

## PLAN YOUR SCHEDULE OF CLASSES

**Pay close attention to when and where the classes meet.** When selecting classes using WebSTAR, use the following key for class meeting days:

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Examples: MTWR = class meets on Monday, Tuesday, Wednesday and Thursday  
MW = class meets on Monday and Wednesday  
TR = class meets on Tuesday and Thursday

**Many classes are offered off campus.** The six-digit building and room number follow the name of the instructor in the printed Class Schedule. The first three digits are the building and the last three are the room number. For example, 200-203 is Building #200, room 203. Refer to the page containing location codes before the listing of classes for off-campus designations. Most off-campus locations will have alphabetical abbreviations before the room number. For instance, SHS-C-10 is Southwest High School, room C-10.

**Not all classes are offered for the full semester.** Start and end dates are indicated below class sections in the Class Schedule which meet for less than the full term. Each short-term class has an individual set of deadline dates to add, drop, be eligible for a refund, etc. Check with the Admissions and Records Office for deadline dates.

By California State law, **you will not be allowed to register for courses that have any overlap of time.** Exceptions will not be made. Plan your schedule so you have enough time between classes to get to the next one. If it meets on a different campus, you will need to allow travel time. Leaving class early or arriving late is not acceptable.

The **maximum number of units for which students may register** is 19 in Fall and Spring, and 9 in Winter and Summer. Exceptions might be made for students who have a cumulative GPA of 2.50 or higher and special circumstances. See the Counseling Center. A normal class load in the Fall and Spring Semesters is considered to be 12-18 units plus a PE activity class. Students working full time are encouraged to carry a reduced load.

**Once students have completed a proficiency in a subject area with a C or higher grade, they may not take a lower proficiency level** in that subject area. For example: A student may not enroll in English 100 after having successfully completed English 101. (This does not apply to vocational refresher courses.)

When enrolled in a reading, writing, or ESL course, **students must earn a grade of C or higher to advance to the next course level in the sequence.**

**Prerequisites** are requirements that must be met before courses may be taken. **Corequisites** require that two courses be taken in the same semester. **Recommended preparation** is strongly recommended by the faculty for the student to have a good chance of successfully completing the course. All such requirements are listed under the course title in this Class Schedule and the Catalog. **Prerequisite requirements** must be completed with a C grade or higher.

