

GENERAL INFORMATION

The JAC Training Center will be accepting enrollment for the Spring 2008 semester starting on Monday, December 10, 2007, through Friday, February 1, 2008. The following is a list of classes available this semester and a brief description of each class. Classes begin the week of February 4, 2008.

Included is a "Course Request Card" for registration by mail. If you attended classes last semester (Fall 2007), you will only need to fill-out the "Course Request Card" and forward the card to the J.A.C. Training Center, 2501 West Third Street, Los Angeles, CA 90057, along with your tuition fee in the form of a check or money order payable to L.A. Trade Tech College. **Please note that you MUST include your driver's license number and your birthdate on your check or money order, this is required by L.A. Trade Tech College.** CASH will NOT be accepted. If the class you enroll in includes a lab fee, please DO NOT MAIL YOUR LAB FEE WITH YOUR TUITION FEE. Lab fees will be paid the first week of class. If you mail your lab fees with your tuition fee it will be returned to you and will delay your registration.

If you DID NOT attend last semester (Fall 2007) and wish to enroll this semester, you MUST fill out the enclosed "Course Request Card" along with the "Application for Admission" and forward the material to our offices at: 2501 West Third Street, Los Angeles, 90057, and include your tuition fee by check or money order made payable to L.A. Trade Tech College. Again, do not forget to include your driver's license number and your birth date on the check or money order, as required by L.A. Trade Tech College. Also, if you are NOT a U.S. Citizen, it is required that you attach a clear copy of your residency certificate to your application. If a copy is not attached, the application will be sent back to you, which may cause a delay in your registration.

You may also register for classes at the J.A.C. Training Center offices at 2501 West Third Street, Los Angeles, CA 90057, Monday through Friday from 9:00 a.m. until 4:00 p.m. Remember, we DO NOT accept cash for enrollment – no exceptions, as mentioned above you must pay by check or money order only.

Due to limited class space, it is important that you register early. Classes are offered on a "first

come, first serve" basis. Classes without a minimum registration/attendance of 20 students will be subject to cancellation with a full refund from L.A. Trade Tech.

Journeyman Attendance Policy

One night a week class (48 hours). If a student misses three consecutive nights (nine hours) of absences, he/she will be automatically dropped from class.

Two nights a week class (96 hours). If a student misses six consecutive nights (18 hours) of unexcused absences, he/she will be automatically dropped from class.

Students who have pre-registered for a class, but do not attend the first meeting, forfeit their right to a place in that class. Extenuating circumstances may be considered.

Class Hours

Evening class hours are from 6:00 p.m. until 9:20 p.m. The semester will run for a total of 16 weeks.

Dropping Classes

Students wishing to drop one or more classes must do so through the J.A.C. offices by filing a "Drop Card" or by calling the offices of the J.A.C. Training Center requesting to be dropped from class(es). It is the student's responsibility to drop a class. Any drops that occur between the end of the 4th week and the end of the 14th week will result in a "W" on the student's permanent record.

Drops are not permitted beyond the end of the 14th week. An evaluative grade ("A", "B", "C", "D", "F") will be assigned to students who are enrolled past the end of the 14th week, even if they have stopped attending.

Enrollment Fee Refund Policy

A student may receive a full refund for classes dropped within the first 2 weeks of class. You must call the J.A.C. Training Center at 213.385.2889 ext. 115 or ext. 116 to request to be dropped from class(es). This request must be done by the end of the second week of classes. Please note that after the SECOND WEEK of classes there will be NO refunds, even when a class added has fewer units than the class dropped. A refund will also be given, if the class has been canceled or rescheduled by the school.

PLEASE NOTE: The J.A.C. Training Center is Open for Enrollment to Local 501 Members ONLY.