

# new student orientation workbook



## Los Medanos College

Welcome to LMC! Your Student Workbook 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 workbook is accurate. However, some information is subject to change without notice, and this workbook does not constitute a contractual agreement.



## Message from the President

To the students of  
Los Medanos College:

Welcome, and thank you for choosing Los Medanos College to pursue your educational goals. The LMC faculty, staff, and administrators are dedicated to offering learning opportunities that meet your needs. Although LMC is growing rapidly, we pride ourselves on the practice of providing personal attention and support to our students. Our main purpose is to help students be successful and achieve their educational goals.

A community college is a challenging learning environment. To take full advantage of the learning opportunities offered at LMC, students must be responsible for their own behavior. When students come to a community college, whether they realize it or not, they enter into a contract. The contract requires students to behave in certain ways. Students must attend their classes, learn effective study skills, complete all course assignments, and adhere to college rules and regulations. They must also develop clear educational and career goals and find out what steps are necessary to reach these goals.

For our part, Los Medanos College pledges to provide students with the classes they need to realize their goals, whether they are transfer goals, occupational goals, career enhancement goals, training goals, or developmental goals. We further pledge to provide students with a broad array of

instructional and support services. Our commitment is to serve you, our students and our community, better than any other educational provider.

An education is a key to a better life. Los Medanos College is a great choice to begin the journey to a better future.



*Peter Garcia*

Peter Garcia  
President, Los Medanos College

## 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. Visit the Office of Student Financial Assistance if you wish to see if you qualify for a fee waiver or grant.
3. Complete your English and math assessment tests.
4. Attend "New Student Orientation." In orientation you will plan your first semester courses with assistance from a counselor, and learn about LMC's requirements and procedures.

### What are the next steps after New Student Orientation?

5. Obtain a copy of your high school transcript if you plan to enroll in a math, science, or foreign language course with a prerequisite.
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.

### Departmental Certificate Options

Departmental 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, Travel, and Vocational Nursing. 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

## Majors at Los Medanos College

A major is the field of specialization you choose, such as Psychology or Computer Science. Depending on the major, you may choose to earn an Associate Degree or a Certificate of Achievement. See the LMC Catalog for requirements for each major. If you plan to transfer to a 4-year college, see a counselor—requirements vary according to major and transfer institution.

Most LMC majors are "open" to any student. The Registered and Vocational Nursing, Fire Academy, and Paramedic programs, however, require application to the programs after completion of specific prerequisite courses.

Major	Certificate	Degree	Major	Certificate	Degree
Administration of Justice		X	Journalism		X
Anthropology		X	Liberal Arts*		X
Appliance Service	X	X	Management/Supervision	X	X
Art— <i>Fine Arts</i>		X	Mathematics		X
Art— <i>Graphic Communication</i>	X	X	Music		X
Art— <i>Digital Publishing</i>	X		Music Commercial— <i>Business Management</i>	X	
Automotive Technology	X	X	Music Commercial— <i>Pedagogy</i>	X	
Biological Science		X	Music Commercial— <i>Performance</i>	X	
Business— <i>Accounting</i>	X	X	Nursing— <i>Registered</i>		X
Business— <i>Office Administration</i>	X	X	Nursing— <i>Vocational</i>	X	
Business— <i>Small Business Operations</i>	X	X	Paramedic/Pre-Hospital Emergency Care	X	X
Chemistry		X	Psychology		X
Child Development	X	X	Real Estate	X	X
Computer Science	X		Recording Arts	X	X
Cosmetology ( <i>Beauty College</i> )	X		Sociology	X	
Electrical/Electronic Technology	X	X	Travel Marketing	X	X
Fire Academy	X		Welding Technology	X	X
Fire Technology	X	X			

\*A Liberal Arts major may include, but is not limited to, the following pre-transfer majors:  
Accounting  
Education  
History  
Physical Education  
Astronomy  
Engineering  
Humanities  
Physical Science  
Business Administration  
English  
Medical/Dental  
Social Science  
Economics  
Fine Arts  
Philosophy  
Speech

Locally Approved (Departmental) Certificates are offered in the following departments (consult department chair for certificate requirements):  
Administration of Justice  
Computer Science  
Fire Science  
Business  
Emergency Medical  
Travel Marketing  
Computer Networking Services  
Vocational Nursing







degree

get there from here



## 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 Competency *(must meet one)*

- Complete Math 15, 18, 25 or above (3 or more units), or
- 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 10S, or
- Score a 4 or 5 on College Board AP English Exam

### Certificate of Achievement Competency Requirements

#### Math Competency *(must meet one)*

- Complete Math 1 and Math 2, or 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 10S on assessment exam, or
- Complete English 90 (or 90A/B), or
- Complete designated course, in the following majors only:
  - Art (Graphic Communications, Digital Publishing): Art 5LS
  - 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 Assistance

### What is financial assistance?

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

- Grants (money you do not repay)
- Enrollment fee waiver
- Employment on campus (“Work Study”)

### Where is the Office of Student Financial Assistance?

Room: CC3-431, near Admissions Office  
Hours: Monday-Thursday, 9:00-6:00, Friday, 9:00-3:00  
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 or GED, or pass an “Ability to Benefit” test.
- If male, be registered with the Selective Service if required by law.
- Complete a full application for financial aid, 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 2.0 (“C”) average
- Complete your program within 150% of required units

### How do I apply?

Complete the “Free Application for Federal Student Assistance” (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
- 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. You are eligible if you meet certain low-income standards or are receiving public assistance. For additional grants, you must complete the FAFSA.





classes

get there from here

units



## 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 32, Career Development and life planning
- Counseling 34, College Survival Techniques
- Psychology 35, "Self-Esteem and Life Planning," for re-entry students

#### 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, "The Internet."

#### 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 32
- English 70, 90, or 10S
- Math 1, 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 36LS	3 units
Math 25	4 units
Psychology 11LS	3 units

Total: 15 units

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

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
	-PLUS-
15 units	45 hours

Total: 200 hours a week

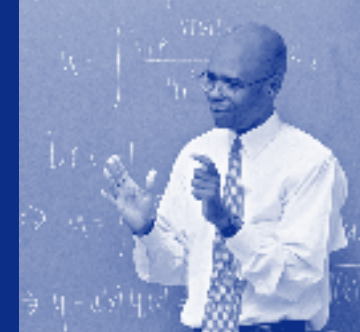
**HELP!** There are only 168 hours in a week (24 hours x 7 days). There is not enough time to complete this schedule.

It is very important to take an appropriate number of courses to fit with your other commitments and personal needs.

**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!*







## 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.

**Note:**

*If you feel that your assessment results do not accurately reflect your abilities, you may request a re-test. One re-test is allowed.*

*Or, 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.*

### 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 010s.

**English 010S, College Composition**  
*Prerequisite: English 090 with grade of "C" or better, or demonstration of equivalent skills based on assessment.*  
Meets Associate Degree and transfer English requirement. This is a college-level reading and expository writing course. Students who enroll in this course are expected to be proficient in writing formal college essays and to have the skills to summarize and analyze complex college-level readings.

### Courses for students who assess below English 70

**ESL 917 A, ESL Reading/Writing I**  
Intermediate-level reading and writing for non-native speakers of English. (Also recommended: ESL 020 and ESL 030.)

**ESL 919 A, ESL Reading/Writing II**  
Advanced-level reading and writing for non-native speakers of English. (Also recommended: ESL 021 and ESL 031.)

**English 062, Fundamentals of English for Non-Native Speakers**  
"Bridge" courses for ESL students who plan to move from ESL courses to the English 070 level or higher.

**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.

**English 064, Basic Reading & Writing Skills**  
For students who assess below English 070, who do NOT need ESL courses and who are NOT learning disabled. Helps prepares students for English 70.

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 001 and 002, or Math 007, or Math 009, or higher (3 or more units), or pass Computation Math Competency Exam.
- **Associate Degree:** Math 015, or Math 018, or Math 025, or higher (3 or more units) or pass Algebra Math Competency Exam.
- **Transfer:** Math 034S or higher. *Consult counselor for appropriate course(s).*

#### Basic Math Review (choose one)

- Math 001 and Math 002, Applied Mathematics, (self-paced), or
- Math 004, lecture/discussion, plus study skills (equiv. of Math 1)
- Math 007 (computer-based), or
- Math 009 (lecture/discussion, plus study skills).

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 015, Liberal Arts Math

*(For LMC Associate Degree programs only.)* Use of graphs, tables, surveys, and samples to make predictions, estimate accuracy, and draw conclusions.

#### Elementary Algebra Review

*Prerequisite: Score of 74 or higher on arithmetic test or 48 or higher on elementary algebra test, or completion of Math 012 with a grade of "C" or better. (choose one)*

- Math 025 (lecture/discussion, fast paced, 5 units, 1 semester), or
- Math 025AX & 025BX (lecture/discussion, slower paced, 3 units each, 2 semesters), or

Both versions of Math 025 review the fundamental concepts of algebra, such as formulas, algebraic expressions, systems of equations, graphs, and quadratic equations.

#### Math 906, Elementary and Intermediate Algebra Combined

*Prerequisite: Score of 57 or higher on elementary algebra test or two semesters of high school algebra.* Equivalent of Math 25 and Math 30 in one semester. Meets prerequisite for Math 34S, 35S, 37S, and 40S.

#### Math 030, Intermediate Algebra

*Prerequisite: Score of 68 or above on elementary algebra test, or 2 semesters of high school algebra, or Math 025, 025AX/BX, or 025A/B.* In-depth study of linear, quadratic, exponential, and logarithmic functions. Meets prerequisite for Math 34S, 35S, 37S, and 40S.

#### Transfer-Level Math

*Consult counselor for appropriate course(s). Requirements vary according to major and transfer institution.*  
Math 034S, Probability and Statistics  
Math 035S, Finite Mathematics  
Math 037S, Applied Calculus  
Math 038S, Statistics for Business/Economics  
Math 040S, Precalculus  
Math 050S, Calculus & Analytic Geometry 1



## How to read the schedule of classes

SEC	DAYS	HOURS	ROOM	INSTRUCTOR	DATES
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### MATHEMATICS

**MATH-038S Statistics for Business and Economics - 4 Units**

*PREREQUISITE: MATH 37S or 50S or equivalent course with a grade of "C" or better*  
*ADVISORY: Recommended for Business Administration Majors*

LMC: DA

TRANSFER: UC, CSU Gen. Ed. Area B4

Calculus-based statistics for Business Administration majors who are transferring to CSU Hayward. Provides an understanding of the scientific method and the role of statistics in making inferences. Illustrations drawn from business, economics, and other fields. A graphing calculator is required for this course. SC

0048	MW	1:00-2:50pm	CC1-119	Bailey, M	Semester
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+ 2 hours by arrangement each week.

**Brentwood Center**

1066	TTH	7:00-8:50pm	BRT-7	staff	Semester
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+ 2 hours by arrangement each week.

### CHILD DEVELOPMENT

**CHDEV-010 Child Development and Behavior - 3 Units**

*ADVISORY: Eligibility for ENGL 90*

LMC Degree: DA

Transfer: UC, CSU

An important and comprehensive course in Child Psychology. A thorough understanding of children's growth and behavior in today's world. Required for CHDEV major and RN major. Satisfies Department of Social Services Category I. SC

0430	TTH	9:30-10:50am	CS1-110	Townsend, J	Semester
1155	TH	1:00-3:50pm	CS1-110	Townsend, J	Semester
0576	M	4:00-7:00pm	CS1-110	Townsend, J	Semester

AVAILABLE FOR HONORS CONTRACT

**Brentwood Center**

0575	T	4:00-6:50pm	BRT-1	Means, J	Semester
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AVAILABLE FOR HONORS CONTRACT

### COMPUTER SCIENCE

**COMSC-070 Microsoft Excel - 1.5 Units**

*ADVISORY: COMSC 61 pr previous spreadsheet experience*

A microcomputer course in electronic spreadsheeting using the commercial program MS EXCEL for Windows 95. Students will learn how to enter data into a spreadsheet, format entries, perform complex calculations, and revise spreadsheet entries. The course will survey a variety of common spreadsheet applications. SC

6957	Online			Frates, M	
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+ 3 hours by arrangement each week

8/19-10/9

- 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  
LR - Learning Resource Center  
MU - Music Building  
CS - Child Study Center  
PS - Public Safety Training Center  
PE - Physical Education Complex  
SW - Pool  
GA - Graphic Arts  
BRT - Brentwood Center
- Name of instructor
- SC - Student choice; credit/no credit option, by petition
- Online Course
- Additional hours or lab time may be required.
- Start and stop dates of course if different from normal semester length courses.

## Educational Plan (Sample)

Los Medanos College

Semester/Year Fall, 2004

### Educational Plan (Sample)

Name Hardin, Chris

Student ID# 1234567

#### English Assessment Scores (Accuplacer)

Reading Comp. 81 /120

Sentence Skills 92 /120

ESL Reading      /120

ESL Lang. Use      /120

#### Recommended English Placement

     ESL 55

     ESL 56

     English 62 or 63

     Learning Skills 50 and 51

     English 64

     English 70 or 71

X English 90

     English 10s

#### Math Assessment Scores (Accuplacer)

Arithmetic 77 /120

Elem. Algebra 27 /120

#### Recommended Math Placement

     Math 1 & 2, Math 4, Math 7, Math 9, or Math 12

X Math 25 (or 25AX/BX, or 25A/B) or Math 15 or Math 18

     Math 30 or Math 906 (High school transcript required)

     Transfer-level math (Transcript required)

Major Liberal Arts

Career Goal Elementary School Teacher

#### Educational Goal

(check one or more)

X Transfer to 4-year college

     Personal interest

X 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>ENGL 090</u>	<u>7232</u>	<u>5</u>	<u>MWF</u>	<u>9:00-11:00</u>
<u>MATH 025</u>	<u>7355</u>	<u>4</u>	<u>TTH</u>	<u>8:00-10:00</u>
<u>COMSC 040</u>	<u>6922</u>	<u>4</u>	<u>TTH</u>	<u>11:00-12:30</u>
<u>PE 017</u>	<u>7592</u>	<u>1</u>	<u>MWF</u>	<u>11:00-12:00</u>
<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
<u>Alternate Courses</u>				
<u>BIOSC 005S</u>	<u>7294</u>	<u>3</u>	<u>TH</u>	<u>7-10 p.m.</u>
<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>

Date 13

Counselor Signature





planning

get there from here

registration



## 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. Once you are a continuing student, you will receive a registration appointment by mail.

### How do I register?

You may register online, by touch-tone phone, or in person at the Admissions window. Online and touch-tone registration instructions are in the Schedule of Courses. Appointment times apply to both walk-in and phone registration.

### What do classes cost?

The enrollment fee for California residents is \$18\* per unit. 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.

*\*Subject to change by California State Legislature*

### Are there parking fees?

Yes. Parking fees are currently \$35 a semester for cars and \$10 for motorcycles, (\$20 and \$10 respectively for summer session), or \$2 a day (in quarters) at self-serve machines in the parking lots. Parking permits may be purchased at the Admissions Office or the Cashier's Office.

### When do I have to pay?

All fees must be paid in full at the time you register or as indicated by phone registration.

### 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 at the Admissions Office. 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 Card." No adds into semester-length courses are allowed after the first 2 weeks.

### What if I decide to drop a course?

You must submit a drop form at the Admissions 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, less a \$10 processing fee. 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](http://www.losmedanos.edu), or by the phone registration system, 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
CR	Credit (Satisfactory)	0
NC	No Credit (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 Affairs Center.

### Withdrawal

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

### Honors Status

Students who achieve a grade point average of 3.0 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 4 or 5 on a College Board AP Exam.

### 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, unless most recent semester GPA is 2.25 or higher.

**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, unless most recent semester's W's, I's and/or NC's are fewer than 50% of units enrolled.

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 "NC" was earned may be repeated once 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 department.

### Academic Renewal Without Course Repetition

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

## Transferring to a 4-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 4-year college or university.

The Transfer Center offers a variety of services and resources to help you transfer to the 4-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 WebASSIST and CSU Mentor
- Computerized college 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 Agreements
- 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

- **TAA (Transfer Admission Agreement)**  
Guaranteed admission to a specific major as a junior if you complete specified requirements at LMC. TAA's are currently available with UC Davis, UC Santa Cruz, San Jose State, and University of the Pacific.
- **Cross Registration—CSU Hayward** You may enroll concurrently at CSU Hayward if you meet eligibility requirements. An opportunity to take CSUH 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!

**Transfer Center:** Room CC3-434A  
439-2181, Ext. 3124

### Hours

M, T 9:00 am – 7:00 pm  
W, Th, F 9:00 am – 5:00 pm





## 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 Reading/Writing Center.

### 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 Reading/Writing Center, room 100, and make use of available assistance.

### 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 32, 34.
- Seek free campus help if you need assistance—ask your instructors for suggestions.
- Visit the Career Center.
- Visit the Transfer Center.

### 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.





have fun

## 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.