

## INITIAL ASSESS

DEC S255

MIS Data Element: SS07

### Initial Assessment

#### DEFINITION:

This data element is used to record whether a student received assessment services.

#### HOW OFTEN:

Students can receive *only one* initial assessment.

#### FUNDABLE SERVICES:

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. *Funding is for first time students.*

#### NOTES:

- 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

DEC S255

MIS Data Element: SS06

## Initial Orientation

### DEFINITION:

This element indicates whether the student received **initial orientation** services.

### HOW OFTEN:

Students receive initial orientation services **once** during their attendance at the college.

**FUNDABLE SERVICES:** Group or individual orientation *only*. Report online orientation in ONLINE\_ORIENT.

### NOTES:

- 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.

- OR -

## OL\_ORIENT

DEC **S255**

MIS Data Element: **SS06**

### Online Orientation

#### DEFINITION:

This data element indicates whether the student received initial **online orientation** services.

#### HOW OFTEN:

Students can receive initial online orientation services **once** during the time they attend the college.

#### FUNDABLE SERVICES:

Orientation conducted online *only*. Report in person orientation on INITIAL ORIENT.

#### NOTES:

- 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.

## ABBREVIATED SEP

DEC S255

MIS Data Element: SS09

### Abbreviated Student Education Plan

#### 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).

#### 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.

#### 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.

#### NOTES:

- 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.

- AND / OR -

## COMPREHENSIVE SEP

DEC S255

MIS Data Element: SS09

### Comprehensive Student Education Plan

#### 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.

#### FUNDABLE SERVICES:

Documented Comprehensive Student Educational Plan for **first time students**.

#### HOW OFTEN:

A Comprehensive Ed Plan can be recorded **only once** during the time that the student is served by the college.

#### NOTES:

- Students who apply/enroll with a clearly defined educational goal may not require an Abbreviated SEP, and would go directly to a Comprehensive SEP.
- *Revisions* 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

DEC S255

MIS Data Element: SS07

### Placement Services Based on Early Assessment Program (EAP) Test Results

#### DEFINITION:

This data element indicates whether a student received placement services based on **Early Assessment Program (EAP)** test results.

#### HOW OFTEN:

Students may receive placement services based on EAP test results **once** during the time they are served by the college.

#### FUNDABLE SERVICES:

Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

Pre-enrollment services provided to potential students can be counted for funding **if they complete a college application to create a basic student record.**

#### NOTES:

- 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.



## PLACE OTHER

DEC S255

MIS Data Element: SS07

### Placement Services Based on Placement Results From Other College(s)

#### DEFINITION:

This data element indicates whether a student received placement services based on placement results **from another college** or university.

#### HOW OFTEN:

Students may receive other placement services **once** while they are served by the college.

Pre-enrollment services for potential students can be counted for funding *if they complete a college application to create a basic student record.*

#### FUNDABLE SERVICES:

Funding is for **first time students** only. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

#### NOTES:

- 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.

**OTHER SERVICES**

## COUNSL/ADVISING

DEC S255

MIS Data Element: SS08

### Counseling/Advising

#### DEFINITION:

This data element is used to record whether a student received counseling or advisement services during the reporting term.

#### FUNDABLE SERVICES:

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.

#### HOW OFTEN:

Counseling/advising services can be recorded **once per year** for each student.

#### NOTES:

- Counseling or advising services provided through another categorical program *should be included for purposes of reporting*.

## AT RISK FOLLOW UP

DEC S255

MIS Data Element: SS10

### At Risk Follow Up Services

#### DEFINITION:

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.

#### HOW OFTEN:

Once per term, **after the student has completed their first term.**

#### FUNDABLE SERVICES:

These activities can include, but are not limited to, academic/progress probation intervention/services and student success workshops.

#### NOTES:

- This data field is *only used for students who are on academic or progress probation.*
- Follow up services for students who are not on academic or progress probation should be reported in SS11, Other Services.

## OTHER FOLLOW UP SERVICES

DEC S255

MIS Data Element: SS11

### Other Follow Up Services

#### DEFINITION:

This data element is used to report follow-up activities to support a student's academic progress.

#### 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.

#### 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.

#### NOTES:

- 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

DEC **S255**

MIS Data Element: **SS11**

### Career, Interest, or Subsequent Placement Assessment Services

#### DEFINITION:

This data element is used to record whether students receive **career, interest, or subsequent placement** assessment services.

#### 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 *additional* SEP when the student changes course of study.

#### HOW OFTEN:

May be recorded up to four times per year, **after the student has completed their first term.**

#### NOTES:

- 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

DEC S255

MIS Data Element: SS11

### Other Orientation Services

#### 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.

#### HOW OFTEN:

Services may be recorded up to four times during the year that the student attends the college **after they have completed their first term.**

#### FUNDABLE SERVICES:

**Services must be two sided** and may include subsequent orientations, e.g. those based on a just-in-time orientation model.

*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.*

#### NOTES:

- 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

DEC S255

MIS Data Element: SS11

### Other Follow Up Student Education Plan

#### 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.

#### HOW OFTEN:

*After the student has completed their first term*, other follow-up student education plan services can be recorded up to four times during the year while the student attends the college.

#### FUNDABLE SERVICES:

*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.*

#### NOTES:

➤ N/A



# S255 – Matric Contact Types

The screenshot shows a terminal window titled "KEA! 340 - ALASKA" with a menu bar (File, Edit, Transfer, Options, Connection, Macro, Window, Help) and a toolbar. The main display area has a blue background with white and yellow text. At the top, it shows "S255 STUD FAMS SERU HELP KEYS EXIT NODE: ALASK Lid: D109" and "SIS - Contacts \*\*\*SPRING\*\*\* 06/24/2014 09:11". Student information includes "Student ID: 88 134 920", "Student Name: ZBTESTLA", and "Dept: MATRIC". A red-bordered box in the center lists "CONTACT TYPES:" with options: ABBREVIATED SEP, ATRISK FOLLOWUP, CAR SUB PLACE, COMPREHENSU SEP, COUNSL/ADVISING, INITIAL ASSESS, INITIAL ORIENT, OL\_ORIENT, OTHER FOLLOW-UP, OTHER ORIENT, OTHR FOLLOW SEP, PLACE EAP, and PLACE OTHER. Below the list, it says "Press ENTER to select F3 to Return". To the right, it shows "r: 2014 Date: 06/24/2014 Birthdate: 01/01/1951" and "Siu, H K". At the bottom, a green bar contains "ENTER CHANGES TO DATA" and "\*\* Service 01, press 'F1' for Valid Codes \*\*". The status bar at the very bottom shows "1(006,026)".

KEA! 340 - ALASKA

File Edit Transfer Options Connection Macro Window Help

S255 STUD FAMS SERU HELP KEYS EXIT NODE: ALASK Lid: D109

SIS - Contacts \*\*\*SPRING\*\*\* 06/24/2014 09:11

Student ID: 88 134 920  
Student Name: ZBTESTLA  
Dept: MATRIC

CONTACT TYPES:  
ABBREVIATED SEP  
ATRISK FOLLOWUP  
CAR SUB PLACE  
COMPREHENSU SEP  
COUNSL/ADVISING  
INITIAL ASSESS  
INITIAL ORIENT  
OL\_ORIENT  
OTHER FOLLOW-UP  
OTHER ORIENT  
OTHR FOLLOW SEP  
PLACE EAP  
PLACE OTHER

Press ENTER to select  
F3 to Return

r: 2014 Date: 06/24/2014  
Birthdate: 01/01/1951  
Siu, H K

\*\* To remove contact t  
change stud ID to refresh screen

ENTER CHANGES TO DATA  
\*\* Service 01, press 'F1' for Valid Codes \*\*

1(006,026)

# COUNSELOR INPUT SCREENS

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

Major Code  
Student Ed Goal Code

AOC Code

VT420: Telnet rio.laccd.edu

File Edit Setup Help

S251 STUD FAMS SERV HELP KEYS EXIT NODE: ALASK Lid: EXNN

SIS - Matriculation Information 05/20/2014

Student ID: [redacted] College: E Effective Date: 05/20/2014

Name: [redacted] Birthdate: [redacted]

<HISTORY Major: [redacted]

Initial Ed Goal: [redacted] obtain a Bachelor's deg. after completing an AA Degree

(SM)MatricGoal: Goal1 Goal2 Goal3

(SS)StudEdGoal: [redacted]

Exmpt Serv Apt Study Career Completed

Assessment: N

Orientation: N

Counseling: N A

-----Assessment Placement----- ASSESSMENT CODES

Coll	ss	yyyy	English	Reading	Mathematics
*			*** THE END ***	***	

-----Counseling Placement----- OVERRIDE

ENGL: [redacted]

READ: [redacted]

MATH: [redacted]

UPDATE

INVALID MAJOR CODE

\*\*\* Student's major code, press 'F1' for Valid Codes\*\*\*

# (DEC) S251 - Major Codes

```
VT420: Telnet rio.laccd.edu
File Edit Setup Help
S251 STUD FAMS SERV HELP KEYS EXIT NODE: ALASK Lid: EXNN
Student ID:
Name:
<HISTORY> Major
Initial Ed Goal
(SM)MatricGoal
(SS)StudEdGoal
Exm
Assessment: N
Orientation: N
Counseling: N
-----
Coll ss yyyy
*
-----
ENGL:
READ:
MATH:
Program Codes (2014-2015)
093403 A+ Certification Training
050200 Accounting
050200 Accounting
050201 Accounting Assistant
050205 Accounting Using Quickbooks Pro
210500 Administration of Justice
210500 Administration of Justice
210511 Administration of Justice/Law Emphasis
210512 Administration of Justice/Sociological Emphas
051400 Administrative Assistant
050202 Advanced Accounting Specialist
061440 Animation
061440 Animation - Level One
061401 Animation- Level Two
220200 Anthropology
-----
Use Up/Dn Arrow or PgUp/PgDn to scroll, F3 to return
normal successful completion
```

# (DEC) S251 – Student Educational Goal Codes

VT420: Telnet rio.laccd.edu

File Edit Setup Help

S251 STUD FAMS SERV HELP KEYS EXIT NODE: ALASK Lid: EXNN  
SIS - Matriculation Information 05/20/2014

Student ID: [REDACTED] College: E Effective Date: 05/20/2014  
Name: [REDACTED] Birthdate: [REDACTED]  
<HISTORY> Major: [REDACTED]

Initial Ed Goal: 07  
(SM)MatricGoal: Go  
07  
(SS)StudEdGoal: [REDACTED]

Exmpt S  
Assessment: N  
Orientation: N  
Counseling: N

Coll ss yyyy Eng  
\* \* \* \*

ENGL: [REDACTED]  
READ: [REDACTED]  
MATH: [REDACTED]

**EDUCATIONAL GOAL**

- 01 Prepare for a new career (acquire job skills)
- 02 Advance in current job/career (update job skills)
- 03 Discover/formulate career interests/plans/goals
- 05 Obtain a two-year associate degree without transfer
- 06 Obtain a vocational certificate without transfer
- 07 Obtain Bachelor's degr after completing an AA degree
- 08 Obtain Bachelor's degr without completing an AA degree
- 09 Maintain certificate or license
- 10 Improve basic skills in English/Reading/Math
- 11 Complete credits for high school diploma or GED

Press ENTER to select, 'F3' to Return

For SS Record: Student's educational goal, press 'F1' for Valid Codes





# Student Information System – AOC Completion Info

Main Menu

LACCD 

<b>Do we have your current email address?</b> <a href="#">Click Here to Edit</a>	
Personal Student Email Address	
Assigned Student Email Address	*Office 365 upgrade coming soon.
Matriculation Services	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"