

ASSESSMENT AND PLACEMENT POLICIES

Los Angeles Mission College



This report is part of a series of summaries that outlines the assessment and placement policies used across the nine community colleges that comprise the Los Angeles Community College District. The information presented in this report was collected from college websites and district documents.

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Matriculation

Los Angeles Mission College (LAMC) recognizes matriculation as an agreement between the student who enrolls in *for credit*-courses and the college. Through matriculation, the student's educational goals are met through these five services. These are:

- ❖ **Admissions:** LAMC provides prospective students with an opportunity to enroll in person or online. New students must apply if they have never attended LAMC or have not been enrolled in classes for a year or longer.
 - High school graduates are eligible to enroll online or on the college campus
 - High school students over the age of 13 are eligible to enroll in dual credit programs upon completion of the "Supplemental Application for Admission of Students in Grades K-12"
 - International students with a F-1 visa need to apply for admission through the LACCD
 - LAMC does not provide information on how undocumented students can apply
- ❖ **Assessment:** All new students are required to take an assessment in mathematics and in English-as-a-Native-Language (ENL) or English-as-a-Second-Language (ESL). LAMC informs students that assessments take about 2 to 2 ½ hours to complete. Assessment tests are available on a walk-in, year-round basis.
- ❖ **Orientation:** The purpose of orientation is to present students with important information about college programs, policies, procedures and services. Orientation also helps students to better understand the college catalog, schedule of classes and plan a course of study. During orientation students are taught the steps of matriculation and the importance of meeting with counselors. Orientation is recommended, though not required, for all new students.
- ❖ **Counseling:** Counseling provides students with assistance with developing academic goals, career planning, and addressing personal concerns. All students are strongly urged but not required to make an appointment with a counselor prior to registration to develop a student educational plan. Two kinds of counseling are available to students: 1) drop-in counseling, and 2) in-depth counseling. Students can access drop-in counseling when they have basic questions; these sessions are limited to ten minutes. Students with more in-depth questions must make appointments with the counseling department.
- ❖ **Follow-up:** After their first semester, students can continue to receiving follow-up counseling services to help them choose a major, prepare to transfer, or further develop their educational plan. Students are advised to meet with a counselor at least once a semester.

Who is eligible for matriculation?

- Students who are pursuing a vocational certificate
- Students who are pursuing an associate's degree
- Students who are pursuing to transfer to a four-year university or college

Who is exempt from matriculation?

- Students who have earned an associate's degree or higher
- Students who are enrolled in recreational and/or personal growth classes only and have no intention of earning a degree or certificate

Registration

Students may register for classes after they have submitted an application for enrollment. Students can register online for classes.

LAMC does not provide information regarding whether new students need to meet with a college counselor to determine which classes are most appropriate for their academic abilities or vocational pursuits.

Prerequisites, Co-requisites, and Advisories:

- A prerequisite is a course that must be satisfied prior to enrolling in the target course.
- A co-requisite is a course that must be taken simultaneously with the target course. In some instances, the co-requisite may be satisfied before enrolling in the target course.
- Advisory is a course or condition that a student is advised (but not required) to meet prior to enrolling in the target course.

Assessment

Prior to 2009, LAMC used ACCUPLACER to place students in math. Today, LAMC uses the paper-and-pencil version of the Mathematics Diagnostic Testing Project (MDTP) for student math placement.

Assessment test used to place students in math?

- MDTP; ACCUPLACER

Who should take the assessment test?

- Students who are pursuing a vocational certificate
- Students who are pursuing an associate's degree
- Students who are pursuing to transfer to a four-year university or college
- Students who are undecided about their specific goals and considering one of the above options

Who is exempt from being assessed?

- Students who have already earned an associate's degree or higher
- Students who are enrolling in recreational and/or personal growth classes only and have no intention of earning a degree or certificate
- Students with assessment results from another college that uses assessments on the list of approved instruments for California Community Colleges, or have completed math courses at other colleges. Students must present transcripts and/or assessment results to a college counselor

How often can a student take the assessment test?

- Students can retest one calendar year after their test date

What is the frequency with which tests are offered?

- Tests are available year-round.

Are sample test questions available?

- Yes, LAMC provides students with sample tests online:
<http://www.lamission.edu/math/MDTP%20sample%20test%20and%20guide.aspx>

Cut Scores

ACCUPLACER cut scores of 2004—2009 are shown below,

2004–2009	Arithmetic test			Elementary Algebra test					College Level Math test				
LAMC Cut Scores	AR < 66	66 ≤ AR < 82	82 ≤ AR	EA < 21	21 ≤ EA < 61	61 ≤ EA < 80	80 ≤ EA < 109	109 ≤ EA	CLM < 60	60 ≤ CLM < 75	75 ≤ CLM < 87	87 ≤ CLM < 103	103 ≤ CLM
Recommended course placement	105	112	Take EA test	Take AR test	112	115 113	125	Take CLM test	Take EA test	227 238 245 215 121	240	260	265

Student Background Questionnaire

LAMC administers a student background questionnaire to gather information on students taking assessment tests. ESL and ENL students complete different student background questionnaires.

Bolded questions are treated as multiple measures.

The following questions make up the **ENL** portion of the Student Background Questionnaire:

- 1) Is English the first language you learned?
- 2) What is the total number of years you studied mathematics in high school? Count less than a full year as a year, but do not count a repeated year of the same course as an additional year of study.
- 3) Did you study algebra for at least one semester in high school?
- 4) How long has it been since you have taken a mathematics course or other formal mathematics training?
- 5) Are you a high school graduate or do you hold a GED certificate?
- 6) Do you intend to apply for Federal financial aid?
- 7) How many hours per week do you plan to attend classes?**
- 8) How many hours per week so you plan to be employed while enrolled?**
- 9) Are you returning to college after being away from education for a period of time?
- 10) How important to you is it that you go to college?
- 11) How important is it to the people closest to you that you go to college?
- 12) What was your high school grade point average?**

13) What was the highest level math you completed with a grade of C or better?

14) How long ago did you complete your last math class?

15) What was your grade in the last English class completed?

16) Which of the following described your best writing skill?

ESL Student Background Questionnaire:

1) How many hours per week do you plan to attend classes?

2) How many hours per week do you plan to work?

3) Is it important to you to go to college?

4) What was the highest math you finished with a "C" or better?

5) How long ago did you finish your last math class?

6) What was your grade in your last English or ESL class?

7) How good is your English writing?

8) How good is your writing in your native language?

9) How much English do you use at home, with friends, and at work?

10) How many years of school did you finish before coming to the United States?

Multiple Measures

LAMC draws on information gathered from the student background questionnaire to determine the number of multiple measure points a student receives. At LAMC, multiple measures examine the amount of time a student plans to devote to school, the importance they place on education, and a student's success in high school. ENL and ESL students receive points for different questions. For example, ESL students receive points for the amount of English they speak outside of school while ENL students receive points for their high school grade point average. Both ENL and ESL students can receive a maximum of three multiple measure points added to their assessment score.

ENL multiple measure questions:

ENL Questions	Answers	Additional Points
Question 7: How many hours per week do you plan to attend classes	a) Less than 3 hours	+0.5
	b) 3-5 hours	+0.5
	c) 6-8 hours	+0.5
	d) 9-11 hours	+0.5
	e) 12 hours or more	+0.5
Question 8: How many hours per week do you plan to be employed while enrolled?	a) 0 hours per week	+0.5
	b) 1-9 hours per week	+0.5
	c) 0-19 hours per week	+0.5
	d) 20-29 hours per week	+0.5
	e) 30-39 hours per week	+0.5
	f) 40 hours or more per week	+0.5
Question 12: What was your high school grade point average?	a) A average (3.50-4.00)	+1
	b) B average (3.00-3.49)	0
	c) C average (2.00-2.99)	0

	d) D average (1.50-1.99)	0
	e) F average (Below 1.50)	0
Question 13: What was the highest level math you completed with a grade of C or better?	a) None	0
	b) Basic Math	0
	c) Beginning Algebra	0
	d) Geometry	0
	e) Intermediate Algebra	0
	f) Trigonometry	+0.5
	g) Pre-calculus or calculus	+0.5
Question 16: Which of the following describes your best writing skill? I feel confident writing:	a) a sentence	0
	b) a paragraph	0
	c) a page	0
	d) a 3 to 5 page essay	+0.5
	e) I am not confident writing a sentence	0
Total multiple measure points	Maximum total points added	3

ESL multiple measure questions:

ESL Questions	Answers	Additional Points
Question 1: How many hours per week do you plan to attend classes?	a) Less than 3 hours	+0.5
	b) 3-5 hours	+0.5
	c) 6-8 hours	+0.5
	d) 9-11 hours	+0.5
	e) 12 hours or more	+0.5
Question 2: How many hours per week do you plan to work?	a) 0 hours per week	0
	b) 1-9 hours per week	0
	c) 0-19 hours per week	0
	d) 20-29 hours per week	+0.5
	e) 30-39 hours per week	+0.5
	f) 40 hours or more per week	+0.5
Question 3: Is it important to you to go to college?	a) It is not important to me	+0.5
	b) It is a little important	+0.5
	c) It is very important	+0.5
Question 4: What was the highest math you finished with a "C" or better?	a) None	0
	b) Basic Math	0
	c) Beginning Algebra	0
	d) Geometry	0
	e) Intermediate Algebra	0
	f) Trigonometry	+0.5
	g) Pre-calculus or calculus	+0.5
Question 9: How much English do you use at home, with friends, and at work?	a) I don't use much English outside of class	0
	b) I often hear and read English outside of class, but most of the time I do speak or write it.	0
	c) I often hear, speak, read and write English outside of class	+0.5
Question 10: How many years of school did you finish before coming to the United States?	a) None	0
	b) 1 to 3 years	0
	c) 4 to 6 years	0
	d) 7 to 9 years	0

	e) 10 to 12 years	+1
	f) 13 years or more	+1
Total multiple measure points	Maximum total points added	3

*A combination of answers to questions 1 and 2 can equal 1 point **or** a combination of answers to questions 1 and 3.

Course Challenge Petition

Students without transcripts, or other proof of meeting the prerequisite or co-requisite, but believe they have other evidence that they are prepared to take the target course may go through the prerequisite/co-requisite challenge process. LAMC advises students to meet with counselors to determine if they have sufficient evidence to challenge a prerequisite or a co-requisite. Students can also receive information about the challenge process from the counseling department.

A student may challenge any prerequisite or co-requisite on one or more of the grounds listed below:

- The student has the knowledge or ability to succeed in the target course despite not meeting the prerequisite or co-requisite¹
- The prerequisite or co-requisite is not valid because it has not been established in accordance with the LACCD's policy
- The prerequisite or co-requisite is being applied in an unlawfully discriminatory manner
- The prerequisite or co-requisite has not been made reasonably available causing the student undo delay in completing his/her educational goal

Supporting Documentation

- Copy of high school/college transcript
- Written documentation of work or related experience from employer
- Doctor's statement
- Personal written statement

Procedure to file a Course Challenge Petition

- Students need to complete the challenge form, attach appropriate documentation, and take the form to the Chair and/or Vice Chair of the department through which the course in question is being offered.
- The Department Chair and/or Vice Chair will then review the challenge. If the Chair or Vice Chair is the instructor of the course the student wishes to enter, then the Chair or Vice Chair will identify another faculty member in the discipline to review and approve the challenge form.
- The Matriculation Coordinator will contact the student of the results of the challenge.
- If the challenge is approved, the student will be given authorization to enroll in the desired courses from the Admissions department.
- If the challenge is denied, the student may appeal the decision to the Vice President of Academic Affairs. Notification of the appeal decision will be sent to the student within five working days after its receipt.

¹ Criteria for challenging based on knowledge or ability to succeed is determined by each academic department.

Counseling

The Counseling Department at LAMC advertises that they provide students with walk-in and online counseling sessions. All students are strongly urged to make an appointment with a counselor prior to registering for classes for the purpose of establishing a student educational plan.

LAMC counseling emphasizes academic support including transfer, vocational, career, and general counseling. Services are in place to help students decide on a program of study or career choice, navigate the prerequisite/co-requisite challenge process, and address other personal concerns. "The goal of Counseling is to assist students in developing a student educational plan by choosing a course of study to meet requirements for associate degrees, certificates, skill awards, and career planning."

There is no specification as to whether students are required to attend a counseling session.

Sources

Los Angeles Mission College: Matriculation. (2001). Los Angeles Mission College Matriculation. Retrieved from <http://www.lamission.edu/matriculation/>