



East Los Angeles College

Matriculation

www.elac.edu



EAST LOS ANGELES COLLEGE MATRICULATION

Matriculation is a process that promotes and enhances student access into the California Community Colleges. The Matriculation Process provides admissions, assessment, orientation, counseling, and follow-up to all students enrolled in community colleges. This process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both East Los Angeles College (ELAC) and the student to attain those objectives.

East Los Angeles College agrees to provide:

- An admission application process.
- Assessment of the student's Math, English, and Reading skills.
- Orientation to ELAC's programs and services.
- Counseling and advisement to develop a Student Educational Plan (SEP).
- Follow-up evaluation of each student's progress in achieving the goals of the Student Educational Plan.

The student agrees to:

- Express an educational intent upon admission.
- Declare an educational goal (e.g. AA/AS degree, transfer, vocational certificate) by the time 15 units are completed.
- Participate in Counseling/Advisement.
- Provide high school and/or college transcripts and other supporting documentation to assist the Counselor in making the best possible course recommendations.
- Attend class, complete assignments, and maintain progress toward an educational goal.
- Inquire about and seek support services as needed and/or as referred.
- Accept responsibility for the consequences of their educational decisions.

Admissions

Complete and return the ELAC admission application to the Enrollment Center (Main Campus, Bldg E6 - Room 106), Admissions (South Gate Educational Center), or online at www.elac.edu. Submit official high school transcripts and any previous college official transcripts. Submit proof of residency.

Assessment/Orientation

The Assessment Placement Process at ELAC is a 3 ½ hour process which includes the English Assessment, Math Assessment, and Orientation. Assessment/Orientation Calendars are made available upon submitting the ELAC admission application and online at www.elac.edu. Admission applications must be submitted prior to participating

in the Assessment Placement Process. All students planning to enroll in English, Math, ESL (English as a Second Language), Reading courses and planning to earn a Certificate, AA/AS degree or higher, must participate in the Assessment Placement Process. Placement results must indicate assessment was completed within the last two years at ELAC or any other California Community College in order to be accepted.

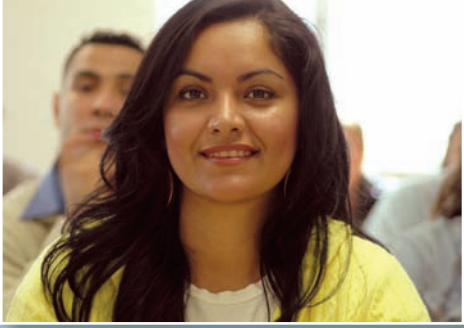
Assessments are offered at the Main Campus and South Gate Educational Center. The Assessment Calendars are available at the Enrollment Center (Main Campus, Bldg E6 - Room 106), at Admissions (South Gate Educational Center), and online at www.elac.edu. For more information call the Matriculation Office at (323) 415-4141.



Counseling

All students are highly recommended to see a Counselor for course approval prior to registration. 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 (SEP). All students are encouraged to meet with a Counselor every semester to ensure that their SEP accurately reflects their educational goal. Students who are on academic or progress probation are required to complete a contract with a Counselor prior to





registration. For more information, visit the Counseling Department, Main Campus (A-2) or call (323) 265-8751 for an appointment. For the Counseling Department at the South Gate Educational Center, call (323) 357-6213.

Follow-up

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the student's academic progress. Special services are provided to students on academic or progress probation, students in basic skills courses, and students who are undecided about their educational goals. Referrals to students are made to both on and off campus services when appropriate.

Research and Evaluation

The Research and Planning Office collects and gathers data to analyze and measure the effectiveness of the college's efforts to positively affect student academic outcomes resulting from the Matriculation Process.

Coordination and Training

The college involves a range of college staff and students in designing, implementing and evaluating the matriculation services.

Matriculation Exemptions

All students are expected to participate in the Matriculation Process of Admissions, Assessment, Counseling, & Follow-Up. However, some students may be exempted from the Assessment Placement Process if one or more of the following apply:

- The student already possesses an AA/AS degree or higher from an accredited college or university in the United States.
- The student has participated in the Assessment Placement Process at another California Community College (within the last 2 years) and presents interpreted placement results from the respective college.
- The student has successfully completed an English and/or Math course from an accredited college or university in the United States.

If you meet one of these conditions you will be exempted from the Assessment Placement Process, one part of the Matriculation Process, at the time of submitting the admission application.

Student Rights and Responsibilities

In accordance with the matriculation agreement:

- All students have the right to challenge or appeal any step in the matriculation process. If a student feels that the assessment, orientation, counseling, or any other component of the Matriculation Process is being applied in a discriminatory manner, please see the Matriculation Coordinator in the Matriculation Office (E6-105).
- All students have the right to challenge any prerequisite/corequisite by the challenge deadline (“Prerequisite or Corequisite Challenge Petition” forms are available in the Enrollment Center, Admissions, and Counseling area).
- All students have the right to an efficient Matriculation Process.
- All students have the right to refuse any parts of the Matriculation Process. Please request a “Matriculation Refusal” form at the time of admissions in the Enrollment Center (E6-106).



Prerequisites, Corequisites, and Advisories

Prerequisite: A prerequisite is a measure of readiness for a course or program that a student is (REQUIRED) to meet as a condition of enrolling in a course or program. A prerequisite may be a course, activity, audition, test or similar measure of readiness.

Corequisite: A corequisite is a requirement that (MUST) be satisfied at the time a particular course is taken; usually a corequisite is concurrent enrollment with another course, but may, in certain situations, be completed at an earlier time.

Advisory: An advisory is a measure of readiness for a course or program that is (RECOMMENDED) for students. It may be a course, activity, audition, test, or similar measure of readiness.



Registration Limitation (English & Math Courses included)

All students must meet the prerequisite or corequisite requirement in order to register for courses with prerequisites and/or corequisites. Verify that you have met all prerequisites and/or corequisites prior to enrolling in courses. Students who do not meet the requirements will be blocked from course registration. If a course prerequisite or corequisite was met through

satisfactory completion of a course or assessment placement at East Los Angeles College, clearance for course registration is automatic. If the course prerequisite or corequisite was met at another institution accredited by the Western Association of Universities and Colleges or related accrediting agency, a "Course Prerequisite



Petition" form must be submitted to Admissions (E6-103), Window 1, with appropriate documentation at least 10 days prior to the start of the semester/session. If you wish to review your transcript with a counselor for advisement in course selection, please make an appointment at the Counseling Department (Bldg A2).



Special Accommodations

Any student with a verified disability may arrange an appointment for alternative administration of the Assessment Placement Process (English, Reading and Mathematics) by contacting the Disabled Student Program and Services (C2-8) at (323) 265-8787. Alternative administration may include extended time, larger print, or readers.



Other Exams Offered

- Chemistry 101 Readiness Exam
- Ability to Benefit Exam - alternative to meeting the High School diploma requirement for financial aid qualification purposes only.
- LACCD Math Competency Exam - alternative to meeting the math competency requirement for AA/AS graduation purposes only.

For more information please call the Matriculation Office.



CONTACT INFORMATION

Matriculation Office (E6-105)

Main Line (323) 415-4141

Fax Line (323) 415-4161

Office Hours

Monday - Thursday:

8:00am - 7:00pm

Friday: 8:00am - 4:00pm

East Los Angeles College

1301 Avenida Cesar Chavez

Monterey Park, CA 91754

(323) 265-8650

www.elac.edu

ELAC South Gate Educational Center

2340 Firestone Blvd.

South Gate, CA 90280

(323) 357-6200

Assessment Coordinators:

Sandy Kwan

Main Campus, E6-105

kwans@elac.edu

(323) 267-3759

Laura A. Ramirez

Main Campus, E6-105

ramirela@elac.edu

(323) 415-5338

Leo Rosas

Main Campus, E6-105 - M, W (323) 415-4160

South Gate Ed Cntr - T, Th, F (323) 357-6295

Matriculation Coordinator:

Suzette Morales-Guerra

Main Campus, E6-105

moralesa@elac.edu

(323) 415-5351

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