library (ext. 2430), Library Computer lab (ext. 2184), Media Services (ext. 2443), Distance Education (ext. 2405), Center for Teaching Excellence (ext. 2797), and Success Center (ext. 2404).

MENTAL WELLNESS PROGRAM EXT. 2321
Psychological services, crisis intervention, and referrals are available to students experiencing emotional difficulties or concerns. Please contact Student Health Services at extension 2321 for assistance, or visit our website at www.cerritos.edu/shs.
OFFICE OF INTERNATIONAL STUDENT SERVICES  EXT. 2133
The Office of International Student Services (OISS) fosters the education and development of F-1 Nonimmigrant students. The program provides eligible students with a comprehensive “One-Stop” approach with the following services: Admissions, Academic Counseling and Advising, early enrollment, small group orientations, welcome receptions advocacy regarding immigration requirements, computer lab, study rooms, and on-campus and community resources. The well-trained staff provides a welcoming and nurturing environment that assist new and continuing students to stay in federal program compliance and maintain good academic standing. The program provides workshops and support that assist students in adjusting to the American Culture and the California Community College educational system.
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 the Academic and/or Intensive English Program and ALL required documents, please visit our site at www.cerritos.oiss, or call us at (562) 860-2451, ext. 2133. Our email address is oiss@cerritos.edu. The OISS office hours are Monday, Tuesday, Thursday, and Friday, 8 am – 4 pm; and Wednesday, 8 am – 6:30 pm. The OISS is located in the Santa Barbara Building.

PARKING  EXT. 2325
All parking at Cerritos College is by permit only. Parking regulations are enforced 24 hours a day/7 days a week. A semester 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 business hours and at Campus Police when Admissions and Records is closed, including weekends. A daily permit may be purchased from the ticket dispensers located in our student parking lots for $2.00. All dispensers accept credit cards and cash; a 25 cent convenience charge will be added for purchases made with a credit card (Ticket dispensers do not provide change or refunds). Dispensers are located near the marquee in front of the gymnasium; on Falcon Way; and in student parking lots 1, 5, 6, 8, and 10. Timed parking stalls are also available and are located in lots 2, 6, and 8; these stalls require a pay and display permit which is valid for up to 2 hours. Parking in staff parking lots requires a current staff parking permit. Vehicles with a valid disabled “DP” placard on plate and a current and valid student or one-day permit are permitted to park in staff parking lots. “Blue Curb” and marked disabled parking stalls do not require a parking permit if a valid “DP” placard on plate is displayed in the vehicle (the registered owner of “DP” placard must be present at all times when placard is being used on campus). Persons displaying a “DP” placard or plate may not park in parking stalls reserved for “Carpool” or “Board Members” at any time. Parking is free in white stalls (student parking) only for the first week of each semester.

VEHICLES WITHOUT A PERMIT OR THAT ARE INCORRECTLY PARKED CAN 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. LOST OR STOLEN PARKING PERMITS ARE NOT REPLACED. 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, 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.

STUDENT EMPLOYMENT RESOURCES  EXT. 2366
Cerritos College students and alumni who are seeking employment may review job listings in the Career Services Center. Additional listings are accessible through the Internet. Assistance in seeking internships is also provided. Handouts on job search resources, résumé writing, and interviewing skills are available on request. Student Employment coordinates the bi-annual job fairs, Employer Business Panel, and on-campus employer information tables. For more information, call (562) 860-2451, ext. 2366; email student-employment@cerritos.edu; or visit us at www.cerritos.edu/job-placement.

SUCCESS CENTER  EXT. 7891
The Success Center, located on the lower floor of the LRC, has been established to serve the needs of faculty and students across the campus. The Success Center provides 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. 2404, or visit the Center’s website at 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 2 transcripts (whether official or unofficial) and verifications of enrollment are free. For subsequent copies, a fee of $3 is charged for each regular transcript; $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. $7 for 24-hour service. Please contact the Admissions and Records Office by phone or check the website at 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 Transfer Center provides transfer events and workshops, general education information, advising appointments with university representatives, and university tours. The Transfer Center is located in the Administration Building. Office hours are Monday through Thursday, 8 am – 7 pm; and closed on Friday. Visit our website at www.cerritos.edu/transfer.

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 through Wednesday, 8 am – 7 pm; Thursday, 8 am – 5:30 pm; and 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 Wednesday, 8 am – 7 pm; and Thursday, 8 am – 5:30 pm. The VRC is located in the Student Center Complex. Hours are Monday through Wednesday, 8 am – 7 pm; Thursday, 8 am – 5:30 pm; and closed on Friday.
EMPEZANDO EN CERRITOS COLLEGE

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 a Jueves, 8 am – 7 pm; Viernes, 8 am – 12 pm Para obtener información adicional, visite nuestro sitio web en www.cerritos.edu/admissions.

EXAMENES DE EVALUACIÓN  EXT. 2599
Las pruebas de evaluación se realizan en la Oficina de evaluación, que se encuentra en el Edificio de Usos Múltiples. 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 para conocer el programa actual de pruebas.

LIBRERÍA  EXT. 2462
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 regulares de Otoño y Primavera son: 7:30 am a 7 pm, de Jueves a Jueves; 7:30 am a 2 pm, Viernes; cerrado Sábados y Domingos.

CONSEJERÍA  (562) 467-5231
Los consejeros están disponibles en el Departamento de Asesoramiento para ayudarle con asesoría académica, el establecimiento de metas realizables y la elaboración de un integral plan de educación para alcanzar esos objetivos. Los 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. Los horarios del Centro de asesoría son Lunes a Jueves de 8 a.m. a 7 p.m. y cerró el Viernes.

PROGRAMAS Y SERVICIOS PARA DISCAPACITADOS  EXT. 2335
Los estudiantes con limitaciones debido a una discapacidad pueden recibir servicios de apoyo e instrucciones de los Programas y Servicios para Estudiantes Discapacitados. Son atendidos aquellos estudiantes con problemas de movilidad, visuales, auditivos, del habla, psicológicos, y otros problemas de salud, así como discapacidades de aprendizaje y desarrollo. Los Programas y Servicios para Estudiantes Discapacitados (DSPS) han estado en funcionamiento en Cerritos College desde 1969. Para obtener información o una cita, llame al (562) 860-2451, ext. 2335; (562) 274-7164 (VP); (562) 467-5006 (FAX); o visite nuestro sitio web en www.cerritos.edu/dsp.

AYUDA FINANCIERA  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. El código de Cerritos College es 001161. El horario de la Oficina de Ayuda Financiera es Lunes a Jueves, 8 am – 7 pm; Viernes, 8 am – 12 pm; Para obtener información adicional, visite nuestro sitio web en www.cerritos.edu/financialaid.

ESTACIONAMIENTO  EXT. 2325
El estacionamiento en Cerritos College es únicamente con permiso. Las regualaciones del estacionamiento se deben cumplir las 24 horas del día, los 7 días de la semana. Se puede solicitar un permiso de estacionamiento semestral por Internet. Para hacerlo, regístrese en MyCerritos en y haga clic en el enlace "Buy Parking Permit" (Comprar permiso de estacionamiento). También se pueden comprar permisos en el campus, en la Oficina de Admisiones y Registros (Admissions and Records Office) durante el horario normal de atención, y en la Policía del Campus (Campus Police) cuando la Oficina de Admisiones y Registros esté cerrada, incluso los fines de semana. Se pueden comprar permisos por día, por $2, en los dispensadores de boletos ubicados en nuestros estacionamientos para estudiantes. Todos los dispensadores aceptan tarjetas de crédito y efectivo; se cobrará una tarifa extra de 25 centavos para compras realizadas con tarjeta de crédito (los dispensadores no dan cambio ni reembolso). Los dispensadores se encuentran cerca de la marquesina frente al gimnasio, en Falcon Way, y en los estacionamientos para estudiantes 1, 5, 6, 8 y 10. Los lugares de estacionamiento por tiempo también se encuentran disponibles en los estacionamientos 2, 6 y 8. Estos lugares requieren del pago y de la exhibición del permiso que es válido por hasta 2 horas. El estacionamiento en lugares reservados para el personal requiere un permiso vigente. Se permite que los vehículos con un cartel o una placa válida por discapacidad “DP” (persona discapacitada, por sus siglas en inglés), y un permiso por un día vigente y válido para estudiantes, estacionen en estacionamientos para el personal. La "acera de color azul" y los lugares de estacionamiento marcados para discapacitados no requieren un permiso de estacionamiento, si el vehículo tiene un cartel o una placa válida de “DP” (el dueño registrado del cartel de “DP” debe estar presente en todo momento cuando se use el cartel en el campus). Las personas que exhiban una placa o un cartel de "DP" no pueden estacionar en ningún momento en aquellos lugares de estacionamiento reservados para "personas que comparten el vehículo" o “miembros de la junta”. El estacionamiento es gratuito en los lugares de color blanco (estacionamiento para estudiantes) solo durante la primera semana de cada semestre.

SE PUEDE EMITIR UNA CITACIÓN DE ESTACIONAMIENTO A AQUELLOS VEHÍCULOS SIN UN PERMISO O QUE ESTÉN ESTACIONADOS DE FORMA INCORRECTA. CERRITOS COLLEGE NO ASUME NINGUNA RESPONSABILIDAD NI TAMPOCO ES RESPONSABLE DEL DAÑO O ROBO DE NINGÚN VEHÍCULO NI SUS CONTENIDOS. NO SE REEMPLAZAN LOS PERMISOS DE ESTACIONAMIENTO PERDIDOS O ROBADOS. CONSULTE EL CATÁLOGO DE LA UNIVERSIDAD SI DESEA OBTENER INFORMACIÓN ADICIONAL SOBRE ESTACIONAMIENTO.

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 through Thursday, 8 am – 7 pm; Friday, 8 am – 12 pm. The college will be closed on Fridays from May 25 through August 3. Additional information is available in Spanish on pages 10-14.
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 a Jueves, 8 am – 7 pm; Viernes, 8 am – 12 pm. El colegio estará cerrado los Viernes de Mayo 25 a Agosto 3. Información adicional está disponible en español en las páginas 10-14.
Individuals with educational 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 Liberal Arts/DSPS building to pick up a New Student Packet. For further information, contact DSPS at (562) 860-2451, ext. 2335; (562) 274-7164/VP; or visit our website at http://www.cerritos.edu/dsps/.

DSPS Services:

DSPS determines reasonable accommodations on a case by case basis by reviewing the disability verification documentation and an interactive process with each student. Following are some of the supportive services which may be approved as reasonable accommodations, depending on the nature of the student’s educational limitations, to assure access to educational activities at Cerritos College:

- Notetakers
- Testing accommodations
- Materials in alternate format
- Assistive Technology
- Sign language interpreters
- Assistive listening devices
- Priority enrollment
- Academic adjustments

Additional services available through DSPS may include:

- Counseling
- Enrollment assistance
- Illness notification
- Instructor liaison
- Assistive technology training

Instructional Offerings:

**Access Learning Courses (ACLR in the Schedule of Classes)**
- ACLR 86 – Introduction to Universal Design for Learning – 2.0 units
- ACLR 87 – Using Scan-Read Technologies in Universal Design for Learning – 2.0 units
- ACLR 90 – Orientation for Students with Disabilities – 1.0 unit
- ACLR 91 – Career Exploration for Students with Disabilities – 1.0 unit

**Adapted Physical Education Courses (PEX in the Schedule of Classes)**
- PEX 100 – Sedentary Activities for Students with Disabilities – 1.0 unit
- PEX 101 – Wheelchair Activities – 1.0 unit
- PEX 102 – Adapted Cardiovascular Exercise – 1.0 unit
- PEX 103 – Adapted Strength Training – 1.0 unit
- PEX 104 – Adapted Strength and Relaxation – 1.0 unit
- PEX 105 – Adapted Swimming – 1.0 unit

Disabled Student Programs and Services is located in the Liberal Arts/DSPS Building.

In accordance with the Americans with Disabilities Act, this information is available in alternate formats (Braille, enlarged type, e-text, etc.) and may be requested by calling (562) 860-2451, Ext. 2335.
Do you need tutoring for 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.

**Individualized Instruction from Faculty**
Faculty members are available at various times for assistance in math, English, English as a Second Language, and reading.

**Technology Training & Computer Proficiency**
Training sessions are offered in word processing, spreadsheets, multimedia presentations, MyFoundationsLab, Canvas, etc.

**Support for Online Students**
Walk-in support for online students
Online tutoring
Online FAQ’s

**Tutorial Services**
Walk-in math & English tutoring
Tutoring by appointment in other subjects
Smarthinking Online Tutoring

**Workshops**
Workshops in various topics such as, How to Read Your Textbook, How to Take Great Notes, Stress Management, Student Success, and many more!
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 Office of Student Affairs, or call (562) 860-2451, ext. 2458.

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 or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, 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 subject to those policies, requirements, and regulations as established by the Board of Trustees in order to assure 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.
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 RIGHTS AND GRIEVANCES

Note: Complaints under Section 504, Section 508, and/or the Americans with Disabilities Act are to be made to the Section 504/508/ADA Coordinator in the Disabled Student Programs and Services Office or to the Diversity/Compliance/Title IX Officer in the Human Resources Office. Complaints of sexual harassment and other illegal discrimination are to be made to the Diversity/Compliance/Title IX Officer in the Human Resources Office or the Vice President of Human Resources.

If a student files a grievance under this procedure that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to: (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint"; or to (ii) the Cerritos College Section 504/ADA Coordinator per Administrative Procedure 3412, for attempted informal resolution or investigation.

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. The student should refer to "Student Rights and Responsibilities," or any state, federal, or local codes. Grades and grading grievances are not addressed within this administrative procedure. The 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 Student Conduct and Grievance 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 Student Conduct and Grievance. 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 Student Conduct and Grievance 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.

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 Student Conduct and Grievance, 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 Student Conduct and Grievance 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. Reprimals 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.
STUDENT SERVICES AND POLICIES

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. 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

Note: If a student files a grade grievance that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint" or to (ii) the Cerritos College Section 504/ADA Coordinator per AP 3412, for attempted informal resolution or investigation.

1. The student will obtain a Grade Grievance Form from the Office of Student Conduct and Grievance.
2. The student must return the Grade Grievance Form to the Office of Student Conduct and Grievance 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 Student Conduct and Grievance Coordinator will meet with the student and review the completed Grade Grievance Form. If the student wishes to pursue the grievance, the Student Conduct and Grievance Coordinator will sign and date the Form. In the absence of the Coordinator, the Dean of Student Services will perform these duties.
4. The student 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 Student Conduct and Grievance Coordinator, and is dated. The In the absence of the Coordinator, the Dean of Student Services will meet with the Division Dean. 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.
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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 President/Superintendent. 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 Colleges Chancellor’s Office by completing the web form found at http://californiacommunitycolleges.cccco.edu.

STANDARDS OF STUDENT 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.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District’s student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

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.

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 harasssing or discriminatory behavior based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, 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.

23. Failure, as a person involved in sexual activity, to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.

- Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.
  a. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
    i. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
    ii. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

b. In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
  i. The complainant was asleep or unconscious.
  ii. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
  iii. The complainant was unable to communicate due to a mental or physical condition.

24. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's consent or other intentional sexual contact with another person without that person's consent. (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent. (3) Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following: (A) The vagina or anus of a person by any body part of another person or by an object. (B) The mouth of a person by a sex organ of another person.

25. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Prostituting another person. (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent. (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure. (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
26. Misrepresentation of oneself or of an organization to be an agent of the District.
27. 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.
28. Abuse of any person, or any possession of any person, on District-owned or controlled property.
29. 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.
30. 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.
31. 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 the District.
32. 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.
33. 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.
34. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
35. 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.

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 Student Conduct and Grievance for further administrative action, such as suspension or expulsion.
STUDENT STUDENT DISCIPLINE PROCEDURES

Student Conduct 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. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

The Office of Student Conduct and Grievances is responsible for the student conduct and sanctioning procedures of the college. Inquiries should be directed to the Office of Student Conduct and Grievances.

STUDENT CONDUCT PROCEDURES AND SANCTIONS

Definitions

District – The Cerritos Community College District.

Day – A 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.

Student – Any person currently enrolled as a student of the District.

Instructor – Any academic employee of the District in whose class a student subject to discipline is or was enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Disciplinary Probation – A period on probation that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college for a set period of time.

Removal from class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the President/Superintendent or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President/Superintendent or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Short-term Suspension – Exclusion of the student by the President/ Superintendent or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension – Exclusion of the student by the President/ Superintendent or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion – Exclusion of the student by the Board of Trustees from the District for one or more terms.

Short-term Suspensions, Long-term Suspensions, and Expulsions

Before any disciplinary action to suspend, or expel is taken against a student, the following procedures will apply:

Notice – The President/Superintendent or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

• the specific section of the Standards of Student Conduct that the student is accused of violating.
• a short statement of the facts supporting the accusation.
• the right of the student to meet with the Dean of Student Services or designee to discuss the accusation, or to respond in writing.
• the nature of the discipline that is being considered.

Time limits – The notice must be provided to the student within 20 days of the date on which the administration of the college became aware of the conduct; in the case of continuous, repeated, or ongoing conduct of which the administration of the college has become aware, the notice must be provided within 20 days of the date on which the administration became aware that the conduct occurred which led to the decision to take disciplinary action.

Hearing Officer Meeting – The student is to have a hearing with the Dean of Student Services or designee serving as the district hearing officer. The hearing must occur no sooner than five days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

Short-term Suspension – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the President/Superintendent or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The President/Superintendent or designee decision on a short-term suspension shall be final.

Long-term Suspension – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a long-term suspension. Written notice of the President/Superintendent or designee decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

Expulsion – Within 10 days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before expulsion is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

Smoking, including the use of electronic cigarettes or other emission-producing products or devices, is prohibited within 20 feet of any exit, entrance, operable window, or ventilation intake of any campus building or structure; in any enclosed area on campus, including lobbies, lounges, courtyards, waiting areas, stairwells, and restrooms that are a part of any building or structure; and in all District vehicles, including gasoline or electric carts.
A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.

**Disciplinary Decisions, Sanctions, and Conditions**

**Written or Verbal Reprimand** – May be initiated by any faculty or College manager and sent in writing to the Office of Student Conduct and Grievances. The Disciplinary Officer (Dean of Student Services or designee) shall determine if there exists good and sufficient reason to initiate disciplinary action and the student should be notified of such actions.

**Disciplinary Probation** – Initiated by the Dean of Student Services or designee. The nature of the misconduct, dates, times, places, and the length of probation shall be placed in writing. Written copies shall be sent to the student and copies filed with the Office of Student Conduct and Grievances.

**Removal from Class (Education Code Section 76032)** – Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Faculty Coordinator for Student Conduct and Grievances. The Faculty Coordinator shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Faculty Coordinator or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Faculty Coordinator, or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

**Immediate Interim Suspension** (Education Code Section 66017) – 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 days.

**Withdrawal of Consent to Remain on Campus** – The President/Superintendent or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Student Services or designee, a written report must be promptly made to the President/Superintendent or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

All applicable conditions of a withdrawal of consent to remain on campus, suspension, or expulsion in effect when a break occurs in the conducting of College business (both in the classroom and in the administrative offices) remain in effect during the break unless specifically excepted in writing by the President/Superintendent or designee.

A withdrawal of consent to remain on campus, suspension, or expulsion prohibits both physical presence on the campus and at any facility or activity operated by the College and any type of online or distance education presence or participation in classes, activities, and/or operations of the College.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

**Clearance to Return** – Prior clearance to return to the college (in-person and/or online) may be required. Clearance requirements may include completion of educational or other courses or processes as specified in the sanction decision. This requirement may include confirmation that the individual is ready for the college classroom and/or that the individual’s continued presence on campus is not a threat to himself/herself, others, and/or the property of the District or others.

**Hearing Panel**

The hearing panel for any disciplinary action subject to hearing by a panel shall be composed of one administrator, two faculty members, and two students.

Unless he or she determines to keep the prior year’s appointees in place, the president of the Faculty Senate, and the President of ASCC shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The President/Superintendent or designee shall appoint the hearing panel from the names on these lists plus the Dean of Student Services or designee. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

The hearing panel shall be responsible to the President/Superintendent for reviewing and making a recommendation to the President/Superintendent or designee.

Membership of the hearing panel shall include the following:

1. Two members of the instructional staff appointed by the Faculty Senate.
2. Two ASCC Student Court Justices, or two other students who meet the minimum eligibility requirements to hold office in the ASCC if such justices are party to the matter at hand or are otherwise unavailable to serve, appointed by the ASCC Court Chief Justice or by the Associated Students President, if the Court Chief Justice is a party to the matter.
3. The Disciplinary Officer/Dean of Student Services or designee shall serve as the Chairperson of the Hearing Panel, 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 days of the suspension if the suspension is immediate.

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 panel to be most conducive to the determination of the truth.

4. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

5. The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services or designee.

6. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

7. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

8. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his/her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

9. The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may present rebuttal evidence after the student completes his/her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

10. Hearings shall be closed and confidential unless the student requests that it be open to the public. If more than one student's case is under consideration, any and all such other students must also request that the hearing be open to the public in order to make it open to the public. Any such request must be made no less than five days prior to the date of the hearing. Requests contrary to state or federal law or to the safety of the college or participants shall not be approved, subject to appeal to the President/Superintendent or designee.

11. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

12. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall not be considered unavailable for the purposes of this section.

13. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel 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. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.

14. Within five days following the close of the hearing, the hearing panel shall prepare and send to the President/Superintendent or designee a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the sanction to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

President/Superintendent’s Decision:

Long-term suspension – Within five days following receipt of the hearing panel’s recommended decision, the President/Superintendent or designee shall render a final written decision. The President/Superintendent or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel’s decision, the President/Superintendent or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President/Superintendent or designee shall be final.

Expulsion – Within ten days following receipt of the hearing panel's recommended decision, the President/Superintendent or designee shall render a written recommended decision to the Board of Trustees. The President/Superintendent or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel's decision, he/she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President/Superintendent’s or designee’s decision for expulsion shall be forwarded to the Board of Trustees.

Board of Trustees Decision:

Expulsion – A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.
The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board’s meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify, or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

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.

Also see BP 5500 titled Standards of Student Conduct.

TITLE IX POLICY

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance (Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act).

It is the policy of the State of California to afford all persons, regardless of their sex or gender identity, 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 or gender identity. Title IX prohibits discrimination based on sex in educational programs and activities that receive Federal financial assistance. Examples of programs and activities that are subject to Title IX include admissions, recruitment, financial aid, academic programs, athletics and employment. Title IX also protects students from sexual harassment, including sexual violence, such as rape, other forms of sexual assault, sexual battery and sexual coercion.

Title IX Coordinator

Cerritos College’s Title IX Coordinator monitors and oversees the college’s compliance with Title IX and the prevention of sex harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. Students, faculty, administrators, staff, visitors, or others who participate in the District’s educational programs and activities with questions, concerns, or complaints about sex discrimination, sex harassment or sexual misconduct are encouraged to contact the Title IX Coordinator at:

Dr. Valencia Raphael
Director of Diversity, Compliance, and Title IX Coordinator
Cerritos College, 11110 Alondra Blvd., Norwalk, CA 90650
(562) 860-2451, ext. 2276; (562) 467-5003 Fax

STUDENT CONDUCT AND GRIEVANCE

Information regarding student rights and responsibilities is available from the Dean of Student Services. The dean 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 is located in the Office of Student Affairs. Inquiries should be directed to the Dean of Student Services in the Office of Student Affairs or by calling (562) 860-2451, ext. 2445.
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 or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, 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 Dr. Valencia Raphael in the Office of Human Resource Services 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 Liberal Arts/DSPS Building and to file a request for accommodations with DSPS via the college form entitled “Disabled Student Programs 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 Director of Diversity, Compliance, and Title IX Coordinator at ext. 2276 in the Office of Human Resource Services.

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 Director of Diversity, Compliance, and Title IX Coordinator at ext. 2276. The Director may contact all parties concerned and attempt to reach some resolution of the problem.
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.
- Sexual assault, including rape, sexual battery, and threat of sexual assault; dating violence; domestic violence; stalking; and failure to have affirmative consent.
- 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.
- 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 Office of Human Resource Services 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. Office of Human Resource Services
3. Office of Student Affairs
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
## CERRITOS COLLEGE COMMUNICATION CENTER: (562) 860-2451

**HOURS:** 8:00 am – 7:00 pm, Monday – Thursday; 8:00 am – 4:30 pm, Friday

The college will be closed on Fridays from May 25 through August 3.

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### DIVISIONS

**Business, Humanities & Social Sciences Division** | Business Education Building | 2752 |
| **Counseling Division** | Administration Building | (562) 467-5231 |
| **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/DSPS Building | 2858 |
| **Science, Engineering & Mathematics Division** | Physical Science & Technology Building | 2660 |
| **Technology Division** | Physical Science & Technology Building | 2900 |

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**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** | Admissions and Records Office Records Room (Vault) only |
| **Burnnight Center Building** | Lobby/Elevator, Music Wing/Elevator |
| **Business Education Building** | North Wing, South Wing |
| **Cafeteria** | Student Center |
| **Classroom Building** | hallway |
| **Fine Arts Complex** | 1st and 2nd Floors, North and South ends of main corridors |
| **Gym** | Southeast Corner |
| **Health Science Building** | 1st Floor, 2nd Floor, 3rd Floor, East Elevator, West Elevator |
| **Liberal Arts/DSPS Building** | Intercoms, 1st and 2nd Floors Next to Elevators |
| **Library** | Elevator East Wing |
| **LRC** | Near Center Elevator of Upper/Lower Levels |
| **Math/CIS Building** | 1st and 2nd Floors, East and West ends of main corridors |
| **Multi-Purpose Building** | 1st Floor, East Exterior near Men’s Restroom; 2nd Floor, West End |
| **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).
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<td>Nursing</td>
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<td>Paralegal (see Law)</td>
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<td>Pharmacy Technology</td>
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<td>Philosophy</td>
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<td>Physics</td>
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<td>Plastics/Composites</td>
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<td>Political Science</td>
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<td>Reading and Study Skills</td>
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<td>Real Estate</td>
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<td>Sociology</td>
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<td>Women's Studies</td>
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<td>Woodworking</td>
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Cerritos College
Transfer Center Summer-Fall Time Line

June 1 - 30, 2018
CSU application priority filing period for Winter quarter 2019 applicants, if open.

November 1 - 30, 2018
UC application priority filing period for Fall 2019 semester/quarter applicants. Attend UC application workshops. www.universityofcalifornia.edu/apply

July 1 - 31, 2018
UC application priority filing period for Winter quarter 2019 applicants, if open. Begin brainstorming on UC personal insight questions.

October 1 - November 30, 2018
CSU application priority filing period for Fall 2019 semester/quarter applicants. Attend CSU application workshops. www.calstate.edu/apply

August 1 - 31, 2018
CSU application priority filing period for Spring semester 2019 applicants, if open. UC application for Fall 2019 opens. Begin scholarship research and applications.

September 2018
Continue scholarship research and applications. UC TA& filing period Fall 2019. uctap.universityofcalifornia.edu

Cerritos College Transfer Center
Located in the Administration Building (AP), West Quad
Monday through Thursday, 8 a.m. - 7 p.m.; Friday, closed. Office hours are subject to change.
(562) 860-2451, ext. 2154 • www.cerritos.edu/transfer
Students Jose Cervantez and Brianna Davis were selected to participate in the University of California, Los Angeles (UCLA)’s CC2PhD Scholars Program.

The CC2PhD Association at UCLA selects 21 underrepresented community college students of color to participate in the one-year introductory level research and Ph.D. preparation program.

Jose hopes to transfer to UCLA and further his studies in clinical psychology. He would like to pursue a career as a research professor after he completes his graduate education.

Sociology major Brianna would like to transfer to the University of California, San Diego to study sociology and political science. She hopes to land a career in education policy for a non-profit or government agency.

Jose and Brianna will conduct an independent social science research project, and present their research at the CC2PhD Undergraduate Research Conference in May 2018. They will receive assistance through the CC2PhD Saturday Academies, a $300 research grant, an assigned CC2PhD graduate student mentor, and a community college faculty mentor.

Two Students Accepted into UCLA’s Ph.D. Preparation Program
Cerritos College Bridge Program students Ashly Medina and Abieiden Lope from Lynwood High School were accepted to Columbia University and Stanford University respectively on a full-ride scholarship for fall 2018. Ashly and Abieiden obtained a Certificate of Achievement in Engineering Design and Development from Cerritos College last year, and will be earning another Certificate of Achievement in Engineering Technology this year. They also earned industrial certification for SOLIDWORKS® and AutoDesk CAD systems during their studies at the College.

Their university acceptance comes with a complete scholarship that covers tuition, housing, meal plan, and books. Each scholarship is worth over $250,000. Both students plan to pursue engineering degrees.

“Our Bridge Program allows high school students to learn great aspects of engineering design, earn industry certifications, which give them a competitive edge in today’s job market, and for those interested in transferring, give them a quantum leap over other applicants in the technology and STEM fields,” Engineering Design Technology Professor Miodrag Micic.

The Engineering Design Technology classes are transferrable, and many of the classes are linked to standard industrial certifications including Certified SOLIDWORKS Professional and Certified Autodesk User. For more information, contact Dr. Micic at mmicic@cerritos.edu
Summer 2018 Sessions

May 21 – August 10
12-Week Session

June 18 – July 27
6-Week Intrasession

June 18 – August 10
8-Week Session

July 2 – August 9
2nd 6-Week Session