

ASSESSMENT AND PLACEMENT POLICIES

Los Angeles Harbor 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

According to Los Angeles Harbor College, the goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of five student-direct components of the matriculation process: Admissions, Orientation, Assessment, Counseling, and Follow-up. The matriculation services provided are as follows:

- ❖ **Admissions:** All prospective students are required to register online. LAHC does not provide information regarding the possibility of in-person registration on campus. Through their website, students receive an appointment day and time indicating when he or she is allowed to register for classes using the online registration system. Students can register any day and time after their appointment. However, the college recommends that students register as soon as possible for the best choice of classes.
 - International students must apply through LAHC's International Student Office on campus.
 - Students currently enrolled in high school can apply to attend courses at LAHC with proper "K-12" approval forms.
 - LAHC does not provide admissions information for undocumented students.
- ❖ **Assessment:** The Assessment Center provides placement testing services to all new, continuing, and returning students. Students are tested in English, math, and English as a Second Language (ESL) as well as for Ability to Benefit (ATB) Test and math competency. Prior to registration, new students are required to make an appointment to take an assessment test if they have not been assessed or have taken pre-requisite coursework at another college.
- ❖ **Online Orientation:** Students attend an online orientation session through LAHC's website, which informs them about school procedures and facilities. Upon completion of orientation, students take a short quiz on the information presented during orientation.
- ❖ **Counseling:** Counselors advise students to help them reach their academic goals. Students are encouraged to meet with counselors to help develop their educational plans. Drop-in and scheduled meetings are available to students.
- ❖ **Follow-up:** LAHC uses the Early Alert system to monitor each student's success. LAHC does not provide information about how this system works.

Who is eligible for matriculation?

- All first-time students who have obtained at least a high school diploma or its equivalent are subject to matriculation.

Who is exempt from matriculation?

- LAHC does not provide information regarding who is exempt from matriculation.

Registration

After students submit applications for admissions, they are issued a registration date. On this date, students can register for classes using the online registration system. It is unclear whether students receive assistance to understand their assessment test scores or how to enroll in appropriate classes.

Pre-requisites, Co-requisites, and Advisories:

- A pre-requisite is a course that needs to be completed prior to registering for a course which is higher in sequential order and generally more academically rigorous. LAHC informs students if they do not meet the required pre-requisite for the class they are trying to register.
- There is no information about co-requisites and advisories.

Assessment

Students are assessed in English, ESL, and math. LAHC also provides students with information about the assessment schedule, the reasons why the assessment test should be taken, and how to interpret placement test results. Students can also access information about how to prepare for the assessment through LAHC's website.

Assessment test used to place students in math

- COMPASS

Who must take the assessment test?

- New students who have submitted an application to attend LAHC
- Any returning or continuing student who has never taken an assessment test

Who is exempt from being assessed?

- Students who have an associate's degree or higher
- Students who have been assessed in math at another college
- Students who have taken math coursework at another college

How often can a student take an assessment test?

- If eligible, students may test once per cycle (February through September). Assessment results are valid for two years from the assessment date.

What is the frequency with which tests are offered?

- Students can take tests at any time from February to September each year.

Are sample test questions available?

- Students can access sample questions through the following website:
<http://www.act.org/compass/sample/index.html>
-

Cut Scores

LAHC used 8 levels to place students in math from years 2005–2008. LAHC asks students to meet with counselors for appropriate course placement.

2005–2008	Pre-Algebra Test			Algebra Test			College Algebra Test	Trigonometry Test
Score	$1 \leq \text{PAS} < 36$	$36 \leq \text{PAS} < 83$	$83 \leq \text{PAS}$	$1 \leq \text{AS} < 37$	$37 \leq \text{AS} < 71$	$71 \leq \text{AS}$	$1 \leq \text{CAS}$	$1 \leq \text{TS}$
Recommended placement	LS 10 112	123A	123B	123B	123C	Referral 215 227 230 245 260	Referral 215 227 230 245 260	Referral 215 227 230 240 245 260 123C

Student Background Questionnaire

The student background questionnaire for Los Angeles Harbor College is not available.

Multiple Measures

LAHC awards students additional assessment score points through one multiple measure question, asking students to report their high school GPA. ESL and ENL (English as a Native Language) students can receive up to three points for this measure.

ENL/ESL Question	Answers	Additional Points
High School grade point average	a.) A- to A(3.5–4.0)	3
	b.) B to A-(3.0–3.4)	2
	c.) B- to B(2.5–2.9)	0
	d.) C to B-(2.0–2.4)	0
	e.) D to C-(1.0–1.4)	0
	f.) D- to D(0.5–0.9)	0
Total multiple measure points	Minimum and maximum total points added	0–3

Course Challenge Petition

Students must submit a pre-requisite challenge petition form to challenge any pre-requisite.

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

- A pre-requisite is not reasonably available

- The student has the documented knowledge or ability to succeed in the course without meeting the pre-requisite
- The student believes the pre-requisite was established in violation of regulation or in violation of the district approved processes
- The student believes the pre-requisite is discriminatory or being applied in a discriminatory manner

Supporting Documentation

- Students need to submit written documentation for faculty to review their petition.
 - Written documentation should explain alternative coursework, background, or abilities that have adequately prepared the student for the course.

Procedure to file a course challenge petition

- Complete challenge two weeks prior to the beginning of the semester and turn it into the appropriate chairperson (listed on website). Upon filing the pre-requisite challenge,
 - The student may enroll into the desired class if space is available.
 - If this challenge is denied, the student will be dropped from the class.

Counseling

The counseling department at LAHC is designed to help students define their educational objectives and plan to reach them.

The primary goals of counseling are to help students with:

- Understanding the requirements for an associate's degree and transfer
- Identifying technical and vocational offerings
- Challenging a pre-requisite course
- Developing suitable educational or career goals
- Identifying methods to overcome academic difficulties
- Achieving a more meaningful college experience

Students can access counselors by making appointments or dropping-into the counselor's office. Drop-in sessions are reserved for quick questions and pre-requisite clearance. Students cannot develop educational plans during a drop-in session. To discuss educational plans and create a schedule of classes to meet outlined goals, students need to schedule appointments. Appointments can be made by phone or online.

LAHC does not indicate whether counseling is mandatory for all matriculating students.

Sources

Los Angeles Harbor College: Matriculation. (2012). Matriculation Services. Retrieved from <http://www.lahc.edu/student-services/matriculation/placementtests.html>