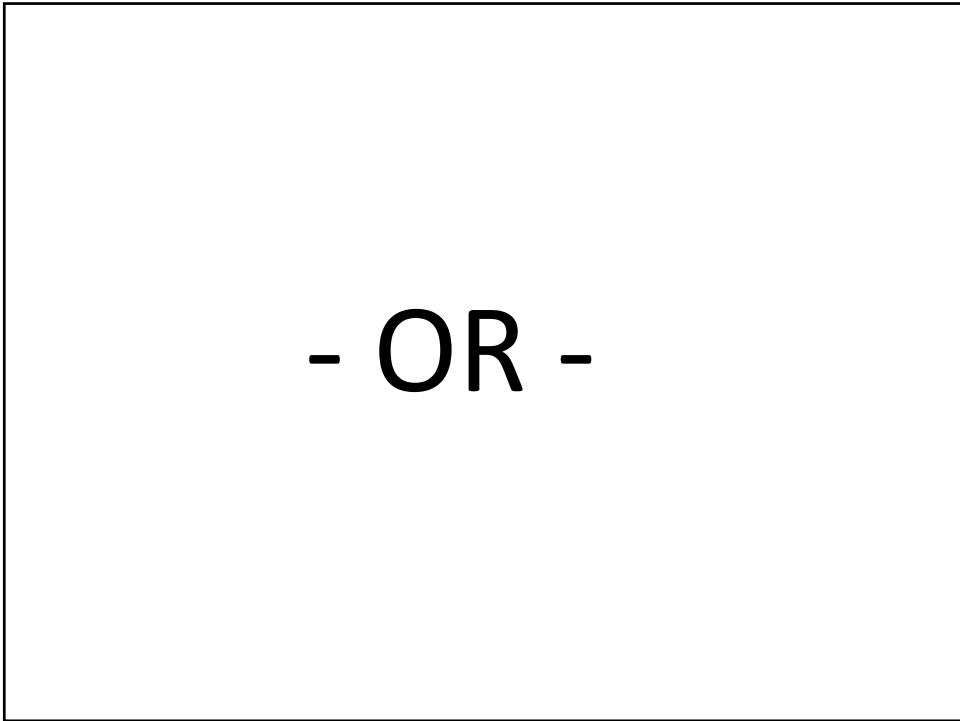


INITIAL ASSESS	<u>Initial Assessment</u>
<p>DEC S255</p> <p>MIS Data Element: SS07</p>	<p><u>DEFINITION:</u> This data element is used to record whether a student received assessment services.</p> <p><u>HOW OFTEN:</u> Students can receive <i>only one</i> initial assessment.</p> <p><u>FUNDABLE SERVICES:</u> Initial assessment services can be for math, English and ESL. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable. <i>Funding is for first time students.</i></p> <p><u>NOTES:</u></p> <ul style="list-style-type: none"> ➤ A student enrolled after an absence of six or more semesters, or the equivalent of three academic years, may be considered a new student for the purpose of reporting initial assessment services. ➤ Pre-enrollment services provided to potential students can be counted for funding if the student completes a college application to create a basic student record.

INITIAL ORIENT	<u>Initial Orientation</u>
<p>DEC S255</p> <p>MIS Data Element: SS06</p>	<p><u>DEFINITION:</u> This element indicates whether the student received initial orientation services.</p> <p><u>HOW OFTEN:</u> Students receive initial orientation services once during their attendance at the college.</p> <p><u>FUNDABLE SERVICES:</u> Group or individual orientation <i>only</i>. Report online orientation in ONLINE_ORIENT.</p> <p><u>NOTES:</u></p> <ul style="list-style-type: none"> ➤ If additional orientation is provided during the same or subsequent term that service should be reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES). ➤ A student enrolled at the reporting college after an absence of six or more primary terms (semesters) or the equivalent of 3 academic years may be considered a new student.



OL_ORIENT	<p style="text-align: center;"><u>Online Orientation</u></p> <p><u>DEFINITION:</u> This data element indicates whether the student received initial online orientation services.</p> <p><u>HOW OFTEN:</u> Students can receive initial online orientation services once during the time they attend the college.</p> <p><u>FUNDABLE SERVICES:</u> Orientation conducted online <i>only</i>. Report in person orientation on INITIAL ORIENT.</p> <p><u>NOTES:</u></p> <ul style="list-style-type: none">➤ Any additional orientations should be reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES).➤ A student enrolled at the reporting college after an absence of six or more primary terms (semesters) or the equivalent of three academic years may be considered a new student.
DEC S255	
MIS Data Element: SS06	

<p>ABBREVIATED SEP</p>	<p align="center"><u>Abbreviated Student Education Plan</u></p> <p>DEFINITION: This data element is used to record whether a student has completed an abbreviated Student Education Plan (SEP). An Abbreviated SEP is: one or two terms in length; typically used for entering first-time students, students on academic or progress probation; or students who have short term educational goals that can be completed by taking 1-4 courses (e.g. short term CTE certificates).</p> <p>HOW OFTEN: An abbreviated Student Education Plan may be recorded once during the time the student is served by the college. Students develop an Abbreviated SEP with a counselor.</p> <p>FUNDABLE SERVICES: An Abbreviated SEP may precede a comprehensive SEP, or serve as the only SEP for a student whose program can be accomplished in one or two semesters.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ For the DSPS program, the Student Education Contract (SEC) may be used to meet the abbreviated Education Plan. ➤ Once an Abbreviated SEP is developed, revisions are reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES). ➤ A student enrolled after an absence of six or more primary terms, or the equivalent of three academic years, may be considered new.
<p>DEC S255</p> <p>MIS Data Element: SS09</p>	

- AND / OR -

COMPREHENSIVE SEP	<u>Comprehensive Student Education Plan</u>
<p>DEC S255</p> <p>MIS Data Element: SS09</p>	<p>DEFINITION: This data element is used to record whether the student developed a Comprehensive Student Educational Plan (SEP) during the term reported. A Comprehensive SEP is at least two terms in length and reflects the total number of terms required to achieve the declared course of study. Students develop a Comprehensive SEP with a counselor.</p> <p>FUNDABLE SERVICES: Documented Comprehensive Student Educational Plan for first time students.</p> <p>HOW OFTEN: A Comprehensive Ed Plan can be recorded only once during the time that the student is served by the college.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ Students who apply/enroll with a clearly defined educational goal may not require an Abbreviated SEP, and would go directly to a Comprehensive SEP. ➤ <i>Revisions</i> to the SEP are reported on S011 (STUDENT-SUCCESS- OTHER-SERVICES). ➤ Students who enroll after an absence of six or more primary terms, or the equivalent of three academic years, may be considered a new student.

PLACE EAP	<u>Placement Services Based on Early Assessment Program (EAP) Test Results</u>
<p>DEC S255</p> <p>MIS Data Element: SS07</p>	<p>DEFINITION: This data element indicates whether a student received placement services based on Early Assessment Program (EAP) test results.</p> <p>HOW OFTEN: Students may receive placement services based on EAP test results once during the time they are served by the college.</p> <p>FUNDABLE SERVICES: Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</p> <p>Pre-enrollment services provided to potential students can be counted for funding if they complete a college application to create a basic student record.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ A student enrolled at the reporting college after an absence of six or more primary terms (semesters), or the equivalent of three academic years may be considered a new student for the purpose of reporting initial assessment services.

<p>PLACE OTHER</p>	<p><u>Placement Services Based on Placement Results From Other College(s)</u></p> <p>DEFINITION: This data element indicates whether a student received placement services based on placement results from another college or university.</p> <p>HOW OFTEN: Students may receive other placement services once while they are served by the college.</p> <p>Pre-enrollment services for potential students can be counted for funding <i>if they complete a college application to create a basic student record.</i></p> <p>FUNDABLE SERVICES:</p> <p>Funding is for first time students only. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</p> <p>NOTES:</p> <ul style="list-style-type: none">➤ A student enrolled at the reporting college after an absence of six or more primary terms (semester) or the equivalent of three academic years may be considered a new student.
<p>DEC S255</p> <p>MIS Data Element: SS07</p>	

OTHER SERVICES

COUNSL/ADVISING	<u>Counseling/Advising</u>
<p>DEC S255</p> <p>MIS Data Element: SS08</p>	<p><u>DEFINITION:</u> This data element is used to record whether a student received counseling or advisement services during the reporting term.</p> <p><u>FUNDABLE SERVICES:</u> Counseling/advisement services are those with a substantive interaction between a counselor and a student. This contact can take place during individual appointments or during group advising or counseling sessions.</p> <p><u>HOW OFTEN:</u> Counseling/advising services can be recorded once per year for each student.</p> <p><u>NOTES:</u></p> <ul style="list-style-type: none"> ➤ Counseling or advising services provided through another categorical program <i>should be included for purposes of reporting.</i>

AT RISK FOLLOW UP	<u>At Risk Follow Up Services</u>
<p>DEC S255</p> <p>MIS Data Element: SS10</p>	<p><u>DEFINITION:</u> This data element is used to record follow-up services for students who are on academic/progress probation, including students who are subject to dismissal.</p> <p><u>HOW OFTEN:</u> Once per tem, after the student has completed their first term.</p> <p><u>FUNDABLE SERVICES:</u> These activities can include, but are not limited to, academic/progress probation intervention/services and student success workshops.</p> <p><u>NOTES:</u></p> <ul style="list-style-type: none"> ➤ This data field is <i>only used for students who are on academic or progress probation.</i> ➤ Follow up services for students who are not on academic or progress probation should be reported in SS11, Other Services.

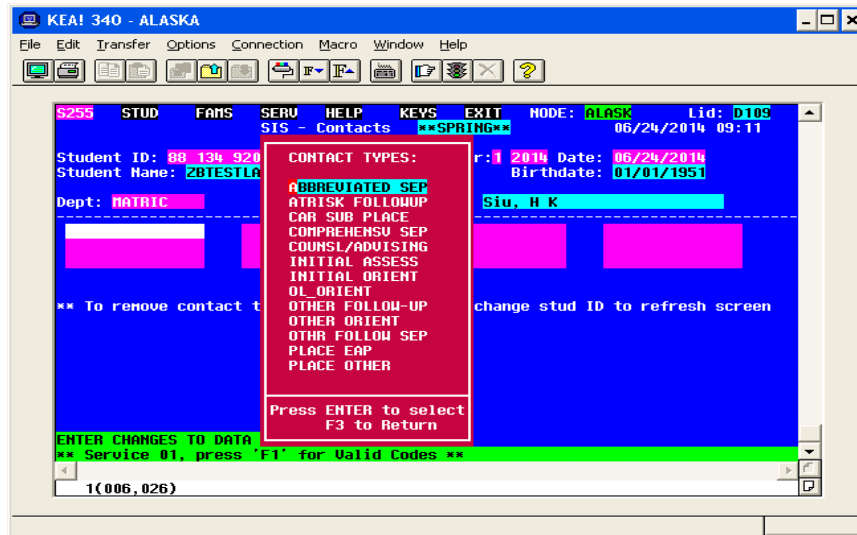
OTHER FOLLOW UP SERVICES	<u>Other Follow Up Services</u>
<p>DEC S255</p> <p>MIS Data Element: SS11</p>	<p>DEFINITION: This data element is used to report follow-up activities to support a student's academic progress.</p> <p>HOW OFTEN: After the student has completed their first term, follow up services can be recorded up to four times during the time student attends the college.</p> <p>FUNDABLE SERVICES: Services must be two-sided. Activities include: services for at-risk students enrolled in basic skills courses, or students who have not identified an education goal and course of study; career or interest assessments; assessments for placement in other disciplines besides English, Math, or ESL, and student success workshops.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ Follow-up services for probation students should be reported as ATRISK FOLLOWUP in DEC S255. ➤ Activities that do not qualify include one-sided interactions initiated by the college, and those that are primarily administrative or clerical.

CAREER SUB PLACE	<u>Career, Interest, or Subsequent Placement Assessment Services</u>
<p>DEC S255</p> <p>MIS Data Element: SS11</p>	<p>DEFINITION: This data element is used to record whether students receive career, interest, or subsequent placement assessment services.</p> <p>FUNDABLE SERVICES: Activities can include: career or interest assessments; assessments for placement in other disciplines besides English, Math, or ESL; student success workshops, and developing or revising an <i>additional</i> SEP when the student changes course of study.</p> <p>HOW OFTEN: May be recorded up to four times per year, after the student has completed their first term.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ Report follow-up activity to support a student's academic progress in this element. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study. ➤ Activities that do not qualify include one-sided interactions initiated by the college, and those that are primarily administrative or clerical.

OTHER ORIENT	<u>Other Orientation Services</u>
<p>DEC S255</p> <p>MIS Data Element: SS11</p>	<p>DEFINITION: This data element is used to report whether a student received other orientation services such as : placement or assessment retesting; career interest assessment and exploration; assessment for placement in other disciplines besides English, Math or ESL, and other orientation services beyond the initial orientation.</p> <p>HOW OFTEN: Services may be recorded up to four times during the year that the student attends the college <i>after they have completed their first term.</i></p> <p>FUNDABLE SERVICES: Services must be two sided and may include subsequent orientations, e.g. those based on a just-in-time orientation model.</p> <p><i>Actions that do not qualify for funding as follow-up services are those that are one-sided action on the part of the college, and those that are primarily administrative or clerical.</i></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ In general, SSSP service interactions involving a two-sided interaction (of unspecified duration) meet the criteria for follow-up and can be reported for funding.

OTHER FOLLOW SEP	<u>Other Follow Up Student Education Plan</u>
<p>DEC S255</p> <p>MIS Data Element: SS11</p>	<p>DEFINITION: This data element indicates whether the student received other follow-up education planning services, including: revising a SEP, or developing an additional one in instances where the student changes their course of study, or if there are other conditions which require a new or revised SEP.</p> <p>HOW OFTEN: <i>After the student has completed their first term,</i> other follow-up student education plan services can be recorded up to four times during the year while the student attends the college.</p> <p>FUNDABLE SERVICES: <i>Actions that do not qualify for funding as follow-up services are those that are one-sided action on the part of the college, and those that are primarily administrative or clerical.</i></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ N/A

S255 – Matric Contact Types



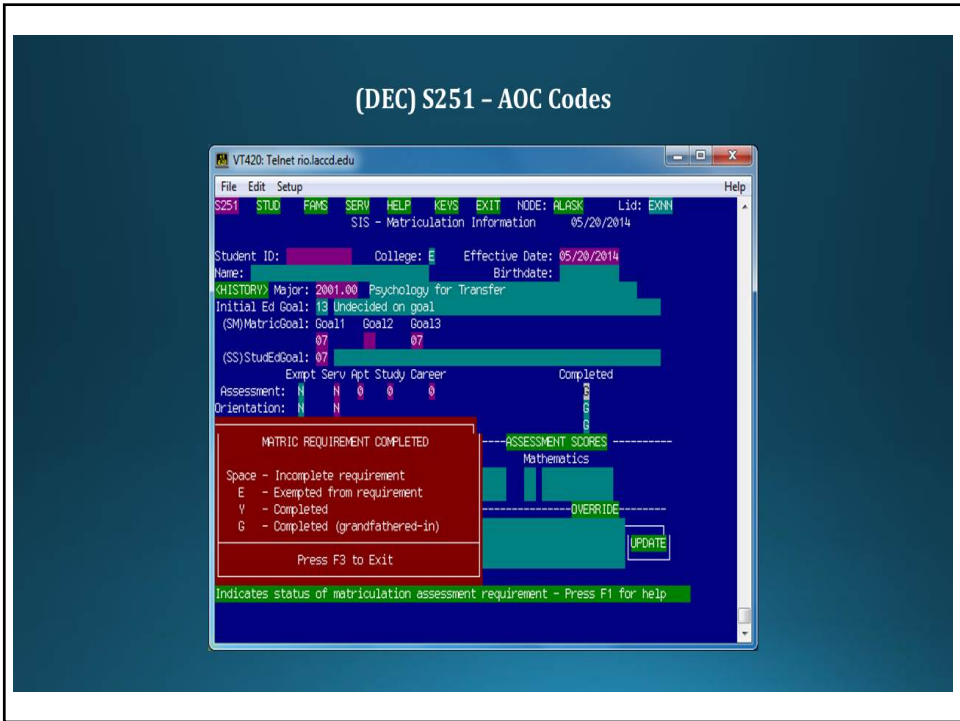
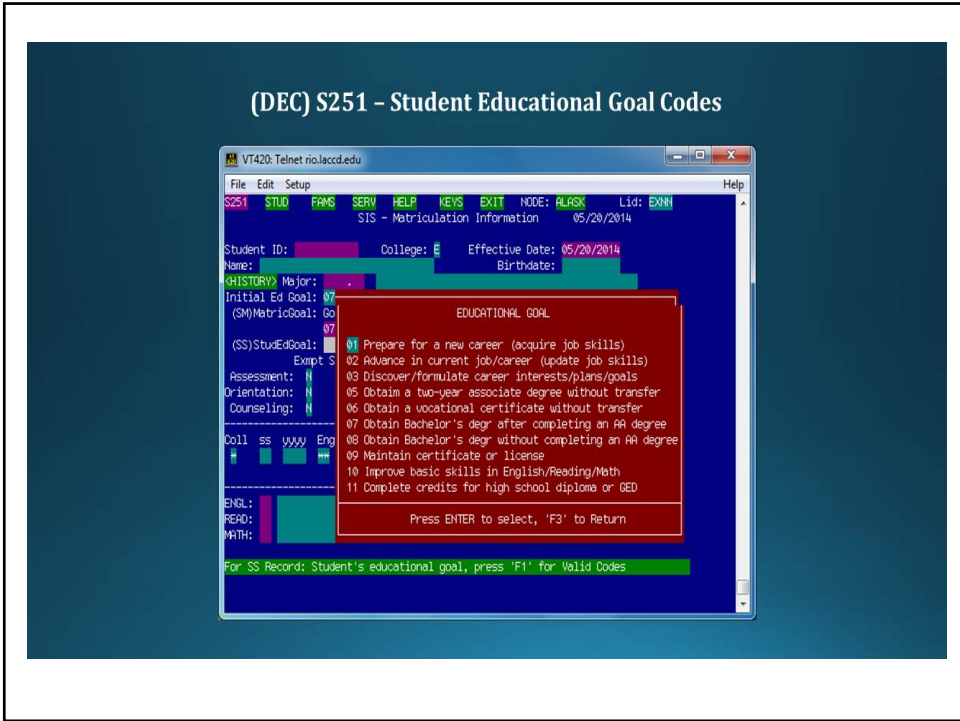
COUNSELOR INPUT SCREENS

(DEC) S251 - Major, Student Ed Goal, & AOC Codes

The screenshot shows a telnet window titled "VT420: Telnet rio.laccd.edu". The menu bar includes "S251", "STUD", "FAMS", "SERV", "HELP", "KEYS", "EXIT", "NODE: ALASK", and "Lid: EXNN". The main display shows student information for "SIS - Matriculation Information" dated "05/20/2014". Fields include "Student ID", "College", "Effective Date", "Name", and "Birthdate". A "Major" field is highlighted with a red box and labeled "Major Code". Below it, "Initial Ed Goal" is highlighted with a red box and labeled "Student Ed Goal Code". The "(SS)StudEdGoal:" field is also highlighted with a red box and labeled "AOC Code". The screen shows assessment placement for English, Reading, and Mathematics, and counseling placement. At the bottom, it displays "INVALID MAJOR CODE" and a prompt "Student's major code, press 'F1' for Valid Codes".

(DEC) S251 - Major Codes

The screenshot shows a telnet window titled "VT420: Telnet rio.laccd.edu". The menu bar is the same as in the previous screenshot. The main display shows "Program Codes (2014-2015)". A list of codes is displayed, including "052008 A+ Certification Training", "050200 Accounting", "050201 Accounting Assistant", "050205 Accounting Using Quickbooks Pro", "210500 Administration of Justice", "210511 Administration of Justice/Law Emphasis", "210512 Administration of Justice/Sociological Emphas", "051400 Administrative Assistant", and "050202 Advanced Accounting Specialist". Below the list, it says "Use Up/Down Arrow or PgUp/PgDn to scroll, F3 to return". At the bottom, it displays "normal successful completion".



Student Information System – AOC Completion Info

Main MenuLACCD

Do we have your current email address? Click Here to Edit	
Personal Student Email Address	
Assigned Student Email Address	
Matriculation Services	*Office 365 upgrade coming soon Assessment: Completed Orientation: Completed Counseling: Completed

Register at More Than One College

Step 1. Search For Classes At Other Colleges
Step 2. Enroll At Other Colleges
Step 3. Pay Fees By Credit Card

Enrollment Fees

As of Summer 2012, tuition is now \$46 per unit. For updated information on the enrollment fees you currently owe, log on and click on "view and pay fees." Until all fees are paid, students cannot register for future semester, receive grade notification or transcripts.

Student Email

Student Email is available. As for any questions, refer to the link below:

- [Starter Guide and FAQ](#)
- [Legal Disclosure](#)
- [Learn more about the Office 365 upgrade](#)

- [View Reg Appt](#)
- [Voter Info](#)
- [View Placement](#)
- [Registration](#)
- [View Schedule](#)
- [View Grades](#)
- [Change Pin](#)
- [View & Pay Fees](#)
- [Personal Info](#)
- [Transcript](#)
- [View Holds](#)
- [Financial Aid](#)
- [W9 Tax Form](#)
- [View Subject](#)
- [Online Forms](#)
- [Main Menu](#)
- [Sign Off](#)

Found under "Main Menu"