Online Program

Guide for Online Students

Spring 2010

Los Angeles Trade Technical College

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http://wellness.lattc.edu/online/studguideSp10.pdf
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Important Dates for Spring 2010

Nov. 30 - Spring Registration Begins for Continuing Students
Feb. 8 - First Day of Instruction
Feb. 9 - Moodle Orientation for Fall Classes 6-730pm in L-110
Feb. 12-15 - Presidents Holiday - campus closed
Feb. 16 - Moodle Orientation for Fall Classes 6-7:30pm in L-110
Feb. 20 - Moodle Orientation for Fall Classes 9-11am in L-110
Feb. 19 - Last Day to Add (full term classes)
Feb. 23 - Last Day to Drop with a refund or paying fees
March 5 - Last Day to Drop without a "W" in person
March 7 - Last Day to Drop without a "W" by WEB
March 31 – Cesar Chavez Day - campus closed
March 29-April 5 – Spring Recess
May 7 - Last Day to Drop with “W” in Person
May 9 - Last Day to Drop with “W” using WEB
May 31 - Memorial Day Holiday - campus closed
June 7 - Semester Ends
Be sure to pay attention to drop dates for individual classes as there are a variety of start and stop dates for online classes. You must drop before 75% of the class is completed to avoid getting a letter grade.

General rules on dates for adding and dropping:
- Last day to add (10% of course length).
- Last date to drop without class appearing on the student’s record (30% of course length)
- Last date to drop classes without being graded “W” will be recorded on student’s records (75% of course length)

**Orientations to the Moodle Course Management System**

- Tuesday, Feb. 9 from 6-7:30 pm in LRC-110
- Tuesday, Feb. 16 from 6-7:30 pm in LRC-110
- Saturday, Feb. 20 from 9-11 am in LRC-110

**Special On-Campus Orientation dates for specific classes:**

- **CAOT 82:** Tues., Feb. 16 at 5:30 pm OR Wed., Feb. 17 at 4:30 pm in K-208
- **CAOT 84:** Tues. Feb. 16 at 4:00 pm OR Wed., Feb. 17 at 3:00 pm in K-208
- **CAOT 85:** Tues. Feb. 16 at 7:00 pm OR Wed., Feb. 17 at 6:00 pm in K-208
- **MATH 112, 115, 125, and 227** – select one of the following:
  - Sat. Feb. 6 from 10:00 to 11:30 am in L-004 (LRC Basement)
  - Mon., Feb. 8 from 3:00 to 4:30 pm in L-004 (LRC Basement)
  - Wed., Feb. 10 from 3:00 to 4:30 pm in L-004 (LRC Basement)
- **Math 105** – select one of the following:
  - Tues. Feb. 9 from 3-4:30 pm in L-004 (LRC Basement)
  - Thurs. Feb. 11 from 3-4:30 pm in L-004 (LRC Basement)

**Campus Email accounts:** (Used for Official Communications from Campus)

Information can be found at [http://wellness.lattc.edu/online/studentemailinfo.html](http://wellness.lattc.edu/online/studentemailinfo.html). Also, there is a flash video on student email account set-up available at [http://wellness.lattc.edu/Orientation-Jan09/Orientation-Jan09c.html](http://wellness.lattc.edu/Orientation-Jan09/Orientation-Jan09c.html).

If you need assistance with your campus email account, such as password resets, contact Linda Delzeit (DelzeIL@lattc.edu) or stop by her office at L-270.
### Spring 2010 Online Course Schedule

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice 14 – Report Writing for Peace Officers</td>
<td>7878</td>
<td>3</td>
<td>M</td>
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<tr>
<td><a href="http://wellness.lattc.edu/elarton/AJ14.html">http://wellness.lattc.edu/elarton/AJ14.html</a> (Feb. 8 to Jun. 7)</td>
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<tr>
<td>Anthropology 101 – Human Biological Evolution (Physical Anthropology)</td>
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<td><a href="http://wellness.lattc.edu/phuld/anthro101.html">http://wellness.lattc.edu/phuld/anthro101.html</a> (Feb. 8 to Jun. 7)</td>
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<tr>
<td>Art 101 – Survey of Art History I</td>
<td>7940</td>
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<td><a href="http://wellness.lattc.edu/online/art101.html">http://wellness.lattc.edu/online/art101.html</a> (Feb. 8 to Jun. 7)</td>
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<td>Art 104 – Art Appreciation II</td>
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<td><a href="http://wellness.lattc.edu/online/art104.html">http://wellness.lattc.edu/online/art104.html</a> (Feb. 8 to Jun. 7)</td>
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<tr>
<td>CAOT 82 – Microcomputer Software Survey in the Office</td>
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<td>M</td>
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<td><a href="http://wellness.lattc.edu/online/caot82.html">http://wellness.lattc.edu/online/caot82.html</a> (Feb. 8 to Jun. 7)</td>
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<tr>
<td>CAOT 84 – Microcomputer Office Applications: Word Processing</td>
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<td>CAOT 85 – Microcomputer Office Applications: Spreadsheet</td>
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<td><a href="http://wellness.lattc.edu/online/caot85.html">http://wellness.lattc.edu/online/caot85.html</a> (Feb. 8 to Jun. 7)</td>
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<td>CAOT 133 – How to Succeed in an Online Course</td>
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<td><a href="http://wellness.lattc.edu/online/caot133.html">http://wellness.lattc.edu/online/caot133.html</a> (Feb. 8 to Mar. 19)</td>
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<td>Child Development 001 – Child Growth and Development</td>
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<td><a href="http://wellness.lattc.edu/online/ChildDev1.html">http://wellness.lattc.edu/online/ChildDev1.html</a> (Feb. 8 to Jun. 7)</td>
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<td>English 28 – Intermediate Reading and Composition <strong>[AT] and/or [PR]</strong></td>
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<td><a href="http://wellness.lattc.edu/gangelvasquez/english28.html">http://wellness.lattc.edu/gangelvasquez/english28.html</a> (Feb. 8 to Jun. 7)</td>
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<td>English 101 – College Reading and Composition I <strong>[AT] and/or [PR]</strong></td>
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<td>English 102 – College Reading and Composition II <strong>[AT] and/or [PR]</strong></td>
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<td><a href="http://wellness.lattc.edu/lmoreno/english103.html">http://wellness.lattc.edu/lmoreno/english103.html</a> (Feb. 8 to Jun. 7)</td>
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<tr>
<td>English 206 – English Literature II <strong>[AT] and/or [PR]</strong></td>
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<td><a href="http://wellness.lattc.edu/lmoreno/english206.html">http://wellness.lattc.edu/lmoreno/english206.html</a> (Feb. 8 to Jun. 7)</td>
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<td>Environmental Science 1 – The Human Environment: Physical Processes</td>
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<td><a href="http://wellness.lattc.edu/online/envsci1.html">http://wellness.lattc.edu/online/envsci1.html</a> (Mar. 1 to Jun. 7)</td>
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<td>Geography 2 – Cultural Elements of Geography</td>
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<td><a href="http://wellness.lattc.edu/online/geography2.html">http://wellness.lattc.edu/online/geography2.html</a> (Feb. 8 to Jun. 7)</td>
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<td>Health 8 – Women’s Personal Health</td>
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<td><a href="http://wellness.lattc.edu/online/health8.html">http://wellness.lattc.edu/online/health8.html</a> (Feb. 8 to Jun. 7)</td>
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<td>Health 11 – Principles of Healthful Living</td>
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<td><a href="http://wellness.lattc.edu/online/health11.html">http://wellness.lattc.edu/online/health11.html</a> (Feb. 8 to Jun. 7)</td>
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<td>History 11 – Political and Social History of the U.S. I</td>
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<td><a href="http://wellness.lattc.edu/restrada/history11.html">http://wellness.lattc.edu/restrada/history11.html</a> (Feb. 8 to Jun. 7)</td>
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<td>History 12 – Political and Social History of the U.S. II</td>
<td>History 12 – Political and Social History of the U.S. II</td>
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<td>Humanities 001 – Cultural Patterns of Western Civilization</td>
<td>Humanities 001 – Cultural Patterns of Western Civilization</td>
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<td>Labor Studies 1 – American Labor History</td>
<td>Labor Studies 1 – American Labor History</td>
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<td>Marketing 1 – Principles of Selling</td>
<td>Marketing 1 – Principles of Selling</td>
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<td>Feb. 16</td>
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<td>Marketing 11 – Fundamentals of Advertising</td>
<td>Marketing 11 – Fundamentals of Advertising</td>
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<td>Feb. 8</td>
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<td>Math 105 – Arithmetic</td>
<td>Math 105 – Arithmetic</td>
<td>tmeftagh</td>
<td>Feb. 8</td>
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<td>Math 112 – Pre-Algebra</td>
<td>Math 112 – Pre-Algebra</td>
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<tr>
<td>Math 115 – Elementary Algebra</td>
<td>Math 115 – Elementary Algebra</td>
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<td>Feb. 8</td>
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<tr>
<td>PhysEd 628 – Swim and Run Fitness</td>
<td>PhysEd 628 – Swim and Run Fitness</td>
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<tr>
<td>PhysEd 762 – Ancient Olympic Games</td>
<td>PhysEd 762 – Ancient Olympic Games</td>
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<tr>
<td>Psychology 1- General Psychology</td>
<td>Psychology 1- General Psychology</td>
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<td>Psychology 32- Psychology of Women</td>
<td>Psychology 32- Psychology of Women</td>
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<tr>
<td>Psychology 41- Lifespan Psychology: Infancy to Old Age <strong>[PR]</strong></td>
<td>Psychology 41- Lifespan Psychology: Infancy to Old Age <strong>[PR]</strong></td>
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<td>Public Relations 1 – Principles of Public Relations</td>
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<td>Feb. 8</td>
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<tr>
<td>Course</td>
<td>Credits</td>
<td>Hours</td>
<td>Software</td>
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<td>Refrigeration / Air Conditioning 208 – Refrigerant Management – EPA 608</td>
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<td>Certification</td>
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<td><a href="http://wellness.lattc.edu/construction/refac208.html">http://wellness.lattc.edu/construction/refac208.html</a> (Feb. 8 to Jun. 7)</td>
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<td>Sociology 1 – Introduction to Sociology</td>
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<td><a href="http://wellness.lattc.edu/jgarcia/sociology1.html">http://wellness.lattc.edu/jgarcia/sociology1.html</a> (Mar. 16 to Jun. 7)</td>
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<td>Supervision 1 – Elements of Supervision</td>
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<tr>
<td><a href="http://wellness.lattc.edu/bessler/supervision1.html">http://wellness.lattc.edu/bessler/supervision1.html</a> (Feb. 8 to Jun. 7)</td>
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<td>Supervision 11 – Oral Communications</td>
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<td><a href="http://wellness.lattc.edu/bessler/supervision11.html">http://wellness.lattc.edu/bessler/supervision11.html</a> (Feb. 8 to Jun. 7)</td>
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</tbody>
</table>

Class Management Software (CMS) Codes: M = Moodle; O= Other web-based software. Symbols indicate: [PR] = pre-requisite required; [AT] = assessment test required

Textbook Ordering

Textbooks are now available for ordering online at
http://www.bkstr.com/CategoryDisplay/10001-9604-92404-1?demoKey=d
Please verify the textbook with the instructor’s syllabus before ordering.
English Course Sequence

ESL 1
   ↓
ESL 2
   ↓
ESL 3A
   ↓
ESL 4A
   ↓
ESL 5A
   or
      ↓
ESL 6A
   or
      ↓
ESL 8
   or
      ↓
   English 28 *
      ↓
English 101
   ↓
English 102
   ↓
English 103

Learning Skills 285
Learning Skills 185
Learning Skills 2A
Learning Skills 2B
Learning Skills 2C

* meets AA/AS Graduation requirement
ESL 8 or English 28

Assessment Hours:
Monday, Tuesday, Thursday:
9:00 am – 3:00 pm
Wednesday: 9:00am – 6:00pm
Friday: 9:00 am - 11:30 am

Location: C-107
Phone: (213) 763-5339
Math 101
Beginning Arithmetic:
(Whole Numbers)

Math 105
College Arithmetic
(fractions, decimals, per cent)

Math 112
Pre-Algebra

Math 113
Elementary Algebra I

Math 115
Elementary Algebra (Complete)

Math 114
Elementary Algebra II

Math 121
Essentials of Plane Geometry

Math 125
Intermediate Algebra

Math 215
Principles of Math I

Math 216
Principles of Math II

Math 227
Statistics with Lab

Math 225
Statistics

Math 226
Business Math II

Math 235
Business Math I

Math 236
Business Math I

Math 240*
Trigonometry

Math 245
College Algebra

Math 260
Pre-calculus

Math 265
Calculus I

Math 266
Calculus II

Math 270
Linear Algebra

Math 275
Differential Equations

LOS ANGELES TRADE-TECH
Community College

Math Course Sequence

Assessment Hours:
Monday, Tuesday, Thursday:
9:00 am – 3:00 pm
Wednesday: 9:00am – 6:00pm
Friday: 9:00 am - 11:30 am

Location: C-107
Phone: (213) 763-5339

- Generally 200 level classes are acceptable at UC/CSU
- Math 230 and Math 240 do not meet UC math requirement
- Meets AA/AS graduation requirement
  Math 115 or Math 113 + 114
Course Management Software Information & Log-In Details

**Moodle** (Modular Object-Oriented Dynamic Learning Environment)
Portal: http://moodle.lattc.edu
Login ID = your student ID number
Password = MMDD of your birthday (exception: If you changed the SIS password, then that is your Moodle password.)

Once you log in, your classes for the Fall should appear on the left side of your screen. If not, email your instructor and request the enrollment key ONLY after you have successfully registered for the class and allowed three days for the account to upload automatically.

You must enable cookies and pop-ups when using these course management systems. If you do not know how to do either of these skills, refer to the Technical Help web page at: http://moodle.lattc.edu/mod/resource/view.php?id=73063

Your campus student email accounts have been placed into the student profiles in Moodle. That means whenever your instructor writes a comment about your assignment, the resulting email will be sent to your campus student email id. You can change this to go to another email ID by editing your Moodle profile.

When using Moodle, you can edit each forum to not receive via email every message that is posted. You can also edit your general profile to not receive any emails from Moodle. You might want to ONLY limit the class discussion forums, but allow for your teacher’s news forum postings and his/her assignment feedback messages to reach you. Do NOT complain to your ISP if you are getting the class postings and do not want them. There are illustrated directions on how to edit your Moodle profile linked from the Moodle home page. (http://moodle.lattc.edu/mod/resource/view.php?id=23895) The email messages are NOT spam. They are the result of being in the online class. You can control how many you get, but do not report them as spam to your service provider.

Registering For Online Classes

You can enroll in the college by going to http://www.lacolleges.net/admissions/.

**Step 1: Be sure your enrollment status in the college is current.** If not, submit an online application. If you are a new student to the district who has applied using CCC Apply, one application should serve the purpose of getting into any of the colleges in the district. However, if you have not enrolled through CCC Apply, complete the online application. If you were a student at LATTC who has not completed a course within the past two semesters, you may need to submit a new application. Allow 2 days for processing.
Step 2: Register for the class you want to take. Returning students can do this through the Student Information System (SIS) online, through the STEP (telephone registration system) or in person. New students will need to secure a registration appointment. Once you have enrolled through CCC Apply, you should receive information via email regarding your registration appointment. The email will be sent to the email address you use for CCC Apply. If you do not receive that email, log into the Student Information System to get it. You can register for classes on or after your assigned registration date.


Step 3: Verify your current email ID on the Student Information System (SIS) (https://www.laccd.edu/student_information/sis_logon.asp) is correct. Log into the SIS using your campus registration number (starts with 88) or your social security number. Your PIN is your month and day of birth (MMDD). For example, if you were born on January 7\textsuperscript{th}, your PIN is: 0107. Once logged into your account, edit your email ID if it is not the one you are currently using. If you do not have an email ID listed, put one in there. You can enter your campus email ID if you don’t have another one. Then check your email account during the week prior to your online class starting.

Step 4: College Placement Process: (http://www.lattc.edu/lattc/on_line/placement.htm) Follow the instructions on the Placement page to determine which classes you should enroll. This step is necessary for all Math, English, and classes with a Math or English pre-requisite. (Please see pre-requisite requirements on page )

Step 5: Go to the class homepage (listed on page 4 of this Online Student Guide) and read all directions provided. Follow all of the links. Note the course management system you will be using. Become familiar with it ahead of time. Note the dates for the orientation for your class(es) and make plans to attend.

Step 6: Get your textbook and other materials listed in your course syllabus. Textbooks are now available for ordering online at http://www.bkstr.com/CategoryDisplay/10001-9604-92404-1?demoKey=d Please verify the textbook with the instructor’s syllabus before ordering.

Technical Skills and Knowledge

(Help with these skills at: http://www.lattc.edu/lattc/on_line/techhelp.htm)

1. Email and related skills: You need to know how to use a personal computer to send, receive, and reply to email. You should learn how to log into your campus student email account. Check the Moodle home page for directions and links. Your school name needs to be on your email account. It should not have a fictitious name
on the account. Faculty are only allowed to discuss the work of a student with that student. When email is used to exchange information, it needs to have the student name on the account. You will also be expected to know how to send file attachments with an email message.

2. **Internet access and skill**: Online students need to have access to the Internet, and they need to know how to use a web browser to navigate the World Wide Web. You can use a web browser of your choice but the most common ones are Internet Explorer, Firefox, and Netscape. You will be expected to know how to upload a file to the course management software. Be sure you do not have a space in the filename when you attempt to upload it. While the campus does provide computers for online students to use, you need to have additional Internet access available to you when the campus computers are busy or unavailable. Locating multiple sources will help you succeed and meet all class deadlines with less stress.

3. **Word Processing skills**: You will be expected to type some of your papers using a word processing program such as Microsoft Word or Word Perfect or Claris Works or Open Office. You should be able to save these files in a common .doc or .rtf format. If you do not have Microsoft Word, then you can download a free Word Reader.

4. **Cookies**: You need to know how to set your cookies on the computer you use. Cookies are important so the course management software can keep track of where you have been in the system and what work belongs to you.

5. **JavaScript**: Some course management software used in this program requires you to have JavaScript installed and enabled. Most computers have this working without the user even knowing it. This is true for the new computers but people with older computers can install it.

6. **Pop-ups and Pop-up Blockers**: You need to allow Pop-ups when working with the course management software. If you have turned ON your pop-up blocker software, you need to know how to turn it off when working on the class.

7. **Do not block messages**: If you are a student in a Moodle class, do not set your profile to block messages. This prevents the instructor from contacting you.

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**Reasonable Expectations for Online Classes**

1. The virtual classroom will open on the day the class begins and close on the last day of the term. You will be able to log into your classroom the first week of the semester. You should not expect to log in the day you register for a class.

2. You are expected to read everything on the class home page and follow the links and directions on it.

3. You are expected to drop any online class you do not want to complete. Do not rely upon the instructor dropping you for lack of participation or attendance.

4. Each unit of lecture is equal to 18 hours of “seat time” in a normal classroom. Each unit of lecture should be accompanied by an additional 2 hours of study time. If a 3 unit lecture class is taught in 18 weeks, it would require 3 hours per week of “seat time.” If that same class were taken during a 5-week Fall or Winter term, it would require 10.4 hours per week plus the additional 21 hours of study time. These are good rules for scheduling yourself to work on classes you take online.
5. You are expected to log into the virtual classroom each week as needed to read new announcements from the instructor, read assignments, and submit work on time. In classes that are short-term, you should log in daily. In the event you have technical problems, you are expected to locate another computer to continue logging into the virtual classroom. If work is lost on a home computer, you need to contact the instructor to discuss the issue. Thus, a printed copy of the course syllabus and other pertinent information should be kept for emergency situations when technical difficulties develop.

6. You can expect to have your instructor respond to your email questions and phone calls within a couple of days. If you do not get a response, try again. When leaving a phone message, speak slowly and give your name, class and phone number twice at the beginning of your phone call. If you can’t reach your instructor within 3 days, you can contact the department office and speak to the department chair.

Tips to Be a Successful Online Student

1. Read all of the information on the class home page, the online program home page, and the instructor’s home page to find answers before contacting the instructor to ask questions that are already answered on those pages.
2. Attend the orientations to the course management software and your specific class (if there is one).
3. Keep your email ID listed in the Student Information System current. That is one way your instructor has to contact you.
4. Learn to use your new LATTC student email account. Check the Moodle home page for directions. If you need additional help, go to the Learning Skills Dept in C-102.
5. Check your junk email folder a few days prior to the start of a new class and for at least one week thereafter. The email sent by your instructor might go into your junk mail folder and you would believe the instructor never tried to reach you.
6. Take responsibility for contacting your instructor when you don’t understand what is required of you.
7. Don’t assume your first email or phone call reached your instructor and was read by him or her. If you don’t get a response, contact your instructor again and politely ask for assistance. Give at least 24-48 hours for your instructor to respond. He/she will probably be receiving hundreds of emails and calls each week. He/she is trying to help everyone, but sometimes that task is impossible. Therefore, be understanding and continue to try to reach him/her in multiple ways to get the help you need. You might not get a response to a Welcome Form. The instructor might just take that information and store it for later contact when needed.

Frequently Asked Questions

How do I enroll in online classes? You enroll in online classes the same way you enroll in on-campus classes. Use the STEP (telephone system), or the online student information system through the web, or register in person.
What do I do after enrolling in an online class? Go to the class home page and read all information on it. Follow the links, complete the forms and send email to your instructor. If the syllabus or web page lists the textbook, make arrangements to purchase it. Review the tutorials for your course management system and plan to attend any orientations for your class.

How do I contact my instructor if I need help? First way to contact an online instructor is through the course management system message center. Second way is via phone. After that you can send mail through US postal service, go to campus or even meet them before or after they teach a class on campus. If all of those methods fail, contact the department chair and request the instructor’s assistance.

How do I know what textbooks to buy and how do I buy them? You should check your class home page to verify the textbook information in this guide. You might also check the course syllabus available from your instructor, which could be posted to their personal web sites. You can get your textbooks by going to the campus bookstore or by using the Textbook Order form in this guide.

Are there online meetings or specific meetings on campus for my class? Check the Orientations page at: http://moodle.lattc.edu/mod/resource/view.php?inpopup=true&id=57637 for the most current list of the general course management system orientations and specific class orientations that are posted. Orientations in this Guide are as current as are available at the time it is posted to the web.

How do I log into my virtual classroom? Check the information on your class home page to see if login directions are posted there. If you are using Moodle, go to http://moodle.lattc.edu and read all of the directions on the home page and the links in the upper left hand corner. If your class uses anything other than Moodle, your instructor should provide you with directions via the class home page, his/her web site, or via email. Be careful that some of the textbooks have login directions and those must be purchased at the LATTC bookstore.

How do I submit my assignments and take my tests? In classes that are taught entirely online, assignments are submitted through the course management software. You should get special permission from your instructor if you need to make assignment submissions in any other way. Most tests are also done via the course management software but the instructor might require you to take a midterm and/or final exam on campus.

What should I do if my computer breaks down? The student is expected to locate another computer to continue logging into the virtual classroom. If work is lost on a home computer, the student needs to contact the instructor to discuss the issue. This probably means the student will need a printed copy of the course syllabus and other pertinent information to be prepared for emergency situations when technical difficulties
develop. You should consider keeping back up of all of your work on a thumb drive or email it to yourself where it stays in “cyberspace” until the end of the term.

**Where can I access the online class from on campus?** The availability of computers on campus is not constant from one semester to the next. The open computer lab in C-109 is scheduled to be open from 8 am to 8 pm Monday through Thursday. It is scheduled to be open from 8 am to 1 pm on Friday. You can also try to locate cyber cafes near where you live or work.

**How do I enroll in Math and English classes?** Math and English classes usually have a pre-requisite which can be met by taking the college placement test in C-107 Monday through Wednesday between 9 and 5 or Fridays from 9-11 am. Call (213) 763-5339 to make an appointment or get additional information on the assessment test. If you have taken the pre-requisite at a college within the district, you have met the pre-requisite. If you have taken the pre-requisite class at another college, you will need to bring official transcripts plus a description of the class from the college catalog to matriculation office. You can also file the Prerequisite/Co-requisite Challenge Form. This form is available in the Matriculation Office.

**What are tuition fees and is financial help available?** Community college tuition fees in California are $20 per unit for residents. Non-residents tuition is $159 per unit plus the $20 per unit. The best method to start getting financial aid is to begin at http://www.fafsa.us/index.htm and complete a form. That form will automatically enroll you in both federal aid and the Board of Governor’s Fee Waiver (BOG) for California community college tuition. College financial aid office is located in A-130.

**How do I get my grade transferred to another college or high school once my class is done?** You can start at the campus home page (http://lattc.edu/) and select the Admissions and Records office link. You can then select the Transcript link. Either complete the form online and then print it; or print the form and then fill it out. You need to sign the form and send it to the campus at: Transcript Request, LATTC, 400 West Washington Blvd, Los Angeles, CA 90015

**Can I take a proctored test?** You can take a proctored test. Follow the procedure below:

1. It must be arranged with the instructor on a case by case basis.
2. The exam must be arranged two weeks prior to the due date of the exam.
3. The student is responsible for verifying that the computing environment is compatible for the test taking (ex: all necessary software and plug-ins for the test are installed, current, and working)
4. You must have a back-up plan in place. Have a fax # available at the test taking site for the instructor to fax a printed copy of the test in the event there is a computing environment failure.
5. Upon completion of the test, a printed copy must be mailed with a postmark prior to the time the test closes.
Research Online Using LATTC Databases

Research Online Using LATTC Library Databases

Databases include the following:

- **Academic OneFile** – peer-reviewed journal articles and reference sources
- **Access Science** - McGraw-Hill Encyclopedia of Science & Technology
- **CountryWatch** – Demographic, political, economic, business, cultural and environmental information on countries around the world
- **CQPress** – includes three political databases:
  - **California Political Almanac** – profiles on the state’s government officials
  - **CQResearcher** – Congressional Quarterly reports
  - **Historic Documents** – primary source documents
- **CRC Handbook of Chemistry and Physics** – properties of organic and inorganic compounds
- **NetLibrary** – full text electronic books
- **ProQuest** – includes the following databases:
  - **EthnicNewsWatch** - articles from ethnic, minority, and native presses
  - **Los Angeles Times** – 1985 - current
- **Gale Virtual Reference Library** – electronic reference books, encyclopedias and dictionaries
- **General OneFile** – journal, magazine, and newspaper articles on a wide range of general interest topics
- **Gale Online** – encyclopedia articles from *Encyclopedia Americana* and *Grolier Multimedia*
- **Literature Resource Center** – literary criticism articles, overviews and biographies
- **Literary Databases** – including *Contemporary Authors, Contemporary Literary Criticism Select*, and *Dictionary of Literary Biography*
- **Opposing Viewpoints Resource Center** – viewpoint articles on controversial issues, topic overviews, statistics, periodical articles, and links to web resources
- **Oxford English Dictionary** – authoritative dictionary of the English language, including etymological analysis and pronunciation guide
- **PowerSearch** – search over 30 Thomson/Gale databases at once using PowerSearch (see list of databases on library’s Research Databases webpage: [http://library.lattc.edu/libdatabases.html](http://library.lattc.edu/libdatabases.html)

To access the library databases, go to [http://library.lattc.edu/libdatabases.html](http://library.lattc.edu/libdatabases.html), or click on the “Research Databases” button from the library’s homepage: [http://library.lattc.edu](http://library.lattc.edu).

For remote access, you will be asked to login after you select a database:
**Username**: enter your student ID number.
**Password**: enter your birth date in six digit format (mmddyy) without slashes. February 14, 1975 would be 021475.

Open-access electronic resources can be found at the Library’s [Web Reference Sources](http://library.lattc.edu/onlinerefsrc.html), located under “Internet Research” on the Library’s navigation bar.

Selection of research tools including links to library catalogs, library databases and open-access periodicals can be found at the [Library Resources](http://library.lattc.edu/libres.html), located under “Library Information” on the Library’s navigation bar.

**ATTENTION STUDENTS! CONSTRUCTION UPDATES!**

Many of the student services once housed in the A-Building have moved to temporary buildings (bungalows) just south of (behind) the Library & LRC/L-Building. The following offices are now located:

- EOPS (Bungalow TR & TQ)
- CalWorks/GAIN (Bungalow TE)
- Financial Aid (Bungalow TP & TN)
- Student Services (Bungalow TF)
- Nursing Department (Bungalow TG)

However, the Student Services are planning to move into the new south campus building in January. So please go to the temporary buildings first and look for signs indicating where their new offices are located.

**The Employment Center** has been moved to the C Building. It is located at C-105. **Access to the A-Building is limited** - the east wing is completely closed due to construction.

Additional campus construction updates can be found at the following link: [http://www.lattc.edu/lattc/a-aa/report.htm](http://www.lattc.edu/lattc/a-aa/report.htm)
Trade Tech Wireless Access in LRC and ASO Student Lounge
(Soon to be installed all over campus)

Username: (this is your 88 student ID number)
Password: (Birthday the format is MMDDYY)

Students who use the wireless access points in the LRC and the ASO Student Lounge are required to know how to manipulate their specific laptop wireless settings. The library personnel are not trained to assist you. These are basic directions:

1. Turn on wireless adapter and connect to LATTC-Wireless.
2. Open Firefox (if IE does not work for you) and when you attempt to connect to the Internet, it will ask you to accept Active-X control. Do so and then download the Cisco Clean Access software. Install the Cisco Clean Access software.
3. Attempt to access the internet again and log in using screen directions above. If Firefox does not work, try Internet Explorer 7.
LATTC Academic Honesty and Standards of Student Conduct

LATTC Standards of Student Conduct: A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment and to engage in the sustained and independent search for truth.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All visitors making use of the facilities or grounds of any college of the District will be asked to sign a statement that they have received the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. Signature will not be a prerequisite to activities on campus. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include but are not limited to the following:

Board Rule 9803.12 Dishonesty. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

Disciplinary action may be taken upon a student who violates Board Rule 9803.12

(Refer to http://www.lattc.edu/lattc/catalog/catalog_general_information.htm - ssc for additional information on Student Conduct at LATTC.)

In order to assist all students in their quest to avoid plagiarism and cheating, the following references are being given. These include facts on plagiarism, note taking, proper references and permissions to use published material. If you have any questions, you can ask the librarian or your instructor to assist you.

Plagiarism Links:
- Northwestern University Academic Integrity: http://www.northwestern.edu/uacc/plagiar.html
- Fairfield University Library – Links on Plagiarism and Copyrights: http://www.fairfield.edu/x7990.xml
- Fairfield University Library
  - Note taking Tips: http://www.fairfield.edu/x14506.xml
  - Quotation Tips: http://www.fairfield.edu/x14507.xml
Paraphrasing Tips: http://www.fairfield.edu/x14508.xml
Citation Styles: http://www.fairfield.edu/x14509.xml
Works Cited Tips: http://www.fairfield.edu/x14511.xml

- DePauw University - Avoiding Plagiarism:
  http://www.depauw.edu/admin/arc/writing_center/plag.asp
- University of Southern Wales: Avoiding Plagiarism:
  http://www.lc.unsw.edu.au/onlib/plag.html

General Reference Links to assist students with research:
- Long Island University’s list of extensive references links: 
  http://www.liu.edu/CWIS/CWP/library/ref/virtual1.htm#Art
- LATTC Library Links and Online Resources:
  http://www.lattc.edu/dept/TLIB/Reference Resources.htm
- Marin College Professor Links to Research & Tutorials:
  http://www.marin.cc.ca.us/~adair/workshop.html
- Marin College Professor – Essay Writing Tips:
  http://www.marin.cc.ca.us/~adair/tips.html
- Purdue University Library Quick Reference Links:
  http://www.lib.purdue.edu/eresources/readyref/
- Oxford Reference Online:

Note: Copying large sections of an online document and placing it into your paper is not acceptable. You will be expected to write your assignments in your own words. Assignments which are plagiarized can result in a failing grade on that assignment. Plagiarizing assignments repeatedly will result in multiple failed assignments, which will impact the semester grade.

Hours for Computers and Other Services - Fall 2009

The Learning Skills Center web site has promised to keep a schedule of available computer lab times and locations for use by the LATTC Online students. The normal Learning Skills Computer Lab hours are posted at: http://www.lattc.edu/dept/tlsc/cl.html and the C-109 Open Computer Lab is scheduled to be open from 8 am to 8 pm Monday through Thursday plus Fridays from 8 am to 2 pm. Saturday & Sunday closed. Check their web site for updates. http://www.lattc.edu/dept/tlsc/main.html

Los Angeles Trade Technical College Computer Lab Policy:

1. All students using computing facilities are expected to operate within the bounds of federal and state law and District policies and standards.
2. One and only one user will be assigned to a computer.
3. Children are not allowed in the Computer Lab unless they are enrolled in a class.
4. Use the computer lab solely to support the instructional process.
5. Maintain a professional and personal courteous environment and attitude.
6. Food and drinks are not allowed in the lab.
7. Phones and pagers must be either off or on vibrate in the labs.
8. Every student using the Computer Lab MUST have a current LATTC student ID card. **Student ID cards** available Tuesdays & Wednesdays 9 am - 6:30 pm in R-100. Current fee receipt and valid photo ID required.

**Los Angeles Community Colleges District Policy:**

1. Conduct that violates District policy with respect to computing facilities includes, but is not limited to, the following:
2. Sending harassing, intimidating and/or threatening messages through electronic mail or other means.
3. Downloading, storing or displaying obscene or pornographic material.
4. Using computing facilities in a manner that violates copyrights, patent protections or license agreements, including using pirated or unlicensed software.
5. Knowingly performing an act, which interferes with the normal operation of computing facilities, causes damage or places excessive load on the system including installing software without authorization.
6. Attempting to circumvent data protection schemes, uncover security loopholes or gain unauthorized access to any information or files.
7. Intentionally entering, recording or causing to be recorded any false, inaccurate or misleading information into the computer systems.
8. Sending mass advertisements or solicitations, or political mass mailings as defined by the Fair Political Practices Commission.
9. Using computing facilities for commercial or personal financial gain.
10. Excessive usage of online “chat lines” and computer games.

**Contact Information**

LATTC Online Program Director: (213) 763-3733, located in L-270
   Linda Delzeit-McIntyre (DelzeiL@lattc.edu)
Admissions and Records Office – (213) 763-5300
Assessment Center – Basement of K building - (213) 763-5339
Bookstore – (213) 763-7210
College Sheriff – (213) 763-3600 (business) and 763-3611 (emergency)
Counseling Center – (213) 763-7354
Disabled Student Programs and Services – (213) 763-3773
EOPS/CARE – (213) 763-7117
ESL Center – (213) 763-5337
Evening Office – (213) 763-5560
Financial Aid Office – (213) 763-7082
Information Center – (213) 763-5337
Learning Skills Center – (213) 763-3738
Library – (213) 763-3950
Matriculation – (213) 763-5348
Bridges to Success (additional K-12 information) – (213) 763-5560

**Faculty Directory**

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<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Awainisyan, Aida</td>
<td>(213) 763-7330</td>
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Walker, James  (213) 763-7129  walkerjf@lattc.edu

Additional campus phone numbers can be located online as follows:
Faculty and staff: http://www.lattc.edu/lattc/directory.htm
Departments: http://www.lattc.edu/lattc/directorydepts.htm

- If you have problems inside the virtual classroom – contact your instructor.
- If you have problems logging into your Moodle or campus email accounts – contact Linda Delzeit-McIntyre and indicate which account, your name and student ID number.
- If you believe your instructor is “absent” and is neither responding to you nor grading assignments for more than a week, contact the dept. chair or the dean over that discipline.

**Steps to Add an Online Class That is Closed**

Following are the steps by which a student can request to be added to an online class that is closed. This process allows for adding an online class without using the printed add permit and without going to the campus to process it.

**Step 1:** The student sends an email request to the Teacher. E-mail criteria includes:
- Email must be sent from the same email listed for that student in the Student Information System (SIS).
- The name on the email message header matches the students name in the SIS
- State student name in the email
- State class, section number wishing to add
- Include Term wishing to take the class (i.e. Winter, Spring, Fall, Fall)

**Step 2:** Instructor forwards the email to Admissions and Records office and includes a statement indicating the student has permission to add the class.

**Step 3:** The Admissions and Records office processes the request and sends email to the instructor with the outcome. The instructor communicates the outcome to the student.
Directions for Concurrent K-12 Students with Online Classes Fall ‘09

1. Enroll in the college using CCC Apply Online.
   a. Go to http://www.lacolleges.net/admissions/ and Option 1 – Select Los Angeles Trade Technical College.
   b. Go through the enrollment process completing the form online. You need to submit an accurate and complete email address so you can be sent your Student ID number.
   c. It is best if you enter your social security number into the application. It will allow you an alternative way to get your student ID if the standard procedure fails.
   d. Print the confirmation page and keep for your records.

2. Complete the K-12 Concurrent enrollment Application.
   http://college.lattc.edu/bridges/files/2009/09/k12_app.pdf   The form requires signatures from student, parent, and counselor. Again, enter your email address on the form, even if it is at the bottom. Fax the K-12 form to (213) 406-1237.

3. Visit the Moodle Web Site list of Online classes:
   a. Click on the list of Spring 2010 classes and then click on the section number for each class you wish you take. That will take you to class home page where you can get additional information for your class.
   b. Check out the other links and information available from that page. Get textbook information from the web page if listed.
   c. Review the Online Student Guide.

4. Order your textbooks from the campus using the online services, or get the books from other online retailers. Some textbooks can only be purchased from the campus. It is best to verify textbooks by checking the instructor syllabus prior to ordering them.

5. Visit the Moodle home page at: http://moodle.lattc.edu
   a. Read the directions for how to log in, how to edit your profile, and when the accounts will upload.
   b. Watch the flash video file that provides some orientation to the course management software.
   c. Review the directions for the campus email accounts. New email accounts are uploaded once a week. Communication from online instructors is sent to the campus email accounts until a student logs into the Moodle server and edits his/her profile to use a different email id.

6. Visit the Student Information System and become familiar with how to log in, check the schedule, drop classes, and see the unofficial transcript. Students are responsible for using this system to drop classes and verify grades before ordering transcripts.
7. Visit the Admissions and Records home page to find where and how to order transcripts at the completion of the class.
   http://www.lattc.edu/dept/TADR/admissions.htm

Primary Contacts:
Bridge to College Office: (213) 763-5560 – Sylvia Garcia (bridge@lattc.edu)
Online Program Office: (213) 763-3733 – Linda Delzeit-McIntyre (DelzeiL@lattc.edu)

Los Angeles Trade Technical College
Bridge to College Program-Concurrent High School Enrollment

The Bridge to College Program at Los Angeles Trade Tech College (LATTC) provides students the opportunity to concurrently enroll in college courses while still in high school. The purpose of the program is to provide advanced scholastic and educational enrichment opportunities for eligible students.

Eligible Courses

- Degree-Applicable/Advanced Scholastics: courses applicable towards a two or four year degree or courses beyond the scope of a high school’s program.
- Vocational Training: any course in any vocational field (e.g. Architecture, Automotive, Cosmetology, Electrical, etc.)
- Noncredit Courses: open entry/exit courses that do not carry any college unit credit intended for personal enrichment.

Parent/Guardian Information

New students are required to attend an orientation accompanied by a parent or guardian. Students are required to submit a complete Concurrent Enrollment Form for every term they are enrolled. Parents must review and initial the following as part of the registration process:

- Parents/guardians are responsible for ensuring that the student is appropriately supervised before class begins, after the class finishes and if and/or when class is cancelled and/or dismissed early. Los padres o guardianes del estudiante son responsables por la supervisión del estudiante. (For online clases, this does not apply.)
- Health and enrollment fees and non-resident tuition are waived for concurrent students as long as they are enrolled part-time (11 units or less during Fall/Fall). All books and class materials are your responsibility. You may purchase books at the LATTCC Bookstore (K-102). Los estudiantes son responsables de obtener los libros o materiales necesarios para la clase(s).
- Students will be treated as adult college students. LATTC cannot and will not provide parent/guardian with any personal information including but not limited to:
Los estudiantes serán tratados como adultos al asistir al colegio. LATTCC no puede proveer ninguna información personal del estudiante a padres o guardianes incluyendo:

- Counselor/Student Services Contact- Información de conserjería
- Grades- Calificaciones
- Attendance- Asistencia

By initialing the above information, I acknowledge that I have attended an orientation and have been informed and understand all the information provided. (Online Orientation is also available at http://lattc.kzonetworks.com with login ID = guest and password = guest)

Online students need to submit an email ID at the time of college enrollment. That email ID will be used to send the college student ID number. That student ID number will be used as part of the login process for the Student Information System, the campus email and the virtual classroom login id. It is the student and parent’s responsibility to be sure to get this student ID 2-4 days after doing the college enrollment process online. If you do not get the student ID via email, contact the Bridge to College Office at (213) 763-5560.

Only new students are required to attend an orientation accompanied by a parent or guardian, should my child decide to continue their enrollment in future terms, I must review and sign the Concurrent Enrollment Form each semester.

___________________________________  _______________________
Parent/Guardian Signature          Date

Please print, complete, sign and fax the two pages you download from http://college.lattc.edu/bridges/files/2009/09/k12_app.pdf and complete to (213) 406-1237. Be sure to include your complete email address on this form so you can be sent your student ID via email.

Email ID: _____________________________________________________
CONTRACT FOR ISSUANCE OF INCOMPLETE GRADE

Board Rule 6702 - Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

Student Name: ________________________ Student Number: ________________________
Address: ______________________________
City: ________________________ State: _______________ Zip: ________________________
Phone: ______________________________

Instructor: ______________________________
Course Title: ______________________________
Course Number: _______ Section: _______ Units: _______ Term: _______ Year: _______
Course Requirements to be completed: ______________________________

The student understands that the course requirements detailed above must be met within one year of the end of the term in which the "I" grade is assigned (provide date) _______. The student may petition for a time extension due to unusual circumstances. If the course requirements have not been satisfactorily met by this date, a grade of ______________________ will be issued as the final course grade.

STUDENT SIGNATURE: ________________________ DATE: ________________________

The instructor understands that the final course grade must be sent to the Admissions Office within two weeks of the contracted date above. If a grade has not been received by this date, the grade specified above will be issued to the student.

INSTRUCTOR SIGNATURE: ________________________ DATE: ________________________

Instructor: Make four copies of this contract and disseminate as follows: (1) retain a copy for your records, (2) submit a copy to Admissions Office with incomplete grade, (3) provide a copy to the student, and (4) provide a copy to the department chair/office.