2017 Summer Sessions

May 22 - August 11, 2107
12-Week Session

May 22 - June 29, 2017
1st 6-Week Session

June 19 - August 11, 2017
8-Week Session

July 3 - August 11, 2017
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 and our faculty and staff welcome you, as do I and the Cerritos College Board of Trustees.

Sincerely,

Dr. Jose L. Fierro
President/Superintendent

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OUR MISSION

Cerritos College values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

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SERVING THE COMMUNITIES OF
Artesia, Bellflower, Cerritos, Downey,
Hawaiian Gardens, La Mirada, Norwalk

AND PORTIONS OF
Bell Gardens, Lakewood, Long Beach,
Santa Fe Springs, South Gate

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CERRITOS COMMUNITY COLLEGE
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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.
With a continued focus on student completion, the new Accelerated Instruction in Math and English (AIME) program is designed to help students complete their remedial, college-level math and English courses faster.

“Our goal with AIME is to assist students with moving from their basic skills courses to transfer/college level math and English in one academic year,” said Dr. Frank Mixson, basic skills coordinator and associate professor of English, who oversees AIME.

Enhanced AIME Path

Fall Semester: English 72 & Math 75 +
Spring Semester: English 100 & Math 112 +
3 hours of study x 2 days
= Guaranteed enrollment in their next college level math and/or English

Compressed AIME Path

Fall Semester: English 20/English 52 +
Spring Semester: English 100 & Math 112,114,115,140 +
3 hours of study x 2 days
= Guaranteed enrollment in their next college level math and/or English

AIME students can complete their math and English requirements in as little as two semesters. AIME offers two pathways in remedial math and English: enhanced, and compressed. The enhanced pathway covers the material of a college-level course with additional time and support that allows students to develop the necessary skills to be successful at the college level. The compressed courses are taught in nine-week sessions to allow students to complete two levels of math or English in a single semester.

Students in the AIME program are required to complete three hours of study over at least two different days each week in the AIME rooms in the Success Center, where tutors are available to assist them if necessary. “The purpose of these three hours is to instill good study skills in students,” said Dr. Mixson.

Another service offered by AIME is the Enhancement Center that provides extra support to students who drop their AIME math and/or English courses. These students will meet with the coordinator, develop and complete an action plan to conquer specific topics that they need to work on. The Enhancement Center allows these students to be engaged in learning math and English even after they drop classes, and better prepared to successfully complete the same courses the following semester. The Enhancement Center is located in Success Center (lower level of LRC).

Upon completion of AIME courses, students are guaranteed enrollment in their next college-level math and/or English courses.

For more information about AIME, visit www.cerritos.edu/AIME.
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 Assessment Preparation
- Older Wiser Learner

DISTANCE EDUCATION COURSES

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

If you have questions or need information in Spanish about Cerritos College, please call the Admissions and Records Office at (562) 860-2451, extension 2211. Office hours are Monday through Thursday, 8 am – 7 pm; Friday, 8 am – 12 pm. The college will be closed on Fridays from May 26 through August 4. Additional information is available in Spanish on pages 11-15 and 77.

Si usted tiene preguntas o necesita información en español acerca del Colegio de Cerritos, llame por favor a la Oficina de Admisiones y Registro al numero (562) 860-2451, extensión 2211. El horario de oficina es Lunes a Jueves, 8 am – 7 pm; Viernes, 8 am – 12 pm. El colegio estará cerrado los Viernes de Mayo 26 a Agosto 4. Información adicional está disponible en español en las páginas 11-15 y 77.
SUMMER 2017 CALENDAR OF IMPORTANT DATES

ENROLLMENT BEGINS APRIL 10, 2017
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:
cms.cerritos.edu/admissions-and-records/add-drop-dates

IMPORTANT DATES:
First day to file petition for A.A. Degree and Certificate for Summer 2017 May 22
Memorial Day Holiday May 29
Independence Day Holiday July 4
Last day to file petition for A.A. Degree and Certificate for Summer 2017 July 7
Summer session ends August 11

Please note that the campus will be closed on Fridays from May 26 through August 4.

CERRITOS COLLEGE OFFERS APPLICATION AND ENROLLMENT VIA THE WEB.
For Online submission of Admissions applications:
www.cerritos.edu "Apply"
For Online Enrollment:
www.cerritos.edu “MyCerritos” *

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

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.
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 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, beginning with Fall 2014 enrollment, students 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 third (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 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.


**STUDENT SUCCESS AND SUPPORT PROGRAM (3SP)**

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 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.

- **College Bridge Students:** 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.

- **Special Admit (Grades K-10) Students:** 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 be 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 thirty 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 reestablishing eligibility 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 includes 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 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.

STUDENT SUCCESS AND SUPPORT PROGRAM (3SP)

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 30 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.
**ORIENTATION**

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

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

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

**Early Success Program (ESP)**

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

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

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

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 SERVICES (3SP) 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 exempted upon application to the College. Students wishing to pursue another type of exemption must submit a completed Student Success & Support Program (3SP) Exemption and Exception form to the Admissions and Records Office. 3SP Exemption and Exception forms are available in the Admissions and Records, Assessment, and Counseling offices. If you have special needs for completing assessment, orientation or counseling, please contact the Assessment Center or Counseling Office.

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 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 & Records prior to enrollment.

**Math** – If you completed one year of Algebra 1 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 may also 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 & Records prior to enrollment. It is strongly recommended that these math courses have been completed within the past three years.

**Advanced Placement Exams** – Students who participate in advanced placement courses at their high schools and earn passing scores on AP exams may earn college credit for those courses when they come to Cerritos College. For further details, ask a counselor.

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

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

**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.

**MAY I RETAKE A TEST?**
Students may repeat any assessment test one time AFTER an 18-week waiting period from the original test date.

**ASSESSMENT TESTING SCHEDULE**
Copies of the assessment testing schedule are available on the Cerritos College Career Services web page (www.cerritos.edu/assessment-center), or at the Admissions and Records Office, Counseling, and Career Services Center, or call (562) 860-2451, ext. 2335, 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 the Disabled Student Programs, (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 2017 Spring semester.

**CONTINUING STUDENT**
You are a continuing student if you were enrolled in credit classes at Cerritos College during the 2017 Spring semester.

**SPECIAL ADMIT MINOR (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 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 educational plan.

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) 860-2451, ext. 2231.

FOLLOW-UP

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

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
INFORMACIÓN EN ESPAÑOL

PROGRAMAS DE APOYO Y ÉXITO DEL ESTUDIANTE
(Student Success and Support Programs, 3SP), 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 exentosen un plazo de tiempo razonable, deberán:
(1) Identificar un curso de estudio.
(2) Realizar una evaluación para determinar la colocación en el curso apropiado.
(3) Completar una orientación que establece la universidad.
(4) Participar en la consultoría, asesoría u otro servicio de planificación de la educación para desarrollar un plan educativo abreviado.

(c) A los efectos de esta sección, un estudiante de primer ingreso es un estudiante que se inscribe en la universidad por primera vez, salvo los estudiantes que se transfieran 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 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 del 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 completó 15 unidades semestrales de trabajo del curso aplicables al grado académico, la universidad debe proporcionarle la oportunidad de desarrollar un plan educativo 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

include 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 incluye 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 central (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 los 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 de 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 a 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)

- DSPS: estudiantes que por sus discapacidades específicas están inscritos en Programas y Servicios a 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 al final del ciclo de inscripción en el período conocido como Inscripción Abierta.

- Estudiantes de admisión especial (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.

**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 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.

**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):**

- consideraciones de salud y seguridad;
- carga de trabajo de los profesores;
- disponibilidad de instructores calificados;
- limitaciones de financiamiento;
- planificación regional;
- requisitos legales;
- limitaciones de instalaciones, y
- 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 periodo de prueba académico o de progreso, o en alguna combinación de estos, durante dos periodos académicos 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 periodo de prueba académico o de progreso a más tardar treinta días después del final del periodo académico que provocó que al estudiante se le pusiera en un periodo de prueba. La notificación debe indicar claramente que dos periodos académicos consecutivos en periodo de prueba ocasionarán la pérdida de la Exención de cuotas de inscripción de la BOG hasta que el estudiante ya no esté en el periodo 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 la elegibilidad.

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 periodo de prueba académico o de progreso. Esta exclusión para los Jóvenes en régimen de acogida familiar es válida hasta la fecha que se especifique 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 reciben “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.
Como solicitar admisión

- Estudiantes que se matricularan por primera vez o que regresen después de una ausencia de uno o más semestres, deben completar una solicitud de admisión tan pronto como sea posible antes del 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.

¿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 Requisite Clearance completo a la Oficina de admisiones y registros por lo menos 10 días hábiles previos a la fecha de su cita de inscripción.

EXENCION/EXCEPCIÓN DE SERVICIOS DE APOYO Y ÉXITO DEL ESTUDIANTE (3SP)
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 en 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 cuales no se les requiere que completen la Evaluación y Orientación-Consejería bajo los criterios establecidos quedan exentos automáticamente al momento de presentar la solicitud a la Universidad.

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. Las formas de Exención y Excepción de Servicios de Apoyo y Éxito del Estudiante están disponibles en las oficinas de Admisiones y Registros, Evaluación, y Consejería.

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 1 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. Se recomienda que estos cursos de Matemática se completen en los últimos tres años.

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 eligibilidad 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 periodo de espera de 18 semanas después de la prueba original haya pasado.

**CALENDARIO DE EVALUACIONES**
Copias de el calendario de los exámenes están disponibles en la página web de Cerritos College Career Services (www.cerritos.edu/assessment-center), 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 están disponibles por medio de citas o de acuerdo a la disponibilidad antes de el periodo de inscripción.
- Durante el periodo 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 transferidos 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.

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

**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, alumnos 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.
MYCERRITOS ENROLLMENT DATES
April 10 – July 20, 2017
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 5 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 webpage 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, 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 Spring 2017) and new, returning, and transfer students who have met Student Success 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 5 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’s” prior to enrolling on MyCerritos, Student Center.
• List classes in priority order; 7 units maximum per session.
• List alternative classes in case your class choices are not available. Pick alternatives with the same time offerings.
• Verify your placement scores and completion of prerequisites. Identify required LABS and possible class time conflicts.
• Students can make PROGRAM CHANGES (class adds and drops) by MyCerritos after initial enrollment.

WAIT LIST NOTES
• Cerritos College uses an “auto-enroll” process from wait list to roster. You are responsible for all drops. If you do not want your wait-listed classes, please drop to avoid a substandard grade and forfeiture of enrollment fees. For more information on wait lists, see “Wait List” on page 18.
• 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 2017).
• 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 prereq- uisite 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 26 THROUGH AUGUST 4.
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 20 for waiver information.)

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Payment Schedule</th>
<th>Failure to Pay on Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 10 – May 18, 2017</td>
<td>In Person: Monday-Thursday, 8 am-6:30 pm</td>
<td>Dropped from classes and/or wait lists</td>
</tr>
<tr>
<td></td>
<td>Online: Monday-Saturday, 2 am-midnight, Sunday, 8 am-midnight</td>
<td></td>
</tr>
<tr>
<td>Friday, May 19, 2017</td>
<td>In Person: 8-11:30 am</td>
<td>Dropped from classes and/or wait lists</td>
</tr>
<tr>
<td></td>
<td>Online: no later than 11 pm</td>
<td></td>
</tr>
<tr>
<td>May 22, 2017 – Instructor Add Period</td>
<td>Midnight of the following day</td>
<td>HOLD on all student accounts and records</td>
</tr>
</tbody>
</table>

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 to 6:30 pm, Monday through Thursday; and 8 am to 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 26 through August 4.
- 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, Monday through Thursday, 8 am–7 pm; Friday, 8 am–12 pm
The college will be closed on Fridays from May 26 through August 4.

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

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

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

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

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

Learn more at www.cerritos.edu/northwood
# Reading the Class Schedule

## ENGL 100

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course name</th>
<th>Time class meets</th>
<th>Instructor name</th>
<th>Specific instructor not yet designated</th>
<th>Building &amp; room number</th>
<th>Class meets online</th>
<th>Online course-See definition below</th>
<th>Classes meet both on campus and online-See definition below</th>
<th>Time class meets. Evening classes are designated in bold print</th>
<th>Must satisfy requirements PRIOR to taking the course</th>
<th>Course number</th>
<th>Course name</th>
</tr>
</thead>
<tbody>
<tr>
<td>20372</td>
<td>ENGL 100</td>
<td>11:00-1:00PM MW</td>
<td>STAFF</td>
<td>CB101</td>
<td>11:00-1:00PM MW</td>
<td>STAFF</td>
<td>CB101</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>19:00-21:00PM</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>20375</td>
<td>ENGL 100</td>
<td>2:00-4:00PM MW</td>
<td>STAFF</td>
<td>CB102</td>
<td>2:00-4:00PM MW</td>
<td>STAFF</td>
<td>CB102</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>20376</td>
<td>ENGL 100</td>
<td>3:00-5:00PM TTh</td>
<td>Ernest,R</td>
<td>LC213</td>
<td>3:00-5:00PM TTh</td>
<td>Ernest,R</td>
<td>LC213</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>20379</td>
<td>ENGL 100</td>
<td>5:00-7:00PM MW</td>
<td>O'Neil,S</td>
<td>LC134</td>
<td>5:00-7:00PM MW</td>
<td>O'Neil,S</td>
<td>LC134</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>20380</td>
<td>ENGL 100</td>
<td>6:00-8:00PM MW</td>
<td>Swanson,J</td>
<td>ONLINE</td>
<td>6:00-8:00PM MW</td>
<td>Swanson,J</td>
<td>ONLINE</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>20937</td>
<td>ENGL 100</td>
<td>7:00-9:00AM TTh</td>
<td>Mueller,B</td>
<td>LC134</td>
<td>7:00-9:00AM TTh</td>
<td>Mueller,B</td>
<td>LC134</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
<td></td>
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<tr>
<td>21082</td>
<td>ENGL 100</td>
<td>7:00-9:40PM TTh</td>
<td>STAFF</td>
<td>CB103</td>
<td>7:00-9:40PM TTh</td>
<td>STAFF</td>
<td>CB103</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
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</tr>
<tr>
<td>21083</td>
<td>ENGL 100</td>
<td>8:00-10:00PM MW</td>
<td>Conley,A</td>
<td>CB106</td>
<td>8:00-10:00PM MW</td>
<td>Conley,A</td>
<td>CB106</td>
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<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
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<tr>
<td>21084</td>
<td>ENGL 100</td>
<td>9:00-11:00AM TTh</td>
<td>STAFF</td>
<td>CB102</td>
<td>9:00-11:00AM TTh</td>
<td>STAFF</td>
<td>CB102</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
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<td></td>
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<tr>
<td>21085</td>
<td>ENGL 100</td>
<td>10:00-12:00PM</td>
<td>STAFF</td>
<td>CB101</td>
<td>10:00-12:00PM</td>
<td>STAFF</td>
<td>CB101</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
<td></td>
</tr>
<tr>
<td>21086</td>
<td>ENGL 100</td>
<td>11:00-1:00PM</td>
<td>STAFF</td>
<td>CB102</td>
<td>11:00-1:00PM</td>
<td>STAFF</td>
<td>CB102</td>
<td>Hybrid-See definition below</td>
<td>Reading the Class Schedule</td>
<td>11:00-1:00PM</td>
<td>ENGL 100</td>
<td></td>
</tr>
</tbody>
</table>

**ENGL 100 4.0 UNITS FRESHMAN COMPOSITION**

Transferable to UC, CSU (CAN ENGL 2)

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

**Course Information**

- **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**

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

**Hybrid** – Hybrid courses meet both on campus and online. See your instructor’s website for class meeting details.
**FEES/REFUND INFORMATION AND PROCEDURES**

**FEES**

1. **Enrollment Fee:** $46 per unit.
2. **Non-Resident Tuition:** Students who are non-residents of California or International Students, with or without F-1 visas, will be assessed $263 per unit ($234 per unit non-resident tuition and a $29 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 the Admissions and Records and 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 webpage. Revenue from the collection of this fee may be used by ASCC to support or oppose political measures. The student health fee may be waived with documentation from the student’s spiritual leader that the student relies on prayer for healing.

*Subject to legislative change

**RESIDENT REQUIREMENTS**

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

**REFUND POLICIES AND PROCEDURES**

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

A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders.

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

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

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

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

**CREDITS/REFUNDS**

**Credits**

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

Student Health, Student Activity 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.

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.

Parking Permit for the semester must be surrendered at the time of refund request.

**Refunds**

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

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

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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 only 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 24 for guidelines and a list of approved courses in each department.

OPEN ENTRY/OPEN EXIT CLASSES

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

DIRECTED STUDIES

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

WORK EXPERIENCE

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

PREREQUISITES, COREQUISITES, RECOMMENDATIONS AND PREREQUISITE CHALLENGE PROCEDURE

Please see "Prerequisites" in the Cerritos College Catalog.

DEFINITION OF A CLASS HOUR

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.

**WITHDRAWAL 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 Calendar” on page 17 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 six/eight week course and then enroll in a second six/eight week course by executing a section change. The student is required to officially drop the first six/eight week class and then pay the appropriate fees to be enrolled in the second six/eight week class. The money will not transfer from one term to another if 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 $15.00 per unit (in addition to the student fees). Students enrolled in 10 or more units can audit 3 units free (may be 3 one-unit classes). The $15.00 per unit audit fee will automatically be charged if the student drops below 10 units.

For additional information regarding auditing, students may make inquiries at the Counseling Office, Office of Academic Affairs, division office, or the Admissions and Records Office. Audit forms may be obtained in the Admissions and Records Office.
The option to enroll in a pass/no pass class is designed to encourage students to explore courses in areas they may feel they have an interest. Only these courses listed specifically for pass/no pass may be taken on this basis. Units thus earned may be counted toward the A.A. degree, but grade points are not assigned to pass/no pass grading symbols.

Courses approved for pass/no pass will be indicated on the student's permanent records as “P” with units earned and no grade points; or “NP” with no units earned and no grade points. Units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures. The student is required to take all tests, complete all assignments, and 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.

**Non-Optional Pass/No Pass Classes**

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

**BUSINESS, HUMANITIES & SOCIAL SCIENCES**

- 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, 47, 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
- Reading 6, 41

**LIBRARY** 50, 100, 101

**SCIENCE, ENGINEERING & MATH**

- Biology 95
- Chemistry 95, 95A, 95B, 95C, 95D, 95E, 95F
- Math 5
- Physics 95

**TECHNOLOGY**

- Plastics/Composites Manufacturing Technology 55

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

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

**BUSINESS, HUMANITIES & SOCIAL SCIENCES**

- 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, 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 50, 51, 52, 56, 57, 59, 60, 62, 91L, 92L, 94L, 95L, 100, 170
- Manufacturing Technology 50, 52, 53, 54, 60, 65, 100
- Plastics/Composites Manufacturing Technology 1, 2, 3, 4, 5, 53, 57, 58, 59, 61, 62, 63L, 64, 65, 66, 67, 68, 70, 71, 72, 76, 98, 99, 100, 221
- Welding 43, 44, 52, 53, 98, 99, 100, 120, 130, 200, 220, 240L, 250L
- Woodworking Manufacturing Technologies 1, 43, 44, 80, 98, 99, 102, 107, 111L, 119L, 120, 123, 132, 134, 144, 153, 155, 157, 181, 183, 185, 211, 212, 229L, 235, 237, 239L, 249L, 250, 252, 269L

**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**

- American Sign Language 110, 111, 210, 211, 220, English 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, 114, 115, 116, 140, 150, 170
- Microbiology 200
- Physical Science 100
- Physics 100
- Zoology 120
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
- **Jewelry**
  - Art 144, 145, 246, 248
- **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
- **Dance Composition**
  - Dance 130A, 130B, 135, 136
- **Dance Documentation**
  - Dance 131, 132
- **Dance Theory**
  - Dance 100, 101, 105
- **Formal Dance Performance**
  - Dance 133, 134, 136, 150, 151
- **Informal Dance Performance**
  - Dance 50, 135, 151
- **Introductory Dance**
  - Dance 105
- **Jazz Dance**
  - Dance 140, 141
  - Theatre 140, 141
- **Modern Dance**
- **Partnering**
  - Dance 120, 125
- **Tap Dance**
  - Dance 142, 143
  - Theatre 142, 143
- **Theater Dance**
  - Dance 140, 141, 142, 143, 144
  - Theatre 140, 141, 142, 143, 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 100, 101

#### MUSIC

- **Guitar Studies**
  - Music 120, 121, 122, 123
- **Piano**
  - Music 112, 113, 115, 144
- **Vocal Studies**
  - Music 116, 117, 118, 119, 143

#### PHYSICAL EDUCATION

- **Adapted PE**
  - PE 120, PEX 100
- **Aerobics**
- **Badminton**
  - PEX 154, PEX 156, 261
- **Baseball**
  - PE 175, 175A, PEX 163, 261
- **Basketball**
  - PE 176A, 176C, 176D, PEX 165, 166, 255, 265
- **Bowling**
  - PE 155A, 155B, PEX 167, 267
Cardiovascular Fitness  
PE 145, 147, PEX 118, 119
Cheer  
PE 137, 245, PEX 169, 170
Football  
PE 177, 178, 211, 212, 272, PEX 172, 273, 274
General Fitness  
PE 140A, 143, 146, PEX 124, 126, 136
Golf  
PE 155, 245, PEX 170, 176
Indoor Fitness  
PE 130, 132, 136, 148, PEX 134, 136
Muscular Conditioning  
PE 131, 149A, 149B, 162, 240, PEX 138, 140, 141
Pilates  
PE 129, 139, PEX 156, 157
Self Defense  
PE 160, 161A, 161B, PEX 147, 149, 249
Soccer  
PE 173, 179A, 179B, PEX 178, 179, 278

Softball  
PE 171A, 171C, 179B, 281, PEX 181, 282
Swimming  
PE 150A, 150B, 150C, 150D, 170, PEX 184, 185, 186, 284, 285
Tennis  
PE 159A, 159B, 159C, 159D, PEX 184, 189, 288, 289
Volleyball  
PE 172A, 172B, 172C, 172D, PEX 191, 192, 291, 292
Walking, Jogging and Running  
PE 131, 149A, 149B, 162, PEX 138, 140, 141, 240
Wrestling  
PE 151, PEX 194
Yoga  
PE 128, 138, PEX 128, 151

Speech  
Forensic Activity  
Speech 236A, 236B, 236C, 236D

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
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 “C,” 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. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the students (Title 5, Section 55760, Board Policy 4231).

GRADE REPORTS

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

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  - 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
   - Submit FAFSA at www.fafsa.gov or Dream Act Application at www.caldreamact.org
   - 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
   - Submit required forms to the Financial Aid Office
3. Review Award Letter
   - You will receive an award notification
   - You may also view your awards on MyCerritos
   - You must meet Satisfactory Academic Progress (SAP) standards to receive awards
4. Receive Disbursement
   - Receive 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, 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.

Phone: (562) 860-2451, ext. 2397
E-mail: finaid-staff-list@cerritos.edu
Fax: (562) 467-5035

Website: www.cerritos.edu/finaid
Special Admit Minors are students enrolled in grades K-12 without high school diplomas, who can benefit from "advanced scholastic or career/technical work."

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

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

Limitations on Enrollment
- 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 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.

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

SUMMER ENROLLMENT OF K-12 STUDENTS
In addition to the above, minor students wishing to attend summer session must meet the additional criteria:
- The student demonstrates adequate preparation in the discipline to be studied.
- Pre-collegiate courses in English and mathematics may be taken if the student has exhausted all opportunities to enroll in an equivalent course at their school of attendance.

TO ATTEND CERRITOS COLLEGE AS A COLLEGE BRIDGE OR SPECIAL ADMIT STUDENT, PLEASE FOLLOW STEPS BELOW:
1. Complete the Special Admit Minor Form (check box for College Bridge or Special Admit) and the Cerritos College Admission Application.
2. Review class(es) of choice, complete Assessment Test(s) and prerequisites.
3. Special Admit Students (K-10) must obtain Dean of Admissions, Records and Services signature prior to enrollment.

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

For more information, please call (562) 860-2451, ext. 2211.
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 to 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 financial sponsor)
• Bank Certification (verification on bank letterhead signed by a bank official showing at least $22,000, or equivalent, available to the student.) Personal checks will not be accepted for payment of tuition and fees.
• Tuberculosis (TB) exam results
• Transcripts (proof of high school graduation)/High School Diploma
• TOEFL, STEP, iTEP, and/or equivalent Cerritos College Placement Test (not required for students applying for the Intensive English Program)
• Copies of Passport, Visa, and I-94
• Copies of ALL I-20s (both SEVIS and Non-SEVIS I-20s)
• Transfer Authorization (if transferring from U.S. college or language school)
• Proof of Medical Insurance: Cerritos College international students are required to purchase college-approved coverage from Student Insurance Company - more information can be found on our website at http://cms.cerritos.edu/oiss/student-insurance.htm or http://www.studentinsurancusa.com.
• Dependents: Write the name, date of birth, country of birth, and relationship to the F-1 student for each dependent on a separate sheet of paper. All dependents must have health insurance. Add $3,000 per dependent to Bank Certification.
• SEVIS I-20 fee of $200 (preferred payment by credit card on the internet at www.fmjfee.com).

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.

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 Internal Revenue Form 8843 annually. Download form at: www.irs.gov/Forms-&-Pubs.
• File state and/or federal income tax if participating in on or off-campus employment. Deadline to file is April 15 of each year. Forms can be downloaded at www.irs.gov/Forms-&-Pubs.
• 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.

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.
### ACCOUNTING

<table>
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<td>Algabe,M</td>
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### ACCESS LEARNING

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### ACCOUNTING

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### ADMINISTRATION OF JUSTICE

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<td>Walquist,B</td>
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### AMERICAN SIGN LANGUAGE

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<td>Kelly,E</td>
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### ANATOMY AND PHYSIOLOGY

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<tr>
<td>21741</td>
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<td>MTWTh</td>
<td>Tammenga,S</td>
<td>S129</td>
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<tr>
<td></td>
<td>5:05-7:10PM</td>
<td>MTWTh</td>
<td>Tammenga,S</td>
<td>S129</td>
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</table>

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

### ASTRONOMY

**ASTR 102 - 3.0 UNITS**  INTRODUCTORY ASTRONOMY: STARS AND THE UNIVERSE  
Transferable to UC, CSU  
21476 3:00-5:50PM TTh Szabo,T S 104  
20109 1:00-3:50PM TTh Henriques,J S 104  
Class#21476 meets 05/23/2017-06/29/2017  
Class#20109 meets 05/07/2017-06/10/2017  

**ASTR 103 - 3.0 UNITS**  INTRODUCTORY ASTRONOMY: THE SOLAR SYSTEM  
Transferable to UC, CSU  
21035 9:00-11:50AM TTh Hugenburger,S S 104  
Class#21035 meets 05/23/2017-06/29/2017  

### ATHLETICS

**ATH 201LA - 1.0 UNIT**  BASEBALL, MEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21317 4:00-6:05PM MTWTh Gaylord,K BASBL  
Class#21317 meets 05/19/2017-09/17/2017  

**ATH 203LA - 1.0 UNIT**  BASKETBALL, MEN OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21318 3:00-4:30PM MTWTh May,R GYM  
Class#21318 meets 05/19/2017-09/17/2017  

**ATH 205LA - 1.0 UNIT**  BASKETBALL, WOMEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21669 12:30-2:45PM TTh Raniewicz,T GYM  
Class#21669 meets 05/19/2017-09/17/2017  

**ATH 207LA - 1.0 UNIT**  CROSS COUNTRY, MEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21320 7:00-9:05AM MTWTh Richardson,C PE  
Class#21320 meets 05/19/2017-09/17/2017  

**ATH 209LA - 1.0 UNIT**  CROSS COUNTRY, WOMEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21321 7:00-9:05AM MTWTh STAFF PE  
Class#21321 meets 05/19/2017-09/17/2017  

**ATH 211LA - 1.0 UNIT**  FOOTBALL, MEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21232 6:00-7:30PM MTWTh Caines,T STAD  
Class#21232 meets 05/19/2017-09/17/2017  

**ATH 215LA - 1.0 UNIT**  SOCCER, MEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21325 8:15-10:20AM MTWTh Ariagba,B SOCR  
Class#21325 meets 05/07/2017-08/10/2017  

**ATH 215LA - 1.0 UNIT**  SOCCER, WOMEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21326 6:45-8:50AM MTWTh Gonzalez,R SOCR  
Class#21326 meets 05/07/2017-08/10/2017  

**ATH 217LA - 1.0 UNIT**  VOLLEYBALL, WOMEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21327 7:00-9:05AM MTWTh Pestolesi,K GYM  
Class#21327 meets 05/07/2017-08/10/2017  

**ATH 233LA - 1.0 UNIT**  WATER POLO, MEN OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21517 7:00-9:05PM MTWTh Abing,J POOL  
Class#21517 meets 05/07/2017-08/10/2017  

**ATH 235LA - 1.0 UNIT**  WATER POLO, WOMEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21329 7:00-9:05AM MTWTh Macias,S POOL  
Class#21329 meets 05/07/2017-08/10/2017  

**ATH 237LA - 1.0 UNIT**  VOLLEYBALL, WOMEN, OFF SEASON  
INTERCOLLEGIATE  
Transferable to UC, CSU  
21330 4:30-7:20PM MTW Garrett,D GYM  
Class#21330 meets 05/07/2017-09/09/2017  

### AUTOMOTIVE COLLISION REPAIR & REFINISHING/AUTOBODY

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

**AB 52 - 4.5 UNITS**  STRUCTURAL DAMAGE REPAIR  
Not Transferable  
Recommendation: AB 51 or AB 57 or equivalent with a grade of Pass or "C" or higher.  
NOTE: a material fee of $20.00 is required for AB52  
22149 12:30-2:45PM TTh Chisum,A AT 55  
22149 2:45-5:10PM MTWTh Chisum,A AT 50  
Class#22149 meets 05/22/2017-06/29/2017  

**AB 56 - 2.0 UNITS**  NON-STRUCTURAL AUTOMOTIVE WELDING  
Not Transferable  
22234 4:30-6:45PM MW Hutchison,P AT 55  
6:45-10:20PM MW Hutchison,P AT 50  
Class#22234 meets 05/22/2017-06/28/2017  

**AB 57 - 2.0 UNITS**  STRUCTURAL AUTOMOTIVE WELDING  
Not Transferable  
Recommendation: AB 56 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment.  
22236 4:30-6:45PM TTh Hutchison,P AT 55  
6:45-10:20PM TTh Hutchison,P AT 50  
Class#22236 meets 05/23/2017-06/29/2017  

**AB 61 - 3.0 UNITS**  PREPARATION AND SPOT REFINISHING  
Not Transferable  
Corequisite: AB 61L or equivalent with a grade of Pass or "C" or higher.  
22238 4:30-6:45PM MTWTh Ferre,B AT 46  
Class#22238 meets 05/22/2017-06/29/2017  

Students not in attendance or late for the first class meeting are subject to drop.
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### AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY

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

<table>
<thead>
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<th>Day</th>
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<tr>
<td>AB 61L</td>
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<td>MTWTh</td>
<td>Ferre,B</td>
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<tr>
<td>AB 86 A</td>
<td>6:00-10:15PM</td>
<td>Th</td>
<td>Robertson,C</td>
<td>AT 54</td>
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<td>AB 287 B</td>
<td>6:00-10:15PM</td>
<td>W</td>
<td>Robertson,C</td>
<td>AT 54</td>
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<tr>
<td>AB 288 C</td>
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<td>Robertson,C</td>
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<tr>
<td>AUTO 73</td>
<td>7:00-10:00PM</td>
<td>W</td>
<td>Vega,F</td>
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<tr>
<td>AUTO 100</td>
<td>6:00-8:15PM</td>
<td>MTWTh</td>
<td>Glick,L</td>
<td>AT 11</td>
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<tr>
<td>AUTO 101</td>
<td>6:00-8:15PM</td>
<td>MTWTh</td>
<td>Supple,M</td>
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<tr>
<td>AUTO 111</td>
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<td>MTWTh</td>
<td>Taylor,K</td>
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<td>9:25-11:50AM</td>
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<td>Taylor,K</td>
<td>AT 10</td>
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<td></td>
<td>10:25-12:50PM</td>
<td>MTWTh</td>
<td>Taylor,K</td>
<td>AT 10</td>
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### BIOLOGY

#### BIOL 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 or "Pass" or completion of the English placement process with a score eligible for ENGL 100.

<table>
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<th>Class#</th>
<th>Time</th>
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<th>Instructor</th>
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<tr>
<td>20314</td>
<td>9:30-11:35AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>S 103</td>
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<tr>
<td>22174</td>
<td>1:30-3:35PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>S 103</td>
</tr>
<tr>
<td>20840</td>
<td>1:30-3:35PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>S 103</td>
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#### BIOL 120: 4.0 UNITS INTRODUCTION TO BIOLOGICAL SCIENCE
Transferable to UC, CSU (CAN BIOL 2)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52, 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.

<table>
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<td>7:45-9:50PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>S 121</td>
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<td>22177</td>
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### BUSINESS ADMINISTRATION

#### BA 100: 3.0 UNITS FUNDAMENTALS OF BUSINESS
Transferable to UC, CSU
NOTE: a material fee of $20.00 is required for BA 100

<table>
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<td>Vasilik,R</td>
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<td>Vasilik,R</td>
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### BUSINESS ADMINISTRATION

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<td>21332</td>
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<td>Anaya,J</td>
<td>AT 21</td>
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</table>

Earn a Bachelor's Degree in Automotive Marketing/Management from Northwood University on the Cerritos College Campus. For more information, call (562) 988-9506.
<table>
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<td>(OL)</td>
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<td>ONLINE</td>
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<td>(OL)</td>
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**BA 101 - 3.0 UNITS**
INTERNATIONAL BUSINESS

Transferable to CSU

**NOTE:** a material fee of $5.00 is required for BA 101

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<td>(OL)</td>
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<tr>
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<td>TTh</td>
<td>Grady,J</td>
<td>(HYBRID) BE119</td>
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</table>

**BA 106 - 3.0 UNITS**
HUMAN RESOURCE MANAGEMENT

Transferable to CSU

**NOTE:** a material fee of $5.00 is required for BA 106

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20871</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Baber,J</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21897</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Celestine,M</td>
<td>ONLINE</td>
</tr>
<tr>
<td>22300</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Baber,J</td>
<td>ONLINE</td>
</tr>
<tr>
<td>22028</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Wiede,D</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20870</td>
<td>6.8 HRS ARR</td>
<td>(OL)</td>
<td>Fantroy,S</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21553</td>
<td>6.8 HRS ARR</td>
<td>(OL)</td>
<td>Brown,S</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

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

Transferable to CSU

**NOTE:** a material fee of $5.00 is required for BA 107

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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</tr>
</thead>
<tbody>
<tr>
<td>21898</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Brown,S</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20673</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Brown,S</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20874</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Garza,J</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20872</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Livingston,R</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21143</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Livingston,R</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21981</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Gray,G</td>
<td>ONLINE</td>
</tr>
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</table>

**BA 108 - 3.0 UNITS**
LABOR MANAGEMENT RELATIONS

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>22301</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Daitro,M</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

**BA 109 - 3.0 UNITS**
HUMAN RESOURCE DEVELOPMENT

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>21715</td>
<td>6.8 HRS ARR</td>
<td>(OL)</td>
<td>Daitro,M</td>
<td>ONLINE</td>
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</tbody>
</table>

**BA 113 - 3.0 UNITS**
LEGAL ENVIRONMENT OF BUSINESS

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>21335</td>
<td>6.8 HRS ARR</td>
<td>(OL)</td>
<td>Ramos,G</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

**BA 114 - 3.0 UNITS**
MARKETING

Transferable to CSU

**NOTE:** a material fee of $20.00 is required for BA 114

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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</tr>
</thead>
<tbody>
<tr>
<td>20768</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Elarcosa,J</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20769</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Titel,M</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20875</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Titel,M</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20876</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Elarcosa,J</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21905</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Elarcosa,J</td>
<td>ONLINE</td>
</tr>
<tr>
<td>22029</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Gray,G</td>
<td>ONLINE</td>
</tr>
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</table>

**BA 115 - 3.0 UNITS**
MANAGEMENT-BUSINESS

Transferable to CSU

**NOTE:** a material fee of $5.00 is required for BA 115

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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</tr>
</thead>
<tbody>
<tr>
<td>20771</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Stevenson,K</td>
<td>ONLINE</td>
</tr>
<tr>
<td>20877</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Doktor,D</td>
<td>ONLINE</td>
</tr>
<tr>
<td>22030</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Wight,W</td>
<td>ONLINE</td>
</tr>
<tr>
<td>21551</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Wight,W</td>
<td>ONLINE</td>
</tr>
<tr>
<td>22302</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Van Dine,B</td>
<td>ONLINE</td>
</tr>
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</table>

**BA 118 - 3.0 UNITS**
RETAIL MANAGEMENT

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>20772</td>
<td>9.0 HRS ARR</td>
<td>(OL)</td>
<td>Akini,P</td>
<td>ONLINE</td>
</tr>
<tr>
<td>Class#</td>
<td>Time</td>
<td>Day</td>
<td>Instructor</td>
<td>Room</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
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<tr>
<td>20773</td>
<td>9.0 HRS ARR (OL)</td>
<td>Acheson,M</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20773 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>20679</td>
<td>9.0 HRS ARR (OL)</td>
<td>Acheson,M</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20679 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>21982</td>
<td>9.0 HRS ARR (OL)</td>
<td>Ciraulo,J</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#21982 meets 07/03/2017-08/10/2017</td>
</tr>
<tr>
<td>21510</td>
<td>9.0 HRS ARR (OL)</td>
<td>Keshishyan,P</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#21510 meets 07/03/2017-08/10/2017</td>
</tr>
<tr>
<td>22303</td>
<td>9.0 HRS ARR (OL)</td>
<td>Van Dine,B</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#22303 meets 07/03/2017-08/10/2017</td>
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**BA 120 - 3.0 UNITS MANAGEMENT-ACCOUNTING AND INTERNAL CONTROL**
Transferable to CSU

NOTE: A material fee of $5.00 is required for BA 120

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>20774</td>
<td>9.0 HRS ARR (OL)</td>
<td>Ghidella,R</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20774 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>20775</td>
<td>9.0 HRS ARR (OL)</td>
<td>Ghidella,R</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20775 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>21900</td>
<td>9.0 HRS ARR (OL)</td>
<td>Wilson,D</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#21900 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>22304</td>
<td>9.0 HRS ARR (OL)</td>
<td>Ciraulo,T</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#22304 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>21983</td>
<td>9.0 HRS ARR (OL)</td>
<td>Ciraulo,T</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#21983 meets 05/22/2017-06/29/2017</td>
</tr>
</tbody>
</table>

**BA 124 - 3.0 UNITS FUNDAMENTALS OF TRAINING**
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>22305</td>
<td>9.0 HRS ARR (OL)</td>
<td>Garza,J</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#22305 meets 05/22/2017-06/29/2017</td>
</tr>
</tbody>
</table>

**BA 132 - 3.0 UNITS COMPUTER APPLICATIONS FOR MANAGERS**
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>20777</td>
<td>9.0 HRS ARR (OL)</td>
<td>Paquette,R</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20777 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>20778</td>
<td>9.0 HRS ARR (OL)</td>
<td>Dokter,D</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20778 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>21901</td>
<td>9.0 HRS ARR (OL)</td>
<td>Paquette,R</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#21901 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>22306</td>
<td>9.0 HRS ARR (OL)</td>
<td>Paquette,R</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#22306 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>21984</td>
<td>9.0 HRS ARR (OL)</td>
<td>Jo,J</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#21984 meets 05/22/2017-06/29/2017</td>
</tr>
</tbody>
</table>

**BA 153 - 3.0 UNITS SMALL BUSINESS MANAGEMENT**
Transferable to CSU

NOTE: A material fee of $5.00 is required for BA 153

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>22307</td>
<td>9.0 HRS ARR (OL)</td>
<td>Stevenson,K</td>
<td>ONLINE</td>
<td>Orientation: All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#22307 meets 05/22/2017-06/29/2017</td>
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</tbody>
</table>

**BA 156 - 3.0 UNITS MOTIVATIONAL PRESENTATION SKILLS FOR MANAGERS**
Transferable to CSU

NOTE: A material fee of $5.00 is required for BA 156

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20779</td>
<td>9.0 HRS ARR (OL)</td>
<td>Ciraulo,J</td>
<td>ONLINE</td>
<td>Orientation: Class presentations will be held on campus during the semester. All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20779 meets 05/22/2017-06/29/2017</td>
</tr>
<tr>
<td>20780</td>
<td>9.0 HRS ARR (OL)</td>
<td>Ciraulo,J</td>
<td>ONLINE</td>
<td>Orientation: Class presentations will be held on campus during the semester. All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a> Class#20780 meets 05/22/2017-06/29/2017</td>
</tr>
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</table>
Students not in attendance or late for the first class meeting are subject to drop.

CHEMISTRY

CHEMISTRY DEPARTMENT COURSE SEQUENCE

Chemistry 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 60.
Recommendation: Meet the prerequisite within four years prior to the date of enrollment in CHEM 100.

Chemistry 110 - 4.0 UNITS ELEMENTARY CHEMISTRY
Transferable to UC, CSU (CAN CHEM 6)
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 60.
Recommendation: Meet the prerequisite within four years prior to the date of enrollment in CHEM 110.

CHEM 112 - 5.0 UNITS GENERAL CHEMISTRY
Transferable to UC, CSU (CAN CHEM 4) (CAN CHEM SEQ A)
Prerequisite: CHEM 111 or equivalent with a grade of Pass or "C" or higher or equivalent.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 112.

CHEM 111 - 4.0 UNITS GENERAL CHEMISTRY
Prerequisite: CHEM 110 or equivalent with a grade of "C" or higher or equivalent.

CHILD DEVELOPMENT

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

BS Child Development
For more information contact: Oscar Cancio
(909) 593-3511, Ext. 5436

CD 110 - 3.0 UNITS CHILD DEVELOPMENT
Transferable to UC, CSU (CAN HEC 14)

CDEC 111 - 3.0 UNITS PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION
Transferable to CSU

CDEC 112 - 3.0 UNITS INTRODUCTION TO CURRICULUM
Transferable to CSU

CDEC 113 - 3.0 UNITS THE CHILD, FAMILY, AND COMMUNITY
Transferable to CSU

CDEC 164 - 3.0 UNITS PRACTICUM FIELD EXPERIENCE
Transferable to CSU
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of Pass or "C" or higher.
Recommendation: CD 124, CD 139, and CDEC 161.

Students enrolled in CDEC 164 are required to spend 4.5 hours per week in placement for a total of 54 hours per semester. Proof of negative TB clearance or chest x-ray, required immunizations, and good health are required to participate in this course. A list of required immunizations is available at www.cerritos.edu/child-development.

CLASS SCHEDULE

CHEM 112 - 5.0 UNITS GENERAL CHEMISTRY
Transferable to UC, CSU (CAN CHEM 4) (CAN CHEM SEQ A)
Prerequisite: CHEM 111 or equivalent with a grade of Pass or "C" or higher or equivalent.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 112.

CHEM 111 - 4.0 UNITS GENERAL CHEMISTRY
Prerequisite: CHEM 110 or equivalent with a grade of "C" or higher or equivalent.

CHEM 112 - 5.0 UNITS GENERAL CHEMISTRY
Transferable to UC, CSU (CAN CHEM 4) (CAN CHEM SEQ A)
Prerequisite: CHEM 111 or equivalent with a grade of Pass or "C" or higher or equivalent.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 112.
CHINESE

CHIN 101 - 5.0 UNITS  ELEMENTARY CHINESE
Transferable to UC, CSU
20860  1:00- 4:30PM MTWTh Zhou,Y LA210
4:30- 5:00PM MTWTh Zhou,Y LC205
Class#20860 meets 07/03/2017-08/10/2017

COMPUTER AND INFORMATION SCIENCES

CIS 101  - 3.0 UNITS  INTRODUCTION TO COMPUTER INFORMATION SYSTEMS
Transferable to UC, CSU (CAN BUS. 6)
20267  12.0 HRS ARR  (OL) Negrete,B ONLINE
Note: Mandatory Orientation and Quiz due by 12 noon 5/22/17. Exams must be
on campus. See www.cerritos.edu/bnegrete for more information.
Class#20267 meets 05/22/2017-06/29/2017
21936  12.0 HRS ARR  (OL) Fuschetto,S ONLINE
Mandatory ONLINE Orientation: See website http://www.cerritos.edu/sfuschetto
for orientation document and quiz due 05/22/2017.
Class#21936 meets 05/22/2017-06/29/2017
21033  12.0 HRS ARR  (OL) Negrete,B ONLINE
Note: Mandatory Orientation and Quiz due by 12 noon 5/22/17. Exams must
be taken on campus. See www.cerritos.edu/bnegrete for more information.
Class#21033 meets 05/22/2017-06/29/2017
22010  12.0 HRS ARR  (OL) Lazor,C ONLINE
Note: Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 3 in MCIS208.
Class#22010 meets 07/03/2017-08/10/2017
21343  12.0 HRS ARR  (OL) Lou,Z ONLINE
Note: Mandatory Orientation: 6:00 - 8:00 p.m., Monday - July 3 in MCIS210.
Class#21343 meets 07/03/2017-08/10/2017
21464  12.0 HRS ARR  (OL) Nguyen,P ONLINE
Note: Mandatory Orientation: 08:00 a.m. - 9:50 a.m., Monday - July 3 in
MCIS208.
Class#21464 meets 07/03/2017-08/10/2017
21213  12.0 HRS ARR  (OL) Fuschetto,S ONLINE
Mandatory ONLINE Orientation: See website http://www.cerritos.edu/sfuschetto
for orientation document and quiz due 05/22/2017.
Class#21213 meets 05/22/2017-06/29/2017
21938  8:00-10:50AM TWTh STAFF (HYBRID) MCIS211
11:00-11:50AM TWTh STAFF (HYBRID) MCIS210
Note: A portion of the hours for this class will be online.
Class#21938 meets 07/05/2017-08/10/2017

CIS 103 - 3.5 UNITS  COMPUTER PROGRAMMING LOGIC
Transferable to UC, CSU
Recommendation: Concurrent enrollment in or completion of CIS 101 or CIS
102 or equivalent with a grade of Pass or "C" or higher.
21215  5:00- 7:50PM TWTh Mellas,D (HYBRID) MCIS211
6:00- 9:50PM TWTh Mellas,D MCIS204
Note: A portion of the hours for this class will be online.
Class#21215 meets 05/23/2017-06/29/2017
21015  7:00- 9:50PM TWTh STAFF (HYBRID) MCIS204
5:00- 7:00PM TWTh STAFF (HYBRID) MCIS204
Note: A portion of the hours for this class will be online.
Class#21015 meets 07/05/2017-08/10/2017

CIS 168C - 3.0 UNITS  SPECIAL TOPICS IN NETWORKING
Transferable to CSU
22183  6:00- 9:50PM TWTh Lazor,C MCIS205
Class#22183 meets 07/05/2017-08/10/2017

CIS 170A - 3.5 UNITS  NETWORKING FUNDAMENTALS
Transferable to CSU
20982  15.0 HRS ARR  (OL) Lou,Z ONLINE
Note: Mandatory Orientation: 6:00 - 8:00 p.m., Wednesday - July 5 in MCIS202.
Class#20982 meets 07/03/2017-08/10/2017

CIS 180 - 3.0 UNITS  PROGRAMMING IN C/C++
Transferable to UC, CSU
Prerequisite: CIS 103 or equivalent with a grade of Pass or "C" or higher.
21466  15.0 HRS ARR  (OL) Nguyen,P ONLINE
Note: Mandatory Orientation: 10:00 - 11:50 a.m., Monday - July 3 in MCIS208.
One exam and final are on campus.
Class#21466 meets 07/03/2017-08/10/2017

COSMETOLOGY

COS 54A - 10.0 UNITS  ADVANCED ESTHETICIAN
Not Transferable
Prerequisite: COS 54 or equivalent with a grade of Pass or "C" or higher.
22154  8:00- 9:52AM MTWTh Petrova,R HS201
9:52-11:00AM MTWTh Petrova,R HS201
12:00- 4:30PM MTWTh Petrova,R HS201
Class#22154 meets 05/22/2017-08/10/2017

COS 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.
22193  8:00-10:00AM MTWTh Motruk,N HS204
10:00-11:00AM MTWTh Motruk,N HS204
12:00- 4:15PM MTWTh Motruk,N HS204
Class#22193 meets 06/19/2017-08/11/2017

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>22195</td>
<td>8:00-10:00AM</td>
<td>MTWTH</td>
<td>Smith,F</td>
<td>HS203</td>
</tr>
<tr>
<td>22195</td>
<td>10:00-11:00AM</td>
<td>MTWTH</td>
<td>Smith,F</td>
<td>HS203</td>
</tr>
<tr>
<td>22195</td>
<td>12:00-1:15PM</td>
<td>MTWTH</td>
<td>Smith,F</td>
<td>HS203</td>
</tr>
</tbody>
</table>

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

COUN 10 - 1.0 UNIT CAREER PLANNING
Not Transferable
NOTE: a material fee of $25.00 is required for COUN 10
20171 9:00-9:50AM TTh Hurtado,H EOPS MP213
Class#20171 meets 07/05/2017-08/10/2017
20172 9:00-9:50AM TTh Aslanyan,K EOPS MP203
Class#20172 meets 07/05/2017-08/10/2017

COUN 101A - 0.5 UNIT ORIENTATION TO COLLEGE
Transferable to CSU
21712 4:00-6:00PM MTWTh Tournajan,M CB104
Class#21712 meets 05/22/2017-05/25/2017
20943 9:00-11:00AM MTWTh Ryden,A CB104
Class#20943 meets 06/05/2017-06/08/2017
21421 2:00-4:00PM MTWTh Ross,C SS214
Class#21421 meets 06/05/2017-06/08/2017
20948 11:30-1:30PM MTWTh Bello,E SL109
Class#20948 meets 06/05/2017-06/08/2017
20945 9:00-11:00AM MTWTh Quilizarpa,C CB104
Class#20945 meets 06/06/2017-06/09/2017
20946 2:00-4:00PM MTWTh Castro,R SS214
Class#20946 meets 06/06/2017-06/09/2017
21422 11:30-1:30PM MTWTh Urita,T SL109
Class#21422 meets 06/06/2017-06/09/2017
20947 1:00-3:00PM MTWTh STAFF S 101
Class#20947 meets 06/07/2017-06/10/2017
22172 9:00-11:50AM MTWTh STAFF CB104
Class#22172 meets 06/07/2017-06/10/2017
20949 11:30-1:30PM MTWTh Romero,G S 101
Class#20949 meets 06/07/2017-06/10/2017
22173 9:00-11:00AM MTWTh Lundeen,B CB104
Class#22173 meets 06/07/2017-06/10/2017
21253 9:00-11:00AM MTWTh Gallardo,B CB104
Class#21253 meets 06/07/2017-06/10/2017
22346 10:00-12:00PM MTWTh STAFF (PUENTE/UMOJA) S 101
Class#22346 meets 06/07/2017-06/10/2017

DA 75 - 5.0 UNITS CLINICAL II COOPERATIVE OFFICE TRAINING
Not Transferable
Prerequisite: DA 65 or equivalent with a grade of “C” or higher.
NOTE: a material fee of $11.00 is required for DA 75
20007 5:30-9:20PM M Wedell,D HS307
+32.0 HRS ARR Wedell,D
Class#20007 meets 05/22/2017-06/26/2017

DA 59 - 1.0 UNIT INTRODUCTION TO THE CULINARY ARTS
Transferable to CSU
22163 1:15-2:30PM TTh Yu,J CB104
Class#22163 meets 05/22/2017-06/08/2017
21745 1:15-2:30PM TTh Yu,J CB104
Class#21745 meets 05/23/2017-06/09/2017

DANCE

DANC 100 - 3.0 UNITS DANCE APPRECIATION
Transferable to UC, CSU
20245 9:00-10:50AM TTh Armstrong,R ONLINE
20245 9:00-10:50AM TTh Armstrong,R ONLINE

DANC 101 - 3.0 UNITS HISTORY OF DANCE
Transferable to UC, CSU
20266 9:00-10:50AM TTh Berney,D ONLINE

DENTAL ASSISTING

DA 76 - 5.0 UNITS CLINICAL I COOPERATIVE OFFICE TRAINING
Not Transferable
Prerequisite: DA 65 or equivalent with a grade of “C” or higher.
NOTE: a material fee of $11.00 is required for DA 76
22165 9:00-10:50AM TTh Pierini,M CB101
Class#22165 meets 05/23/2017-06/29/2017
22166 12:30-2:30PM TTh Lopez,J CB101
Class#22166 meets 05/23/2017-06/29/2017

TOTAL HOURS: 180
DENTAL HYGIENE

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

DH 150C - 1.0 UNIT CLINICAL DENTAL HYGIENE II
Transferable to CSU
Prerequisite: DH 150B & DH 128 or equivalent with a grade of Pass or “C” or higher.

20929 9.0 HRS ARR Loera,D
Class# 20929 meets 07/03/2017-08/10/2017
(LAB A) LBVA*

20930 9.0 HRS ARR Loera,D
Class# 20930 meets 07/03/2017-08/10/2017
(LAB B) RYBL*

20931 9.0 HRS ARR Loera,D
Class# 20931 meets 07/03/2017-08/10/2017
(LAB C) HMPH*

20932 9.0 HRS ARR STAFF
Class# 20932 meets 07/03/2017-08/10/2017
(LAB D) HDSN*

20933 9.0 HRS ARR Loera,D
Class# 20933 meets 07/03/2017-08/10/2017
(LAB E) HDSN*

EARTH SCIENCE

ESCI 104 - 3.0 UNITS OCEANOGRAPHY
Transferable to UC, CSU
Recommended: 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.

20323 9.0 HRS ARR DeKraker,D
Class# 20323 meets 07/03/2017-08/10/2017
ONLINE
Orientation: All class information will be available online via Canvas. Email address: ddekraker@cerritos.edu

ESCI 110 - 4.0 UNITS INTRODUCTION TO EARTH SCIENCE
Transferable to UC, CSU
Recommended: 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.

21081 5:00-7:05PM MTWTh Okbamichael,M
7:05-9:10PM MTWTh Okbamichael,M
Class# 21081 meets 05/22/2017-06/29/2017
PST143

21996 4:00-6:05PM MTWTh Rath,C
6:05-8:10PM MTWTh Rath,C
Class# 21996 meets 05/22/2017-06/29/2017
PST137

21207 11:00-1:05PM MTWTh Lacy,T
1:05-3:10PM MTWTh Lacy,T
Class# 21207 meets 07/03/2017-08/10/2017
PST143

ESCI 180 - 1.0 UNIT EARTH SCIENCE MATERIALS AND PREPARATIONS
Transferable to CSU
Prerequisite: ESCI 110, or GEOL 101, or GEOG 101, or GEOG 101L with a grade of Pass or “C” or higher.

22016 9.0 HRS ARR Lo Vetere,C
Class# 22016 meets 07/03/2017-08/10/2017

ECONOMICS

ECON 101 - 3.0 UNITS ECONOMIC ISSUES AND POLICY
Transferable to UC, CSU

21913 9:00-11:05AM MTWTh STAFF
Class# 21913 meets 05/22/2017-06/29/2017
SS141

22274 9.0 HRS ARR STAFF
Class# 22274 meets 05/22/2017-06/29/2017
ONLINE
Orientation: All class information will be available in Canvas.

21914 9.0 HRS ARR STAFF
Class# 21914 meets 07/03/2017-08/10/2017
ONLINE
Orientation: All class information will be available in Canvas.

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

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<th>Instructor</th>
<th>Room</th>
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<tr>
<td>22287</td>
<td>12:00 HRS ARR (OL)</td>
<td>STAFF</td>
<td>ONLINE</td>
<td></td>
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<tr>
<td>21211</td>
<td>12:00 HRS ARR (OL)</td>
<td>STAFF</td>
<td>ONLINE</td>
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<tr>
<td>21482</td>
<td>7:00-9:05PM</td>
<td>MTWTh</td>
<td>Elbiali,A SS306</td>
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<tr>
<td>21482</td>
<td>9:05-9:55PM</td>
<td>MTWTh</td>
<td>Elbiali,A SS306</td>
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<tr>
<td>21544</td>
<td>8:00-8:15PM</td>
<td>TTh</td>
<td>Jackson,L PST230</td>
<td></td>
</tr>
<tr>
<td>21544</td>
<td>8:15-9:10PM</td>
<td>TTh</td>
<td>Jackson,L PST230</td>
<td></td>
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<tr>
<td>20275</td>
<td>5:30-6:55PM</td>
<td>MTWTh</td>
<td>Li,D PST227</td>
<td></td>
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<tr>
<td>20275</td>
<td>6:55-9:00PM</td>
<td>MTWTh</td>
<td>Li,D PST227</td>
<td></td>
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<tr>
<td>20242</td>
<td>6:00-8:15PM</td>
<td>MTWTh</td>
<td>Stever,E PST224</td>
<td></td>
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<tr>
<td>20242</td>
<td>8:15-10:20PM</td>
<td>MTWTh</td>
<td>Stever,E PST224</td>
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<tr>
<td>22240</td>
<td>6:00-8:15PM</td>
<td>MTWTh</td>
<td>Micic,M PST224</td>
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<tr>
<td>22240</td>
<td>8:10-10:20PM</td>
<td>MTWTh</td>
<td>Micic,M PST224</td>
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EDUCATIONAL TECHNOLOGY (EDTCH)

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<tbody>
<tr>
<td>21576</td>
<td>3.0 HRS ARR (OL)</td>
<td>Alexander,C</td>
<td>ONLINE</td>
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<tr>
<td>22209</td>
<td>3.0 HRS ARR (OL)</td>
<td>Morgan,V</td>
<td>ONLINE</td>
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<tr>
<td>22198</td>
<td>6.0 HRS ARR (OL)</td>
<td>Morgan,V</td>
<td>ONLINE</td>
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<tr>
<td>20817</td>
<td>7:00-9:00PM</td>
<td>MTWTh</td>
<td>Quaas-Berryman,F PST227</td>
<td></td>
</tr>
<tr>
<td>20817</td>
<td>9:00-9:50AM</td>
<td>MTWTh</td>
<td>Quaas-Berryman,F PST227</td>
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<tr>
<td>22214</td>
<td>10:00-12:00PM</td>
<td>MTWTh</td>
<td>Quaas-Berryman,F PST227</td>
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<tr>
<td>22216</td>
<td>10:00-12:00PM</td>
<td>MTWTh</td>
<td>Gonzales,J LA106</td>
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<tr>
<td>20856</td>
<td>7:00-9:00PM</td>
<td>MTWTh</td>
<td>Jackson,L PST230</td>
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<tr>
<td>20856</td>
<td>9:00-9:50PM</td>
<td>MTWTh</td>
<td>Jackson,L PST230</td>
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ENGINEERING TECHNOLOGY

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<tr>
<td>20175</td>
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<td>MTWTh</td>
<td>Quaas-Berryman,F LA204</td>
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<tr>
<td>20175</td>
<td>9:00-9:50AM</td>
<td>MTWTh</td>
<td>Quaas-Berryman,F LA204</td>
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<tr>
<td>22124</td>
<td>10:00-12:00PM</td>
<td>MTWTh</td>
<td>Quaas-Berryman,F LA203</td>
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<td>22126</td>
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<td>Gonzales,J LA106</td>
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<tr>
<td>20008</td>
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<td>MTWTh</td>
<td>EOPS LA203</td>
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<tr>
<td>20008</td>
<td>12:00-12:50PM</td>
<td>MTWTh</td>
<td>EOPS LA203</td>
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ENGLISH

<table>
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<th>Time</th>
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<th>Room</th>
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<tbody>
<tr>
<td>20817</td>
<td>7:00-9:00PM</td>
<td>MTWTh</td>
<td>STAFF LA203</td>
<td></td>
</tr>
<tr>
<td>20817</td>
<td>9:00-9:50PM</td>
<td>MTWTh</td>
<td>STAFF LA203</td>
<td></td>
</tr>
</tbody>
</table>

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

20177 7:00-9:00AM MTWTh STAFF LA103
21100 10:00-12:00PM MTWTh Fagundes,M LA202
Class#21100 meets 05/22/2017-06/29/2017

20825 10:00-12:00PM MTWTh Havicke,S LA201
12:00-12:50PM MTWTh Havicke,S LA201
Class#20825 meets 05/22/2017-06/29/2017

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.

21113 12.0 HRS ARR (OL) Shah,N ONLINE
Class#21113 meets 05/22/2017-06/29/2017

21115 10:00-12:50PM MTWTh Cavallaro,L LA212
Class#21115 meets 05/22/2017-06/29/2017

Orientation will take place on the first day of classes, 5/22/17. See email announcement the weekend before the start of class for instructions for completing the asynchronous orientation and subsequent quiz.

Class#21114 meets 05/22/2017-06/29/2017

21117 1:00-3:50PM MTWTh STAFF LA204

20832 12.0 HRS ARR (OL) Whitson,B ONLINE
Orientation must be completed on Canvas by 11:55 pm on 5/22/17 to remain enrolled in the class.

Class#20832 meets 05/22/2017-06/29/2017

21442 1:00-3:00PM MTWTh STAFF LA205
3:00-5:00PM MTWTh STAFF LA205
Class#21442 meets 07/03/2017-08/10/2017

20068 10:00-12:50PM MTWTh Cagnolatti,D LA104
Class#20068 meets 05/22/2017-06/29/2017

ENGL 100 is a mandatory orientation. Mandatory Orientation: 2:00 - 4:00 p.m., Monday - July 3 in LA204.

Class#20399 meets 07/03/2017-08/10/2017

20401 7:00-9:50PM MTWTh STAFF LA205

Class#20401 meets 07/03/2017-08/10/2017

20030 12.0 HRS ARR (OL) Kall,K ONLINE
 Mandatory online orientation module must be completed no later than 11:55 p.m. on 7/3/17 to remain enrolled.

Class#20030 meets 07/03/2017-08/10/2017

20311 10:00-12:50PM MTWTh STAFF LA205

20400 12.0 HRS ARR (OL) Hua,L ONLINE
Mandatory Orientation on Canvas must be completed no later than 11:55 p.m. on 7/3/17 to remain enrolled in the class.

Class#20400 meets 07/03/2017-08/10/2017

20241 12.0 HRS ARR (OL) Daniels,J ONLINE
Instructor will contact students prior to the start of class with instructions for an online orientation.

Class#20241 meets 07/03/2017-08/10/2017

20242 1:00-3:50PM MTWTh STAFF LA201
Class#20242 meets 07/03/2017-08/10/2017

Students not in attendance or late for the first class meeting are subject to drop.
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<thead>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>20130</td>
<td>12:00-5:00PM</td>
<td></td>
<td>Clifford,S</td>
<td>ONLINE</td>
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</table>

All students must complete the mandatory orientation on TalonNet/Canvas by 11:55 p.m. on 7/3/17 to remain enrolled.

<table>
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<th>Room</th>
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<tr>
<td>21450</td>
<td>7:00-10:50AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LA201</td>
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<tr>
<td>Class#21450</td>
<td>7:00-10:50AM</td>
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<tr>
<td>21451</td>
<td>3:00-6:50PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LA204</td>
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<tr>
<td>Class#21451</td>
<td>7:00-10:50AM</td>
<td>MTWTh</td>
<td>Olague,M</td>
<td>LA205</td>
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<tr>
<td>21957</td>
<td>11:00-11:55AM</td>
<td>MTWTh</td>
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<td>LA216</td>
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<tr>
<td>Class#21957</td>
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<td>6:00-8:50PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LA218</td>
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<td>Class#21958</td>
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<td>MTWTh</td>
<td>STAFF</td>
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<td>4:00-6:50PM</td>
<td>MTWTh</td>
<td>STAFF</td>
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<td>Class#21959</td>
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<td>STAFF</td>
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<tr>
<td>21970</td>
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<td>LA222</td>
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<tbody>
<tr>
<td>20803</td>
<td>5:30-9:45PM</td>
<td>MW</td>
<td>STAFF</td>
<td>BE122</td>
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Class#20803 meets 07/03/2017-08/09/2017

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

### FRENCH

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<tbody>
<tr>
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<td>9.0 HRS ARR (OL)</td>
<td>Edwards, C</td>
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<tr>
<td>20069</td>
<td>6:00-9:30PM</td>
<td>MTWTh</td>
<td>Potter, I</td>
<td>LA211</td>
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<tr>
<td>20184</td>
<td>5:00-7:05PM</td>
<td>MTWTh</td>
<td>Lo Vetere, C</td>
<td>LC205</td>
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### GEOGRAPHY

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<tr>
<td>21215</td>
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<td>MTWTh</td>
<td>McPherson, M</td>
<td>CB103</td>
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<td>21659</td>
<td>9:30-11:35AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB102</td>
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<tr>
<td>21457</td>
<td>9:00-11:55AM</td>
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<td>Bueno, N</td>
<td>CB101</td>
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### GERMAN

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<td>Murray, K</td>
<td>ONLINE</td>
<td></td>
</tr>
</tbody>
</table>

### HEALTH EDUCATION

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21457</td>
<td>9:00-11:55AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB101</td>
</tr>
<tr>
<td>21484</td>
<td>5:00-7:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB101</td>
</tr>
</tbody>
</table>

### HEALTH OCCUPATIONS

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21460</td>
<td>8:00-10:05AM</td>
<td>MTWTh</td>
<td>Castro, M</td>
<td>BE111</td>
</tr>
<tr>
<td>21848</td>
<td>5:00-7:05PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB101</td>
</tr>
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</table>

### HED 110 - 3.0 UNITS

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21659</td>
<td>9:00-11:55AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB102</td>
</tr>
</tbody>
</table>

### HO 56 - 1.0 UNIT

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21746</td>
<td>4:00-6:50PM</td>
<td>Th</td>
<td>Robbins, H</td>
<td>SL106</td>
</tr>
</tbody>
</table>

Note: Online registered students must go to TalonNet class webpage between 8 am on 5/22/17 and 11:55 pm on 5/24/17 and complete the pre-class assignments for ONLINE CLASSES ONLY, or you will be dropped. PLEASE VERIFY on MyCerritos THAT YOUR EMAIL ADDRESS IS CORRECT, OR YOU WILL NOT RECEIVE ACCESS TO THE COURSE. Your username is your student ID and your password is your 6-digit birthday.

Class#20394 meets 05/22/2017-06/29/2017

Class#21659 meets 05/22/2017-06/29/2017

Class#21460 meets 05/22/2017-06/29/2017

Class#21746 meets 05/25/2017-06/29/2017
### HISTORY

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

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21173</td>
<td>8:00-10:05AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS310</td>
</tr>
<tr>
<td>21174</td>
<td>10:15-12:20PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS310</td>
</tr>
<tr>
<td>21917</td>
<td>2:45-4:50PM</td>
<td>MTWTh</td>
<td>Wazsal, L</td>
<td>SS309</td>
</tr>
<tr>
<td>22204</td>
<td>12:30-2:30PM</td>
<td>MTWTh</td>
<td>Wazsal, L</td>
<td>SS311</td>
</tr>
<tr>
<td>20146</td>
<td>8:00-10:05AM</td>
<td>MTWTh</td>
<td>Haas, J</td>
<td>SS309</td>
</tr>
<tr>
<td>20523</td>
<td>10:15-12:20PM</td>
<td>MTWTh</td>
<td>Haas, J</td>
<td>SS309</td>
</tr>
<tr>
<td>20737</td>
<td>12:30-2:30PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS309</td>
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<tr>
<td>Class#21173 meets 05/22/2017-06/29/2017</td>
<td>Class#21174 meets 05/22/2017-06/29/2017</td>
<td>Class#21917 meets 05/22/2017-06/29/2017</td>
<td>Class#22204 meets 05/22/2017-06/29/2017</td>
<td>Class#20146 meets 07/03/2017-08/10/2017</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>20280</td>
<td>12:30-2:30PM</td>
<td>MTWTh</td>
<td>Jarrett, G</td>
<td>SS310</td>
</tr>
<tr>
<td>20375</td>
<td>10:15-12:20PM</td>
<td>MTWTh</td>
<td>Jarrett, G</td>
<td>SS309</td>
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<tr>
<td>21175</td>
<td>12:30-2:30PM</td>
<td>MTWTh</td>
<td>Ramirez, A</td>
<td>SS311</td>
</tr>
<tr>
<td>21176</td>
<td>2:45-4:50PM</td>
<td>MTWTh</td>
<td>Ramirez, A</td>
<td>SS311</td>
</tr>
<tr>
<td>20805</td>
<td>10:15-12:20PM</td>
<td>MTWTh</td>
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<td>SS311</td>
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<td>Class#20280 meets 05/22/2017-06/29/2017</td>
<td>Class#20375 meets 05/22/2017-06/29/2017</td>
<td>Class#21175 meets 05/22/2017-06/29/2017</td>
<td>Class#21176 meets 05/22/2017-06/29/2017</td>
<td>Class#20805 meets 07/03/2017-08/10/2017</td>
</tr>
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</table>

### JOURNALISM

**JOUR 100 - 3.0 UNITS**  
**MASS COMMUNICATIONS AND SOCIETY**  
Transferable to UC, CSU (CAN JOUR 1)  
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.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
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<tbody>
<tr>
<td>20013</td>
<td>10:15-12:20PM</td>
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<td>STAFF</td>
<td>FA245</td>
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<td>Class#20013 meets 07/03/2017-08/10/2017</td>
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### KINESIOLOGY

**KIN 100 - 3.0 UNITS**  
**INTRODUCTION TO KINESIOLOGY**  
Transferable to UC, CSU  
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.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>21461</td>
<td>1:00-3:05PM</td>
<td>MTWTh</td>
<td>Grosfeld, S</td>
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<td>Class#21461 meets 05/22/2017-06/29/2017</td>
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**KIN 104 - 3.0 UNITS**  
**FITNESS AND WELLNESS**  
Transferable to UC, CSU  
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.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21334</td>
<td>6:00 HRS ARR (OL)</td>
<td>Edwards, C</td>
<td>ONLINE</td>
<td>PE 2A</td>
</tr>
</tbody>
</table>
| Note: On-line registered students must go to TalonNet class webpage between 8 am on 5/22/17 and 11:55 pm on 5/24/17 and complete the pre-class assignments for ONLINE CLASSES ONLY, or you will be dropped.  
Verify on MyCerritos that your email address is correct, or you will NOT receive access to the course.  
Your username is your student ID and your password is your 6-digit birthday. Class#21334 meets 05/22/2017-06/29/2017 |

### 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  
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.

<table>
<thead>
<tr>
<th>Class#</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>21407</td>
<td>5:30-8:30PM</td>
<td>TWTh</td>
<td>Barnes, J</td>
<td>ME 3H</td>
</tr>
<tr>
<td>8:30-11:45PM</td>
<td>TWTh</td>
<td>Barnes, J</td>
<td>ME 3H</td>
<td></td>
</tr>
<tr>
<td>Class#21407 meets 05/23/2017-06/29/2017</td>
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#### MTT 59 - 2.5 UNITS  
**MASTERCAM TURNING**  
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>22158</td>
<td>5:30-7:30PM</td>
<td>TWTh</td>
<td>Barnes, J</td>
<td>ME 3H</td>
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<tr>
<td>7:30-8:20PM</td>
<td>TWTh</td>
<td>Barnes, J</td>
<td>ME 3H</td>
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</tbody>
</table>

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

Mathematics

Cerritos College
Mathematics Department
Sequence of Courses

Transferable to CSU

MTT 91L - 1.0 UNIT CNC MILL MACHINING LABORATORY
Not Transferable
Prerequisite: MTT 51 or MTT 76 and MTT 52, with grades of Pass or "C" or higher.
Corequisite: MTT 56 with a grade of Pass or "C" or higher or prior completion.
NOTE: A material fee of $10.00 is required for MTT 91L.
Class#20506 6:30-9:30PM TTh Vo,C ME 2J
Class#20506 meets 05/23/2017-06/29/2017

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#22156 6:30-9:30PM TTh Barnes,J ME 3H
Class#22156 meets 05/23/2017-06/29/2017

MTT 100 - 2.0 UNITS MACHINE TOOL INTRODUCTION
Transferable to CSU
NOTE: A material fee of $10.00 is required for MTT 100.
Class#20483 5:30-6:30PM TTh Vo,C ME 2J
Class#20483 6:30-9:30PM TTh Vo,C ME 2J
Class#20483 meets 05/23/2017-06/29/2017

Mathematics Department
Cerritos College

Mathematics

105 110A 140 112 114 115 210
70* 80 AND OR 80A 80B

40 60

NOT DEGREE APPLICABLE

TRANSFER LEVEL

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#20303 10:00-12:50PM MTWTh Campeau L MCIS105
Class#20303 meets 05/22/2017-06/29/2017
Class#20303 1:00-3:50PM MTWTh Campeau L MCIS105
Class#20303 meets 05/22/2017-06/29/2017
Class#20303 8:00-10:50AM MTWTh STAFF MCIS104
Class#20303 meets 05/22/2017-06/29/2017
Class#20303 10:00-12:50PM MTWTh STAFF PST233
Class#20303 meets 07/03/2017-08/10/2017

Math 50 - 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 50.
Recommendation: Meet the prerequisite within two years prior to the date of enrollment in MATH 50.
Class#20269 7:00-9:50AM MTWTh Hugen,M MCIS105
Class#20269 meets 05/22/2017-06/29/2017
Class#21530 7:00-9:50AM MTWTh Beyene,A PST237
Class#21530 meets 05/22/2017-06/29/2017
Class#21157 11:00-1:50PM MTWTh Hugen,M MCIS106
Class#21157 meets 05/22/2017-06/29/2017
Class#21531 11:00-1:50PM MTWTh Morales,M MCIS104
Class#21531 meets 05/22/2017-06/29/2017

Math 60 - 4.0 UNITS INTERMEDIATE ALGEBRA
Not Transferable
Recommendation: 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.
Class#20088 10:00-12:50PM MTWTh STAFF MCIS105
Class#20088 meets 05/22/2017-06/29/2017

Math 70 - 4.0 UNITS PLANE GEOMETRY
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 70.
Class#21537 11:00-1:50PM MTWTh STAFF MCIS104
Class#21537 meets 07/03/2017-08/10/2017

Math 80 - 4.0 UNITS INTERMEDIATE ALGEBRA
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 80.
Recommendation: Meet the prerequisite within two years prior to the date of enrollment in MATH 80.
Class#20270 10:00-12:50PM MTWTh Nikdel,M PST234
Class#20270 meets 05/22/2017-06/29/2017
Class#21533 7:00-9:50AM MTWTh Byun,E PST233
Class#21533 meets 05/22/2017-06/29/2017
Class#20087 10:00-12:50PM MTWTh Byun,E PST233
Class#20087 meets 05/22/2017-06/29/2017
Class#20088 10:00-12:50PM MTWTh Beyene,A MCIS106
Class#20088 meets 05/22/2017-06/29/2017
Class#21533 2:00-4:50PM MTWTh Cordova,E MCIS106
Class#21533 meets 05/22/2017-06/29/2017
Class#21534 4:00-6:50PM MTWTh STAFF PST233
Class#21534 meets 05/22/2017-06/29/2017
Class#21538 10:00-12:50PM MTWTh Budarin,D PST235
Class#21538 meets 05/22/2017-06/29/2017
Class#21536 2:00-4:50PM MTWTh STAFF MCIS106
Class#21536 meets 05/22/2017-06/29/2017

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#20041 4:00-6:05PM MTWTh STAFF PST235
Class#20041 meets 05/22/2017-06/29/2017
Class#21797 10:00-12:05PM MTWTh Cortez,D MCIS108
Class#21797 meets 05/22/2017-06/29/2017

MTT 91L - 1.0 UNIT CNC MILL MACHINING LABORATORY
Not Transferable
Prerequisite: MTT 51 or MTT 76 and MTT 52, with grades of Pass or "C" or higher.
Corequisite: MTT 56 with a grade of Pass or "C" or higher or prior completion.
NOTE: A material fee of $10.00 is required for MTT 91L.
Class#20506 6:30-9:30PM TTh Vo,C ME 2J
Class#20506 meets 05/23/2017-06/29/2017

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

### PHYSICS

**PHYS 100 - 4.0 UNITS**  
**ELEMENARY 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 150.  
22313  
2:00-4:10PM  
TTh  
Buschauer,R  
PST124  
Note: Attendance to the first Lab meeting is MANDATORY. Failure to attend will jeopardize your enrollment.  
Class#22313 meets 05/23/2017-08/10/2017

### PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY

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

**PMT 5 - 1.5 UNITS**  
**SURVEY OF COMPOSITES**  
Not Transferable  
22246  
6:00-9:12PM  
T  
O'Farrell,F  
Class#22246 meets 06/20/2017-08/08/2017  
ME 1

**PMT 55 - 1.0 UNIT**  
**PROTOTYPING**  
Not Transferable  
22244  
6:00-8:12PM  
W  
Spaziano,M  
Class#22244 meets 06/21/2017-08/09/2017  
ME 1

**PMT 63L - 0.5 UNIT**  
**SPECIALTY PLASTICS LAB**  
Not Transferable  
21409  
6:00-9:12PM  
T  
O'Farrell,F  
Class#21409 meets 06/20/2017-08/08/2017  
ME 1

**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.  
20738  
10:15-12:20PM  
MTWTh  
Obasohan,V  
Class#20738 meets 05/22/2017-06/29/2017  
SS313  

20052  
12:30-2:35PM  
MTWTh  
Obasohan,V  
Class#20052 meets 05/22/2017-06/29/2017  
SS313

20380  
9.0 HRS ARR (OL)  
Obazuyae,S  
Orientation: 6:00 - 8:00 p.m., Monday - May 22 in HS 102.  
Class#20380 meets 05/22/2017-06/29/2017  
SS313

20923  
8:00-10:05AM  
MTWTh  
STAFF  
Class#20923 meets 05/22/2017-06/29/2017  
SS313

20924  
5:45-7:50PM  
MTWTh  
STAFF  
Class#20924 meets 05/22/2017-06/29/2017  
SS313

21930  
10:15-12:20PM  
MTWTh  
STAFF  
Class#21930 meets 05/22/2017-06/29/2017  
SS313

21931  
9.0 HRS ARR (OL)  
Obazuyae,S  
Orientation: 6:00 - 8:00 p.m., Monday - May 22 in HS 102.  
Class#21931 meets 05/22/2017-06/29/2017  
SS313

21932  
9.0 HRS ARR (OL)  
STAFF  
Orientation and class work will be done online.  
Class#21932 meets 05/22/2017-06/29/2017  
SS313

22205  
12:30-2:35PM  
MTWTh  
STAFF  
Class#22205 meets 05/22/2017-06/29/2017  
SS312

22336  
9.0 HRS ARR (OL)  
STAFF  
Orientation and class work will be done online.  
Class#22336 meets 05/22/2017-06/29/2017  
SS313

22337  
12:30-2:35PM  
MTWTh  
STAFF  
Class#22337 meets 05/22/2017-06/29/2017  
SS307

22338  
3:00-5:05PM  
MTWTh  
STAFF  
Class#22338 meets 05/22/2017-06/29/2017  
SS313

22339  
5:45-7:50PM  
MTWTh  
STAFF  
Class#22339 meets 05/22/2017-06/29/2017  
SS312

20379  
3:00-5:05PM  
MTWTh  
STAFF  
Class#20379 meets 07/03/2017-08/10/2017  
SS312

20806  
5:45-7:50PM  
MTWTh  
STAFF  
Class#20806 meets 07/03/2017-08/10/2017  
SS312

21181  
9.0 HRS ARR (OL)  
Falcon,D  
Orientation: Visit www.cerritos.edu/dfalcon and follow all instructions on that site no later than midnight of the second day of the semester to satisfy the orientation requirement for this class. Students failing to do this may be dropped as "no show".  
Class#21181 meets 07/03/2017-08/10/2017

51
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
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</tr>
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<tbody>
<tr>
<td>20014</td>
<td>9:00-0:00</td>
<td>ONLINE</td>
<td>Falcon,D</td>
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<tr>
<td>21178</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Mullins,T</td>
<td>SS12</td>
</tr>
<tr>
<td>21180</td>
<td>9:00-0:00</td>
<td>ONLINE</td>
<td></td>
<td></td>
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<tr>
<td>21978</td>
<td>10:15-12:30PM</td>
<td>STAFF</td>
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<td>21979</td>
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<td>22340</td>
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<td>22341</td>
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<tr>
<td>22342</td>
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<tr>
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<td>MTWTh</td>
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</table>

**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 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.

21489
12:30-2:35PM MTWTh Mullins,T
Class#21489 meets 07/03/2017-08/10/2017

**PSYCHOLOGY**

**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, ENGL 72, or ESL 152, or equivalent with a grade of Pass or "C" or higher and READ 54 or READ 97 with a grade of Pass or "C" or higher.

21182
10:15-12:30PM MTWTh Sanchez,V
Class#21182 meets 05/22/2017-06/29/2017

20864
8:00-10:05AM MTWTh Helberg,B (HYBRID)
Class#20864 meets 05/22/2017-06/29/2017

**RTV 151 - 3.0 UNITS MOTION PICTURES, RADIO, AND TELEVISION**
Transferrable to UC, CSU

20259
12:00-2:50PM MTW Breit,C
Class#20259 meets 05/22/2017-06/28/2017

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

### Sociology

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20418</td>
<td>12:30-2:35PM</td>
<td>MTWTh</td>
<td>Codd,G (HYBRID)</td>
<td>LC217</td>
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<tr>
<td>20834</td>
<td>10:15-12:20PM</td>
<td>MTWTh</td>
<td>Codd,G (HYBRID)</td>
<td>LC217</td>
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<tr>
<td>21447</td>
<td>9.0 HRS ARR (OL)</td>
<td>Staff</td>
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NOTE: A portion of the hours for this class will be online.

Class#20418 meets 07/03/2017-08/10/2017

Class#20834 meets 07/03/2017-08/10/2017

Class#21447 meets 07/03/2017-08/10/2017

### Real Estate

<table>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>21716</td>
<td>9.0 HRS ARR (OL)</td>
<td>Brady,M</td>
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Note: Instructor will contact students via email one week prior to the beginning of class.

Class#21716 meets 05/22/2017-06/29/2017

### Speech

**SPCH 100 - 3.0 UNITS**

**INTRODUCTION TO COLLEGE READING:**

<table>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<td>Cabuto,F</td>
<td>LC205</td>
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<td>Cabuto,F</td>
<td>LC205</td>
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Class#20015 meets 05/22/2017-06/29/2017

Class#21449 meets 07/03/2017-08/10/2017

**SPCH 110 - 3.0 UNITS**

**INTERCULTURAL COMMUNICATION:**

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<th>Day</th>
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<th>Room</th>
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<tr>
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Class#20421 meets 05/22/2017-06/29/2017

Class#21132 meets 05/22/2017-06/29/2017

### Spanish

**SPAN 101 - 5.0 UNITS**

**ELEMENTARY SPANISH:**

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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<td>8:30-12:00PM</td>
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<td>Arce,C</td>
<td>LC205</td>
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<tr>
<td>21968</td>
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<td>MTWTh</td>
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Class#21968 meets 05/22/2017-06/29/2017

Class#21923 meets 05/22/2017-06/29/2017

Class#20411 meets 05/22/2017-06/29/2017

### Introductory Sociology Principles

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<th>Room</th>
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<td>21185</td>
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<td>MTWTh</td>
<td>Troup,J</td>
<td>SS316</td>
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<tr>
<td>21202</td>
<td>12:30-2:35PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS314</td>
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<tr>
<td>21921</td>
<td>2:45-4:50PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>SS316</td>
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<td>MTWTh</td>
<td>STAFF</td>
<td>SS316</td>
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<td>STAFF</td>
<td>SS314</td>
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<td>20283</td>
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<td>STAFF</td>
<td>SS314</td>
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<td>SS314</td>
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Class#21187 meets 05/22/2017-06/29/2017

Class#21202 meets 05/22/2017-06/29/2017

Class#21921 meets 05/22/2017-06/29/2017

Class#21922 meets 05/22/2017-06/29/2017

Class#21061 meets 05/22/2017-06/29/2017

Class#22083 meets 05/22/2017-06/29/2017

Class#22187 meets 05/22/2017-06/29/2017

### Introduction to Human Sexuality

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<td>SS212</td>
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Class#21188 meets 05/22/2017-06/29/2017

### Fundamentals of Public Speaking

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<th>Instructor</th>
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<tbody>
<tr>
<td>20421</td>
<td>9.0 HRS ARR (OL)</td>
<td>Hoppe-Nagao,A</td>
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Class#20421 meets 05/22/2017-06/29/2017

Class#22228 meets 07/03/2017-08/10/2017

Class#22229 meets 07/03/2017-08/10/2017

Class#2206 meets 05/22/2017-06/29/2017

Class#22220 meets 05/22/2017-06/29/2017
Students not in attendance or late for the first class meeting are subject to drop.
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<th>Time</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>WMT 101 - 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>
<td>20515</td>
<td>5:30- 8:00PM</td>
<td>MTW</td>
<td>Sanchez,C</td>
<td>WD 14</td>
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<td>8:00- 9:55PM</td>
<td>MTW</td>
<td>Sanchez,C</td>
<td>WD 14</td>
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<td></td>
<td>8:00-10:30AM</td>
<td>TTh</td>
<td>Fortner,A</td>
<td>WD 14</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10:30-12:25PM</td>
<td>TTh</td>
<td>Fortner,A</td>
<td>WD 14</td>
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<td>Class#20515 meets 07/03/2017-08/09/2017</td>
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<tr>
<td>20513</td>
<td>8:00-10:30AM</td>
<td>TTh</td>
<td>Fortner,A</td>
<td>WD 14</td>
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<tr>
<td>22160</td>
<td>5:30- 8:00PM</td>
<td>TTh</td>
<td>Ouwehand,M</td>
<td>WD 13</td>
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<tr>
<td></td>
<td>8:00- 9:55PM</td>
<td>TTh</td>
<td>Ouwehand,M</td>
<td>WD 13</td>
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WMT 111L - 1.0 UNIT INTRODUCTION TO WOODWORKING LAB
Transferable to CSU
Prerequisite: WMT 101 or equivalent with a grade of Pass or "C" or higher.
NOTE: a material fee of $20.00 is required for WMT 111L

| 21414 | 5:30- 8:20PM | MTW | Sanchez,C | WD 14 |
| 20517 | 8:00-10:50AM | TTh | Fortner,A | WD 14 |
| 20518 | 1:00- 3:50PM | TTh | Krause,P | WD 14 |
| Class#21414 meets 07/03/2017-08/09/2017 | | | |
| Class#20517 meets 07/05/2017-08/10/2017 | | | |
| Class#20518 meets 07/05/2017-08/10/2017 | | | |

WMT 118 - 2.0 UNITS INTRODUCTION TO WOODTURNING
Transferable to CSU
Recommendation: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Pass or "C" or higher.
NOTE: a material fee of $20.00 is required for WMT 118

| 22252 | 6:00- 7:00PM | TTh | Hernandez,B | WD 12 |
| 22254 | 6:00- 9:50PM | TTh | Hernandez,B | WD 12 |
| Class#22252 meets 07/05/2017-08/10/2017 | | | |
| Class#22254 meets 07/05/2017-08/10/2017 | | | |

WMT 119L - 1.0 UNIT INTRODUCTION TO WOODTURNING LAB
Transferable to CSU
Prerequisite: WMT 118 or equivalent with a grade of Pass or "C" or higher.
NOTE: a material fee of $10.00 is required for WMT 119L

| 22254 | 6:00- 9:50PM | TTh | Hernandez,B | WD 12 |
| Class#22254 meets 07/05/2017-08/10/2017 | | | |

WMT 228L - .0 UNIT PROJECT COMPLETION LAB
Transferable to CSU
Prerequisite: WMT 151 or WMT 153 or WMT 102 or WMT 103 or equivalent with a grade of Pass or "C" or higher.
NOTE: a material fee of $20.00 is required for WMT 228L

| 21302 | 1:00- 4:50PM | TTh | Krause,P | WD 14 |
| Class#21302 meets 07/05/2017-08/10/2017 | | | |
| 22162 | 5:30- 8:20PM | TTh | Ouwehand,M | WD 13 |
| Class#22162 meets 07/05/2017-08/10/2017 | | | |

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.

CLASSES 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 Inglés como Segundo Idioma, Diploma de Preparatoria, Preparación de Evaluación, Ciudadanía, y otras clases de habilidades académicas. La mayoría de las clases de no-crédito se ofrecen en sitios distintos de la comunidad. Clases para estudiantes con discapacidades requieren de una matriculación aparte.

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 las clases o clase que le gustaría tomar:
2. Llene la aplicación de registración para Cerritos College por internet www.cerritos.edu, presione Apply Online, opción en Español.
3. Registracion en persona.
   Al llenar la aplicacion de registracion, venga a la oficina de Educacion para Adultos localizada en el edificio de CE 11.
   Registro 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.
ENGLISH AS A SECOND LANGUAGE

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

INGLES COMO SEGUNDOIDIOMA

Cuatro niveles de inglés se ofrecen para ayudarte a desarrollar sus conocimientos del idioma inglés. Esta clase está enfocada en comunicación oral y conversación del idioma inglés.

AED 42.15 - 0.0 UNIT HIGH BEGINNING ENGLISH AS A SECOND LANGUAGE
Not Transferable
Class# 20542 6:30-9:30PM  F  Perez, Juarez,M  SS104
Class# 22349 4:30-8:30PM  MTWTh  Tunnell Leguizamon,C  SS103

AED 42.16 - 0.0 UNIT LOW INTERMEDIATE ENGLISH AS A SECOND LANGUAGE
Not Transferable
Class# 20548 3:30-6:30PM  F  Tucker,J  SS136
Class# 21728 8:30-12:50PM  MTWTh  Robles,M  SS130

AED 42.17 - 0.0 UNIT HIGH INTERMEDIATE ENGLISH AS A SECOND LANGUAGE
Not Transferable
Class# 20544 5:30-8:30PM  F  Fragoso,M  SS136
Class# 21730 8:30-12:50PM  MTWTh  Nunez,Jr,N  TBA
Class# 21893 5:00-9:20PM  MTWTh  Nunez, M  SS141

COLLEGE ENGLISH SKILLS

AED 48.05 - 0.0 UNIT COLLEGE ENGLISH SKILLS
Not Transferable
Class# 21756 1:00-3:50PM  MTWTh  Robles,M  TBA

PREPARATORY MATHEMATICS

AED 49.01 - 0.0 UNIT PREPARATORY MATH
Not Transferable
Class# 21732 9:00-10:30AM  MTWTh  Barrera De Contreras,G  MP103
Class# 21734 12:00-1:30PM  MTWTh  Barrera De Contreras,G  MP105
Class# 21736 3:30-5:00PM  MTWTh  Staff  MP105
Class# 21738 6:30-8:00PM  MTWTh  Staff  MP105

AED 42.10 - 0.0 UNIT SPANISH GED TEST PREP-A
Not Transferable
Class# 22347 9:00-11:35AM  MTWTh  Vergara,C  S103

AED 42.11 - 0.0 UNIT SPANISH GED TEST PREP-B
Not Transferable
Class# 20541 5:30-8:20PM  F  Chavez-De Vasquez,A  SS134
Class# 21724 8:30-12:20PM  MTWTh  Staff  SS130
Class# 20796 9:00-1:20PM  MTWTh  Chavez-De Vasquez,A  SL107

AED 42.12 - 0.0 UNIT GED PREPARATION-A
Not Transferable
Class# 22348 9:00-11:35AM  MTWTh  Rosales,I  SL108

AED 42.13 - 0.0 UNIT GED PREPARATION-B
Not Transferable
Class# 21726 5:00-9:20PM  MTWTh  Rosales,I  SS308

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

### AED 11.08 - 0.0 UNIT STRESS MANAGEMENT/OLDER ADULT

Not Transferable

<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>22361</td>
<td>1:00-2:00PM</td>
<td>THh</td>
<td>Lozano, J</td>
<td>DCC*</td>
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<td>2:00-3:00PM</td>
<td>THh</td>
<td>Lozano, J</td>
<td>DCC*</td>
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<td>Class#22361 meets 05/23/2017-06/29/2017</td>
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<td>Van Herk, T</td>
<td>LMGM*</td>
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<td>M</td>
<td>Van Herk, T</td>
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<td>M</td>
<td>Van Herk, T</td>
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### SUPERVISED TUTORING

AED 42.05 - 0.0 UNIT SUPERVISED TUTORING

Not Transferable

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### APPRENTICESHIP PROGRAMS

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

Cerritos College has 3 apprenticeship programs:
- Field ironworkers
- SC/PDCA Painters & Decorators of California
- ABC – Associated Builders and Contractors

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

### PLAZA COMMUNITARIA

The Office of Adult Education & Diversity Programs in collaboration with the Mexican Consulate in Los Angeles offers an innovative new program called Plaza Comunitaria. The program consists of three levels of progression which teach the Spanish speaking adults to read, write and speak in their native tongue and to complete their first and secondary education. At the completion of this program the student will receive a diploma from the Secretary of Public Education from Mexico. Our goal is to transition the student into regular ESL courses with a higher rate of success and then introduce them to a higher level of education.

El Departamento de Educación de Adultos y Programas Diversos en colaboración con el Consulado Mexicano de Los Ángeles ofrecen un nuevo e innovador programa “Plaza Comunitaria.” La Plaza Comunitaria es un programa que consiste en tres niveles de desarrollo que permiten que los adultos de habla española aprendan a leer, escribir y hablar español a un nivel más alto de éxito.

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

### 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. 2548

Students not in attendance or late for the first class meeting are subject to drop.
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<td>COCC*</td>
<td>One-Stop Career Center Plus SELACO WIA</td>
<td>10900 E. 183rd St., Suite 392, Cerritos</td>
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<td>CSRC*</td>
<td>Cerritos Senior Center</td>
<td>12340 South St., Artesia</td>
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<td>DCC*</td>
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<td>7810 Quill Dr., Downey</td>
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<td>FOUN*</td>
<td>Founder’s House of Hope</td>
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<td>H. Claude Hudson Comprehensive Health Clinic</td>
<td>2829 South Grand Ave., Los Angeles</td>
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<td>HMPH*</td>
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<td>5850 S. Main St., Los Angeles</td>
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<td>LBVA*</td>
<td>Veteran’s Affairs Long Beach</td>
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<td>RYBL*</td>
<td>Edward R. Roybal Comprehensive Health Clinic</td>
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For more information, please contact the appropriate department or office.
 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 e-mail: shp-info@cerritos.edu.

HONORS COURSES, SUMMER SESSION, 2017
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 e-mail and attachments; download files; fundamentals of file management; search and navigate the Internet using a browser)
2. Awareness of institutional support services (Student Success Centers)
3. Successful completion of prerequisite coursework
4. Organizational skills
5. Reading comprehension
6. Writing skills
7. Communication skills
8. Time-management skills
9. Proficiency in any adaptive computing software/hardware needed to access the online course material when there is a disability-related barrier
10. Recommended completion of online orientation (such as EDT 50) or equivalent preparation
11. Familiarity with college course management system (such as 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

Before registering for any online course, you should make sure that you have proficient skills in basic computing, web browsing, e-mail, and word processing. Your instructor will not teach these skills as part of the course content. If you do not possess these skills, you may want to enroll in EDT 50, Preparation for Online Learning, or CIS 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, https://cerritos.instructure.com/login/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 6-digit date of birth in the “mmddyyyy” format. Example: John Smith's date of birth is May 30, 1990. His password would be 05301991.

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 will be dropped. If the orientation for an online class conflicts with a class that meets on campus, you must attend the on-campus class and notify the online instructor about the conflict in advance.

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

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
## ACCOUNTING

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<tr>
<td>20982</td>
<td>CIS 170A</td>
<td>Networking Fundamentals</td>
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<td>CIS 180</td>
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## DANCE

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### EARTH SCIENCE

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### ECONOMICS

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<td>ECON 201</td>
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### EDUCATIONAL TECHNOLOGY (EDTCH)

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<td>22309</td>
<td>EDT 67</td>
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### ENGLISH AS A SECOND LANGUAGE

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### GEOGRAPHY

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<td>GEOG 105</td>
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### HEALTH EDUCATION

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### KINESIOLOGY

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<td>KIN 108</td>
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### POLITICAL SCIENCE

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### PSYCHOLOGY

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<td>20089</td>
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### READING

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<tr>
<td>21447</td>
<td>READ 54</td>
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REAL ESTATE
21716 RE 101 Real Estate Principles
21923 RE 130 Real Estate Practice

SPEECH
20421 SPCH 110 Intercultural Communication
21315 SPCH 200 Contemporary Communication Topics
21316 SPCH 200 Contemporary Communication Topics

THEATRE ARTS
21845 TH 101 Introduction to the Theatre
20261 TH 101 Introduction to the Theatre

WOMEN'S STUDIES
21953 WS 108 Women in Sports
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 assault, 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. Valynca 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.

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

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 Office 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.

Stay Falcon Safe!

We are Falcons! We always keep our nest safe and look out for each other.

IF YOU ARE EXPERIENCING
• Stalking
• Bullying, verbal or written threats
• Cyberbullying
• Dating or domestic violence
• Sexual or physical assault

HELP IS AVAILABLE
Dial 562-860-2451 plus the extension below:
On-Campus Resources
• Student Health Services: Ext. 2321
• Campus Police: 911 or Ext. 3076
• Student Conduct and Grievances: Ext. 2473
• Title IX, including Sexual Harassment: Ext. 2276
• Bicycle Safety and Theft Prevention: Ext. 3076

65
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. A student should submit to the registrar or designee a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. The College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

DIRECTORY INFORMATION

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

STUDENT RECORDS CONSENT

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

WITHOLDING 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, proficiency requirements and electives, if necessary, to total a minimum of 60 degree applicable units.

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

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

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

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

There are important differences among the three plans. In order to select the plan that best meets each individual’s AA and transfer goals, students should see a Cerritos College counselor.
Associate in Arts Degree
General Education
2016-17
Plan A
Degree and/or Career Option

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

1. MAJOR PROGRAM REQUIREMENTS:
   Complete all requirements for the chosen major program under “Major Requirements” in the Cerritos College Catalog.

2. MATHEMATICS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Earn a score on the 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 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, 207, 210
   Other courses that will meet the requirement include Dance 105, 106A, 106B, 107, 108A, 108B, 108C, 109, 110, 112, 120, 121, 122, 123, 124, 125, 130A, 130B, 133, 134, 135, 136, 140, 141, 142, 143, 144, 150, 151
   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), 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
         Child Development 110

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GENERAL EDUCATION REQUIREMENTS
FOR THE ASSOCIATE DEGREE

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, 221, 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, 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
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, **110, 150, RTV/TH 151, RTV 152

(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, *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, 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 Design Technology **131
English 101, 103
Philosophy 103, 106, **160
Psychology 103, 210
Reading 200
Speech **60, 100, 120, 130, 132, 150, 235
Speech Language Pathology **220
e. Select an additional general education course from those listed above or a course from Plan B or Plan C so that the earned general education units total at least 18.

* These courses appear in more than one category, but may only be counted once.
** These courses do not meet the General Education Requirements for CSU or IGETC.
*** 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 2016-17 school year and thereafter. Students who enrolled prior to Fall 2016 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.
Associate in Arts Degree  
General Education  
2016-17  
Plan B and/or  
The General Education Certification  
Requirements For The Bachelor's Degree  
At The California State University

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

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

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

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

CALIFORNIA STATE UNIVERSITY  
GENERAL EDUCATION  
CERTIFICATION REQUIREMENTS

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

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

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

A) Communications: 9 units minimum.  
Must take one course from category 1, 2, and 3
  1. Oral Communication
     Speech 100, 120, 130, 132, 150
  2. Written Communication
     English 100
  3. Critical Thinking
     English 101, 103; Philosophy 103, 106; Psychology 103; Reading 200; Speech 235

B) Natural Science and Mathematics: 9 units minimum.  
Take a course from category 1, 2 and 3. AT LEAST ONE LABORATORY (LAB) MUST BE INCLUDED IN CATEGORY 1 or CATEGORY 2.
  1. Physical Sciences
     Astronomy 102, 103, 104, 105L (lab), 106
     Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)
     Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)
     Energy 110
     Geography 101, 101L (lab), 103
     Geology 101 (lab), 102, 102L (lab), 201 (lab), 204, 207 (lab), 208, 209
     Physical Science 100, 112 (not considered a LAB science for CSU GE)
     Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)
  2. Biological Sciences
     Anatomy and Physiology 120 (lab), 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
     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
     Dance 100, 101
     Film 159
     Humanities *108, *109
     Music 100, 101, 102, 103, 104, 104B, 105, 180
     Photography 100, 160
     Theatre 101, 102, 103, 150, RTV/TH 151, RTV 152
2. Humanities
   American Sign Language 110, 111, 210, 211, *220
   Art *108, *109
   Chinese 101, 102, 201, 202, 260
   English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228,
   246B, 248A, 248B
   French 101, 102, 201, 202, 203, 281, 282, 283, 285
   German 101, 102, 201, 202
   Humanities 100, *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
   Political Science *240
   Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245, 285
   Speech 140
   Women's Studies 102, 109

D) Social Sciences: 9 units minimum.
   Take one course in category 1, 2 and 3.

1. American History
   History *101, *102, *103
   (Any one of these courses meet the requirement in U.S. History)
2. American Government
   Political Science 101, 201
   (Either of these courses meet the requirement for Constitution and American Ideals)
3. Social, Political, Historical and Economic Institutions
   Administration of Justice 101
   American Sign Language *220
   Anthropology 100, 120, 170, 200, 201, 202, 203, *205
   Child Development *110
   Economics 101, 102, 201, 201M, 202, 202M, 204
   Environmental Policy 200
   Geography 102, 105, 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

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 ASSIST website at www.assist.org.
Associate in Arts Degree
General Education
2016-17
Plan C and/or
The Intersegmental General Education
Transfer Curriculum (IGETC)
For Transfer To UC And CSU

Plan C is designed primarily for students who intend to transfer to the University of California (UC) or are undecided between transferring to the UC or the California State University (CSU). Students may use this plan to combine completion of both the AA Degree general education requirements and the IGETC General Education requirements.

The purpose of IGETC is to provide an option for students to fulfill lower division general education requirements prior to transferring to a UC or CSU campus. Depending upon the student's major and campus choice, it may be advantageous to complete the requirements of the specific campus the student plans to attend. In general, it is not advisable for transfer students preparing for majors at any UC campus requiring a high number of units, such as engineering and science, to use IGETC.

Plan C can be fulfilled by completing the IGETC requirements specified for either the UC or CSU.

A letter grade of "C" or higher is required in all Plan C courses.

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

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

It should be noted that completion of IGETC is not required for admission to the UC or CSU.

Further information and other regulations pertaining to IGETC and the Associate in Arts Degree are found in the catalog.

AREA 1 ENGLISH COMMUNICATION

CSU: Courses from A, B, and C required.
UC: Courses from A and B required.

A) English Composition
   (1 course, 3 semester/4-5 quarter units)
   English 100

B) Critical Thinking-English Composition
   (1 course, 3 semester/4-5 quarter units)
   English 101, 103
   Philosophy 103
   Psychology 103
   Speech 235

C) Oral Communication (CSU ONLY)
   (1 course, 3 semester/4-5 quarter units)
   Speech 100 +, 120, 130, 132+

AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester/4-5 quarter units)
Mathematics 112+, 114+, 115, 116+, 155+, 160+, 170+, 190, 220, 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 159
   Humanities *108, *109
   Music 100, 101, 103, 104, 104B, 105, 180
   Photography 160
   Theatre 101, 102, 103, 104, 150

B) Humanities
   American Sign Language 111, *220
   Art *108, *109
   Chinese 102, 201, 202
   French 201, 202, 281, 282, 283, 285+
   German 102, 201, 202
   Humanities 100, *108, *109
   Japanese 102
   Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206
   Photography 150
   Political Science *240
   Spanish 102+, 112+, 201, 202, 205, 210, 245, 285+
   Women's Studies 102, 109

AREA 4 SOCIAL AND BEHAVIORAL SCIENCES

(3 courses from at least two disciplines or an interdisciplinary sequence; 9 semester/12-15 quarter units)
American Sign Language *220
Anthropology 100, 120, 170, 200, 201, 202, 203, 205
GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

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; Friday, 8 am – 12 pm. The college will be closed on Fridays from May 26 through August 4. 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. Summer hours are: 9:00 a.m. – 4 p.m., Monday through Thursday; closed on Friday, 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, in good standing with the college, and have developed or are in the process of developing a welfare-to-work plan with the local welfare office. The program provides eligible students with personal counseling, educational and career planning, job search assistance, referrals to campus and community based organizations, and up-to-date information regarding Welfare Reform Rules. The staff advocates for students with the Department of Public Social Services (DPSS) in order to ensure that county, state and federal regulations are administered fairly and correctly. For eligible students, the CalWORKs office also provides a work-study program that includes Pre-Employment Preparation workshops, and paid work-study placements on campus. 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 to 4 pm; Wednesday, 8 am to 6:30 pm. The college will be closed on Fridays from May 26 through August 4. 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 is the award-winning weekly newspaper Talon Marks. The paper provides timely coverage of campus news and highlights, sports, and current events. Campus news is also available online at the Talon Marks website at www.talonmarks.com 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 and Facebook. In addition, the Falcon Flyer, published by the ASCC, lists scheduled campus events and can be obtained in the Office of Student Affairs, and online at www.cerritos.edu/activities/calendar.

CAREER PLANNING  EXT. 2356
Career planning is available to individuals who are currently enrolled, who have graduated, or who hold certificates from Cerritos College. Career planning provides opportunities to explore career options as well as the use of highly sophisticated Computerized search programs which include the Internet. Students are encouraged to take advantage of the skills, interests, and values inventories that are available to them in the Career Services Center. A career counselor will assist you to understand the assessment results and help you in choosing a career or major.

CAREER SERVICES CENTER  EXT. 2356
The Career Services Center offers the following services to assist students in exploring and planning their academic and vocational futures: (1) Assessment Testing, ext. 2599; (2) Career Planning, ext. 2356; (3) Student Employment –Job Placement, ext. 2366; and (4) Reentry Programs, ext. 2362. You may visit our website at www.cerritos.edu/career-services. The Career Services Center hours are Monday and Thursday, 8 am – 4:30 pm; Tuesday and Wednesday, 8 am – 7 pm; and Friday, 8 am – noon. The college will be closed on Fridays from May 26 through August 4.

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 from 7:30 am – 5 pm, Monday through Friday. We foster an emergent curriculum, one that arises out of the children’s interests and responses to the prepared indoor and outdoor classroom environment and their experiences.

Students interested in these services must contact the Child Development Center and fill out a Request for Child Development Services or call (562) 860-2451, ext. 2583.
COUNSELING
EXT. 2231
Counselors are available in the Counseling Department to assist you with academic advisement, establishing realistic goals and devising a comprehensive educational plan to meet those goals. Counselors can keep you abreast of current requirements for your major. Counselors are available on a half-hour appointment basis or on a limited standby basis for quick questions. Online counseling is available at www.cerritos.edu/counseling. Counseling Center hours are Monday through Thursday, 8 am – 7 pm; Friday, 8 am – 2 pm. The college will be closed on Fridays from May 26 through August 4.

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, Achievement in Mathematics (AIM) program, school supplies, transfer assistance, and university tours. The EOPS Office is located on the south side of the Administration Building. Office hours are Monday and Thursday, 8 am – 4:30 pm; Tuesday and Wednesday, 8 am – 7 pm; and Friday, 8 am – noon. The college will be closed on Fridays from May 26 through August 4. 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; Friday, 8 am – 12 pm. The college will be closed on Fridays from May 26 through August 4. 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, medical assistants, and clerical support. They are all dedicated to your health and wellness. The SHS is able to provide basic outpatient services for the diagnosis and treatment of acute and sub-acute illnesses and injuries. A brief overview of services includes urgent care, preventive care, women's and men's health care, as well as, chiropractic services, referrals to psychological and optometric services, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, International student, and supplemental insurances are also available through the SHS. Office hours are currently Monday and Tuesday, 8 am – 7 pm; Wednesday and Thursday, 8 am – 4 pm; Friday, 8 am – noon. 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
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 International Students with F-1 status and provides assistance with admission, academic counseling, advising and advocacy regarding immigration, cross-cultural, and personal matters. The Cerritos College International Student admission application process provides early enrollment, federal compliance reporting, academic counseling, immigration advising, new student orientations, welcome receptions, International Student Association, immigration workshops, and referrals to on and off-campus resources. Cerritos College also offers a full-time Intensive English Program (IEP) to help develop English language skills. The IEP is a student-
centered environment where students are fully immersed into the English language and culture. Upon successful completion, students can transition into their major field of study at Cerritos College and then transfer to the university of their choice.

To view the application for academic and Intensive English Program and the required documents, please visit our site at: www.cerritos.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 to 4 pm; Wednesday, 8 am to 6:30 pm. The college will be closed on Fridays from May 26 through August 4. The OISS is located in the Santa Barbara Building.

PARKING

All parking at Cerritos College is by permit only. A semester parking permit may be ordered online by logging into MyCerritos at http://mycerritos.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 obtained from the ticket dispensers located in our student parking lots for $2.00. All dispensers accept credit cards and cash. (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. Parking in staff parking lots requires a current staff parking permit. Vehicles with a valid disabled "DP" placard or 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 or 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" plate or placard may not park in parking stalls reserved for "Carpool" or "Board Members" at any time. Free parking is given in all student parking lots 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

The Re-entry Resource Program assists adults returning to school make a smooth transition, overcome barriers unique to returning adults, and successfully attain their college goals and objectives. Services include personal assistance, orientations, workshops based on re-entry student issues, support groups, and information regarding child care, financial aid, career counseling, job placement and community resources. Re-entry students of varied ages find these services relevant to their needs and interests. The Re-entry Resource Program is located in the Career Services Center. For more information, visit us at www.cerritos.edu/re-entry-program.

STUDENT EMPLOYMENT - JOB PLACEMENT

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, resume 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

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.

TRANSER TRANSCRIPTS/VERIFICATION OF ENROLLMENT

A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. If ordered on campus, the first two transcripts (whether official or unofficial) and verifications of enrollment are free. For subsequent copies, a fee of $3 is charged for each regular transcript; a $10 fee is charged for each rush transcript requested at least 2 hours before closing. The fee for verification of enrollment is $2 for three to five working days processing time or $7 for 24-hour service. Please contact the 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

The Transfer Center offers information, referrals and counseling services. The 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 across from Counseling. Office hours are Monday through Thursday, 8 am – 7 pm; Friday, 8 pm – 2 pm. The college will be closed on Fridays from May 26 through August 4. Visit our website at www.cerritos.edu/transfer.

VETERANS’ EDUCATION OFFICE

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; closed on Friday.

VETERANS’ RESOURCE CENTER

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 from 8 am – 7 pm and Thursday from 8 am – 5:30 pm The VRC is located in the Student Center Complex. Hours are Monday through Thursday, 8 am – 7 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 segment 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. El colegio estará cerrado los Viernes de Mayo 26 a Agosto 4. Para obtener información adicional, visite nuestro sitio web en www.cerritos.edu/admissions.

EXAMENES DE EVALUACION  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. Horario de verano son: 9 a.m. - 4 p.m., de Lunes a Jueves; cerró el Viernes, Sábado y Domingo.

CONSEJERÍA  EXT. 2231
Los consejeros están disponibles en el Departamento de Asesoramiento para ayudarle con asesoría académica, el establecimiento de metas reales y la elaboración de un integral plan de educación para alcanzar esos objetivos. Consejeros pueden mantenerle al corriente de las necesidades actuales de su carrera. Los consejeros están disponibles por medio de citas de media hora o limitadamente sin cita para breves consultas. Consejería en línea está disponible en www.cerritos.edu/counseling. Los horarios del Centro de asesoría son Lunes a Jueves de 8 a.m. a 7 p.m.; Viernes de 8 am a 2 pm. El colegio estará cerrado los Viernes de Mayo 26 a Agosto 4.

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

ESTACIONAMIENTO  EXT. 2325
En Cerritos College, todo el aparcamiento funciona únicamente con permiso. Se puede pedir por Internet un permiso de aparcamiento semestral. Para ello, registrese en MyCerritos en http://my.cerritos.edu y haga clic en el enlace “Buy Parking Permit” (Comprar permiso de aparcamiento). Los permisos también se pueden comprar 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 cuando la Oficina de Admisiones y Registros está cerrada, incluso los fines de semana. Se puede obtener un permiso para el día por $2.00 en las expendedoras de boletos ubicadas en las zonas de aparcamiento para estudiantes. Todas las expendedoras aceptan tarjetas de crédito y efectivo. Las expendedoras de boletos no dan vuelto ni reembolsos. Los permisos de aparcamiento se encuentran cerca de la marquesina en frente del gimnasio, en Falcon Way, y en las zonas de aparcamiento 1, 5, 6, 8 y 10 para estudiantes. También hay puestos de aparcamiento medido, ubicados en las zonas 2, 6 y 8. Para poder aparcar en las zonas de aparcamiento para el personal, se necesita un permiso actual de aparcamiento para personal. Los vehículos con una placa o un cartel “DP” válidos de persona discapacitada y con un permiso de estudiante válido y actual o con un permiso para el día tienen permitido aparcar en las zonas de aparcamiento para personal. Los puestos de aparcamiento marcados para discapacitados y los “Blue Curb” (bordillos azules) no requieren de un permiso de aparcamiento si el vehículo muestra una placa o un cartel “DP” válidos en el vehículo. (El dueño registrado del cartel “DP” deberá estar presente en todo momento cuando se use el cartel en el campus). Las personas que muestren en sus vehículos un cartel o una placa “DP” no podrán aparcar en ningún momento en los puestos de aparcamiento reservados para “Carpool” (vehículos de uso compartido) o “Board Members” (miembros del consejo). La primera semana de cada semestre se brinda estacionamiento gratuito en todas las zonas de aparcamiento para estudiantes.

A TODO LOS VEHÍCULOS QUE NO TENGAN UN PERMISO O QUE ESTÉN APARCADOS INCORRECTAMENTE SE LES PUEDE EMITIR UNA CITACIÓN POR MAL APARCAMIENTO. CERRITOS COLLEGE NO ASUME NINGUNA RESPONSABILIDAD Y NO ES RESPONSABLE DE LOS DAÑOS NI DEL ROBO DE NINGÚN VEHÍCULO, NI DE SU CONTENIDO. LOS PERMISOS DE APARCAMIENTO ROBADOS O PERDIDOS NO SERÁN REEMPLAZADOS. CONSULTE EL CATÁLOGO DE LA UNIVERSIDAD PARA OBTENER MÁS INFORMACIÓN SOBRE EL APARCAMIENTO.

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 26 through August 4. Additional information is available in Spanish on pages 11-15.

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 26 a Agosto 4. Información adicional está disponible en español en las páginas 11-15.
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, and MyFoundationsLab, Canvas, etc.

**Support for Online Students**
Walk-in support for online students
Online tutoring on Canvas
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 (362) 860-2451, ext. 2473.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES
PREAMBLE
The community college exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility so as not to endanger the rights, goals, and beliefs of other students.

Cerritos College is open to all qualified students regardless of national origin, religion, age, gender, gender identity, gender expression, race 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 only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations and guest speakers speak only for themselves.

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy, instruction, the evaluation of professors as it pertains to their course content, and on matters of general interest to the student body.

IN THE LARGER COMMUNITY
College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As citizens, they should be subject to civil law as others and may incur penalties prescribed by civil authorities when violating these laws. Only where the college’s interest as an academic community are distinct and clearly involved should the special authority of the college be asserted.

STUDENT PUBLICATIONS
Student publications and the student press perform the traditional roles of informing, entertaining, and influencing. They are both instructional and informational, and as such should meet the highest academic and professional standards in serving the broad college community and should set forth as the primary goal of the student newspaper the coverage of news events, happenings, and experiences on the college campus.

Associated Student Body, administrative and academic authorities, in consultation with students and advisors have the responsibility to define and clarify the role of student publications, and the standards to be used in their evaluation.

They must also assure that both academic freedom and editorial freedom are protected and exercised so that the integrity of the student publications program and the free press will not be compromised.

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo, and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.
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 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. Reprisals of any kind will not be taken by the District or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.
14. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.
15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.
16. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.
17. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.
18. If in the course of the proceedings a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

APPEALS PROCESS
1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice President provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted to a Vice President/Assistant Superintendent not a direct party to the grievance.
2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the appropriate Vice President or alternate may accept or reject the Hearing Committee’s decision.

3. If the appropriate Vice President or alternate rejects the Hearing Committee's decision, he or she shall submit his/her decision with the stated reasons for objections to the Hearing Committee within ten instructional days. The Hearing Committee shall within ten instructional days reconsider its decision(s) and submit its decisions to the appropriate Vice President for a final decision.

4. The appropriate Vice President shall transmit his or her final decision to the parties within ten instructional days.

5. An appeal of the appropriate Vice President's decision may be submitted to the President/Superintendent by either party within five instructional days of the appropriate Vice President's decision. The President/Superintendent shall transmit his or her final decision to the parties within ten instructional days.

6. An appeal of the President/Superintendent's decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent's decision. 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.

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 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.
STUDENT SERVICES AND POLICIES

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 harassing 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 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.

Your success depends on a combination of the skill and knowledge of your instructors, and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours and can be used by you, only if it is gained through your own personal efforts. Receiving a grade in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

While in college, you are also shaping the principles which will guide you throughout the rest of your life. Ethical behavior and integrity are a vital part of those principles. A reputation for honesty says more about you, and is more highly prized, than simply your academic skills.

For this reason, academic honesty is taken very seriously by the Cerritos College faculty. The following guidelines have been prepared so that you will understand what is expected of you in maintaining academic honesty.

Academic Dishonesty is normally to be dealt with as an academic action by the instructor, reflected in the student's grade in the particular course, rather than through college disciplinary procedures. No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.

Academic Dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of academic dishonesty would include, but not be limited to the following:

- Copying, either in part or in whole, from another's test or examination;
- Discussion of answers or ideas relating to the answers, on examination or test when such discussion is prohibited by the instructor;
- 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 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’s 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.

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.
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.

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 Grievance and complete a Student Conduct Incident Form. The Faculty Coordinator or designee 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 a 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 request that legal counsel to the college participate in his/her place. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
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.
**Student Services and Policies**

**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
STUDENT SERVICES AND POLICIES

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. 2473.

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. Valynca 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

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. Valynca 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

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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 26 through August 4.

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DIVISIONS

| Business, Humanities & Social Sciences Division      | Business Education Building | 2715/2733 |
| Counseling Division                                  | Administration Building     | 2231   |
| Fine Arts & Communications Division                  | Fine Arts Complex           | 2600   |
| Health Occupations Division                          | Health Science Building     | 2550   |
| Health, Physical Education, Dance & Athletics Division| Physical Education Building | 2839   |
| Liberal Arts Division                                | Liberal Arts/DSPS Building  | 2838   |
| Science, Engineering & Mathematics Division          | Physical Science & Technology Building | 2660   |
| Technology Division                                  | Physical Science & Technology Building | 2900   |

Emergency phones are found in the following locations and are to be used for emergency purposes only. These phones are a direct line to the campus police department; therefore, when using them please be sure to: identify yourself when placing the call — identify the nature and location of the emergency.

| Administration Building                              | Admissions and Records Office Records Room (Vault) only |
| Burnight 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).
### COURSE LISTING

#### EASY REFERENCE COURSE LISTINGS

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<td>Woodworking</td>
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- **Note:** Course listings and page numbers are provided for easy reference. Each course is listed alphabetically by category.
Cerritos College
Transfer Center Summer-Fall Time Line

June 1 – 30, 2017
CSU application priority filing period for Winter quarter 2018 applicants, if open.

November 1 – 30, 2017
UC application priority filing period for Fall 2018 semester/quarter applicants. Attend UC application workshops. www.universityofcalifornia.edu/apply

July 1 – 31, 2017
UC application priority filing period for Winter quarter 2018 applicants, if open. Begin brainstorming on UC personal statement.

October 1 – November 30, 2017
CSU application priority filing period for Fall 2018 semester/quarter applicants. Attend CSU application workshops. www.csumentor.edu

August 1 – 31, 2017
CSU application priority filing period for Spring semester/quarter 2018 applicants, if open. Begin scholarship research and applications.

September 2017
Continue scholarship research and applications. UC TAG filing period Fall 2018. uctag.universityofcalifornia.edu

Cerritos College Transfer Center
Located in the Administration Building (AD), West Quad
Monday through Thursday, 8 a.m. – 7 p.m.; Friday, 8 a.m. – 2 p.m. Office hours are subject to change.
(562) 860-2451, ext. 2154 • www.cerritos.edu/transfer
The Cerritos College Foundation recently awarded five students with scholarships funded through a grant provided by Kaiser Permanente.

Each $2,000 scholarship is part of a larger $20,000 grant presented by Kaiser Permanente to the Cerritos College Foundation in 2015. The purpose of the grant was to recognize students studying the health occupations areas of nursing, pharmacy technology, and mental health worker.

The Kaiser Permanente Nursing Scholarship was presented to first-year nursing student Marjorie Di Puglia of Los Angeles, and second-year nursing student Hong Vo of South El Monte. Allison Venida-Luc of Norwalk and Jeremy Castillo of Cerritos were each awarded the Kaiser Permanente Pharmacy Technology Scholarship, while Susan Garcia of Long Beach received the Kaiser Permanente Mental Health Worker Scholarship.

“Kaiser Permanente is proud to partner with the Cerritos College Foundation and recognize the hard work and dedication of these students and it warms my heart to be able to hand out these scholarships,” said Jim Branchick, RN, MS, chief operating officer, Kaiser Permanente Downey Service Area. “The medical field is in continual need of kind, compassionate, and competent professionals and we have the utmost confidence in the future success and contributions of each recipient to their fields.”

Jim Branchick (left) and scholarship recipients
Women’s Soccer Named National Champions for Fifth Time

By John Van Gaston, Cerritos College Sports Information Publicist

For the fifth time in school history, and fourth time in the last five seasons, the Cerritos College women’s soccer team was named the NSCAA Division III (non-scholarship) National Champions. The Falcons, who captured their fifth consecutive CCCAA State Championship, and seventh in school history, beat out SUNY Broome (NY) Community College for the national title.

"This is a great accomplishment for our team, our program and our school," said head coach Ruben Gonzalez, who has been at the helm for each of the Falcons championships. "It's a great testament to the hard work our players and coaches put in on a daily basis. It takes a special type of person who's willing to get up early and come to practice every day and compete. They all know they're not going to get equal time on the field, so for everyone to give the same commitment to the program is one of the main reasons we continue to have success."
Cerritos College received the 2016 Online Learning Consortium’s (OLC) Digital Learning Innovation Award for its Business Administration Department’s Open Educational Resources program. Cerritos College was one of three institutions and five faculty-led teams selected from among 106 submissions in this first year of the OLC Digital Learning Innovation Award competition. The award includes a $100,000 gift that will help enhance digital learning and more open educational resources to reduce financial barriers that many students face.

The College’s strategy to lower book costs stems from a growing trend of financial barriers that impede student success. Data from the Bureau of Labor Statistics shows textbook costs have grown as high as 1,000 percent over the past four decades.

Since the initial pilots with open educational resources in 2008, the program has seen dramatic improvement in student success rates by enhancing student learning at greatly reduced costs. In the fall 2015 semester alone, more than 4,000 students took courses featuring online courseware at a savings of nearly $500,000 dollars. Each student saved an average of approximately $150 per course.

Student input has also been pivotal in the College’s pursuit of lowering book costs. In an unprecedented move, Cerritos College student leaders led campus efforts to re-negotiate textbook costs with book vendors, playing a critical role in helping to bring down the cost of books at the campus.

“Affordable yet high-quality textbook options mean better educational access and student success,” said Dr. Bob Livingston, professor, Business Administration, who leads the OER project at Cerritos College.
Cerritos College Selected for Space Grant Partnership to Enhance STEM Education

Cerritos College was selected for the California Space Grant Consortium’s Competitive Opportunity for Community College Partnerships Program. The program aims to enhance the STEM preparation at 10 California community colleges and increase graduation rates and greater enrollments in STEM disciplines. Cerritos College is among 10 colleges selected.

Ten students will be selected to learn about circuits and the programming of Arduino (microcomputers.) They will design and build an experiment and take data using Arduino sensors. Students will also participate in webinars with NASA researchers. In August, students will create a poster of their research that they will present at a NASA facility, where they will meet NASA researchers and connect with them and take a tour. The Consortium will also provide funding for Arduino education kits, faculty mentor award, and student scholarships.

Cerritos College was part of the California Space Grant Consortium Microcomputer & Robotics internship that ended in 2016. “This is a fabulous opportunity for students. Many of the students that have participated in the previous grant program have gone on to pursue related fields,” said Janet Mclarty-Schroeder, chair of physics and astronomy. “Students in this new program will be able to connect with researchers that can help them move forward in their fields of interest.”

“I am very excited Cerritos has received the grant,” said Connie Boardman, instructional dean of science, engineering and mathematics. “This grant will allow us to provide hands on experience for students in planning and carrying out research and programming using the Arduino machines.”

California Space Grant Consortium implements NASA’s National Space Grant College and Fellowship Program in California that provides aerospace-related activities and opportunities to pre-college to university students.
Cerritos College Professor Recognized for His Contribution to Peacebuilding

Dr. John Haas Wins 2016 Mediation Association Award

Dr. John Haas, assistant professor of history, Cerritos College, received Southern California Mediation Association’s (SCMA) Education Foundation Directors Award for his global peacebuilding effort.

Dr. Haas is the Founder and Director of the Global Consortium for Sustainable Peace, a network of global partners that share a common goal of bridging cultural gaps in the world and promoting peace.

Global Consortium broadcasts live from Cerritos College to over 2.1 million college students throughout California, webcast on the internet, broadcast on 3CMediaSolutions, and interactively shown live to partner schools, educators, students, and institutions across the globe.

Using technology, Dr. Haas has linked with Northern Ireland, Israel, Palestine, and Turkey to examine models of conflict management with his students. He has also hosted a live international conference of peacemakers on an SCMA Panel on Technology and Peacemaking.

Dr. Haas has received numerous accolades, including a commendation from the United States Congress, recognizing his work in promoting global peace, education and understanding. He has lectured at universities and symposia around the world and the United Nations, and has facilitated discussions with leaders in education, conflict resolution, cultural studies and history.

The Math/CIS Building is a $22-million project funded by Measure CC Bond dollars and is located in the area previously occupied by the Technology Building. The 33,000-square-foot facility’s first floor supports math faculty, math classrooms, and a study center. The second floor features computer information labs, classrooms, and a study center. The lobby was dedicated in honor of Jim Woolever, who has taught computer information science at Cerritos College for the past 53 years.

The new Fine Arts Complex is a $33.5-million project funded by Measure G Bond dollars. The facility is a two-story building with approximately 55,000 square feet. The first floor features high-tech equipment such as 3D design/jewelry, printmaking, ceramics, film, and an art gallery. The second floor includes painting/drawing, computer graphics, photography, and mass communication. The Fine Arts Complex’s exterior features metal paneling to reflect Piet Mondrian, an abstract painter noted for his unique painting using horizontal and vertical lines and primary colors.

Both buildings meet the California Green Building Standards Code CALGreen for energy efficiency.
INFORMATION SCIENCE BUILDING AND FINE ARTS COMPLEX OPEN