



LATTC On-Line Program

# Guide for Online Students

## Spring 2008

Los Angeles Trade Technical College

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## Important Dates for Spring 2008

- Jan. 31 – Orientation in room LRC 110 from 6-7 pm
- Feb. 2 – Orientation in room LRC 110 from 10 to 11:00 am
- Feb. 4 – Classes Begin
- Feb. 5 – Orientation LRC 110 from 6-7 pm in room L-110
- Feb. 9 – Orientation in room LRC 110 from 10-11 am
- Feb. 15-18 – Holiday and non-instructional days
- Feb. 19 – Last day to add a class
- Feb. 23 – Special help session for online students experiencing technical difficulties.  
Drop-in help available from 10 am to 1 pm in L-265.
- Mar. 2 - Last day to drop without a notation on transcript
- March 3 - May 4 – Drops record a W notation on transcript
- Mar. 24-31 – Spring Break / Holiday
- May 26 – Memorial Day Holiday
- May 27 to June 2 – Final Exam period
- June 2 – Classes end

## Special Orientation dates for specific classes;

- Math 125 – Feb 4 and 6 from 3-4:30 pm in L-004
- Math 105, 112, 115, 227 and 245 – Feb 5 or 7 from 3:30-5 pm or Sat 2/9 from 10-11:30 in L-004
- CAOT 82 – Feb. 9 at 12:30 pm in K-208 or Feb. 23 at 1:30 pm in K-208
- CAOT 84 – Feb. 9 at 8:30 am in K-208 or Feb. 23 at 1:30 pm in K-208
- CAOT 85 – Feb 9 at 10:30 am in K-208 or Feb. 23 at 1:30 pm in K-208

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

Information can be found at <http://wellness.lattc.edu/online/studentemailinfo.html>.

You can go to the Learning Skills dept in C-102 and get help with your campus email account. Ask when the next workshops are being offered in:

- Campus email set-up
- Using Google Docs
- Online Writing Center Assistance

If you can not log into your campus email account or forgot the password, go to the Learning Skills dept. and request assistance or contact Linda Delzeit (DelzeiL@lattc.edu)

## Spring 2008 Online Course Schedule

Class Name and WWW Homepage URL	Section #	CMS	Units	Instructor Name and Email ID
<b>Accounting 1 – Introduction to Accounting I</b> <a href="http://wellness.lattc.edu/cmontour/acctg1.html">http://wellness.lattc.edu/cmontour/acctg1.html</a>	7961	M	5	Cliff Montour montoucr@lattc.edu
<b>Administration of Justice 14 – Report Writing for Peace Officers</b> <a href="http://wellness.lattc.edu/elarton/AJ14.html">http://wellness.lattc.edu/elarton/AJ14.html</a>	7878	M	3	William Elarton elartowd@lattc.edu
<b>Anthropology 101 – Human Biological Evolution (Physical Anthropology)</b> <a href="http://wellness.lattc.edu/phuld/anthro101.html">http://wellness.lattc.edu/phuld/anthro101.html</a>	7971	M	3	Philip Huld huldpoj@lattc.edu
<b>Art 101 – Survey of Art History I</b> <a href="http://wellness.lattc.edu/online/art101.html">http://wellness.lattc.edu/online/art101.html</a>	7940	M	3	Annie Malone malonea@lattc.edu
<b>Art 104 – Art Appreciation II</b> <a href="http://wellness.lattc.edu/online/art104.html">http://wellness.lattc.edu/online/art104.html</a>	7944	M	3	Annie Malone malonea@lattc.edu
<b>Business 12 – Customer Service Principles</b> <a href="http://wellness.lattc.edu/bessler/business12.html">http://wellness.lattc.edu/bessler/business12.html</a>	7963	M	3	Maida Bessler besslemc@lattc.edu
<b>Business 13 – Customer Service Issues</b> <a href="http://wellness.lattc.edu/bessler/business13.html">http://wellness.lattc.edu/bessler/business13.html</a>	7964	M	3	Maida Bessler besslemc@lattc.edu
<b>CAOT 82 - Microcomputer Software Survey in the Office</b> <a href="http://wellness.lattc.edu/online/caot82.html">http://wellness.lattc.edu/online/caot82.html</a>	7959	M	3	Shoushan Baklayan baklaysy@lattc.edu
<b>CAOT 84 - Microcomputer Office Applications: Word Processing</b> <a href="http://wellness.lattc.edu/online/caot84.html">http://wellness.lattc.edu/online/caot84.html</a>	7962	M	3	Shoushan Baklayan baklaysy@lattc.edu
<b>CAOT 85 - Microcomputer Office Applications: Spreadsheet</b> <a href="http://wellness.lattc.edu/sbaklayan/caot85.html">http://wellness.lattc.edu/sbaklayan/caot85.html</a>	7863	M	3	Shoushan Baklayan baklaysy@lattc.edu
<b>Child Development 1 – Child Growth &amp; Development</b> <a href="http://wellness.lattc.edu/babb/CD.html">http://wellness.lattc.edu/babb/CD.html</a>	7931	M	3	Jing Babb BabbJY@lattc.edu
<b>Child Development 1 – Child Growth &amp; Development</b> <a href="http://wellness.lattc.edu/online/CD.html">http://wellness.lattc.edu/online/CD.html</a> (13 Week Class - Starts 2/25/2008, Ends 5/30/2008)	7934	M	3	Jing Babb BabbJY@lattc.edu
<b>ENGLISH 28 – Intermediate Reading and Composition</b> <a href="http://wellness.lattc.edu/gangelvasquez/english28.html">http://wellness.lattc.edu/gangelvasquez/english28.html</a>	7946	M	3	Janice Gangel-Vasquez gangeljm@lattc.edu

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<b>English 94 – Intensive Grammar Review</b> http://wellness.lattc.edu/gangelvasquez/english94.html	7949	M	3	Janice Gangel-Vasquez gangeljm@lattc.edu
<b>ENGLISH 101 – College Reading and Composition I</b> http://wellness.lattc.edu/lmoreno/english101.html	7947	M	3	Lisa Moreno morenolm@lattc.edu
<b>ENGLISH 103 – Composition and Critical Thinking</b> http://wellness.lattc.edu/lmoreno/english103.html	7943	M	3	Lisa Moreno morenolm@lattc.edu
<b>Health 8 – Women’s Personal Health</b> http://wellness.lattc.edu/online/health8.html	7900	M	3	Linda Delzeit-McIntyre delzeit@lattc.edu
<b>Health 11 – Principles of Healthful Living</b> http://wellness.lattc.edu/online/health11.html (9 Week Class - Starts 4/1/2008, Ends 5/29/2008 )	7893 & 7901	M	3	Linda Delzeit-McIntyre delzeit@lattc.edu Glenn Johnson johnsog@lattc.edu
<b>Health 43 – Men’s Health</b> http://wellness.lattc.edu/online/health43.html (8 Week Class - Starts 4/1/2008, Ends 5/29/2008 )	7896	M	1	Jim Browne brownej@lattc.edu
<b>Health 44 – Sports Nutrition and Ergogenic Aids</b> http://wellness.lattc.edu/online/health44.html	7908	M	3	Glenn Johnson johnsog@lattc.edu
<b>History 11 – Political and Social History of the U. S. I</b> http://wellness.lattc.edu/online/history11.html	7978	M	3	Lisa Rigglin-Walden rigginl@lattc.edu
<b>History 11 – Political and Social History of the U. S. I</b> http://wellness.lattc.edu/restrada/history11.html	7987	M	3	Alicia Rodriguez-Estrada rodriqai@lattc.edu
<b>Humanities 1 – Cultural Patterns of Western Civilization</b> http://wellness.lattc.edu/gonzalez/humanities1.html	7941	O	3	Michael Gonzalez humanitiesonline@fastmail.fm
<b>Marketing 11 – Fundamentals of Advertising</b> http://wellness.lattc.edu/bessler/market11.html	7958	M	3	Maida Bessler besslemc@lattc.edu
<b>Math 105 – Arithmetic for College Students</b> http://wellness.lattc.edu/tmeftagh/math105.html	7916	O	3	Tayebeh Meftagh meftagt@lattc.edu
<b>Math 112 – Pre-Algebra</b> http://wellness.lattc.edu/tmeftagh/math112.html	7917	O	3	Tayebeh Meftagh meftagt@lattc.edu
<b>Math 115 - Elementary Algebra</b> http://wellness.lattc.edu/tmeftagh/math115.html	7920	O	5	Tayebeh Meftagh meftagt@lattc.edu
<b>Math 125 - Intermediate Algebra</b> http://wellness.lattc.edu/tmeftagh/math125.html	7921	O	5	Tayebeh Meftagh meftagt@lattc.edu
<b>Math 227 – Statistics</b> http://wellness.lattc.edu/bakman/math227.html This class requires two on campus meetings.	7922	O	4	Anna Bakman bakmanaa@lattc.edu
<b>Math 245 – College Algebra</b> http://wellness.lattc.edu/bakman/math245.html This class requires two on campus meetings.	7923	O	3	Anna Bakman bakmanaa@lattc.edu
<b>Personal Development 22 – The Transfer Process</b> http://wellness.lattc.edu/esparza/persdev22.html	7825	M	1	David Esparza esparzdr@lattc.edu
<b>PhysEd 628 – Swimming / Running</b> http://wellness.lattc.edu/mwagenbach/pe628.html	7912	O	1	Mike Wagenbach wagenbm@lattc.edu
<b>PhysEd 666 – Body Conditioning</b> http://wellness.lattc.edu/online/pe666.html (8 Week Class - Starts 04/07/07, Ends 06/02/08)	7913	M	1	Glenn Johnson johnsog@lattc.edu
<b>P.E. 750 – Sport Ethics</b> http://wellness.lattc.edu/online/pe750.html	7915	M	3	Jim Browne brownej@lattc.edu
<b>P.E. 762 - Ancient Olympic Games</b> http://wellness.lattc.edu/online/pe762.html	7907	M	3	Jim Browne brownej@lattc.edu
<b>Political Science 1- The Government of the United States</b> http://wellness.lattc.edu/vaden/	7972	M	3	Bradley Vaden vadenbd@lattc.edu
<b>Political Science 2- Modern World Governments</b> http://wellness.lattc.edu/vaden/	7986	M	3	Bradley Vaden vadenbd@lattc.edu
<b>Psychology 1- General Psychology</b> http://wellness.lattc.edu/koritzke/psych1.html	7975	M	3	Leslee Koritzke koritzls@lattc.edu
<b>Psychology 32- Psychology of Women</b> http://wellness.lattc.edu/koritzke/psych32.html	7976	M	3	Leslee Koritzke koritzls@lattc.edu
<b>Psychology 41- Life-Span Psychology: Infancy to Old Age</b> http://wellness.lattc.edu/koritzke/psych41.html	7981	M	3	Leslee Koritzke koritzls@lattc.edu
<b>Public Relations 1 – Principles of Public Relations</b> http://wellness.lattc.edu/bessler/publicrelations1.html	7956	M	3	Maida Bessler besslemc@lattc.edu

<b>Refrigeration / Air Conditioning 208- Refrigerant Management – EPA 608 Certification</b> http://wellness.lattc.edu/construction/refac208.html	7866	M	4	Gabriel Cioffi cioffig@lattc.edu
<b>Sociology 1 – Introduction to Sociology</b> http://wellness.lattc.edu/jgarcia/sociology1.html (13 week class – Starts 3/10/2008. Ends 6/2/2008)	7983	M	3	James Garcia Jgarcia661@hotmail.com
<b>Sociology 2 – American Social Problems</b> http://wellness.lattc.edu/jgarcia/sociology2.html	7984	E	3	James Garcia Jgarcia661@hotmail.com
<b>Supervision 1 – Elements of Supervision</b> http://wellness.lattc.edu/bessler/sup1.html	7831	M	3	Maida Bessler besslemc@lattc.edu
<b>Supervision 11 – Oral Communications</b> http://wellness.lattc.edu/bessler/sup1.html	7845	M	3	Maida Bessler besslemc@lattc.edu

**CMS Codes: M = Moodle; O= Other web-based software**

### **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

Pass = MMDD of your birthday

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://www.lattc.edu/lattc/on\\_line/techhelp.htm](http://www.lattc.edu/lattc/on_line/techhelp.htm)

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.

## Getting Into Online Classes

Information and links are available online at [http://www.lattc.edu/lattc/on\\_line/start.htm](http://www.lattc.edu/lattc/on_line/start.htm)

**Step 1: Be sure you are a currently enrolled student at LATTC.** 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 might need to submit a new application.

**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 via email information on 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 that registration date.

**Special conditions for K-12 Students.** Follow the directions on the web site for students who have are currently enrolled in grades K-12. <http://www.lattc.edu/lattc/k-12/index.htm>

**Step 3: Verify your current email id on the [Student Information System \(SIS\)](#) (<http://www.laccd.edu>) 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<sup>th</sup>, 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](http://www.lattc.edu/lattc/on_line/placement.htm)) Follow the instructions on the Placement page to determine in which of certain classes you should enroll. This step is necessary for all Math, English, and classes with a Math or English pre-requisite.

**Step 5: Go to the class homepage** (listed on page 3 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.** You can call the college bookstore and request your textbook be shipped to you for a \$5.00

shipping fee after you pay for it with a credit card. Bookstore will require you to know which textbook you need. They will not look it up for you.

### Technical Skills and Knowledge

(Help with these skills at: [http://www.lattc.edu/lattc/on\\_line/techhelp.htm](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 which online students can 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.

### **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 summer 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 time. 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 dept. office and speak to the dept. 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 go to the Learning Skills Dept in C-102 if you need additional help.
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 email. Third 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 for textbook information. Check the course syllabus available from your instructor, which might be posted to their personal web page sites. You can get your textbooks by going to the campus bookstore or by calling the campus bookstore. In the future we will have a form you can print and fax to campus to have the bookstore ship your textbooks directly to you. This should be available before the spring semester begins.

**Are there online meetings or specific meetings on campus for my class?** Check the Orientations page at: [http://www.lattc.edu/lattc/on\\_line/orientations.htm](http://www.lattc.edu/lattc/on_line/orientations.htm) for a list of the general course management system orientations and specific class orientations that are posted. Also check the class home page and the instructor web site in the event more current information was posted there.

**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 LATTTC 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 the basement of the K-building 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 and either fill out the form online and then print it, or print the form and then fill it out. You need to sign the form and then send it the campus at: Transcript Request, LATTTC, 400 West Washington Blvd, Los Angeles, CA 90015

### Research Online Using LATTTC Databases

Databases include the following:

- **Access Science** – Database Search on Science and Technology
- **Biography Resource Center** – biographies
- **Country Watch**
- **EBSCOhost** – Periodical Articles
- **Electronic Books** – Electronic Books
- **Gale Virtual Reference Library**
- **Grolier Online** – Encyclopedia Articles
- **Handbook of Chemistry and Physics**
- **Opposing Viewpoints** – Social Issues – Viewpoint Articles, Topic Overview – Statistics, Primary Documents
- **Literature Resource Center** – Author biographies, criticism and analysis of author's works.
- **Matter of Fact** – Facts, statistics, surveys, polls, comparisons, etc.
- **NewsBank** – Newspaper articles, New York Times, New York Times Book Review, New York Times Magazine
- **Oxford English Dictionary**
- **ProQuest**(Ethnic Newswatch/Los Angeles Times) – Database Search

To access the databases, go to <http://lrc.lattc.edu>

**Login id:** enter your student ID number. For the password,

**Password:** enter your birth date in six digit format (mmddy) without slashes. February 14, 1975 would be 021475.

Other LATTTC Library resources can be found at their web site:

<http://library.lattc.edu/onlinerefsrc.html>

## 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 in which 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](http://www.lattc.edu/lattc/catalog/catalog_general_information.htm#ssc) for additional information on Student Conduct at LATTC.)

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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>

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- Works Cited Tips: <http://www.fairfield.edu/x14511.xml>
- DePauw University - Avoiding Plagiarism:  
[http://www.depauw.edu/admin/arc/writing\\_center/plag.asp](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%20Resources.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/>
- Google Search Engine Tutorial: <http://www.googleguide.com/>
- Web Search Strategies: <http://www.learnwebskills.com/search/main.html>
- Oxford Reference Online:  
<http://www.oxfordreference.com/views/GLOBAL.html?authstatuscode=200>

**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. Repeatedly plagiarizing assignments will result in multiple failed assignments which will impact the semester grade.

## Hours For Computers and Other Services

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 1 pm. 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 is considered to violate 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.



**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.

### **Contact Information**

LATTC Online Program Director: 213-763-3733

Linda Delzeit-McIntyre (DelzeitL@lattc.edu) with office located in L-270

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

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 not responding to you or grading assignments for more an a week, contact the dept. chair or the dean over that discipline.