How To Reach Us

Office: VLGE 8310A (behind South Gym)
Hours: Mon-Thurs 10am - 1:30pm
Telephone: (818) 710-2561
(818) 710-4163
Website: piercecollege.edu/encore

General Mailing Address:
ENCORE, Pierce College
6201 Winnetka Avenue, #341
Woodland Hills, CA 91371

ENCORE Mailing List: To add, remove or update your information please call us (818) 710-2561. Catalogs are NOT guaranteed to be delivered to everyone. Familiarize yourself with the Encore website and check it regularly.

Donations to the ENCORE Program provide for special projects, events, supplies and equipment. See page 9. Checks payable to: Pierce College Foundation – Encore. Checks may be mailed (see General Mailing Address). Donations of any size are appreciated. Thank you for your support!

About Encore

ENCORE is a Pierce College education program designed specifically for older adults (50+) in our community, but all students over 18 are welcome to enroll. Encore offers free noncredit classes and thru Community Extension, fee-based, not for credit classes. Courses address the educational needs and interests of older adults, focusing on topics that promote independence, advocacy, community engagement, self-maintenance, personal growth and development, physical and cognitive health, economic self-sufficiency and includes subject matter that relates to older adults’ life circumstances and positive aging.

General Parking Information

Semester parking permits are sold at the Business Office. Please contact the Business Office regarding any parking permit questions at (818) 719-6432 or visit them in person at the Business Office, located in the College Services Building, next to the Bookstore (see map inside back cover).

Permits are valid for the Winter 2017 semester.

A parking permit is required starting January 9.
Permits must be displayed clearly from rear view mirror.

Parking Permit Refunds: All refunds must be claimed in person at the Business Office. Students must present parking permit and receipt. Check with Business Office for parking permit refund deadline.

Lost/stolen permit: The Business Office may sell you a new permit depending on availability.

A $10 returned check charge is assessed for a check returned to the Business Office unpaid and a hold is placed on the student’s record.

One day/30 Minute Parking Permits
Available from pay validation machines. Machines accept cash or credit card. Machines do not give change.

• $3 one day permits are available in Lots 1, 6, 7, & 8 and can be used in any parking lot on campus.
• $1 30 minute parking permits are available in Lot 1 and for use in spaces marked 30 minutes in Lot 1.

Winter 2017 Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 17</td>
<td>Schedule online/mailed (approx.)</td>
</tr>
<tr>
<td>See pg. 3</td>
<td>Class Registration</td>
</tr>
<tr>
<td>Jan. 2</td>
<td>New Year’s (no classes/office closed)</td>
</tr>
<tr>
<td>Jan. 3</td>
<td>Winter classes begin</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>MLK Day (no classes/office closed)</td>
</tr>
<tr>
<td>Feb. 3</td>
<td>Winter classes end</td>
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Academic Courtesy is common sense respectful behavior given by the students to each other, to professors and college staff. Disobedient, disruptive or disorderly behavior exhibited by any student will result in disciplinary action in accordance with District policies and procedures.

Special Services: Students with disabilities can contact Special Services. Authorization, based on verification of disability, is required before accommodation can be made. Special Services office is located in the Student Services Building. For questions, call (818) 719-6430.

Emergency procedures on campus: From any pay phone on campus: dial *80. From any campus extension: dial 4311. From cell phones: dial (818)710-4311. Campus “Blue Lights” are tall blue poles topped by bright lights. Press large red button to immediately connect to the Sheriff’s station.

Accuracy Statement: The Encore Program has made every effort to make this Class Schedule accurate and may, without notice, change general information, courses, or programs offered.

For complete college information, see the Pierce College General Catalog:
http://www.piercecollege.edu/schedules/catalog.asp

Parking Permits

Purchase at Business Office

Bring to the Business Office:
1. $7 check/cashier’s check/money order payable to Pierce College with student ID number on check and “Parking Permit” on memo line OR $7 cash OR credit card.
2. Picture ID
3. Proof of Enrollment: You must be currently enrolled in a Winter 2017 class to buy a parking permit.

Proof of enrollment can be:
• Print out of your Winter 2017 schedule, See page 4, “View/Print Class Schedule”
• Add Permit carbon copy: Obtained in class by students adding classes AFTER the semester has started.

Mail-in Request

Include with your request:
1. $7 check/cashier’s check/money order payable to Pierce College with student ID number on the check and “Parking Permit” on the memo line. No cash.
2. A self-addressed AND postage stamped #10 envelope
3. You must be currently enrolled in a Winter 2017 class.

The Business Office will verify enrollment.

Mail to:

Pierce College
Business Office - Winter 2017 Parking
6201 Winnetka Ave.
Woodland Hills, CA 91371
New & Former Students

**New Students** are those who have never attended Pierce College or any of the LACCD campuses.

**Returning (Former) Students** are those who have previously attended Pierce College or any of the LACCD campuses but did NOT enroll in the previous year.

**How To Register BEFORE Classes Start**

**FIRST**, Call Encore at 818-710-2561 to make an appointment to submit an online application in the Encore office.

**Online applications accepted now thru Dec. 15.**

Applications can also be done from home:

1. Go to [www.piercecollege.edu](http://www.piercecollege.edu)
2. On top right corner click “Apply Online”
3. Bottom of page, click “Click Here to Begin Application”
4. Click on “Create an Account” and follow prompts to create a username and password. Write them down.
   - You need a personal email to create an account.
   - SSN#: If you do not wish to provide your SS#, go to bottom of page and click box indicating you do not wish to use your SS #.
5. Click on “Continue”
6. Click on “Start A New Application”
7. Read the introduction and click “Start Application”
8. Answer ALL questions and submit.
   - Major/educational goal: Select “undecided”
   - For technical support, call (877) 247-4836
   - Set aside 30 minutes to complete application

**SECOND**, after your application is processed by the Pierce A&R office, you will receive a welcome email (sent to your personal email) with your 9 digit Student ID Number.

- It may take up to 15 business-days for the Pierce A&R office to process an Application for Admission, but all applications will be processed by the first day of class.
- Check your personal email often. Review the spam folder of your email account to allow Pierce communication to enter your inbox.

**THIRD**, use your 9 digit Student ID Number to register online for classes via the Student Information system.

- When: According to your Winter 2017 Registration Appointment.
  - Registration Appointment is the date/time you may START to register for Winter 2017 classes.
  - Students can register online up to the day before the class starts.
- How: Thru the Student Information System, see page 4 for instructions on how to view your Registration Appointment and register for classes.

**How To Register AFTER Classes Start**

**Simply go to class** and ask the instructor for permission to add.

- If the instructor gives you permission to add, the instructor will give you an Add Permit which you fill out in class and give back to the instructor.
  - It is important that continuing students use their Student ID Number when adding classes, answer all fields and sign the Add Permit.
- Instructors may add students throughout the semester as space becomes available.

Continuing Students

**Continuing students** are those who enrolled at Pierce or any of the LACCD campuses within the past year.

**How To Register BEFORE Classes Start**

**Register ONLINE**

- When: According to your Winter 2017 Registration Appointment.
  - Registration Appointment is the date/time you may START to register for Winter 2017 classes.
  - Students can register online up to the day before the class starts.
- How: Thru the Student Information System, see page 4 for instructions on how to view your Registration Appointment and register for classes.

**How To Register AFTER Classes Start**

**Simply go to class** and ask the instructor for permission to add.

- If the instructor gives you permission to add, the instructor will give you an Add Permit which you fill out in class and give back to the instructor.
  - It is important that continuing students use their Student ID Number when adding classes, answer all fields and sign the Add Permit.
- Instructors may add students throughout the semester as space becomes available.

Don’t have a computer?

**ENCORE Computer Lab**: For help submitting an application or registering online call the Encore Office, (818) 710-2561 to schedule personal help. We will guide you through the registration process in our computer lab located in the Encore Office. There is no guarantee classes will be open.

Note: Encore no longer accepts mail-in registration or any other form of registration other than what is listed on this page. Thank you for your understanding!
Student Information System

This system only works with Internet Explorer and Firefox. System accessible 7:00 am – midnight 7 days a week.

How to Log In

1. In the Address Bar (NOT in the Search Box) type: www.piercecollege.edu

2. On the top right corner click Class Registration.

3. Enter your 9 digit Student ID Number that starts with 88.

4. Enter your four digit PIN: Your PIN is the MONTH and DAY of your birth. If your birthday is March 5, enter 0305. If you changed your PIN while using the Pierce website, your new PIN must be used. When complete, click Submit.

5. A message will appear informing you of your LACCD student email. Click Continue.

View Registration Appointment Start Date/Time

1. Log in, see above “How to Log In.”

2. Click View Reg Appt (1st option on the menu to the right).

3. Fill out the following information:
   - College: Los Angeles Pierce College
   - Semester: Winter
   - Year: 2017
When complete, click Submit.

Register For Classes

1. Log in, see above “How to Log In.” Students can register online up to the day before the class starts.

2. Click Registration (5th option on the menu to the right).

3. Fill out the following information:
   - College: Los Angeles Pierce College
   - Semester/Year: Winter 2017
   - Action: Add
   - Section: Enter 4-digit Section #. All ENCORE section numbers begin with 88 _ .
   
   Note: Do NOT enter the room number. Students sometimes enter the room number instead of the section # thus enrolling in a credit class that if not paid for generates a hold on the student’s record.
When complete, click Submit.

4. If prompted for a major code and the hours you work:
   - 1) Scroll down list of majors and select “0003.00 Undecided” for the major code.
   - 2) Enter “0” for the “hours you work” if you do not work. If you do work, enter the number of paid hours you work per week.

5. If you are added to the class: A generic message regarding tuition will appear, but it does not apply to Encore noncredit classes. Below this generic message will be a confirmation number. Write it down and keep for your records.
If you are NOT added because the class is full, other class section numbers may appear as options. Do not select a section number as an option until you read the class description for that section number in the Encore catalog.

View/Print Class Schedule

Log in and Click “View Schedule” (6th option).

Fill: College-Los Angeles Pierce College, Semester Winter, Year 2017.
Click submit.

Always Print schedule after registering to confirm your registration went through.
Drop A Class

1. Log in, see pg. 4 “How to Log In.”

2. Click Registration (5th option on the menu to the right).

3. Fill out the following information:
   - College: Los Angeles Pierce College
   - Semester/Year: Winter 2017
   - Action: Drop
   - Section: Enter 4-digit Section Number found next to class description. All ENCORE section numbers begin with 88_ _.

   When complete, click Submit.

4. Verify drop: Go to View Schedule (6th option on the menu to the right) to check that there is drop date next to the class that was dropped.

Help With Registration

- **Don’t have a computer?** No problem! For help with registering for a class online call the Encore office, (818) 710-2561, to schedule personal help. We will guide you through the registration process in our computer lab located in the Encore Office. There is no guarantee classes will be open.
- **For technical problems** with web registration (If the system crashes or other technical problems) call (818) 719-6404.
- **Holds on your record?** Call the Business Office at (818) 719-6432.
- **Message saying you do not have a registration appointment?** You are NOT continuing and cannot register online. See pg. 3 for New/Returning student registration.
- **Parking:** Do NOT pay online. See page 2 for parking information.

Student LACCD EMAIL

All students have a LACCD Student Email.

Students are encouraged to check their email regularly for college announcements. Instructors may send students emails regarding class cancellations and other class announcements.

Two Ways to Access your LACCD email:
1. Go to student.laccd.edu, enter your Student ID Number and PIN, click “Log in”
   OR
2. Log in to the Student Information System (see page 4) and click on “View District Email” (2nd option on the menu to the right).

To FORWARD your LACCD email to your Personal email:
1. Log in to your LACCD email, see above
2. Click on the wheel located on the top right
3. Select “Options”
4. Click on “Forwarding” from the left menu
5. Enter the email address you would like to have your emails forwarded to in box directly under “Forward my email to”
6. Click on “Save”

Student ID Card

It is important that students carry their Student ID Number with them at all times.

A Student ID Card is a convenient way for students to carry their Student ID Number.

Where to Get a Student ID Card:
CopyTech, located in the College Services Building, behind the Brahma Cafe (see map inside back cover).

For CopyTech hours: (818) 710-4422

Students will need to provide CopyTech:
1. **Student ID number:**
   If you do not know your number, call the Encore office.
   **Note:** New students adding AFTER classes begin can call Encore 2 weeks after adding a class to get Student ID Number.
2. **Proof of current enrollment:**
   Students can download their schedule at CopyTech OR bring a print-out of their schedule, see pg. 4 “View/Print Class Schedule”
Older Adult 42CE—Creative Art for Seniors

Section #8876  1-4pm  M/F  Thornton, John Paul  Room: Art 3312
Watercolor: All levels are welcome. Learn about washes, dry brush techniques, color theory and color mixing and composition. Enjoy the spontaneity of watercolor and learn how to express your ideas. Bring table covering and materials to first class.

Section #8875  9:30-12:30pm  Tu/W  Pitt, Deborah  Room: AT 3800
Oil/Acrylic Painting: All levels welcome. Study paint handling and art fundamentals with some instruction in figure painting. Bring table covering, table easel and painting materials to first class.

Section #8874  1-4pm  Tu/W  Pitt, Deborah  Room: AT 3800
Mixed Media—Pushing the Envelope: Using materials appropriate for oil and other materials appropriate for acrylic, we will experiment with creating dramatic effects in each medium. Previous experience recommended. Bring table covering, table easel, canvas board and painting materials to first class.

Section #8871  12:30-3:30pm  Tu/Th  James, Kathryn  Room: VLGE 8330
The Art and Philosophy of Asian Painting: Explore the beauty, methods and philosophy of the beguiling art of the Far East. Learn traditional Asian painting techniques using only ink, Chinese brushes, watercolor, white space, and simple brushstrokes to capture the essence of the subject. Students have the option to order a beginner's Chinese brush set online from blueheronarts.com to bring to the first class along with Chinese ink, water-based paints, practice paper and water container. Other materials will be discussed.

Section #8872  9:30-12:30pm  Tu/F  Lokiec, Tim  Room: Art 3312
Oil/Acrylic Painting: All levels welcome. We will explore the diverse possibilities of painting, from realism to abstraction. Slide lectures and demonstrations of materials will accompany the in-class projects. Bring painting materials to class and be prepared to experiment.

Section #8885  1-4pm  Tu/F  Lokiec, Tim  Room: Bus 3217
Drawing Explorations: All levels welcome. This class will cover numerous drawing techniques and strategies; we will collaborate, work from direct observation, and also draw from our imagination. Materials will include ink, charcoal, and pencil. Bring paper, pens and pencils for the first class meeting.

Section #8873  9:30-12:30pm  Th/F  Kraus, Peter  Room: AT 3800
Pastel Fundamentals: Basic drawing skill needed. If you have never used chalk pastels or want to revisit the basics, enhance your creativity via demonstration, hands-on experience and critique as you explore color-mixing, technique and style. Please bring table covering, table top easel, soft pastels and pastel paper (if you have them) to the first meeting. Materials will be discussed at that time.

Section #8877  1-4pm  Th/F  Kraus, Peter  Room: AT 3800
Introduction to Ink Line Drawing: Basic/intermediate drawing skill needed. Via lecture, demonstration, hands-on experience and critique, we will explore many intriguing and enlightening features of line including value, texture, contour, character and quality. Materials will be discussed at first meeting.
Art History

Older Adult 56CE—Seeing and Understanding Art

Section #8882 10:30-12:30pm Tu/W/Th Thornton, John Paul Room: Mus 3400
The Northern Renaissance: Art and Culture France, Germany, Belgium and England experienced their own rich artistic Renaissances in the sixteenth century. New ideals of humanism had to overcome the superstitions and fears of the Middle Ages, as painting, literature and religious passions flowered! Bosch, Breugel, Durer, Shakespeare, Henry VIII and Queen Elizabeth I shaped this remarkable age.

Section #8883 1:30-3:30pm Tu/W/Th Thornton, John Paul Room: Mus 3400
Baroque Art and Culture: In seventeenth century Rome Caravaggio, Rubens and Bernini answered the call of the Popes to bring convulsing movement and theatricality to art. In Holland, Rembrandt and Vermeer brought a new sense of light and reality to their portraits and interior scenes. The majesty and brilliance of these masters comes to life in this dramatic series.

Computer

Vocational Education 187CE—Computer Usage Skills

Section #8884 11:30-2:30pm Tu/W Perret, Joe Room: Bus 3252
Beginner Photoshop: Learn the basics of Photoshop. Class will focus on restoring old photographs and editing new photographs. Fun class but NOT for beginner computer users. You must be Computer Literate to keep up with this class. We will also cover GIMP, a free open source alternative to Photoshop.

Health and Fitness

Older Adult 52CE—Body Movement for Seniors

Section #8880 9-11am M/W/F Tapper, Karen Room: SGYM 5402
Body Movement: Improve cardiovascular fitness, muscle and strength. Mat required.

Section #8879 Mon 11-1pm & T/TH 10-12pm Shvetsov, Kristel Room: SGYM 5402
Body Movement: Improve cardiovascular fitness, muscle and strength. Mat required.

Older Adult 53CE—Yoga for Seniors

Section #8881 10-12pm Tu/W/Th MacDonald, Amy Room: NGYM 5601
Yoga: Gentle stretching, core strength, deep breathing and stress reduction focusing techniques. Please bring mat to class and small towel to class.

Music

Older Adult 49CE—Music Appreciation for Seniors

Section #8878 1-3pm M/W/Th Domine, James Room: Mus 3401
Opening Pandora’s Box: Explore the unique sound of Los Angeles-based Rock and Roll bands on the Sunset Boulevard scene circa 1967-68. The musical aspects of style, instrumentation, and sociological context will be examined through lectures and listening.
Donation Form

Whether you are a long time Encore supporter or giving for the first time, thank you for supporting Encore! Donations to the Encore Program provide for special projects, events, supplies and equipment. Please use this form to mail in your donation.

Mail your completed form along with your donation to:
Encore, Pierce College
6201 Winnetka Avenue #341
Woodland Hills, CA  91371

Donor Information
Name ________________________________________
Address __________________________________________________________
City ____________________________ State ______   Zip Code ________
Phone ________________________

Donation
My check is enclosed in the amount of $_________________.

This gift is:
☐ In appreciation of the Encore program. Thank you!
☐ In appreciation of an Encore Instructor: ________________________________
☐ In memory
   Remember someone special by giving a gift in their memory. Encore will send a card acknowledging your thoughtful donation to the person of your choice:
   Name ________________________________________
   Address __________________________________________________________
   City ____________________________ State ______   Zip Code ________

☐ In honor
   Give a gift to honor someone for a birthday, anniversary, to celebrate the birth of a grandchild or other special occasion. Encore will send a card acknowledging your thoughtful donation to the person of your choice:
   Name ________________________________________
   Address __________________________________________________________
   City ____________________________ State ______   Zip Code ________
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