

# FALL 2017

## REGISTRATION INFORMATION



**LB** LONG BEACH  
CITY COLLEGE



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**IMPORTANT DATES****Fall Semester****August 28 - December 16, 2017 (16 week session)****June 26, 2017**

Priority Appointments available online

**July 3 - 16, 2017**

Online Priority Registration Begins

**July 17 - August 13, 2017**

Open Registration Begins

**August 15, 2017**

Last day to pay online by 11 pm or in-person by 5 pm

**August 14 - 17, 2017**

No Registration

**August 18 - 26, 2017**

Registration Resumes

**August 28, 2017**

Classes Begin

Permission Numbers required for classes that begin the week of **August 28** must be used by the deadlines.  
If you need assistance please visit Enrollment Services prior to the deadline.

**September 4, 2017**

Labor Day • College Closed

**September 21, 2017**

Flex Day • No Classes

**September 22, 2017**

Fall Degree and Certificate Applications Due

**November 10, 2017**

Veteran's Day • College Closed

**November 23 - 26, 2017**

Thanksgiving Holiday • College Closed

**Final Exams are the last week of classes**




	Class Meets	Last Date to Drop a class to Receive Refund	Last date to use or issue a permission number and last date to drop to without a 'W'	last date to change grading basis if applicable	Last date to drop to receive a "W"
<b>16 Weeks</b>	All 16 Weeks	September-10	September-10	September-25	November-19
<b>12 Weeks Sept 25-Dec 16</b>	MONDAY	September-25	October-01	October-16	November-20
	TUESDAY	September-26	October-02	October-17	November-22
	WEDNESDAY	September-27	October-03	October-18	November-22
	THURSDAY	September-28	October-04	October-12	November-16
	FRIDAY	September-29	October-05	October-13	December-01
	SATURDAY	September-30	October-06	October-14	November-18
	MON/WED/FRI	September-29	October-05	October-16	November-27
	MON/WED	September-27	October-08	October-16	November-22
	TUES/WED/THURS	October-03	October-09	October-18	November-22
	TUES/THURS	September-28	October-09	October-17	November-21
	ONLINE	October-02	October-09	October-18	November-26
<b>First 8 Weeks Aug 28-Oct 22</b>	MONDAY	August-28	September-10	September-11	October-02
	TUESDAY	August-29	September-05	September-05	October-02
	WEDNESDAY	August-30	September-06	September-06	October-03
	THURSDAY	August-31	September-07	September-07	October-04
	FRIDAY	September-01	September-08	September-08	October-05
	SATURDAY	September-02	September-09	September-09	October-06
	MON/TUES/WED/THURS	August-30	September-05	September-12	October-09
	MON/TUES/WED	August-29	September-05	September-12	October-04
	MON/TUES/THURS	August-29	September-04	September-12	October-09
	MON/WED/FRI	August-30	September-07	September-13	October-06
	MON/THURS/FRI	August-31	September-06	September-14	October-09
	MON/TUES	August-29	September-04	September-12	October-03
	MON/WED	August-30	September-05	September-13	October-04
	MON/THURS	August-28	September-06	September-11	October-09
	MON/FRI	September-01	September-07	September-15	October-06
	TUES/THURS	August-31	September-04	September-12	October-05
WED/THURS	August-31	September-05	September-13	October-05	
THURS/FRI	September-01	September-06	September-14	October-06	
ONLINE	September-01	September-07	September-13	October-06	
<b>Last 8 Weeks Oct 23-Dec 16</b>	MONDAY	October-23	October-29	October-30	November-27
	TUESDAY	October-24	October-30	October-31	November-28
	WEDNESDAY	October-25	October-31	November-01	November-29
	THURSDAY	October-26	November-01	November-02	November-30
	FRIDAY	October-27	November-02	November-03	December-08
	SATURDAY	October-28	November-03	November-04	December-02
	MON/TUES/WED/THURS	October-25	October-30	November-06	November-30
	MON/TUES/THURS	October-24	October-30	November-06	November-30
	MON/WED/FRI	October-25	October-29	November-06	December-04
	MON/TUES	October-24	October-29	November-06	November-28
	MON/WED	October-25	October-29	November-06	November-29
	MON/FRI	October-23	October-29	November-03	December-04
	TUES/WED	October-25	October-30	November-07	November-29
	TUES/THURS	October-26	October-30	November-07	November-30
	WED/THURS	October-26	October-31	November-08	November-30
THURS/FRI	October-26	November-01	November-03	December-07	
ONLINE	October-27	October-31	November-06	December-01	

updated 8/15/17

*Some deadlines may fall on the weekend. If you need assistance please come to Admission & Records prior to the deadline for assistance. Some deadlines fall on the first day of class please pay attention to the deadline dates*

## YOUR CHECKLIST FOR ENROLLMENT

**1 LBCC Application for Admission**

- You must have a valid Email address when applying online at: <http://admissions.lbcc.edu> click on:  on the right side of the homepage. **Your LBCC student ID number, instructions for creating your password and your residency status will be emailed to you.**

**2 Financial Aid**

Complete the Free Application for Federal Student Aid (FAFSA):

- Online at: [www.fafsa.gov](http://www.fafsa.gov).
- BOG Fee Waiver Application (online)
- For assistance, call:  
Enrollment Services Call Center (562) 938-4485  
or visit Enrollment Services at either campus.

**ATTENTION AB540 STUDENTS**  
**The link for the California Dream**  
**Act Grant Application**  
is available on the Financial Aid Website.

**3 Orientation**

- Complete LBCC Orientation online with your student I.D. number at <http://orientation.lbcc.edu> **OR**
- For assistance call (562) 938-4963

**4 Assessment Testing**

- Assessment & Orientation is mandatory before you can register for classes - go to: <http://www.lbcc.edu/Assessment>
- For assistance call (562) 938-4049 LAC or (562) 938-3270 PCC

**5 Educational Planning**

- Make an appointment to see a counselor:
- Call (562) 938-4560 (LAC) or 938-3920 (PCC) **OR**
  - In-person in the Counseling Office at LAC A1111 or GG202 **OR**
  - Schedule an appointment online to see a counselor in-person at [www.lbcc.edu/counseling](http://www.lbcc.edu/counseling) by clicking on either the Liberal Arts Campus or Pacific Coast Campus link then follow the instructions to schedule your appointment.

**6 Class Registration**

- Online at [www.lbcc.edu](http://www.lbcc.edu)  
5 AM-2 AM, seven days a week.  
**CHECK that all your prerequisite requirements have been met!** If the prerequisite was not taken and passed at LBCC, submit an official transcript to the Admissions and Records Office.

**7 Payment for Classes and Fees**

Pay for your classes, health, College Services Card, and parking fees.

- Online at [www.lbcc.edu](http://www.lbcc.edu)  
Click on: **Pay for Classes** on the right side of the LBCC homepage.

LBCC accepts    **ONLY**  
OR

- In-person at the Cashier's office A1081 (LAC) or GG10, (PCC)  
**Priority Registration Students must pay their fees online by 11 PM on August 15, 2017 or 5PM in person.**

**8 Books**

- From your PeopleSoft/OLE account, use the **View/Buy Textbooks** link on your "My Class Schedule" screen to view/buy your textbooks  
OR
- Buy books online at <http://lbcc.bncollege.com>  
OR
- BUY in-person at the Viking Campus Stores  
LAC in Building I (562) 938-4223  
PCC in Building EE (562) 938-3106

**9 Go to Class**

You must attend the first meeting of each class or you will be dropped from that class.  
Contact your instructor if you must miss class.

- 10** Call (562) 938-4353 if you need further assistance

**PRIORITY REGISTRATION**

**Fall 2017 • Online Registration**  
**July 3 - August 26, 2017 • 7 AM - 11 PM**  
**Please see pages 2-3 for specific dates.**  
**Classes begin August 28, 2017**

**Priority Online Registration Dates****July 3 - 16**

Appointment times may be viewed through your Student Self-Services Registration, click on Enrollment, then Enrollment Dates.

**Open Registration****July 17 - August 13**

**You must pay your fees ONLINE by 11PM OR IN-PERSON BY 5 PM**  
**on August 15, 2017.**

You will be dropped from ALL of your classes if you do not pay for them before this deadline. (This includes being dropped from wait-listed classes.)  
No registration August 15 - 18. Registration resumes August 18 - 26.



**IMPORTANT THINGS TO REMEMBER:**

- **NEW FIRST-TIME LBCC STUDENTS:** Assessment & Orientation is mandatory before you can register for classes - go to: <http://www.lbcc.edu/Assessment>
- Noreceipt will be mailed to you. Your canceled check or credit card statement will serve as your payment receipt.
- No class schedule will be mailed to you. Print your class schedule at the time of registration.
- **College Service Cards and/or Parking Permits** will be mailed to the home address on record with the Admissions & Records Office after payment has been made. Check your address on your Student Center page to verify your address.

**IMPORTANT INFORMATION:****Permission Numbers Must Be Used Before The Deadline.**

**If you need assistance you must come to an**  
**Admissions & Records Office on either campus.**

## INSTRUCTIONS FOR ONLINE REGISTRATION

- 1 Go to the LBCC home page: [www.lbcc.edu](http://www.lbcc.edu)
- 2 Click on **Web Registration** on the right side of the LBCC home page
- 3 Scroll down and click on:  link. Enter your User ID and Password. If you have submitted your application for admission and do NOT have an ID, call (562) 938-4485.
- 4 Click on **Campus Personal Information** to check if there is a hold. If you have a hold, click on:  and follow the instructions to have it cleared. If there is no hold, continue to enrollment. Holds will prevent you from enrolling.
- 5 Click on **Enrollment** then select Enrollment: Add Classes. Select **FALL 2017** semester then click on: **Continue**.

You can search the schedule or enter the course number to add the class. When you are finished selecting classes, click on: **NEXT**

- 6 Check your shopping cart, then click on: **PROCEED TO STEP 2 OF 3** and confirm the courses are correct. If there is a red error message, follow the instructions given.
- 7 If the courses are correct and there are no errors, click on: **FINISH ENROLLING**
- 8 To view your complete schedule, click on: **my class schedule** Check the **STATUS**. The status will show if you are enrolled, on the wait list, or dropped from each course.

### MAXIMUM CLASS LOAD:



You may take a **MAXIMUM of 18 units** during Fall 2017.

### To drop a class:



Click on: **Enrollment: Drop Classes**. Select the course you want to drop, then click on: **DROP SELECTED CLASSES**

Confirm your selection, then click on: **FINISH DROPPING**



### WAIT LISTING CLASSES



### To get on a WAIT LIST for a class

If you want to wait list a class, you have two options.

- (1) Click the box next to **Wait List** when you select your class, so you will be placed on the wait list if the class is full.
- OR
- (2) If you receive an error message telling you the class is full, click on the box next to **Wait List**. Once you have done this, make sure you click on **FINISH ENROLLING**.

**Note:** You will not be on a wait list until you **FINISH ENROLLING**.

**Enrollment fees for wait listed classes are not added to your student account until you are officially enrolled.**

You are allowed to **wait list a maximum of 12 units** for Fall 2017.

### PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS.

Check the amount owed by clicking on **Campus Finances** then **Account Inquiry**.

(see next page for more information regarding auto enrollment from the waitlist)

## WAIT LIST INFORMATION



### WAIT LIST INFORMATION

LBCC uses an auto-enroll from the wait list process. Auto-enroll will automatically enroll wait listed students when a seat becomes available. The auto-enroll process will occur on a nightly basis. You **will not be** notified if you are automatically enrolled. **Check your schedule daily to see if you are enrolled from the wait list.**

**NOTE:** If you are automatically enrolled in a class, there may be additional fees that must be paid by the payment deadline. Check your student self-service daily.

**You will NOT be auto-enrolled from the wait list IF any one of the following exists:**

- Current enrollment in a different section of the same course
- Time conflict between a currently enrolled class and the wait-listed class
- Co-requisites or prerequisites for the class have not been met
- Term unit limit is exceeded
- Course repetition: you've already taken the course – W grade included

**NOTE:** If you are repeating a course, you must complete a Petition to Repeat a Course and submit it to the Admissions Office at either campus.

**NOTE:** The last day you can add to a wait list is the Saturday before the start of the class.

**NOTE:** If you were not automatically enrolled and wish to add a class that you were wait-listed, attend the first class meeting and request a permission number from the instructor. If it is an online class, contact the instructor via e-mail on the first day of class to request a permission number to add the class.

**You cannot add to a wait list IF:**

- Enrollment appointment date/time has not yet been reached
- Prerequisites/co-requisites for the class are not met
- Maximum units to wait list have been reached: FALL and SPRING 12 units; SUMMER 8 units;
- Class is not available for wait listing – instructor consent required
- You have a hold on your account
- The last day to wait list has passed
- The wait list is full
- You've already enrolled or are wait listed in another section of the same class

### **PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS.**

Check the amount owed by clicking on Campus Finances then Account Inquiry.

**[LBCC.edu/admissions](http://LBCC.edu/admissions)**

### **Refund of Enrollment Fees**

Enrollment fees will be automatically refunded to students who OFFICIALLY withdraw during the refund/transfer period. A balance due is not cleared by never attending a class for which a student has registered. California State Law States: California Administrative Code Title 5, Division 6, Chapter 9, Subchapter 6, Section 58508, Refunds: A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course. (For example, the 10 percent point for a eight week course would be one week). Refunds will NOT be given for drops after the deadline. Special action requests MUST be circumstances beyond the control of the student such as accident, medical emergency, etc. and have verifiable documentation.



## OPEN REGISTRATION



**Appointments are not needed during open registration**



### OPEN REGISTRATION

**July 17- August 13 & August 18 - 26  
online and in-person**

### IN-PERSON HOURS


**Thursday - 8 AM - 2 PM  
Friday: College Closed**

**August 28, 2017**

\* Permission from instructor is needed to register for classes beginning the week of August 29.

\* You must use your permission number to enroll in the class. You may do this online through your student center. Make sure you enroll completely! If you need assistance please come to an Admissions & Records Office before the **deadline**. Late adds **will not** be permitted.

**If you do not pay your fees at the time of registration, you will not be allowed to add any classes to your schedule. Please make sure you take care of any fees you may owe prior to the permission number deadline or you will not be able to add the class.**

You may pay fees with cash, check, money order or . The credit card must be presented to the Cashier. If the credit card is not yours, you **MUST HAVE A LETTER OF AUTHORIZATION** signed by the cardholder permitting you to use the card specifically for registration at LBCC.

**NOTE:** Make a copy of this letter of authorization for your records as the original must be kept by the LBCC Cashier - **NO EXCEPTIONS.**



\***PLEASE NOTE:** The permission number deadline dates MAY fall on the weekend.

**ONLY the Online registration system is available on weekends, holidays and flex days until 2AM.**

If you need assistance please come to the Admissions & Records Office on either campus by 5:30 PM on the Thursday **prior to the stated deadline date.**

### ADD/DROP DEADLINES

For individual course add/drop deadlines please go online at: <http://admissions.LBCC.edu>

**If you require special assistance during registration please contact the services listed here:**

**Disabled Students:** Get registration assistance from the Disabled Students Program & Services Office at LAC (562) 938-4558 or (562) 938-4833 TTY or PCC (562) 938-3921.

**EOPS/CARE:** A state-funded program providing support for students with language, social, & economic hardships to help them achieve academic success. Obtain eligibility information from the Extended Opportunity Programs & Services staff. Call LAC at (562) 938-4273 or PCC at (562) 938-3097.

#### **Schedule of Classes is available in alternative formats\***

In compliance with Section 508 of the Workforce Investment Act of 1998, the Long Beach Community College District provides the schedule of classes and other college publications in alternative formats. If you are an individual who requires special assistance and would like materials in an alternative format, contact Disabled Students Programs & Services at (562) 938-4558 (voice) or (562) 938-4833 (TDD). The Disabled Students Programs & Services is located on the Liberal Arts Campus (LAC), 4901 E. Carson Street, Long Beach, CA 90808; and the Pacific Coast Campus (PCC), 1305 E. Pacific Coast Highway, Long Beach, CA 90806.

## PREREQUISITES AND COREQUISITES

Some courses require a **prerequisite** and/or a **corequisite**. A prerequisite is a course or assessment that must be satisfactorily completed before a higher level course may be taken. A corequisite is a course that must be taken in the same term as another course, such as a science class with a concurrent lab.

### You can meet prerequisite requirements by:

Qualification through the assessment test at LBCC and be placed in that course

OR

Completion of the prerequisite at LBCC with the final grade of Pass, "C," or better **OR**

Completion of the prerequisite at another school with a "C" or better.

**Note:** High school coursework must have a "B" or better for math courses.

### If you met the prerequisite at another school:

Provide an **official transcript** along with a completed "Prerequisite Course Evaluation Form."

You can download the form at: <http://www.lbcc.edu/Admissions/forms.cfm> or pick one up at the Admissions &



Records Office. You must submit the transcripts and evaluation form to the Records office for evaluation by **June 23, 2017** in order to insure your prerequisite

is evaluated for the Spring semester.

**After the June 23, 2017 deadline**, you must come to Admissions on your online priority appointment date for processing. Prerequisites turned in during open registration will be processed for the **following** semester.

**The system will block your priority registration unless you have met the prerequisites.**

### Challenging Course Requisites and Limitations

Reasons for challenging requisites or limitations must include one or more of the following:

1. A requisite course is not reasonably available over a period of several semesters;
2. You believe the requisite or limitation was established in violation of a regulation or District approved process of establishing requisites and limitations;
3. You believe the requisite or limitation is discriminatory or being applied in a discriminatory manner; or
4. You have the documented knowledge or ability to succeed in the course.

You may download the form at:

<http://www.lbcc.edu/Admissions/forms.cfm> or obtain one at the Admissions and Records Office.

File your Requisite Challenge form with the School or Department Head responsible for the course you want to enter. If your challenge is approved or the District fails to resolve your challenge in a timely manner, you may register for the challenged class during your normal registration period. If no space is available in the challenged class at the time you file, the District will resolve your challenge prior to the beginning of registration for the next term.



## A reminder to YOUNG MEN!

from the Selective Service System



### It's important that you read this message.

**1. Why it's important to register:** Through registration, our country maintains a list of names and addresses of young men 18 through 25 years of age for use in the event of a mobilization. It is not a resumption of the draft.

**2. The potential benefits:** Federal and some State laws require registration-age men applying for certain benefits (such as student financial aid, government employment, and job training) to be registered with Selective Service (except those determined by Selective Service to be exempt from the requirement). In addition to being subject to prosecution, failure to register may cause you to permanently forfeit eligibility for these benefits, as men cannot register after reaching age 26.

## You are required to register with the Selective Service within 30 days of reaching your 18th birthday.

**3. The potential penalties for not registering:** Young men who are convicted of failure to register may be fined up to \$250,000, imprisoned for up to five years, or both. Men, 18 through 25, who have not already done so, are required to register.

**Selective Service System  
Registration Information Office**  
P.O. Box 94638, Palatine, IL 60094-4638

**ACT today.**

**It's quick. It's easy... and it's the law.**

## FEES AND COSTS

### Enrollment Fees

Enrollment fees are based on your residency status. Residency requirements are listed in the current college catalog or at [www.lbcc.edu](http://www.lbcc.edu). The final determination regarding residency status is made by the LBCC Admissions Office.

Some fees (enrollment and student health) are determined by the State of California and are subject to change without notice.

The required cost of attending LBCC includes these fees: enrollment, student health, and additional material and/or facility use (if applicable). To determine the cost of attendance, see the chart on page 11. Costs for books, supplies, housing, and other tangible materials are NOT included.

### College Services Card Fee

Obtaining a College Services card is optional. For a fee of \$20, first-time Fall 2017 students will obtain a college services sticker which is used to obtain a Student ID card in the college student center on either campus. In following semesters, students pay \$20 to the cashier to obtain a current college services sticker which is used to validate the student ID for the current term. The student can receive their sticker paying online OR in person at Cashier's Office on either campus.

All students must have a current college services sticker to use the following services: Campus-to-Campus Shuttle bus, library check-out, open-access computer labs, scholarship eligibility, discount tickets to theme parks, and other on-campus activities.

Students who choose not to use the services available must contact the Cashier's Office and request a "Surrender of Benefits"; the \$20 fee will be removed from the student's account; however, students will be denied the services listed above.

See the Cashier's Office regarding lost or damaged cards. A \$5 fee is charged for a replacement card.

**For students who register and pay via the web, a college services sticker will be mailed to the home address as listed in the contact information frame on your online "Student Center" page.**

### Student Health Fee

A \$20 health fee is mandatory and will be charged upon registration, unless the student meets the exemption described below:

- Any student who depends exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documented evidence of such an affiliation is required.

### Student Health Services

The Student Health Services Office is located on the Liberal Arts Campus in Room A1010 and on the Pacific Coast Campus in GG119. Each office is staffed by a registered nurse.

All students under 18 years of age will need a signed parent/guardian permission form in order to be seen in the Student Health Services department. Forms are available in the Student Health Centers on both campuses.

*Student Health Services include: tuberculosis testing, glucose testing, cholesterol checks, physicals, immunizations, clinic referrals, prescriptions, pregnancy tests, vision screening, blood pressure checks, first aid treatment, health counseling, over the counter medications for colds, flu and headache, health related programs such as the annual LBCC Health Fair. Insurance coverage for accidents occurring on campus or at off campus, college sponsored events (\$50 deductible). An additional nominal fee is charged for physical examinations and immunizations.*

**For an appointment, call:  
LAC (562) 938-4210 PCC (562) 938-3992**

### Additional Fees

#### SOME CLASSES REQUIRE MATERIAL OR FACILITY USE FEES.

These fees must be paid upon registration.

FOR EXAMPLE:

COMIS 1A	Using the IBM Microcomputer	1.0
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Transfer to CSU, see a counselor for limitations  
Students must attend both class listings-lec/lab components.

**\*\*Note: \$2.50 material fee paid at registration\*\***

**FEES AND COSTS (CONTINUED)**
**RESIDENT - FALL 2017 Registration Fee Chart - RESIDENT**

Units	1	2	3	4	5	6	7	8	9
Enrollment (\$46 per unit)	\$46	\$92	\$138	\$184	\$230	\$276	\$322	\$368	\$414
College Services Card	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Student Health	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
<b>TOTAL</b>	<b>\$88</b>	<b>\$134</b>	<b>\$180</b>	<b>\$226</b>	<b>\$272</b>	<b>\$318</b>	<b>\$364</b>	<b>\$410</b>	<b>\$456</b>
with Parking Fee (\$30)	\$118	\$164	\$210	\$256	\$302	\$348	\$394	\$440	\$486
Units	10	11	12	13	14	15	16	17	18
Enrollment (\$46 per unit)	\$460	\$506	\$552	\$598	\$644	\$690	\$736	\$782	\$828
College Services Card	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Student Health	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
<b>TOTAL</b>	<b>\$502</b>	<b>\$548</b>	<b>\$594</b>	<b>\$640</b>	<b>\$686</b>	<b>\$732</b>	<b>\$778</b>	<b>\$824</b>	<b>\$870</b>
with Parking Fee (\$30)	\$532	\$578	\$624	\$670	\$716	\$762	\$808	\$854	\$900

**NON-RESIDENT - FALL 2017 Registration Fee Chart - NON-RESIDENT**

Units	1	2	3	4	5	6	7	8	9
Enrollment (\$46 per unit)	\$46	\$92	\$138	\$184	\$230	\$276	\$322	\$368	\$414
Non-resident (\$223 per unit)	\$223	\$446	\$669	\$892	\$1115	\$1338	\$1561	\$1784	\$2007
Capital Outlay (\$40 per unit)	\$40	\$80	\$120	\$160	\$200	\$240	\$280	\$320	\$360
College Services Card	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Opt. Student Rep Fee	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2
Student Health	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
<b>TOTAL</b>	<b>\$351</b>	<b>\$660</b>	<b>\$969</b>	<b>\$1278</b>	<b>\$1587</b>	<b>\$1896</b>	<b>\$2205</b>	<b>\$2514</b>	<b>\$2823</b>
with Parking Fee (\$30)	\$381	\$690	\$999	\$1308	\$1617	\$1926	\$2235	\$2544	\$2853
Units	10	11	12	13	14	15	16	17	18
Enrollment (\$46 per unit)	\$460	\$506	\$552	\$598	\$644	\$690	\$736	\$782	\$828
Non-resident (\$223 per unit)	\$2230	\$2453	\$2676	\$2899	\$3122	\$3345	\$3568	\$3791	\$4014
Capital Outlay (\$40 per unit)	\$400	\$440	\$480	\$520	\$560	\$600	\$640	\$680	\$720
College Services Card	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Opt. Student Rep Fee	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2
Student Health	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
<b>TOTAL</b>	<b>\$3132</b>	<b>\$3441</b>	<b>\$3750</b>	<b>\$4059</b>	<b>\$4368</b>	<b>\$4677</b>	<b>\$4986</b>	<b>\$5295</b>	<b>\$5604</b>
with Parking Fee (\$30)	\$3162	\$3471	\$3780	\$4089	\$4398	\$4707	\$5016	\$5325	\$5634

**FEES AND COSTS (CONTINUED)**

**Parking Fee**

The fee for a Fall 2017 parking permit is \$30. Parking privileges and fees are optional. Students who purchase a parking permit are entitled to park a car or motorcycle in campus lots designated for students.

After completing your online registration, go back to your "Student Center" and click on: **Opt for Parking** in the "Finances" section, then click to select the term from the pull-down menu.



**VALID PERMIT**

**VOID - Do Not Use**



**The current PARKING TICKET FINE is \$49**  
(subject to change)



**Parking without a VALID permit or using a VOID permit will result in your vehicle being cited and/or towed.**

A parking permit may be purchased at the Cashier's Office or online any time during the semester. Display the VALID parking permit from the vehicle's rear-view mirror.

If you did not pay for parking, but you paid for a College Services Card, you will receive a voided parking permit in the mail. A picture of a voided permit is shown above. If you change your mind and decide to purchase a parking permit, see the Cashier's Office at LAC or PCC.

**DAILY PARKING PERMITS ARE AVAILABLE FOR \$2 FROM DISPENSERS LOCATED IN LBCC PARKING LOTS**

**Fee Payment**

The easiest method of payment for registration is by credit card (Visa, MasterCard or Discover).

**You have two (2) options to pay:**

By credit card (Visa, MasterCard or Discover)

**OR**

In person at the Cashier's Office on either campus.



**Deadline for payment of enrollment fees is August 15, 2017 by 5 pm in-person by 11 pm online.**

You will be dropped from all of your classes (both enrolled and wait listed) if you fail to meet this deadline.

**DURING OPEN REGISTRATION, whether enrolling in-person or online, you must pay your fees immediately at the time of enrollment.**

**Online Fee Payment Using a Credit Card**

After completing your online registration, go back to your "Student Center" and click on: **Make a Payment** in the "Finances" section.

- Complete all the fields on the screen. If you leave required fields blank, you will be prompted to return and complete all information.
- The Credit Card Authorization process will confirm the payment or generate a message if there is a problem or issue with your transaction.
- Go to your online "Student Center" page to view your account summary.

**NOTE: It is your responsibility to review your account summary and make sure that all your fees have been paid so you are not dropped.**



When you are finished, click on "Sign out" in the upper right-hand corner of the screen.

## FEES AND COSTS (CONTINUED)

### Student Account Status

Account summaries are available online at any time at your online "Student Center" page. Your account summary total will reflect all fees and charges as outlined on pages 9-11 in this document.

### Delinquent Accounts

Debts from past terms can be brought into good standing by making a credit card payment (Visa, MasterCard, or Discover) via the Web. Please contact the Cashier's Office if your hold remains after one (1) hour.

This does not apply to ASB or Library debts. These debts must be cleared by the Cashier's office or the Library, respectively.

### Refund Payments

A check is the only form of payment that Long Beach City College uses to issue refunds. Therefore, if you use a credit card to pay for any registration transaction and you later drop any or all of your classes, within the required refund period, we will NOT credit your credit card account. You will receive your refund check during the refund period.

Refunds will automatically be mailed to the address listed on your online "Student Center."

### Third Party Assistance and BOG Fee Waiver

If you have a third-party payment authorization (Veteran's assistance, rehabilitation, scholarship, military contracts, tuition agreement, employer sponsored tuition), bring your signed form to the Cashier's office BEFORE the payment deadline.

The Board of Governor (BOG) fee waiver pays only for the enrollment fees. It does not cover the college services card, health, facilities, materials, and parking fees.

## *Scholarships for Students*

The scholarship program rewards excellence, academic achievement and service to the college and community by giving honor, recognition and financial support to deserving students.

Applications will be available at:

[www.lbcc.edu/scholarship](http://www.lbcc.edu/scholarship)

The Scholarship Office is located in Building A  
Room 1001 at the Liberal Arts Campus

Call (562) 938-4766 for details

## POLICIES AND PROCEDURES

### ATTENDANCE

An instructor may lower the grade or may drop a student from class for too many absences. A student missing more than two weeks in a row, or more than 20 percent of a course, may be dropped by the instructor. If there are special circumstances, such as a long illness or a death in the immediate family, the student should discuss this with the instructor.

### CALIFORNIA RESIDENCY

All students are classified at the time of application as either a California "resident" or "non-resident." In general, a student must be physically present in the state of California with proof of intent to remain as a permanent resident for at least one year and a day prior to the start of the semester in order to be classified as a "resident."

### REFUNDS

Enrollment fees will be automatically refunded to students who OFFICIALLY withdraw during the refund/transfer period. After the deadline there will be no refunds. A student must OFFICIALLY withdraw during the refund/transfer period to clear any balance due. A balance due is not cleared by never attending a class for which a student has registered.

District refunds (enrollment fees, materials fees, non-resident tuition, health fees, and unused overpayment credits) will be PAID BY CHECK and mailed to the student's last-known address. Students who have moved should update their address on their online Student Center page.

**Board of Governors Fee Waiver (BOGW) refunds** Eligible students who pay their enrollment fees, and then become a BOGW student, will receive a refund according to the following schedule.

**September 29, 2017** for all unused registration overpayments and classes dropped within the refund/transfer period, and cancelled classes **processed through September 10, 2017.**

**November 3, 2017** for all cancelled classes and flexible-starting classes dropped within the refund/transfer period and cancelled classes **processed through October 22, 2017.**

**ALL REFUNDS ARE MADE BY CHECK,  
REGARDLESS OF THE FORM OF PAYMENT USED.**

#### College Services Card Fee refunds

Fees will be refunded by the Cashier's Office within the refund/transfer period as defined on their online student center page. To be eligible for a refund, the College Services Card sticker must be surrendered to the Cashier's Office with proof of complete withdrawal from Long Beach City College. No refund will be granted without appropriate documentation.

#### Parking Permit refunds

Parking Permit refund transactions are processed by the Cashier's Office. To be eligible for a refund, the Parking Permit must be surrendered to the Cashier's Office within the refund/transfer period as defined on your online student center page. **All refunds will be processed by check as outlined above.**

#### Delinquent Miscellaneous Fees

A refund will be reduced by any miscellaneous fees such as lab fines, unpaid fee increase mounts and returned checks. If the amount of unpaid fines and fees exceeds the amount of a refund, the refund will not be processed until the amount due is cleared.

### DROPPING/WITHDRAWAL FROM CLASS(ES)

It is the student's responsibility to drop by the official deadline. (See your online schedule) The period depends on the length of the class, regardless of when you enroll. If you wish to drop a class and not have a "W" on your record, you must officially drop within the period specified.

For classes less than five (5) weeks in length: You have only the first class meeting to withdraw and not receive a grade of "W." That means you have to officially drop the class during regular business hours, in the Admissions and Records Office, by the end of the first class meeting day.

### POLICY ON OPEN ENROLLMENT

It is the policy of the Long Beach Community College District that every course, course section or class where the full time equivalent student (FTES) units are to be reported for State apportionment purposes, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets course prerequisite.

### OFFICIAL WITHDRAWAL POLICY

Students who officially withdraw by completing and signing a withdrawal form in the Admissions and Records Office with a date of last attendance within the required drop deadline are considered as having never attended. Note: Students who withdraw or are dropped from classes an excessive number of times are subject to probation and dismissal.

### POLICY REGARDING SCHEDULE CHANGES

The Long Beach Community College District has made every reasonable effort to determine that everything stated in this registration packet is accurate. Courses, programs, and other matters are subject to change without notice by the District. The District further reserves the right to add, amend or repeal any of its rules, regulations, policies and procedures.

### PRINTING FEE

A printing fee of 10¢ per page will be charged for each page duplicated in the open access labs and library on campus. Students are welcome to save the information to a disk to print at home or at another off-campus location.

### STUDENT-RIGHT-TO-KNOW & CAMPUS SECURITY ACT OF 1990

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the practice of the Long Beach Community College District to make available its completion and transfer rates to all current and prospective students.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students.

More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges "Student-Right-to-Know Information Clearinghouse Website" located at <http://srtk.cccco.edu/index.asp>

### CIVIL RIGHTS COMPLIANCE STATEMENT

The Long Beach Community College District does not discriminate in its admissions, educational programs, activities or employment policies on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age (over 40), marital status, medical condition, mental or physical disability, including HIV and AIDS), other protected classes, status as a Vietnam-era veteran, or obligations to the National Guard or Reserve forces of the United States.

The district is subject to Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments Act of 1972; the Rehabilitation Act of 1973, Sections 503 and 504; the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

## POLICIES AND PROCEDURES

The lack of English language skills will not be a barrier to admission and participation in the district's programs. Anyone with a question or a discrimination complaint should contact Human Resources at (562) 938-4095 and (562) 938-4833 TTY.

### TITLE IX. PROHIBITING SEX DISCRIMINATION IN EDUCATION

The Long Beach Community College District is committed to supporting all regulations under Title IX. "No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any operation of an educational institution that receives federal funds." Anyone with a question or a discrimination complaint should contact Human Resources at (562) 938-4095 and (562) 938-4833 TTY.

### AMERICANS WITH DISABILITIES ACT OF 1990

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against people with disabilities in employment, public services including public and private transportation, public accommodations, and telecommunications services.

Support services for students with a disability are provided through the Disabled Student Services Program. Anyone needing information about our services for students with a disability should contact this office at (562) 938-4558 or (562) 938-3921.

Anyone with a question or a discrimination complaint should contact Human Resources at (562) 938-4095 and (562) 938-4833 TTY.

### SEXUAL HARASSMENT POLICY STATEMENT

The Long Beach Community College District provides an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. Sexual harassment includes a prohibition against sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexual harassment is a violation of an individual's civil rights and will not be tolerated. Individuals with questions and/or a sexual harassment complaint should contact Human Resources at (562) 938-4095 and (562) 938-4833 TTY.

### SECTION 504, REHABILITATION ACT

In compliance with Section 504 of the Rehabilitation Act, the district has developed a Disabled Student Services Program located in room A1134 at 4901 E. Carson St., Long Beach, CA 90808, Voice: (562) 938-4558 or TTY: (562) 938-4833 and room MD 102 at 1305 E. Pacific Coast Hwy., Long Beach, CA 90806, Voice: (562) 938-3921. Anyone needing information about the program for students with a disability should contact these offices. The Long Beach Community College District encourages the full participation of students with a disability in regular classes. The college offers support services to provide students with an equal educational experience. Disabled Student Services provides sign language interpreters, notetakers, readers, disability-related counseling, test-taking accommodations, adapted equipment, and a variety of other services.

Anyone with a question or a discrimination complaint should contact Human Resources at (562) 938-4095 or (562) 938-4833 TTY.

### CAMPUS SECURITY & CRIME AWARENESS

It is the policy of the Long Beach Community College District to maintain a safe and secure environment for its students, staff, and visitors. Safety and security requires that everyone on campus be alert, aware, and responsible.

The Long Beach Police Department provides police services to the Long Beach Community College District through its City College Unit. The City College Unit is comprised of an assigned Lieutenant, four police officers, and 16 security officers that are assigned to both the Liberal Arts Campus and the Pacific Coast Campus.

Public information regarding sex offenders in California may be obtained by viewing the Megan's Law Web site at the Los Angeles County Sheriff's Department and/or the Long Beach Police Department.

The most recent copy of the District's Annual Security Report containing important campus safety and security information including crime statistics can be viewed here: <http://bcc.edu/collegesafety/>

**EMERGENCY SERVICES – 911 or 9911**  
**from campus phones for Immediate Police Services**  
**or for an officer to respond.**

Contact the Police Department with any emergencies such as crimes in progress, medical aid, or any incident requiring immediate police/security response.

**General Police Services 562-938-4910**  
**For questions or general information 562-938-4111**

Contact the Police Department for security escorts, lost and found items, thefts, or other crimes not requiring an emergency response. The LAC office is located in building X on Lew Davis Street. Business hours are Monday through Friday, 8 am to 5 pm. After business hours, call the General Service numbers above or 911 (9911 from on-campus phones) for an emergency.

Escorts are available to students, staff, or faculty by request. This service is not a transportation service. Call the City College Unit at (562) 938-4910 to arrange an escort.

### PARKING AND TRAFFIC REGULATIONS

These rules are enforced to ensure the rights of permit holders as well as to provide for the safety of people and property:

- 1. Parking permits** are required at all times in LAC and PCC parking lots. Parking permits are purchased each semester during registration. After registration, permits may be purchased from the Cashier's Office at either campus. For students who do not wish to purchase a semester parking permit, one-day parking permit machines are available at both campuses. LAC has Eighteen (18) parking permit machines, one (1) located in Lot J, E, F, H, M, O, and P, Veterans Stadium Ticket Booths and 10 in the Parking Structure. PCC has parking permit machines located on the south side of parking Lot 1, Lot 3 and Lot 5. Parking Meters -There are meters in Lots E, F, and G as well as on the South side of Lew Davis at LAC, for short term visitor parking. There are also 30 minute visitor parking zones along the north curb of Carson Street.
- 2. Semester parking permits** must be attached to the rear view mirror so that it is CLEARLY VISIBLE from the front of the vehicle. One-day parking permits must be placed in plain view on the vehicle dashboard, above the steering wheel with the permit facing upward. Students are responsible for displaying their parking permit in plain view. Students driving a convertible-type vehicle or motor cycle can obtain a special permit from the LAC College Police in building X on Lew Davis Street. This special permit can only be obtained after the purchase of a semester parking permit.
- 3. Student permits and daily permits** do not authorize parking in staff or other reserved parking spaces, except where posted otherwise.
- 4. Parking is available on a first-come, first-served basis.** Parking is always available at Veterans Stadium.



## POLICIES AND PROCEDURES

5. LBCC's Parking Procedures, the California Vehicle Code, and the ordinances of the City of Long Beach are in effect and enforced on LBCC's campus at all times. The speed limit in the parking lots and in the structure is 10 MPH. Citations are issued according to the printed and posted regulations as appropriate. PLEASE READ THE SIGNS posted at each parking lot.
6. A permit does not guarantee a parking space in the parking lot of choice. You are advised to allow ample time to find parking. At LAC, there is additional parking in the Veterans Stadium parking lot.
7. Citations are issued by the Long Beach Police Department and Long Beach City College Parking Services to automobiles, motorcycle, and mopeds that do not display a properly placed, current parking permit. Students parked in staff or other specially designated areas will also be cited.
8. Students may not double park nor circle the parking lots to wait for a parking space.
9. No adjustments will be made for parking citations at the Long Beach Police Department – City College Unit. Individuals wishing to contest a citation must call (562) 570-6822. Refer to your citation for more information on contesting.
10. Students, staff, or faculty with state-issued disabled placards are to park in the marked handicapped spaces. If a handicap space is not available, parking is allowed in any other student or staff space. Disabled permits are not valid in carpool or other reserved spaces.
11. Regulations pertaining to parking can vary from lot to lot. It is the responsibility of the driver to read the parking regulations that are posted at the entrance of each parking lot before parking.

### Disabled Parking

A vehicle parked in a disabled stall must display a DMV-issued disabled parking placard. No LBCC parking permit is required. A disabled visitor may park in any disabled parking stall, staff or student stall. (Enforced 24 hours a day.)

### Service Parking

(Generally campus and/or maintenance personnel) All service parking stalls and zones are enforced 24 hours daily, Monday through Sunday. District vehicles or vehicles displaying authorized vendor/contractor/service parking permits are exempt from posted loading time restrictions. (Enforced 24 hours a day.)

### Fire Lanes / Fire Hydrants

All roads and driveways on the LBCC campus which are fire lanes must be kept unobstructed and available to emergency response vehicles at all times. Access to fire hydrants must also be maintained at all times. Any vehicle presenting a hazard by obstructing a fire lane or a fire hydrant may be cited and towed immediately. (Enforced 24 hours a day.)

### RED Curbs

A vehicle may NOT park or stop at a RED curb. Most RED curbs indicate a fire or emergency vehicle access route. (Enforced 24 hours a day.)

### Loading Zones

Identified with a YELLOW curb or YELLOW crosshatch and the words "LOADING ZONE" painted on the pavement. Parking is permitted for 30 minutes for the loading and unloading of material. Loading zones for passengers are identified by the WHITE curb. (Enforced 24 hours a day.)

### Overnight Parking

Prohibited unless previously authorized by Parking Services. Only vehicles displaying an overnight permit may park overnight. Camping or residing in a motor vehicle on college property is prohibited. (Enforced 24 hours a day.) *NOTE:* Overnight parking may be arranged through the Office of Parking Services, based upon specific justification.

### Motorcycle, Moped, Motorized Bicycle and Scooter Parking

All motorcycles, mopeds, motorized bicycles, and scooters must park in areas designated motorcycles, or in metered zones. These vehicles are not allowed in bicycle racks or on sidewalks.

### Head-First Parking

All vehicles must be parked in parking spaces front-end first. Maneuvering into a parking stall so that the front-end of the vehicle is at the stall opening can disrupt the flow of traffic in parking aisles and can be a liability to the District. A citation is issued for failure to comply with this regulation. (Enforced 24 hours a day.)

### Speed Limits on Campus

10 miles per hour in all parking areas and 25 miles per hour on all roads and drives unless otherwise posted. (Enforced 24 hours a day.)

**Parking regulations are enforced 24 hours a day**

Questions about these and other parking and traffic regulations should be directed to the Long Beach City College Parking Services at (562) 938-4713 or the Long Beach Police Department City College Section at (562) 938-4807.

### DRUG FREE STATEMENT OF LONG BEACH CITY COLLEGE

The Long Beach Community College District is committed to providing an appropriate environment free from illicit drugs and alcohol. As a preventative measure, information regarding the health risks associated with the use of illicit drugs and abuse of alcohol will be provided for students. This information may be obtained from the College Health Services Offices (562) 938-4210 or 938-3992. In addition, information may be obtained regarding counseling, treatment, rehabilitation, and re-entry programs. Long Beach City College offers forums and other educational programs regarding the harmful effects of drugs and alcohol. Information regarding programming may be obtained from the Office of Student Affairs (562) 938-4370. All inquiries will be held in the strictest of confidence. In compliance with federal legislation, it is the policy of the Long Beach Community College District to maintain a drug-free environment and support a drug prevention program for students. The unlawful manufacture, distribution, possession, use or sale of illicit drugs or alcohol is prohibited for all students in all buildings, property, facilities, service areas, and satellite centers of the district or as part of any district activities. Any student violating this policy will be subject to appropriate disciplinary action.

## CREATING A COLLEGIATE ENVIRONMENT

### OUR VISION

Long Beach City College prepares students to be successful in the world of the 21st century. Sitting at a global crossroads, the college constantly crafts its educational programs to meet the needs of students living in:

- A world of increased complexity and speed
- A world both global and remarkably accessible
- A world technologically advanced but intensely interdependent

A culturally diverse college, Long Beach City College welcomes all people who desire to grow and serve. The college nurtures a vibrant environment that cultivates a passion for learning, which continues for life.

### IN THE CLASSROOM

Creating a proper teaching environment is the cornerstone of getting a good education. Everyone at Long Beach City College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

- **Respect for the Instructor**  
This means arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while a lecture is in progress, not bringing food or drink to the classroom, not being loud, boisterous, or argumentative.
- **Respect for Other Students**  
This means not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language, or harassing others in any way.
- **Academic Honesty**  
Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests, turning in work which is not one's own (plagiarism), talking during tests, furnishing false information to instructors, or knowingly misrepresenting oneself to the College is grounds for disciplinary action. The consequences of cheating are severe and may include the possibility of expulsion.
- **Instructor's Rights**  
An instructor has the right to remove a student from class at any time he/she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Director of Student Discipline for disciplinary action as warranted.
- **Student's Rights**  
All students have a right to due process. If classroom conflicts occur, discuss them with your instructor during his/her office hour. Additional resources for help include the Department Head, Instructional Dean, and Director of Student Discipline.

### ON THE CAMPUS

Like the classroom, creating a proper campus environment is also of great importance to assure academic and individual success. The Board of Trustees have established campus-wide standards of student conduct and simple campus rules which are enforced at all times. These are particularly important in large common areas such as the cafeteria, bookstore, vending, campus offices, College Center, Student Center, Activities Center, campus quads, athletic areas, and other highly frequented areas.

### STANDARDS OF STUDENT CONDUCT

The following violations of College policy subject students to disciplinary action.

- A. Willful disobedience to directions of college officials (including faculty) acting in the performance of their duties.
- B. Violation of college rules and regulations, including those governing student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
- C. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
- D. Forgery, alteration, or misuses of college documents, records, or identification.
- E. Unauthorized entry to or use of college facilities.
- F. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- G. Theft of or damage to property belonging to the college, a member of the college community on campus or at a campus activity, or a visitor to the campus.
- H. Disorderly, lewd, indecent, obscene attire or conduct, including profanity.
- I. Conduct which disrupts orderly operation of the college, or which disrupts educational activities of individual members of the college community including, but not limited to, the harassment of another member of the college community based on race, religion, national origin, gender, sexual orientation, or any other legally protected status.

- J. Use, possession, distribution, or being under the influence of alcoholic beverages, illicit drugs or other controlled substances while on campus, or in connection with college activities.
- K. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
- L. Possession, while on the college campus or at a college sponsored function of any weapons (except by persons given permission by the Superintendent-President or members of law enforcement agencies, such as police officers acting in their capacities as officers).
- M. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm.
- N. Misuse of any computer technology, including equipment, software, network or Internet access. This includes non-compliance with any policy, regulation, rule, or guideline developed by any segment of the college which relates to computer technology.

### CAMPUS RULES

Violations are subject to student disciplinary action.

The following campus rules must be adhered to at all times:

1. Smoking is only allowed in designated smoking areas on each campus.
2. Eating and drinking is prohibited in all buildings except where food is sold, or is part of an approved and scheduled activity.
3. Gambling on the campus is prohibited. Gaming is restricted to the PCC Student Lounge and the LAC Nordic Lounge.
4. Animals, except for certified companion animals, are not allowed on campus.
5. The Long Beach City College Office of the Director of Student Life must approve any literature for distribution on any LBCC campus.
6. Children are not allowed on campus during school hours.
7. Unauthorized vehicles (vehicles without a parking permit) must use visitor parking or purchase a one-day parking permit.
8. Students are required to be fully attired (including appropriate undergarments), shirts or blouses, and foot gear.
9. Skate boarding, skating, and bike riding are prohibited on campus grounds.
10. The use of radios, electronic recording devices, tape or compact disc players without headphones is prohibited on campus except in connection with approved campus/classroom activities.
11. Electronic recording devices may not be used in classrooms without the permission of the instructor.

### DISCIPLINARY ACTIONS

Violations of the above Standards of Student Conduct and/or Campus Rules subject students to the following disciplinary actions. These actions may be imposed singly or in combination.

- |              |                            |
|--------------|----------------------------|
| 1. Warning   | 4. Social Suspension       |
| 2. Reprimand | 5. Disciplinary Suspension |
| 3. Probation | 6. Expulsion               |

Specific information regarding these actions can be obtained from the office of the Director of Student Discipline and/or designee.

### DUE PROCESS

All students have a right to due process. Specific guidelines exist regarding these rights and can be obtained through the College Catalog or in the office of the Director of Student Discipline and/or designee.

# International Student Program

Long Beach City College has a long history of providing excellent educational opportunities for international students.



### Special admissions requirements include:

**ENGLISH PROFICIENCY:** You must provide proof of English proficiency. Here is a sample of accepted test scores: TOEFL - 61(iBT); IELTS: level 5; iTEP: level 4.5 (Please check website for a complete list of accepted tests and scores.) **Note:** English proficiency is NOT required for students applying to the American Language and Culture Institute (ALCI- Intensive English Program).

**FINANCIAL REQUIREMENT:** A financial statement along with your Enrollment Application showing sufficient funds in U.S. dollars to pay academic and living expenses for the duration of your studies.

**ACADEMIC PREPARATION:** You must show that you have completed at least 12 years of elementary and secondary schooling, or you must be at least 18 years old.

**HEALTH INSURANCE:** Before you enroll in classes, you must show proof of college-sponsored medical insurance.

**COSTS:** The tuition is \$309 per unit for 2017-2018. International students must be enrolled in 12 units every Fall/Spring semester.



*Success Begins Today.*

For more information, visit our website:  
<http://www.lbcc.edu/international>  
 or call (562) 938-4745  
 E-mail: [international@lbcc.edu](mailto:international@lbcc.edu)  
**Long Beach City College**  
 International Student Program  
 4901 East Carson Street B-9,  
 Long Beach, California 90808, U.S.A

# Lifetime Learning Program

This Spring the Lifetime Learning Program is offering an exciting array of classes and tour offerings for the active adult.

## DAY TOURS AND CLASSES

For more information, call the Lifetime Learning Program at 562-938-3048

# GET CONNECTED!

The Office of Student Life connects students to programs, resources, and leadership opportunities. Build your resume by serving on a committee, apply for scholarships, volunteer, learn about what's happening on campus, join student government or a club/organization. Get connected through the following programs:



- Leadership Programs
- Viking Volunteer Resource Center
- Associated Student Body Government
- Clubs & organizations
- Intramurals & Recreation
  - Wellness
- Scholarships

Visit us at the  
**Office of Student Life**  
 LAC • (562) 938-4154  
 PCC • (562) 938-3985



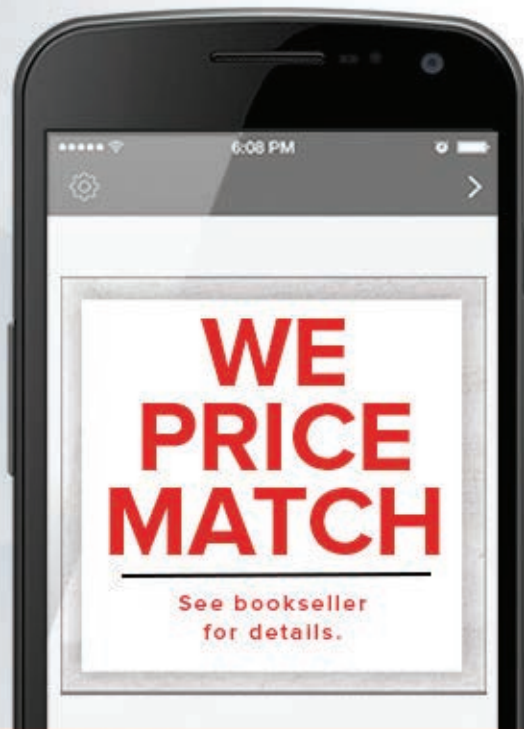
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LAC - LIBERAL ARTS COLLEGE

PCC - PACIFIC COAST CAMPUS

4901 E. Carson Street, Long Beach, CA • 562-938-4228

1305 E. Pacific Coast Hwy., Long Beach, CA • 562-938-3106

## GET CONNECTED WITH YOUR LBCC COLLEGE SERVICES CARD

When you purchase your LBCC College Services Card you become a member of the Associated Student Body. A current College Services Card sticker on your student identification is your key to services at LBCC:



- Check out books at the library
- Use of Student Success Centers and computer labs
- Vote in Associated Student Body campus elections
- Student accident insurance
- FREE Admission to LBCC Athletic Events
- Membership to LBS Financial Credit Union
- Join LBCC student club and organizations
- Annual events including: Grand Prix, Homecoming, and Spring Sing
- Campus concerts and cultural events
- Discounted and free tickets for campus events
- FREE Shuttle between LAC and FCC
- Discount tickets to theme parks and movies

**Your College Services Card supports the following programs to serve Long Beach City College:**

Student government • Intramural Sports • KLBC/KCTY Radio • Athletics • Theater Arts • Dance • Art Gallery  
Music Department including: bands, choir, instrumental jazz, Viking Show Band and vocal jazz • Viking Newspaper • City Magazine

**Look for your current semester College Services Card sticker in your registration.**

For more information, please contact Associated Student Body at the Office of Student Life  
LAC • E119 (562) 938-4154 or PCC • Student Union, Bldg. EE (562) 938-3995



# LEARNING AND ACADEMIC RESOURCES Fall 2017

<p>Study Skills Workshop Videos</p> <p><a href="http://www.lbcc.edu/LAR/studyskills.cfm">http://www.lbcc.edu/LAR/studyskills.cfm</a></p> <p>Learn specific strategies for time management, note-taking, studying, test taking and more!</p>	<p>LAC &amp; PCC-Academic Computing Centers</p> <p>LAC L-251 (562) 938 -4854 PCC- LL216 (562) 938 -3094</p> <p><a href="http://www.lbcc.edu/LAR/computerlabs.cfm">http://www.lbcc.edu/LAR/computerlabs.cfm</a></p>
<p>Multimedia Presentation Practice Room</p> <p>The Multimedia Presentation Practice Room is available to help students gain experience and confidence for their in class presentations. The Presentation room allows students to view themselves as they practice presentations, and record and burn their presentation to DVD.</p> <p><a href="http://www.lbcc.edu/LAR/labresources.cfm">http://www.lbcc.edu/LAR/labresources.cfm</a></p>	<p>Tutoring</p> <p>LAC L-203 (562) 938 -4474 PCC EE206 (562) 938 -3991</p> <p>Please check the Centers for hours of operation</p> <p><a href="http://www.lbcc.edu/LAR/tutoring.cfm">http://www.lbcc.edu/LAR/tutoring.cfm</a></p> <p>Free tutoring sessions can be scheduled by appointment for a variety of courses, including math, biology, Spanish, accounting, and more.</p> <p>Tutors are available Monday through Saturday .</p> <p>Drop -ins are always encouraged!</p>
<p>PCC-Multidisciplinary Student Success Center PCC EE206 (562) 938 3991</p> <p>Please check the Centers for hours of operation</p> <p><a href="http://www.lbcc.edu/successcenters">http://www.lbcc.edu/successcenters</a></p> <p>Supplemental learning assistance activities for various courses including: Learn 11, Counseling, English, Reading, Math, Vocational Nursing, Metal Fabrication , Sociology, Art, Allied Health, and Medical Terminology</p>	<p>LAC-Multidisciplinary Student Success Center LAC L-212 (562) 938 4699</p> <p>Please check the Centers for hours of operation</p> <p><a href="http://www.lbcc.edu/successcenters">http://www.lbcc.edu/successcenters</a></p> <p>Supplemental learning assistance activities for various courses including: Learn 11, C ounseling, Physiology, Anatomy, Food &amp; Nutrition, Vocational Nursing, Registered Nursing, Sociology, Art, Allied Health, Medical Terminology, and Fashion Design</p>

## “PROVIDING PATHWAYS TO ACADEMIC SUCCESS”

Web : <http://www.lbcc.edu/lar>

Like us on Facebook and follow us on T twitter:

[www.facebook.com/LBCCMDSC](http://www.facebook.com/LBCCMDSC)  
<https://twitter.com/lbccsuccess>

Liberal Arts Campus: L-212  
(2<sup>nd</sup> floor of the L building)  
(562) 938- 4699

Pacific Coast Campus: EE-206  
(2<sup>nd</sup> floor of the EE building)  
(562) 938- 3991

LAR Mission: Our mission is to support student success and academic achievement by providing students from across the disciplines the skills and resources necessary to achieve learning outcomes which will enable them to attain certificates, degrees, and transfer. We accomplish this by offering guidance in developing comprehensive learning strategies, foundational skills, and current technological skills for academic success.

Learning Skills (LEARN) Courses:

LEARN 11, 11 Honors: Learning & Academic Strategies  
LEARN 610: Basic Study Skills  
LEARN 650: Supervised Tutoring  
LEARN 811: Intro to Study Skills

## STUDENT SUCCESS CENTERS AT LONG BEACH CITY COLLEGE

# The Student Success Centers

Get support in your coursework at both campuses.

Visit the Success Centers at [www.lbcc.edu/successcenters/](http://www.lbcc.edu/successcenters/)

## WE PROVIDE THE FOLLOWING SERVICES AT THE SUCCESS CENTERS

### Supplemental Learning Assistance

#### Directed Learning Activities (DLA)

- Work individually on a learning activity to enhance skills for your class.
- Get feedback from Success Center experts.

#### Workshops

- Participate in specialized workshops hosted by a faculty member.

#### Directed Study Groups

- Participate in a small group activity with a Success Center expert to enhance skills for your class.

### Other Services

#### Tutoring

- Drop in or make an appointment for one-on-one or small group assistance.

#### Success Center Resources

Visit a Success Center today and use our other services and resources including:

- Computer Lab
- Textbook Check-out
- Instructional Software
- Basic Skills Development
- Study Areas
- Workshops
- Print Services

## HAVE YOU VISITED A STUDENT SUCCESS CENTER TODAY?

### Liberal Arts Campus

#### Multidisciplinary Success Center

2nd floor Building L - Room L212 (562) 938-4699  
 Monday - Thursday • 8 AM - 8 PM  
 Friday • 8 AM - 2 PM  
 Saturday • 10 AM - 2 PM

#### Math Success Center

1st floor Building V - Room V163 (562) 938-4228  
 Monday - Thursday • 8 AM - 8 PM  
 Friday • 9 AM - 3 PM  
 Saturday • 11 AM - 4 PM

#### Writing and Reading Success Center

Downstairs Building E, Room E09L (562) 938-4520  
 Monday - Thursday • 8 AM - 8 PM  
 Friday • 8 AM - 2 PM  
 Saturday • 10 AM - 2 PM

### Pacific Coast Campus

#### Multidisciplinary Success Center

2nd floor Building EE - Room EE206 (562) 938-3991  
 Monday - Thursday • 8 AM - 8 PM  
 Friday • 8 AM - 2 PM  
 Saturday • 10 AM - 2 PM

Call or Come in Today!



**LONG BEACH CITY COLLEGE HONORS PROGRAM**

**If you plan to transfer to any competitive university,  
your first step should be to apply to the  
Lbcc Honors Program.**

High-achieving students enroll in the college's Honors Program for the intellectual challenge it offers and for the advantages that it gives them when they apply to transfer. Students who complete the program earn priority consideration for admission to select public and private universities. Generous scholarship and financial aid packages are available to those students who qualify based on outstanding scholastic performance or financial need.

**HOW ARE HONORS COURSES DIFFERENT FROM REGULAR COURSES?**

Honors courses are designed to build critical and creative thinking skills through an intimate, interactive classroom experience. Students receive training in reading, writing, and analysis. They are expected to participate actively in classroom discussions. The experience they gain in Honors courses prepares them for success in upper division courses at the most select universities.

**HOW DO I APPLY?**

In order to enroll in an Honors course, you must first apply to the Honors Program. Complete the application process online at <http://www.lbcc.edu/honors>. Please see Honors website for application deadlines.

To qualify for the Honors Program, you must be eligible for or have already passed English 1. Further qualifications are listed on the web site.

**For more information about the  
Honors Program, please call  
(562) 938-4354.**

