

# **ASSESSMENT AND PLACEMENT POLICIES**

## **East Los Angeles College**



This report is part of a series of summaries that outlines the assessment and placement policies used across the nine community colleges that comprise the Los Angeles Community College District. The information presented in this report was collected from college websites and district documents.

**DECEMBER 2013**

## Matriculation

---

At East Los Angeles College, matriculation is recognized as a process that brings the school and student into agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. Students of East Los Angeles College go through the matriculation process which includes: admissions, assessment, orientation, counseling, and follow-up counseling. The steps of matriculation are as follows:

- ❖ **Admissions:** Students must complete and submit the ELAC admission application to the enrollment center or online.
  - High school graduates, or anyone 18 years or older, can apply to ELAC in-person or online through a link provided on ELAC's website:  
[http://www.cccapply.org/applications/CCCApply/apply/East\\_Los\\_Angeles\\_College.html](http://www.cccapply.org/applications/CCCApply/apply/East_Los_Angeles_College.html)
  - High school students may enroll concurrently at ELAC by submitting the standard admissions application and a "Supplemental Application for Admissions for a Student in Grades K-12." A high school counselor and parent/guardian must approve this form. Both applications are available online.
  - International students are asked to contact the admissions office for special procedures on how to apply for admission.
  - ELAC does not provide information on how undocumented students may submit an application for enrollment.
- ❖ **Assessment:** All matriculating students must take assessments in English and math if they have not already done so at another college. Students who have attended another college need to meet with a counselor to have their assessment results evaluated. Students may take assessments at any time during the assessment lab's operating hours.
- ❖ **Orientation:** Students at ELAC have the option to attend a group or online orientation session. Students who participated in an online orientation and need additional help are encouraged to participate in a group orientation session.
- ❖ **Counseling:** Counseling is available to students for educational, transfer, and career exploration. Students can access counseling services through individual counseling and workshops. They can also receive referrals to resources on and off campus.
- ❖ **Follow-Up:** All students are encouraged to participate in follow-up consultations with their advisors. Students can access an online service where they can submit general questions, including majors offered, transfer/degree requirements, and pre-requisite information. ELAC does not provide any information regarding whether participation in a follow-up session is mandatory.

### ***Who is eligible for matriculation?***

- Students who are pursuing a vocational certificate
- Students who are pursuing an associate's degree
- Students who are pursuing transfer to a four-year university or college
- Students who are undecided about their specific goals and considering one of the above options

### ***Who is exempt from matriculation?***

- Students who already possess an associate's degree or higher from an accredited college or university

- Students who have participated in the matriculation process at another California community college and present scores from their respective college
- Students who are taking nonacademic courses for personal interest

## Registration

---

Students are issued a registration date via email after they have submitted an application for admission. ELAC encourages students to register for classes in person at the registration office or online at: <https://eweb3.laccd.edu/WebStudent/signon.asp>.

A student's assessment score will determine their initial pre-requisite.

### **Pre-requisites, co-requisites, and advisories:**

- A pre-requisite is a measure of readiness for a particular course or program. Typically, enrollment in a course with a pre-requisite is conditioned on meeting that pre-requisite. A pre-requisite may be a course, activity, audition, or test.
- A co-requisite is a course that must be satisfied at the same time a particular course is taken. A student must be enrolled in a co-requisite course, concurrent with another course
- An advisory is a course the college recommends a student take prior to enrolling in a subsequent course.

## Assessment

---

Before the school's use of ACCUPLACER in 2011, ELAC used MDTP to assess students in math. Students can obtain information about assessment on ELAC's assessment webpage: <http://www.elac.edu/admission/matriculation/assessment.htm>.

### ***Assessment test used to place students in math?***

- MDTP, ACCUPLACER

### ***Who must take the assessment test?***

- All new and returning students must take an assessment test if they intend to enroll in an English or math course

### ***Who is exempt from being assessed?***

- Students who have earned an associate's degree or higher
- Students who have completed less than 15 units of college courses for personal development
- Students who have taken the appropriate pre-requisite course with a grade of "C" or better as documented on an official transcript
- Students who have completed an assessment at another college within a LACCD college

### ***How often can a student take an assessment test?***

- Students are allowed to test once a year

**What is the frequency with which tests are offered?**

- Assessments are available throughout the year

**Are sample test questions available?**

- Yes, students have access to multiple practice tests made available through ELAC’s website:
  - <http://www.elac.edu/admission/matriculation/assessment.htm>

## Cut Scores

---

Cut scores are used to place students into the math courses. This chart represents the cut scores from 2005–2007 for the MDTP assessment.

2006	Pre-Algebra				Elementary Algebra				Intermediate Algebra				Pre-Calculus		
Score	≤2 2	23 ≤	24≤	38≤	15 >	15≤	28≤	40≤	10>	10≤	25≤	30≤	14>	14≤	24≤
Recommended placement	10 5	11 2	115	EA ref	AR ref	115	125, 120	IA ref	EA ref	125, 120	235, 230, 227, 215	PC ref	IA ref	235, 230, 227, 215	261

## Student Background Questionnaire

---

Not Available

## Multiple Measures

---

ELAC awards students additional assessment score points through three multiple measure questions, asking students to report their college plans (hours of study and hours of employment), high school GPA, and highest math taken. ESL and ENL (English as a Native Language) students can receive up to three points for these measures.

ENL/ESL Question	Answers	Additional Points
College and employment plans	1ab & 2ef (low number of study hours & high hours of employment) or 1de & 2ab (high number of study hours and low hours of employment)	1
High School GPA	6a or b (GPA > 3.0)	1
Highest level of math taken	7e, f, or g (Intermediate Algebra or higher)	1
Total multiple measure points	Minimum and maximum total points added	0 – 3

---

## Course Challenge Petition

---

Students who wish to challenge a pre-requisite or co-requisite must file a "Pre-requisite or Co-requisite Challenge Petition" no later than 10 days prior to the start of the semester. Any student who does not meet a pre-requisite or co-requisite but is able to provide appropriate documentation showing that they are academically qualified may seek entry into a class. Furthermore, any student who cannot enroll in a specific class due to a campus limitation on enrollment may seek entry into the class according to the college's challenge process.

**A student may challenge any pre-requisite or co-requisite on one or more of the grounds listed below:**

- The student has the appropriate documented knowledge or experience or ability to succeed in the course for which the pre-requisite or co-requisite is specified
- The requirement is unlawfully discriminating or applied in an unlawful discriminatory manner
- The student's educational objectives will be delayed by a semester or more because the pre-requisite course has not been made reasonably available
- A student's health or safety may be at risk

### **Supporting Documentation**

- Copy of assessment score results
- Written documentation of work or related experience
- Doctor's statement
- Personal written statement

### **Procedure to file a course challenge petition**

- Obtain and properly fill out the pre-requisite and co-requisite challenge.
- Submit the completed petition and any supporting documentation to the admissions office no more than 10 working days before a semester begins.

Challenge petitions are processed within 10 working days of its receipt. If the challenge is approved, and no space is available in the course at the time the challenge is filed, the student shall be permitted to enroll for the next term. Enrollment will be permitted only if space is available when the student registers for the subsequent semester. In the event the challenge is denied the student may appeal the decision directly in writing to the Vice President of Academic Affairs. Appeal forms are available in the Office of Academic Affairs.

## Counseling

---

Counselors help students develop a plan to reach their educational goals. ELAC counseling provides information about: course planning, registration/assessment, degree programs, transfer and financial aid. Counselors also offer personal development courses including Introduction to College, Motivation for Study, Career Planning, and The Scope of Career Planning. ELAC's counseling service also provides students with an online 'quick question service' for students to email questions to a college counselor. Questions about the following topics can be answered through this service: college procedures and policies, certificate, degree/transfer requirements, course pre-requisite information, course offerings and majors available, referrals to other programs/services, and the transferability of ELAC courses. Questions that require an individual's personal information cannot be answered through this service.

The primary goal of academic counseling is to provide opportunities for students to:

- Develop a plan to reach their goals (associate's degree, transfer to a four-year university, etc.)
- Make decisions about a possible career and educational path to obtain these goals.

Students can schedule an appointment meet with their counselor by phone or in-person.

ELAC requires students to meet with their counselors for successful matriculation when first beginning courses. Students are encouraged to meet with a counselor each semester to maintain a course load that will enable them to reach their academic goals.

## Sources

---

East Los Angeles College: Matriculation. (2011). Matriculation. Retrieved from <http://www.elac.edu/admission/matriculation/index.htm>