

Section A
Noncredit Matriculation District/College Certification
Cover Page

Region Number: 7

Submitted To: Arnold Bojorquez
Regions 1, 4, 7, 9, & 10

Sally J. Montemayor
Regions 2, 3, 5, 6, & 8

The undersign certify that the information contained in the application is correct and that the utilization of funds is for the delivery of Matriculation services to students enrolled in Noncredit Matriculation courses and programs.

District: Los Angeles Community College District College: Los Angeles Trade-Technical College

Address: 770 Wilshire Blvd. Address: 400 W. Washington Blvd.
Los Angeles, CA 90012 Los Angeles, CA 90015

Joaquín Paulo Cardoza de
Noncredit Matriculation Coordinator/Contact

January 10, 2007
Date

Ramón A. Castillo
Supervising Administrator

January 10, 2007
Date

Cay C. [Signature]
Signature of District/College Business Manager

January 10, 2007
Date

Colonel J. [Signature]
Signature of Superintendent/President

1/11/07
Date

Signature of District Chancellor

Date

Please return the *Noncredit Matriculation Program Plan*
and signed *District/College Certification* to:
Chancellor's Office
California Community Colleges
1102 Q Street, Sacramento, CA 95814-6511

Section B
Noncredit Matriculation Program Components

Region: 7

District: Los Angeles Community College District

College Name: Los Angeles Trade-Technical College

I. Orientation: (please use additional pages if necessary)

Objective:

To acquaint non-credit students with the services, facilities and programs provided by the college.

Activity:

Two types: (1) regular orientation for English Speakers (2) student recruiter provided orientation in Spanish at local adult schools. On campus, student recruiters and faculty provided bilingual orientation for Spanish speakers. Orientations covered: Enrollment process/Matriculation process, fees, programs on campus, advisement about classes, bilingual counselors were available.

Frequency:

Every Fall and Spring Semester.

Contact information of the staff person responsible for this component:

Name: Trini Sandoval

Phone Number: (213) 763-5343

Email Address: sandovmt@lattec.edu

Region: 7

District: Los Angeles Community College District

College Name: Los Angeles Trade-Technical College

II. Assessment

Objective:

Provide assessment to identify basic skills levels and learning styles for non-credit students.

Activity:

ACCUPLACER assessment testing which tests sentence skills, reading comprehension and mathematics. ESL students take the LOEP modules of ACCUPLACER assessment instrument and the same math assessments. The ACT is also available to ESL students.

Frequency:

All year round.

Contact information of the staff person responsible for this component:

Name: Victoria Emerson

Phone Number: (213) 763-5256

Email Address: emersonvm@lattec.edu

III. Counseling/Advisement

Objective:

Provide all non-credit students with access to counseling in every step of the matriculation process. Counselor or educational advisor will assist the student in understanding the process by which academic and vocational objectives are set and to participate fully in setting of these objectives for him/herself.

Activity:

Provide educational plans, course selections and curriculum offerings in the matriculation process. To make reasonable efforts to make sure students enrolling in pre-collegiate non-credit basic skills courses. Provide counseling and advisement by appropriately trained counselors or staff for non-credit students. Make appropriate referrals to available support services and curriculum offerings. Review as necessary, the students educational plans its implementation and accuracy related to students need. Provide modified alternative services in the matriculation process for ethnic and language minority students and students with disabilities.

Frequency:

All year round.

Contact information of the staff person responsible for this component:

Name: George Madrid

Phone Number: (213)763-7362

Email Address: madridge@lattec.edu

Region: 7

District: Los Angeles Community College District

College Name: Los Angeles Trade-Technical College

IV. Admissions

Objective:

To help and encourage the potential student to declare an educational goal and identify any supportive or language needs that may be critical to their successful enrollment.

Activity:

Develop, update, and implement multilingual supplemental application packages and procedures for the convenience of ESL students. Work closely with high schools and community organizations to assist new students in completing applications and registrations on-line.

Frequency:

All year round.

Contact information of the staff person responsible for this component:

Name: Dr. Raul Cardoza
 Phone Number: (213) 763-5301
 Email Address: cardoza@lattec.edu

V. Student Follow-Up

Objective:

To ensure that students who are experiencing academic difficulties are identified early during the term for appropriate and effective intervention to occur.

Activity:

Faculty members are surveyed to determine the progress of their students. A letter in English is mailed to each student requiring intervention. Early Alert workshops are offered in class to assist students with study skills, test taking and memorization.

Frequency:

Three times per semester.

Contact information of the staff person responsible for this component:

Name: Chini Johnson
 Phone Number: (213) 763-7167
 Email Address: johnsoc@lattec.edu

Region: 7

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College Name: Los Angeles Trade-Technical College

VI. Coordination and Training

Objective:

To ensure that staff and personnel be properly integrated and have knowledge of the comprehensive Matriculation process primarily through training and staff development.

Activity: *Provide workshops, outside conferences, access to information through CD-ROM, online, teleconferences and powerpoint presentations.*

CD-ROM, online, teleconferences and powerpoint presentations.

Frequency:

Ongoing

Contact information of the staff person responsible for this component:

Name: Dr. Raul Cardoza

Phone Number: (213) 763-5301

Email Address: cardoza@latc.edu

VII. Research and Evaluation

Objective:

To illustrate the efficacy of the provision of Matriculation services by analyzing and reporting on student retention, persistence, course completions, educational goals, transfer, etc.

Activity:

Validate pre-requisites, co-requisites and advisories based on model district and college policy. Evaluate impact of Early Alert system on specialized support services and programs, student retention and success.

Frequency:

At the end of every semester.

Contact information of the staff person responsible for this component:

Name: Mike Wheeler

Phone Number: (213) 763-5349

Email Address: (213) 763-5256

Region: 7

District: Los Angeles Community College District

College Name: Los Angeles Trade-Technical College

Estimated Headcount in all the Designated Noncredit Classes: ~~850~~ 850

Component	Planned Expenditures (not all categories may apply)	College Dollar-for-Dollar Match
Orientation		
Assessment		
Counseling/Advisement		
Admissions		
Student Follow-up		
Coordination & Training		
Research Evaluation		
Supplies/Equipment		