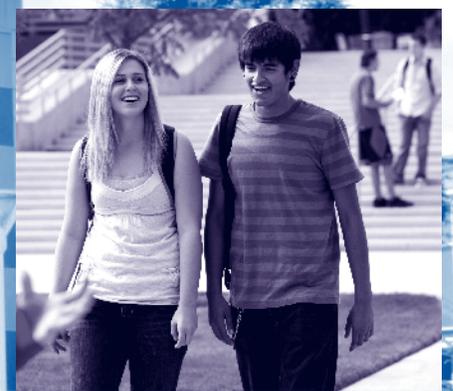


LOS MEDANOS
COLLEGE



Student
Handbook

www.losmedanos.edu



welcome



Los Medanos College

Welcome to LMC! Your Student Handbook has been designed to help make your introduction to college an informed and successful experience. We are here to help you, and we look forward to working with you.

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Every reasonable effort has been made to ensure that the information contained in this handbook is accurate. However, some information is subject to change without notice, and this handbook does not constitute a contractual agreement.

Matriculation at LMC

Congratulations! You have just begun the matriculation process at Los Medanos College. Whatever your goal, our matriculation plan is designed to help you get there.

What is matriculation?

Matriculation is a statewide process designed to help students in the California Community College system develop clear educational goals and succeed in reaching those goals. As a student at LMC, you will be provided with information and assistance aimed at helping you succeed.

How do I get started?

The first steps in the matriculation process at LMC are:

1. Submit your admissions application.
2. Complete your English and math assessment tests.
3. In order to best ensure a student's success, orientations are required at LMC. You may register for Counseling 30, "Orientation to College", for 1 unit of credit (recommended) or sign-up for an orientation workshop. In either the course or the workshop, you will plan your first semester courses with assistance from a counselor and learn about LMC's programs and support services. You may also choose to take an online orientation.
4. Obtain a copy of your high school transcript if you plan to enroll in a math, science, or foreign language course with a prerequisite.
5. Visit the Office of Financial Aid if you wish to see if you qualify for a fee waiver or grant.

What are the next steps after New Student Orientation?

6. Register for your classes on or after your scheduled date. Pay your enrollment fees, unless exempt.

7. Purchase your textbooks and the College Catalog at the LMC Bookstore.
8. Attend your classes and use support services. It's up to you to be a successful student by attending your classes regularly, taking notes, completing your assignments on time, and making use of free campus support services, such as tutoring, if needed.
9. See a counselor. Each semester, make a counseling appointment to plan what courses you will take next. Follow up on advice and suggestions given.

Matriculation Agreement

We ask you to enter into this agreement with us:

You will:

- Identify an educational goal.
- Meet with a counselor at least once a semester.
- Attend your classes regularly.
- Seek support services when needed.

We agree to:

- Provide you with information about the requirements to meet your goal.
- Assess your English and math skills.
- Assist you with appropriate course selection.
- Offer a full range of services to help you reach your goal.

We want to be part of your success story!

What is your educational goal?

Your educational goal is the objective of your education. There are several educational goals that you can achieve at Los Medanos College. You may choose more than one. You may change your educational goal at any time.

Associate Degree

An associate degree is the first college degree you can earn. It requires the completion of 60 units of required and elective courses, and a cumulative GPA of 2.0 ("C") or higher. You can earn an associate degree in two years if you attend full time (15 units a semester), but it will take longer if you attend part-time. More than 60 units may be required if you need developmental courses or are undecided about your major.

Transfer to 4-Year College

At Los Medanos College, you can complete the first two years of coursework ("lower division") required to earn a bachelor's degree at a four-year college or university. You can then transfer to the 4-year institution as a junior. You can meet transfer requirements with or without earning an associate degree. Transfer and associate degree requirements, while similar, are not identical. For instance, transfer requires a more advanced math course.

Certificate of Achievement

A certificate of achievement, which is not a college degree, may be earned in certain technical, vocational, or business majors at Los Medanos College. Certificate programs focus almost exclusively on preparing you for a specific occupation. Few courses outside the major are required, except for competency requirements—see page 6.

College Skills Certificates

Departmental skills certificates generally require less than 18 units of work and are currently available in Administration of Justice, Business, Child Development, Computer Networking Technology, Computer Science, Emergency Medical Services, Fire Technology, Management & Supervision, and Travel. Consult specific department for details.

Personal

If you don't choose to pursue a degree, certificate, or transfer, your educational goal may be to:

- Enroll in personal interest courses
- Explore career interests
- Update current job skills
- Learn new job skills
- Improve basic skills, such as English or math
- Maintain a professional license
- Complete high school credits

For a complete list of degrees and certificates available at LMC, see page 27.



Competency Requirements at LMC

In order to earn an Associate Degree or a Certificate of Achievement at LMC, you are required to meet certain “exit” standards in three areas—reading/writing, math, and computer literacy. Competency requirements may be met by achieving a grade of “C” or higher in a designated course, or by passing competency exams offered by the English, Math and Computer Science Departments.

Associate Degree Competency Requirements

Math 26 or above *(must meet one)*

- Score a 4 or 5 on College Board AP Calculus Exam, or
- Pass the LMC “Associate Degree Math Competency Exam”

Computer Competency *(must meet one)*

- Complete Computer Science 40, 49, 60, or 83, or
- Complete Business 18 (or 18A/B/C), 35, 65, 66, 67, or 68, or
- File a challenge form in Admissions if have completed a more advanced computer course, or
- Pass the LMC “Computer Competency Exam”

Reading/Writing Competency *(must meet one)*

- Complete English 100, or
- Score a 4 or 5 on College Board AP English Exam

Certificate of Achievement Competency Requirements

Math Competency *(must meet one)*

- Complete Math 7, or Math 9, or above (3 or more units), or
- Complete Business 3, or
- Score a 4 or 5 on College Board AP Calculus Exam, or
- Pass the LMC “Certificate of Achievement Math Competency Exam”

Computer Competency *(must meet one)*

- Complete Computer Science 40, 49, 60, or 83, or
- Complete Business 18 (or 18A/B/C), 35, 65, 66, 67, or 68, or
- File a challenge form in Admissions if have completed a more advanced computer course, or
- Pass the LMC “Computer Competency Exam”

Reading/Writing Competency *(must meet one)*

- Place at English 100 on assessment exam, or
- Complete English 90, or
- Complete designated course, in the following majors only:
 - Art (Graphic Communications, Digital Publishing): Art 5
 - Business (Accounting, Office Administration, Small Business Operations): Business 58 or 59
 - Travel: Business 58 or 59
- Pass program-specific exam, in the following majors only:
 - Appliance Service
 - Automotive Technology
 - Child Development
 - Welding Technology



Financial Aid

What is financial aid?

Financial aid is a means of helping eligible students pay for college. Types of financial aid include:

- Grants (money you do not repay)
- Enrollment fee waiver
- Employment on campus ("Work Study")
- Federal Direct Loans

Where is the Office of Financial Aid?

Room: PS 2 (Building northwest of cafeteria)
Phone: 439-2181, ext. 3139.

Who is eligible?

You must meet certain requirements, such as:

- Have "financial need" as determined by federal standards.
- Be a U.S. citizen or permanent resident.
- Be enrolled in a degree, certificate, or transfer program at LMC.
- Have a high school diploma, home schooled certificate or GED.
- If male, be registered with the Selective Service as required by law.
- Complete a Free Application for Federal Student Aid (FAFSA), using a name that exactly matches your Social Security card.
- Not be in default on a student loan or owe repayment on a former grant

Satisfactory Academic Progress

You must make satisfactory progress toward your goal or you will lose your eligibility.

You must:

- Complete at least 67% of units attempted each and every semester.
- Maintain a GPA of a 2.0 ("C") average
- Complete your program within 150% of required units

How do I apply?

Complete the "Free Application for Federal Student Aid" (FAFSA).

How long does it take?

Processing can take six to eight weeks. Certain deadlines may apply.

What types of assistance might I receive?

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- SEOG
- BOGG—enrollment fee waiver
- Cal Grant B
- Cal Grant C
- Federal Work Study

Can I apply for just a fee waiver?

Yes. The BOGG (Board of Governors Grant) involves a short application and can be processed almost immediately. Apply on-line at www.cccapply.org/money. You are eligible if you meet certain low-income standards or are receiving public assistance. For additional grants, you must complete the FAFSA.



About your first semester classes

Don't be overly concerned if you are undecided about your major or what classes to take your first semester. Many students "explore" when they first start college.

Some first-semester suggestions:

"College Success" course:

- Counseling 30, Orientation to College
- Counseling 32, Career Development
- Counseling 33, Transfer Planning
- Counseling 34, College Success

English Course

Reading and writing are essential to success in almost all college classes. Sign up for the English course recommended after your assessment.

Math Course

Do you need to review the basics? All degree, certificate, and transfer programs at LMC have a math requirement. What math course was recommended after assessment? Get started early!

Computer Course

Computer literacy is a requirement for all LMC degrees and certificates, as well as for many jobs. Enroll in Computer Science 40, "Introduction to Computers," or Computer Science 60, "Introduction to Microcomputers and Applications," or Business 65, "Introduction to Word Processing." In addition, you may wish to consider an Internet class, such as Computer Science 30, "Website Development Pt. 1."

Library Course

To make full use of the LMC library and improve your ability to do research papers and projects, enroll in Library Studies 14, "Introduction to Library Resources," or Library Studies 17, "Introduction to Internet Information Resources."

General Education Course

What subject interests you? Take a GE class in psychology, astronomy, history, ecology, or any of many other subjects. Make sure you have met any prerequisite for the class first.

Personal Interest Course

Take something that appeals to you! LMC offers courses in art, ceramics, child development, computer graphics, automotive repair, music, office skills, photography, and physical education, to name just a few.

One example of a first-semester schedule:

- Counseling 30
- English 70, 90, or 100
- Math 4, 25, or 30
- Computer Science 40, 49, or 60
- Library Studies 14



How many units should you take?

Plan carefully so that you will succeed in college.

To be a full-time student, you must be enrolled in 12 or more units. This may be too much for you if you have a job, childcare responsibilities, or other life obligations. How much time does college really require?

Each unit you take will require an hour in class a week and about two hours of outside work. Courses with labs require even more time than this.

A 12-unit load would therefore require 12 hours a week in class, plus a minimum of 24 hours of homework, reading, and preparation time. This adds up to a 36-hour a week commitment, about as much as a full-time job.

A typical student schedule might be as follows:

English 90	5 units
History 36	3 units
Math 25	5 units
Psychology 11	3 units
Total:	16 units

Now, factor in the time you will need for all your other activities. Your weekly "life" might look something like this:

Work	30 hours (6 hours x 5 days)
Sleep	56 hours (8 hours x 7 days)
Driving	5 hours (1 hour x 5 days)
Meals	14 hours (2 hours x 7 days)
Chores	14 hours (2 hours x 7 days)
Social life	8 hours (2 hours x 4 days)
Exercise	4 hours (1 hour x 4 days)
TV	14 hours (2 hours x 7 days)
Other	10 hours
	<i>-PLUS-</i>
15 units	45 hours
Total:	200 hours a week

Tip:
It's usually better to take fewer courses your first semester and do well in them. Give yourself time to get used to college!

A 15-unit schedule requires a time commitment of at least 45 hours a week.

HELP! There are only 168 hours in a week (24 hours x 7 days). There is not enough time to complete this schedule.

It is very important to take an appropriate number of courses to fit with your other commitments and personal needs. A counselor can help you with this decision.



Note:

You may challenge your English placement by writing a challenge essay or by submitting a Prerequisite Challenge Form. Contact the English Department for details and procedures.

If English is your second language you will be well-served by developing your English language skills in our ESL courses.

Students are encouraged to take corresponding ESL grammar for communication, oral skills, and vocabulary development courses that are offered at each of the four levels of instruction.

Understanding your assessment results

One of the courses below will be recommended for you, based on your current learning needs as demonstrated by the assessment process. Good reading and writing skills will help you in almost all your other college courses.

English Course Sequence

English 070, Fundamentals of English

For students who need to improve their basic reading and writing skills. Helps prepare students for English 090.

English 090, Integrated Reading, Writing, and Critical Thinking

Prerequisite: English 070 with grade of "C" or better, or demonstration of equivalent skills based on assessment.

Introduction to college-level reading, writing, and critical thinking. Helps prepare students for English 100.

English 100, College Composition

Prerequisite: English 090 with grade of "C" or better, or demonstration of equivalent skills based on assessment, or AP score of 3 or higher

Meets Associate Degree and transfer English requirement. This is a college-level reading and expository writing course.

Courses for students who assess below English 70

Learning Skills 050 and 051, Reading and Spelling Strategies

For students who have a learning disability need to work on basic reading and spelling skills.

ESL Course Sequence

ESL 041, Writing and Reading I

Basic level writing and reading course focusing on the sentence, word order and parts of speech.

ESL 042, Writing and Reading II

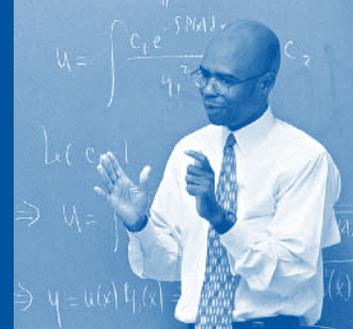
High beginning level writing and reading course focusing on structured paragraphs

ESL 043, Writing and Reading III

Intermediate level writing and reading course introducing and practicing essay structure

ESL 044, Writing and Reading IV

Advanced level writing and reading course highlighting different types of essay organization, including research-based



One of the math levels below will be recommended for you, based on your current learning needs as demonstrated by the assessment process. It's wise to enroll in a math course your first semester—it often takes more than one semester to complete your math requirement.

Math Graduation Requirement

- **Certificate of Achievement:** Math 007, or Math 009, or higher (3 or more units), or pass Computation Math Competency Exam.
- **Associate Degree:** Math 26, or higher (3 or more units) or pass Algebra Math Competency Exam.
- **Transfer:** Math 034 or higher. *Consult counselor for appropriate course(s).*

Learning Skills 81/82, Learning Skills Math Reasoning and Strategies

For students who have a learning disability and need to work at their own pace on basic math skills including place value, multiplication, division, fractions, decimals and percents.

Basic Math Review (choose one)

- Math 004, Basic Math and Study Skills
- Math 007, Math for Occupational Education, or
- Math 009, Arithmetic Skills with Applications

All above courses review such topics as fractions, decimals, square roots, exponents, ratios, percents, and whole number operations.

Math 012, Pre-Algebra

Recommended: Score of 42-73 on arithmetic test. A refresher math course for students who plan to take algebra. (Lecture/discussion, computer-assisted).

Math 025, Elementary Algebra

Prerequisite: Assessment at Math 025, or completion of Math 012 with grade of "C" or better.

Review the fundamental concepts of algebra; such as formulas, algebraic expressions, systems of equations, graphs, and quadratic equations.

Math 026, Plane Geometry

Prerequisite: Math 025 or equivalent course. Plane Geometry is a one semester study of

lines, angles, triangles, quadrilaterals, other polygons, circles and some polygon solids and spheres

Math 027, Algebra for Statistics

This course is an accelerated one-semester course that prepares students for transfer-level Statistics (Math 34). Includes core concepts from arithmetic, algebra and introductory statistics that are needed to understand the basics of college-level statistics. (Does not satisfy the math requirement for the associate degree).

Math 030, Intermediate Algebra

Prerequisite: Score of 68 or above on elementary algebra test, or 2 semesters of high school algebra, or Math 025. In-depth study of linear, quadratic, exponential, and logarithmic functions. Meets prerequisite for Math 34, 35, 37, and 40 (Math 40 also requires Math 026 or equivalent).

Transfer-Level Math

Consult counselor for appropriate course(s). Requirements vary according to major and transfer institution.

- Math 034, Probability and Statistics
- Math 035, Finite Mathematics
- Math 037, Applied Calculus
- Math 038, Statistics for Business/Economics
- Math 040, Precalculus
- Math 050, Calculus & Analytic Geometry 1



planning

get there

How to read the schedule of classes

SEC	DAYS	HOURS	ROOM	INSTRUCTOR	DATES
-----	------	-------	------	------------	-------

MATH-060 Calculus and Analytic Geometry - 4 Units

PREREQUISITE: MATH-050 or equivalent course

ADVISORY: Eligible for ENGL-090

LMC Degree: GCR: Mathematics; DA

Transfer: UC, CSU Gen. Ed. Area B4, IGETC Area 2

(Formerly MATH-060S) This course is the second of the three semester calculus sequence.

Extends the ideas of the previous course to further development and applications of the derivative and integral, differential equations, and series approximation of functions.

Applications to various fields. Graphing calculator required. SC

2274	TTH	7:00-8:50pm	MA2-207	Giustino, J	Semester
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+ 2 hours by arrangement each week.

Brentwood Center

0871	TTH	12:30-2:20pm	BRT-12	Gwin, E	Semester
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+ 2 hours by arrangement each week.

CHDEV-010 Child Growth and Development - 3 Units

ADVISORY: Eligibility for ENGL-100

LMC Degree: GE: Behavioral Sciences; DA

Transfer: UC, CSU Gen. Ed. Area D7, E, IGETC Area 4G

Do you want to make a positive impact in the lives of children? This class will help you understand how children learn and develop while providing you with strategies to work effectively with children at home and at your place of employment. This class is great for parents, people who want to be parents, future and current teachers, nurses, doctors, police officers, social workers counselors. Required for Child Development Major. Satisfies Department of Social Services Category I and the Child Development Permit Matrix Requirement. Meets Behavioral Science general education requirement. SC

0430	MWF	9:00-9:50am	CS1-110	Jones, E	Semester
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1402	MWF	11:00-11:50am	CS1-110	Jones, E	Semester
------	-----	---------------	---------	----------	----------

0576	W	7:00-9:50pm	CC2-223	Kahn, J	Semester
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Brentwood Center

0434	M	4:00-6:50pm	BRT-10	Staff, L	Semester
------	---	-------------	--------	----------	----------

0500	TH	7:00-9:50pm	BRT-8	Hunt, C	Semester
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BUS-035B Microsoft Excel - 1.5 Units

ADVISORY: Completion of COMSC-060, or prior microcomputer applications experience

LMC Degree: DA

Transfer: CSU

(Formerly COMSC-070) This introductory course is designed to build fundamental spreadsheet skills through the use of Microsoft Excel. This course covers such topics as designing effective spreadsheets in Excel, entering labels and values, writing formulas, using Excel's built-in math functions, formatting, and printing. SC

Online Course

0379	ONLINE			Reimer, G	9/21-11/20
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This is an ONLINE section for 5 hours a week.

- Course number, course title, & number of units
- Prerequisites are required courses that must be completed prior to enrollment.
- Advisories are recommended courses to take prior to enrollment in a specific course
- LMC: DA means that this course is LMC degree applicable.
- The TRANSFER area tells you what areas of CSU transfer this course satisfies.
- Section number needed for enrollment
- Days of the week the course is taught—
M=Monday, T=Tuesday, W=Wednesday, TH=Thursday, F=Friday, S=Saturday, SU=Sunday
- Time the course is taught, note that some courses have more than one start and stop time.
- Room where the course is taught; see map inside class schedule for location.
CC 2 - 257
building level room #
CC - College Complex
MA - Math Building
MU - Music Building
CS - Child Study Center
PS - Public Safety Training Center
PE - Physical Education Complex
SC - Science Building
SW - Pool
GA - Graphic Arts
BRT - Brentwood Center
- Name of instructor
- SC - Student choice; pass/no pass option, by petition
- Online Course
- Start and stop dates of course if different from normal semester length courses.
- Additional hours or lab time may be required.

from here



Educational Plan (Sample)

Los Medanos College Semester/Year Fall 2009

Educational Plan

Name Smith, Betsy Student ID 1234567

Last First

English Assessment Scores (Accuplacer)

Reading Comp. 81 /120

Sentence Skills 92 /120

ESL Reading /120

ESL Lang. Use /120

Math Assessment Scores (Accuplacer)

Arithmetic 77 /120

Elem. Algebra 27 /120

Recommended English Placement

ESL Level 1

ESL Level 2

ESL Level 3

English 50

Learning Skills 50 and 51

English 60

English 70

English 90

English 100

Recommended Math Placement

Learning Skills 80

Math 4 Math 7 Math 9

Math 12

Math 25

Math 30 or transfer-level math (Transcript required)

Major Liberal Arts Career Goal Teacher

Educational Goal Transfer to 4-year college Personal interest
(check one or more) Associate Degree Other
 Certificate of Achievement Undecided

Course Selection

Department & Course Number <small>Example: ENGL 90</small>	Section <small>Example: 1641</small>	Units <small>Example: 5</small>	Days <small>Example: TTh</small>	Time <small>Example: 9:30-12:20</small>
<u>COUNS 030</u>	<u>1234</u>	<u>1</u>	<u>M</u>	<u>4:00-5:00 pm</u>
<u>ENGL 090</u>	<u>2345</u>	<u>5</u>	<u>MWF</u>	<u>8:00-10:00 am</u>
<u>MATH 025</u>	<u>3456</u>	<u>5</u>	<u>TTH</u>	<u>9:00 am-noon</u>
<u>COMSC 040</u>	<u>7890</u>	<u>4</u>	<u>MWF</u>	<u>10-11:20 am</u>
Alternate Courses				
<u>PE 008</u>	<u>5432</u>	<u>1</u>	<u>TTH</u>	<u>12:30-2:00 pm</u>

White — Student
Yellow — Information Services

Date _____ Counselor Signature _____



Plan your schedule

It's a good idea to chart out your schedule on this worksheet.

Factor in study time too!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am						
9:00 am						
10:00 am						
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						
4:00 pm						
5:00 pm						
6:00 pm						
7:00 pm						
8:00 pm						



Questions and answers

After you have attended New Student Orientation and have developed your first-semester educational plan, your next step is to register for your classes.

When can I register?

On or after your designated appointment time, or during open enrollment. Don't wait - classes fill fast!

How do I register?

You may register online or by touch-tone phone. Registering in person at the Admissions window is only for prerequisites and problems with registration. Online and phone registration instructions are in the Schedule of Courses and on WebAdvisor. Appointment times are posted on WebAdvisor.

What do classes cost?

The enrollment fee for California residents is \$46 per unit (subject to change according to changes in state legislation). Fee waivers are granted to qualifying students. Out-of-state and out-of-country students must pay additional fees. Fees may be paid with cash, check, Visa or Mastercard.

Do I have to pay to park?

Yes. Parking fees are currently \$40 a semester for cars and \$25 for motorcycles (subject to change). Summer parking permits are required for summer term - \$20 for cars and \$10 for motorcycles. Daily permits are also available for \$3 a day at ticket vending machines in the campus parking lots. Parking permits must be purchased on InSite/WebAdvisor.

What if I can't afford to pay?

Fill out an application for financial aid. You may qualify for a fee waiver or a grant.

What is a prerequisite?

Some courses require completion of another course before enrollment is allowed. Prerequisites must be verified at the Admissions Office upon registration. Certain high school classes may meet prerequisite requirements—bring a copy of your high school transcript when registering. "Advisory" prerequisites indicate the level of proficiency needed to successfully complete a course, but are not enforced.

What if a class I want is full?

You may choose to be put on a computerized wait list on WebAdvisor. If you are on a wait list, you must attend the first class. Another option is to contact the instructor and ask for an "Add Code." No adds into semester-length courses are allowed after the first two weeks.

What if I decide to drop a course?

You must submit a drop form at the Admissions and Records Office before the final drop date. Failure to drop officially may result in an "F" grade on your transcript. You can also drop using WebAdvisor.

Will I receive a refund if I drop?

If you drop within the first two weeks, you will receive a refund. There are no refunds after the first two weeks. See full refund policy in the College Catalog or at the Cashier's Office.

What if I have to miss my first class?

Students who do not attend the first class risk being dropped by the instructor. If you can't attend the first class, it's a good idea to contact the instructor by voicemail or note.



Academic policies

Final grades may be accessed via WebAdvisor at www.losmedanos.edu or in the Admissions Office.

Grading Scale

Symbol	Definition	Grade points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (Satisfactory)	0
NP	No Pass (Not satisfactory)	0
I	Incomplete	0
IP	In Progress	0
RD	Report Delayed	0
W	Withdrawal	0

Grading Policy

Under state law, an instructor’s determination of a grade is final, unless the result of error, fraud, bad faith, or incompetency. No grade may be challenged or changed more than one year after the end of the semester. For grade challenge policy, contact the Student Life Office.

Withdrawal

Students are responsible for officially withdrawing from any course they do not plan to complete. Courses may be dropped through the online registration system or by submitting a “Student Drop” form to the Admissions Office.

Honors Status

Students who achieve a grade point average of 3.5 or better in 12 or more letter-graded units are recognized with honors status.

Advanced Placement Exams

Students may receive credit, but no grade, for designated courses if they score a 3, 4 or 5 on a College Board AP Exam. See catalog for AP credit policy.

Probation and Dismissal.

Academic probation: Cumulative grade point average below 2.0 (“C”) with 12 cumulative units attempted. Removal from academic probation occurs when GPA improves to 2.0 or better.

Academic dismissal: Three consecutive semesters of academic probation.

Progress probation: Enrolled in 12 cumulative units with fewer than 50% completed. Removal from progress probation occurs when 50% or more of cumulative units are completed.

Progress dismissal: Three consecutive semesters of progress probation.

All students receiving a probationary notice will be required to appear for special counseling before being allowed to register for the subsequent semester.

Course Repetition to Improve Grade Point Average

A course in which a “D”, “F”, or “NP” was earned may be repeated up to two times for the purpose of improving the grade by filing a “Petition to Repeat” form at the Admissions Office. Course repetition to improve a “C” grade must be approved by the dean.

Academic Renewal Without Course Repetition

Students may petition the Admissions Office once to have up to 24 units of prior “D” or “F” grades disregarded in computing GPA, if student has completed at least 20 subsequent units at any accredited college after the substandard grade(s) with no grade below a “C”.



Transferring to a four-year college?

Los Medanos College offers courses that fulfill lower-division general education and major requirements for most transfer majors. You can complete your lower-division coursework—the first two years—at LMC, and then transfer as a junior to a four-year college or university.

The Transfer Center offers a variety of services and resources to help you transfer to the four-year institution of your choice.

Answers are available to all your transfer questions!

Transfer Center Resources

- College catalogs and directories
- Reference books on higher education
- Internet access for college transfer information, including ASSIST.org and CSU Mentor
- Computerized college major information on EUREKA
- Transfer major advising guides
- CSU and UC admission applications
- College video library
- A variety of guides to help you choose the right school for you
- Guides on financial aid and scholarships

Transfer Center Services

- Walk-in transfer information and assistance
- Workshops and seminars on transfer issues and concerns
- Application filing assistance
- An opportunity to meet with representatives from 4-year colleges and universities
- General education information and advice, such as CSUGE vs. IGETC
- Transfer Admission Guarantees
- Annual College Transfer Day and East County College Night
- Field trips to transfer schools
- Workshops on scholarships and financial aid
- Friendly and helpful staff

Special Transfer Programs

- *TAG (Transfer Admission Guarantee)*
Guaranteed admission to a specific major as a junior if you complete specified requirements at LMC. TAG's are currently available with CSU East Bay, UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, UC Santa Cruz, National University, St. Mary's College, and University of the Pacific.
- *Cross Registration—CSU East Bay* You may enroll concurrently at CSU East Bay if you meet eligibility requirements. An opportunity to take CSUEB courses at community college fee rates.
- *Concurrent Enrollment—UC Berkeley* Permits access to UC Berkeley classes so you may test your potential for success in a university setting and/or take courses that might not be available at LMC.

Whether you know exactly where you want to transfer, or are just thinking about transferring, the Transfer Center is the place to go!

www.losmedanos.edu/transfercenter



Student Services

Admissions & Records

www.losmedanos.edu/admissions

925-439-2181 ext 7500

The Admissions and Records Office provides service to students regarding admission, registration, records, evaluation of degree and certificate requirements, course adds and drops, and graduation. This office also provides assistance to veterans and international students.

Assessment Center

www.losmedanos.edu/assessment

925-439-2181 ext 3252

The Assessment Center offers an English and math assessment process, required for all students who plan to earn an associate degree or certificate, to transfer to a four-year college, or to enroll in certain English and math courses. The assessment process is taken on a computer and is available by appointment during scheduled testing hours.

Bookstore at LMC

www.lmcbookstore.net

925-439-2181 ext 3143

925-439-2056

The LMC Bookstore offers textbooks, school supplies, and other learning materials at competitive prices. NEW: Rental textbooks are now available!

To purchase or rent your textbooks, check your course print-out against the book list posted at the bookstore or check our website for books required by your instructor. During the first two weeks of the semester, the bookstore will give textbook refunds due to schedule changes provided that the original cash register receipt is presented with textbooks. Textbooks and course materials must be in new condition, wrapped and complete with all components. The bookstore accepts cash, money orders,

Visa, MasterCard and Discover for your purchases. Checks are not accepted. The bookstore is located next to the LMC Cafeteria. Visit our website to order books online and to check for current store hours.

Career Center

www.losmedanos.edu/career

925-439-2181 ext 3252

The LMC Career Center provides students and alumni with current information, career assessment and counseling services designed to assist in exploring career potential and possibilities. Services include: career/job search web access, career assessment, career exploration, resume development services, labor market information, vocational program information, workshops, and roundtable discussions.

Center for Academic Support

www.losmedanos.edu/cas

925-439-2181 ext 3176

The Center for Academic Support is committed to providing quality reading and writing support to all LMC students across the curriculum. The Center offers students individualized consultations for any reading and writing concerns they encounter as they pursue their educational goals in any class. The Center also offers free peer tutoring in many subjects, available by drop-in or appointment.

To set up an appointment for either individualized consultations or peer tutoring, please call the Center.



Child Care Services

www.losmedanos.edu/childcare

925-439-2181 ext 3197/3198

Low-cost childcare services are provided (on a space-available basis) for LMC student parents. Childcare services for toddlers, preschool, prekindergarten and kindergarten children (2 to 5 years of age) are available. Monthly fees for childcare are based on family income and the number of days and hours enrolled in the program. A non-refundable fee is also charged for registration.

The Child Study Center is located next to the main campus entrance. Wait lists open November 1st for the spring semester and April 1st for the fall semester (or first business day after the first).

Cooperative Work Experience Education (CWEE)

www.losmedanos.edu/cwee

925-439-2181 ext 3214

Cooperative Work Experience Education, or CWEE, is an academic program that is designed to accelerate the career growth of students by combining classroom learning with work experience, internships and employment or volunteer work. An agreement is established between the college, the employer and the student to develop work-based learning objectives and to use various mechanisms to evaluate learning outcomes. Students may earn up to 8 units per semester of transferable college credit.

Counseling Services

www.losmedanos.edu/counseling

925-439-2181 ext 3334

925-513-1625 (Brentwood Center)

The LMC Counseling Department is committed to providing the highest quality counseling

services to every student in need of information, guidance, and support. With this in mind, counseling faculty can assist students in both academic and career planning, as well as personal issues that might interfere with attendance, study or concentration. The department highly recommends that all students complete an educational plan during a counseling appointment and have that plan updated every semester. If you are interested in transferring, please ask us about the many Transfer Admissions Guarantees (TAGs) we offer.

The Counseling Department also provides courses, taught by counselors, that can help students in many ways. Include these courses in your success plan! Please call to make an appointment.

Disabled Students Program and Services

www.losmedanos.edu/dsps

925-439-2181 ext 3133

The DSP&S Office is committed to providing opportunities for students with disabilities to fully participate in all college programs. A variety of services/accommodations are available to students with identified disabilities. Services include: specialized instruction, adaptive equipment, sign language interpreters, note taking, textbooks on tape, testing accommodations, Braille materials, campus liaison, readers, writers, scribes, test-taking, academic counseling and planning, priority registration, enlarged print material, hearing amplification, and assessment for learning disabilities. To arrange for an appointment with a DSP&S counselor, contact the DSP&S administrative assistant, ext. 3133. DSPS will be in a new location starting the 2012-13 academic year. Visit our website or call to confirm our location and hours.



services

get there

Drop-In Computer Lab

www.losmedanos.edu/computerlab
925-439-2181 ext 3307

The Drop-In Computer Lab provides computers and networking resources for students, faculty and staff. Students have the opportunity to sharpen their skills in the operation of micro-computers, apply theory and complete class assignments in any discipline. The lab is staffed by paraprofessionals, student instructional aides, instructors and peer tutors. Lab equipment is constantly updated to reflect the ongoing changes in technology.

E.O.P.S. & C.A.R.E. Extended Opportunity Programs and Services

www.losmedanos.edu/eops
925-439-2181 ext 3138

The Extended Opportunity Programs and Services (EOPS) is a state-funded program which provides a variety of academic, financial and social support services to assist students in completing their educational goal. Services provided to EOPS students include: grants, book voucher, counseling, child care assistance, and priority registration.

C.A.R.E.

www.losmedanos.edu/care
925-439-2181 ext 3138

A component of the EOPS program, Cooperative Agencies and Resources for Education (CARE) assist students who are TANF/CalWORKs (Temporary Assistance to Needy Families/California Work Opportunities and Responsibility to Kids), single head of household, with children under 14 years of age. CARE can assist students in completing college-level educational and training programs, and in becoming more employable and economically self-sufficient. Eligible students may receive Café Tix, auto maintenance, childcare, transportation and financial assistance through an educational grant.

CalWORKs

925-439-2181 ext 3154

The LMC CalWORKs program is a state-funded program assisting TANF/ CalWORKs recipient students, and those in transition off of welfare, to achieve longterm self-sufficiency through coordinated student services. CalWORKs offers support services including: work study, job placement, child care, book voucher, counseling, and developmental workshops.

Financial Aid and Employment Center

www.losmedanos.edu/financialaid
925-439-2181 ext 3139

www.losmedanos.edu/employment
925-439-2181 ext 3330, ext 3331

LMC has a comprehensive financial aid program, including grants, and on-campus part-time employment opportunities. Programs available include the Board of Governor's Fee Waiver, the Federal Supplemental Education Opportunity Grant, Federal Work-Study, Federal Direct Loans (Subsidized and Unsubsidized, and Cal Grant B & C).

Puente Project

www.losmedanos.edu/puente
925-439-2181 ext 3383, ext 3350

The Puente Project is a nationally-recognized program that serves to increase the number of educationally under-served students who transfer to and complete university degrees. Puente students are specially trained to become dynamic and impassioned leaders who return to the community and affect positive change in the lives of our youth. As such, Puente provides three areas of service to students: English, Counseling and Mentoring. Puente students always enjoy a supportive and invigorating environment where their consciousness is continually expanded through the exploration of Latino history and literature.



Scholarship Program

www.losmedanos.edu/scholarship
925-439-2181 ext 3130

Applying for scholarships is easier than you think! Find out about the latest scholarship opportunities on our website.

Student Life

www.losmedanos.edu/studentlife
925-439-2181 ext 3266

LMC offers a range of extracurricular activities for students. The activities help students make friendships, connect with faculty and staff outside of the classroom, and build their leadership skills in clubs and organizations. Student Life is comprised of a variety of programs and services including Student Government (LMCAS), Student Ambassadors, Student Clubs and Organizations, and Leadership Programs.

Transfer Academy

www.losmedanos.edu/transferacademy
925-439-2181 ext 3124

The Transfer Academy at LMC, funded by the Title V EXITO Grant, is a new program targeting incoming students who want to transfer to a four-year college or university. At LMC, we recognize that our campus is the first step for many students on their educational journey, and we want you to be successful! The Transfer Academy provides a dynamic academic experience with strong supports in and outside of the classroom, like academic counseling, tutoring, workshops, social and cultural experiences, leadership development, and campus tours. Students commit to being full-time students, engaging in the academic community, and sharing in campus life.

Transfer Center

www.losmedanos.edu/transfer
925-439-2181 ext 3124

The LMC Transfer Center offers assistance to students who plan to transfer to a state college, university, or private four-year institution. Support services are available to help students explore transfer opportunities and to assist students with the transfer process. Guaranteed transfer agreements are available.

Tutoring Services

www.losmedanos.edu/tutoring

LMC's tutoring services provides assistance for students in becoming critical thinkers as well as independent, self-reflective, lifelong learners. Successful LMC students who are trained as peer tutors provide tutoring. Subject-specific tutoring is available in various labs on campus, including the Center for Academic Support, the Math Lab, the Music Lab, and at the Brentwood Center.



Success in college

Below and on the following pages are some general and specific tips to help assure that your educational experience at LMC will be a productive and rewarding one! We hope that you will refer often to these pages.

Take advantage of LMC's Matriculation Program

New students who participate in assessment, orientation, counseling, and student support services have a much higher success rate in completing their courses and reaching their educational goal than those who don't participate.

Buy the College Catalog

Available in the college bookstore, the catalog is a valuable reference tool that will provide you with much useful information.

Enroll in English and math courses your first semester

Enroll in the English and math courses recommended after assessment. How you do in your other college classes depends on these basic skills. Time spent improving these skills before attempting more difficult classes will get you through college faster and with more success than almost anything else you can do.

Register early

Register as soon as your registration appointment date allows you to, in order to have the best selection of classes. The later you register, the fewer open classes there will be to choose from.

Don't take too heavy a program of study, especially your first semester

It takes at least two hours outside of class for every hour spent in class to complete all necessary work. If you have a job or family commitments, consider taking a lighter load. If you work, here is a guideline as to how many units to take:

If you work	take no more than
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5-15 hours per week	14-16 units

Attend every class, take notes regularly, and complete course assignment on time. Doing just these three things almost guarantees success in a course!

Ask for help before you get into trouble in class

At the first hint of difficulty, ask your instructor or a counselor for help. Take advantage of LMC's support services, such as tutoring. Make use of the free assistance offered in the Center for Academic Support and the Math Lab.

Make an appointment to see a counselor at least once semester

See a counselor to make sure you are taking the courses you need to meet your educational goal, to discuss any questions or concerns you may have, and to plan what courses you will take next. Follow up on suggestions made.



Characteristics of successful students

Research shows that successful students take advantage of a wide variety of learning opportunities. Here are some suggestions:

Be an active learner

- Participate in classroom discussions.
- Summarize major points and information in your textbooks and notes.
- Try to explain the material to another student or to a friend.
- Do additional reading on topics that were discussed in class.
- Try to find flaws in arguments that were made in classroom discussions or assigned readings.

Use the library

- Take a course in how to use the library and/or how to do research on the Internet.
- Ask the librarian for suggestions in finding material.
- Run down leads; look for additional references that authors have cited.
- Use bibliographies and indexes to find journal articles and books.
- Compile your own bibliographies for your research papers.

Improve your writing skills

- Use a dictionary or thesaurus to look up proper word meanings.
- Think about grammar, sentence structure, word choice and sequence of ideas as you are writing your papers.
- Write a rough draft of a paper, then revise it before handing it in.
- Ask your instructors for advice on how to improve your writing skills.
- Talk to your instructors about comments they write on your papers.
- Visit the Center for Academic Support in the Core (CO-300), and make use of available assistance including tutors/faculty.

Get to know your instructors

- Visit your instructors after class.
- Make appointments to meet with your instructors in their office.
- Discuss ideas for term papers and class projects with your instructors.
- Discuss your career ideas and plans with your instructors.

Take advantage of support services

- Meet regularly with a counselor and/or faculty advisor. Discuss which courses you should take. Follow up on suggestions given.
- Enroll in Counseling 30, 32, 33, 34.
- Seek free campus help if you need assistance—ask your instructors for suggestions.
- Visit the Career and Transfer Centers.

Get to know other students

- Make friends with students whose ages, ethnic backgrounds and interests are different from yours.
- Form study groups with other students in your classes.

Participate in cultural activities

- Attend art exhibits, concerts, lectures, and plays at LMC and in the community.
- Talk about art, music, theater, and cultural events with other students.
- Read and discuss the opinions of art and drama critics.

Take care of yourself

- Get plenty of sleep.
- Eat well.
- Exercise regularly.
- Maintain strong relationships.



have fun

get there

Study habit tips

Good study skills are essential to your success as a college student. Here are some suggestions:

Set a regular time to study

Make up a time schedule for each week, plan your study time, and stick to the plan.

Have a regular quiet place to study

No distractions, or as few as possible. Have a dictionary, pen, pencil, paper, calculator, or whatever you need, handy.

Keep a “Things I Have To Do” list and a monthly calendar

List dates when assignments and projects are due. Keep your list accurate.

Allow enough time for each assignment

Be prepared, allow time to revise and proof-read your assignment. Keep up with your assignments, day by day or at least within the week—this avoids having to “cram.” When studying or working on assignments, take a short break now and then.

Review your class notes immediately after class

Keep notes and class discussions fresh in your mind. Fill in any missing information immediately after class. Refresh your memory before class so you can focus on the topic.

Jot down notes

and questions from your reading assignments

Ask questions in class. It’s “smart” to find out what you don’t understand.

Give full attention to your work

Train yourself to listen in class. Pick up on the structure of the lecture or discussion. Be ready to respond.

Develop a study system

Underline, outline, highlight, write a summary. Do an overall survey of the material before reading it. Ask yourself questions about the material and then look for answers to your questions when reading. Review.

Read to understand ideas, concepts, and vocabulary

Make sure you understand the meaning of each sentence and paragraph. A dictionary will come in handy. Remember, reading and vocabulary skills are absolutes for success.

Anticipate test questions

Try to prepare some test answers in advance, based on class discussions and materials you have read.

Neatness always counts

Make your papers neat, use typewritten form whenever possible, use white standard size paper, and hand assignments in on time. Check for spelling and grammatical errors. Do it over if necessary!

Be strict with yourself

Success is earned through effort and hard work. Force yourself to learn the habits that are necessary to achieve success.



NEED information? Think InSite first!

Access WebAdvisor • Check Student Email • Get College News

InSite is the college's customized student portal, which provides access to InSite Mail (the official student email system) and WebAdvisor.

CHECK YOUR INSITE PAGE AND INSITE MAIL ACCOUNT REGULARLY

All communications from the college will be delivered to either your InSite Mail or posted on your InSite portal page including:

- Online payment receipts
- Schedule changes
- Notification of Eligibility to Register from the Waitlist
- All communications from faculty
- Reminders of class start dates
- Urgent messages from the College (emergencies, etc.) and much more



Set up instant alerts via text message.

Important features of InSite Mail

- Students are responsible for reading and responding to official communications sent to their InSite Mail account.
- You can set up groups with your clubs, classmates and teams.
- A 25 gig SkyDrive for storage, accessible from any computer (or smart phone) with an Internet connection!
- Never worry about having access to Word again! Edit, compose, and share online documents with Office WebApps.
- Email forwarding to another account possible.
- Set up instant alerts via text message when important items are delivered to your inbox.
- Get tons of email storage! You have 10 gigs now (soon to be 25 gigs) of email storage for life.
- You'll have a genuine ".edu" email address which adds a professional touch to your resume.

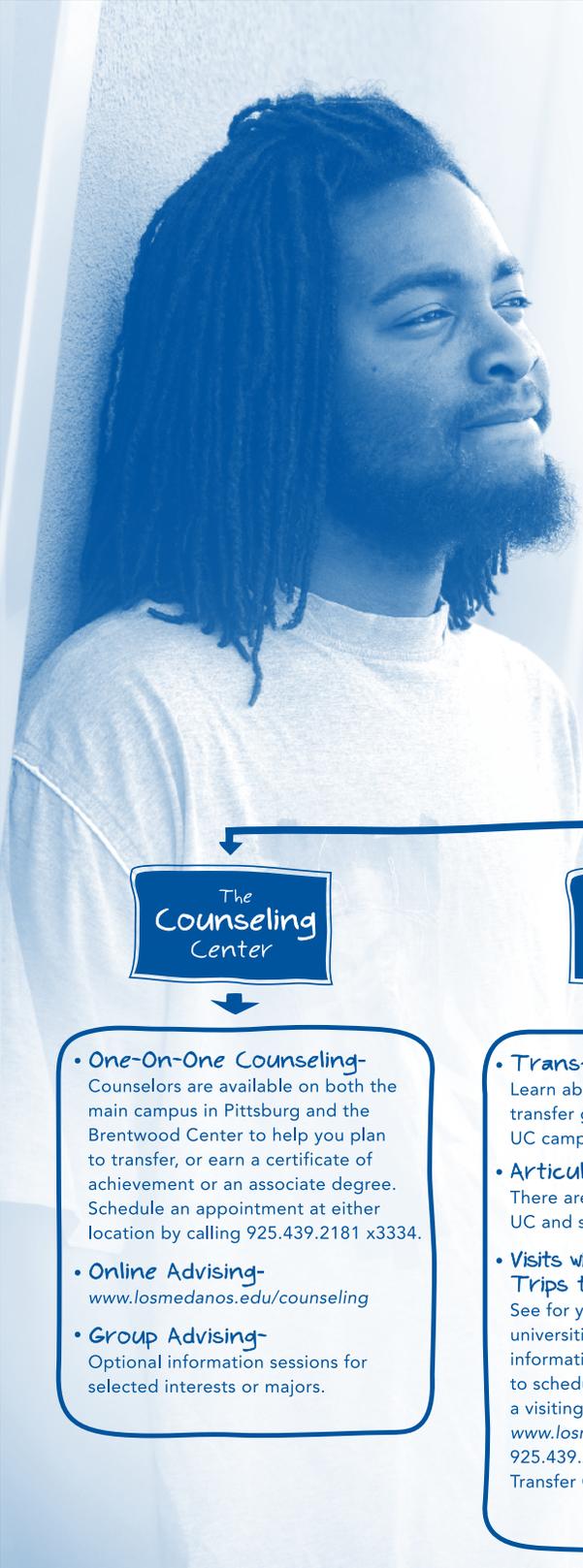
Visit

www.4cd.edu/webadvisor/faqs.aspx for InSite and InSite Mail FAQs.

How to activate your account:

Log on to InSite portal and click on "Check my InSite Mail" to activate your new email account. Your InSite Mail address is "your WebAdvisor user name @insite.4cd.edu".





You need a plan!

Don't wander through the class schedule randomly choosing courses—**GET THE RIGHT INFORMATION UP FRONT.**

if your goal is to transfer, complete a certificate of achievement or earn an associate degree, visit the Career, Counseling & Transfer Centers. We can help you **plot your course to achieve your goal.**

The Counseling Center

- **One-On-One Counseling-** Counselors are available on both the main campus in Pittsburg and the Brentwood Center to help you plan to transfer, or earn a certificate of achievement or an associate degree. Schedule an appointment at either location by calling 925.439.2181 x3334.
- **Online Advising-** www.losmedanos.edu/counseling
- **Group Advising-** Optional information sessions for selected interests or majors.

The Transfer Center

- **Transfer Advisement-** Learn about Los Medanos College's transfer guarantee programs with UC campuses
- **Articulation Agreements-** There are agreements available for C UC and select private universities.
- **Visits with Representatives and Field Trips to University Campuses-** See for yourself what UC, CSU and private universities are all about. For more information and useful resources, or to schedule an appointment with a visiting college rep, visit www.losmedanos.edu/transfer, call 925.439.2181 x3124, or stop in at the Transfer Center.

The Career Center

- **One-On-One Assistance-** Career Center staff are available to administer and interpret individual interest and personality assessments to help you choose your major and learn about related careers.
- **Career Advisement-** Learn about local and national industry trends to make informed career and education planning decisions.
- **Workshops-** Choosing Your Major, Writing Resumes and Cover Letters, and Interviewing Techniques.
- **More information-** www.losmedanos.edu/careercenter 925-439-2181 ext. 3252

from here

programs of study

PROGRAMS OF STUDY	College Skills Certificate	Certificate of Achievement	Associate Degree	PROGRAMS OF STUDY	College Skills Certificate	Certificate of Achievement	Associate Degree
Administration of Justice	•		AS	Computer Science			AS
Anthropology			AS	Computer Support Specialist			AS
Appliance Service Technology		•	AS	Computer Support Specialist (Advanced)		•	
Heating, Ventilation & Air Conditioning	•			Computer Support Specialist (Basic)		•	
Electrical Appliance Technician	•			Core Competencies	•		
Refrigeration Technician	•			Foundation	•		
Art				Game Design	•		
Fine Arts			AA	Microcomputer Systems Specialist		•	
Graphic Communications		•	AA	Networking and Security			AS
Automotive Technology		•	AS	Networking and Security (Advanced)		•	
Air Conditioning Specialist	•			Networking and Security (Basic)	•		
Automotive Chassis Specialist	•			PC Repair Technician (A+ Certification)	•		
Engine Performance	•			Web Design	•		
Engine Repair & Machining Specialist	•			Electrical/Instrumentation Technology		•	AS
Smog Technician Specialist	•			Emergency Medical Services	•		
Transmission Specialist	•			Engineering			AS
Biological Science			AS	Environmental Science			AS
Business				Fire Technology		•	AS
Accounting		•	AS	Fire Academy	•	•	
Accounting Clerk/Bookkeeper	•			Journalism			AA
Administrative Assistant	•			Liberal Arts			AA
Basic Clerical	•			Arts/Humanities			AA
Basic Medical Clerical/Medical Records Clerk	•			Behavioral/Social Science			AA
Business Computer Skills	•			Math/Science			AA
Business Literacy Skills	•			Management and Supervision		•	AS
Business Transfer Preparation	•			Communication Skills for Managers	•		
Entrepreneurship/Small Business Start-up	•			Decision-Making Skills for Managers	•		
Front Office/Medical Billing / Medical Coding	•			Human Resource Management Skills	•		
Fundamental Business Skills	•			Leadership Skills for Managers	•		
Legal Secretary	•			Planning Skills for Managers	•		
Medical Transcription	•			Mathematics			AS
Office Administration	•	•	AS	Music			AA
Retail Management	•	•		Commercial Music – Business Management		•	
Small Business Operations	•	•	AS	Commercial Music – Performance		•	
Chemistry			AS	Nursing			
Child Development		•	AS/AS-T	Registered			AS
Assistant	•			Vocational		•	
Associate Teacher	•			Process Technology		•	AS
Curriculum in Early Childhood Education	•			Psychology			AA-T
Infant Toddler Care	•			Real Estate	•	•	AS
School-Age Child Care	•			Recording Arts	•	•	AA
School-Age Development & Education	•			Sign Language	•		
School-Age Associate Teacher	•			Sociology			AA-T
Site Supervisor/ Program Director	•			Spanish	•		
Special Needs Care & Education	•			Travel Marketing	•	•	AS
Communication Studies			AA-T	Cruise Specialist	•		
				Home-Based Travel Specialist	•		
				Welding Technology		•	AS

MESA HONORS LMCAS



MESA Program

Math, Engineering and Science Achievement Program
www.losmedanos.edu/mesa

Especially for students headed to transfer as majors in math-based fields

Honors Transfer Program

www.losmedanos.edu/honors

Provides its high-achieving members an enhanced academic experience

LMCAS

LMC Associated Students

www.losmedanos.edu/lmcas

LMC's official student government provides programs and services designed to meet the varied needs of the college's students including events, activities, club supports and representation

SUCCESS STARTS AT LMC!

Exemplary programs provide the key to success for many of our students.

Transfer Academy

www.losmedanos.edu/transferacademy

Supporting students as they prepare their foundation for transferring to a 4-year school



Puente Program

www.losmedanos.edu/puente

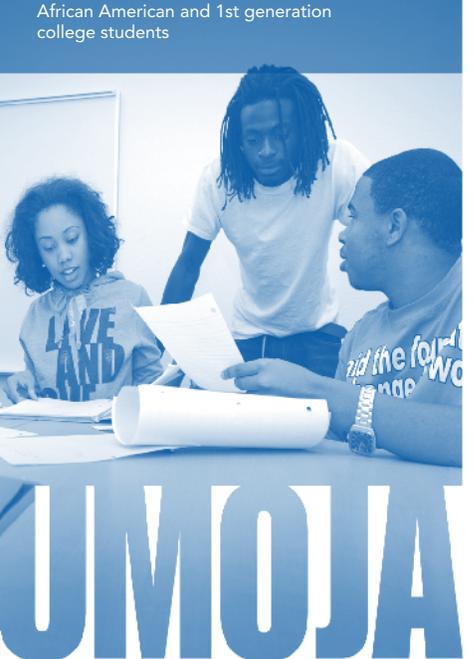
Focused on success for underrepresented students with English and counseling support



Umoja Program

www.losmedanos.edu/umoja

Committed to fostering and enriching the education experience of all students, especially African American and 1st generation college students



TRANSFER ACADEMY PUENTE UMOJA

Main Campus

2700 East Leland Road
Pittsburg, CA 94565
925 · 439 · 2181

Brentwood Center

101 Sand Creek Road
Brentwood, CA 94513
925 · 513 · 1692

www.losmedanos.edu