Welcome to the 2011 Summer Session at Cerritos College!

We are committed to providing accessible, low-cost, quality education and are thrilled that you are taking advantage of the summer session to work towards accomplishing your educational goals. 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.

It is our hope that you take advantage of your time at Cerritos College and we welcome you to our campus!

Sincerely,

Dr. Linda Lacy
President/Superintendent

OUR MISSION

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

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

CERRITOS COMMUNITY COLLEGE DISTRICT ADMINISTRATION

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President/Superintendent

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Vice President of Academic Affairs/Assistant Superintendent

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Vice President of Business Services/Assistant Superintendent

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Interim Vice President of Human Resources/Assistant Superintendent

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Member

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Member

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FELIPE GRIMALDO
Student Member

In accordance with Section 508 of the Rehabilitation Act, this information is available in alternate formats by calling 562/860-2451, extension 2333.
Steven Portigal was born in Los Angeles to a doctor father and homemaker mother. A math/science major in high school, he chose to learn how to take photographs through a microscope for a biology class project.

He eventually developed a stronger interest in photography and chose it as his major upon entering California State University, Northridge, as a freshman in 1970.

After taking a ceramics class the following semester, he grew disillusioned with the direction in which he was going with photography. Spending the rest of his life in a dark room was not an appealing option. He found that he was better suited for three-dimensional work and he quickly became fascinated by the material, the process, and possibilities of working in ceramics. In time, this became the medium through which he was best able to express his ideas. In 1975, while studying ceramics, he was hired as a full-time ceramics lab technician at Northridge, which enabled him to have great hands-on training in his artistic field.

In 1979, he received his master of fine arts degree from UCLA, and he began teaching part-time at East Los Angeles College, but the job was unstable due to the change to state funding of public schools after the 1978 passage of Proposition 13.

From 1980 to 1990 he made his living as a studio potter and created one-of-a-kind dinnerware and other functional ware while teaching part-time at Glendale, Santa Monica, and Cerritos Colleges until he finally received a full-time position at Cerritos College in 1991.

“Being able to teach ceramics full-time is such a privilege,” says Portigal, and he takes it very seriously. “When you have students who are very interested, motivated, and hungry for knowledge and skills in ceramics, it’s a joy to teach, but at the same time it’s an extremely challenging mission.”

His resume proves that he goes above and beyond the mission. He received the Outstanding Faculty of the Year award in 1994, and has also received numerous Advisor of the Year awards as the advisor to the Art Club.

Yet he still finds time to create his art work. Portigal’s work has been featured in a variety of galleries, including a successful one-person exhibit featuring a series of ceramic and mixed media sculptures earlier this year. He admits that it’s not easy to switch gears from teaching during the week to creating on the weekends but wearing two hats offers reciprocal benefits. “Teaching three-dimensional design for the past twenty years has had a powerful effect on the way that I view and make art,” says Portigal. “I have a much greater appreciation for the formal aspects of art making and am guided in my own artistic practice by this appreciation.”

During his sabbatical leave in 2008, he visited Japan to experience various types of Japanese art and pottery. It not only enhanced his knowledge and skills in teaching but also gave him artistic inspiration.

Being an educator for over three decades, he has worked at various educational institutions – from a high school for privileged children to community colleges – and what he loves about Cerritos College is its diverse student population. Working with students from different backgrounds - culturally and economically – is thrillingly stimulating.

Above all, making a difference in someone’s life gives him a sense of accomplishment. For the master of alchemy, helping raw materials become diamonds is truly gratifying.
From science to technology to the humanities, at Cerritos College, our focus is teaching, learning and academic excellence.
SUMMER 2011 CALENDAR OF IMPORTANT DATES

MYCERRITOS AND ON-CAMPUS ENROLLMENT FOR DSPS AND EOPS STUDENTS
BY PRIOR ARRANGEMENT ONLY:

<table>
<thead>
<tr>
<th>Enrollment Type</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyCerritos Enrollment for Disabled and EOPS Students</td>
<td>April 14</td>
<td>7 am – midnight</td>
</tr>
<tr>
<td>On-Campus Enrollment for Disabled Students</td>
<td>April 14</td>
<td>10 am – 12 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and 5 pm – 6 pm</td>
</tr>
<tr>
<td>On-Campus Enrollment for EOPS Students</td>
<td>April 14</td>
<td>1 pm – 2 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and 6 pm – 7 pm</td>
</tr>
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</table>

MYCERRITOS APPLICATION/ENROLLMENT HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Saturday</td>
<td>2 am – midnight</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 am – midnight</td>
</tr>
</tbody>
</table>

ADMISSIONS AND RECORDS OFFICE FEE PAYMENT HOURS:

<table>
<thead>
<tr>
<th>Period</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14 – May 20</td>
<td>Monday and Thursday</td>
<td>8 am – 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>Tuesday and Wednesday</td>
<td>8 am – 6:30 pm</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>8 am – 12 pm</td>
</tr>
<tr>
<td>May 23 – August 4</td>
<td>Monday and Thursday</td>
<td>8 am – 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>Tuesday and Wednesday</td>
<td>8 am – 6:30 pm</td>
</tr>
</tbody>
</table>

Please note that the campus will be closed on Fridays from May 27 through August 5, except for June 3 and July 8.

IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day to file petition for A.A. Degree and Certificate for Summer</td>
<td>May 23</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 30</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4</td>
</tr>
<tr>
<td>Last day to file petition for A.A. Degree and Certificate for Summer</td>
<td>July 8</td>
</tr>
<tr>
<td>Summer Session Ends</td>
<td>August 12</td>
</tr>
</tbody>
</table>

CERRITOS COLLEGE OFFERS APPLICATION AND ENROLLMENT VIA THE WEB.

For Online submission of Admissions applications:

- **my.cerritos.edu**
- “Student Application - Online”

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.

DISCLAIMER

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

ANNUAL SECURITY REPORT

Cerritos College publishes an Annual Security Report in accordance with the Cleary Act. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Cerritos College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department in person or at (562) 860-2451, extension 3202. This report is also available on the Web at www.cerritos.edu/police.
### SUMMER 2011 CALENDAR OF IMPORTANT DATES

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

#### FIRST 6-WEEK SESSION: MAY 23 - JULY 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment dates</td>
<td>April 14 - May 20</td>
</tr>
<tr>
<td>Instructor-initiated adds</td>
<td>May 23 - May 24</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>May 24</td>
</tr>
<tr>
<td>Last day to add (Instructor initiated)</td>
<td>May 24</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>June 2</td>
</tr>
<tr>
<td>Last day to elect P/NP grading option</td>
<td>June 2</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>June 21</td>
</tr>
</tbody>
</table>

#### SECOND 8-WEEK SESSION: JUNE 20 - AUGUST 12

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Enrollment dates</td>
<td>April 14 - June 17</td>
</tr>
<tr>
<td>Instructor-initiated adds</td>
<td>June 20 - June 22</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>June 22</td>
</tr>
<tr>
<td>Last day to add (Instructor initiated)</td>
<td>June 22</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>July 5</td>
</tr>
<tr>
<td>Last day to elect P/NP grading option</td>
<td>July 5</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>August 1</td>
</tr>
</tbody>
</table>

#### FIRST 8-WEEK SESSION: MAY 23 - JULY 15

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment dates</td>
<td>April 14 - May 30</td>
</tr>
<tr>
<td>Instructor-initiated adds</td>
<td>May 23 - May 30</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>May 30</td>
</tr>
<tr>
<td>Last day to add (Instructor initiated)</td>
<td>May 30</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>June 7</td>
</tr>
<tr>
<td>Last day to elect P/NP grading option</td>
<td>June 7</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>June 30</td>
</tr>
</tbody>
</table>

#### SECOND 6-WEEK SESSION: JULY 5 - AUGUST 12

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment dates</td>
<td>April 14 - July 1</td>
</tr>
<tr>
<td>Instructor-initiated adds</td>
<td>July 5 - July 6</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>July 6</td>
</tr>
<tr>
<td>Last day to add (Instructor initiated)</td>
<td>July 6</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>July 14</td>
</tr>
<tr>
<td>Last day to elect P/NP grading option</td>
<td>July 14</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>August 2</td>
</tr>
</tbody>
</table>

#### 12-WEEK SESSION: MAY 23 - AUGUST 12

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment dates</td>
<td>April 14 - May 30</td>
</tr>
<tr>
<td>Instructor-initiated adds</td>
<td>May 23 - May 30</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>May 30</td>
</tr>
<tr>
<td>Last day to add (Instructor initiated)</td>
<td>May 30</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>June 15</td>
</tr>
<tr>
<td>Last day to elect P/NP grading option</td>
<td>June 15</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>July 25</td>
</tr>
</tbody>
</table>

#### I-WEEK SESSION DATES

<table>
<thead>
<tr>
<th>Session Dates</th>
<th>Enrollment Dates</th>
<th>Last Day for Instructor-Initiated Adds</th>
<th>Last Day to Drop with a Refund, Drop Without a “W”, and Elect P/NP Grading Option</th>
<th>Last Day to Drop with a “W”</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23 – 26</td>
<td>April 14 – May 20</td>
<td>May 23</td>
<td>May 23</td>
<td>May 25</td>
</tr>
<tr>
<td>June 6 – 9</td>
<td>April 14 – June 3</td>
<td>June 6</td>
<td>June 6</td>
<td>June 8</td>
</tr>
<tr>
<td>July 5 – 7</td>
<td>April 14 – July 1</td>
<td>July 5</td>
<td>July 5</td>
<td>July 6</td>
</tr>
<tr>
<td>July 11 – 14</td>
<td>April 14 – July 8</td>
<td>July 11</td>
<td>July 11</td>
<td>July 13</td>
</tr>
<tr>
<td>July 18 – 21</td>
<td>April 14 – July 15</td>
<td>July 18</td>
<td>July 18</td>
<td>July 20</td>
</tr>
</tbody>
</table>

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

During the week of May 23-27, parking is free in all white-lined stalls.

Tune in to 1700 AM, Cerritos College Radio, for updated information on enrollment and registration.
Matriculation is a process designed to assist students in accomplishing their educational goals. The process brings the college and the student into an agreement for the purpose of realizing the student's educational goal.

The primary purpose of matriculation is student success. For additional information, visit the matriculation website at http://cms.cerritos.edu/counseling/matriculation.

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

THE STUDENT AGREES TO:
• Express at least a broad educational intent upon admission.
• Declare an educational goal before or when 15 units have been completed.
• Attend class.
• Work diligently to complete class assignments.
• Demonstrate an effort to attain an educational goal.

NEW STUDENT
You are a new student if this is the first time you are attending any college.

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 2011 Spring semester.

CONTINUING STUDENT
You are a continuing student if you were enrolled in credit classes at Cerritos College during the 2011 Spring semester.

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 my.cerritos.edu, "Student Application-Online."
• Continuing students who were active in the previous session will be mailed enrollment material and are ENCOURAGED TO ENROLL USING MY CERRITOS.
• International students are in F-1 student visa status. International students must submit an International Student application, meet specific admission requirements, and pay a $50 ($35 for re-admit students) processing fee.

ADMISSION
¿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 admission especial (Special Admit).
• Estudiantes internacionales con visas validas F-1 de no inmigrante.

Como solicitar admisión
• Estudiantes que se matriculan por primera vez o que regresan después de una ausencia de uno o más semesters, deben completar una solicitud de admisión tan pronto como sea posible antes de el comienzo de inscripción. (Prueba de residencia podría ser necesaria). La solicitud de admisión se encuentra disponible en el sitio web de Cerritos College, my.cerritos.edu "Student Application – Online."
• Estudiantes que estuvieron activos en la sesion anterior recibiran el material de inscripción por correo y son EXORTADOS A INSCRIBIRSE POR EL SITIO WEB MYCERRITOS.EDU.
• Estudiantes internacionales con visa F-1 de estudiante.
Estudiantes internacionales deben presentar una solicitud internacional de estudiante, reunir los requisitos de admisión específicos, y pagar una cuota de $50 ($35 para estudiantes que sean re-admitidos) por el cobro de procesamiento.
ORIENTATION

• The new student orientation workshops are designed to acquaint you with Cerritos College and its programs and services. Attendance will make your enrollment process easier. Orientation workshops are held at a variety of times prior to the start of each semester and online at www.cerritos.edu/counseling.

• Both day and evening workshops are available prior to enrollment. The workshops include campus information, counseling, and a tour of the campus. Make an appointment for a workshop in the Counseling Office or call (562) 860-2451, ext. 2231.

• It is recommended that students new to college attend an orientation workshop before they enroll. TRANSFER students are also highly encouraged to attend an orientation workshop. Readmit and continuing students are exempt.

• Orientation and Educational Planning classes are offered throughout the semester. These classes are listed in the schedule of classes under Counseling 50 (COUN 50), Orientation and Educational Planning.

ORIENTACIÓN

• Las conferencias de orientación para los nuevos estudiantes han sido diseñadas para familiarizarlo con Cerritos College y sus programas y servicios. Asistencia a estas conferencias le harán más fácil su proceso de inscripción. Estas conferencias de orientación se realizan varias veces antes de el comienzo de cada semestre y a travéz de el servicio de internet en www.cerritos.edu/counseling.

• Las conferencias están disponibles tanto en el día como en la noche antes de la inscripción. Estas conferencias incluyen información acerca de el colegio, consejería, y un recorrido por el colegio. Para hacer una cita para una conferencia, vaya a la Oficina de Consejería (Counseling Office) o llame al (562) 860-2451 ext. 2231.

• Se recomienda que los estudiantes nuevos para el colegio asistan a una conferencia de orientación antes de inscribirse. Estudiantes que están siendo transferidos de otro colegio son también exortados a asistir a una de estas conferencias. Estudiantes que estuvieron activos en la sesion anterior y estudiantes que son readmitidos están exentos.

• Classes de orientación y planeamiento de educación se ofrecen durante todo el semestre. Estas clases se encuentran en el calendario de clases bajo Asesoramiento 50 (Counseling 50 – COUN 50), Planeamiento de Orientación y Educacion.

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.

Prerequisites are strictly enforced by MyCerritos enrollment. Requisites may be fulfilled by:

• Completing placement tests and enrolling in the recommended courses, and

• Completing the prerequisite course with a “C” grade or higher.

or

• By submitting transcripts with a Requisite Clearance form to the Counseling Department if a prerequisite course was completed at another college.

STUDENT ACTIVITY STICKER AND IDENTIFICATION CARD

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

REGULAR HOURS

During fall and spring semesters:  9 a.m. – 1 p.m. and 2 p.m. – 6 p.m., Monday through Thursday. Hours vary during summer sessions and may be extended or reduced as needed. For more information or current hours, call the Student I.D. Center at (562) 860-2451, ext. 2480.

EXTENDED HOURS

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

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

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

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

¿QUE ES LA “EVALUACION?”

“Evalúacion” es el proceso de recopilación de información acerca de un alumno para facilitar su éxito. En Cerritos College, este examen incluye pero no está limitado a la recopilación de información en relación a las aptitudes del estudiante, el dominio del idioma inglés, conocimientos de computación, revisión de educación transferida de la secundaria o de otro colegio, evidencia de título A.A. o superior que haya sido obtenido en una institución acreditada, capacidad de aprendizaje, rendimiento escolar y la necesidad de servicios especiales. Además, la evaluación es la oportunidad de estudiar aspiraciones, metas, habilidades, intereses y valores con respecto a la carrera.

DO I NEED TO TAKE AN ASSESSMENT TEST?

All new students need to be assessed. If you plan to enroll in a math, English, or reading class or if you plan to earn an A.A. degree, it is strongly recommended that you take assessment tests prior to enrollment. A student number and photo ID are required to take the test. All tests are computerized.

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.

¿ES NECESARIO TENER UNA APRECIACION DE PRUEBA?

Todos los nuevos estudiantes necesitan ser evaluados. Si usted planea inscribirse en clases de matemáticas, ingles, o lectura o si planea obtener un título A.A., es recomendable que tome el examen de evaluación antes de inscribirse. Para tomar el examen deberá presentar su número de estudiante y una identificación con fotografía. Todos los exámenes son computarizados.

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

MATRICULATION SERVICES WAIVER

Cerritos Community College offers Matriculation Services to all new students prior to their enrollment in classes. These services include: admission to the college, orientation, assessment and counseling. A student can elect to waive any or all Matriculation services. Should you decide, at a later date, to participate or utilize a previously waived service, you may do so by requesting the service through the Counseling Office. If you have special needs for completing assessment, orientation or counseling, please contact the Counseling Office.

RENUNCIA A SERVICIOS DE MATRICULACION

Cerritos College ofrece servicios de matriculación a todos los nuevos estudiantes antes de inscribirse en clases. Estos servicios incluyen: admisión al colegio, orientación, evaluación y asesoramiento. Estudiantes pueden optar por renunciar a cualquier o todos los servicios de matriculación. En caso de que usted decida, en una fecha posterior, participar o utilizar un servicio al cual había renunciado previamente, puede hacerlo solicitando el servicio a través de la Oficina de Consejería (Counseling Office). Si tiene necesidades especiales para completar la evaluación, orientación o asesoramiento, contacte la Oficina de Consejería.

ASSESSMENT TEST EXEMPTIONS

Students who already possess an A.A. degree or higher are not required to take assessment tests, but will be required to verify the degree by presenting official documents to the Admissions and Records Office at least one week prior to enrollment.

EXCEPCIONES PARA EL EXAMEN DE EVALUACION

Los estudiantes que ya poseen un título A.A. o superior no están obligados a tomar el examen de evaluación, pero tendrán que verificar su título presentando documentos oficiales en la Oficina de Admisiones y Registro por lo menos una semana antes de inscribirse.

INDIVIDUAL ASSESSMENT TEST

Exceptions for Course Placement

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

Basic Math– If you have completed Algebra 1 or higher with a “B” grade or higher at a high school or an accredited college, you are exempt from the Basic Math Assessment. Please submit official proof (grade reports or transcripts) to a counselor.

Advanced Math– Students who achieve Math 60 clearance on the Basic Math Readiness Test may take one of the appropriate Advanced Math Tests to determine their suitable math level

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

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

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

Excepciones para colocación

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

Matemáticas Básicas – Si usted ha completado Algebra 1 o superior con un grado de “B” o más alto en una escuela superior o universidad acreditada, usted está exento de tomar la evaluación de Matemáticas Básicas. Por favor envíe prueba oficial (calificaciones o transcripciones) a un consejero.

Matemáticas Avanzada – Los estudiantes que pasen el nivel de Matemáticas 60 (Math 60) al presentar el examen en Matemáticas Básicas, podrán tomar un examen de Matemáticas Avanzada para determinar su nivel adecuado de matemáticas.

Estudiantes pueden ser colocados en cursos avanzados de matemáticas si recientemente completaron cursos en álgebra para colegio en la secundaria o universidad con un grado de “B” o más alto. Se recomienda encarecidamente que estos cursos se hayan completado en los últimos tres años. Prueba de grados de la escuela secundaria o universidad es obligatoria.

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

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

ADAPTACIONES PARA ESTUDIANTES CON DISCAPACIDADES

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

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. 2355, for dates and times. Appointments are available during the peak testing period of May-August.

CALENDARIO DE EVALUACIONES

Copias del calendario de los exámenes están disponibles en la página web de Cerritos College Career Services (www.cerritos.edu/career-services/assessment-testing), 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 Mayo-Agosto.

ACCOMMODATION FOR STUDENTS WITH DISABILITIES

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

ADAPTACIONES PARA ESTUDIANTES CON DISCAPACIDADES

Cualquier estudiante con una discapacidad comprobada puede hacer una cita para alternativas sobre la administración de exámenes de evaluación de Inglés, lectura, ESL y matemáticas, contactando el Programa de Estudiantes con Discapacidad (DSPS) al (562) 860-2451, ext. 2333. Deberá primero tener ya una aplicación con Cerritos College y haber solicitado asistencia antes de el día de el examen. Estas alternativas pueden incluir extension de tiempo, el tipo de imprenta mas grande, personas que le asistan con la lectura o escritura, o el uso de asistencia tecnológica.
COUNSELING
• All students new to college should attend an orientation workshop to receive counselor assistance for course selection prior to enrollment. Returning and transfer students should also see a counselor.
• Complete assessment requirements before seeing a counselor.
• Students on academic or progress probation may be subject to unit limitations.
• Counselors are available on an appointment or walk-in basis prior to enrollment.
• During enrollment, counselors are available on a limited walk-in basis.
• Counselors are available online at http://www.cerritos.edu/counseling.
• Once the semester begins, new, readmit, and transfer students are highly encouraged to make a counseling appointment to discuss educational goals and to make an educational plan.
Continuing students are encouraged to meet with a counselor every semester to ensure their educational plan accurately reflects their educational goal. Make an appointment at the counseling desk or call (562) 860-2451, ext. 2231.

CONSEJERIA
• Todos los estudiantes nuevos para el colegio deben asistir a una orientación para recibir asistencia de un consejero que los pueda ayudar a seleccionar los cursos adecuados antes de inscribirse. Estudiantes que están transferiendo de otra institución o que regresan después de una ausencia deberán ver a un consejero.
• Complete los requisitos de la evaluación antes de ver a un consejero.
• Los estudiantes que han sido asignados a un periodo de prueba de progreso o periodo de prueba académica podrán ser sujetados a limitaciones en las unidades.
• Consejeros están disponibles por medio de citas antes del periodo de inscripción.
• Durante el período de inscripción consejeros están disponibles sin cita, pero estas citas son limitadas.
• Los consejeros están disponibles en línea en http://www.cerritos.edu/counseling.
• Una vez que el semestre comienza, estudiantes que son nuevos, readmitidos, o transferidos de otra institución, son exortados a hacer una cita con un consejero para discutir metas educativas y hacer un plan de educación.
Estudiantes exortados a reunirse con un consejero cada semestre para garantizar que su plan de educación refleje con exactitud su meta educativa. Pida una cita en el mostrador de consejería o llame al (562) 860-2451 ext. 2231.

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

MYCERRITOS ENROLLMENT DATES
April 14 - July 15, 2011
Monday - Saturday 2:00 a.m. - midnight
Sunday 8:00 a.m. - midnight

ENROLLMENT APPOINTMENTS
- All eligible continuing students have the opportunity to enroll for classes on or after their scheduled appointment date and time.
- Appointment information can be reviewed in your “Student Center”.
- To get to the Student Center please log into the Cerritos College webpage at www.cerritos.edu.
- 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 2011) and new, returning, and transfer students who have met matriculation requirements.

Exceptions: • Students who have an Ed Plan (EDP) or Dismissal (DIS) hold.
• Students with enrollment holds (NSF checks, library and athletic obligations, administrative holds, etc.)

RECOMMENDATIONS BEFORE ENROLLMENT
Academic Advisement and Orientation:
Students who need advisement assistance are encouraged to see a counselor prior to their MyCerritos enrollment appointment date.

Clear Holds:
All enrollment holds must be cleared prior to your enrollment date.

DSPS and EOPS Students:
Should first contact their counselor or specialist in their program for enrollment assistance.

PLAN YOUR CLASS SCHEDULE
- Check student data on enrollment appointment. If there are corrections, please contact the Admissions and Records Office, in person, as soon as possible. Address, phone number and email corrections can be made by using MyCerritos, Student Center.
- Check “Holds and To Do’s” prior to enrolling on MyCerritos, Student Center.
- Use the worksheet on page 15.
- List classes in priority order; 8 units maximum per semester.
- List alternative classes in case your class choices are not available. Pick alternatives with the same time offerings.
- Verify your placement scores and completion of prerequisites. Identify required LABS and possible CLASS TIME CONFLICTS.
- Students can make PROGRAM CHANGES (class adds and drops) by MyCerritos after initial enrollment.

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

TO ENROLL
Verify your appointment date and time. If you log on to MyCerritos before your appointment date and time, the system will not allow you to enroll. However you may log on anytime on or after your scheduled appointment date and time during published enrollment hours.
- Go to MyCerritos (http://my.cerritos.edu) or the Cerritos College home page and select MyCerritos.
- Enter your User ID (7-digit student ID number) and Password (6-digit date of birth).
- Select “Student Center”.
- Select “Enroll”.
- Verify Term (Summer 2011).
- 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.

CERRITOS COLLEGE WILL BE CLOSED ON FRIDAYS FROM MAY 27 THROUGH AUGUST 5, EXCEPT FOR JUNE 3 AND JULY 8.
PAYING YOUR FEES

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

FEE PAYMENT DEADLINE CALENDAR: SUMMER, 2011

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Deadline</th>
<th>Failure to Pay on Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14 – May 13, 2011</td>
<td>7 days from the date of enrollment</td>
<td>Dropped from classes and/or wait lists*</td>
</tr>
<tr>
<td>May 14 – May 20, 2011</td>
<td>May 20, 2011</td>
<td>Dropped from classes and/or wait lists*</td>
</tr>
<tr>
<td>May 23, 2011 – Instructor Add Period</td>
<td>Midnight of the following day</td>
<td>HOLD on all student accounts and records*</td>
</tr>
</tbody>
</table>

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

ON THE WEB VIA MYCERRITOS (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.
- Enclose your registration payment coupon with your pre-printed Student I.D. # and name.
- Send your payment to: Admissions and Records, Cerritos College, 11110 Alondra Boulevard, Norwalk, CA 90650
- You will receive your enrollment print-out and receipt by return mail.

ON CAMPUS:
- Pay your fees on campus in the Admissions and Records Office. Fee windows are open 8:00 a.m. to 3:30 p.m., Monday and Thursday; 8:00 a.m. to 6:30 p.m., Tuesday and Wednesday; and 8:00 a.m. to noon on Friday. You may also drop your fee payment in the box provided in the Admissions and Records Office by 3:00 p.m., Monday through Thursday, or Friday before 11:00 a.m., for same day processing. The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8.
- Bring your enrollment payment coupon.
- You will receive an enrollment print-out and receipt.

FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee*</td>
<td>$26 per unit</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$4</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$13</td>
</tr>
<tr>
<td>Parking Fee (optional)</td>
<td>$20</td>
</tr>
<tr>
<td>Non-Resident Tuition Fee</td>
<td>$215 per unit</td>
</tr>
<tr>
<td>($176 per unit non-resident tuition fee plus $39 per unit capital outlay fee)</td>
<td>$215 per unit</td>
</tr>
</tbody>
</table>

* Subject to legislative change.

If you require further assistance, contact the Admissions and Records Office at (562) 860-2451, extension 2211, Monday and Thursday, 8 a.m.–4:30 p.m.; Tuesday and Wednesday, 8 a.m.–7 p.m.; and Friday, 8 a.m.–12 p.m.

The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8.
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 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

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course name</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>AMERICAN POLITICAL INSTITUTIONS</td>
</tr>
</tbody>
</table>

**3.0 UNITS**

Transferable to UC, CSU (CAN GOVT 2)

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or “C” or higher.

**Dates class meets.**

<table>
<thead>
<tr>
<th>Class number</th>
<th>Time class meets</th>
<th>Instructor</th>
<th>Specific instructor not yet designated</th>
</tr>
</thead>
<tbody>
<tr>
<td>27139</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>STAFF</td>
</tr>
<tr>
<td>27140</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Obasohan, V</td>
</tr>
<tr>
<td>27141</td>
<td>12:30-2:45PM</td>
<td>MTWTh</td>
<td>Obasohan, V (HYBRID)</td>
</tr>
<tr>
<td>27142</td>
<td>9:00 HRS ARR (OL)</td>
<td>Class#27142 meets 05/19/2008-06/27/2008</td>
<td></td>
</tr>
<tr>
<td>27675</td>
<td>5:45-8:00PM</td>
<td>MTWTh</td>
<td>Class#27675 meets 05/19/2008-06/27/2008</td>
</tr>
<tr>
<td>28042</td>
<td>9:00 HRS ARR (OL)</td>
<td>Class#28042 meets 05/19/2008-06/27/2008</td>
<td></td>
</tr>
<tr>
<td>27329</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>Obazuaye, S ONLINE</td>
</tr>
<tr>
<td>27650</td>
<td>5:45-8:00PM</td>
<td>MTWTh</td>
<td>Class#27650 meets 06/30/2008-08/08/2008</td>
</tr>
</tbody>
</table>

**Class meets online.**

<table>
<thead>
<tr>
<th>Class number</th>
<th>Time class meets</th>
<th>Instructor</th>
<th>Specific instructor not yet designated</th>
</tr>
</thead>
</table>

**Class number needed for enrollment.**

**Time class meets. Evening classes are designated in bold print.**

**Days the class meets**

**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.
ENROLLMENT WORKSHEET

<table>
<thead>
<tr>
<th>Class # (5 digits)</th>
<th>Subject</th>
<th>Catalog #</th>
<th>Units</th>
<th>Time</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>21066</td>
<td>Math</td>
<td>60</td>
<td>4</td>
<td>9-11</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jones</td>
</tr>
</tbody>
</table>

WAIT LIST TABLE

No more than 10 units can be wait listed. Prompt attendance on the first day is recommended for all wait-listed classes. Failure to attend may jeopardize your enrollment status.

<table>
<thead>
<tr>
<th>Class # (5 digits)</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Jones</td>
</tr>
</tbody>
</table>
EXPENSES
1. **Enrollment Fee:** $26 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 $215 per unit ($176 per unit non-resident tuition and a $39 per unit capital outlay fee) in addition to the $26 per unit enrollment fee above.
3. **Student Activity Fee:** $10 per semester; $4 for summer session.
4. **Student Health Fee:** $16 per semester; $13 for summer session. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.
5. **Parking:** On-campus student parking for automobiles is $35 per semester and $20 for summer session. Mopeds and motorcycles may use designated areas at no charge. A daily permit may be purchased for $2.00 from the yellow dispensers located in the student parking lots.
6. **Materials Fees:** as listed with courses in this class schedule. Please note that failure to pay these fees may result in withdrawal from courses for lack of payment.

Students are required to pay all fees at the time of enrollment. Students adding their names to wait lists will be charged the applicable enrollment fees, tuition, and applicable lab/materials fees. Board of Governors Fee Waiver (BOGFW) students’ course enrollment and student activity fees are waived; however all other fees, including but not limited to the Student Health fee and applicable lab/materials fees, are due and payable at the time of enrollment. Please refer to the “Fee Payment Deadline Calendar” on page 12.

**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 courses 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.

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

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

**Refunds**
A refund request form must be completed to receive credit funds on 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.
REPEATING A COURSE
At Cerritos College, previous course enrollment is reviewed electronically for prior enrollment attempts. Most courses have repeatability limitations. Cerritos College offers some courses that have designated repeatability. Please review the catalog for maximum repeat units available.

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

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

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

Examples of Exceptions to Course Repetition Limitations
An Academic Records and Standards petition must be filed for official consideration of certain repeat requests. Contact the Admissions and Records Office for specific directions.

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

PASS/NO PASS CLASSES
Classes offered on a non-optional pass/no pass basis only will be indicated on a student's permanent record as a "P" grade (with unit credit) or "NP" grade (no units earned). This will not affect the student's grade point average. Optional pass/no pass courses are designed to encourage students to explore courses in areas they feel they may have an interest. See page 20 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.
WITHDRAWALS [TITLE V, SECTION 58004 (C) (3)]

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

THE ULTIMATE RESPONSIBILITY OF WITHDRAWAL FALLS TO THE STUDENT.

How to officially withdraw after enrollment ends:

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

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

ADD/DROP PROCEDURES

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

• To add a class, complete an Add/Drop card (available in the Admissions and Records Office) or for a faster response, add via MyCerritos, Student Center (http://my.cerritos.edu).

If the class is closed, you must 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), conflicts, and illegal course repetition will be checked. Refer to the “Fee Payment Deadline Calendar” on page 12 for payment deadlines. Check your student account via MyCerritos, Student Center (http://my.cerritos.edu) or in the Admissions and Records Office. All enrollments must be completed by the listed add deadlines.

• To drop a class, complete an Add/Drop card (available in the Admissions and Records Office) or for a faster response, drop via MyCerritos, Student Center (http://my.cerritos.edu). Be mindful of deadline dates for refunds and posting of “W’s” to transcripts.

LEVEL/SECTION CHANGES

Level/section changes must be processed in person.

1. Program changes which involve level changes in skill and performance classes such as shorthand, typing, math, music, etc. may be made during the first week of the session.

2. The English Department, at its own discretion, will allow students to make level adjustments during the first six weeks of classes.

3. With the exception of the Math Learning Center, no level changes will be allowed in the Mathematics Department after the first two weeks of classes.

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

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

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

WHAT CERRITOS COLLEGE OFFERS

• Freshman and sophomore level course work transferable to four-year colleges and universities.

• Vocational/Technical courses designed to prepare for immediate employment.

• General education course work designed for academic, cultural, and educational enrichment.

DEADLINES

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

RETURNED CHECK POLICY

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

BUY YOUR BOOKS WHEN YOU ENROLL!

Now you can buy your textbooks during the enrollment process. Just click the “buy books” button in MyCerritos on either of two screens: one when you “Add Classes” and another on “My Class Schedule”. The button links to the Cerritos College Bookstore’s eFollett website and presents a list of items (if available) that directly relate to your enrolled classes for the term.
FAILURE TO PAY FINANCIAL OBLIGATIONS
Failure to pay a financial obligation will result in an administrative withholding of grades, transcripts, diplomas or enrollment privileges or any combination thereof. The item or items being withheld shall be released when the financial obligation has been met. (California Code of Regulations, Title 5, Section 59410)

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

1. Students may not audit a course unless he/she has exhausted all possibilities to take the course for credit.
2. Permission to audit a course is granted at the discretion of the instructor. Signature of both the instructor and Division Dean are required.
3. With the instructor’s and Division Dean’s signed permission, a student may submit the audit form to the Admissions and Records Office anytime during the semester after the first class meeting.
4. An auditor may be allowed to elect credit in lieu of audit prior to the end of the 5th week of school for a semester length course or prior to 30% of a course for a short-term course, with the instructor’s written permission. No refund of audit fees will be available and all credit fees must be paid in full at the time of credit election.
5. A credit student may be allowed to elect audit status in lieu of credit prior to 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 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 shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. Please refer to the college catalog for additional information.

### Non-Optional Pass/No Pass Classes

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

### BUSINESS EDUCATION & HUMANITIES/SOCIAL SCIENCES

- Accounting 1T, 2T
- Business Computerized Office Technologies 3T
- Court Reporting and Captioning Careers 1T, 5T, 9A, 9B, 10A, 10B, 11
- Law 1T

- COUNSELING 10, 20, 36, 50, 100
- DISABLED STUDENT PROGRAMS AND SERVICES
  - Access Learning 90, 91, 92
- FINE ARTS AND COMMUNICATIONS
  - Theatre Arts 142
- HEALTH OCCUPATIONS
  - Dental Assisting 1
  - Health Occupations 7
  - Nursing 5, 25, 26, 47, 48T, 251
  - Physical Therapist Assistant 126, 236, 246
- HPED/ATHLETICS
  - Dance 50
- LIBERAL ARTS
  - English 15, 22, 30, 31, 33
  - English as a Second Language 36
  - Reading 6, 41
  - Speech 30, 31
- LIBRARY 100
- SCIENCE, ENGINEERING & MATH
  - Biology 95
  - Chemistry 95
  - Math 5
  - Physics 95
- TECHNOLOGY
  - Machine Tool Technology 77
  - Plastics/Composites Manufacturing Technology 55

### Optional Pass/No-Pass Classes

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.

### BUSINESS EDUCATION & HUMANITIES/SOCIAL SCIENCES

(all business courses, except Law 65, 105, 115, 171, 172, 290, and Real Estate 98, 99, 174A, or those listed under Non-Optional Pass/No Pass classes)

- Administration of Justice 101, 102, 103, 105, 174
- Anthropology 100, 115, 170, 200, 203, 205
- Economics 101, 204
- Education/Elementary School Teachers 105
- History 120, 230, 245, 250, 255, 260, 265
- Philosophy (all courses, except Philosophy 105 and 108)
- Political Science 90, 110, 210, 230
- Sociology 110, 205, 220
- COUNSELING 200, 210, 220, 298, 299
- FINE ARTS AND COMMUNICATIONS
  - Journalism 50, 100, 101, 106, 107, 111, 112, 119, 120, 171
  - Music 100, 101, 102, 103, 104, 104B, 112, 125A, 126, 128, 138, 138A, 139, 143, 152, 153, 171, 244
  - Photography 100, 171
  - Radio/TV 119, 171, 175, 176
  - Theatre Arts 101, 102, 107, 115, 120, 123, 123A, 126, 140, 144, 150, 151, 153, 157, 158, 159, 160, 171, 208, 216, 221, 221A, 222, 293
- HPED/ATHLETICS
  - Health Education 100, 101, 110, 200
  - Physical Education (all activity courses)
- HEALTH OCCUPATIONS
  - Health Occupations 150
  - Nursing 80
- LIBERAL ARTS (all courses, except Sign language 102 and 201 or those listed under Non-Optional Pass/No Pass classes)
- SCIENCE, ENGINEERING & MATH
  - Anatomy and Physiology 120, 130, 150, 151, 200, 201
  - Biology 100, 105, 110, 115, 120, 200, 201, 202
  - Botany 120
  - Chemistry 100, 110
  - Computer and Information Sciences (all courses)
  - Earth Science 101, 102, 104, 104L, 106, 110
  - Energy 110
  - Environmental Policy 200
  - Geography 101, 101L, 102, 103, 105
  - Geology 100, 101, 201, 204, 207, 208, 209
  - Mathematics 20, 40, 60, 70, 80, 80A, 80B, 90A, 90B, 110A, 110B, 140, 150A, 170A, 190A
  - Microbiology 200
  - Physics 100
  - Physical Science 100
  - Zoology 120
- TECHNOLOGY
  - Architecture (all courses)
  - Automotive Mechanical Repair 1, 2, 3, 4, 5, 6, 7, 54, 55, 60, 73, 74, 80, 85, 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
  - Computer and Information Sciences (all courses)
  - Earth Science 101, 102, 104, 104L, 106, 110
  - Energy 110
  - Environmental Policy 200
  - Geography 101, 101L, 102, 103, 105
  - Geology 100, 101, 201, 204, 207, 208, 209
  - Mathematics 20, 40, 60, 70, 80, 80A, 80B, 90A, 90B, 110A, 110B, 140, 150A, 170A, 190A
  - Microbiology 200
  - Physics 100
  - Physical Science 100
  - Zoology 120
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. 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 on an availability card 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</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.

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).

GRADING DEADLINES
See the “Calendar of Important Dates” for specific deadlines for dropping without a “W”, electing the P/NP grading option, and dropping with a “W”.

INCOMPLETE
Students are not to re-enroll for 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.
The Financial Aid Office is available to answer financial aid questions and assist students with applying for financial aid.

**Contact Information:**

- **Office Hours:**
  - Monday and Thursday: 8 a.m. to 4:30 p.m.
  - Tuesday and Wednesday: 8 a.m. to 7 p.m.
  - Friday: 8 a.m. to 12 p.m.
  - *Closed on Fridays during Summer*

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

**Services:**

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

**FINANCIAL AID INFORMATION**

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

1. **Submit FAFSA**
   - Submit FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
   - List the federal school code for Cerritos College: 001161

2. **Submit Forms**
   - Read Missing Information Letter (MIL)
   - Download required forms at [www.cerritos/finaid/forms.html](http://www.cerritos/finaid/forms.html)
   - Submit required forms to the Financial Aid Office

3. **Review Award Letter**
   - An award letter will be mailed to you
   - You may also view your awards on MyCerritos
   - You must meet Satisfactory Academic Progress (SAP) standards to receive awards

4. **Receive Disbursement**
   - Receive and activate your Cerritos Falcon Card
   - The Financial Aid Office will disburse your financial aid
   - Scheduled disbursement dates are posted online

**IMPORTANT POINTS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

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

**Grade Point Average (GPA) Requirement**

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

**90 Unit Limit**

You can earn a total of 90 units and remain eligible for financial aid.

If your major/program requires more than 90 units, you may receive financial aid if you schedule an appointment with an academic counselor to complete a Lock-In-List Appeal. The appeal will be reviewed by the Financial Aid Advisory Committee (FAAC).

**Unit Completion Requirement**

The chart below indicates how many units you are required to complete per semester with a passing grade, based on your enrollment status:

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress Unit Completion Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units Enrolled for Semester</td>
</tr>
<tr>
<td>------------------------------</td>
</tr>
<tr>
<td>12+</td>
</tr>
<tr>
<td>9 – 11.5</td>
</tr>
<tr>
<td>6 – 8.5</td>
</tr>
<tr>
<td>less than 6 units</td>
</tr>
</tbody>
</table>
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 need accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Disabled Student Programs and Services (DSP&S) office at Cerritos College. Please call (562) 860-2451, ext. 2335, for assistance.

Limitations on Enrollment
- A high school junior or senior student may be permitted to enroll in up to 8 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records and Services.
- Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the 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.

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 need accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Disabled Student Programs and Services (DSP&S) office at Cerritos College. Please call (562) 860-2451, ext. 2335, for assistance.

Limitations on Enrollment
- Students in grades K-10 may be permitted to enroll in up to 4 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records and Services. Enrollment in courses is based on space availability, and 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.

For more information, please call (562) 860-2451, ext. 2211.
The International Student Center (ISC) welcomes international students to Cerritos College. The ISC will assist you in achieving your academic goal, whether it is transferring to a University or seeking your Associate in Arts Degree. Visit the International Student Center, located in Social Science 225, for the following services:

**Admission and Counseling Assistance:** Assist F-1 students in their admission, academic advisement, orientation, registration and cultural adjustment to the United States and the Cerritos College educational system. Cerritos College is approved as a SEVIS institution.

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

**International Student Advisement:** Assist international students in their relations with the United States Citizenship and Immigration Services (USCIS) and other U.S. and foreign governmental agencies while they maintain proper immigration status at Cerritos College.

**Workshops and Programs:** Geared for the specific needs of international students as well as exposure of Cerritos College personnel and students to world cultures.

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

Questions regarding the International Student Center may be directed to (562) 860-2451, ext. 2133. Our fax number is (562) 467-5086, and our website is [www.cerritos.edu/isc](http://www.cerritos.edu/isc). Contact the International Student Center to have an application sent directly to your mailing address or download an application at our website.

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**INTERNATIONAL STUDENT CENTER**

**APPLICATION REQUIREMENTS**

The following documents are required for admission into Cerritos College:

- International Student Application
- Fee of $50 for new students, payable to the Cerritos College Foundation (fee of $35 for readmit students)
- Notarized Statement of Support
- Bank Certification (verification on bank letterhead signed by a bank official showing at least $22,000, or equivalent, available to the student.) **No personal checks will be accepted for payment of tuition and fees.**
- Tuberculosis (TB) exam results
- Transcripts (proof of high school graduation)/High School Diploma
- STEP TOEFL and/or equivalent Cerritos College Placement Test (not needed for students applying for the Intensive English Program)
- Copies of Passport, Visa, and I-94
- Copies of ALL 1-20’s (both SEVIS and Non-SEVIS I-20’s)
- Transfer Authorization (if transferring from U.S. college or language school)
- Proof of Medical Insurance Coverage (available in the International Student Center) Cerritos College International Student Medical Insurance is provided through Student Insurance Company. Their website is [www.studentinsuranceagency.com](http://www.studentinsuranceagency.com) and their telephone number is (800) 367-5830.
- Students with other visa status (e.g., B-2, F-2, H-4, etc.) are given the provisions to change to F-1 status.
- Dependents: Write the name, date of birth, country of birth, and relationship to the F-1 student for each dependent on a separate sheet of paper. All dependents must have health insurance. Add $3,000 per dependent to Bank Certification.
- SEVIS I-20 fee of $200 (preferred payment by credit card on the Internet at [www.fmjfee.com](http://www.fmjfee.com)). For other payment options contact the International Student Center.

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**INTERNATIONAL STUDENT GUIDELINES/REGULATIONS**

- **Before** you decide to drop a class or stop attending a class, notify and seek advice from the International Student Center (ISC).
- **Do not** drop below 12 units without authorization from the ISC.
- Maintain a GPA of at least 2.0.
- Seek advice from the ISC counselor regarding education plan, adding or dropping classes, or problems with a class.
- **Before** transferring to another institution in the U.S., contact the ISC for information on transfer.
- **Do not** work on or off campus without approval from the ISC.
- Have your current passport, a valid I-20, and all immigration documents available at all times.
- Contact the ISC to update your file with new address, phone number, email address, change of major and other information.
- Have International Student Medical Insurance for yourself and your dependents at all times.
- **Before** leaving the U.S., come to the ISC with your I-20, I-94, and passport.
- Become a leader and meet fellow students. It is highly recommended that you get involved on campus with student organizations and activities.
- Students who successfully complete the IEP must come to the International Student Center to transfer into their major field of study.

F-2 visa holders are not authorized to study in academic programs. All F-2 visa holders who wish to study at Cerritos College are required to change to an F-1 student visa. **F-2 students attending high school should apply for F-1 visa status at least 3-4 months before graduating and transferring to Cerritos College.** Contact the International Student Center for further instructions.
Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.

**AUTO 179** - 4.0 UNITS AUTOMOTIVE AIR CONDITIONING
Transferable to CSU
Recommendation: AUTO 161 or equivalent with a grade of Pass or "C" or higher.

NOTE: a material fee of $15.00 is required for AUTO 179

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20219</td>
<td>7:00-9:30AM</td>
<td>MTWTh</td>
<td>Aragon,R</td>
<td>AT 46</td>
</tr>
<tr>
<td></td>
<td>9:30-12:00PM</td>
<td>MTWTh</td>
<td>Aragon,R</td>
<td>AT 45</td>
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Class# 20219 meets 05/23/2011-07/01/2011

<table>
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<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20221</td>
<td>7:00-9:30AM</td>
<td>MTWTh</td>
<td>Bender,W</td>
<td>AT 46</td>
</tr>
<tr>
<td></td>
<td>9:30-12:00PM</td>
<td>MTWTh</td>
<td>Bender,W</td>
<td>AT 45</td>
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</table>

Class# 20221 meets 07/05/2011-08/12/2011

**BIOL 120** - 4.0 UNITS INTRODUCTION TO BIOLOGICAL SCIENCE
Transferable to UC, CSU (CAN BIOL 2)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C", or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<tr>
<td>20045</td>
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<td>MTWTh</td>
<td>Boardman,C</td>
<td>S 124</td>
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<td></td>
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<td>MTWTh</td>
<td>Boardman,C</td>
<td>S 121</td>
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Class# 20045 meets 07/05/2011-08/12/2011

**BA 100** - 3.0 UNITS FUNDAMENTALS 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>
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<tbody>
<tr>
<td>20140</td>
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<td>OL</td>
<td>Finkelstein,H</td>
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Orientation: All class information will be available at www.cerritos.edu/baonline.
Class# 20140 meets 07/05/2011-08/12/2011

**BA 106** - 3.0 UNITS HUMAN RESOURCE MANAGEMENT
Transferable to CSU

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<tr>
<td>20471</td>
<td>9.0 HRS ARR</td>
<td>OL</td>
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Orientation: All class information will be available at www.cerritos.edu/baonline.
Class# 20471 meets 07/05/2011-08/12/2011

**BA 107** - 3.0 UNITS HUMAN RELATIONS IN BUSINESS
Transferable to CSU

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21211</td>
<td>9.0 HRS ARR</td>
<td>OL</td>
<td>Livingston,R</td>
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</table>

Orientation: All class information will be available at www.cerritos.edu/baonline.
Class# 21211 meets 07/05/2011-08/12/2011

Earn a Bachelor's Degree in Business Administration from Northwood University on the Cerritos College campus. For information call (562) 988-9506

**BCOM 46** - 3.0 UNITS BUSINESS COMMUNICATIONS
Not Transferable

<table>
<thead>
<tr>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20006</td>
<td>9.0 HRS ARR</td>
<td>OL</td>
<td>Sharp,M</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

Orientation: 9:00 am, Tuesday - July 5 in BE 14.
Class# 20006 meets 07/05/2011-08/12/2011

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**BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES**

**BCOT 62** - 1.0 UNIT COMPUTER KEYBOARDING
Not Transferable

Recommendation: Concurrent enrollment in BCOT 3T.
NOTE: a material fee of $1.00 is required for BCOT 62

<table>
<thead>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20212</td>
<td>4.5 HRS ARR</td>
<td>ONLINE</td>
<td>Sharp,M</td>
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</table>

Orientation: All class information will be available at www.cerritos.edu/msharp and TalonNet.
Class# 20212 meets 07/05/2011-08/12/2011

**BCOT 113** - 3.5 UNITS MICROSOFT EXCEL
Transferable to CSU

Recommendation: Concurrent enrollment in BCOT 3T.
NOTE: a material fee of $4.00 is required for BCOT 113

<table>
<thead>
<tr>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>20254</td>
<td>15.0 HRS ARR</td>
<td>ONLINE</td>
<td>Soden,B</td>
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Orientation: All class information will be available at www.cerritos.edu/bsonden and TalonNet.
Class# 20254 meets 07/05/2011-08/12/2011

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**CHEMISTRY**

**CHEMISTRY DEPARTMENT COURSE SEQUENCE**

- [Course 1](#)
- [Course 2](#)
- [Course 3](#)
- [Course 4](#)
- [Course 5](#)
- [Course 6](#)
- [Course 7](#)
- [Course 8](#)
- [Course 9](#)
- [Course 10](#)

- [Course 11](#)
- [Course 12](#)
- [Course 13](#)
- [Course 14](#)
- [Course 15](#)
- [Course 16](#)
- [Course 17](#)
- [Course 18](#)
- [Course 19](#)
- [Course 20](#)

**CHEMISTRY 100**
INTRODUCTORY CHEMISTRY

**CHEMISTRY 110**
ELEMENTARY CHEMISTRY

**CHEMISTRY 112**
GENERAL CHEMISTRY

**CHEMISTRY 205**
QUANTITATIVE ANALYSIS

**CHEMISTRY 211**
ORGANIC CHEMISTRY

**CHEMISTRY 212**
ORGANIC CHEMISTRY

**CHEMISTRY 213**
ORGANIC CHEMISTRY

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**ATTENDANCE**

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
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### ECONOMICS

ECON 201 requires three (3) hrs per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ECON 201 and ECON 202.

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

Transferable to UC, CSU  (CAN ECON 3)
Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.
Recommendation: ENG 100 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21221</td>
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<td>MTWTh</td>
<td>Namala, S</td>
<td>SS306</td>
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</table>

ECON 201M requires three (3) hrs per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ECON 201 and ECON 202.

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

Transferable to UC, CSU  (CAN ECON 4)
Prerequisite: MATH 80 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.
Recommendation: ENG 100 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English placement process.

<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>21223</td>
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<td>MTWTh</td>
<td>Namala, S</td>
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</table>

ECON 202 requires three (3) hrs per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ECON 201 and ECON 202.

**ECON 202 - 3.0 UNITS PRINCIPLES OF MICROECONOMICS**

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

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20356</td>
<td>9.0 HRS ARR</td>
<td>OL</td>
<td>Keenan, D</td>
<td>ONLINE</td>
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<tr>
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</table>

ECON 202M requires one (1) hr per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ECON 201 and ECON 202.

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

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

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2225</td>
<td>9.0 HRS ARR</td>
<td>OL</td>
<td>Keenan, D</td>
<td>ONLINE</td>
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</tbody>
</table>

### ENGLISH

ENGL 20 requires three (3) hrs per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ENGL 20 and ENGL 22.

**ENGL 20 - 3.0 UNITS BASIC WRITING**

Not Transferable.
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 15 or ESL 200 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20013</td>
<td>11:00-11:15PM</td>
<td>MTWTh</td>
<td>Juntilla, T</td>
<td>LA 22</td>
</tr>
<tr>
<td></td>
<td>1:15-2:00PM</td>
<td>MTWTh</td>
<td>Juntilla, T</td>
<td>LA 22</td>
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<tr>
<td>20525</td>
<td>8:00-8:15AM</td>
<td>MTWTh</td>
<td>Carney, D</td>
<td>LA 20</td>
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<td>10:15-11:00AM</td>
<td>MTWTh</td>
<td>Carney, D</td>
<td>LA 20</td>
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</table>

### ENGLISH AS A SECOND LANGUAGE

ENGL 52 requires three (3) hrs per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ENGL 20 and ENGL 22.

**ENGL 52 - 3.0 UNITS INTRODUCTION TO COLLEGE COMPOSITION**

Not Transferable.
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20527</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>Quaas-Berryman, F</td>
<td>LA 28</td>
</tr>
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<td></td>
<td>10:15-11:00AM</td>
<td>MTWTh</td>
<td>Quaas-Berryman, F</td>
<td>LA 28</td>
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<td>Class#20527 meets 07/05/2011-08/12/2011</td>
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<tr>
<td>20295</td>
<td>11:00-1:15PM</td>
<td>MTWTh</td>
<td>Ashe, S</td>
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<td>1:15-2:00PM</td>
<td>MTWTh</td>
<td>Ashe, S</td>
<td>LA 20</td>
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<td>Class#20295 meets 07/05/2011-08/12/2011</td>
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<td>20297</td>
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<td>20299</td>
<td>10:15-12:15PM</td>
<td>MTWTh</td>
<td>Mixson, Jr, F</td>
<td>LA 23</td>
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<td>12:15-1:15PM</td>
<td>MTWTh</td>
<td>Mixson, Jr, F</td>
<td>LA 23</td>
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<tr>
<td>Class#20299 meets 07/05/2011-08/12/2011</td>
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</table>

ENGL 100 requires three (3) hrs per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ENGL 20 and ENGL 22.

**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.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<tr>
<td>20058</td>
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<td>Chester, R</td>
<td>LA 22</td>
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<tr>
<td>20059</td>
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<td>Palumbo, L</td>
<td>LA 2</td>
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<td>Class#20059 meets 07/06/2011-08/12/2011</td>
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<td>20142</td>
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<td>Gaik, F</td>
<td>LA 21</td>
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<td>Swanson, J</td>
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ENGL 103 requires three (3) hrs per week lab participation. As of Fall 2010, the California State University system will require Intermediate Algebra as a prerequisite for both ENGL 20 and ENGL 22.

**ENGL 103 - 3.0 UNITS CRITICAL AND ARGUMENTATIVE WRITING**

Transferable to UC, CSU
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Advanced Placement English Examination of the College Entrance Examination Board.

<table>
<thead>
<tr>
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<th>Time</th>
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<th>Room</th>
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<td>9.0 HRS ARR</td>
<td>OL</td>
<td>Stiles, L</td>
<td>ONLINE</td>
</tr>
<tr>
<td>Class#20062 meets 07/05/2011-08/12/2011</td>
<td></td>
<td></td>
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<tr>
<td>20063</td>
<td>9.0 HRS ARR</td>
<td>OL</td>
<td>Swanson, J</td>
<td>ONLINE</td>
</tr>
<tr>
<td>Class#20063 meets 07/05/2011-08/12/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ATTENDANCE

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 100</td>
<td>9:15-12:15PM</td>
<td>MTWTh</td>
<td>Berry,P</td>
<td>LA 24</td>
</tr>
<tr>
<td>ESL 200</td>
<td>9:15-12:15PM</td>
<td>MTWTh</td>
<td>Yeager,M</td>
<td>LA 35</td>
</tr>
</tbody>
</table>

ESL 100 requires 3 hrs. per week lab participation.

ESL 200 requires 3 hrs. per week lab participation.

**FINANCE**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 125</td>
<td>5:30-10:00PM</td>
<td>MW</td>
<td>Fronke,M</td>
<td>BE 11</td>
</tr>
</tbody>
</table>

NOTE: a material fee of $4.00 is required for FIN 125

**GEOGRAPHY**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 101</td>
<td>10:30-12:45PM</td>
<td>MTWTh</td>
<td>Surfas,L</td>
<td>S 101</td>
</tr>
</tbody>
</table>

Class#20509 meets 07/05/2011-08/12/2011

**GERMAN**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERM 101</td>
<td>6:00-9:45PM</td>
<td>MTWTh</td>
<td>Potter,I</td>
<td>LA 22</td>
</tr>
</tbody>
</table>

+ 3.0 HRS ARR

Class#20143 meets 07/05/2011-08/12/2011

**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>HED 100</td>
<td>10:15-1:15PM</td>
<td>MTW</td>
<td>McPherson,M</td>
<td>CB104</td>
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Class#20066 meets 07/05/2011-08/12/2011

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 100</td>
<td>8:00-11:00AM</td>
<td>MTW</td>
<td>Murray,K</td>
<td>FA 75</td>
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</table>

Class#20426 meets 07/05/2011-08/12/2011

**HEALTH OCCUPATIONS**

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 56</td>
<td>2:00-5:00PM</td>
<td>Th</td>
<td>Brooks,K</td>
<td>SL106</td>
</tr>
</tbody>
</table>

Class#20269 meets 07/05/2011-08/12/2011

**HISTORY**

<table>
<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>Haas,J</td>
<td>LC155</td>
</tr>
</tbody>
</table>

Class#20353 meets 07/05/2011-08/12/2011

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 120</td>
<td>12:30-2:45PM</td>
<td>MTWTh</td>
<td>Fernandez,W</td>
<td>SS311</td>
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</table>

Class#20068 meets 07/05/2011-08/12/2011

**JOURNALISM**

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 100</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Hammerwold</td>
<td>CB105</td>
</tr>
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</table>

Class#20023 meets 07/05/2011-08/12/2011

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 121</td>
<td>10:00-11:30AM</td>
<td>MTWTh</td>
<td>Cameron,R</td>
<td>FA 42</td>
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</table>

Class#20490 meets 07/05/2011-08/12/2011

**LAW**

<table>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 111</td>
<td>9.0 HRS ARR</td>
<td>OL</td>
<td>Priddle,M</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

Orientation: 6:00 - 7:00 pm, Tuesday - July 5 in BE 14.

Class#20404 meets 07/05/2011-08/12/2011
# Mathematics

Cerritos College
Mathematics Department

## Sequence of Courses

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20072</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>Jordan, W</td>
<td>PS 12</td>
</tr>
<tr>
<td>20071</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>O'Neil, S</td>
<td>PS 12</td>
</tr>
<tr>
<td>20196</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>Torres, M</td>
<td>CB103</td>
</tr>
</tbody>
</table>

**MATH 60 - 4.0 UNITS ELEMENTARY ALGEBRA**
Not Transferable
Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.

## Transfer Level

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20049</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>McFadden, W</td>
<td>LC134</td>
</tr>
<tr>
<td>20024</td>
<td>4:00-4:45PM</td>
<td>MTWTh</td>
<td>Cameran, L</td>
<td>PS 20</td>
</tr>
<tr>
<td>20027</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>Lawandowski, P</td>
<td>CB102</td>
</tr>
<tr>
<td>20200</td>
<td>4:00-7:00PM</td>
<td>MTWTh</td>
<td>Demian, K</td>
<td>LC134</td>
</tr>
<tr>
<td>20050</td>
<td>5:00-7:15PM</td>
<td>MTWTh</td>
<td>Leon, Jr., R</td>
<td>PS 13</td>
</tr>
</tbody>
</table>

**MATH 112 - 4.0 UNITS ELEMENTARY STATISTICS**
Transferable to UC, CSU (CAN STAT 2)
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.

**MATH 140 - 3.0 UNITS TRIGONOMETRY**
Transferable to CSU (CAN MATH 8)
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Pass or "C" or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test.

## Notes

- **Need Help with Your Math?** Enroll in AED 42.05, Class # 21009 Monday–Thursday: 10:00 am – 2 pm (see ASC for location)
- Walk-In Math Tutoring in the ASC (LC–166) By Trained Tutors and Math Department Faculty
- Hours, staffing, and location may be subject to change.
- **Attendance is mandatory** (including wait listed students). Failure to appear will jeopardize your official enrollment.
### Attendance is mandatory (including waitlisted students). Failure to appear will jeopardize your official enrollment.

### Mathematics

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 150</td>
<td>4.0 UNITS PRECALCULUS MATH</td>
<td>Transferable to UC, CSU (CAN MATH 16)</td>
<td></td>
<td></td>
<td>MATH 170</td>
<td>4.0 UNITS ANALYTIC GEOMETRY AND CALCULUS</td>
<td>Transferable to UC, CSU (CAN MATH 19)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: MATH 140 or equivalent with a grade of Pass or &quot;C&quot; or higher. Entering students must attain a satisfactory score on the Calculus Readiness Test. A graphing calculator is required for this course. A Texas Instruments 83+, 84, or 84+, is strongly recommended.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21241</td>
<td>4:00-7:00PM</td>
<td>MTWTh</td>
<td>George, P</td>
<td>PS 12</td>
<td>Class#21241 meets 07/05/2011-08/12/2011</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Medical Assistant

MA 161 | 3.0 UNITS MEDICAL TERMINOLOGY | Transferable to CSU | 20145 | 6:00-9:00PM | MTWTh | Marks, S | SL109 | Class#20145 meets 07/05/2011-08/12/2011 |

### Microbiology

MICR 200 | 5.0 UNITS PRINCIPLES AND APPLICATIONS OF MICROBIOLOGY | Transferable to UC, CSU (CAN BIOL 14) | Prerequisite: CHEM 100 or BIOL 120 or ZOOL 120 or equivalent with a grade of Pass or "C" or higher. |
| 20078 | 3:45-6:00PM | MTWTh | Walker, R | S 103 | 11:00-3:30PM | MTWTh | Walker, R | S 117 | Class#20078 meets 07/05/2011-08/12/2011 |

### Music

MUS 100 | 3.0 UNITS MUSIC APPRECIATION | Transferable to UC, CSU | 21306 | 9:00-12:00PM | ARR | STAFF | ONLINE | Class#21306 meets 07/05/2011-08/12/2011 |

### Nursing

NRSG 5 | 2.0 UNITS REMOVING BARRIERS TO SUCCESS IN NURSING | Not Transferable | Prerequisite: Acceptance to the Cerritos College Nursing Program pending remediation |
Recommendation: Achievement of a score below benchmark on the diagnostic assessment test. |
| 20351 | 9:00-12:00PM | WTh | Cooke, M | SL106 | Class#20351 meets 05/23/2011-07/01/2011 |

### PHILOSOPHY

PHIL 100 | 3.0 UNITS INTRODUCTION TO PHILOSOPHY | Transferable to UC, CSU (CAN PHIL 2) | Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher. |
| 20096 | 8:00-12:15PM | MTWTh | Van De Mortel, J | SS136 | Class#20096 meets 07/05/2011-08/12/2011 |

PHIL 102 | 3.0 UNITS INTRODUCTION TO ETHICS | Transferable to UC, CSU (CAN PHIL 4) | Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher. |
| 20097 | 10:15-12:30PM | MTWTh | Stobie, T | SS307 | Class#20097 meets 07/05/2011-08/12/2011 |

PHIL 106 | 3.0 UNITS INTRODUCTION TO LOGIC | Transferable to UC, CSU (CAN PHIL 6) | Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher. |
| 20098 | 8:00-10:15PM | MTWTh | Torres-Bover, A | SS307 | Class#20098 meets 07/05/2011-08/12/2011 |

### Notes: |
- A material fee of $34.00 is required for NRSG 25. |
- A material fee of $47.00 is required for NRSG 26. |
- A material fee of $25.00 is required for NRSG 48T. |
- A material fee of $5.00 is required for NRSG 251. |
- A material fee of $25.00 is required for NRSG 201. |
- A material fee of $47.00 is required for NRSG 26. |
- A material fee of $25.00 is required for NRSG 251. |
- A material fee of $25.00 is required for NRSG 201. |
- A material fee of $47.00 is required for NRSG 26. |
- A material fee of $25.00 is required for NRSG 251. |
PHOTOGRAPHY

PHOT 160 - 3.0 UNITS HISTORY OF PHOTOGRAPHY
Transferable to UC, CSU
21305 9:00-12:20PM MTW Schwenkmeyer,K S 104
Class#21305 meets 07/05/2011-08/12/2011

PHYSICAL EDUCATION

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

PE 135A - 1.0 UNIT CIRCUIT WEIGHT TRAINING BEGINNING
Transferable to UC, CSU
20089 2:00- 2:22PM MTWTh Grosfeld,S WT
2:22- 3:30PM MTWTh Grosfeld,S WT
Class#20089 meets 07/05/2011-08/12/2011
21378 3:30- 3:52PM MTWTh Grosfeld,S WT
3:52- 5:00PM MTWTh Grosfeld,S WT
Class 21378 meets 07/05/2011-08/12/2011
21380 4.5 HRS ARR Caines,T WT
21378 1:00- 1:44PM TTh May,R WT
1:44- 4:00PM TTh May,R WT
Class#21378 meets 07/05/2011-08/12/2011

PE 135B - 2.0 UNITS CIRCUIT WEIGHT TRAINING, INTERMEDIATE/ADVANCED
Transferable to UC, CSU
20226 7:00- 7:33PM MTWTh Gonzalez,R PE
7:33-10:00PM MTWTh Gonzalez,R PE
Class#20226 meets 07/05/2011-08/12/2011
21380 4.5 HRS ARR Caines,T WT
First class meeting Monday, June 20 at 4:00 pm in the Weight Room.
Class 21380 meets 06/20/2011-08/12/2011

PE 135C - 1.0 UNIT BASIC TRAINING AND PHYSICAL CONDITIONING
Transferable to UC, CSU
21374 1:00- 1:44PM MW Welliver,K WT
1:44- 3:00PM MW Welliver,K WT
Class#21374 meets 07/05/2011-08/12/2011

PE 170 - 2.0 UNITS WATER POLO
Transferable to UC, CSU
20131 7:15- 7:48AM MTWTh Macias,S POOL
7:48-10:15AM MTWTh Macias,S POOL
Class#20131 meets 07/05/2011-08/12/2011
20226 7:00- 7:33PM MTWTh Abing,J POOL
7:33-10:00PM MTWTh Abing,J POOL
Class#20226 meets 07/05/2011-08/12/2011

PE 176A - 1.0 UNIT BEGINNING BASKETBALL
Transferable to UC, CSU
20375 1:00- 1:44PM TTh May,R PE
1:44- 3:00PM TTh May,R PE
Class will meet at Excelsior High School.
Class#20375 meets 07/05/2011-08/12/2011

PE 176B - 2.0 UNITS BASKETBALL, ADVANCED
Transferable to UC, CSU
20465 3:00- 6:00PM MW May,R PE
T Th May,R PE
Class will meet at Excelsior High School
Class#20465 meets 07/05/2011-08/12/2011

PE 177 - 1.0 UNIT FLAG FOOTBALL
Transferable to UC, CSU
20038 4.5 HRS ARR Caines,T WT
First class meets on Monday, June 20 at 7:00 pm in the Weight Room.
Class#20038 meets 06/20/2011-08/12/2011
20132 4.5 HRS ARR Mazotta,F WT
First class meets on Monday, June 20 at 7:00 pm in the Weight Room.
Class#20132 meets 06/20/2011-08/12/2011

PE 179A - 2.0 UNITS SOCCER INTERMEDIATE/ADVANCED
Transferable to UC, CSU
20461 11:00-11:45AM MTWTh Artiaga,B PE
11:45- 2:00PM MTWTh Artiaga,B PE
Class#20461 meets 07/05/2011-08/12/2011
20228 7:00- 7:45AM MTWTh Gonzalez,R PE
7:45-10:00AM MTWTh Gonzalez,R PE
Class#20228 meets 07/05/2011-08/12/2011

PE 201 - 2.0 UNITS BASEBALL OFF-SEASON CONDITIONING
Transferable to UC, CSU
20467 12.0 HRS ARR Gaylord,K
First class meeting Tuesday, July 5 at 1:00 pm at the Baseball Field.
Class#20467 meets 07/05/2011-08/12/2011

PE 207 - 1.0 UNITS CROSS COUNTRY CONDITIONING
Transferable to UC, CSU
20092 6.0 HRS ARR Wells,D WT
First class meets on Tuesday, July 5 at 3:30 pm in the Weight Room.
Class#20092 meets 07/05/2011-08/12/2011

PE 218 - 2.0 UNITS SOCCER PRE-SEASON CONDITIONING
Transferable to UC, CSU
20377 11:00-11:45AM MTWTh Artiaga,B PE
11:45- 2:00PM MTWTh Artiaga,B PE
Class#20377 meets 07/05/2011-08/12/2011
20444 7:00- 7:45AM MTWTh Gonzalez,R PE
7:45-10:00AM MTWTh Gonzalez,R PE
Class#20444 meets 07/05/2011-08/12/2011

PE 236 - 1.0 UNIT VOLLEYBALL PRE-SEASON CONDITIONING
Transferable to UC, CSU
20093 9:30- 9:52AM MTWTh Velazquez-Ortega,M PE
9:52-11:00AM MTWTh Velazquez-Ortega,M PE
Class will meet at Excelsior High School.
Class#20093 meets 07/05/2011-08/12/2011

PE 238 - 2.0 UNITS WRESTLING OFF SEASON TRAINING
Transferable to UC, CSU
20266 12.0 HRS ARR Gould,E PE
First class meeting Tuesday, July 5 at 5:00 pm.
Class#20266 meets 07/05/2011-08/12/2011

PE 298 - 1.0 UNIT DIRECTED STUDIES
Transferable to CSU
20287 9.0 HRS ARR Grosfeld,S PE
Must have instructor’s permission before enrolling.
Class#20287 meets 07/05/2011-08/12/2011

PE 299 - 2.0 UNITS DIRECTED STUDIES
Transferable to CSU
20094 18.0 HRS ARR Grosfeld,S PE
Must have instructor’s permission before enrolling.
Class#20094 meets 07/05/2011-08/12/2011

PHYSICS

PHYS 100 - 4.0 UNITS ELEMENTARY PHYSICS
Transferable to UC, CSU
Prerequisite: MATH 140 or equivalent with a grade of Pass or "C" or higher.
Entering students must attain a satisfactory score on the Calculus Readiness Test.
20338 1:00- 3:15PM TWTh Buschauer,R PS 8
9:00-12:25PM T Mera,C PS 5
9:00-12:20PM Th Mera,C PS 5
Class#20338 meets 06/20/2011-08/12/2011

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
**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.  

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20100</td>
<td>12:30-2:45PM</td>
<td>MTWTh</td>
<td>Obasohan,V</td>
<td>SS314</td>
</tr>
<tr>
<td>20198</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>Falcon,D</td>
<td>SS314</td>
</tr>
<tr>
<td>20025</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Obazuye,S</td>
<td>SS212</td>
</tr>
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</table>

**READING**

READ 42 requires 3 hrs. per week lab participation.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20204</td>
<td>3:00-5:15PM</td>
<td>MTWTh</td>
<td>Paige,M</td>
<td>LC218</td>
</tr>
<tr>
<td>20348</td>
<td>12:30-2:45PM</td>
<td>MTWTh</td>
<td>Miller,A</td>
<td>LC217</td>
</tr>
</tbody>
</table>

**READING**

READ 43 requires 3 hrs. per week lab participation.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20106</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>Renteria,R</td>
<td>LC218</td>
</tr>
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</table>

**REAL ESTATE**

RE 101 - 3.0 UNITS REAL ESTATE PRINCIPLES  
Transferable to UC, CSU  
Orientation: 7:00 pm, Tuesday - July 5 in BE 17.  
Class#20406 meets 07/05/2011-08/12/2011

**PSYCHOLOGY**

PSYC 101 - 3.0 UNITS GENERAL INTRODUCTORY PSYCHOLOGY  
Transferable to UC, CSU (CAN PSY 2)  
Recommendation: Satisfactory score on the English Placement Process or ENGL 52 with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20102</td>
<td>5:45-8:00PM</td>
<td>MTWTh</td>
<td>Duva,M</td>
<td>SS212</td>
</tr>
<tr>
<td>20193</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Gaffaney,T</td>
<td>SS214</td>
</tr>
<tr>
<td>20211</td>
<td>9.0 HRS ARR  (OL)</td>
<td></td>
<td>Duff,K</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

**SOCIOLOGY**

SOC 101 - 3.0 UNITS INTRODUCTORY SOCIOLOGY PRINCIPLES  
Transferable to UC, CSU (CAN SOC 2)  
Class#20110 meets 07/05/2011-08/12/2011

**SPANISH**

SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH  
Transferable to UC, CSU (CAN SPAN 2)  
Class#20027 meets 07/05/2011-08/12/2011

**SPEECH**

SPCH 100 - 3.0 UNITS FUNDAMENTALS OF ORAL COMMUNICATION  
Transferable to UC, CSU (CAN SPCH 2)  
Class#20347 meets 07/05/2011-08/12/2011

**PSYCHOLOGY**

PSYC 241 - 3.0 UNITS INTRODUCTION TO PSYCHOLOGY  
Transferable to UC, CSU  
Recommendation: PSYC 101 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20250</td>
<td>12:30-2:45PM</td>
<td>MTWTh</td>
<td>Lewellen,R</td>
<td>SS213</td>
</tr>
</tbody>
</table>

**SOCIOLOGY**

SOC 120 - 3.0 UNITS INTRODUCTION TO HUMAN SEXUALITY  
Transferable to UC, CSU  
Class#20436 meets 07/05/2011-08/12/2011

**REAL ESTATE**

RE 101 - 3.0 UNITS REAL ESTATE PRINCIPLES  
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>20406</td>
<td>9:00-11:15AM</td>
<td>MTWTh</td>
<td>Brady,M</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

**REAL ESTATE**

RE 101 - 3.0 UNITS REAL ESTATE PRINCIPLES  
Class#20406 meets 07/05/2011-08/12/2011

**SPEECH**

SPCH 100 - 3.0 UNITS FUNDAMENTALS OF ORAL COMMUNICATION  
Transferable to UC, CSU (CAN SPCH 2)  
Class#20347 meets 07/05/2011-08/12/2011

**SOCIOLOGY**

SOC 101 - 3.0 UNITS INTRODUCTORY SOCIOLOGY PRINCIPLES  
Transferable to UC, CSU (CAN SOC 2)  
Class#20110 meets 07/05/2011-08/12/2011

**SPANISH**

SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH  
Transferable to UC, CSU (CAN SPAN 2)  
Class#20027 meets 07/05/2011-08/12/2011

**SOCIOLOGY**

SOC 120 - 3.0 UNITS INTRODUCTION TO HUMAN SEXUALITY  
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>20436</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Pirtle,D</td>
<td>SS316</td>
</tr>
</tbody>
</table>

**REAL ESTATE**

RE 101 - 3.0 UNITS REAL ESTATE PRINCIPLES  
Class#20406 meets 07/05/2011-08/12/2011

**SOCIOLOGY**

SOC 101 - 3.0 UNITS INTRODUCTORY SOCIOLOGY PRINCIPLES  
Transferable to UC, CSU (CAN SOC 2)  
Class#20110 meets 07/05/2011-08/12/2011

**SPANISH**

SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH  
Transferable to UC, CSU (CAN SPAN 2)  
Class#20027 meets 07/05/2011-08/12/2011

**SOCIOLOGY**

SOC 120 - 3.0 UNITS INTRODUCTION TO HUMAN SEXUALITY  
Transferable to UC, CSU  
Class#20436 meets 07/05/2011-08/12/2011

**REAL ESTATE**

RE 101 - 3.0 UNITS REAL ESTATE PRINCIPLES  
Class#20406 meets 07/05/2011-08/12/2011

**SOCIOLOGY**

SOC 101 - 3.0 UNITS INTRODUCTORY SOCIOLOGY PRINCIPLES  
Transferable to UC, CSU (CAN SOC 2)  
Class#20110 meets 07/05/2011-08/12/2011

**SPANISH**

SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH  
Transferable to UC, CSU (CAN SPAN 2)  
Class#20027 meets 07/05/2011-08/12/2011

**SOCIOLOGY**

SOC 120 - 3.0 UNITS INTRODUCTION TO HUMAN SEXUALITY  
Transferable to UC, CSU  
Class#20436 meets 07/05/2011-08/12/2011
### SPCH 235 - 3.0 UNITS FUNDAMENTALS OF ARGUMENTATION AND PERSUASION

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

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20114</td>
<td>5:45-8:00PM</td>
<td>MTWTh</td>
<td>Sparks Jr., W</td>
<td>SS211</td>
</tr>
</tbody>
</table>

Class#20114 meets 07/05/2011-08/12/2011

### THEATRE ARTS

### TH 225 - 1.0 UNIT PORTABLE EVENT PRODUCTION

Transferable to CSU
Prerequisite: TH 223 or TH 224 or equivalent with grades of Pass or "C" or higher.
Recommendation: TH 120, TH 133, or TH 134 or equivalent with grades of Pass or "C" or higher

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20484</td>
<td>10:00-11:30AM</td>
<td>W</td>
<td>Ward, D</td>
<td>BC 20</td>
</tr>
<tr>
<td></td>
<td>12:00-5:00PM</td>
<td>W</td>
<td>Ward, D</td>
<td>BC 20</td>
</tr>
</tbody>
</table>

Class#20484 meets 05/23/2011-07/01/2011

### WELDING

### WELD 54L - 2.0 UNITS ADVANCED PIPE WELDING

Not Transferable
Prerequisite: WELD 52 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21334</td>
<td>4:00-7:00PM</td>
<td>TTh</td>
<td>Pacheco, R</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>7:30-10:30PM</td>
<td>TTh</td>
<td>Pacheco, R</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

### WELD 120 - 5.0 UNITS BEGINNING ARC WELDING

Transferable to CSU
Recommendation: WELD 100 with a grade of Pass or "C" or higher, or concurrent enrollment, or appropriate work experience.

<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>7:00-11:00AM</td>
<td>TTh</td>
<td>Johnson, B</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>11:30-3:30PM</td>
<td>TTh</td>
<td>Johnson, B</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Class#21335 meets 07/05/2011-08/12/2011

### WELD 130 - 5.0 UNITS GAS TUNGSTEN ARC WELDING FUNDAMENTALS

Transferable to CSU
Recommendation: WELD 100 or WELD 120 or equivalent with a grade of Pass or "C" or higher, or concurrent enrollment, or appropriate work experience.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21337</td>
<td>7:00-11:00AM</td>
<td>TTh</td>
<td>Tait, M</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>11:30-3:30PM</td>
<td>TTh</td>
<td>Tait, M</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Class#21337 meets 07/05/2011-08/12/2011

### WELD 210L - 2.0 UNITS ARC WELDING APPLICATIONS

Transferable to CSU
Prerequisite: WELD 200 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21339</td>
<td>9:00-11:00AM</td>
<td>TTh</td>
<td>Johnson, B</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>11:30-3:30PM</td>
<td>TTh</td>
<td>Johnson, B</td>
<td>ME 13</td>
</tr>
<tr>
<td>21340</td>
<td>4:00-7:00PM</td>
<td>TTh</td>
<td>Pacheco, R</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>7:30-10:30PM</td>
<td>TTh</td>
<td>Pacheco, R</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

### WELD 240 - 2.0 UNITS ADVANCED GAS TUNGSTEN ARC WELDING LABORATORY

Transferable to CSU
Prerequisite: WELD 130 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21342</td>
<td>9:00-11:00AM</td>
<td>TTh</td>
<td>Tait, M</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>11:30-3:30PM</td>
<td>TTh</td>
<td>Tait, M</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

### WELD 250L - 2.0 UNITS GAS TUNGSTEN ARC WELDING APPLICATIONS

Transferable to CSU
Prerequisite: WELD 240 or equivalent with a grade of Pass or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>21341</td>
<td>9:00-11:00AM</td>
<td>TTh</td>
<td>Tait, M</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>11:30-3:30PM</td>
<td>TTh</td>
<td>Tait, M</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
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, citizenship and other basic skills is offered within the non-credit Adult Education unit. Some classes are offered in both English and Spanish. General Education Development, 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) 860-2451, ext. 2496

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 and submit to the Adult Education office located in CE 11.
3. WALK-IN REGISTRATION
   You may register in person at the Office of Adult Education & Diversity Programs. Call (562) 467-5098 for office hours.
   If you are registering for an ESL, or Vocational ESL, or GED class, an assessment test will need to be taken.
4. SEE A COUNSELOR
   Counselors are available to talk with you about the right courses for you. Call (562) 467-5098 to schedule an appointment.
ESL/CITIZENSHIP

This course prepares adults for the citizenship process, the INS examination, and interview. The course will also emphasize oral communication and strengthen English language skills for those limited in English.
CUIDADANIA
Preparese para el examen de ciudadania y la entrevista con inmigracion, aprendiendo al mismo tiempo Ingles.

AED 60.01- 0.0 UNIT  CITIZENSHIP I
Not Transferable
21329  8:00- 2:00PM Sat Cardona,R CB103
Class#21329 meets 05/29/2011-08/06/2011

ENGLISH AS A SECOND LANGUAGE

Four levels are offered to assist you in your language development. Emphasis is placed on oral communication and conversational language.
INGLES COMO SEGUNDO IDIOMA
Cuatro niveles de ingles se ofrecen para ayudarte a desarrollar sus conocimientos del idioma Ingles. Esta clase esta enfocada en comunicacion oral y conversacion del idioma ingles.

AED 42.15- 0.0 UNIT  HIGH BEGINNING ENGLISH AS A SECOND LANGUAGE
Not Transferable
21325  4:30- 8:30PM F Chen,L    CB102
8:30- 3:00PM Sat  Chen,L    CB102
20952  4:30- 9:15PM MTWTh Sanchez,M CB102
Class#20952 meets 07/05/2011-08/11/2011

AED 42.16 - 0.0 UNIT  LOW INTERMEDIATE ENGLISH AS A SECOND LANGUAGE
Not Transferable
21326  4:30- 8:30PM F Nunez,M    CB106
8:30- 3:00PM Sat  Nunez,M    CB106
21370  8:30- 1:15PM MTWTh Robles,M SL107

AED 42.17 - 0.0 UNIT  HIGH INTERMEDIATE ENGLISH AS A SECOND LANGUAGE
Not Transferable
21327  4:30- 8:30PM F Perez,C    CB105
8:30- 3:00PM Sat  Perez,C    CB105
20949  4:30- 9:15PM MTWTh Sanchez,S CB105
Class#20949 meets 07/05/2011-08/01/2011

AED 49.02 - 0.0 UNIT  VOCATIONAL ENGLISH AS A SECOND LANGUAGE
Not Transferable
20913  4:15- 6:45PM TTHF Villar,S NOR *
Class#20913 meets 05/23/2011-08/12/2011

GENERAL EDUCATION DEVELOPMENT (GED)

This GED course consists of five examinations in the areas of writing skills, social studies, science, literature, the arts and mathematics. This course will prepare students to take the battery of GED tests.
PREPARE PARA TOMAR EL EXAMEN EQUIVALENTE A LA PREPARATORIA
Este curso consiste en cinco materias que son escritura, ciencias sociales, literatura, arte y matematicas. Estas clases lo capacitan para pasar el examen y obtener su certificado de preparatoria.

AED 42.11 - 0.0 UNIT  SPANISH GED TEST PREP-B
Not Transferable
21323  4:30- 8:30PM F Ramos,M    CB104
8:30- 3:00PM Sat  Ramos,M    CB104

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 offers the following apprenticeship programs:
Field Ironworkers
SC/PDCA Painters & Decorators of California
ABC – Associated Builders and Contractors

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

DISABLED STUDENT PROGRAMS AND SERVICES

Classes designed for individuals with disabilities are available through Adult Education. For additional information please refer to the DSPS Program information in this schedule, or visit our website at www.cerritos.edu/dsps.

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
## Site Locations

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Artesia Community Center</td>
<td>18750 Clarkdale Ave., Artesia</td>
</tr>
<tr>
<td>ACH</td>
<td>Artesia Christian Home</td>
<td>11614 E. 183rd St., Artesia</td>
</tr>
<tr>
<td>CDCL</td>
<td>Children’s Dental Clinic</td>
<td>300 East Buckthorn, Inglewood</td>
</tr>
<tr>
<td>COCC</td>
<td>One-Stop Career Center Plus SELACO WIA</td>
<td>10900 E. 183rd St., Suite 392, Cerritos</td>
</tr>
<tr>
<td>CSRC</td>
<td>Cerritos Senior Center</td>
<td>12340 South St., Artesia</td>
</tr>
<tr>
<td>DCC</td>
<td>Downey Community Senior Center</td>
<td>7810 Quill Dr., Downey</td>
</tr>
<tr>
<td>DRC</td>
<td>Downey Retirement Center</td>
<td>11500 Dolan Ave., Downey</td>
</tr>
<tr>
<td>FOUN</td>
<td>Founder’s House of Hope</td>
<td>18025 Pioneer Blvd., Artesia</td>
</tr>
<tr>
<td>HDSN</td>
<td>H. Claude Hudson Comprehensive Health Clinic</td>
<td>2829 South Grand Ave., Los Angeles</td>
</tr>
<tr>
<td>LBVA</td>
<td>Veteran’s Affairs Long Beach</td>
<td>5901 E. 7th St., Long Beach</td>
</tr>
<tr>
<td>LMAC</td>
<td>La Mirada Activity Center</td>
<td>13810 La Mirada Blvd., La Mirada</td>
</tr>
<tr>
<td>LMGM</td>
<td>La Mirada Gymnasium</td>
<td>15105 Alicante Rd., La Mirada</td>
</tr>
<tr>
<td>LMRC</td>
<td>La Mirada Resource Center</td>
<td>13710 La Mirada Blvd., La Mirada</td>
</tr>
<tr>
<td>MIRH</td>
<td>Mirada Hills</td>
<td>12200 La Mirada Blvd., La Mirada</td>
</tr>
<tr>
<td>MPRL</td>
<td>Imperial Convalescent Home</td>
<td>12926 La Mirada Blvd., La Mirada</td>
</tr>
<tr>
<td>NBRC</td>
<td>Neighborhood Center</td>
<td>9255 Pioneer Blvd., Santa Fe Springs</td>
</tr>
<tr>
<td>NMN</td>
<td>Norwalk Meadows Nursing Center</td>
<td>10625 Leffingwell Rd., Norwalk</td>
</tr>
<tr>
<td>NOR</td>
<td>Northgate Store</td>
<td>Contact department office for location</td>
</tr>
<tr>
<td>NSC</td>
<td>Norwalk Senior Center</td>
<td>14040 San Antonio Dr., Norwalk</td>
</tr>
<tr>
<td>PIH</td>
<td>Presbyterian Intercommunity Hospital</td>
<td>12401 E. Washington Blvd., Whittier</td>
</tr>
<tr>
<td>RHCC</td>
<td>Rivera Health Care Center</td>
<td>8203 Telegraph Rd., Pico Rivera</td>
</tr>
<tr>
<td>RYBL</td>
<td>Edward R. Roybal Comprehensive Health Clinic</td>
<td>2345 S. Fetterly Ave., Los Angeles</td>
</tr>
<tr>
<td>SAD</td>
<td>Saddleback Square</td>
<td>12440 Firestone Blvd., Norwalk</td>
</tr>
<tr>
<td>TBD</td>
<td>To be determined</td>
<td>Contact department office for location</td>
</tr>
<tr>
<td>VECH</td>
<td>Villa Elena Convalescent Hospital</td>
<td>13226 Studebaker Rd., Norwalk</td>
</tr>
<tr>
<td>WDCR</td>
<td>Woodruff Care</td>
<td>16409 Woodruff Ave., Bellflower</td>
</tr>
</tbody>
</table>

For more information, please contact the appropriate department 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, 2011
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 and technology. In place of traditional classroom delivery, voice, video, data, and print are used to bridge the instructional gap. Cerritos College offers online and hybrid courses. All courses carry full academic credit and their content is equivalent to what you would receive in a more traditional mode of delivery.

WHAT SKILLS ARE REQUIRED FOR ONLINE LEARNING?
Before registering for any online course, you should make sure that you are proficient in the following areas: basic computing, web browsing, email, and word processing. Your instructor will not teach these skills as part of the course content. If you do not possess these skills, you can register for EDT 50, Preparation for Online Learning, or CIS 101, Introduction to Computer Info Systems.

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

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

ENROLLING IN AN ONLINE COURSE?
Students enroll in online sections in the same manner as regular classes. Consult the general enrollment procedures in this schedule for more information.

ACCESSING ONLINE AND HYBRID COURSES:
Go to the TalonNet website, http://talonnet.cerritos.edu, and log on with your username and password.

Username: This is your 7-digit student ID number. Example: John Smith, ID #1234567.
Password: Your initial password is your 6-digit date of birth in the “mmddyy” format. Example: John Smith’s date of birth is May 30, 1990. His password would be 053090.

MANDATORY ORIENTATION:
There is 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 the orientation and/or contact your instructor prior to the 1st week of class or you will be dropped.** If the orientation for an online class conflicts with a class that meets on campus, you must attend the on campus class and notify the online instructor about the conflict in advance.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Title</th>
<th>Instructor</th>
<th>Time</th>
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<tbody>
<tr>
<td>ANTH 115</td>
<td>3</td>
<td>Physical Anthropology</td>
<td>Abruzzese</td>
<td>2nd 6 weeks</td>
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<td>See TalonNet at <a href="http://www.cerritos.edu/abbruzzese">www.cerritos.edu/abbruzzese</a> for specific course instructions or email at <a href="mailto:mabbruzzese@cerritos.edu">mabbruzzese@cerritos.edu</a>.</td>
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<td>See TalonNet at <a href="http://www.cerritos.edu/mbellas">www.cerritos.edu/mbellas</a> for specific course instructions or email at <a href="mailto:bellas@cerritos.edu">bellas@cerritos.edu</a>.</td>
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## ART

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<tbody>
<tr>
<td>ART 100</td>
<td>3</td>
<td>Introduction to World Art</td>
<td>MacDevitt</td>
<td>2nd 6 weeks</td>
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<td></td>
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<td>Students must check website for directions and information. <a href="http://www.macdevitt.com">www.macdevitt.com</a>, email at <a href="mailto:james@macdevitt.com">james@macdevitt.com</a></td>
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## BUSINESS ADMINISTRATION

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<tbody>
<tr>
<td>BA 100</td>
<td>3</td>
<td>Fundamentals of Business</td>
<td>Finkelstein</td>
<td>2nd 6 weeks</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>.</td>
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<td>BA 106</td>
<td>3</td>
<td>Human Resource Management</td>
<td>Moriarty</td>
<td>2nd 6 weeks</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>.</td>
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<tr>
<td>BA 107</td>
<td>3</td>
<td>Human Relations in Business</td>
<td>Livingston</td>
<td>2nd 6 weeks</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a>.</td>
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## BUSINESS COMMUNICATIONS

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<tbody>
<tr>
<td>BCOM 46</td>
<td>3</td>
<td>Business Communications</td>
<td>Sharp</td>
<td>2nd 6 weeks</td>
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<td>Orientation: TW 07-05-11 9:00 am BE 14</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a>. <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a></td>
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## BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES

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<tr>
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<th>Time</th>
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</thead>
<tbody>
<tr>
<td>BCOT 62</td>
<td>1</td>
<td>Computer Keyboarding</td>
<td>Sharp</td>
<td>2nd 6 weeks</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a> and TalonNet.</td>
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<td>NOTE: A material fee of $1.00 is required for BCOT 62.</td>
</tr>
<tr>
<td>BCOT 113</td>
<td>3.5</td>
<td>Microsoft Excel</td>
<td>Soden</td>
<td>2nd 6 weeks</td>
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<td>Orientation: TW 07-05-11 9:00 am BE 14</td>
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<tr>
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<td>All class information will be available at <a href="http://www.cerritos.edu/bread">www.cerritos.edu/bread</a> and TalonNet.</td>
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<td>NOTE: A material fee of $4.00 is required for BCOT 113.</td>
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## COMPUTER INFORMATION SYSTEMS

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<tr>
<td>CIS 101</td>
<td>3</td>
<td>Introduction to Computer Information Systems</td>
<td>Fuschetto</td>
<td>2nd 6 weeks</td>
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<td>Orientation: TW 07-05-11 9:00 am BE 14</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a>. <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a></td>
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<td>NOTE: A material fee of $1.00 is required for BCOT 62.</td>
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## ECONOMICS

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<tr>
<td>ECON 202</td>
<td>3</td>
<td>Principles of Microeconomics</td>
<td>Keenan</td>
<td>2nd 6 weeks</td>
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<td>See web page at <a href="http://www.cerritos.edu/dkeenan">www.cerritos.edu/dkeenan</a> or email at <a href="mailto:DianeKeenan21@charter.net">DianeKeenan21@charter.net</a>.</td>
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<tr>
<td>ECON 202M</td>
<td>3</td>
<td>Principles of Microeconomics</td>
<td>Keenan</td>
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<td>See web page at <a href="http://www.cerritos.edu/dkeenan">www.cerritos.edu/dkeenan</a> or email at <a href="mailto:DianeKeenan21@charter.net">DianeKeenan21@charter.net</a>.</td>
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## ENGLISH

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<tr>
<td>ENGL 100</td>
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<td>Freshman Composition</td>
<td>Whitson</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a>. <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a></td>
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<td>ENGL 103</td>
<td>3</td>
<td>Critical and Argumentative Writing</td>
<td>Stiles</td>
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## LAW

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<th>Instructor</th>
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<tbody>
<tr>
<td>LAW 111</td>
<td>3</td>
<td>Business Law</td>
<td>Pnable</td>
<td>2nd 6 weeks</td>
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## PHYSICAL EDUCATION

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<tbody>
<tr>
<td>PE 141</td>
<td>3</td>
<td>Fitness and Wellness</td>
<td>Edwards</td>
<td>2nd 6 weeks</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a> and TalonNet.</td>
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<td>NOTE: A material fee of $1.00 is required for BCOT 62.</td>
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## PSYCHOLOGY

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<tbody>
<tr>
<td>PSYC 101</td>
<td>3</td>
<td>General Introductory Psychology</td>
<td>Duff</td>
<td>2nd 6 weeks</td>
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<td>All class information will be available at <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a>. <a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a></td>
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## REAL ESTATE

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<td>RE 101</td>
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<td>Real Estate Principles</td>
<td>Brady</td>
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## ONLINE COURSES

Most work and communications occur online. Access to email and the Internet is required.
HYBRID COURSES

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

COMPUTER INFORMATION SYSTEMS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Title</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>CIS 103</td>
<td>3.5</td>
<td>Computer Programming Logic</td>
<td>Mellas</td>
<td>TWTh 5:00-7:00 pm</td>
<td>LA 5</td>
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<td>TWTh 7:00-10:00 pm</td>
<td>SS 139</td>
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<td>Orientation: T 07-05-11 7:00-9:00 pm</td>
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<td>SS 139</td>
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READING

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<tbody>
<tr>
<td>READ 54</td>
<td>3</td>
<td>Advanced College Reading</td>
<td>Codd</td>
<td>MTWTh 10:15-12:30 pm</td>
<td>LC 217</td>
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<td>Email at <a href="mailto:gcodd@cerritos.edu">gcodd@cerritos.edu</a></td>
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<td>Belroy</td>
<td>MTWTh 7:00-9:15 pm</td>
<td>LC 217</td>
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SPEECH

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<tr>
<td>SPCH 100</td>
<td>3</td>
<td>Fundamentals of Oral Communication</td>
<td>Rosenfeld</td>
<td>MTWTh 12:30-2:45 pm</td>
<td>SS 224</td>
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<td><a href="http://www.cerritos.edu/rosenfeld">www.cerritos.edu/rosenfeld</a> or email at <a href="mailto:rosenfeld@cerritos.edu">rosenfeld@cerritos.edu</a></td>
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<td>Hoppe-Nagao</td>
<td>MTWTh 5:45-8:00 pm</td>
<td>SS 207</td>
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<td><a href="http://www.cerritos.edu/anagao">www.cerritos.edu/anagao</a> or email at <a href="mailto:anagao@cerritos.edu">anagao@cerritos.edu</a></td>
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</tbody>
</table>
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 this 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 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 Faculty and Staff Diversity Officer. The College’s policies and procedures are available on the website.

POLICY ON SEXUAL AND OTHER ASSAULTS

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

Please see Board Policy 3540 and Administrative Procedure 3540, Sexual and Other Assaults on Campus, for more information. This Policy and Procedure are on the Board Policy webpage at: http://cms.cerritos.edu/board/policies/board-policies.
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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

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

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

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

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

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

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

Reference: Board Policy and Administrative Procedure 5040
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.

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.

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.)

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.
Associate in Arts Degree
General Education
2010-11
Plan A
Degree and/or Career Option

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

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

2. MATHEMATICS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Earn a score on the Advanced Math Readiness test sufficient for placement in a course above the level of MATH 80 or MATH 80B.
   b. Completion of MATH 80 or MATH 80B with a grade of Pass, or “C”, or higher.
   c. For other options, see your counselor.

3. READING PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Earn a score on the reading proficiency test sufficient for placement in a course above the level of READ 54.
   b. Completion of READ 54 with a grade of Pass, or “C”, or higher.
   c. For other options, see your counselor.

   NOTE: Students completing both English 52 and Reading 54 will be able to count the units from only one course towards the associate in arts degree.

4. WRITING PROFICIENCY REQUIREMENT:
   Completion of ENGL 100 with a grade of Pass, or “C”, or higher.

5. HEALTH AND WELLNESS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Completion of at least one unit of a Physical Education activity course from the approved department list below:
   b. Completion of HED 100, 101, 103, or 200; TH 140-143; HO 100 or 152; CDEC 161; PE 100 or WS 103.
   c. Enrollment and completion of Allied Health program (DA, DH, RN, PTA, Pharm Tech, MA).
   d. For other options, see your counselor.

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

History 110, 120, 204, 210, 220, 221, 230, 235, 241, 242, 245, 246, 250, 255, 260, 265, **270, 275
Journalism 100
Physical Education 106
Political Science 110, 210, 220, 230, 260
Psychology 101, 150, 251, 261, 271
Sociology 101, 110, 120, 201, 202, 205, 210, 215, **225, 230, 250
Speech 110
Women's Studies 101, 106, 202, 204, 205, 206

(2) COMMUNICATION AND ANALYTICAL THINKING
Business Communication **148
Computer and Information Sciences **101, **102, **103, **178
Engineering Design Technology **131
English 101, 103
Mathematics **80, **80B, 110A, 110B, 112, 114, 115, 116, 140, 150, 170, 190, 220, 240
Philosophy 103, 106
Psychology 103, 210
Reading 200
Speech **60, 100, 120, 130, 132, 150, 235, **271

(1) FINE ARTS AND HUMANITIES: 3 UNITS MINIMUM FROM EITHER FINE ARTS OR HUMANITIES

(1) FINE ARTS
Architecture **110, 112
Dance 100, 101
Humanities: *108, *109
Music 100, 101, 102, 103, 104, 104B, 105
Photography 100, 160
Theatre 101, 102, 103, 104, **110, 150, RTV/TH 151, RTV 152, TH 159

(2) HUMANITIES
Art *108, *109
Chinese 101
French 101, 102, 201, 202, 203
German 101, 102, 201, 202
Humanities 100, *108, *109
Japanese 101, 102, 201, 202
Philosophy 100, 102, 104, **105, **108, 200, 201, 204, 206
Photography 150
Sign Language 101, 102, 201
Spanish 101, 102, 111, 112, 201, 202, 206, 210, 245
Speech 140, **145
Women's Studies 102
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

* These courses appear in more than one category, but may only be counted once.
** These courses do not meet the General Education Requirements for CSU or IGETC.

NOTE: The preceding graduation requirements apply to students who were in attendance during the 2010-11 school year and thereafter. Students who enrolled prior to Fall 2010 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
2010-11
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.

STATE UNIVERSITY
GENERAL EDUCATION
CERTIFICATION REQUIREMENTS

A maximum of 39 units is required to fulfill the CSU lower division general education requirements, with the units to be distributed as follows:

Nine (9) units in Area A; nine (9) units in Areas B, C and D, with no more than 30 units total in areas B through D combined; and three (3) units in Area E.

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

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

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

B) Natural Science and Mathematics: 9 units minimum.
   Take a course from category 1, 2 and 3. AT LEAST ONE
   LABORATORY (LAB) MUST BE INCLUDED IN
   CATEGORY 1 or CATEGORY 2.
   1. Physical Sciences
      Astronomy 102, 103, 104, 105L (lab), 106
      Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)
      Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)
      Energy 110
      Geography 101, 101L (lab), 103
      Geology 101 (lab), 201 (lab), 204, 207 (lab), 208, 209
      Physical Science 100, 112 (not considered a LAB science for
      CSU GE)
      Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)
   2. Biological Sciences
      Anatomy and Physiology 120 (lab), 130 (lab), 150 (lab),
      151 (lab), 200 (lab), 201 (lab)
      Anthropology 115, 115L (lab)
      Biology 105, 110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab), 202
      Botany 120 (lab)
      Microbiology 200 (lab)
      Psychology 241
      Zoology 120 (lab)
   3. Mathematical Concepts
      Mathematics 110A, 110B, 112, 114, 115, 116, 140,
      150, 170, 190, 220, 240
      Psychology 210

C) Fine Arts and Humanities: 9 units minimum.
   Take one course in category 1 and 2. The third course may be
   taken in either category
   1. Fine Arts
      Architecture 112
      110, 113, 116, 120, 130A, 144, 150, 193
      Dance 100, 101
      Humanities *108, *109
      Music 100, 101, 102, 103, 104, 104B, 105
      Photography 100, 160
      Theatre 101, 102, 103, 104, 150, RTV/TH 151, RTV 152, TH159
2. Humanities
   Art *108, *109
   Chinese 101
   French 101, 102, 201, 202, 203
   German 101, 102, 201, 202
   Humanities 100, *108, *109
   Japanese 101, 102, 201, 202
   Philosophy 100, 102, 104, 200, 201, 204, 206
   Photography 150
   Sign Language 101, 102, 201
   Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245
   Speech 140
   Women's Studies 102

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

1. American History
   History *101, *102, *103
   (Any one of these courses meet the requirement in U.S. History)
2. American Government
   Political Science 101, 201
   (Either of these courses meet the requirement for Constitution and American Ideals)
3. Social, Political, Historical and Economic Institutions
   Administration of Justice 101
   Anthropology 100, 120, 170, 200, 201, 202, 203, *205
   Child Development *110
   Economics 101, 102, 201, 201M, 202, 202M, 204
   Environmental Policy 200
   Geography 102, 105
   Journalism 100
   Physical Education *106
   Political Science 110, 210, 220, 230, 260
   Psychology 101, *150, 251, 261, 265, 271
   Sociology 101, *110, *120, 201, 202, 205, 210, 215, 230, 250
   Speech 110
   Women's Studies 101, *106, 202, 204, *205, 206

E) Self-Development: 3 units minimum.
   Take one course from the following:
   Anthropology *205
   Child Development *110
   Counseling 200
   Finance 125
   Health Education 100, 101
   Health Occupations 152
   Physical Education *106, 141
   Psychology *150, 245
   Sociology *110, *120
   Women's Studies *106, *205

* These courses appear in more than one category, but may be used only to satisfy one category.

NOTE: Changes in the above General Education requirements may occur from time to time. If courses are added to or deleted from the pattern, this may affect a student's selection of courses. Students do not have catalog rights to a certification pattern, regardless of their continual attendance status.

CSU Transfer credit is noted in individual catalog course descriptions. A complete list of CSU transferable courses offered by Cerritos College can be found on ASSIST website at www.assist.org.
Associate in Arts Degree
General Education
2010-11
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+, 133+

AREA 2  MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(1 course, 3 semester/4-5 quarter units)
   Mathematics 112+, 114+, 115, 116+, 150+, 170+, 190, 220, 240
   Psychology 210+

AREA 3  ARTS AND HUMANITIES
(3 courses, with at least one from A and one from B below; 9 semester/12-15 quarter units)

A) Arts
   Architecture 112
   Dance 100, 101
   Humanities *108, *109
   Music 100, 101, 103, 104, 104B, 105
   Photography 160
   Theatre 101, 102, 103, 104, 150, 159

B) Humanities
   Art *108, *109
   French 201, 202
   German 102, 201, 202
   Humanities 100, *108, *109
   Japanese 102
   Philosophy 100, 102, 104, 200, 201, 204, 206
   Photography 150
   Sign Language 201
   Spanish 102+, 112+, 201, 202, 205, 210, 245
   Women's Studies 102

AREA 4  SOCIAL AND BEHAVIORAL SCIENCES
(3 courses from at least two disciplines or an interdisciplinary sequence; 9 semester/12-15 quarter units)
   Anthropology 100, 120, 170, 200, 201, 202, 203, 205
   Child Development 110
GENERAL EDUCATION REQUIREMENTS FOR THE
ASSOCIATE DEGREE AND FOR TRANSFER TO THE
CALIFORNIA STATE UNIVERSITY
AND UNIVERSITY OF CALIFORNIA

Economics 101+, 102, 201, 202
Environmental Policy 200
Geography 102, 105
History 101+, 102+, 103+, 110, 120, 204, *210+, *220,
*275
Physical Education 106
Political Science 101+, 201, 210, 220, 230
Psychology 101, 150, 251, 261, 265+, 271
Sociology 101, 110, 120, 201, 202+, 205, 210, 215, 250
Speech 110
Women's Studies 101, 106, 202+, 204, 205, 206

AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES
(2 courses, one from A and one from B below; at least one course
must include laboratory (lab); 7-9 semester/9-12 quarter units)

A) Physical Sciences
   Astronomy 102+, 103+, 104, 105L (lab) 106
   Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)
   Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110+ (lab)
   Geography 101, 101L (lab), 103
   Geology 101 (lab), 201 (lab), 207 (lab), 208, 209
   Physical Science 100+
   Physics 100+ (lab), 101+ (lab), 102+ (lab), 201+ (lab), 202+
   (lab), 203+ (lab)
B) Biological/Life Sciences
   Anatomy and Physiology 120+ (lab), 130+ (lab), 150+ (lab),
   151+ (lab), 200+ (lab), 201+ (lab)
   Anthropology 115, 115L (lab)
   Biology 115 (lab), 120+ (lab), 200 (lab), 201 (lab), 202
   Botany 120 (lab)
   Microbiology 200 (lab)
   Psychology 241
   Zoology 120 (lab)

* These courses appear in more than one category, but may be used only
to satisfy one category.

ADDITIONAL REQUIREMENTS

A) UC ONLY: Language other than English
   There are several ways to satisfy this requirement. They include:
   a. Complete two years of the same foreign language in high
      school with a grade of “C” or higher.
   b. Complete first college course in any foreign language or SL
      101.
   c. Earn a minimum score of 500 on an appropriate College
      Board Achievement Test in a foreign language.
   d. For other options, see your counselor.

B) CSU ONLY: The CSU has a specific American Institutions
   requirement that is separate from the general education
   requirements. Courses used to meet the American Institutions
   requirement may be used to satisfy requirements for the IGETC,
at the discretion of the receiving CSU campus. It is recommended
that this requirement be met prior to transfer. The following will
meet the CSU American Institutions requirement.
6 units, one course from Group 1 and one course from Group 2.
Group 1: History 101+, 102+, 103+
Group 2: Political Science 101+, 201+

C) The UC-bound student should be aware of the American history
   and institutions requirements at the campus of choice.
   Requirements do 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.

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) is a campus support system designed to provide services and information to students who want to acquire, improve, review or maintain personal learning skills. The ASC has a centralized location where students develop learning skills that will improve their efficiency and effectiveness in the classroom. The ASC offers tutorial services in almost all subjects, individualized instruction from Cerritos College faculty, study skills workshops support for online students, computer proficiency certification and much more. All services are free to Cerritos College students. The ASC is located in the lower level of the LRC in LC166.

ACCIDENT INSURANCE

Accident insurance is provided by Cerritos College to all enrolled students in the event of an accident or injury during college sponsored and supervised activities. It may assist in covering medical bills incurred by students and athletes. There are benefit limitations and some exclusions in the policy, so it is important to work with the Student Health Services staff to insure optimum coverage. Students enrolled at Cerritos College, whose children are injured while using the officially designated child-care facility on campus, are covered by Accident Insurance.

ADMISSIONS AND RECORDS

The Admissions and Records Office has many functions. It is responsible for: application for admission, permanent records, transcript requests, student academic petitions, verification of student enrollment to appropriate institutions, and a segment of the enrollment procedure. Concerns should be directed to the Dean of Admissions, Records, and Services. Except during enrollment, the Admissions and Records Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8. For additional information visit our website at www.cerritos.edu/admissions.

ASSESSMENT TESTING

Assessment testing is administered in the Career Services Center. Results are used for advisement in selecting classes. Tests for reading, math, English writing, and ESL placement are administered in the Career Services Center. Please check our website at www.cerritos.edu/admissions/assessment-center for testing schedule.

ATHLETICS

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

The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts and clothing. MasterCard, Visa, American Express, and Discover are accepted. Summer hours are 8 a.m. – 4 p.m., Monday through Thursday; closed Friday through Sunday.

CALWORKS

The Cerritos College CalWORKs Program assists students who are receiving Temporary Assistance for Needy Families (TANF), are in good standing with the college, and have developed or are in the process of developing a welfare-to-work plan with the local county welfare office. The program provides eligible students with counseling, educational and career planning, job search assistance, referrals to campus and community based organizations, up-to-date information regarding Welfare Reform Rules, and advocacy with the Department of Public Social Services (DPSS). For eligible students, the CalWORKs program also provides work-study opportunities. The CalWORKs office is located in the Career Services Center. To make an appointment with a CalWORKs Counselor, please call (562) 860-2451, ext. 2356. For additional information, please visit our website at www.cerritos.edu/calworks.

CAMPUS NEWS SERVICES AND SOCIAL MEDIA

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, located at 1700 on the AM dial or www.cerritos.edu/wpmd. These media, as well as the college itself, also provide news alerts through Twitter and Facebook. In addition, the Falcon Flyer, published by the ASCC, lists scheduled campus events and can be obtained in the Student Activities Office, and online at www.cerritos.edu/activities/calendar.

CAREER PLANNING

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

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; (4) Reentry Programs, ext. 2362; and (5) Transfer Center, ext. 2154. You may visit our website at www.cerritos.edu/career-services. The Career Services Center hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The Career Services Center will be closed on Fridays from May 27 through August 5.

CHILD DEVELOPMENT CENTER

The Cerritos College Child Development Center is a Nationally Accredited Program that services students, college employees and the community. The Center is also a laboratory school for future teachers in the field of
Early Childhood Education. Our purpose is to provide a safe, nurturing, exceptional early childhood education program for children from 2½ – 5 years old. Inspired by the schools of Reggio Emilia, Italy, we use a constructivist approach to learning. Cerritos College Child Development Center is open from 7:30 a.m. – 5:00 p.m., Monday through Friday. We foster an emergent curriculum, one that arises out of the children's interests and responses to the prepared indoor and outdoor classroom environment and their experiences. We offer three types of programs:

The Preschool Program serves children from ages 2½ – 5 years old and is available for full-time care anytime from 7:30 a.m. – 5 p.m. Part-time care is available Monday through Friday from 8 a.m. – 1 p.m.

The LAUP Program: The Los Angeles Universal Preschool program serves children turning 4 years old by December 2 and provides a school readiness program. We offer two sessions: a morning session that meets from 8:30 a.m. – 12:00 p.m., Monday through Friday, and an afternoon session from 1:00 p.m. – 4:30 p.m., Monday through Friday, from September to June.

California State Preschool Program: This program serves children year round who will turn 4 years of age by December 2, and offers a language-rich and print-rich environment in which to develop language, math, and scientific inquiry skills. This program is funded by the State Department of Education and families must meet the income and need eligibility requirements for no fee or reduced fees. CSPP is available Monday through Friday from 7:30 a.m. – 5:00 p.m.

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

Counselors are available in the Counseling Center to assist you with academic advisement, establishing realistic goals and devising a sound educational plan to meet those goals. Counselors can keep you abreast of current requirements for your major. Counselors are available on a half-hour appointment basis or on a limited walk-in basis for brief consultations. Online counseling is available at www.cerritos.edu/counseling. Counseling Center hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8.

DISABLED STUDENT PROGRAMS AND SERVICES

Disabled Student Programs and Services (DSPS) was established to provide support so that students with disabilities can participate in general campus programs and activities to the greatest extent feasible. Resources available to qualified disabled students include: specialized counseling and guidance classes, adaptive physical education, interpreters for the deaf, mobility aids, assistance with registration, assistive technology, and more. For more information call (562) 860-2451, ext. 2333; (562) 467-5043/TTY; (866) 971-0948/VP; or visit our website at http://www.cerritos.edu/dsps/.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS is a state-funded program designed to assist students who are educationally and financially disadvantaged. The program has a three-fold mission which includes: (1) recruitment, (2) retention, and (3) transfer to the university or employment. Services provided to EOPS students include a Summer Bridge program, academic counseling, early enrollment assistance, grants, university application waivers and EOP nominations, and an Achievement in Mathematics (AIM) program. The EOPS Office is located on the south side of the Administration Building. EOPS hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8.

FINANCIAL AID OFFICE

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 http://www.fafsa.gov. The federal school code for Cerritos College is 001161. Financial Aid Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8. For additional information visit our website at www.cerritos.edu/finaid.

HEALTH SERVICES

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. Summer office hours are Monday through Thursday, 8 a.m. – 4:30 p.m.; closed on Friday. We invite you to visit our website at www.cerritos.edu/shs or call (562) 860-2451, extension 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.

INTERNATIONAL STUDENT CENTER

The International Student Center welcomes F-1 international students to enroll in either the regular college academic program or the Intensive English Program at Cerritos College. The Center provides international students assistance with the regular international student and Intensive English Program admissions, counseling, immigration advisement, cultural adjustment and educational support while they pursue their academic goals. The Intensive English Program offers students the opportunity to acquire and improve their English skills and opportunities for cultural immersion. We assist international students in their relations with the United States Citizenship and Immigration Services (USCIS) under the Department of Homeland Security and other U.S. and foreign governmental agencies while they maintain proper immigration status at Cerritos College. Students with other visa status (e.g., B-2, F-2, H-4, etc.) are given the provisions to change to F-1 status. F-2 students attending high school should apply for F-1 visa status at least 3-4 months before graduating and transferring to Cerritos College. Mandatory medical insurance is required for all F-1
students attending Cerritos College. Visit our website at www.cerritos.edu/jsc or call us at (562) 860-2451, ext. 2133, for further information or for an international student application package.

JOB PLACEMENT EXT. 2366

Cerritos College students and alumni who are seeking employment may review job listings in the Job Placement center, located in the Career Services Center. Additional listings are accessible through the Internet. Assistance in seeking internships is also provided. Handouts on job search resources, resume writing, interviewing skills, and professional dress are available on request. Job Placement coordinates the Disney College Paid Internship Program, job fairs, major-related field trips and/or job shadowing. Job Placement hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Job Placement will be closed on Fridays from May 27 through August 5. For more information, call (562) 860-2451, ext. 2366, email job-placement-info@cerritos.edu, or visit us at www.cerritos.edu/career-services/job-placement.

LIBRARY AND LEARNING RESOURCE CENTER

The Wilford Michael Library and Learning Resource Center (LRC) is located near the center of campus. It provides a wide variety of services and materials. The library is available for study and research. It contains more than 110,000 books and reference materials and 200 print magazine and newspaper subscriptions. The library provides access to the integrated library catalog; the Internet; hundreds of magazine, journal, and newspaper titles in various online subscription databases. Copy machines are also available in the library for student use. Librarians are available for reference assistance.

The LRC houses the following services: Library (Ext. 2430), Independent Study Center (Ext. 2442), Instructional Media Services (Ext. 2438), Computer Assisted Instruction (CAI) (Ext. 2185), Innovation Center (Ext. 2797), Academic Support Center (ASC) (Ext. 2404), Math Learning Center (Ext. 2659), Reading Center (Ext. 2856), and Writing Center (Ext. 2855). Please call for the operating hours within each service area.

MENTAL WELLNESS PROGRAM EXT. 2321

Psychological services, crisis intervention, and referrals are available to students experiencing emotional problems or concerns. Please contact Student Health Services at extension 2321 for assistance or visit our website at www.cerritos.edu/shs.

PARKING EXT. 2325

All parking at Cerritos College is by permit only. A one-term parking permit may be ordered online by logging into MyCerritos at http://my.cerritos.edu and clicking the link “Buy Parking Permit”. Permits may also be purchased on campus in the Admissions and Records Office during regular office hours and at Campus Police during evenings and on weekends. A daily permit may be obtained from the yellow dispensers located in the student parking lots. The dispensers accept quarters or $1.00 bills (dispensers do not provide change or refunds). Metered parking is also available. Students may not park in staff parking lots or stalls unless they have a qualified disability, and have a valid “DP” plate or placard and a current student parking permit displayed. Visitors with qualified disabilities are not required to purchase a parking permit if they display a valid “DP” plate or placard and park in “Blue Curb” zones. Persons displaying a “DP” plate or placard may not park in spaces reserved for “Carpool” or Board Members. Parking is free in all white-lined stalls during the first week of each semester and the first week of the first summer session. VEHICLES WITHOUT A PERMIT OR INCORRECTLY PARKED MAY BE ISSUED A PARKING CITATION. PLEASE REFER TO THE COLLEGE CATALOG FOR ADDITIONAL PARKING INFORMATION.

RE-ENTRY RESOURCE PROGRAM EXT. 2362

The Re-entry Resource Program assists adults returning to school make a smooth transition, overcome barriers unique to returning adults, and successfully attain their college goals and objectives. Services include personal assistance, orientations, workshops based on re-entry student issues, support groups, and information regarding child care, financial aid, career counseling, job placement and community resources. Re-entry students of varied ages find these services relevant to their needs and interests. The Re-entry Resource Program is located in the Career Services Center. Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The re-entry Resource Program will be closed on Fridays from May 27 through August 5.

TRANSCRIPTS/VERIFICATION OF ENROLLMENT EXT. 2211

A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. If ordered on campus, the first two transcripts (whether official or unofficial) and verifications of enrollment are free. For subsequent copies, a fee of $3 is charged for each regular transcript; a $10 fee is charged for each rush transcript (2-hour turnaround). The fee for verification of enrollment is $2 for three to five working days processing time or $7 for 24-hour service. Please contact the Admission and Records Office by phone or check the website at www.cerritos.edu, “MyCerritos”, “Transcripts”, for information on ordering transcripts via the web.

TRANSFER CENTER EXT. 2154

The Transfer Center offers information, referrals and counseling services. The Center provides current information on transfer programs, general education information, educational advising with university representatives, and financial aid information for the university. The Transfer Center is located in the Career Services Center. Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8. Visit our website at www.cerritos.edu/transfer.

VETERAN’S EDUCATION OFFICE EXT. 3716/2120

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. The Veterans’ Education Office is located in the Veterans’ Resource Center. Hours are Monday through Thursday, 8 a.m. – 4 p.m. On Tuesday and Wednesday, the Veterans’ Education Office has evening hours in the Admissions and Records Office located in the Administration Building.
**ADMISIONES Y REGISTRO**

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 y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 8 a.m. – 7 p.m.; y Viernes, 8 a.m. – mediodía. El colegio estará cerrado los Viernes de Mayo 27 a Agosto 5, excepto por Junio 3 y Julio 8. Para obtener información adicional, visite nuestro sitio de web en www.cerritos.edu/admissions.

**EXÁMENES DE EVALUACIÓN**

Exámenes de evaluación se administran en el Centro de Recursos Profesionales (Career Service Center). Los resultados se utilizan para la asesoría en la selección de clases. Las pruebas de lectura, matemáticas, inglés escrito, y la colocación de ESL, son administrados en el Centro de Recursos Profesionales. Para información sobre los horarios de pruebas, por favor visite el sitio oficial de cerritos en www.cerritos.edu/career-services/assessment-testing.

**LIBRERÍA**

La librería de Cerritos College es operada por el Grupo Follet Higher Education, en asociación con la ASCC. La tienda brinda materiales necesarios, libros nuevos y usados, materiales de referencia, útiles escolares, bocadillos, regalos y ropa impresa. Mastercard, Visa, American Express y Discover son aceptados. Las horas de verano son de 8 a.m. – 4 p.m., de Lunes a Jueves; cerrado de Viernes a Domingo.

**CONSEJERÍA**

Los consejeros están disponibles en el Centro de Asesoramiento para ayudarle con asesoría académica, el establecimiento de metas realistas y la elaboración de un sólido plan de educación para alcanzar esos objetivos. Consejeros pueden mantenerle al corriente de las necesidades actuales de su carrera. Los consejeros están disponibles por medio de citas de media hora o limitadamente sin cita para breves consultas. Consejería en línea está disponible en www.cerritos.edu/counseling. El horario del Centro de Asesoramiento es Lunes y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 8 a.m. – 7 p.m.; y Viernes, 8 a.m. – mediodía. El colegio estará cerrado los Viernes de Mayo 27 a Agosto 5, excepto por Junio 3 y Julio 8.

**PROGRAMAS Y SERVICIOS PARA DISCAPACITADOS**

Programas y Servicios para Estudiantes Discapacitados (DSPS) fue creado para brindar apoyo a fin de que los estudiantes con discapacidades puedan participar, en general, en los programas y actividades de la institución en la mayor medida posible. Los recursos disponibles para estudiantes con discapacidades validados son: clases especializadas de orientación y asesoramiento, educación física de adaptación, intérpretes para sordos, ayudantes para movilizarse, asistencia con el proceso de matriculación, tecnología asistiva, y más. Para obtener más información, llame al (562) 860-2451 ext. 2333; (562) 467-5043/TTY; (866) 971-0948/VP; o visite nuestro sitio web en http://www.cerritos.edu/dsp.

**AYUDA FINANCIERA**

(Ubicada en el Edificio de la Administración) La Oficina de Ayuda Financiera ofrece becas, trabajo y oportunidades de estudio, préstamos y becas otorgadas por los gobiernos federales y estatales y agencias locales. La Solicitud Gratuita de Ayuda Federal para Estudiantes (FASFA) puede llenarse en la web en http://www.fafsa.gov. El código de Cerritos College es 001161. El horario de la Oficina de Ayuda Financiera es Lunes y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 8 a.m. – 7 p.m.; y Viernes, 8 a.m. – mediodía. El colegio estará cerrado los Viernes de Mayo 27 a Agosto 5, excepto por Junio 3 y Julio 8. Para obtener información adicional, visite nuestro sitio web en www.cerritos.edu/financial.

**ESTACIONAMIENTO**

Estacionamiento en Cerritos College es permitido sólo con permiso de estacionamiento. Permisos de estacionamiento para un semestre pueden ser adquiridos en línea visitando MyCerritos en el sitio http://mycerritos.edu y seleccionando “Buy Parking Permit” (comprar permiso de estacionamiento). Los permisos de estacionamiento también se pueden comprar en la Oficina de Admisiones y Registros durante el horario normal de oficina y en el Departamento de Policía de el colegio durante las noches o fines de semana. Permisos de estacionamiento para un sólo día pueden obtenerse en los dispensadores amarillos situados en los estacionamientos para estudiantes. Los dispensadores aceptan monedas de $.25 o billetes de $1 (Los dispensadores no proveen cambio o devoluciones). También hay estacionamiento medido disponible. Los estudiantes no deberán estacionarse en estacionamientos asignados a el personal a menos que sean discapacitados y tengan una placa o cartel “DP” y muestren un permiso vigente de estacionamiento para estudiantes. Los visitantes discapacitados no están obligados a adquirir un permiso de estacionamiento siempre y cuando muestren una placa o cartel “DP” válida y se estacionen en los espacios marcados de azul (“Blue Curb zones”). Las personas que expongan una placa o cartel “DP” no deberán estacionarse en los espacios reservados para vehículos de viaje compartido o para miembros del consejo (“Board Members”). Estacionamiento es gratis en todos los espacios delineados de blanco durante la primera semana de cada semestre y la primera semana de la primera sesión de verano. VEHICULOS SIN UN PERMISO O INCORRECTAMENTE ESTACIONADOS RECIBIRAN UNA INFRACCION DE ESTACIONAMIENTO. Favor de consultar el catálogo del colegio para obtener más información con respecto a estacionamiento.

**TASAS**

Cuota de Inscripción* ........................................... $26 por unidad

Cuota de Actividades Estudiantiles .......................... $4

Cuota de Servicios de Salud .................................. $13

Cuota de Estacionamiento (opcional)** ...................... $20

Cuota de Inscripción a no residentes ........................ $215 por unidad

*Sujeto a cambios legislativos.

**Permisos de estacionamiento serán enviados a los estudiantes para las instituciones pertinentes, y un segment de el

Si usted tiene preguntas o necesita información en español acerca del Colegio de Cerritos, llame por favor a la Oficina de Admisiones y Registro al numero (562) 860-2451, extensión 2211. El horario de oficina es Lunes y Jueves, 8 a.m. – 4:30 p.m.; Martes y Miércoles, 8 a.m. – 7 p.m.; y Viernes, 8 a.m. – mediodía. El colegio estará cerrado los Viernes de Mayo 27 a Agosto 5, excepto por Junio 3 y Julio 8. Información adicional está disponible en español en las páginas 6-10.
Individuals with limitations due to a disability may receive support services and instruction from Disabled Student Programs and Services (DSPS) at Cerritos. Students with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. All students are provided with an initial interview, counseling and referral. Non-classroom related assistance for all students includes registration assistance, campus orientation, placement tests, elevator access, parking, matriculation, and support with initial disability management issues. Special instruction and services which are classroom related and ongoing disability management are also provided. For further information or an initial appointment, contact DSPS at (562) 860-2451, ext. 2333; (562) 467-5043/TTY; (866) 971-0948/VP; or visit our website at http://www.cerritos.edu/dsps/.

**An advance appointment is required for further enrollment assistance.**

DSPS assists students with mobility, vision, psychological, or other health limitations. The services available to qualified students include: disability management, in-class aides, note takers, reading assistance, test taking assistance, referral to textbooks on tape, liaison with instructors, and access to a variety of on and off campus agencies such as the Department of Rehabilitation. All classroom-based support services that involve either testing accommodations or the use of support personnel (other than interpreters) are also provided by the Service Facilitator.

**The Instructional Support Center (ISC),** located near the Food Court, provides disability management, instruction, and technology support services to students with all types of disabilities. Services available include: pre-registration, interpreters and real time captioning, textbooks on tape, liaison with instructors and other campus offices, tape recorder and calculator loan, liaison with Regional Center and other agencies. The ISC also houses Learning and Evaluation Services, the Assistive Technology Training and Information Center, and Alternate Media Production Center. The Assistive Technology Training Center is for those students in need of alternative text or adapted access to computers. Brailled and large print texts and instruction in screen reader programs such as JAWS and voice activation software such as Dragon Dictate are present at this location. Adapted equipment and software is also located throughout the campus. An Independent Mediation Lab providing specialized instruction in approaches to accommodate the limitations of a cognitive disability is also available.

**Learning and Evaluation Services,** located within the ISC, provides learning disability evaluations and follow-up referrals for DSPS services and campus resources. These services include:

- Screening, testing and certification of learning disabilities.
- Recommendation for academic accommodations according to the unique assessment data gathered.
- Referral of students to the Instructional Support Center for in-class support services and to learn assistive technology.
- Instruction on assistive technology, learning strategies and universal design for learning.
- Education of students on their unique learning strengths and weaknesses profile to prepare them for self-advocacy and success.

**Adaptive Physical Education (APE)** The Health and Physical Education Division offer PE 120 through PE 124 designed to offer sedentary or aerobic activities, circuit weight training, or swimming for students with disabilities. Classes are held twice a week.

In accordance with Section 508 of the Rehabilitation Act, this information is available in alternate formats by calling 562/860-2451, extension 2333.
A continuing student is defined as one who has completed a course during the 2011 Spring semester with any grade or notation. This formula does not apply to College Bridge or Special Admit students.

**ALLOCATION OF ENROLLMENT APPOINTMENTS FOR CONTINUING STUDENTS WILL NOT BE ON A FIRST-COME, FIRST-SERVED BASIS, BUT ON A POINT SYSTEM.**

Continuing students will be awarded points toward an enrollment appointment on the following basis:

1. One point for each prior unit earned at Cerritos College to a maximum of 90 points. To allow for a fair and just allocation of enrollment time slots, a student point total (in this category only) will be reset to “zero” when the units at Cerritos College exceed 90.
2. In addition, points will be awarded for the following conditions:
   A. One point for each unit enrolled in after the last day to drop.
   B. Bonus points are awarded based on current load (after last day to drop).
      - 0 – 3 units: 0 points
      - 3.5 – 6 units: 2 points
      - 6.5 – 9 units: 4 points
      - 9.5 – 15 units: 6 points
      - 15.5 or more units: 10 points
   C. A ten point bonus is given to students with a 2.0 or higher grade point average. Grade points are awarded in this manner. Note: GPA is computed by adding grade points (as shown below) and dividing by units attempted.
      - A: 4 grade points
      - B: 3 grade points
      - C: 2 grade points
      - D: 1 grade points
      - F, W, FW: 0 grade points
   D. Student numbers are used to separate students with the same total points.
3. College Bridge and Special Admit students are not eligible for priority enrollment appointments.

**NOTE TO STUDENTS:** If you wish to receive a grade in the mail you should supply your instructor with a self addressed, stamped postcard. You also have the option of picking up your grades from the Admissions and Records Office. **GRADES ARE NOT MAILED TO STUDENTS.**

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**ACADEMIC SUPPORT CENTER**

Do you need tutoring in any of your Cerritos College courses? Do you need help managing your time efficiently? Do you need to learn how to take good lecture notes or learn how to better study from your textbook? Do you need help dealing with the stress of going to college? The Academic Support 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 ASC Information Desk in LC 166 for more information!

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**Individualized Instruction from Faculty**
Faculty members are available at various times for assistance in math.

**Technology Training**
Training sessions offered in word processing, spreadsheets, multimedia presentations, and the internet.

**Support for Online Students**
Walk-In support for online students
Online FAQ’s
Technical Support Hotline

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

**Workshops in the ASC**
Workshops in various topics such as, How to Read Your Textbook, How to Take Great Notes, Stress Management, Student Success, and many more!
STUDENT SERVICES AND POLICIES

ASSOCIATED STUDENTS

The Associated Students of Cerritos College (ASCC) provides the governing body that finances, organizes, and directs many programs for the student population. It co-sponsors with the district such activities as touchtone registration, athletics, choir, band, forensics, drama, and student newspaper. Students are encouraged to participate in campus clubs and organizations. The club program is an ever-growing phase of campus life, with new clubs forming every year. With more than 60 clubs, students are provided the opportunity to become involved in curricular, special interest, and social programs. The Inter-Club Council meets regularly to give all clubs and organizations the chance to share their activities collectively. For additional information about the ASCC and campus clubs, please stop by the Student Activities Office, or call (562) 860-2451, ext. 2473.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

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

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

Cerritos College should be open to all qualified students regardless of race, color, national origin, ancestry, sex/gender, age, religion, marital status, disability, Vietnam Veteran status, or sexual orientation.

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 of knowing 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, which 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.

Student 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 to hear any person of their own choosing as long as such speakers and topics are in accordance with federal, state and local laws, and guarantee the safety of students and protection of public property. Guest speakers invited by students or student organizations should be subjected only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations and guest speakers speak only for themselves.

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

IN THE LARGER COMMUNITY

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

STUDENT PUBLICATIONS

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

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

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

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.

Safeguards to assure freedom of the student press with responsibility should include freedom from censorship or arbitrary control of the press, and protection of editors and managers from arbitrary attack, suspension, or removal because of disapproval of editorial policy or content by any external influence.
STUDENT GRIEVANCE PROCEDURES

A student of the College may address grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any academic or management employee of the District.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of "Student Rights and Responsibilities," or any state, federal, or local codes. Grades and grading grievances are not addressed within this administrative procedure. Student should refer to "Student Grade Grievance Procedure."

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Office of Judicial Affairs or ASCC Chief Justice or designee shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal.

GRIEVANCE PROCEDURE (EXCEPT GRADES AND GRADING, SEXUAL HARASSMENT, AND OTHER ILLEGAL DISCRIMINATION):

STEP I - INFORMAL ACTION

A. The student with a grievance shall first attempt to resolve the matter by informal discussion with the employee(s) involved.

B. If the problem is not resolved in step I-A, the student shall then attempt to resolve the matter by informal discussion with the person at the lowest level of supervisory authority for the person with whom there is a complaint.

C. If the grievant still believes the issue has not been resolved satisfactorily after Step I-B, a student Statement of Grievance Form may be obtained from the Office of Judicial Affairs. After completion of the Form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Judicial Affairs who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs. This statement must be submitted within 30 instructional days after the grievant has become aware of the act or condition on which the complaint is based. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and administrative offices. All weekend days and college holidays are excluded.

D. The ASCC Chief Justice or Court designee shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved. This informal meeting and discussion is intended to include the levels of management or administration concerned with the problem and should be completed within ten instructional days, as such days are defined herein. In the event the informal procedure fails, then 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, then 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 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 Judicial Affairs either by audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The audio or stenographic recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any recognized party to the grievance may request a copy of the recording.

8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.

9. The Hearing Committee shall discuss the stated grievance(s), hear testimony, examine witnesses, and receive all available evidence to the charge.

10. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.

11. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the appropriate Vice President. The Hearing Committee’s decision(s) shall be final unless appealed.

12. A recording of the proceedings shall be kept in a confidential file in the Office of Judicial Affairs and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.

13. Reprisals of any kind will not be taken by the District or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.

14. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.

15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.

16. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.

17. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.

18. If in the course of the proceedings, a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

**APPEALS PROCESS**

1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice President provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted to a Vice President/Assistant Superintendent not a direct party to the grievance.

2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the appropriate Vice President or alternate may accept or reject the Hearing Committee’s decision.

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

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

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

6. An appeal of the President/Superintendent’s decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent’s decision. The Board of Trustees may review an appeal for two consecutive regular Board meetings before making a final determination of the matter at the District level.

7. The President/Superintendent or designee, or the Board of Trustees may reject a Hearing Committee decision only after reviewing a transcription of the involved hearing.
STUDENT GRADE GRIEVANCE PROCEDURE

A student of the College may present a grade grievance. The California Education Code, Section 76224, quoted, states clearly the conditions upon which grades or grading can be questioned.

“When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.” “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

STEP I – INDIVIDUAL ACTION

A student who believes a final course grade was assigned due to mistake, fraud, bad faith, or incompetence shall meet with the faculty member to resolve his/her concern.

STEP II – MANAGEMENT ACTION

1. The student will obtain a Grade Grievance Form from the Office of Student Judicial Affairs.
2. The student must return the Grade Grievance Form to the Office of Student Judicial Affairs within 30 instructional days after the completion of the course about which the grade grievance is filed. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days and college holidays are excluded.
3. The Coordinator of Judicial Affairs will meet with the student and review the completed Grade Grievance Form. If the student wishes to pursue the grievance, the Coordinator of Judicial Affairs will sign and date the Form.
4. The Coordinator of Judicial Affairs will present a copy of the Grade Grievance Form to the applicable Division Dean. The Division Dean may schedule a meeting of all concerned if appropriate. The Division Dean should schedule a meeting only if the Form has the signature of the Coordinator of Judicial Affairs and is dated. The Division Dean shall make a recommendation to the parties within ten instructional days.

STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the recommendation of the Division Dean, he or she may appeal the matter to the Vice President of Academic Affairs or designee within ten instructional days of the Division Dean's recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, the Division Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall transmit his or her decision to the parties within ten instructional days.

STEP IV – PRESIDENT/SUPERINTENDENT ACTION

If either party chooses to appeal the decision of the Vice President of Academic Affairs, he or she may appeal the matter to the President/Superintendent of the College within ten instructional days of such decision. If a faculty member is dissatisfied with a recommendation and neither acts on it, nor appeals it, the Vice President of Academic Affairs will forward the matter to the President/Superintendent. The President/Superintendent will review the recommendation and if needed, request persons involved in the grievance to meet.

The President/Superintendent shall make a recommendation within ten instructional days. If either party is dissatisfied with the recommendation of the President/Superintendent, an appeal of the President/Superintendent's recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten instructional days after the President/Superintendent's recommendation. The Board may review an appeal for two consecutive regular Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level.

STANDARDS OF CONDUCT

The President/Superintendent shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

Due process requires that in all significant disciplinary situations, a student is informed of charges against him/her, is given an opportunity to refute them, and has the opportunity to appeal a decision.

The Board of Trustees shall consider any recommendation from the President/Superintendent for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

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.
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, 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.
8. Engaging in harassing or discriminatory behavior based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or any other status protected by law.
9. Willful misconduct that results in injury or death to a student 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
17. 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.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. 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.
20. 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.
21. Sexual assault and/or battery; rape, including acquaintance rape; or physical abuse of another person.
22. Misrepresentation of oneself or of an organization to be an agent of the District.
23. 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.
24. Abuse of any person or any possession of any person, on District-owned or controlled property.
25. 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.
26. Abusive behavior directed toward coercion of, or hazing of a member of the college community.
27. Violation of Board policies or administrative procedures governing the use of student user accounts, computers, and telecommunication resources, including but not limited to the unauthorized entry, opening, or viewing of a file; the unauthorized use of another individual's identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of District.
28. Engaging in physical or verbal disruption, intimidation, or harassment of such severity or perversiveness 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.
29. 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.
30. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
31. Any other cause not listed above which is identified as “Good Cause” by the Education Code or that disrupts the college, its mission, or campus life.

ACADEMIC HONESTY/DISHONESTY POLICY

Your instructors are eager to help you succeed in your studies at Cerritos College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job, or to continue on with your education in advanced classes.
Your success depends on a combination of the skill and knowledge of your instructors, and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you, only if it is gained through your own personal efforts. Receiving a grade in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

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

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

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

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

• Copying, either in part or in whole, from another's test or examination;
• Discussion of answers or ideas relating to the answers, on examination or test when such discussion is prohibited by the instructor;
• Obtaining copies of an exam without the permission of the instructor;
• Using notes, “Cheat sheets,” or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
• Altering a grade or interfering with the grading procedures in any course;
• Allowing someone other than the officially enrolled student to represent the same;
• Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be exercised by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

STUDENT DISCIPLINE PROCEDURES
Judicial Programs should contribute to the teaching of appropriate individual and group behavior as well as to protecting the campus community from disruption and harm. The Programs should be conducted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the institution.

The Office of Judicial Affairs is responsible for the student conduct and disciplinary procedures of the college. Inquiries should be directed to the Coordinator of Judicial Affairs in the Office of Student Activities.

DISCIPLINARY PROCEDURES AND SANCTIONS
Disciplinary Sanctions

Official Reprimand – Defined as an admonishment or warning that becomes part of a student's file and is considered in the event of future violations.
1. May be initiated by any faculty or College manager and sent in writing to the Office of Judicial Affairs.
2. The Coordinator of Judicial Affairs (Disciplinary Officer) shall determine if there exists good and sufficient reason to initiate disciplinary action and student should be notified of such actions.

Disciplinary Probation – Defined as disciplinary action that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college community.
1. Shall be initiated by the Office of Judicial Affairs.
2. The nature of the misconduct, dates, time and place, and length of probation shall be placed in writing. Written copies shall be sent to the student and copies filed with the Office of Judicial Affairs.

Instructor Removal – Defined as instructor-initiated removal of a student from his or her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.
1. The instructor or Instructional Dean shall immediately report the removal to the Office of Judicial Affairs for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

Immediate Interim Suspension – The President/Superintendent or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten instructional days.

Suspension – Defined as exclusion from the College for a specified period of time.
1. Suspensions shall be initiated by the Disciplinary Officer or designee, with the knowledge of the Vice President of Student Services.
2. The duration of the suspension from one or more classes shall be for a period of up to ten days of instruction, for the remainder of the academic term, or from all classes and activities of the community college for one or more terms.
Hearing Board
In all cases when the Disciplinary Officer or designee has initiated disciplinary action, the student, within five instructional days following notification of the action, may convey to the Vice President of Student Services, in writing:

1. Concurrence with the decision; or
2. A grievance challenging the action.

If a grievance challenging the action is filed, a hearing will be conducted. A Hearing Board shall be responsible to the President/Superintendent for reviewing and making recommendation to the President/Superintendent. Membership of the Hearing Board shall include the following:

1. Two members of the instructional staff appointed by the Faculty Senate.
2. Two student Court Justices appointed by the ASCC Chief Court Justice or by the Associated Students President, if the Chief Court Justice is a party to the matter.
3. The Disciplinary Officer shall serve as the Chairperson of the Hearing Board, but will not vote except to break a tie.

Procedures for a Hearing, Disposition, and Imposition of Sanctions

1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten instructional days of the suspension if the suspension is immediate. An instructional day is defined as any day Monday through Friday that all normal College business is conducted, both in the classroom and in the administrative offices. All weekend days and College holidays are excluded.
2. Notice shall include date and place of hearing, a statement of all charges, a copy of applicable policies and procedures, the opportunity of the student to appear in person, and the opportunity to present oral and documentary evidence.
3. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the College, and which seems to the Hearing Board to be most conducive to the determination of the truth.
4. All hearings shall be tape recorded. A transcript shall be made available to parties directly involved, at their own expense. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.
5. Promptly following the hearing, the Hearing Board shall submit the recommendation to the President/Superintendent. The President/Superintendent and/or designee shall make the final decision on suspensions. A decision of the President/Superintendent to suspend shall be issued to the student in writing. Expulsion requires action by the Board of Trustees. A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular Board meeting after the Board receives the recommendation from the President/Superintendent. Notification of the Board’s decision regarding expulsion shall be issued to the student in writing after the action by the Board.

Time Limits - Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations. Otherwise, the College Catalog, which is updated annually, contains the most recent information regarding student discipline procedures.

JUDICIAL AFFAIRS
Information regarding student rights and responsibilities is available from the Coordinator of Judicial Affairs. The coordinator is available to meet with you to explain the “System” and your rights with regard to student grievances, student conduct and academic-related student grievances. This office also serves as a source of information and/or referral for all student problems and concerns. The Office of Judicial Affairs is located in the Student Activities Office. Inquiries should be directed to the Coordinator of Judicial Affairs in the Office of Student Activities or by calling (562) 860-2451, ext. 2471.

TITLE IX POLICY
No person shall, on the basis of sex/gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any “...education program or activity which...” benefits from Federal financial assistance. (Title IX of the Education Amendments of 1972).
It is the policy of the State of California to afford all persons, regardless of their sex/gender, equal rights and opportunities in the educational institutions of the state. (Educational Code sections 200 – 264.)
In compliance with Title IX and Board Policy 3410, Cerritos College’s educational programs and activities are offered to the Community without regard to sex/gender. Questions regarding Title IX policies affecting the educational program should be directed to the Faculty and Staff Diversity Officer in the Human Resources Office by calling (562) 860-2451, ext. 2276.
EQUAL OPPORTUNITY POLICY
Cerritos College does not discriminate in educational and employment opportunities on the basis of race, color, national origin, ancestry, sex/gender, age, religion, marital status, disability, Vietnam Veteran status, or sexual orientation and is subject to state and federal non-discrimination laws.

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 Policy 3410 prohibits discrimination.

Questions concerning the application of the policy may be addressed to the Human Resources Office by calling: (562) 860-2451, ext. 2276.

Cerritos College promotes a smoke-free environment. In compliance with AB846 and Education Codes 1994.30 and 1994.33, smoking is prohibited inside a public building and within 20 feet of a main exit, entrance, or operable window of a public building.

SECTION 504/508/AMERICANS WITH DISABILITIES ACT
Under Section 504/508/ADA of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Cerritos College will take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of auxiliary aids or academic accommodations. The decision to authorize such aids or accommodations is the responsibility of the Disabled Student Programs and Services (DSPS) Dean, Disability Specialist, or DSPS counselor after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student with a verified disability and resultant educational limitation to apply for DSPS assistance in the Santa Barbara Building and to file a request for accommodations with DSPS via the college form entitled “Disabled Student Program and Services – Application for Services”. The request should be completed with adequate notice provided for an effective response. Classroom related requests will be reviewed for approval on the “Service Request Form” and, upon approval by DSPS, notification will be sent within 3 days to any involved instructor by DSPS staff. The instructor will respond to the request in writing in a timely manner. Non-return will be construed as agreement.

If the instructor denies the classroom related request(s) the DSPS Dean, or designee, will intervene with the appropriate academic staff and attempt to resolve the matter. In the event of continued denial of an accommodation request or request for course substitution or waiver DSPS will provide the student with the policy, procedures and form entitled “Academic Accommodation Request Form”. The DSPS Dean or designee, will concurrently inform the student that he/she has the right to file a grievance under the college’s discrimination grievance procedure and/or the Office for Civil Rights and will provide the student with the information necessary to do so.

Inquiries regarding DSPS or the District’s non-discrimination policy relative to students, employees, or applicants with disabilities should contact the 504/508/ADA Coordinator at ext. 2334, or Human Resources at ext. 2276.

Section 504/508 Complaint Procedure
The complaining party should first discuss the complaint regarding discrimination due to a disability with the individual(s) involved or with the Cerritos College Section 504/508/ADA Coordinator at ext. 2334 or the Faculty and Staff Diversity Officer at ext. 2276. The 504/508/ADA Coordinator may contact all parties concerned and attempt to reach some resolution of the problem. If the complaint cannot be resolved within ten working days, the complaining party may then proceed to file a formal complaint. The informal complaint procedure is optional.
Health Risks That May Be Associated with the Use of Illicit Drugs and the Abuse of Alcohol

- Partner and/or child abuse.
- Unintended injuries or death, including motor vehicle crashes.
- Being hit, otherwise assaulted, violently attacked, and/or murdered by another under the influence.
- Sexual activity without protection against HIV, hepatitis (A, B, and C), and other STDs.
- Rape, including date rape; other sexual assault; and/or other sexual activity when under the influence and unable to consent.
- Unsafe interactions with medications, including more than 150 medications that should not be mixed with alcohol.
- Binge and other drinking behaviors leading to ingestion of toxic amounts of alcohol, which can lead to alcohol poisoning, with effects including mental confusion, stupor, coma, inability to be roused, vomiting, seizures, slow or irregular breathing, hypothermia, bluish skin color; and paleness, and, if left untreated, seizures, permanent brain damage, and/or death.
- Premature births and low birth weights; alcohol and illicit drug-related birth defects, including fetal alcohol syndrome (FAS) involving severe physical, mental, and behavioral problems; and in the case of prenatal cocaine exposure, a 1.5 times increased likelihood of needing special education services in school.
- Suicide.
- Long-term health problems including liver disease; heart disease; cancers including those of the mouth, throat, larynx (voice box), breast, rectum, and colon; and pancreatitis.
- Homelessness.

Prevention and Intervention Programs
The District provides education and maintains programs and services designed to aid students, employees, and their families in receiving assistance for alcohol and/or drug abuse problems. Included in these educational and assistive programs and services are:

- Notification of the dangers of drug use and dependency in the class schedule;
- Mental health services provided to students through the Student Health Services; and
- An Employee Assistance Program (EAP) for employees and their families

Alcohol and Drug Prohibitions
The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of Board Policy 3550, Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, will be addressed by the District. The District will take appropriate action designed to address each specific violation, which may include, but is not limited to:

- Termination of employment,
- Expulsion,
- Referral to Campus Police or other law enforcement agency for prosecution as permitted by law, or
- Mandatory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees of the District will have their fingerprints recorded with the California State Department of Justice and any conviction or violations of the law involving drugs and/or alcohol will be reported to Campus Police and to the Human Resources Office pursuant to the requirements of law. In addition, employees must notify the District within five (5) calendar days of any conviction for violation of a criminal drug statute occurring in the workplace. The District is required to report any violations of criminal drug or alcohol statutes that occur in the workplace to the United States Department of Education on an annual basis.

Information regarding legal sanctions under federal, state, and local laws is available in the following locations:

1. Library
2. Human Resources
3. Student Activities Office
4. Career Services Center
5. 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
3. Adult Re-Entry, ext. 2362
CERRITOS COLLEGE COMMUNICATION CENTER: (562) 860-2451
HOURS: 7:00 a.m. – 8:00 p.m., Monday – Thursday; 7:00 a.m. – 4:30 p.m., Friday

The college will be closed on Fridays from May 27 through August 5, except for June 3 and July 8.

**QUESTION/PURPOSE CALL (562) 860-2451 EXT. #**

| Address change | Admissions and Records Office 2211 |
| Admissions and Records | Admissions and Records Office 2211 |
| Assessment Testing | Career Services Center 2355 |
| Bookstore | Bookstore 2462 |
| Career Services | Career Services Center 2355 |
| Child Care | Child Development Center 2583 |
| Continuing Education | Community Education 2521 |
| Counseling | Counseling Services 2231 |
| Disabled Student Programs and Services | Disabled Student Programs and Services 2333 |
| Distance Education Courses | Distance Education Program 2405 |
| Emergencies | Campus Police Use emergency phone or dial 911* |
| Extended Opportunities Programs and Services | EOPS 2398 |
| Financial Aid | Financial Aid and Scholarships 2397 |
| Foreign Student Advisement | International Students Center 2133 |
| Job Placement | Career Services Center 2366 |
| Library | Library 2430 |
| Lost and Found | Campus Police 2325 |
| Northwood University | Automotive Partners Building 2905 |
| Parking Information | Campus Police 2325 |
| Personal Counseling | Student Health Services 2321 |
| Police Department | Campus Police 2325 |
| Reentry Program | Career Services Center 2362 |
| Refunds | Admissions and Records Office 2211 |
| Registration | Admissions and Records Office 2211 |
| Student Body Activities | Student Activities Office 2473 |
| Student Grievance Information | Student Activities Office 2471 |
| Student Health Services | Student Health Services Center 2321 |
| Student ID Center | Student Activities Center 2480 |
| Transfer Center | Counseling Services 2154 |
| Tutorial Center | Learning Resource Center 2404 |
| Veteran’s Education | Veterans Resource Center 3716/2120 |
| Withdrawing from College | Admissions and Records Office 2211 |

**DIVISIONS**

**Business Education & Humanities/Social Sciences Division**
Business Education Building 2715/2733

**Counseling Division**
Administration Building 2231

**Fine Arts & Communications Division**
Fine Arts Building 2600

**Health Occupations Division**
Health Science Building 2550

**Health/Physical Education/Athletics Division**
Physical Education Building 2859

**Liberal Arts Division**
Liberal Arts Building 2858

**Science, Engineering & Mathematics Division**
Physical Science & Technology Building 2660

**Technology Division**
Physical Science & Technology Building 2900

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>Staff Lounge, Admissions and Records Office Records Room</td>
</tr>
<tr>
<td>Fine Arts Building</td>
<td>South East Wing, South West Wing, Dance Hall</td>
</tr>
<tr>
<td>Burnight Center Building</td>
<td>Lobby/Elevator, Music Wing/Elevator</td>
</tr>
<tr>
<td>Business Education Building</td>
<td>North Wing, South Wing</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Student Center</td>
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<tr>
<td>Classroom Building</td>
<td>Hallway</td>
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<tr>
<td>Community Education Building</td>
<td>Lobby</td>
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<tr>
<td>Gym</td>
<td>South East Corner</td>
</tr>
<tr>
<td>Health Science Building</td>
<td>1st Floor, 2nd Floor, 3rd Floor, East Elevator, West Elevator</td>
</tr>
<tr>
<td>Liberal Arts Building</td>
<td>Elevator, 1st Floor (Near Men's Restroom) 2nd Floor</td>
</tr>
<tr>
<td>Library</td>
<td>Elevator East Wing</td>
</tr>
<tr>
<td>LRC</td>
<td>Near Center Elevator of Upper/Lower Levels</td>
</tr>
<tr>
<td>Physical Education Building</td>
<td>Lobby/Women's Locker Room</td>
</tr>
<tr>
<td>Physical Science &amp; Technology Building</td>
<td>1st Floor, West End/End; 2nd Floor, West End/End End</td>
</tr>
<tr>
<td>Physical Science Building</td>
<td>North Wing/South Wing</td>
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<tr>
<td>Science Building</td>
<td>1st Floor, 2nd Floor</td>
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<tr>
<td>Skills Lab</td>
<td>West End/End</td>
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<tr>
<td>Social Science Building</td>
<td>1st Floor, 2nd Floor, 3rd Floor, Elevator</td>
</tr>
<tr>
<td>Weight Training Room</td>
<td>Near Room 3</td>
</tr>
</tbody>
</table>

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).
# Easy Reference Course Listings

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