

Go West, Go Far

Best Practices for Onboarding and Enrolling Adult School Students Into College

LARAEC Conference
March 10, 2018



West

Purpose

Explain how WLAC has worked in partnership with Emerson Adult School, Los Angeles Technology Center, Mar Vista Housing Projects, Venice Skills Center & Venice High School to offer noncredit courses which teach students how to navigate successfully through the onboarding process and on to a successful college journey.

West

Presenters

- Allison Tom-Miura, WLAC Dean
- Carlos Perales, WLAC Counselor
- Michelle Cohen, LATC Academic Pathways Advisor
- Moises Gomez, ACCT Advisor

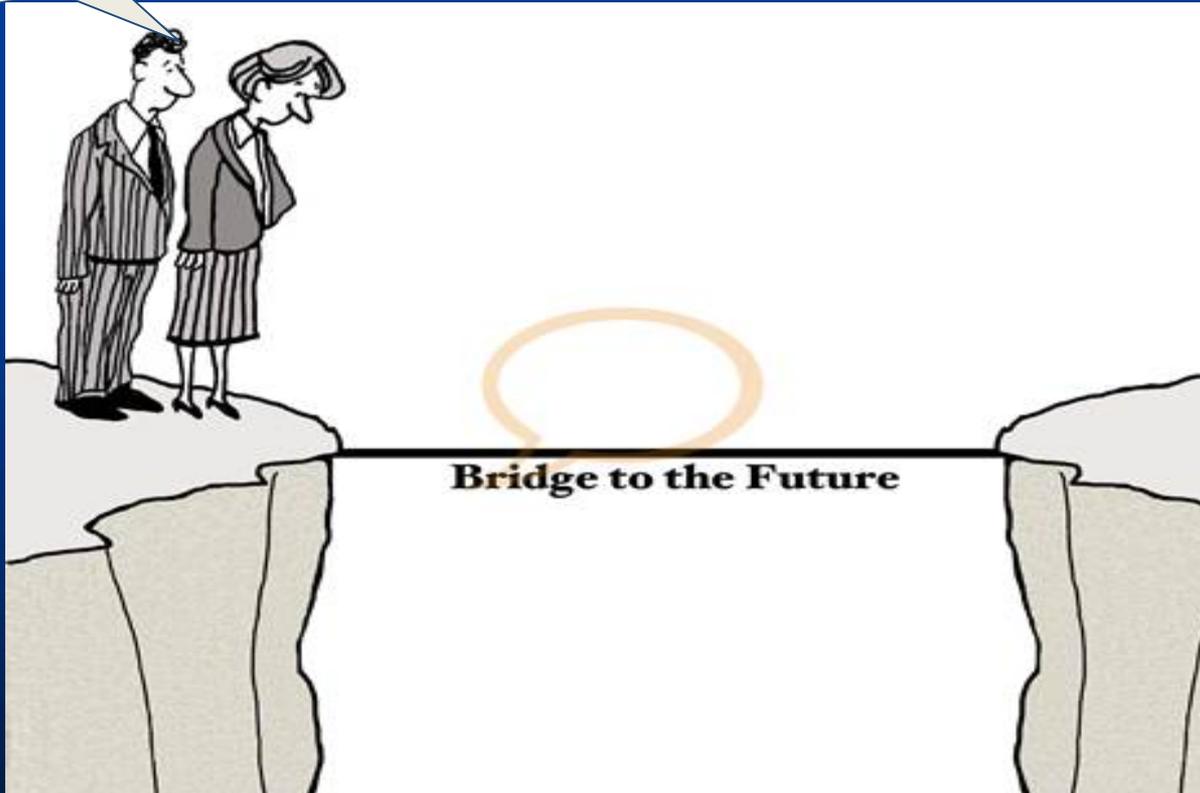
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Presentation Overview

1. Gearing up to organize a registration event with partner adult school
2. Benefits of Basic Skills 75 to orient students to college and use to manage enrollment
3. College Readiness at LATC
4. Future Goals
5. Q & A

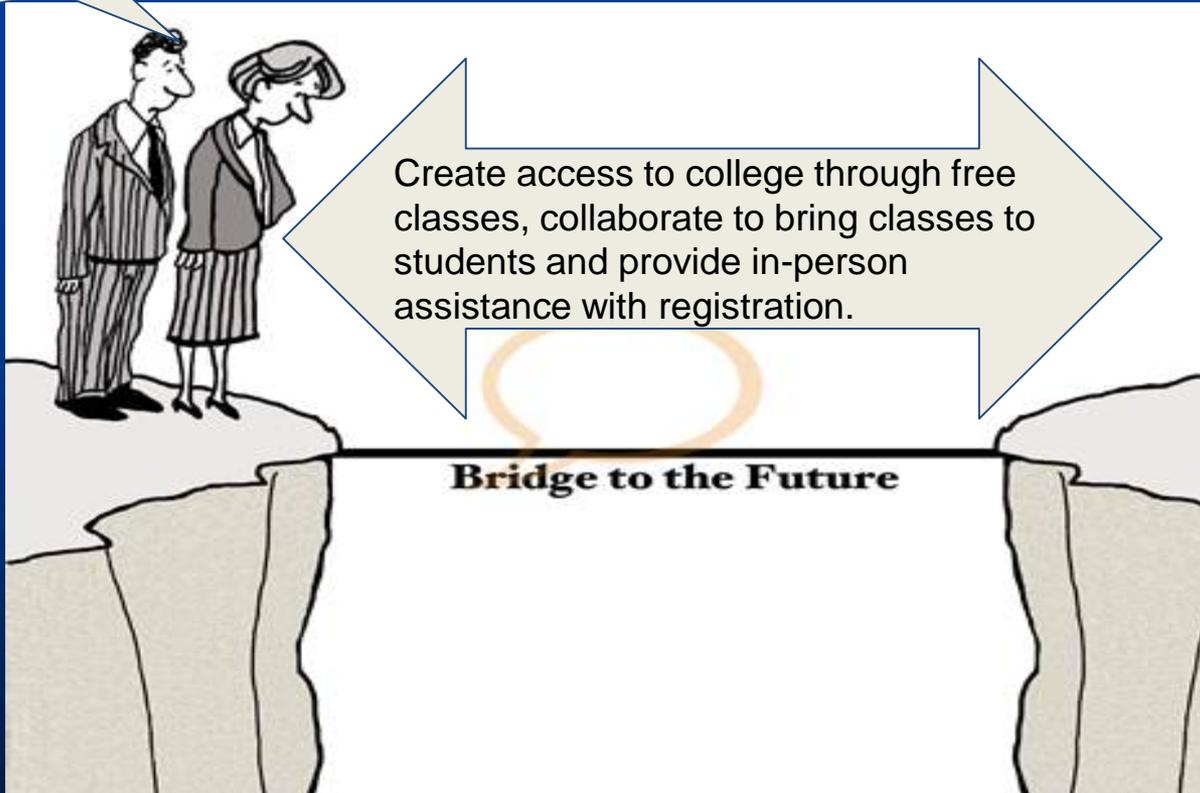
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Bridging The Gap



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Bridging The Gap



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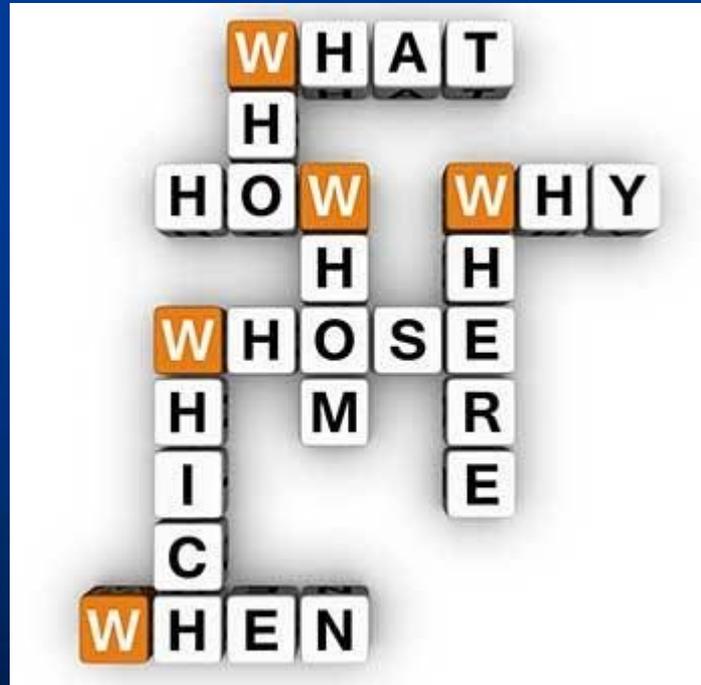
Basic Skills 75 - Intro to Post-Secondary Education

Orienting and Transitioning Students to College

Session 1	Session 2	Session 3	Session 4
<ul style="list-style-type: none">• Orient students about college systems & options• Assist with completing college application and add sheet• Document access info on temporary student ID card	<ul style="list-style-type: none">• Introduce career pathways and options• Introduce online career exploration options• Introduce degrees, certificates and transfer options• Teach how to read catalog & class schedule	<ul style="list-style-type: none">• Give virtual tour of the website and college• Introduce students to Student Info System portal, LACCD email and CANVAS (online and web-enhanced classes)• Introduce student support services	<ul style="list-style-type: none">• Assist students with starting & completing FAFSA or fee waiver• Campus tour and WLAC picture ID

Follow up with students to complete college application & class registration

So what does it take to bring
classes to a partner site?



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Evaluating an Off-Site Partnership

1. Internet access and computers
 - a. Is a computer lab or Wifi available?
 - b. If no wifi or computer lab is available, a cell phone Mobile Hotspot may be used to connect to the web
2. How many students can we seat? Is there traditional seating stations?
3. Is there a whiteboard or projector available for use?
4. Does site require a space use agreement?
5. Parking available for Instructor/WLAC team member?
6. Schedule registration events during the time and day that you anticipate the class to be scheduled
7. Language population
8. Understanding population and approaching students about the class



Culver City Adult School

- Basic Skills 75
- My experience teaching the class
- Feedback from students said...
- Class visits
- Short presentations



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Preparing Students for Their Orientation/Registration Class

- Bring a form of identification
- Every student needs an email address (we help them create one)
- Write down CCCApply and email username and password
- Confirmation email vs acceptance email
- ID is generated 3-5 days
- Explain acceptance email confirmation has pricing that doesn't apply to them

Evolution of LACCD Application

- Paper Application (Pre Fall 2017)
- Fall 2017 (Online CCCApply Application)
 - Requires email address
 - Student must create a username, password, pin number, and answer security questions

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- **Summer 2018**
 - **Introduce new one-page paper application for adults only taking noncredit courses!!**

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Student Information Cards

CCC Apply Important Information 2018

Student Information Card

Name: _____

Student ID #: _____

Email Username: _____

Password _____

CCC Username _____

CCC Password _____

**CARRY
THIS
CARD
WITH
YOU
AT ALL
TIMES**

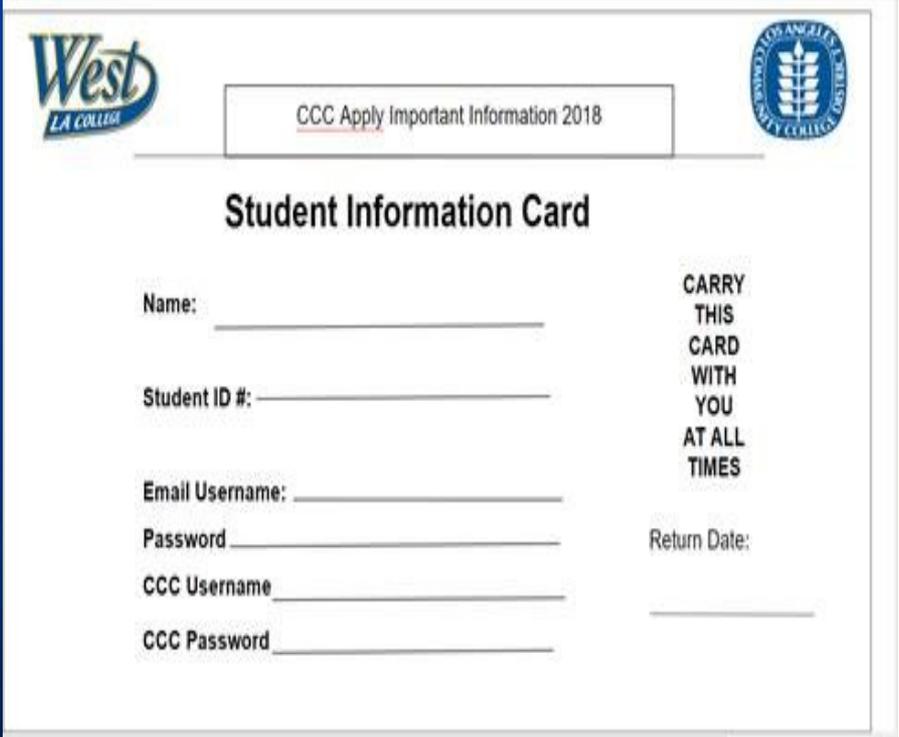
Return Date: _____

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Emerson Adult School/Venice Skills Center

Requested revisions:

- SIS student portal password
- ACCT action list
- Financial Aid information
- Counselor Contact info
- Did you get your ID card?
- FAFSA



The image shows a "Student Information Card" form from West LA College. At the top left is the "West LA COLLEGE" logo. At the top right is the "UNIVERSITY OF CALIFORNIA" logo. In the center, a box contains the text "CCC Apply Important Information 2018". Below this, the title "Student Information Card" is centered. The form contains several fields for student information: "Name:", "Student ID #:", "Email Username:", "Password", "CCC Username", and "CCC Password". To the right of these fields, there is a vertical instruction: "CARRY THIS CARD WITH YOU AT ALL TIMES". Below the "Password" field, there is a "Return Date:" field with a blank line for input.

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Emerson Adult School/Venice Skills Center

Feedback from Success Team:

- Have a stronger presence at the registration events
- Attend graduation

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Things are always moving...



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Mar Vista Gardens

Housing Authority of the City of LA

- Conducted BS 75 class over four days
- Completed CASAS Assessments
- Conducted a survey
- Registered over 40 students
- Result: ESL Class



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Counselor Connection Points (after completing BSICSKL 75)

Campus Tour

- WLAC picture ID Cards
- If ready, choose next classes
- Handle personal business



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Survey Data from New Students (Winter 2018)

- 39% of our students are 40-50 years old
- 28% of our students 20-30 years old
- 71% of our students are unemployed
- 49% of our student have a Facebook account
- 50% are interested in a Financial Aid workshop
- 38% are interested in learning about Time management
- 60% of our students say they are not the first to attend college in their family

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Challenge

Students Do Not Show
Up.



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FREE COLLEGE COURSE

Did you know that California state law requires all new community college students to attend an informational orientation class before they can begin?

It's true.

Take the first step towards your community college enrollment.

WLAC is partnering with LATC* by providing an on-site orientation class that will fulfill the requirement to enroll into any one of the nine Los Angeles Community College campuses. See your teacher to sign-up.*

College Readiness

Transition to College

(Basic Skills 75 / 9 Hours)

This Intro to College class informs students on:

- Completing Applications
- Course Registration
- Programs Overview and Guidance
- Accessing Financial Aid
- Overview of College Support Services
- IGETC - Transferring to a 4-Year College

Classes will be held here on the LATC Campus + WLAC (Field Trip)

Four Sessions – Two Hour Sessions

Tues., November 7	@ 9:00 a.m. – 11:05 a.m.
Tues., November 14	@ 9:00 a.m. – 11:05 a.m.
Tues., November 28	@ 9:00 a.m. – 11:05 a.m.
Tues., December 5	@ 9:00 a.m. – 11:05 a.m.*

Last class: meet at WLAC for tour

REQUIREMENT - Prior to the start date, participating students must have completed a WLAC enrollment application and be registered in the class.

AC²T and Adult School Students...

See your instructor to learn of course contract assignments that can be fulfilled by attending this valuable class.



* WLAC West Los Angeles College
LATC Los Angeles Technology Center

Getting Buy-In

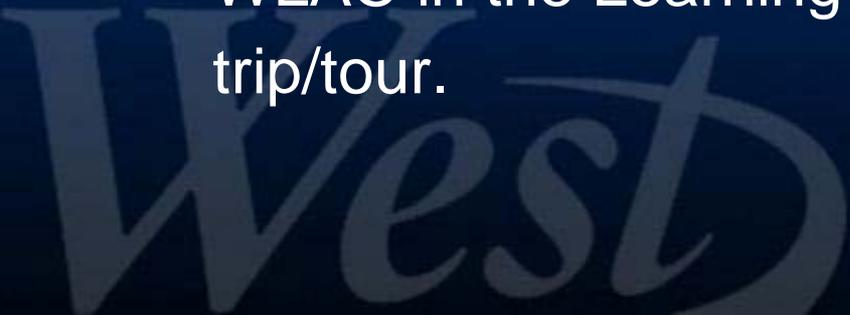
- Make Basic Skills 75 a prerequisite to take the 5 credit/3 unit Political Science class that will happen in Spring
- Students learn community college basics and meet helpful staff without having to go there (yet)
- A class “personalized” for adult school students for a comfortable transition
- Scheduled as four 2-hour meetings and the last meeting is a field trip to WLAC for a tour.
- Receive help from college staff with challenging tasks like online CCC and LACCD applications, financial aid, and fee waiver forms.

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Best Practices for Enrollment

Navigate and complete the state's online college application

- Staff assistance from both the college and adult school provided in class to help students complete CCCApply application
- Adult school staff learned intricacies of CCCApply
- Students were allowed to work on the enrollment process throughout the 4 week class, including at WLAC in the Learning Center as part of our field trip/tour.



Basic Skills 75 Class

Instruction integrates high-touch student assistance:

- Complete college application & course registration
- Start/complete financial aid and fee waiver applications
- Teach students how to access and use their student portal and email
- Introduce students to student support programs and career pathways
- Teach students how to read the catalog and class schedule
- Introduce students to high-demand careers, certificates, degrees & transfer requirements an

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L.A. Tech Suggestions: Moving Ahead

Hold an informational workshop at the adult school prior to the start of Intro to College, early in the school year:

- Orientation to the series of college classes to be offered over the school year and how they all work together.

Use visuals. Include Q & A time.

- Make interest lists/sign up sheets; distribute to all ASE teachers- collect names, emails and cell #s for students.
- Make sure teachers understand the program and feel comfortable explaining to students.

Build
Excitement
and
Interest

LACC
Los Angeles City College

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LA COLLEGE

College Awareness Month

Students- please sign up for one or more of the following activities to build your COLLEGE KNOWLEDGE:

- **LOS ANGELES CASH FOR COLLEGE CONVENTION**
Friday, October 13, 2017 9:00 am – 12:00 pm
- **LOS ANGELES CITY COLLEGE GUIDED TOUR**
Wednesday, October 18, 2017 10:00 am – 12:00 pm
- **LOS ANGELES TRADE TECH COLLEGE GUIDED TOUR**
Wednesday, October 25, 2017 9:30 am – 11:30 pm
- **WEST LOS ANGELES COLLEGE GUIDED TOUR**
Tuesday, December 5, 2017 Time: TBD

****See your teacher to sign up for one or all by Tuesday October 10, 2017****

CASH FOR C//LEGE

We Hope To See You There!!

LATTC
LOS ANGELES TRADE-TECH
Community College

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Suggestions for the three major practical objectives of the class:

Objective 1: Navigate and complete the state's online college application

- Although BS 75 poster states “REQUIREMENT - Prior to the start date, participating students must have completed a WLAC enrollment application and be registered in the class,” in reality, most weren’t able to do so successfully before the first meeting, for a variety of reasons.
- During BS 75 and BS 5, WLAC counselors and support staff helped students having difficulties, and helped us get familiar with the process. Students also got help at WLAC’s Learning Center as part of the field trip/tour culmination of BS 75.

Fee waivers

Objective 2: Complete appropriate fee waiver forms

- Although fee waiver forms are not necessary for the non-credit classes, which are free, they are part of the current process WLAC is using for our students to get fees waived for a CREDIT class, normally \$38/unit for CA residents.
- Other CCs in LARAEC do it differently. They seem to decide independently what will work best.
- WLAC provided direction on which categories of students need to file which forms.

The Grant Formerly Known as the “BOGG Waiver”

We were instructed to have **non-ACCT adults, who are legal residents**, file Board of Governors “BOG” waiver forms. (This program is now known as the “California College Promise Grant.”)

- Language from CCC website: “For eligible California residents, the California Community College Promise Grant permits enrollment fees to be waived. Assistance for the purchase of books and supplies must be applied for separately.”

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Undocumented “AB 540-Eligible” Students

Undocumented students who have attended 3 or more years of high school-level or higher ed in CA are “AB 540/SB 68 eligible.” This means eligible for in-state tuition, and can qualify for in-state, or waived tuition with the [CA Nonresident Tuition Exemption Request form](#). (Waived tuition is based on income and other factors.)

State Senator Ricardo Lara championed SB 68, which amended AB 540 and was passed into law last October. SB 68 added language that explicitly allows Adult School and Community College attendance to count toward the 3 years requirement for in-state tuition. This is important for many of our students and their families.

To Improve the Process:

Make time well before enrollment starts to learn about which students have to complete which financial and residency-based forms, and why.

Be mindful of sensitivity around immigration status, know the laws, and what CCs have said they will not share with Fed. gov't. If you don't know, ask.

Having students start the class unsure of whether they will qualify for a fee waiver, in-state tuition, or both, is not the best way to start out, because it adds to the sense of insecurity for many.

K12 Forms

All adult school students *who are enrolled in a HS Diploma program* need to complete **K-12 concurrent enrollment forms** for **each college term** (both credit and noncredit).

The K-12 forms should be started before the class start date as well. Students will need both their K12 district's ID# and LACCD ID# to complete the form. (They won't get their LACCD ID # until they successfully complete and submit the CCC and LACCD/WLAC online applications, but they can get the rest done.)

- Minors need parent//guardian signatures.

Financial Aid Applications

Objective 3: Start their state and federal financial aid applications

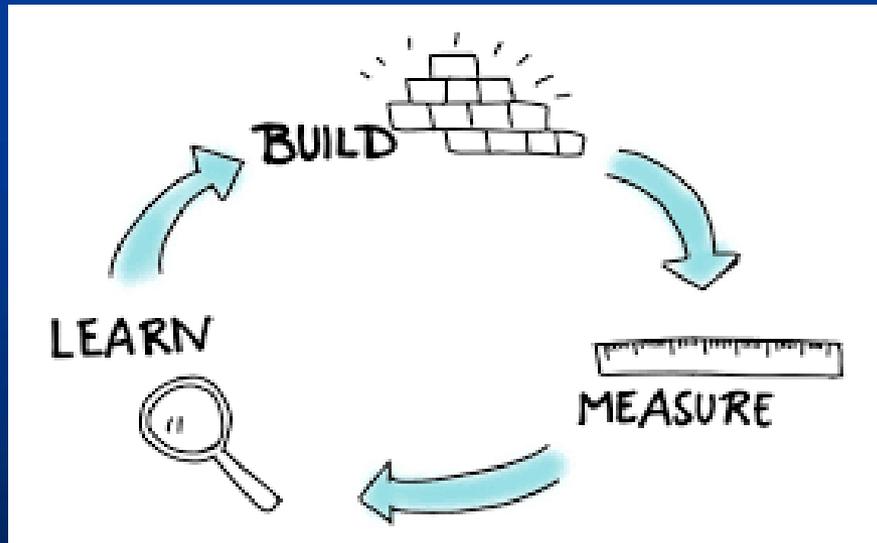
- To prepare for the *following school year*, when (we hope) many of the current college transition group will start attending college full time, they need to get their federal (FAFSA) or for AB 540/SB 68 students, CA Dream Act financial aid apps submitted by the appropriate deadlines. This should happen during BS 75.
- Because the K12 form policy is inconsistent and in flux, WLAC asks our students to file FAFSA/CADA for current year as well, just to be safe.

Future Goals

- Developing a system of follow up for students to return to their appointments - Incentives
- Developing a flow chart of documents needed
- Further developing a system of communication/staff/training to track student enrollment

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What has worked for you?



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Questions?

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