Student Success and Support Program – Matriculation Process

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented through stages over a five-year period.

The Student Success and Support Program (formerly Matriculation) supports the transition of new students into the college by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement.

Effective Fall 2014, based on student responses to the Los Angeles Trade Technical College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: assessment placement, orientation, and counseling. Students must complete the assessment placement, orientation, and counseling (abbreviated student educational plan) prior to their priority registration date and time. The abbreviated student educational plan is provided during the in-person orientations. After registration and sometime during the semester, a comprehensive student educational plan must be completed within a reasonable time period by making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate.

Student Rights and Responsibilities: (Title 5 Section 55530)

1. Identify an educational and career goal
2. Diligently engage in course activities and complete assigned coursework
3. Complete courses and maintain progress toward an education goal and completing a course of study
4. Matriculating Students
   1. Must identify a course of study.
   2. Participate in the assessment placement process.
   3. Complete an orientation activity provided by the college.
   4. Participate in counseling to develop at minimum an abbreviated student educational plan.
   5. Failure to complete a, b, c, and d (above) may result in a hold on a student’s registration or loss of registration priority until the services have been completed.
   6. A comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

Admissions

Complete the LATTTC admissions application online at www.lattc.edu. Submit official high school transcripts and any previous official college transcripts. Submit proof of residency.

Orientation

Orientation provides students with information about the variety of programs and services at LATTC. Students must participate in orientation. Orientations are conducted in person and the schedule can be accessed online at http://college.lattc.edu/matriculation/orientation.

Assessment

LATTC offers a self-paced computerized assessment placement test. Students receive an assessment summary that may be used to select their courses and to plan their educational and career goals. Course recommendations are advisory and should be discussed with a counselor. The Assessment Center provides services to complete the Prerequisite/Co-Requisite Challenge Exams and course prerequisite/co-requisites clearances. The assessment Center offers “Tests of Adult Basic Education (TABE)” a diagnostic test. This test will measure the student’s grade level in Language, Math and Reading. This is not a pass/fail test. This is a timed test. Testing is available through department referral. Please see the Assessment Center for further information.

Please be prepared as retesting policies are strictly enforced and are subject to change. Assessment placement results from other California Community Colleges are accepted within the last two years.

Counseling

After participation in the assessment placement process, students will meet in a group with faculty counselors and receive an abbreviated student educational plan.

All students should meet with a counselor during the semester to develop a comprehensive student educational plan. All students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop a student educational plan.

Follow-up/Early Alert

Early Alert provides mid-semester evaluation and feedback of a student’s academic progress according to their classroom instructors. Referrals to support services are made when needed or requested and College Success workshops are offered throughout the semester (see website for dates). Exemptions (Title 5 Section 55532)

Exemption

Exemption from core matriculation services (assessment, orientation, and counseling) if the student;
   1. Has completed an associate degree or higher;
   2. Has enrolled at the college for a reason other than career development or advancement, transfer, attainment or a degree or certificate, or completion of a basic skills or English as a Second Language course sequence;
   3. Has completed these services at another community college within a time period as identified by the district;
   4. Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000
   5. Has enrolled at the college as a special admit student pursuant to Education Code section 76001.
COLLEGE DEADLINE POLICY
The college strictly enforces the published deadlines for admissions application, dropping, adding classes, fee refunds and graduation applications.

RESIDENCY REQUIREMENTS
California Residence Requirement
To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residence Determination Date. The “Residence Determination Date” is that day immediately preceding the opening day of instruction of the semester, winter, or summer session. Residence is defined as a union of act and intent.

Non-Resident
A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admissions Office regarding your particular status.

Residency classification is made when the application is accepted. Students may petition for a change of classification before the semester in question.

A student classified as a non-resident will be required to pay nonresident tuition fees as established by the LACCD Board of Trustees.

Non-Resident Tuition Exemption (AB540 & AB669)
Students who are classified as non-residents may be eligible for a waiver of non-resident tuition if they meet the following criteria:
1. Attended a California high school for three (3) or more years
2. Graduated from a California high school or earned an equivalent of a high school diploma (for example a GED or a passing score on the high school proficiency exam).
3. Signed an affidavit stating that the student meets these conditions and stating that the student has filed, or will file, an application with the United States Citizenship and Immigration Services (USCIS) to legalize his/her immigration status as soon as possible.
4. Do not have a non-immigrant visa status with U.S. Citizenship and Immigration Services.

Effective January, 2002, all students regardless of their immigration status, who meet all the requirements set under the new law AB540, can be exempted from Non-Resident Tuition. Please see Admissions Office, JH-Lobby, for details.

Foster Youth students may qualify for In State residency with Assembly Bill 669.

Residence Classification Appeal
A student may appeal the residence classification determined by the College. Students who have been classified as non-residents must petition to be reclassified as residents if they feel their status has changes. The Residence Reclassification forms are available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

ADMISSION ELIGIBILITY
You are eligible to attend LA Trade-Technical College if you meet any of the following criteria:
1. You have graduated from high school or have successfully passed the California High School Exit Examination.
2. You are over 18 years of age and are no longer attending high school and are capable of benefiting from the instruction offered.
3. You are under 18 years of age and not a high school student, with special permission as a full-time student, or concurrently enrolled student.

CONCURRENT ENROLLMENT AT LA TRADE-TECHNICAL COLLEGE
As a high school student you may enroll concurrently at L.A. Trade-Technical College. In addition to the application for admission, you must submit a separate concurrent enrollment form, approved by your high school counselor and your parents. All K-12 students require special processing. Call (213)-763-5560 for details. Concurrent students are given the last priority for registration.

Application
The following procedure should be followed to enroll in Los Angeles Trade-Technical College. The application is submitted and completed online at www.lattc.edu. A student identification number will be assigned to all students because of recently passed state laws. Once a student I.D. number is assigned, this number shall be used when students apply at another LACCD campus. Non-U.S. Citizens should bring proof of their immigration status so that the College may determine their residency for tuition purposes. You may also submit your application on line at www.lattc.edu. If you are a returning student or have attended one of the LACCD colleges, you may submit your application on line.

Students must disclose any previous enrollment in institutions of collegiate level. Failure to list any school, college, or university which you previously attended, or any deliberate falsification of information, is basis for dismissal from the college.

ENROLLMENT POLICIES
Adding Classes
Only students who have been admitted to the college and are in approved active status may add classes. Enrolled students who wish to add a class prior to the first day of classes should use the internet system at www.lattc.edu.

Auditing Classes
Students may be permitted to audit a class under the following conditions:
1. Complete an application and be authorized to register in the college.
2. Obtain permission of the instructor of the class at the beginning of the semester.
3. Pay a fee of $15 per unit. Fees may not be refunded. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester. Students who drop below ten units will be required to pay the 3 units audit fee.

No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course. Students taking course for credit shall not be permitted to audit the same course. Priority in class enrollment shall be given to students desiring to take the course for credit.

Enrollment in Same Course
Concurrent enrollment in more than one section of the same course during a semester is not permitted with the exception of certain Physical Education classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated “same as” in the District Directory of Educational Programs and Courses). Violation of this regulation will result in exclusion from class and denial of course credit in both courses. Enrolling in classes scheduled or conducted during overlapping times is not permitted. Students will be excluded from both classes and denial of credits and subject to disciplinary action (See Standards of Student Conduct).

Dropping Classes
Students wishing to drop one or more classes must do so through the registration system, at www.lattc.edu.

It is the student’s responsibility to officially drop from class by the Trade Tech website or in person. Students must drop by the end of the second week of semester-length classes to avoid fees. Any drops or exclusions that occur after the no penalty drop date (under last day to drop without a "W") and up to 75% of the time the class is scheduled will result in a "W" on the student’s record which will be included in the determination of progress probation. Withdrawals are not permitted beyond 75% of class meeting time.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the last day to drop even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Verification of Enrollment
Verification of the Student’s Enrollment may be obtained upon written request. Verification Request forms are available in the Admission Office. District policy prohibits the acceptance of a Verification Request over the phone. Please allow ten (10) working days for processing. The first two verifications or transcripts requested are free. Each additional request is $3.00 per copy. Students may request same day processing to expedite their request for an additional fee of $7.00 per verification. Verification Request by agencies or individuals other than the student must be accompanied by a signed release permitting the College to release that student’s information. A valid photo ID is required when picking up the transcripts.

INTERNATIONAL STUDENTS ADMISSION
(F-1 VISA)

Phone: (213) 763-5345
Fax: (213) 763-5991
Location: JH-316
Website: http://college.lattc.edu/international/
Email: instud@lattc.edu

F-1 International Students Admission
Los Angeles Trade-Technical College (LATTC) welcomes applications from international students. We also accept transfer applications for F-1 Visa students currently studying in the U.S. as well as Change of Status applications for visitors who currently have other visas. Applications may be obtained by contacting the office or on-line.

F-1 International Students Application Deadlines:

- Fall Semester: July 1
- Spring Semester: December 1

F-1 students transferring from schools within the United States (US) and students who are applying for a Change of Status have a more flexible deadline. Call our office for more information.

The applicant must provide:

1. The supplemental International Students Application.
2. Official TOEFL scores sent directly from Educational Testing Services – this may be waived if you are from a country that uses English as its primary language of instruction or if you are transferring from a school within the United States. We also accept the International English Language Test Skills (IELTS) report and the Step Eiken in lieu of the TOEFL. Please contact us for all test cut scores.
3. Two recent passport-sized photographs of applicant.
4. Official transcripts and/or diplomas from secondary school or colleges attended – Student must be a high school/secondary school graduate. If these documents are not in English, an official translation must also be submitted.
5. The LATTC Affidavit of Support with an attached official bank statement or letter with a minimum of $17,000 USD in available funds dated within the last 6 months.
6. Non-refundable $35 application fee – check, cash, or money order (do not send cash in the mail).
7. Copy of valid passport identification page.
8. Transfer students must also submit the following documents: the LATTC Transfer Eligibility Form, a copy of your current I-20, a copy of your visa, and a copy of the front and back of your I-94.

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Matriculation and Registration

Matriculation and Registration

Los Angeles Trade-Technical College 2014 - 2016 GENERAL CATALOG

Phone:  (213) 763-5560
Location:  Mariposa Hall, MA-105

Matriculation is a process that brings LATTC and students (who enroll in credit courses) into an agreement to assist students in attaining their educational goal through the college’s programs, policies and requirements. It involves a partnership between the student and the college which begins when students apply for admission and ends after completing your studies.

ASSESSMENT

Students receive an assessment that may be used to select their courses and plan their educational career goals. Course recommendations are advisory and should be discussed with a counselor.

The Assessment Center provides services to complete the Prerequisite/Co-requisite Challenge Exams and course prerequisite/co-requisites clearances. The Assessment Center offers “Tests of Adult Basic Education (TABE)” a diagnostic test. This test will measure the student’s grade level in Language, Math, and Reading. This is not a pass/fail test. This is a timed test. Additional testing is available through department referral. Please see the Assessment Center for further information. Located MA-001

ORIENTATION

Orientation – provides students with a variety of programs and services at LATTC. Students who would like to speak directly with college representatives and receive information regarding the programs and services may attend an in-person orientation (see Matriculation webpage at http://college.lattc.edu/matriculation/orientation/ for dates).

EARLY ALERT

Early Alert provides mid-semester evaluation and feedback of a students’ academic progress according to their classroom instructors. Referrals to support services are made when needed or requested and College Success workshops are offered throughout the semester (see Matriculation webpage for dates).

Please allow 2 – 4 days for application processing time once ALL documents are received by the college. Eligible students will be issued an I-20A form by LATTC. This document can be used by the student to obtain an F-1 Visa from a US Embassy in his/her home country. Students who are already in the country may use this new I-20 to change their visa status or to complete their transfer process from another educational institution.

International student fees are approximately $243 per unit, which is subject to change by the California legislature. Health care in the United States can be costly without proper insurance coverage. Starting the Fall 2007 semester, LATTC International Students will automatically be enrolled in an insurance plan through Renaissance Insurance. The cost for a 6-month period of coverage is $474, which is subject to change. The $474 will be included as part of your LATTC fees every Fall and Spring Semester (no waivers). Please visit our office for a copy of your benefits.

Per U.S. Citizenship and Immigration Services (USCIS) regulations, all F-1 International Students must maintain a full-time course load during the Fall and Spring semesters – certain exceptions apply, please see your Designated School Official (DSO) for more information. A full-time course load is defined as a minimum of 12 units. Dropping below 12 units without PRIOR written permission from the DSO places your student status at risk. F-1 students are not required to attend the Winter and Summer sessions but may do so if they wish.

STUDENT SUPPORT

AND SUCCESS

PROGRAM SERVICES

Phone:  (213) 763-5560
Location:  Mariposa Hall, MA-105

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