**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. 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, and economic self-sufficiency and includes subject matter that relates to older adults’ life circumstances and positive aging.

**Parking Permits**

**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 Summer 2016 semester.

**A parking permit is required starting June 16.** 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.

**Summer 2016 Important Dates**

**March 29**  
Schedule online and mailed (approx)

**See pg. 3**  
Summer Registration

**May 30**  
Memorial Day (no classes/office closed)

**June 13**  
Summer classes begin

**July 4**  
Independence Day (no classes/office closed)

**July 16**  
Summer classes end

**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 on console 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

**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 Summer 2016 class to buy a parking permit.  

**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 Summer 2016 class. The Business Office will verify enrollment.

Mail to:  
Pierce College  
Business Office - Summer 2016 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, submit an Application for Admission online:

1. Go to www.piercecollege.edu
2. On top right corner click “Apply Online”
3. Bottom of page, click “Click Here to Begin Application”
4. Click on “Sign In”
   - If you do NOT have a username and password, click on “Create an Account” and follow prompts to create a username and password. After, go back to “Sign In” and enter your username and password.
5. Answer ALL questions and submit.
   - You do NOT need to provide your Social Security Number. When prompted, scroll down and click box indicating you do not wish to use your SS #.
   - Select “undecided” for major and educational goal.

Online Application Helpful Hints:

- You need a personal email to submit application online. Check your personal email often.
- Review the spam folder of your email account to allow Pierce communication to enter your inbox.
- Set aside 45 minutes to complete application
- It may take up to 15 business-days for the Pierce Admissions and Records office to process an Application for Admission, but all applications should be processed by the first day of class.

SECOND, after the application is processed, you will receive a welcome email (sent to your personal email) with your Student ID Number and registration information.

- See page 4 for instructions on how to use your Student ID number to register for classes.
- Students can register online up to the day before the class starts.

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.

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 Application for Admission and an Add Permit which you fill out in class and give back to the instructor.
  - It is important that students use their legal name, answer ALL questions and sign the Application for Admission and Add Permit.
- Instructors may add students throughout the semester as space becomes available.

- New Students will be mailed their Student ID Number approximately 6 weeks after adding a class. Students should use their Student ID Number for all future registrations. Students can obtain a Student ID Card (see pg. 5) which is a convenient way to carry your Student ID Number.

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 Summer 2016 Registration Appointment.
  - Registration Appointment is the date/time you may START to register for Summer 2016 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.

For help with 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.

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.

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** (1\(^{st}\) option on the menu to the right).

3. Fill out the following information:
   - **College**: Los Angeles Pierce College
   - **Semester**: Summer
   - **Year**: 2016
   - 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** (5\(^{th}\) option on the menu to the right).

3. Fill out the following information on the form:
   - **College**: Los Angeles Pierce College
   - **Semester/Year**: Summer 2016
   - **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” (6\(^{th}\) option).

- Fill: **College**-Los Angeles Pierce College, **Semester** Summer, **Year** 2016.
- 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 on the form:
   College: Los Angeles Pierce College
   Semester/Year: Summer 2016
   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 Freudian Sip (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 6 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 # 8811  9-12pm  Mon/Wed  Pitt, Deborah  Room: AT 3800
Two-Dimensional Mixed Media: Learn about and experiment with various two-dimensional mixed-media techniques including: stenciling, collage, and acrylic mediums. Painting experience recommended. Acrylics preferred, but students may work with oils or watercolors. Bring paints, canvas board or gessoed cardboards, a table covering, table easel, and ideas.

Section # 8812  1-4pm  Mon/Wed  Pitt, Deborah  Room: AT 3800
Oil/Acrylic Painting: All levels welcome. Study paint handling and art fundamentals with some instruction in figure painting. Bring painting materials, a table covering and a table easel.

Section # 8813  1-4pm  Mon/Fri  Thornton, John Paul  Room: Art 3312
Color Theory in Art: This painting workshop will focus on color as a tool for expression, design and communication in art. Students will embark upon a series of invaluable color exercises and special projects, giving them insights into their own personal palette and understanding of chroma. All painting mediums and levels of experience are welcome.

Section # 8814  9-12pm  Tu/Th  Kraus, Peter  Room: AT 3800
About Face: This introductory portraiture class focuses on how to draw the human head and face with accuracy and ease. Bring table covering, pencil, kneaded erases, white unlined paper and table top easel to first meeting.

Section # 8817  12:30-3:30pm  Tu/Th  Kraus, Peter  Room: AT 3800
Principles and Elements of Pictorial Expression: In this exciting lecture/hands on course, we will explore how artists organize and design in both traditional and abstract ways. Bring table covering, paper, pencil, eraser, white unlined paper to first meeting.

Older Adult 56CE—Seeing and Understanding Art

Section #8822  10:45-12:45pm  Tu/Wed/Th  Thornton, John Paul  Room: Beh 1308
Exploring the Art of the Louvre: Be transported through time to learn about the history of this former royal palace and true stories of the great artists whose masterpieces fill the halls. From the Egyptian wings, to the art of Renaissance, to Neo-Classicism, Romanticism and Realism, the scope of this course is as grand as the Louvre itself.

Section #8818  1:45-3:45pm  Tu/Wed/Th  Thornton, John Paul  Room: Beh 1308
Artists and Inspiration: This dynamic art history class takes us around the world and across time as we explore the ideas, inventions and places which have inspired artists to create their most enduring deeply personal work.
**Health and Fitness**

**Older Adult 52CE—Body Movement for Seniors**

**Section #8823** 1-3pm  Mon/Wed/Fri  Shvetsov, Kristel  Room: NGYM 5601  
*Body Movement*: Improve cardiovascular fitness, core strength, flexibility and balance. Mat required.

**Section #8824** 10:15-12:15pm  Mon/Tu/Th  Shvetsov, Kristel  Room: NGYM 5601  
*Body Movement*: Improve cardiovascular fitness, core strength, flexibility and balance. Mat required.

**Older Adult 53CE—Yoga for Seniors**

**Section #8819** 8-10am  Tu/Wed/Thurs  Amy MacDonald/Kristel Shvetsov  Room: NGYM 5601  
*Yoga*: Gentle stretching, core strength, deep breathing and clear focusing techniques. Mat required.

**Music**

**Older Adult 49CE—Music Appreciation for Seniors**

**Section #8815** 1-3pm  Mon/Wed/Th  Domine, James  Room: Mus 3400  
*Adventures in Music*: Lectures will discuss the historical development of music including Medieval, Renaissance, Baroque, Classical, Romantic and Modern style periods. Learn elements of music such as formal compositional structure, melody and harmony, instrumentation, and basic terminology as they apply to specific genres and style periods.

**Section #8816** 10:30-12:30pm  Tu/Wed/Th  Tortell, Cathryn  Room: Mus 3400  
*Summer Vocal Boot Camp for ENCORE Singers*: Welcome to an instructional intermezzo between our Spring and Fall concerts. An overview of the fundamentals of voice technique, meter, note values and some entertaining diversions along the way. Includes group and individual singing, lecture and video illustrations. Singers of all levels will take away new skills, and we will especially welcome those participants with little or no prior formal experience. Come and see what we are all about!
Los Angeles Pierce College Encore Program presents

**The Music of Tin Pan Alley**

The Encore Singers &
The Encore Gospel Choir
Cathryn Tortell, Music Director

June 5, 2016
2:30PM
Pierce College Performing Arts Building

For pricing and to purchase tickets contact a chorus member or purchase at the door.
Follow us at [www.Facebook.com/PierceEncoreSingers](http://www.Facebook.com/PierceEncoreSingers)

If you require accommodation due to disability, please contact Music Director at TortelCM@piercollege.edu

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**Preview—Fall 2016 Semester**

April 25*(Approx)* --- Encore Fall schedule available on Encore website

April 27*(Approx)* --- Encore Fall schedule mailed, bulk mail. Can take up to 10 days to receive.

May 2 --- Registration begins and continues thru August

August 29 --- Fall classes begin

December 10 --- Fall classes end

For more information, check the Encore website or call Encore *after April 28, 2016.*
Encore Older Adult Education Program

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 ________
Encore Art a Success!

Thank you to everyone who supported *Intimate Views: Works by Encore Students*. The exhibit and Closing Reception were a success!