

ASSESSMENT AND PLACEMENT POLICIES

Los Angeles Trade-Technical 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.

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Matriculation

Los Angeles Trade-Technical College views matriculation as a partnership between students and the college that enables students to pursue their educational goals and dreams. This partnership begins when a student applies for admission and ends after all studies are completed. The services provided for all students are as follows:

- ❖ **Admissions:** All new students must submit an application to enroll in LATTC. Returning students who have not attended classes at LATTC within the past year must also reapply. Enrollment applications are available on campus or they may be completed online.
 - High school students who wish to enroll are also required to submit a Special Student (K-12) Attendance Form in addition to student application.
 - International Students with a F-1 visa should apply through the International Student Office on campus.
 - Undocumented students must apply in person at the Admissions Office.
- ❖ **Assessment:** LATTC assesses a student's general educational background and skills in mathematics and English/English as a Second Language (ESL). The college states that these tests help students select courses that are realistic and compatible with their level of academic preparation and experience.
- ❖ **Orientation:** New or returning students are strongly recommended to attend a 3-day orientation session called *Introduction to Post-Secondary Education*. Topics presented and discussed during orientation class include:
 - How to successfully transition to and navigate college
 - How to strengthen academic skills and succeed in college
 - How to pursue educational goals at LATTC
 - How to obtain financial resources to support one's education
 - How to develop a strategy to achieve one's career and college goals
 - How to earn a high school diploma or GED while going to college at the same time
- ❖ **Counseling:** The Counseling department provides a variety of services and programs that help students develop their highest intellectual, social-emotional, and vocational potential.
- ❖ **Follow-Up:** LATTC provides no information about follow-up services.

Who is eligible for matriculation?

- Students who are pursuing a vocational certificate
- Students who are pursuing an Associate's degree
- Students who are intending on transferring 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?

- See assessment exemptions below

Registration

Students may register for classes after they complete and submit an application for admission. All admitted students receive an appointment date to register for classes. If an admitted student does not receive a registration date they will need to submit a course request card to the Admissions Office. Once students register for classes they will need to pay tuition and fees.

Pre-requisites, co-requisites, and advisories

- A prerequisite is a condition that a student has to meet prior to enrolling in the class. Completion of the prerequisite demonstrates that the student is ready and able to succeed in the course he or she wants to take. A prerequisite is usually either another course or a specific test score on a standardized test.
- A co-requisite is a course that must be taken at the same time as the course a student wants to take.
- Advisory is a recommend course students should take prior to enrolling in a higher course.

Assessment

Students are assessed in English, ESL, and math. Students can obtain information about assessment on LATTC's assessment webpage (http://www.testprepreview.com/accuplacer_practice.htm). The website provides practice tests in English, ESL, and math. Further information regarding the services offered by the Assessment Center, such as the assessment test schedule, how to interpret placement test results, and the reasons why the assessment test should be taken are provided on the department's webpage.

What assessment test is used to place students in math?

- ACCUPLACER, ACT COMPASS/ESL

Who must take the assessment test?

- All students who plan on taking an English or mathematics course, nursing students, financial aid students lacking a high school diploma or GED, and those students pursuing an Associate's Degree.

Who is exempt from being assessed?

- Students with valid assessment placement scores from LATTC or another college taken within the last 2 years.
- Students who completed English or math courses at any accredited college/university with a grade of "C" or better.
- Students in high school who have scored 3 or higher on the Advanced Placement exam for English or calculus within the last 2 years.
- Students who completed the EAP (Early Assessment and Placement) with scores that indicate readiness for college-level English/math.
- A student with an Associate's Degree or higher.

Students must submit formal documentation, including transcripts, and/or test scores for all exemptions above.

How often can a student take an assessment test?

- No information is available on re-testing.

What is the frequency with which tests are offered?

- Walk-in assessment is available throughout the year

Are sample test questions available?

- Yes, students have access to two practice tests through the LATTC website:
 - http://www.testprepreview.com/accuplacer_practice.htm

Cut Scores

These cut scores represent the scores used to place students in math courses from spring 2001 to summer 2007.

2001–2007	Arithmetic					Elementary Algebra				College Level				
Score	<22	22 ≤ AR < 60	60 ≤ AR < 100	100 ≤ AR < 113	113 ≤ AR < 120	<20	20 ≤ EA < 34	34 ≤ EA < 77	77 ≤ EA < 120	<40	40 ≤ CM < 63	63 ≤ CM < 86	86 ≤ CM < 100	≥100
Recommended placement	101	105	112	113	115	112	113	115	125	115	125	225, 230, 235, 236, 240	260	265

Student Background Questionnaire

The student background questionnaire gathers background information on students who take an assessment test. The questionnaire is divided into three sections. The first section gathers information from both English Native Language (ENL) and English as a Second Language (ESL) students. The second section gathers data on only ENL students. The third section gathers data on only ESL students.

Questions that are bolded are treated as multiple measures.

Background Questions are the same for ENL and ENL students.

1. What documented disabling condition do you have, if any, that might affect the usefulness of your test scores as measures of your skills?
2. Is English the first language you learned?
3. What is the total number of years you studied mathematics in high school?
4. What is the total number of years you studied English in high school?
5. How many hours per week do you plan to attend classes?
6. How many hours per week do you plan to be employed while enrolled?
7. Are you returning to college after being away from education for a long period of time?
8. How important to you is it that you go to college?
9. How important is it to the people closest to you that you go to college?
10. What was your high school grade point average (GPA)?

11. What is the highest level math class you have completed with a grade of "A" or "B" in the last 4 years?
12. Do you have a GED or high school diploma?
13. Are you applying for federal financial aid?

Multiple Measures

Data on multiple measures not available at LATTC.

Course Challenge Exam

LATTC offers students an exam for those who wish to challenge their assessment scores and gain entry into a higher level class. In order to take the challenge exam, students need to submit a challenge form, along with an explanation and supporting documentation that justifies a reason to take the exam. To have their challenge form reviewed, students must submit the application to the assessment center one month before the term starts for the intended course of entry. Students are urged to talk with counselors about a course challenge petition.

Students are notified that course prerequisites/co-requisites are strictly enforced at Los Angeles Trade-Technical College.

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

- The student has the knowledge, ability, or skill to succeed in the course despite not meeting the prerequisite or co-requisite.
- The student will be subject to undue delay in attaining the goal of my educational plan because of the enrollment limitation, or because the prerequisite or co-requisite course has not been made reasonably available.
- The prerequisite or co-requisite has not been established in accordance with applicable college policies and procedures.
- The prerequisite or co-requisite is in violation of Title 5, Section 55200-55202 of the California Code of regulations.
- The prerequisite/co-requisite or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The basis upon which the college established the enrollment limitation does not exist.

Supporting Documentation:

- Copy of high school/college transcript
- Written documentation of work or related experience from employer
- Personal written statement

Procedure to file a course challenge application and take examination:

- Obtain a challenge application from the assessment center
- Complete the challenge application, along with an explanation and submit supporting documentation for reason(s) to challenge.

- A student will need to complete the challenge application one month before the start of the term they plan to register for the course.
- Students must have proper identification and a service ticket number to take the challenge exam.
- Students need to score at least 70% to pass the challenge examination.
 - Students only have one opportunity to take the challenge exam.

Counseling

The counseling department provides a variety of services and programs that work to help students develop their highest intellectual, social-emotional, and vocational potential.

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

- Assess one's academic abilities, disabilities, strengths, and weaknesses
- Assist in assessing, planning, and implementing immediate and long-range academic goals
- Clarify academic goals and select a major
- Plan for transfer, associate degrees, and certificate programs
- Refer to other support services when needed
- Receive help when academic performance is at risk
- Receive follow-up consultations (e.g., academic mentoring, early alert processes, and probation counseling)
- Receive assistance through the processes of pre and co-requisite implementation, transcript evaluation, and general education transfer certification
- Receive help developing a curriculum and find courses and workshops that teach the skills needed for academic success

It is not mandatory for students to seek academic counseling while at LATTC, but it is strongly encouraged that students meet with a counselor each semester to enroll in courses that help them reach their goals.

Sources

Los Angeles Trade-Tech College: Matriculation. (2012). Welcome to Matriculation. Retrieved from <http://college.lattc.edu/matriculation/>