

# REGISTRATION

## Business Occupations

**Date: Tuesday, Jan. 21, 2003**

**Location: Dellefield Park (On Campus)**

Day classes register 8:30 a.m.-12:00 p.m.

Evening classes register 5:30 p.m.-9:00 p.m.

Sat. classes register 8:30 a.m.-12:00 p.m. OR 5:30 p.m.-9:00 p.m.

Registration is on a first-come-first-served basis.

Continuous enrollment begins Jan. 23, 2003 during regular office hours. (See below)

Second 10-week classes: Registration begins April 7, 2003

Classes begin April 21, 2003

## Industrial Occupations

**Date: Wednesday, Jan. 22, 2003**

**Location: Dellefield Park (On Campus)**

Day classes register 8:30 a.m.-12:00 p.m.

Evening classes register 5:30 p.m.-9:00 p.m.

Sat. classes register 8:30 a.m.-12:00 p.m. OR 5:30 p.m.-9:00 p.m.

Registration is on a first-come-first-served basis.

Continuous enrollment begins Jan. 23, 2003 during regular office hours. (See below)

Second 10-week classes: Registration begins April 7, 2003

Classes begin April 21, 2003

Shading indicates evening classes.

## General Information

**West Valley Occupational Center** is operated by the Los Angeles Unified School District, Division of Adult and Career Education. The purpose of the center is to offer short-term vocational and technical training, providing individuals with entry-level skills or upgrading skills for the job market.

**Certificates:** All courses are competency based. Students will be awarded completion certificates after successfully completing all competencies. Incomplete course work must be completed by the following term.

**Age Requirement for Enrollment:** Any person 16 years of age or older is eligible for enrollment. Those under 18 must have administrative approval or be registered through the Career Counselor at their high school.

**Enrollment:** Must be confirmed by attendance at the first class meeting. Under the continuous enrollment policy, vacancies at the first class meeting may be filled immediately from the waiting list.

**Continuous Enrollment:** Students may enroll in most classes any time during the class term if space is available. Registration is on a first-come-first-served basis. Waiting list cards are valid for the current class term only. Registration Office hours are Monday-Thursday, 8:00 a.m. - 8:00 p.m.; Friday, 8:00 a.m.-3:30 p.m. and Saturday, 8:00 a.m.-12 noon. You may send another person to register for you. The Registration Office is located in the Wall Bldg., Room 102. Please note, however, that due to space limitations in certain high-demand classes, multiple registrations in the same course by an individual student may not be allowed.

**Refunds:** Requests for refunds must be made by the third class meeting and must be accompanied by a paid receipt. Processing takes approximately 4 weeks.

**A \$10 Drop Fee for each transaction will be assessed.**

**Fees and Exemptions:** See page 14 and below each class listing for fees.

**Closing of Classes:** Administration reserves the right at any time to reduce the number of course offerings, reduce the length of courses and/or reduce the number of class meetings due to lack of adequate funding or low attendance. **Some classes may be closed prior to registration due to pre-registration of continuing students.**

**Termination Policy:** Students may be dropped from a class at West Valley Occupational Center for the following reasons: **1)** Failure to attend first class meeting at the time class is scheduled to begin. **2)** Failure to meet prerequisites as stated in the class schedule and approved by Division of Adult and Career Education. **3)** Absent more than three (3) consecutive class sessions in a semester without contacting instructor. **4)** Unsatisfactory progress in a course due to irregular attendance. **5)** Committing an unlawful act on school premises, violation of school regulations or disruption of the orderly operation of the school or class. **6)** Unsuccessful completion of the required hours and competencies for the course. **7)** Continually arriving late to class or leaving early (See Student Orientation Policy Guide). **8)** Inappropriate behavior or failure to adhere to code of conduct.

**Campus Child Care Center:** Child care is available to all students at West Valley Occupational Center on a first-come-first-served basis. The hours are 7:45 a.m. to 3:45 p.m. Mon.-Fri. The Center accepts children who are toilet trained and are between the ages of 2 to 5 years old. Drop-in day care available for children up to 12 years old who are off-track or on a shortened day schedule. For more information, contact the Child Care Center at (818) 346-3540, Ext. 248, Room 48.

**Refugee Placement Program:** Free pre-employment training, vocational training and job placement services are available for students who qualify under the Refugee Employment Training Project. Contact Dung Dao, at (818) 884-1124, Room 43.

## SERVICES FOR ADULTS WITH DISABILITIES ROOM 102

The Programs for Adults with Disabilities Office provides assistance to students with disabilities attending general classes on campus. Support services may include program information, registration assistance, fee waivers, adaptive equipment, classroom accommodations, sign language interpreters, TDD access, and agency referral and liaison. Documentation verifying the disabling condition will be required. For information or an appointment, please call (818) 346-3540 Ext. 253 or TDD (818) 340-0226

## SERVICES FOR CALWORKS, GAIN, TRAINING RE-ADJUSTMENT ACT (TRA) PARTICIPANTS

Additional vocational training programs are now available for pre-approved agency individuals. WVOC is approved for the CalWorks, GAIN, and Training Re-adjustment Act (TRA) Trainees.

CalWorks and GAIN participants please contact Rilla Fisher at (818) 348-8231 in Bungalow 26.

TRA participants please contact Rod Pearce at Ext. 275 in Room 102.