

# GENERAL INFORMATION

## COLLEGE INFORMATION

### History

Los Angeles Valley College is one of nine public colleges in the Los Angeles Community College District. Located in the heart of the San Fernando Valley, the 107-acre campus serves the communities of Van Nuys, Burbank, Studio City, Sherman Oaks, Valley Village, North Hollywood, Panorama City, North Hills, Encino and beyond. Today, there are about 20,000 students enrolled with 199 full-time faculty and 401 part-time instructors.

Los Angeles Valley College was created in June 1949 to meet the tremendous growth of the San Fernando Valley during the 1940's and early 1950's. In September 1949, the college opened with a student body of 439 and a faculty of 23 on the Van Nuys High School Campus.

The college moved to its present site during the summer of 1951. The enrollment at the opening semester on the new campus was 1003, with 55 faculty. The student body was taught in 33 temporary bungalow structures, which increased to 45 bungalows between 1951 and 1956 to meet the growing enrollment. By 1952, the fall enrollment exceeded 2,300 students.

From 1959 to the 1970's, the college added 20 permanent buildings. These buildings included a library, administration building, cafeteria, theater arts, planetarium, campus center, and classroom buildings with science laboratories.

Special features of the campus include three separate stages for theater productions, a motion picture studio, choral and instrumental music rooms, sound proof practice booths, and a recording center for musical instruments, a general machine shop, a weather station, departmental learning centers, a broadcast and speech studio, computer labs and a health center. The college also has an art gallery and a historical museum. The college's athletic facilities include the men's and women's gymnasiums, a fitness center, practice fields, a field house, an Olympic-sized swimming pool, and a lighted stadium that accommodates 6,000 spectators.

The college is currently undergoing a \$626 million renovation and building project that is being funded by the passage of Proposition A in 2001, Proposition AA in 2003, and Measure J in 2008. It will result in refurbishing all existing buildings and will add 15 new sustainable buildings to the campus.

Since 2006, the college has added a new maintenance & operations/sheriff's station, a state-of-the-art allied health & sciences center, a new aquatics center with Olympic-sized pool, an

adapted physical education center, a child development and family complex, a student services complex, and the Belle & Harry Krupnick media arts center. The college's renovated stadium is also home to the only 10-lane Mondo track in southern California.

Additional projects scheduled to be built include a library & academic resource center, media arts/performing arts building, a student union, new administration/workforce development building, athletic training facility, a multi-purpose community services center, and a parking structure.

### Goals

The goals of Los Angeles Valley College are in keeping with the mission statement adopted by the Los Angeles Community College District Board of Trustees, which is to provide comprehensive lower-division general education, occupational education, transfer education, transitional education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

#### In pursuit of these goals, we endeavor to:

- promote equal opportunity for participation
- maintain appropriate standards for academic achievement
- provide an educational environment which meets the needs of students with varied learning skills
- provide support services which contribute to instructional effectiveness and student success
- affirm the importance of multi-cultural, international and inter-cultural collegiate experiences that foster individual and group understanding
- manage effectively educational and financial resources.

#### In order to assist students in achieving their educational objectives, the faculty and staff of Valley College strive to provide:

- counseling services directed toward identifying and fulfilling educational, financial, health and other personal needs
- opportunities to recognize and further develop a sense of curiosity and an understanding of self and others in an atmosphere of freedom and open communication
- realistic experiences for the implementation of skills and principles acquired

- opportunities to develop and use problem-solving techniques in the achievement of stated objectives
- opportunities to explore, understand and participate in the governance of the college and in other social structures
- opportunities to evaluate the effectiveness of the educational process in terms of the students own goals
- involvement of the members and resources of the community at large in the educational process in a participatory as well as in an advisory capacity
- cooperative relations with other institutions in promoting appropriate educational, cultural and occupational programs.

## Los Angeles Valley College offers the following programs and services

### Transfer

Four-year universities require students to complete certain requirements for the bachelor's degree. Among these are general education and major requirements. Valley College offers transferable courses which are equivalent to the lower division (i.e., freshman and sophomore) requirements at many colleges and universities. Among these colleges and universities are: UCLA, USC, CSU Northridge, CSU Los Angeles, CSU Long Beach, CSU Dominguez Hills, Cal Poly Pomona, Cal Poly San Luis Obispo, UC Santa Barbara, UC Irvine.

With counseling and careful planning students may, in most cases, transfer as a junior with their lower division major requirements and appropriate general education requirements completed.

### Associate Degree (AA/AS)

The Associate Degree (AA/AS) may be earned in conjunction with preparation for transfer or an occupational program. It may also be pursued as an educational end in itself.

### Certificates

The Certificate is generally a sequence of courses leading to a specific area of employment. It is designed for those students who have limited time to pursue their formal education and who wish to specialize in a particular employment oriented area.

### General Education

A program of general education comprised of planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a worker, family member, and citizen.

### Transitional Education

A program of remedial and basic skills education for students needing preparation for community college level courses and programs; and English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

### Continuing Education

Opportunities are provided for individuals who are interested in improving their academic and occupational competencies. In addition, tuition-free noncredit courses are intended to provide students with lifelong learning and college and career preparation opportunities.

### Guidance

A guidance program incorporating vocational, educational, and personal counseling to assist students in the selection and pursuit of a life work compatible with their interests, aptitudes, and abilities.

### Community Services Program

A comprehensive program designed to meet the college's mission for lifelong learning providing hundreds of not-for-credit educational offerings (online and classroom) in computer applications, health and wellness, open recreation, personal growth, and business-related studies. This program is a completely self-supported, fee-based division of the college. Online registration is <http://lavalley.augusoft.net>.

### The Los Angeles Valley College Foundation

- The Foundation is a non-profit organization whose purpose is to benefit Los Angeles Valley College students and college programs and activities. The Foundation raises funds to support student scholarships, faculty projects, and various campus and alumni events.
- To inquire about the Foundation or to make a contribution, please call (818) 947-2619, or visit them online at [www.lavcfoundation.org](http://www.lavcfoundation.org).

### Academic Freedom

The Board's policy on academic freedom is contained in Article 4 of the LACCD's Agreement with the American Federation of Teachers College Guild, which is in effect between July 1, 2008 and June 30, 2011. This article states that, "the Faculty shall have the academic freedom to seek the truth and guarantee freedom of learning to the students."

# MATRICULATION/ADMISSION AND REGISTRATION PROCEDURES

## Admission Eligibility

Anyone with a high school diploma or its equivalent meets the basic eligibility requirement for admission to a California public two-year community college.

People who do not have a high school diploma or its equivalent but meet additional criteria are also eligible for admission if, in the judgment of the college Admissions Officer, they are capable of profiting from instruction. Additional eligibility criteria include:

1. People who are eighteen (18) years old.
2. People who are apprentices, as defined by Section 3077 of the California Labor Code.
3. People in grades K-12, under special circumstances.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

## High School Students (9-12 Grades)

### Admission

High school students are allowed to enroll while they are still in high school provided that they fill out an Admissions Application and get the approval of their principal or designee on a Concurrent Enrollment Form.

### Deciding Which Classes To Take

The principal or designee signing the concurrent enrollment form should approve the class(es) in which you are attempting to enroll. However, you are still required to meet college-level prerequisites for any course you wish to take. If you are planning to take English or math classes you must be assessed prior to enrollment. For more information about assessment testing, contact the Assessment Center at (818) 947-2587

### Enrolling In Classes

Students can choose to take Advanced College Enrollment (ACE) classes after school at Los Angeles Valley College or on select high school campuses. Because courses vary by semester, students should see their college counselor for more information.

#### ■ After School Classes

Students must turn in an admissions application and Concurrent Enrollment Form on the first day of classes. Applications will be processed and students will be added to their courses on that day. For more information students should talk to their high school counselor or college advisor.

#### ■ General Courses/Intersession

Students must turn in an admissions application and Concurrent Enrollment Form to the Office of Admissions and Records during normal business hours. Students will be given an internet registration appointment at this time. For more information go to Admissions and Records located in the Student Services Center building.

#### ■ Courses at the High School

Admissions applications and Concurrent Enrollment Forms will be accepted during a workshop on a pre-determined date at the high school. Students should check with their high school college counselor or contact the Advanced College Enrollment Office for further information.

## Paying Your Fees

Concurrently enrolled resident middle/high school students are exempt from paying enrollment fees. Non-resident students are responsible for paying the non-resident tuition.

## Elementary and Middle School Students (K-8 Grades)

### Admission — K - 8

Los Angeles Valley College provides opportunities for academically advanced students to enroll at the college. Students who wish to enroll in courses must complete an application packet, available at the Office of Admissions and Records. Students must complete and **submit the application packet no later than two weeks prior to the beginning of the semester**. There are no exceptions. Once a completed application is received the K-8 Admissions Committee will review the application. Students will be admitted only for enrichment purposes. (Administrative Regulation E-87)

### Assessment/Orientation

Students who are planning to take English or math and who have not already been assessed, are expected to go through assessment and orientation.

### Counseling

It is recommended that students see a high school college counselor. Make an appointment to see a counselor well in advance of registration. Ask about degree, transfer, and certificate requirements, and select appropriate classes.

## Fee Payment

### ATTENTION BOARD OF GOVERNORS FEE WAIVER STUDENTS

All students will be charged the health fee (\$11 for fall and spring and \$8 for summer and winter). This fee will no longer be waived for students who are eligible for a fee waiver. Please feel free to contact the Financial Aid Office at extension 2412 if you have any questions.

Fees for California residents are subject to change by California legislature. **PAY FEES AS SOON AS POSSIBLE TO AVOID DELAYS** in receiving your **REGISTRATION FEE RECEIPT**. You will need this receipt to purchase books and to avoid long lines or a hold on classes/books/records. If you pay by mail, the **REGISTRATION FEE RECEIPT** form will be mailed to you. If you don't receive your fee receipt by mail, you may pick it up at the Business Office. If you delay in payment of fees, your enrollment process will be delayed.

You will need your **REGISTRATION FEE RECEIPT** before you can purchase books, check out library materials, or identify yourself for any purpose as an enrolled student. If you do not pay your fees, you will not receive your class schedule, be able to purchase a parking permit, or take a photo I.D.

## Federal Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.
2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.
4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information, which may be released without the written of the student.
5. 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.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-4605

# Residency Requirements

## California Residency Requirement

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is the day before classes begin. Residence is defined as a union of act and intent.

## Non-Resident

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residency Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and others are not. Check with the Admissions Office regarding your particular status.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

## Residence Reclassification

Students who have been classified as non-residents may petition to be reclassified at any time they feel their status has changed. The Residence Reclassification forms are available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

## Acceptance Towards Residence

Units for which credit is given pursuant to the provision of this section shall not be counted in determining the twelve units of credit for residence requirement.

## Residence Appeal

A student may appeal the residence classification as determined by the college. The appeal must be made within 30 calendar days of receipt of resident notification. The appeal must be submitted in writing to the college Admissions Officer, who will forward it to the District Residency Appeal Officer.