



Academic Technology

Student Guide

Spring 2016

Los Angeles Trade Technical College

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Important Dates for Spring 2016

Be sure to pay attention to drop dates for individual classes as there are a variety of start and stop dates for on campus classes. You must drop before 75% of the class is completed to avoid getting a letter grade.

SPRING 2016 CALENDAR

Spring 2016 Semester February 8 to June 6, 2016

IMPORTANT: Check with Admissions & Records for classes that start/end on different dates for deadlines for drop with/without W.

Last Day to:

- Drop with a refund / no fee owed: Feb. 20, 2016
- Drop a class without a “W”: Feb. 21, 2016
- Drop a class with a “W”: May 6, 2016
- File Pass/No Pass: Mar. 18, 2016

Days College is closed:

- President’s Birthdays: Feb. 12-16, 2016
- Cesar Chavez Day: March 31, 2016
- Spring Break: April 1-8, 2016
- Memorial Day: May 30, 2016

Orientations to the Moodle Course Management System

- Monday, Jan. 4 from 1-2:00 pm in AH/TE-406
- Monday, Jan 4 from 3-4:30 pm in AH/TE-406
- Wed. Feb. 3 from 6-7:30 pm in AH/TE-406
- Monday Feb. 8 from 6-8:00 pm in AH/TE-406

Orientations to Online Math Courses – Spring 2016

- Saturday, Feb. 6 from 10:00 am to noon in AH/TE-221 (Math 112, 115, and 125)
- Monday, Feb. 8 from 3:00-5:00 pm in AH/TE-221 (Math 112 and 125)
- Tuesday, Feb. 9 from 2:00-4:00 pm in AH/TE-221 (Math 115 only)

Note: The online math courses request students to meet on campus for midterm and final exams.

Compliance Issues:

1. All college Distance Education programs need to [publish a list of agencies](#) for out of state students. This list provides contact information in other states should they have questions about transfer, etc.
2. Students who reside out of state and wish to take online courses at LATTC, can only do so if LATTC has a State Authorization agreement in place with that state. Students will be dropped from online courses if they do enroll. Students can check the list of states with which the college has state authorization.

Textbook Ordering

Textbooks are now available for ordering online at

<http://college.lattc.edu/bookstore/>

Please verify the textbook with the instructor’s syllabus before ordering.

Contact Information for Online Student Support

One Stop Help for Application, registration, orientation, and assessment questions	Bridges to Success bridges@lattc.edu	213-763-5560
Business Office	businessoffice@lattc.edu	213-763-7225
Counseling	counseling@lattc.edu	213-763-7354
Disabled Students Program and Services	lattcdsps@lattc.edu	213-763-3773
Financial Aid	tfinaid@lattc.edu	213-763-7082
Online Student Support – Student email, college LMS, online course support	online@student.lattc.edu	213-763-3988
Transfer Center	transfercenter@lattc.edu	213-763-7154
Tutoring		213-763-3754

Spring 2016 Online and Hybrid Class List

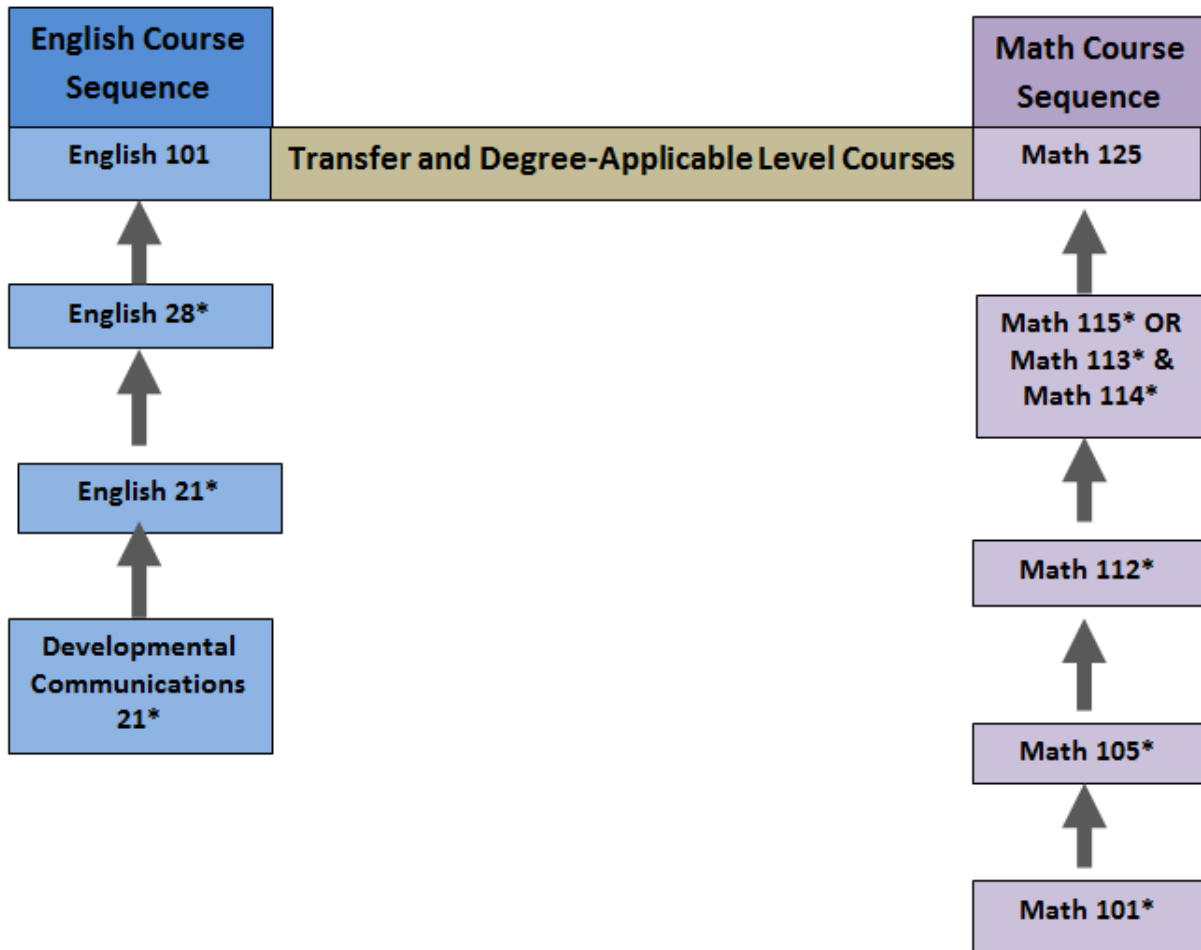
Class Title, Link and Dates	Section	Units	LMS
Anthropology 101 – Human Biological Evolution (Physical Anthropology) (Feb. 8 to June 6) Instructor: P. Huld	7971	3	M
Diesel and Related Technology 185 – Directed Study- Diesel & Related Technology (Feb. 8 to June 6) Instructor: G. Perez	7313	1	C
Diesel and Related Technology 301 – Introduction to Alternative Fuels and Diesel Hybrid Technology (Feb. 8 to June 6) Instructor: G. Perez	7450	1	C
Diesel and Related Technology 132A – Heavy Duty Drive Train (Feb. 8 to June 6) Instructor: G. Perez Class meets 7:30-3:20 pm on Sat in OH/F100	7450	5.5	C
ECONMT 119 – Electrical Construction and Maintenance (Feb. 8 to June 6) Instructor: W. Elarton	8303	3	M
Electronics Technology 161 – F.C.C. Radio Operator License (Feb. 8 to June 6) Instructor: E. Chavez	7832	3	M
English 28 – Intermediate Reading and Composition **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: R. Mancía	7946	3	M
English 28 – Intermediate Reading and Composition **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: R. Mancía (This is a hybrid class and meets T-TH from 8:35-10 am in AH/TE208)	1348	3	M
English 28 – Intermediate Reading and Composition **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: L. Moreno (This is a hybrid class and meets MW from 1:00-3:00 pm in AH/TE410)	1349	3	C
English 100 – Accelerated Prep: College Writing **[AT] and/or [PR]** (This is a hybrid class and meets TH from 12:45-3:00 pm in CH/K324) Instructor: J. Ortiz (Feb. 15 to June 6)	1352	3	C
English 100 – Accelerated Prep: College Writing **[AT] and/or [PR]** (This is a hybrid class and meets TH from 12:45-3:00 pm in OH/F211) Instructor: J. Gangel-Vasquez (Feb. 15 to June 6)	1356	3	M
English 100 – Accelerated Prep: College Writing **[AT] and/or [PR]** (This is a hybrid class and meets TH from 12:45-2:45 pm in OH/F211) Instructor: J. Gangel-Vasquez (Feb. 8 to June 6)	1376	3	M
English 100 – Accelerated Prep: College Writing **[AT] and/or [PR]** (This is a hybrid class and meets W from 7:15-9:20 pm in OH/F224) Instructor: C. Viliesid (Feb. 8 to June 6)	3830	3	M
English 101 – College Reading and Composition I **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: J. Ortiz (Feb. 8 to June 6) Instructor: L. Moreno (Feb. 8 to June 6) Instructor: L. Moreno	7943 7947 7956	3	C C C

English 101 – College Reading and Composition I **[AT] and/or [PR]** (April 11-June 6) Instructor: R. Mancia (This is a hybrid class and meets T-Th. 8:35-10:10 am in AH/TE208)	1341	3	M
English 101 – College Reading and Composition I **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: R. Shakir (This is a hybrid class and meets Tues. 12:30-2:30 pm in AH/TE215)	1345	3	M
English 101 – College Reading and Composition I **[AT] and/or [PR]** (Feb 15-June 6) Instructor: J. Gangel-Vasquez (This is a hybrid class and meets Tues 12:45-3:00 PM In AH/TE212)	1360	3	M
English 101 – College Reading and Composition I **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: R. Mancia (This is a hybrid class and meetsW 10:10-11:55am PM In AH/TE210)	1371	3	M
English 101 – College Reading and Composition I **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: J. Ortiz (This is a hybrid class and meets Wed 2:40-5:50 PM In AH/TE210)	1374	3	C
English 101 – College Reading and Composition I **[AT] and/or [PR]** (April 11-June 6) Instructor: L. Moreno (This is a hybrid class and meets Wed. 11:45 am – 1:50 pm In AH/TE206)	1379	3	C
English 103 – Composition and Critical Thinking **[AT] and/or [PR]** (Feb. 8 to June 6) Instructors: L. Moreno (Feb. 8 to June 6) Instructors: J. Gangel-Vasquez (Feb. 8 to June 6) Instructors: L. Moreno	7943 7947 7956	3	C C C
English 208 – American Literature II **[PR]** (Feb. 8 to June 6) Instructor: R. Shakir	1340	3	M
Health 11 – Principles of Healthful Living (Feb. 8 to June 6) Instructor: L. Delzeit	7900	3	C
Health Occupations 63: Basic Medical Terminology, Pathophysiology and Pharmacology for the Healthcare Professional (Feb. 8 to June 6) Instructor: C. Tiu (Feb. 8 to April 15) Instructor: C. Tiu	6857 6874	2	M M
Health Occupations 64: Cultural and Legal Topics for Healthcare Professionals (Feb. 8-June 6) Instructor: C. Tiu (April 18-June 6) Instructor: C. Tiu (Jan. 19-March 31) Instructor: C. Tiu (Jan. 19-March 31) Instructor: C. Tiu	6858 6875 6890 6891	1	M M M M
History 11 – Political and Social History of the U.S. I (Feb. 8 to June 6) Instructor: A. Rodriquez-Estrada	7987	3	M
Kinesiology Major 106 – Sports Ethics (Feb. 8 to June 6) Instructor: J. Browne	7901	3	M
Kinesiology Major 108 – Ancient Olympic Games (Feb. 8 to June 6) Instructor: J. Browne	7902	3	M

Labor Studies 011 – Labor in the Public Sector (Feb. 8 to June 6) Instructor: J. Klipple	7862	3	C
Labor Studies 013 – Union Leadership (Feb. 8 to June 6) Instructor: J. Walker	7861	3	M
Labor Studies 021 – The Working Class and Cinema (Feb. 8 to June 6) Instructor: G. Maffei	7860	3	M
Math 112 – Pre-Algebra **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: T. Meftagh	7917	3	O
Math 115 – Elementary Algebra **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: T. Meftagh This class also meets Tues. 2-3:30 pm in AH/TE423	7920	5	O
Math 125 – Intermediate Algebra **[AT] and/or [PR]** (Feb. 8 to June 6) Instructor: T. Meftagh	7921	5	O
Psychology 1- General Psychology (Feb. 8 to June 6) Instructor: L. Koritzke	7975	3	M
Psychology 41- Lifespan Psychology: Infancy to Old Age [PR]** (Feb. 8 to June 6) Instructor: L. Koritzke	7981	3	M
Psychology 69- Psychology in Film (Feb. 8 to June 6) Instructor: L. Koritzke	7983	3	M
Refrigeration / Air Conditioning 208 – Refrigerant Management – EPA 608 Certification (Feb. 8 to June 6) Instructor: G. Cioffi	7866	4	M
Refrigeration / Air Conditioning 209 – North American Technician Excellence (NATE) – Certificate Preparation (Feb. 8 to June 6) Instructor: G. Cioffi	7867	4	M
Sociology 1 – Introduction to Sociology (Feb. 8 to June 6) Instructor: J. Garcia	7875	3	M
Learning Management Software (LMS) Codes:			
C = Canvas https://ilearn.instructure.com			
M = Moodle https://moodle.lattc.edu			
O= Other web-based software – check with instructor			
Symbols indicate: [PR] = pre-requisite required; [AT] = assessment test required			

Link to Full Printed Schedule of Classes: <http://college.lattc.edu/schedules/>

English and Math Course Sequence and Accuplacer Test Scores



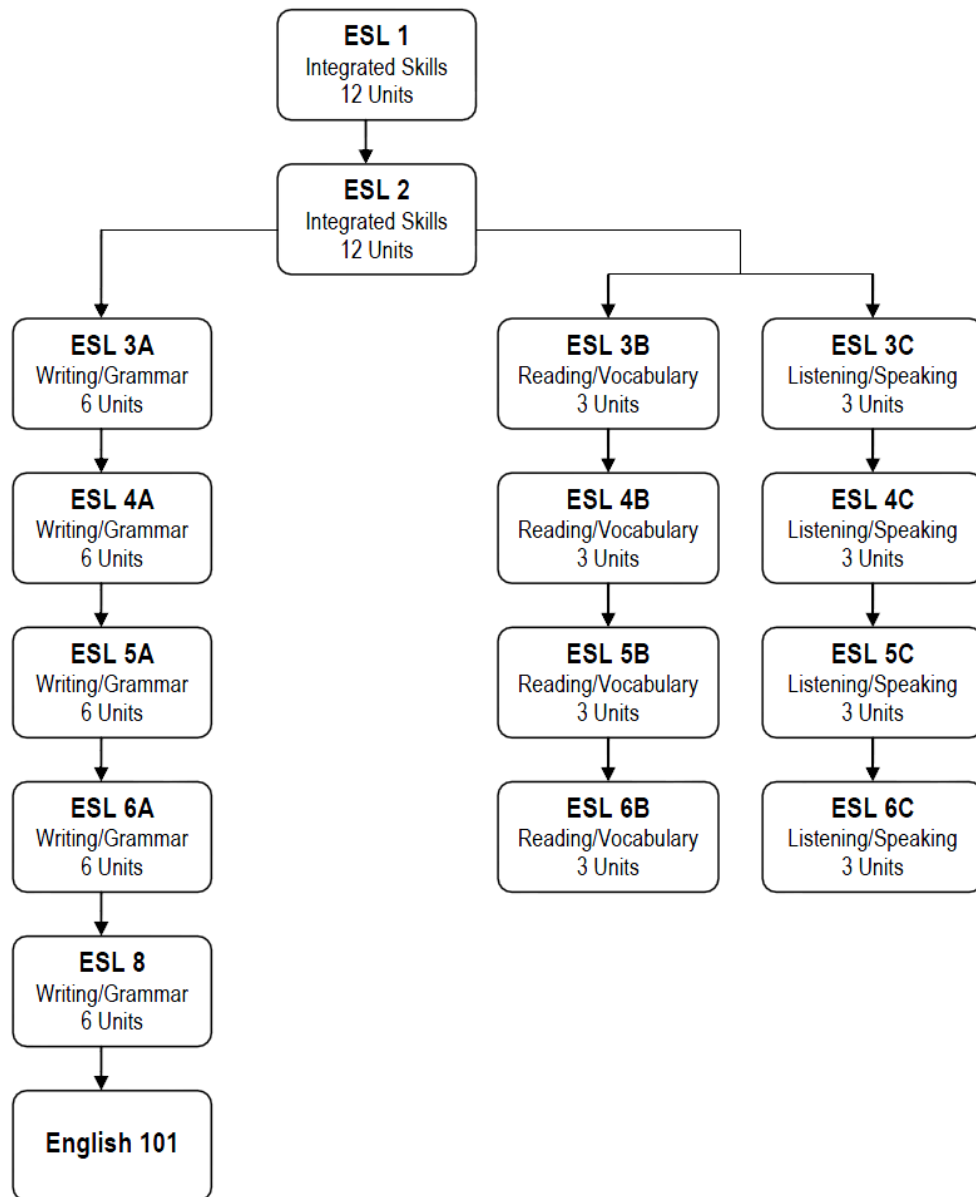
**Financial aid-applicable and counts towards 30-unit credit basic skills limit, but NOT degree-applicable or transferrable
 Passing scores for the Ability To Benefit (ATB) test: English = 60 and higher; Reading = 55 and higher; Math = 34 and higher*

English as a Second Language Course Sequence

Trade-Tech offers a complete English as a Second Language package, all the way from ESL 1, for complete beginners, to ESL 8, which leads into English 101.

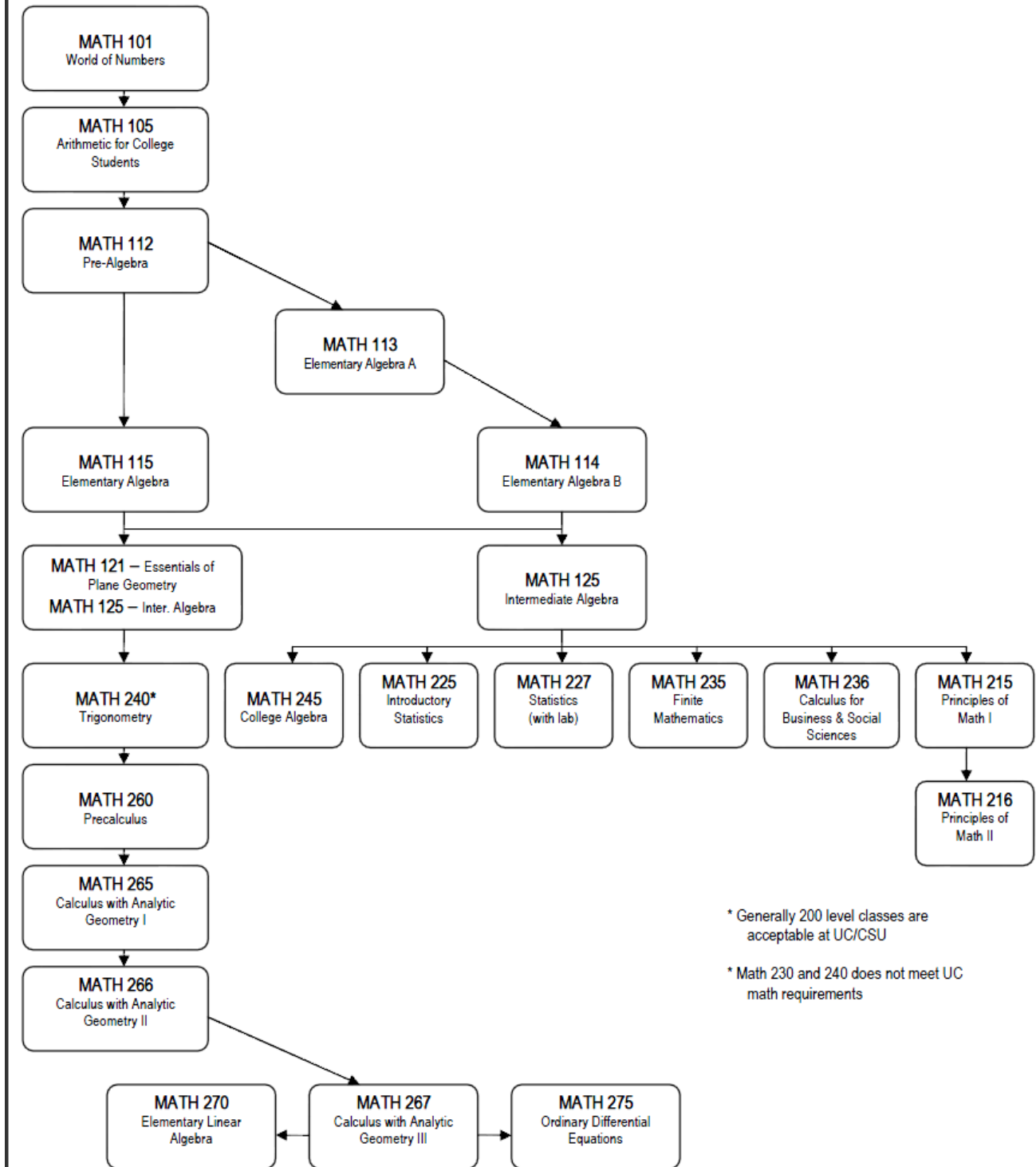
English learners can improve their skills in writing and grammar (the ESL “A” classes), reading and vocabulary (the “B” classes), and listening and speaking (the “C” classes).

The units from core ESL classes above level 2 not only apply towards the community college degree, but also earn transfer credit.



11Aug09

Course Sequence in Mathematics



* Generally 200 level classes are acceptable at UC/CSU

* Math 230 and 240 does not meet UC math requirements

Note: Math Competency Exam given each semester. Meets elementary Algebra graduation requirements. Contact the Math Department at (213) 763-7330.

27Aug09

Course Management Software Information & Log-In Details

Moodle (Modular Object-Oriented Dynamic Learning Environment)

Portal: <https://moodle.lattc.edu>

Login ID = your student ID number (88...)

Password = SIS Password

Once you log in, your classes should appear in the Navigation menu under MY COURSES. If not, your course may not be available or you are not officially registered. You can email the instructor for assistance after verifying your registration in the Student Information System.

You must enable cookies and pop-ups when using these course management systems. Your college email been placed into the student profiles in Moodle. That means whenever your instructor writes a comment about your assignment, the resulting email will be sent to that email id. If you want to use a different email, then change it in your in your Moodle profile or go into your LACCD email and forward it to your personal email address.

When using Moodle, you can edit each forum to not receive via email every message that is posted. You can edit your profile to control if and how you receive forum postings. Directions to edit your profile are at this link:

https://moodle.lattc.edu/pluginfile.php/14928/mod_page/content/221/EditMoodleProfile.pdf.

The email messages are NOT spam. They are the result of being in the online class. You can control how many you get, but you should not report them as spam to your service provider.

There is a **Student Help Desk** service available for students who need help with campus email logins, Moodle logins, or other technical issues related to Moodle and Mahara ePortfolio system. You can get assistance through the trouble ticket system, and the self-help tutorials and videos. Or call 213-763-3988, or email at online@student.lattc.edu

Link = <https://moodle.lattc.edu/mod/page/view.php?id=8570>.



Canvas by Instructure

Canvas is the newly selected LMS for the entire California Community College System. It is being phased into LA Trade Tech's instructional system during Spring 2016 and will be used instead of Moodle starting Summer 2016.

Portal: <https://ilearn.instructure.com>

Login ID = your student ID number (88...)

Password = 88mmdd where mm = the month and dd = the day you were born (Ex: 990101 for someone born on January 1).

Link to Help Resource: <http://college.lattc.edu/academictech/files/2015/11/LATTC-GettingStarted-Students-v2.pdf>

Registering For Online Classes

You can enroll in the college by going to <http://www.lacolleges.net/admissions/>.

Step 1: Be sure your enrollment status in the college is current. If not, submit an online application. If you are a new student to the district who has applied using CCC Apply, one application should serve the purpose of getting into any of the colleges in the district. However, if you have not enrolled through CCC Apply, complete the online application. If you were a student at LATTC who has not completed a course within the past two semesters, you will need to submit a new application. Allow 2 days for processing.

Step 2: Register for the class you want to take. Returning students can do this through the Student Information System (SIS) online or in person. New students will need to secure a registration appointment. Once you have enrolled through CCC Apply, you should receive information via email regarding your registration appointment. The email will be sent to the email address you use for CCC Apply. If you do not receive that email, log into the Student Information System to get it. You can register for classes on or after your assigned registration date.

Special conditions for K-12 Students. The K-12 application form is at: http://college.lattc.edu/bridges/files/2009/05/engadmission_application.pdf and see directions on their site: <http://college.lattc.edu/bridges/bridge-to-college-program-k-12-concurrent-enrollment/applying/>

Step 3: Verify your current email ID on the Student Information System (SIS) (https://www.laccd.edu/student_information/sis_logon.asp) **is correct.** Log into the SIS using your campus registration number (starts with 88) or your social security number. Your PIN is your month and day of birth (MMDD). For example, if you were born on January 7th, your PIN is: 0107. Once logged into your account, edit your email ID if it is not the one you are currently using. If you do not have an email ID listed, put one in there. You can enter your campus email ID if you don't have another one. Then check your email account during the week prior to your online class starting.

Step 4: College Placement Process: (http://www.lattc.edu/lattc/on_line/placement.htm) Follow the instructions on the Placement page to determine which classes you should enroll. This step is necessary for all Math, English, and classes with a Math or English pre-requisite. Students who are only taking online courses can take the assessment test on a local community college and send results to LATTC. They can also send transcripts for English and Math classes already completed at the college level.

Step 5: Go to the class homepage (listed on pages 5-9 of this Online Student Guide) and read all directions provided. Follow all of the links. Note the course management system you will be using. Become familiar with it ahead of time. Note the dates for the orientation for your class(es) and make plans to attend.

Step 6: Get your textbook and other materials listed in your course syllabus. Textbooks are now available for [ordering online](#). Please verify the textbook with the instructor's syllabus before ordering.

Technical Skills and Knowledge

1. **Email and related skills:** You need to know how to use a personal computer to send, receive, and reply to email. You need to check your LACCD email for instructor messages.
2. **Internet access and skill:** Online students need to have access to the Internet, and they need to know how to use a web browser to navigate the World Wide Web. You can use a web browser of your choice but the most common ones are Internet Explorer, Firefox, Safari, and Chrome. You will be expected to know how to upload a file to the course management software. Be sure you do not have a space in the filename when you attempt to upload it. While the campus does provide computers for students to use in the Open Lab, you need to have additional Internet access available to you when the campus computers are busy or unavailable. Locating multiple sources will help you succeed and meet all class deadlines with less stress.
3. **Word Processing skills:** You will be expected to type some of your papers using a word processing program such as Microsoft Word or Word Perfect or Claris Works or Open Office. You should be able to save these files in a common .doc or .rtf format. If you do not have Microsoft Word, then you can download a free Word Reader.
4. **Cookies:** You need to know how to set your cookies on the computer you use. Cookies are important so the course management software can keep track of where you have been in the system and what work belongs to you.
5. **JavaScript:** Some course management software used in this program requires you to have JavaScript installed and enabled. Most computers have this working without the user even knowing it.
6. **Pop-ups and Pop-up Blockers:** You need to allow Pop-ups when working with the course management software. If you have turned ON your pop-up blocker software, you need to know how to turn it off when working on the class.
7. **Do not block messages:** If you are a student in a Moodle class, do not set your profile to block messages. This prevents the instructor from contacting you.

Reasonable Expectations for Online Classes

1. The virtual classroom will open on the day the class begins and close on the last day of the term. You will be able to log into your classroom the first week of the semester. You should not expect to log in the day you register for a class. You should not expect access to the eClassroom after the class finishes.
2. You are expected to read everything on the class home page and follow the links and directions on it.
3. You are expected to drop any online class you do not want to complete. Do not rely upon the instructor dropping you for lack of participation or attendance.
4. Each unit of lecture is equal to 18 hours of “seat time” in a normal classroom. Each unit of lecture should be accompanied by an additional 2 hours of study time. If a 3 unit lecture class is taught in 18 weeks, it would require 3 hours per week of “seat time.” If that same class were taken during a 5-week Summer or Winter term, it would require 10.4 hours per week plus the additional 21 hours of study time. These are good rules for scheduling yourself to work on classes you take online.
5. You are expected to log into the virtual classroom each week as needed to read new announcements from the instructor, read assignments, and submit work on time. In classes that are short-term, you should log in daily. In the event you have technical problems, you are expected to locate another computer to continue logging into the virtual classroom. If work is lost on a home computer, you need to contact the instructor to discuss the issue. Thus, a printed copy of the course syllabus and other pertinent information should be kept for emergency situations when technical difficulties develop.
6. You can expect to have your instructor respond to your email questions and phone calls within a couple of days. If you do not get a response, try again. When leaving a phone message, speak slowly and give your name, class and phone number twice at the beginning of your phone call. If you can't reach your instructor within 3 days, you can contact the department office and speak to the department chair.

Tips to Be a Successful Online Student

1. Read all of the information on the class home page, the online program home page, and the instructor's home page to find answers before contacting the instructor to ask questions that are already answered on those pages.
2. Attend the orientations to the course management software and your specific class (if there is one). Refer to page 3 of this guide or the Student information page in Moodle.
3. Keep your email ID listed in the Student Information System current. That is one way your instructor has to contact you.
4. Check your junk email folder a few days prior to the start of a new class and for at least one week thereafter. The email sent by your instructor might go into your junk mail folder and you would believe the instructor never tried to reach you.
5. Take responsibility for contacting your instructor when you don't understand what is required of you.
6. Don't assume your first email or phone call reached your instructor and was read by him or her. If you don't get a response, contact your instructor again and politely ask for assistance. Give at least 24-48 hours for your instructor to respond. He/she will probably be receiving hundreds of emails and calls each week. He/she is trying to help everyone, but sometimes that task is impossible. Therefore, understand and continue to try to reach him/her in multiple ways to get the help you need. You might not get a response to a Welcome Form. The instructor might just take that information and store it for later contact when needed.

Frequently Asked Questions

How do I enroll in online classes? You enroll in online classes the same way you enroll in on-campus classes. Use the online student information system through the web, or register in person.

What do I do after enrolling in an online class? Go to the class home page and read all information on it. Follow the links, complete the forms and send email to your instructor. If the syllabus or web page lists the textbook, make arrangements to purchase it. Review the tutorials for your course management system and plan to attend any orientations for your class.

How do I contact my instructor if I need help? First way to contact an online instructor is through the course management system message center. Second way is via email. Third is via phone. If all of those methods fail, contact the department chair and request their assistance.

How do I know what textbooks to buy and how do I buy them? You should check your class home page to verify the textbook information or go to the online campus bookstore. The bookstore on campus has textbook information posted outside their front door. Be careful that some of the textbooks have login directions and those must be purchased at the LATTC bookstore.

Are there online meetings or specific meetings on campus for my class? Check the Student Information page on Moodle. Orientations in this Guide on page 4 are as current as are available at the time it is posted to the web.

How do I log into my virtual classroom? Check the information on your class home page to see if login directions are posted there. If you are using Moodle, go to <http://moodle.lattc.edu> and click on the Student Help Desk. It has directions to log in and learn to use Moodle. If you are using Canvas, go to <https://ilearn.instructure.com> and click HELP and then LATTTC Resources for details to get started. If your class uses anything other than Moodle or Canvas, your instructor should provide you with directions via the class home page, his/her web site, or via email.

How do I submit my assignments and take my tests? In classes that are taught entirely online, assignments are submitted through the course management software. You should get special permission from your instructor if you need to make assignment submissions in any other way. Most tests are also done via the course management software but the instructor might require you to take a midterm and/or final exam on campus.

What should I do if my computer breaks down? The student is expected to locate another computer to continue logging into the virtual classroom. If work is lost on a home computer, the student needs to contact the instructor to discuss the issue. This probably means the student will need a printed copy of the course syllabus and other pertinent information to be prepared for emergency situations when technical difficulties develop. You should consider keeping back up of all of your work on a thumb drive or email it to yourself where it stays in “cyberspace” until the end of the term.

Where can I access the online class from on campus? The availability of computers on campus is not constant from one semester to the next. The open computer lab in Mariposa Hall is scheduled to be open during Library hours. You can also try to locate cyber cafes near where you live or work. The Open Lab is normally open from 8am to 7 pm Monday-Thursday and 8 am to noon on Friday and Saturday.

How do I enroll in Math and English classes? Math and English classes usually have a pre-requisite which can be met by taking the college placement test in Juniper Hall 303 (ST-303) Monday through Wednesday between 9 and 5 or Fridays from 9-11 am. Call (213) 763-5339 to make an appointment or get additional information on the assessment test. If you have taken the pre-requisite at a college within the district, you have met the pre-requisite. If you have taken the pre-requisite class at another college, you will need to bring official transcripts plus a description of the class from the college catalog to matriculation office. You can also file the Prerequisite/Co-requisite Challenge Form. This form is available in the Matriculation Office.

What are tuition fees and is financial help available? Community college tuition fees in California are \$46 per unit for residents but likely to increase again. Non-residents tuition is \$190 per unit plus the \$46 per unit. The best method to start getting financial aid is to begin at <http://www.fafsa.gov> and complete a form. That form will automatically enroll you in both federal aid and the Board of Governor’s Fee Waiver (BOG) for California community college tuition. College financial aid office is located in Juniper Hall 214 (ST-214).

How do I get my grade transferred to another college or high school once my class is done? Go to: <http://college.lattc.edu/admissions/transcripts-verifications/>. You can then select the

Transcript link. Either complete the form online and then print it; or print the form and then fill it out. You need to sign the form and send it to the campus at: Transcript Request, LATTC, 400 West Washington Blvd, Los Angeles, CA 90015

Can I take a proctored test? You can take a proctored test. Follow the procedure below:

1. It must be arranged with the instructor on a case by case basis.
2. The exam must be arranged two weeks prior to the due date of the exam.
3. The student is responsible for verifying that the computing environment is compatible for the test taking (ex: all necessary software and plug-ins for the test are installed, current, and working)
4. You must have a back-up plan in place. Have a fax # available at the test taking site for the instructor to fax a printed copy of the test in the event there is a computing environment failure.
5. Upon completion of the test, a printed copy must be mailed with a postmark prior to the time the test closes.

Research Online Using LATTC Databases

Research Online Using LATTC Library Databases

Start at the LATTC library home page at: <http://college.lattc.edu/library>.

For a complete list of what is available go to: <http://college.lattc.edu/library/databases/>

For remote access, you will be asked to login after you select a database:

Username: enter your student ID number.

Password: enter your birth date in six digit format (mmddyy) without slashes. February 14, 1975 would be 021475.

Open-access electronic resources can be found at the Library's **Web Reference Sources** page <<http://college.lattc.edu/library/web-reference/>>, located under "Internet Research" on the Library's navigation bar.

Research Guides are located on this page: <http://college.lattc.edu/library/research-guides/>.

Trade Tech Student Access



First choose the LATTC-Student Network and open up a browser

LOS ANGELES TRADE-TECH
LATTC
A Community College

Los Angeles Trade Technical College - Student

Username

Password

Please provide your credentials to access this network.

Username: (this is your 88 student ID number)

Password: (Birthday the format is MMDD Month and Day)

Two digits for the Month and two digits for the Day

Students who use the wireless access points on campus are required to know how to manipulate their specific laptop wireless settings. These are basic directions:

1. Turn on wireless adapter and connect to LATTC-Wireless.
2. Open Firefox (if IE does not work for you) and when you attempt to connect to the Internet, it will ask you to accept Active-X control. Do so and then download the Cisco Clean Access software. Install the Cisco Clean Access software.
3. Attempt to access the internet again and log in using screen directions above. If Firefox does not work, try Internet Explorer 9 or higher.

LATTC Academic Honesty and Standards of Student Conduct

LATTC Standards of Student Conduct: A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment and to engage in the sustained and independent search for truth.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All visitors making use of the facilities or grounds of any college of the District will be asked to sign a statement that they have received the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. Signature will not be a prerequisite to activities on campus. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include but are not limited to the following:

Board Rule 9803.12 **Dishonesty**. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

Disciplinary action may be taken upon a student who violates Board Rule 9803.12

(Refer to <http://college.lattc.edu/studentservices/student-discipline/> for additional information on Student Conduct at LATTC.)

In order to assist all students in their quest to **avoid plagiarism and cheating**, the following references are being given. These include facts on plagiarism, note taking, proper references and permissions to use published material. If you have any questions, you can ask the librarian or your instructor to assist you.

Plagiarism Links:

- Northwestern University Academic Integrity:
<http://www.northwestern.edu/uacc/plagiar.html>
- Fairfield University Library – Links on Plagiarism and Copyrights:
<https://www.fairfield.edu/library/services/instruction/plagiarismtutorial/>

General Reference Links to assist students with research:

- LATTC Library Links and Online Resources:
<http://lattc.libguides.com/homepage/researchguides>
- Purdue University Online Writing Lab (OWL) – Quoting, Paraphrasing, and Summarizing: <https://owl.english.purdue.edu/owl/resource/563/02/>

- Marin College Professor Links to Research & Tutorials: <http://www.marin.edu/~adair/workshop.html>
- Marin College Professor –Essay Writing Tips: <http://www.marin.edu/~adair/tips.html>
- Purdue University Library Quick Reference Links: <http://www.lib.purdue.edu/eresources/readyref/>
- Google Search Engine Tutorial: <http://www.googleguide.com/>
- Web Search Strategies: <http://www.learnwebskills.com/family/module2.html>

Note: Copying large sections of an online document and placing it into your paper is not acceptable. You will be expected to write your assignments in your own words. Assignments which are plagiarized can result in a failing grade on that assignment. Plagiarizing assignments repeatedly will result in multiple failed assignments, which will impact the semester grade.

ePortfolio Policy

Full ePortfolio Policy link.

[https://moodle.lattc.edu/pluginfile.php/89193/mod_page/content/3/ePortfolioPolicy-Final.pdf]

All of your work, entries, portfolios, and information which is part of your ePortfolio are considered part of your educational experience at this institution. The college and district reserve the right to review content within the ePortfolio and remove any which violates institutional policies or state, federal, or copyright laws. Students are bound by the same User Agreement (District Policy E-76) for their use of Moodle and Mahara as they are for all on-campus computing activities. The student is responsible for keeping a back up of their ePortfolio content at the end of each semester. The back-up can be a Leap2 or HTML file format and be downloaded and saved by the user. The user and all ePortfolio content will be retained as long as the student is in current status.

The Mahara ePortfolio system is undergoing transition to Portfolium during Spring 2016. Students can create their account in Portfolium by going to <http://portfolium.com/network/lattc> and clicking the JOIN button. Students should enter their LACCD email address when joining the network.

Students who create their digital ePortfolio in Portfolium can get apprenticeships, internships, or selected for job interview because employers are searching the system to fill vacancies.

Hours for Computer Labs and Other Services

The college maintains the Open Computer Lab for students to go and work on either a Mac or PC for their class assignments Mariposa Hall Library. For more information on the Learning Skills Center labs, go to <http://college.lattc.edu/learningskills/computer-labsopen-lab/>.

Los Angeles Trade Technical College Computer Lab Policy:

1. All students using computing facilities are expected to operate within the bounds of federal and state law and District policies and standards.
2. One and only one user will be assigned to a computer.
3. Children are not allowed in the Computer Lab unless they are enrolled in a class.
4. Use the computer lab solely to support the instructional process.
5. Maintain a professional and personal courteous environment and attitude.
6. Food and drinks are not allowed in the lab.
7. Phones and pagers must be either off or on vibrate in the labs.
8. Every student using the Computer Lab **MUST** have a current LATTC student ID card. **Student ID cards** available Tuesdays & Wednesdays 9 am - 6:30 pm in Juniper Building on the 3rd floor. Current fee receipt and valid photo ID required.

Los Angeles Community Colleges District Policy:

1. Conduct that violates District policy with respect to computing facilities includes, but is not limited to, the following:
2. Sending harassing, intimidating and/or threatening messages through electronic mail or other means.
3. Downloading, storing or displaying obscene or pornographic material.
4. Using computing facilities in a manner that violates copyrights, patent protections or license agreements, including using pirated or unlicensed software.
5. Knowingly performing an act, which interferes with the normal operation of computing facilities, causes damage or places excessive load on the system including installing software without authorization.
6. Attempting to circumvent data protection schemes, uncover security loopholes or gain unauthorized access to any information or files.
7. Intentionally entering, recording or causing to be recorded any false, inaccurate or misleading information into the computer systems.
8. Sending mass advertisements or solicitations, or political mass mailings as defined by the Fair Political Practices Commission.
9. Using computing facilities for commercial or personal financial gain.
10. Excessive usage of online “chat lines” and computer games.

Contact Information

LATTC Online Program Director: (213) 763-3733, located in Mariposa Hall 07A (MA-07A)
Linda Delzeit-McIntyre (DelzeiL@lattc.edu)
Admissions and Records Office – (213) 763-5300
Assessment Center – Mariposa Hall 01 (MA-01) - (213) 763-5339
Bookstore – (213) 763-7210
College Sheriff – (213) 763-3600 (business) and 763-3611 (emergency)
Counseling Center – (213) 763-7354
Disabled Student Programs and Services – (213) 763-3773
EOPS/CARE – (213) 763-7117
ESL Center – (213) 763-5337
Evening Office – (213) 763-5560
Financial Aid Office – (213) 763-7082
Information Center – (213) 763-5337
Learning Skills Center – (213) 763-3738
Library – (213) 763-3950
Matriculation – (213) 763-5348
Bridges to Success (additional K-12 information) – (213) 763-5560

Faculty Directory

- If you have problems inside the virtual classroom – contact your instructor.
- If you have problems logging into your Moodle or campus email accounts – contact Linda Delzeit-McIntyre and indicate which account, your name and student ID number.
- If you believe your instructor is “absent” and is neither responding to you nor grading assignments for more than a week, contact the dept. chair or the dean over that discipline.

Akopyan, Armine	(213) 763-7117	akopyaa@lattc.edu
Bakman, Anna	(213) 763-7299	bakmanaa@lattc.edu
Bentley, Mara	(213) 763-5513	bentlemj@lattc.edu
Blake, George	(213) 763-3923	blakegb@lattc.edu
Browne, Jim	(213) 763-5524	brownej@lattc.edu
Certo, Delaine	(213) 763-3934	certodl@lattc.edu
Chavez, Eric	213-763-3789	chavezl@lattc.edu
Cioffi, Gabriel	(213) 763-3714	cioffig@lattc.edu
Delzeit, Linda	(213) 763-3733	delzeit@lattc.edu
Elarton, William	(213) 763-3701	elartowd@lattc.edu
Esparza, David	(213) 763-7158	esparzdr@lattc.edu
Gangel-Vasquez, Jan	(213) 763-3929	gangeljm@lattc.edu
Garcia, James	(213) 763-5513	garciaja2@lattc.edu
Guerra, Jess	(213) 763-3919	guerraj@lattc.edu
Guerrieri, Joseph	(213) 763-3684	guerrij@lattc.edu
Hosseini, Ashraf	(213) 763-7157	hosseia@lattc.edu
Huld, Phillip	(213) 763-5504	huldpj@lattc.edu
Iadevaia, Richard	(213) 763-3700	iadevare@lattc.edu
Klippel, Jody	(213) 494-9800	klippljl@lattc.edu
Koritzke, Leslee	(213) 763-5505	koritzls@lattc.edu
Maffei, Ghosha	(213) 763-7129	maffeig@lattc.edu
Mancia, Roberto	(213) 763-3770	Manciara@lattc.edu
Meftagh, Tayebah	(213) 763-7319	meftagt@lattc.edu
Mendez, Armando	(213) 763-5518	mendezae@lattc.edu
Moreno, Lisa	(213) 763-5506	morenolm@lattc.edu
Ortiz, Jennifer	(213) 763-5585	ortizjl@lattc.edu
Perez, George	(213) 763-3905	perezgc@lattc.edu
Pieper, Dr. Richard	(213) 763-5377 x4033	pieperre@lattc.edu
Rodriguez-Estrada, Alicia	(213) 763-3938	rodriqai@lattc.edu
Schwartz, Greg	(213) 763-5513	schwargj@lattc.edu
Shakir, Rashidah	(213) 763-3930	shakirn@lattc.edu
Tiu, Connie	(818) 710-4258	tiucr@piercollege.edu
Varga, James	(213) 763-7129	vargajg@lattc.edu
Viliesid, Carmen	(213) 763-5524	viliescn@lattc.edu
Walker, James	(213) 763-7129	walkerjf@lattc.edu

Steps to Add an Online Class That is Closed

Following are the steps by which a student can request to be added to an online class that is closed. This process allows for adding an online class without using the printed add permit and without going to the campus to process it.

Step 1: The student sends an email request to the Teacher. E-mail criteria includes:

- Email must be sent from the same email listed for that student in the Student Information System (SIS).
- The name on the email message header matches the student's name in the SIS
- State student name in the email
- State class, section number wishing to add
- Include Term wishing to take the class (i.e. Winter, Spring, Summer, Spring)

Step 2: Instructor forwards the email to Admissions and Records office and includes a statement indicating the student has permission to add the class.

Step 3: The Admissions and Records office processes the request and sends email to the instructor with the outcome. The instructor communicates the outcome to the student. The student watches their Student Information System account to see when the class is added to the schedule.

Directions for Concurrent K-12 Students with Online Classes

1. Enroll in the college using CCC Apply Online.
 - a. Go to <http://www.lacolleges.net/admissions/> and Option 1 – Select Los Angeles Trade Technical College.
 - b. Go through the enrollment process completing the form online. You need to submit an accurate and complete email address so you can be sent your Student ID number.
 - c. It is best if you enter your social security number into the application. It will allow you an alternative way to get your student ID if the standard procedure fails.
 - d. Print the confirmation page and keep for your records.
2. Complete the K-12 Concurrent enrollment Application.
http://college.lattc.edu/bridges/files/2009/09/k12_app.pdf The form requires signatures from student, parent, and counselor. Again, enter your email address on the form, even if it is at the bottom. Fax the K-12 form to (213) 406-1237.
3. Visit the Moodle Web Site list of Online classes:
<https://moodle.lattc.edu/course/category.php?id=208>
 - a. Click on the list of Spring 2010 classes and then click on the section number for each class you wish you take. That will take you to class home page where you can get additional information for your class.
 - b. Check out the other links and information available from that page. Get textbook information from the web page if listed.
 - c. Review the Online Student Guide.

4. Order your textbooks from the campus using the online services, or get the books from other online retailers. Some textbooks can only be purchased from the campus. It is best to verify textbooks by checking the instructor syllabus prior to ordering them.
5. Visit the Moodle home page at: <http://moodle.lattc.edu>
 - a. Read the directions for how to log in, how to edit your profile, and when the accounts will upload.
 - b. Watch the flash video file that provides some orientation to the course management software.
 - c. Review the directions for the campus email accounts. New email accounts are uploaded once a week. Communication from online instructors is sent to the campus email accounts until a student logs into the Moodle server and edits his/her profile to use a different email id.
6. Visit the Student Information System and become familiar with how to log in, check the schedule, drop classes, and see the unofficial transcript. Students are responsible for using this system to drop classes and verify grades before ordering transcripts.
7. Visit the Admissions and Records home page to find where and how to order transcripts at the completion of the class. <http://www.lattc.edu/dept/TADR/admissions.htm>

Primary Contacts:

Bridge to College Office: (213) 763-5560 – Sylvia Garcia (bridge@lattc.edu)

Online Support Office: (213) 763-3733 – Linda Delzeit-McIntyre (DelzeiL@lattc.edu)

Student Help Desk: (213) 763-3988 – (online@student.lattc.edu)

**Los Angeles Trade Technical College
Bridge to College Program-Concurrent High School Enrollment**

The Bridge to College Program at Los Angeles Trade Tech College (LATTTC) provides students the opportunity to concurrently enroll in college courses while still in high school. The purpose of the program is to provide *advanced scholastic* and *educational enrichment* opportunities for eligible students.

Eligible Courses

- Degree-Applicable/Advanced Scholastics: courses applicable towards a two or four year degree or courses beyond the scope of a high school's program.
- Vocational Training: any course in any vocational field (e.g. Architecture, Automotive, Cosmetology, Electrical, etc.)
- Noncredit Courses: open entry/exit courses that do not carry any college unit credit intended for personal enrichment.

Parent/Guardian Information

New students are required to attend an orientation accompanied by a parent or guardian. Students are required to submit a complete *Concurrent Enrollment Form* for every term they are enrolled. Parents must review and initial the following as part of the registration process:

_____ Parents/guardians are responsible for ensuring that the student is appropriately supervised before class begins, after the class finishes and if and/or when class is cancelled and /or dismissed early. *Los padres o guardianes del estudiante son responsables por la supervisión del estudiante. (For online clases, this does not apply.)*

_____ Health and enrollment fees and non-resident tuition are waived for concurrent students as long as they are enrolled part-time (11 units or less during Spring /Spring). All books and class materials are your responsibility. You may purchase books at the LATTC Bookstore Cedar Hall 102 (K-102). *Los estudiantes son responsables de obtener los libros o materiales necesarios para la clase(s).*

_____ Students will be treated as adult college students. LATTC cannot and will not provide parent/guardian with any personal information including but not limited to:
Los estudiantes serán tratados como adultos al asistir al colegio. LATTC no puede proveer ninguna información personal del estudiante a padres o guardianes incluyendo:

- Counselor/Student Services Contact-*Información de conserjería*
- Grades-*Calificaciones*
- Attendance-*Asistencia*

By initialing the above information, I acknowledge that I have attended an orientation and have been informed and understand all the information provided.

Online students need to submit an email ID at the time of college enrollment. That email ID will be used to send the college student ID number. That student ID number will be used as part of the login process for the Student Information System, the campus email and the virtual classroom login id. It is the student and parent’s responsibility to be sure to get this student ID 2-4 days after doing the college enrollment process online. If you do not get the student ID via email, contact the Bridge to College Office at (213) 763-5560.

Only new students are required to attend an orientation accompanied by a parent or guardian, should my child decide to continue their enrollment in future terms, I must review and sign the *Concurrent Enrollment Form* each semester.

Parent/Guardian Signature

Date

Please print, complete, sign and fax the two pages you download from http://college.lattc.edu/bridges/files/2009/09/k12_app.pdf and complete to (213) 406-1237. Be sure to include your complete email address on this form so you can be sent your student ID via email. Email ID: _____



CONTRACT FOR ISSUANCE OF INCOMPLETE GRADE

Board Rule 6702 - Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

Student Name: _____ Student Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Instructor: _____

Course Title: _____

Course Number: _____ Section: _____ Units: _____ Term: _____ Year: _____

Course Requirements to be completed: _____

The student understands that the course requirements detailed above must be met within one year of the end of the term in which the "I" grade is assigned (provide date) _____. The student may petition for a time extension due to unusual circumstances. If the course requirements have not been satisfactorily met by this date, a grade of _____ will be issued as the final course grade.

STUDENT SIGNATURE: _____ DATE: _____

The instructor understands that the final course grade must be sent to the Admissions Office within two weeks of the contracted date above. If a grade has not been received by this date, the grade specified above will be issued to the student.

INSTRUCTOR SIGNATURE: _____ DATE: _____

Instructor: Make four copies of this contract and disseminate as follows: (1) retain a copy for your records, (2) submit a copy to Admissions Office with incomplete grade, (3) provide a copy to the student, and (4) provide a copy to the department chair/office.