

NONCREDIT DIVISION

Administration Office

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Pasadena, California 91107

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<https://pasadena.edu/noncredit/>

General Information

Overview

Pasadena City College's Noncredit Division offers noncredit classes and certificate programs for students seeking self-improvement, increased literacy and job skills, and access to higher education and employment.

The Board of Governors for California Community Colleges established noncredit classes and programs to provide an "educational gateway" or a "portal to the future." It serves as a key contributor to "open access" for students with diverse backgrounds and those seeking ways to improve their earning power, literacy skills, and access to higher education. For many, particularly immigrants, the economically disadvantaged, and low-skilled adults, it is the first point of entry into a college.

Student Services

Admissions and Records

The Admissions and Records Office admits and enrolls students into noncredit classes at the Community Education Center (CEC) on the Foothill Campus. No enrollment fees are required. The office provides a variety of services that include transcript requests, verification letters, grade reports, and issuance of high school diplomas and noncredit ESL and noncredit short-term Career and Technical Education certificates. The office maintains all student records and files. Students who intend to enroll must submit a completed online application to the Admissions and Records Office and upon acceptance, they will receive a Permit to Register, confirming the admissions process.

Students must be 18 years of age, or older, for admission to any noncredit program. A student who is younger than 18 can be admitted by filing a Student Petition, which can be obtained from the noncredit Counseling Office. A completed petition, along with an official high school transcript and letter of recommendation from a high school counselor should be returned to the Counseling Office. Qualified students who have not yet graduated from high school may be admitted for concurrent enrollment. Credit(s) granted will be forwarded to the student's high school. Forms may be obtained in the Counseling Office.

Placement Tests and Assessment

Students are required to take a placement test if they are planning to enroll in one of the following programs: Adult High School Diploma, General Education Diploma (GED), or English as a Second Language (ESL) program. Following the placement test a counselor will meet with the student to discuss test scores, transcript evaluation, and proper placement in a program.

Counseling

Counselors can advise students regarding educational plans, career goals, academics, and personal issues. They interpret test results,

analyze interests and abilities, and refer students to needed services within the college and in the community. Although counselors assist students in long term planning and in checking specific program requirements, the responsibility for meeting High School graduation and/or certificate programs completion requirements is one which must be assumed by each student.

Instruction

The Noncredit Division offers quality programs for students seeking self-improvement, enhanced earning power, increased literacy skills and access to higher education and employment. These include courses in English as a Second Language, Vocational English as a Second Language (VESL), Immigrant Education, Elementary and Secondary Basic Skills (Adult High School Diploma, General Education Development (GED), or Adult Basic Education), Parenting Education, Programs for Individuals with Substantial Disabilities, Business, Building Trades and Construction, Education Programs for Older Adults, and Short-term Career and Technical Education (CTE) Certificates, Graphic Design, and Medical Assisting.

- Education Courses For Older Adults (<https://curriculum.pasadena.edu/noncredit-division/education-older-adults/>)
- Education Programs for Persons With Disabilities (<https://curriculum.pasadena.edu/noncredit-division/education-persons-substantial-disabilities/>)
- Elementary And Secondary Basic Skills (<https://curriculum.pasadena.edu/noncredit-division/elementary-secondary-basic-skills/>)
- English as a Second Language (ESLN) (<https://curriculum.pasadena.edu/noncredit-division/english-second-language/>)
- Vocational English As A Second Language (ESLV) (<https://curriculum.pasadena.edu/noncredit-division/vocational-english-second-language/>)
- Immigrant Education (<https://curriculum.pasadena.edu/noncredit-division/immigrant-education/>)
- Parenting Education (<https://curriculum.pasadena.edu/noncredit-division/parenting-education/>)
- Short-Term Career and Technical Education (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/>)

Description of Courses

This section presents a description of Noncredit courses offered. Each description is self-contained, i.e., each contains important information of prerequisites, hours, limitations on enrollment, recommendations, scheduling by semesters and other data which may be required in making a decision to include the course in the student's program of study.

Prerequisites/Corequisites/Recommended Preparation

A "prerequisite" is a condition of enrollment, such as satisfactory completion of another course (defined as a grade of A, B, C, or pass), that must be met BEFORE a student can register for a course or an educational program in order to demonstrate readiness for that course or program. By meeting the prerequisite, the student shows that he or she

has certain skills, concepts, and/or information without which the College considers success in the subsequent course or program highly unlikely.

A “corequisite” is a course in which a student is required to enroll at the same time that he or she is enrolled in another course. In the corequisite course, the student acquires certain skills, concepts, and/or information without which the College considers success in the concurrent course highly unlikely.

A “recommended preparation” statement in a course description means that a student is advised, but not required, to complete the identified course(s) prior to enrollment in another course or educational program.

The skills, concepts, and/or information gained in the “recommended preparation” in another course or educational program will prepare students for success in the subsequent course or program.

All prerequisites, corequisites, and recommendation preparation statements listed in the course descriptions are periodically reviewed. Students – especially those new to Pasadena City College – should consult the Schedule of Classes and Counseling Services for the most current information.

Students are expected to meet valid and necessary course prerequisites and corequisites.