

Counselor Reference Guide to (DEC) LACCD Service Type and Frequency

Service Type	Definition of Service	Frequency in Formula	Fundable Services	Contact Type Definition		
ABBREVIATED SEP	Abbreviated Student Education Plan	<p>An abbreviated education plan is one or two terms in length & is typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college that can be completed by taking 1-4 courses (short term CTE certificates, ESL, or basic skills).</p>	<p>Once during the time student is served by the college. A student re-enrolling at the reporting college after an absence of six or more primary semesters or the equivalent of 3 academic years may be considered a new student for funding purposes.</p>	<p>Services can be provided, reported, and funded on the basis; Abbreviated SEP: one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate. An abbreviated education plan is one or two terms in length & is typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college that can be completed by taking 1-4 courses (short term CTE certificates, ESL, or basic skills). SEP that may precede a Comprehensive SEP or serve as the only SEP needed for a student whose program can be accomplished in one or two semesters. Once an abbreviated education plan is developed, revisions are reported as OTHER FOLLOW SEP in DEC S255.</p>	<p>This element indicates whether the student developed an abbreviated education plan at the college in the term reported.</p>	<p>A student enrolled at the reporting college after an absence of: six or more primary terms or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial education plans.</p>

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ATRISK FOLLOW UP	At Risk Follow Up Services	<p>Student received academic or progress probation support intervention/service. Student facing dismissal received support service. Report activity to support a student's academic progress in this element. These activities can include but are not limited to, the following examples: academic/progress probation intervention/services, student success workshops, etc.</p>	<p>Once per term during time student attends the college (after first term).</p>	<p>Services can be provided, reported, and funded on the basis; Follow-up services for students on academic and/or progress probation (e.g. one-on-one or group counseling sessions, student success workshops etc.). Follow-up services (other than probation) should be reported as OTHER FOLLOW-UP in DEC S255.</p>	<p>This element indicates whether a student on academic or progress probation, or facing dismissal received support services during the reporting term.</p>
					<p>Report activity to support a student's academic progress in this element. This contact type is intended to capture information on services for students on academic/progress probation. Follow-up services for other at-risk students should be reported in OTHR FOLLOW SEP. These activities can include but are not limited to, the following examples: academic/progress probation intervention/services, student success workshops, etc. (Exclusions: Tutoring; early alert notification through college's Student Information System that do not result in the delivery of a service.)</p>

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CAR SUB PLACE	Career, Interest, or subsequent placement assessment services	Student received career, interest, or subsequent placement assessment services.	Up to four times during the year during time student attends the college (after first term)	Services can be provided, reported, and funded on the basis; Other Follow-Up Services-subsequent orientations (for example based on a just-in-time orientation model), other assessments (career and interest assessments, placement assessments for subjects other than entry-level math, English or ESL, or re-testing); revision or development of an additional SEP beyond the initial abbreviated and/or comprehensive SEP (if the student changes course of study, or there are other changes that necessitate a revised or new SEP); student success workshops, etc. In general SSSP service interactions that include a two-way interaction of an unspecified duration meet the intent of follow-up and can be reported for funding. Actions that do not qualify for funding as follow-up services are those that are one-sided action on the part of the college and those that are primarily administrative or clerical.	This contact type indicates whether a student receives other types of student success support services during the reporting term, including: placement, assessment retesting, career interest assessment and exploration, assessment for placement in other disciplines besides English, Math or ESL, or other orientations beyond the initial orientation or other education planning or follow-up services.
		Activities can include, but are not limited to: career or interest assessments, assessments for placement in other disciplines besides English, Math, or ESL, student success workshops, etc. Other assessment (career and interest assessments, placement for subjects other than entry-level math, English or ESL, or re-testing)			Report follow-up activity to support a student's academic progress with this contact type. Student received career, interest, or subsequent placement assessment services. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study. Activities can include, but are not limited to: career or interest assessments, assessments for placement in other disciplines besides English, Math, or ESL, subsequent placement testing, student success workshops, etc.

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COMPREHENSIVE SEP	Comprehensive Student Education Plan	Student develops a comprehensive education plan with a counselor. A comprehensive education plan is at least 2 terms in length and should reflect the number of terms required to achieve the student's declared course of study. Comprehensive student education plans take into account a student's interest, skills, career and educational goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.	Once during time student is served by the college. A student re-enrolling at the reporting college after an absence of six or more primary semesters or the equivalent of 3 academic years may be considered a new student for funding purposes.	Services can be provided, reported, and funded on the basis; an education plan that is at least two terms in length and reflects the number of terms required to achieve the student's declared course of study (title 5, section 55524); a student who has a clearly defined educational goal and course of study at the time he or she applies and enrolls in a course at a college may not need an Abbreviated SEP and may immediately develop a Comprehensive SEP with a counselor. The comprehensive plan includes but is not limited to, addressing the education goal and course of study requirements such as the requirements for the major, transfer, certificate, program, applicable course prerequisite or co-requisite, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. Revisions or a new SEP in subsequent terms are counted under OTHR FOLLOW SEP in DEC S255.	This element indicates whether the student developed an education plan at the college in the term reported.
					<ol style="list-style-type: none"> 1. A comprehensive education plan is at least 2 terms in length and should reflect the number of terms required to achieve the student's declared course of study. 2. Revisions to ed plan are reported on OTHR FOLLOW SEP. 3. A student enrolled at the reporting college after an absence of: six or more primary terms or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial education plans.

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COUNSL/ADVISING	Counseling/ Advising	<p>Student received counseling/advisement services during the reporting term. Counseling and advisement service refers to a substantive interaction between a counselor and a student. Contact can take place during individual appointments or group advising/counseling. Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided through another categorical program should be included for purposes of reporting.</p>	<p>Once per year per student during time student attends the college.</p>	<p>Services can be provided, reported, and funded on the basis; counseling or advising to a student or group of students.</p>	<p>This element indicates whether the student received counseling/advising services, other than the development of the SEP, during the reporting term.</p>
					<ol style="list-style-type: none"> 1. Counseling and advisement service refers to a substantive interaction between a counselor and a student. Contact can take place during individual appointments or group advising/counseling. 2. Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided through another categorical program should be included for purposes of reporting.

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	Service Type	Definition of Service	Frequency in Formula	Fundable Services	Contact Type Definition
INITIAL ASSESS	Initial Assessment	Student received placement services based on assessment testing and alternate multiple measures.	Once during time student is served by the college. Pre-enrollment services provided to potential students can be counted for funding if they complete a college application to create a basic student record. A student re-enrolling at the reporting college after an absence of six or more primary semesters or the equivalent of 3 academic years may be considered a new student for funding purposes.	Services can be provided, reported, and funded on the basis; Initial assessment: for math, English and ESL for first-time students. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.	This contact type indicates that the student received assessment services for initial course placement as a part of the student success process of the college.
					Student received placement services based on alternative measures in lieu of an assessment test. Student received placement services based on assessment testing and alternate multiple measures. A student enrolled at the reporting college after an absence of six or more primary terms (semester) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">INITIAL ORIENT</p> <p>Initial Orientation</p>	<p>Student did participate in initial orientation services.</p> <p>A student enrolled at the reporting college after an absence of six or more primary terms (semesters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation.</p>	<p>Once during time student attends the college. A student re-enrolling at the reporting college after an absence of six or more primary semesters or the equivalent of 3 academic years may be considered a new student for funding purposes.</p>	<p>Services can be provided, reported, and funded on the basis; for first time students. If additional orientation is provided during the same or subsequent terms that service should be reported as OTHER ORIENT in DEC S255.</p>	<p>This element indicates whether the student received initial orientation services as part of the student success process at the college.</p> <ol style="list-style-type: none"> 1. If additional orientation is provided during the same or subsequent term that service should be reported in OTHER ORIENT. 2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation.

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OL_ORIENT	Online Orientation	Student did participate in initial online orientation services.	Once during time student attends the college. A student re-enrolling at the reporting college after an absence of six or more primary semesters or the equivalent of 3 academic years may be considered a new student for funding purposes.	Service provided online, reported, and funded on the basis; for first time students. If additional orientation is provided during the same or subsequent terms that service should be reported as OTHER ORIENT in DEC S255.	<p>This element indicates whether the student received initial orientation services as part of the student success process at the college.</p> <ol style="list-style-type: none"> 1. If additional orientation is provided during the same or subsequent term that service should be reported in OTHER ORIENT. 2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation.

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	Service Type	Definition of Service	Frequency in Formula	Fundable Services	Contact Type Definition
OTHER FOLLOW_UP	Other Follow Up Services	Report follow-up activity to support a student's academic progress. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study. Activities can include, but are not limited to: one on one or group counseling sessions, group workshops, non apportionment generating tutoring services, student success workshops, etc.	Up to four times during the year, during the time student attend the college (after first term).	Services can be provided, reported, and funded on the basis; Report follow-up activity to support a student's academic progress. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study. Activities can include, but are not limited to: career or interest assessments, assessments for placement in other disciplines besides English, Math, or ESL, student success workshops, etc. Follow-up services for probation students should be reported as ATRISK FOLLOWUP in DEC S255.	This contact type indicates that a student receives other types of student success support services during the reporting term, including: placement, assessment retesting, career interest assessment and exploration, assessment for placement in other disciplines besides English, Math or ESL, or other orientations beyond the initial orientation or other education planning or follow-up services.

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Service Type	Definition of Service	Frequency in Formula	Fundable Services	Contact Type Definition
OTHER ORIENT Other Orientation Services	Student received subsequent orientation services (e.g. based on just-in-time orientations provided at key momentum points).	Up to four times during the year during time student attends the college (after first term).	Services can be provided, reported, and funded on the basis; Other Follow-Up Services-subsequent orientations (for example based on a just-in-time orientation model), In general SSSP service interactions that include a two-way interaction of an unspecified duration meet the intent of follow-up and can be reported for funding. Actions that do not qualify for funding as follow-up services are those that are one-sided action on the part of the college and those that are primarily administrative or clerical.	This contact type indicates that a student received other types of student success support services during the reporting term, including: placement, assessment retesting, career interest assessment and exploration, assessment for placement in other disciplines besides English, Math or ESL, or other orientations beyond the initial orientation or other education planning or follow-up services.
				Report follow-up activity to support a student's academic progress in this element. Activities including orientations attended in EOPS, DSPP, Nursing, CalWORKs, etc.

Counselor Reference Guide to (DEC) LACCD Service Type and Frequency

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OTHR FOLLOW SEP	Other Follow Up Student Education Plan	Student received other follow-up education planning service.	Up to four times during the year during time student attends the college (after first term).	Services can be provided, reported, and funded on the basis; Other Follow-Up Services-SEP include a revision or development of an additional SEP beyond the initial abbreviated and/or comprehensive SEP (if the student changes course of study, or there are other changes that necessitate a revised or new SEP). Actions that do not qualify for funding as follow-up services are those that are one-sided action on the part of the college and those that are primarily administrative or clerical.	This contact type indicates that a student receives other types of student success support services during the reporting term, including: placement, assessment retesting, career interest assessment and exploration, assessment for placement in other disciplines besides English, Math or ESL, or other orientations beyond the initial orientation or other education planning or follow-up services.

Counselor Reference Guide to (DEC) LACCD Service Type and Frequency

Service Type	Definition of Service	Frequency in Formula	Fundable Services	Contact Type Definition	
PLACE EAP	Placement services based on Early Assessment Program (EAP) test results	Student received placement services based on Early Assessment Program (EAP) test results.	Once during time student is served by the college. Pre-enrollment services provided to potential students can be counted for funding if they complete a college application to create a basic student record. A student re-enrolling at the reporting college after an absence of six or more primary semesters or the equivalent of 3 academic years may be considered a new student for funding purposes.	Services can be provided, reported, and funded on the basis; Initial assessment: for math, English and ESL for first time students. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.	This contact type indicates that the student received assessment services for initial course placement as a part of the student success process of the college.
					Student received placement services based on Early Assessment Program (EAP) test results. A student enrolled at the reporting college after an absence of six or more primary terms (semester) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.

Counselor Reference Guide to (DEC) LACCD Service Type and Frequency

Service Type	Definition of Service	Frequency in Formula	Fundable Services	Contact Type Definition
<p style="text-align: center;">Placement services based on placement results from other college</p>	<p>Student received placement services based on placement results from other college or university.</p>	<p>Once during time student is served by the college. Pre-enrollment services provided to potential students can be counted for funding if they complete a college application to create a basic student record. A student re-enrolling at the reporting college after an absence of six or more primary semesters or the equivalent of 3 academic years may be considered a new student for funding purposes.</p>	<p>Services can be provided, reported, and funded on the basis; Initial assessment: for math, English and ESL for first time students. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</p>	<p>This contact type indicates whether the student received assessment services for initial course placement as a part of the student success process of the college.</p> <p>Student received placement services based on placement results from other college or university. A student enrolled at the reporting college after an absence of six or more primary terms (semester) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.</p>

PLACE OTHER

(DEC) S251 – Major, Student Ed Goal, & AOC Codes

Major Code

Student Ed Goal Code

AOC Code

The screenshot shows a terminal window titled "VT420: Telnet rio.laccd.edu". The main display area contains the following text:

```
S251  STUD  FAMS  SERV  HELP  KEYS  EXIT  NODE: ALASK  Lid: EXNN
      SIS - Matriculation Information  05/20/2014

Student ID: [redacted]  College: E  Effective Date: 05/20/2014
Name: [redacted]  Birthdate: [redacted]
<HISTORY> Major: [redacted]
Initial Ed Goal: [redacted]
(SM)MatricGoal: Goal1  Goal2  Goal3
[redacted]
(SS)StudEdGoal: [redacted]
Exempt Serv Apt Study Career  Completed
Assessment: N [redacted] [redacted] [redacted] [redacted]
Orientation: N [redacted] [redacted] [redacted] [redacted]
Counseling: N [redacted] [redacted] [redacted] [redacted]
-----Assessment Placement-----ASSESSMENT SCORES
Coll  ss  yyyy  English  Reading  Mathematics
* [redacted] [redacted] *** THE END *** [redacted] [redacted]
-----Counseling Placement-----OVERRIDE
ENGL: [redacted]
READ: [redacted]
MATH: [redacted]
INVALID MAJOR CODE
*** Student's major code, press 'F1' for Valid Codes***
```

Red circles and arrows highlight the following fields:

- Major Code:** The field "Major:" is circled in red, with an arrow pointing to the label "Major Code".
- Student Ed Goal Code:** The field "(SS)StudEdGoal:" is circled in red, with an arrow pointing to the label "Student Ed Goal Code".
- AOC Code:** The "Completed" column in the "ASSESSMENT SCORES" table is circled in red, with an arrow pointing to the label "AOC Code".

(DEC) S251 – Major Codes

The screenshot shows a VT420 Telnet window titled "VT420: Telnet rio.laccd.edu". The main menu includes options: S251, STUD, FAMS, SERV, HELP, KEYS, EXIT, NODE: ALASK, and Lid: EXNN. A sub-menu titled "Program Codes (2014-2015)" is open, listing various course codes and titles. The list includes:

- 093403 A+ Certification Training
- 050200 Accounting
- 050200 Accounting
- 050201 Accounting Assistant
- 050205 Accounting Using Quickbooks Pro
- 210500 Administration of Justice
- 210500 Administration of Justice
- 210511 Administration of Justice/Law Emphasis
- 210512 Administration of Justice/Sociological Emphas
- 051400 Administrative Assistant
- 050202 Advanced Accounting Specialist
- 061440 Animation
- 061440 Animation - Level One
- 061401 Animation- Level Two
- 220200 Anthropology

Below the list, a message reads: "Use Up/Dn Arrow or PgUp/PgDn to scroll, F3 to return". At the bottom of the window, a green bar displays the text "normal successful completion".

(DEC) S251 – Student Educational Goal Codes

The screenshot shows a VT420 Telnet window titled "VT420: Telnet rio.laccd.edu". The main display area has a blue background with white and green text. At the top, there are menu options: S251, STUD, FAMS, SERV, HELP, KEYS, EXIT, NODE: ALASK, and Lid: EXNN. Below this, it says "SIS - Matriculation Information" and "05/20/2014".

Student information is displayed as follows:

- Student ID: [redacted]
- College: E
- Effective Date: 05/20/2014
- Name: [redacted]
- Birthdate: [redacted]
- Major: [redacted]
- Initial Ed Goal: 07
- (SM) MatricGoal: Go
- (SS) StudEdGoal: [redacted]
- Exmpt S
- Assessment: N
- Orientation: N
- Counseling: N

Below the student information, there is a table with columns: Coll, ss, yyyy, Eng.

Coll	ss	yyyy	Eng
*	[redacted]	[redacted]	***

At the bottom left, there are labels for ENGL, READ, and MATH, each followed by a redacted box.

A red dialog box titled "EDUCATIONAL GOAL" is overlaid on the screen. It contains a list of 11 goal codes with their descriptions:

- 01 Prepare for a new career (acquire job skills)
- 02 Advance in current job/career (update job skills)
- 03 Discover/formulate career interests/plans/goals
- 05 Obtain a two-year associate degree without transfer
- 06 Obtain a vocational certificate without transfer
- 07 Obtain Bachelor's degr after completing an AA degree
- 08 Obtain Bachelor's degr without completing an AA degree
- 09 Maintain certificate or license
- 10 Improve basic skills in English/Reading/Math
- 11 Complete credits for high school diploma or GED

At the bottom of the dialog box, it says "Press ENTER to select, 'F3' to Return".

At the bottom of the Telnet window, a green bar contains the text: "For SS Record: Student's educational goal, press 'F1' for Valid Codes".

(DEC) S251 - AOC Codes

The screenshot shows a terminal window titled "VT420: Telnet rio.laccd.edu". The menu bar includes "File", "Edit", "Setup", and "Help". The main display shows the following information:

S251 STUD FAMS SERV HELP KEYS EXIT NODE: ALASK Lid: EXNN
SIS - Matriculation Information 05/20/2014

Student ID: [redacted] College: E Effective Date: 05/20/2014
Name: [redacted] Birthdate: [redacted]

<HISTORY> Major: 2001.00 Psychology for Transfer
Initial Ed Goal: 13 Undecided on goal
(SM) MatricGoal: Goal1 Goal2 Goal3
07 [redacted] 07
(SS) StudEdGoal: 07 [redacted]

	Exmpt	Serv	Apt	Study	Career	Completed
Assessment:	N	N	0	0	0	G
Orientation:	N	N				G

-----ASSESSMENT SCORES-----
Mathematics
-----OVERRIDE-----
[redacted] UPDATE

MATRIC REQUIREMENT COMPLETED

- Space - Incomplete requirement
- E - Exempted from requirement
- Y - Completed
- G - Completed (grandfathered-in)

Press F3 to Exit

Indicates status of matriculation assessment requirement - Press F1 for help

Student Information System – AOC Completion Info

Main Menu

LACCD 

Do we have your current email address? Click Here to Edit	
Personal Student Email Address	
Assigned Student Email Address	
	*Office 365 upgrade coming soon.
Matriculation Services	Assessment: Completed Orientation: Completed Counseling: Completed

Register at More Than One College
Step 1: Search For Classes At Other Colleges Step 2: Enroll At Other Colleges Step 3: Pay Fees By Credit Card
Enrollment Fees
As of Summer 2012, tuition is now \$46 per unit. For updated information on the enrollment fees you currently owe, log on and click on "view and pay fees." Until all fees are paid, students cannot register for future semester, receive grade notification or transcripts.
Student Email
Student Email is available. As for any questions, refer to the link below
<ul style="list-style-type: none">• Starter Guide and FAQ• Legal Disclosure• Learn more about the Office 365 upgrade

- [View Reg Appt](#)
- [Voter Info](#)
- [View Placement](#)
- [Registration](#)
- [View Schedule](#)
- [View Grades](#)
- [Change Pin](#)
- [View & Pay Fees](#)
- [Personal Info](#)
- [Transcript](#)
- [View Holds](#)
- [Financial Aid](#)
- [W9 Tax Form](#)
- [View Subject](#)
- [Online Forms](#)
- [Main Menu](#)
- [Sign Off](#)

Found under
"Main Menu"

