

# 6 Steps for SUCCESS

## 1 Admission

### A. Complete an LBCC Application for Admission.

- A paper application is available in this Schedule of Classes.
- An on-line application is available at: [www.lbcc.edu](http://www.lbcc.edu) for **NEW** and **CONTINUING** Students.

**NEW** student—has never made application and/or enrolled at LBCC

**CONTINUING** student—enrolled in Fall 2003 or Spring 2004

**RETURNING** student—enrolled and/or made application to LBCC in a fall, spring or summer semester/term but **WAS NOT** enrolled in Fall 2003 or Spring 2004.

**For security reasons: RETURNING** students **will not** be able to use the on-line application. (See instructions for the paper application in this schedule.)

### B. To obtain a priority registration appointment, the paper application, or the signature page of the on-line application **must be postmarked by April 16, 2004.**

- If you miss the April 16 deadline, you may still obtain a priority registration appointment by returning the paper application form in person, to the Admissions office on either campus **by May 4, 2004.**
- **If you miss the May 4 deadline**, you may obtain a registration appointment by returning the paper application form in person, to the Admissions office on either campus **by May 24, 2004.**

**Classes begin June 1, 14 and July 6, 2004.**

**You must request that high school transcripts and those from other colleges be sent to LBCC.** Complete the Transcript Request form available in Admissions Offices at either the Liberal Arts Campus, 4901 E. Carson Street or the Pacific Coast Campus, 1305 E. Pacific Coast Highway, and submit it to your previous schools, or follow instructions from your high school or previous colleges. **NOTE:** All transcripts received by the Long Beach Community College District become District property and cannot be returned or copied.

## 2 Financial Aid

- Complete the Board of Governors' Grant Application on pages 23-24 of this booklet and return it to the Financial Aid Office before you register for classes (*unless you have already applied for financial aid*) to LAC: Bldg. A, Room 105 or at PCC: Building AA, Room 122. Complete the Free Application for Federal Student Aid (FAFSA), available in the Financial Aid Office.

## 3 Assessment

- Before you sign up for the Assessment Test, you must obtain a **STUDENT I.D. NUMBER** from the Admissions Office by completing an Application for Admission.
- Once you have a **STUDENT I.D. NUMBER**, you can make an appointment for the Assessment Test in **ONE** of the following ways:

- Sign up on-line by accessing the website at: <http://matric.lbcc.edu/register/>, OR
- Call (562) 938-4670 or (562) 938-3920, OR
- Go to the Student Success/Transfer Center at either campus.
- If you would like to review, before taking the Assessment Test, you can:
  - Review practice tests for Math, English, and Reading that are available for purchase in the LBCC Bookstore.
  - Visit the LAC or PCC Learning Center to review reading and writing skills.

## 4 Orientation

- Before you sign up for the orientation, you must obtain a **STUDENT I.D. NUMBER** from the Admissions Office.
- Once you have a **STUDENT I.D. NUMBER**, you can complete the orientation in one of the following ways:
  - Sign up and complete the Orientation Workshop by calling (562) 938-4963.
  - Complete the on-line orientation by accessing the website at: <http://orientation.lbcc.edu>.  
You must complete the quiz at the end of the on-line orientation.
  - Enroll in and successfully complete Counseling I (1 1/2 unit, transferable course).

## 5 Counseling & Educational Planning

- See a counselor **AFTER** you have completed the Admissions, Assessment and Orientation steps
- Make an appointment to see a counselor, by calling:  
LAC: (562) 938-4560      PCC: (562) 938-3920  
In person in the Counseling Office at:  
LAC: Building A      PCC: Building GG100

You must show proof of having completed the Admissions, Assessment and Orientation steps in order to obtain a counseling appointment.

- Bring your assessment test results and recommendations to the appointment so you can discuss the programs and services available, develop an education plan and receive referrals to other helpful services.

## 6 Registration

- Register by OLE web, telephone, or in person (during walk-in registration), following instructions in this schedule. See page 14 for priority registration, and page 18 for walk-in registration instructions.
- Additional Application forms are available at registration or in the Admissions Office.
- Make sure there are no overlaps and the class numbers recorded are the exact numbers for the class listings.

# STEP 1 • ADMISSION

The Admissions Office is open Monday through Thursday

8:00 am to 6:30 pm, and Fridays, 8:00 am to 4:00 pm, except on holidays.

Liberal Arts Campus (LAC) • Bldg A • Tel: (562) 938-4136 / Pacific Coast Campus (PCC) • Bldg AA • Tel: (562) 938-3944

**Classes begin June 1, 14 and July 6, 2004.**

## ***ALL Students MUST fill out the Application for Admissions form***

Completed Application for Admission forms are property of the Long Beach Community College District and are used for audit purposes, and cannot be removed from the Admission and Records or Registration areas.

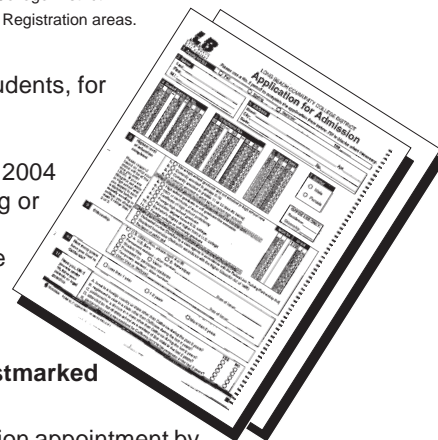
- A paper application is available in this Schedule of Classes.
- An on-line application is available at: [www.lbcc.edu](http://www.lbcc.edu) for **NEW** and **CONTINUING** Students, for priority registration until **April 16, 2004**.

**NEW** student—has never made application and/or enrolled at LBCC

**CONTINUING** student—enrolled in Fall 2003 or Spring 2004, prior to February 27, 2004

**RETURNING** student—enrolled and/or made application to LBCC in a fall, spring or summer semester/term but **WAS NOT** enrolled in Fall 2003 or Spring 2004.

**For security reasons: RETURNING** students **will not** be able to use the on-line application. See instructions for the paper application in this schedule.



### **PRIORITY REGISTRATION DEADLINES**

To obtain a **Priority Registration** appointment, the paper application, **must be postmarked by April 16, 2004 or made on the LBCC Website**

- If you miss the April 16, 2004 deadline, you may still obtain a priority registration appointment by returning the paper application form, or the on-line signature page in person, to the Admissions office on either campus **by May 4, 2004**.

Once the Registrar has received your completed "signature page" from the on-line application process, or your completed paper application, **by the April 16, 2004 deadline**, you will be mailed or given, your seven-digit Student ID number, your OLE web password, and your priority registration appointment.

### **ADDITIONAL REGISTRATION OPPORTUNITY**

- **If you miss the April 16, 2004 deadline**, you may obtain a registration appointment by returning the paper application form in person, to the Admissions office on either campus **by May 24, 2004**.

**NOTE:** Extended OLE web and telephone registration will be available May 25-26, 2004

Once you walk in with your completed paper application or on-line signature page, **after April 16, 2004**, you will receive your seven-digit Student ID number, your OLE web password, and your registration appointment, in person, from the Admissions office.

**NOTE:** If you miss the deadlines mentioned above, you may still complete the paper application during walk-in registration beginning May 25, 2004.

District Policy and California State Law prohibits anyone from attending a class without being legally registered for that class. **ALL** Long Beach City College classes have **registration deadlines**. It is the student's responsibility to register for the class they wish to attend by that deadline date. If your class is 9 weeks or longer, the deadline is the end of the second week of class; 3 through 8 weeks, end of the first week of class; classes less than 3 weeks, first DAY of class.

### **HOW TO REQUEST TRANSCRIPTS**

Contact the records office of your high school or previous college and ask them to send your prior grades to Long Beach City College. Transcript request forms are available in the Admissions Office. Some colleges charge a small fee for this service. It is important to have your transcripts on file for evaluation and proper counseling, and also, so you receive credit for your previous work.

**NOTE:** All transcripts received by the Long Beach Community College District become District property and cannot be returned or copied.

**CAUTION:** Transcripts from other institutions are NOT entered into an electronic file. If you wish to use these transcripts to prove prerequisites taken at another institution, you must fill out a prerequisite form every time you wish to use courses from those transcripts. The admissions staff will manually look at your transcripts on file, to verify the prerequisite information.

**Transcripts** of work completed at LBCC may be obtained after the semester or term is completed. A signature of the person whose records are being requested is required along with a fee for each transcript requested. **A minimum of five (5) business days is required for a regular transcript request and at least twenty (20) business days at the end of a term. Grade reports** are mailed to your last known address approximately one month after the completion of the final exams for that term, or may be picked up at the Admissions & Records Office. A picture ID is required. **Forms** to request transcripts from high schools and other colleges for your records at LBCC may be obtained upon request. **Add-Drop and Transfer** transactions may be completed at the Admissions Office prior to appropriate deadlines.

# STEP 1 • ADMISSION (continued)

## ON-LINE APPLICATION INSTRUCTIONS

If a question has an asterisk (\*) before it, the question must be answered in order to submit your Long Beach City College Admissions Application.

The **SAVE** button is to save and submit information. DO NOT click on this button until you have completed the entire application. If you click on this button without completing the entire application, you will have to come into the Long Beach City College Office of Admissions and Records to complete your application.

IMPORTANT: You must use a computer that is able to **PRINT** this application onto paper for your records, and for the official signature form, that **MUST BE POSTMARKED by April 16, 2004 OR TURNED IN** to the Long Beach City College Registrar **by May 4, 2004.**

## STARTING THE APPLICATION PROCESS

- Go to the LBCC home page: [www.lbcc.edu](http://www.lbcc.edu)
- Click on the **LBCC On-line Admissions Application** link
- Click on **Apply for Admissions to Long Beach City College Online**
  1. Enter the semester/term (current or next) and the year, for which you are applying
  2. Enter your Social Security Number.

Note: Your social security number will only be used for Federal Government (ie. - IRS, Financial Aid, etc.) reporting and internal processing. **Your social security number will not be used as any type of public student identification.**

**CONTINUING STUDENTS:** (enrolled in Fall 2003 or Spring 2004) Once you have entered your social security number, your name will appear. You then enter your seven-digit student ID number, and your Personal Identification Number (PIN). Your PIN is your date of birth. For example, if your birth date is August 13, 1974, you enter: 081374.

**NEW STUDENTS:** (has never made application and/or enrolled at LBCC.) Your seven-digit student ID number will be mailed to you upon successful completion of the online application if postmarked by April 16, 2004 or submitted in person by May 4, 2004.

(Each page number listed below corresponds to a screen on your computer)

- Page 1**
1. The following items must be completed before you move on to the next page: Last name, First name, Date of Birth, City, State, Citizenship, and Are you a legal resident of California?
  2. For the Highest level of Education field, please respond based on what your status will be when you enter LBCC. If you are in high school and expect to graduate before enrolling in college, you must mark 5 rather than 2 or 3.

- Page 2**
1. All questions on this page **MUST** be answered.
  2. If you are not a legal dependent of your parent or guardian you may type in "N/A" in the City box (under letter "F".)

- Page 3**
1. The "Assistance" question is only used to help students with assistance in learning. You may choose not to answer this question and later contact the office of Disabled Student Programs and Services for further information. LAC: 562/ 938- 4558; PCC: 562/938-3921.

- Page 4**
1. Please list all colleges and/or universities you have attended, where you have COMPLETED semester units.

- Page 5**
1. Please select all the support services you feel you may need. Answering these questions will allow LBCC to better serve you.
  2. Please list the high school you plan to, or have graduated from. This information also allows LBCC to better serve the community.
  3. Please select a major. You may change your major in the future.  
**NOTE:** There are over 200 majors listed. They are not in alphabetical order. Please scroll through the list and choose the one that best fits your area of interest.

- Page 6**
1. **PLEASE NOTE THAT THE APPLICATION PROCESS IS NOT COMPLETE UNTIL THE SIGNED SIGNATURE PAGE HAS BEEN RECEIVED by the LONG BEACH CITY COLLEGE REGISTRAR.**

**NOTE:**

- Falsification or withholding of information shall constitute grounds for dismissal.
  - This application once completed becomes the property of Long Beach City College and will not be returned.
2. Upon successful submission, you will receive a note on the screen that says "Your application was created successfully." Print this page, **sign it** and mail it (postmarked by April 16, 2004.) to:  
**The Office of the Registrar; 4901 E. Carson Street, Long Beach, CA 90808.**
    - **Unsigned admission applications will not be processed.**
  3. You will receive a priority registration appointment from the Registrar's office, if the application is received, and the signature page is signed and postmarked by April 16, 2004.  
(If you have not received a seven-digit Student ID, your OLE web password, and priority registration appointment by April 23, 2004, please contact the Registrar: 562/938-4485.)

## STEP 2 • FINANCIAL AID

### If you think you need financial aid to attend Long Beach City College:

Complete the Board of Governors Enrollment Fee Waiver Application on pages 23 and 24 of this booklet and mail or deliver it to the Financial Aid Office at either campus.

There are many types of financial aid packages available to Long Beach City College students:

- **Board Of Governors Enrollment Fee Waiver Application**

You may be eligible to have your enrollment fees and your health fees waived by the State of California even if you were not eligible for aid in the past. It's simple to apply and there are three different ways to determine eligibility. If you are receiving any type of public assistance or if you are in need of assistance to pay your fees, you should apply.

If the Admissions Office has classified you as a California resident and you have not already applied for financial aid in 2003-2004, complete the form on pages 23 and 24 and bring it to the Financial Aid Office on either campus **BEFORE submitting your registration materials.**

- **California State Grants**

There are Cal Grant A, Cal Grant B and Cal Grant C funds available to specific student populations. To apply, you must contact the Financial Aid Office.

- **Federal Pell Grants**

Federal Pell Grants make up the largest federal student aid program. These are grants which do not have to be paid back. They are based on financial need and range from \$400 to \$4,050. Start with the Free Application for Federal Student Aid (FAFSA) available in the Financial Aid Office at either campus.

- **FEDERAL PERKINS LOAN**

This federal loan is made available at low interest and does not have to be repaid until you leave college. The current interest rate is 5% and the amount you will be eligible to receive depends on your financial need, other aid received and fund availability.

- **William D. Ford Federal Direct Loan**

This is a subsidized or unsubsidized low interest loan available to meet educational expenses. Students may borrow \$2,625 for the first year of study and \$3,500 after 30 units have been completed.

- **Federal Supplemental Educational Opportunity Grants**

These federal grants are awarded to students with the greatest amount of financial need. They range from \$400 to \$1,000 per year.

- **Extended Opportunity Programs & Services**

EOP&S assists low income, educationally and environmentally disadvantaged students, in acquiring a college education. The gateway to EOP&S is the Financial Aid Office. **To be accepted, you must first apply for financial aid.**

## FINANCIAL AID OFFICES

### LIBERAL ARTS CAMPUS

4901 E. Carson Street, Building A 105  
Long Beach, CA 90808  
Tel: (562) 938-4257

**Hours:**

Mon. & Thurs., 7:30 am - 7:00 pm  
Tues. & Wed., 7:30 am - 5:00 pm  
Fri., 7:30 am - 4:30 pm

### PACIFIC COAST CAMPUS

1305 E. Pacific Coast Highway, Building AA 122  
Long Beach, CA 90806  
Tel: (562) 938-3955

**Hours:**

Mon., Wed. & Thurs., 8:00 am - 5:00 pm  
Tues., 8:00 am - 7:00 pm  
Fri., 8:00 am to 4:30 pm



The Financial Aid office offers limited services after noon on the first Wednesday of every month.

## STEP 3 • ASSESSMENT

*We want you to succeed at Long Beach City College!*

### MATRICULATION

Matriculation is a process which brings together the college and the enrolling student into an agreement for the purpose of realizing your educational goals through the college's established programs and services. These include registration, orientation, assessment, counseling, post-enrollment evaluation and referral of the student to appropriate services. As a student, you are expected to participate in these programs and services unless you request a waiver from a particular service, or are exempt.

#### To be fully MATRICULATED means to:

- Follow admission procedures
- Complete the Assessment Test
- Participate in the College Orientation Program
- See a counselor and complete an educational plan

### WHAT IS ASSESSMENT?

The assessment test is designed to assess your current skill level in English, reading, writing and mathematics. Students do not pass or fail, they only achieve at different levels.

### DO I NEED THE ASSESSMENT TEST?

All students enrolling at Long Beach City College are REQUIRED to take the Assessment Test and participate in the College Orientation Program the first semester of enrollment, unless you meet the exceptions listed below.

#### EXCEPTIONS:

You are not required to take the Assessment Test if you are:

- *Only* taking courses for personal enrichment
- *Only* taking Distance Education courses
- *Only* taking courses to update job skills
- *Only* taking activity courses in PE, art, music, theater or other laboratory classes.
- *Only* taking contract education classes, unless you plan to take a math, reading, English or English as a Second Language class and have not met the prerequisite

### WHAT WILL ASSESSMENT DO FOR ME?

#### Assessment Test results will help you:

- Enroll in the right English, math, and reading classes
- Meet LBCC graduation proficiencies in math and reading

without taking classes

- When you receive academic advising and a one-semester education plan
- Apply to certain fields of concentration such as Nursing, Diagnostic Medical Imaging and Medical Assisting

### WHEN WILL I GET MY ASSESSMENT RESULTS?

- Assessment test results will be distributed at the Orientation Workshop, OR
- After you have completed On-line Orientation, OR
- At a counseling appointment.

### DO I NEED AN APPOINTMENT? **YES!**

You must apply to LBCC and obtain a seven-digit student I.D. number from the Admissions Office BEFORE signing up for the Assessment Test.

To make an appointment for the Assessment Test, call or visit the following:

#### Liberal Arts Campus (LAC)

Student Success/Transfer Center

4901 E. Carson Street

Long Beach, CA 90808

(562) 938-4670

#### Pacific Coast Campus (PCC)

PCC Counseling Department

1305 E. Pacific Coast Highway

Long Beach, CA 90806

(562) 938-3920

#### Sign up On-Line to take the Assessment Test

by accessing: <http://matric.lbcc.edu/register/>

### DO I NEED TO PREPARE FOR THE ASSESSMENT TEST? **YES!**

This is an assessment test. Practice math and reading tests may be purchased at the bookstores at LAC and PCC. You can also work with a math instructor in the PCC Learning Center in Bldg. GG. For help in the English reading or writing portions of the tests, visit the Writing & Reading Center in Bldg. GG at PCC or in Bldg. L at LAC where you can view videotapes and work with a reading or writing instructor to improve your test results.

## STEP 4 • ORIENTATION

It has been proven that a student is more likely to succeed if he/she is involved with the campus environment and aware of the available student support services. Students may participate in the orientation program by completing one of the following options: 1) attend the orientation workshop, 2) complete the orientation on-line or 3) enroll and complete the Orientation for College Success course (Counseling 1).

### Option 1 - Orientation Workshop

The 1 1/2 hour workshop is designed to orient students to the college environment and review their assessment test results and course recommendations. The workshop is led by a counselor and student orientation peer advisor. The workshop provides students with an overview of Long Beach City College resources and student services, academic expectations and students' rights and responsibilities. Students will learn how to develop a one semester educational plan at the end of the workshop. Students can sign up for the orientation workshop at the end of the assessment test or call the LBCC Orientation Program at (562) 938-4963

### Option 2 - On-line Orientation

Students can complete the orientation by accessing the website at <http://orientation.lbcc.edu>. This site is designed to orient students to the college environment, and review assessment test results and course recommendations. This option allows students to complete orientation at a time that is convenient for the student.

### Option 3 - Counseling 1

Counseling 1 is a 1/2-unit course (transferable to CSU) which is highly recommended for all students. The course is designed to orient students to the college environment and educational opportunities. Included in the class is an introduction to academic procedures and policies, goal setting, educational planning, college services and facilities, and an exploration of the various opportunities within higher education in California. Counseling 1 helps students develop an educational plan to achieve their goals.

#### TO ENROLL IN COUNSELING 1:

Complete priority registration or walk-in registration.

To find a Counseling 1 class that best fits your schedule, look in the class listings under "Counseling/Guidance."

## 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:** A score of 500 or better on the Test of English as a Foreign Language (TOEFL) is required. (173 on the CBT TOEFL)

**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 AND INSURANCE:** At least one month prior to the start of classes, you must show proof of either college-sponsored or private medical insurance.

**COSTS:** Pay non-resident tuition at the rate of \$174 per unit for at least 12 units each semester of enrollment.



For more information, contact:  
Denise Kinsella, Coordinator at (562) 938-4745  
Email: [dkinsella@lbcc.edu](mailto:dkinsella@lbcc.edu)

**Long Beach City College**  
**International Student Program**  
4901 East Carson Street  
Long Beach, California 90808, [U.S.A.](#)

# STEP 5 • COUNSELING & EDUCATIONAL PLANNING

## How do I choose the right classes?

After completing and submitting your Application for Admission, send in high school transcripts and any college work to the Admissions Office. New students that have taken the Assessment test and have results, may make an appointment with a counselor or may reach a counselor on-line at:

<http://onlinecounseling.lbcc.edu/counselinghome/counselinghome.cfm>. The steps mentioned above are important in selecting the appropriate classes.

A Long Beach City College counselor will use your transcripts, test results and educational goals in helping you to develop an educational plan.

If you are unable to see a counselor prior to registration and if you are seeking a degree or planning to transfer from LBCC, you may wish to follow one of the ABC General

Education Plans on pages 63-66, of this class schedule.

Guides for various LBCC certificates, associate degrees and transfer programs are available in the Counseling Office at LAC and PCC and on-line at:

<http://students.lbcc.edu/cguides.htm>

for certificates and associate degrees and

<http://students.lbcc.edu/tguides.htm>

for transfer programs. Some are published in the Long Beach City College Catalog (available at the LBCC bookstore). The catalog has detailed descriptions of classes, programs and services offered at LBCC.

Student services such as the Career Center and Transfer Center can further assist you in clarifying your educational and career goals. Through individualized counseling you will have an opportunity to explore choices and make informed decisions about which courses to take at LBCC.

## Course numbering system

Course numbers relate to the design of the class and applicability to degree and transfer programs.

**1-599:** Applicable to associate degree.

**1-99:** Transferable for at least elective credit to any college having similar courses in its lower division curriculum.

**100-199:** Courses not intended for transfer but meeting a limited number of requirements for the AA/AS degrees.

**200-299:** Occupational courses.

**300-399:** Short term or short unit courses which parallel other 1-400 level courses.

**400-499:** Continuing education courses in occupational fields.

**500-599:** Vocational courses for apprenticeships.

**600-699:** Self-enrichment or basic skills courses which do not carry credit and for which no grade is awarded.

**800-899:** Courses in basic skills which have credit value that is not applicable to transfer or an associate degree.

Repetition of course(s)

Most courses at LBCC may be repeated only once under the following conditions:

- If you receive a grade of D, F or NC.
- If courses are designed primarily for skill development and have a letter designator "AD" following the number. (They may be taken once for each letter designation; once for A, for B, for C, etc.)

Check with a counselor or consult the LBCC Catalog if you have questions about course credit applicability.

For complete, detailed information, please refer to the current College Catalog.

## Did you know?

### You Can Earn Your Associate of Arts Degree Entirely at the Pacific Coast Campus.

# STEP 6 • REGISTRATION

## SUMMER 2004

Please read the following carefully:

- Students have **four (4) business days** from their given registration date and time to use the OLE web and telephone registration systems. You will not be allowed to enter the system after those four (4) business days. EXCEPTION: Those students with a priority registration appointment may use April 22 - May 7, 2004 as make-up days for registration and/or schedule adjustments.
- No receipts will be mailed
- Student's individual class schedules will not be mailed
- Verification and individual class schedules can be obtained by reentering the telephone registration system and/or via OLE web
- Your cancelled check or credit card statement will serve as your payment receipt.
- College Service Cards and/or parking permits will be mailed to your address of record within one(1) week of receiving payment for these items.

### PRIORITY REGISTRATION GROUPS

For priority registration purposes, students are divided into the following three groups:

#### Group 1

Students who were enrolled in Fall 2003 or Spring 2004 and have **completed** the Assessment test by February 28, 2004. The number of units completed from Fall 1984-Fall 2003 will be sorted highest to lowest.

#### Group 2

Students who were enrolled in Fall 2003 but have **NOT completed** the Assessment test by February 28, 2004. The number of units completed from Fall 1984-Fall 2003 will be sorted highest to lowest.

#### Group 3

Students who were NOT enrolled in Fall 2003 or Spring 2004, or are new to the college, and have mailed in an Application for Admission by April 16, 2004 or obtained a priority appointment from the Admissions Office by May 4, 2004.

For Group 3, priority registration appointments will be given on a first-come, first-served basis:

Monday through Thursday, 8:00 am - 6:30 pm  
Fridays, 8:00 am - 4:00 pm (except holidays)

For complete registration instructions, see pages 14-17.

### If You Require Special Assistance during registration

Please contact the services listed here:

**Senior Citizens:** Get registration information and assistance at the Senior Center at PCC. Call (562) 938-3048 for more information.

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

**EOP&S/CARE:** Students eligible for Extended Opportunity Programs & Services can obtain registration assistance from the EOP&S staff. Call LAC at (562) 938-4273 or PCC at (562) 938-3097



**Do not attempt to register until your appointed time.**

### PRIORITY REGISTRATION CALENDAR

#### Extended Opportunity Programs Students (EOP&S) and Disabled Students Program Services (DSPS) only.

April 5 Highest to lowest amount of units 7 am - 10 pm

#### Group 1 Enrolled in Fall 2003 or Spring 2004 & assessed as of February 28, 2004.

April 6	40 or more units	7 am - 10 pm
April 7	30 - 39.5 units	7 am - 9 pm
April 8	20 - 29.5 units	7 am - 10 pm
April 9	0-19.5 units	7 am - 10 pm

#### Group 2 Enrolled in Fall 2003 or Spring 2004 & NOT assessed as of February 28, 2004.

April 12	40 or more units	7 am - 9 pm
April 13	30-39.5 units	7 am - 10 pm
April 14	20-29.5 units	7 am - 10 pm
April 15	0-19.5 units	7 am - 10 pm

**Group 3:** Students NOT enrolled in Fall 2003 or Spring 2004 who obtained an appointment from the Admissions Office by May 4, 2004 or have mailed in an Application for Admission, or have signed the online signature page by April 16, 2004.

April 16 - May 7 All of Group 3



Priority registration is operational  
Mon. through Thurs., 7 am to 10 pm and Fridays  
7 am to 9 pm on the dates designated above.  
Closed Saturday, Sunday and Holidays

**Extended credit card registration** may be used by students in any Group, and for those students who receive an appointment from the Admissions Office by May 24, 2004. Students with registration appointments, may add, drop, or register for classes.

**NOTE:** Students will still be able to obtain registration appointments in the Admissions Office after the May 4, 2004 deadline. Please see the Walk-in/Open Registration instructions.