

- Support with the Transfer Admission Guarantee application;
- Referrals to appropriate faculty and supportive services;
- Assistance with technology in the articulation of coursework ([www.assist.org](http://www.assist.org)) and college applications;
- Transfer events, including Transfer Day;
- Field trips to in-state and out-of-state colleges and universities; and
- Workshops that assist with transfer planning, the application process, and the personal statement.

Comprehensive counseling services are available Monday through Friday in the Counseling Department. Counselors work with students to develop Student Education Plans (SEPs), provide assistance with career and major selection, and can help with personal challenges, if needed. For more information, see “Counseling Services.”

## KEY TO COURSE INFORMATION

### Course Scheduling

Information regarding the days, hours, instructors, and rooms in which classes will be held in each semester and summer session is contained in the Class Schedule, available in the Bookstore prior to the start of each semester and summer session, and on CLASS Web, accessible at [www.laspositascollege.edu](http://www.laspositascollege.edu).

### Registration

To receive credit, students must register in a course within the officially designated time. Auditing of specific classes is not allowed (see the section on “Registration Policies” in this Catalog).

### Semester Units

All courses in this Catalog are described in semester units.

### Prerequisites

Many courses offered by the College require the completion of prerequisite courses. Students are advised to consult the course descriptions found in this Catalog for the identification of the prerequisites for a course. Courses with prerequisites are also designated in the current Class Schedule. See the section on “Prerequisites” in this Catalog for prerequisite definitions and additional information.

### Numbering System

- Courses numbered 1-99 are Baccalaureate level and generally transferable.
- Courses numbered 100-299 are not degree applicable and not transferable.

29	Independent Study
100-149	Basic Skills*
200-299	Noncredit

*\*Students may not receive more than 30 semester units for pre-collegiate basic skills courses. English as a Second Language and learning disabled students are exempt.*

### Course Notation

The courses in this Catalog have been annotated with the course descriptor (abbreviation) used on the College transcript, e.g., Administration of Justice (AJ).

### Course Description Annotations

The courses in this Catalog have been annotated with codes to identify:

- Grading Option
- Transfer status to baccalaureate-degree institutions;

The following information explains how to interpret these codes.

The grading option for a course is indicated as follows:

OP	May be taken for a letter grade or pass/no pass or satisfactory progress (noncredit only)
GR	Must be taken for a letter grade only
P/NP	Must be taken for pass/no pass only
P/NP/SP	Must be taken for pass/no pass/satisfactory progress only

### Transfer Credit is Indicated as Follows:

UC	University of California
CSU	California State University

### University of California Transfer Limitations

Refer to [www.assist.org](http://www.assist.org) for the most current limitations on UC transfer credit. See also individual courses in this Catalog or consult a counselor

State University General Education (GE) Breadth Requirements” chart in this Catalog. Counselor assistance is advised.