



LOS ANGELES TRADE-TECHNICAL COLLEGE

# **An LA Trade-Tech** **Guidebook for New Students**



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# LACCD SCHEDULE TIMELINE

**Short Term courses have different deadlines.**  
**Student must check their student portal for drop dates and deadlines**

## LACCD Districtwide Schedule Timeline 2024-2025

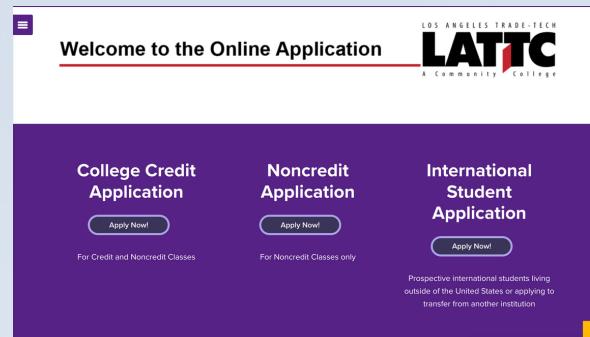
<b>Summer 2024:</b>	<b>June 10, 2024 - August 25, 2024</b>	<b>Dates</b>
<b>Fall 2024:</b>	<b>August 26, 2024 - December 15, 2024</b>	
Online Schedule Available at Colleges for Summer 2024		Wednesday, March 20, 2024
Online Schedule Available at Colleges for Fall 2024		Monday, April 8, 2024
<b>Matriculation Activities Cutoff for Priority Registration Districtwide Registration</b>		<b>Wednesday, April 10, 2024</b>
<i>Priority Registration Tier 1: CalWorks, DSPS, EOPS, Foster Youth, Active Duty/Veterans, Student Parent and Rising Scholars</i>		<b>Monday, April 15, 2024</b>
<i>Priority Registration Tier 2: Athletes, Promise, Completion</i>		<b>Thursday, April 18, 2024</b>
<i>Registration Starts: Continuing &amp; New, Fully Matriculated Students and Middle College High School</i>		<b>Tuesday, April 23, 2024</b>
60+ Completed units		Tuesday, April 23, 2024
31-59 Completed units		Thursday, April 25, 2024
0-30 Completed units		Saturday, April 27, 2024
<i>Registration Starts: Students Who Lost Priority</i>		<b>Thursday, May 2, 2024</b>
<i>Registration Starts: Open Enrollment, including K-12 Special Admits</i>		<b>Monday, May 6, 2024</b>
<b>Winter 2025:</b>	<b>January 6, 2025 - February 9, 2025</b>	<b>Dates</b>
<b>Spring 2025:</b>	<b>February 10, 2025 - June 9, 2025</b>	
Online Schedule Available at Colleges for Winter 2025		Wednesday, September 25, 2024
Online Schedule Available at Colleges for Spring 2025		Monday, October 14, 2024
<b>Matriculation Activities Cutoff for Priority Registration Districtwide Registration</b>		<b>Wednesday, October 16, 2024</b>
<i>Priority Registration Tier 1: CalWorks, DSPS, EOPS, Foster Youth, Active Duty/Veterans, Student Parent and Rising Scholars</i>		<b>Monday, October 21, 2024</b>
<i>Priority Registration Tier 2: Athletes, Promise, Completion</i>		<b>Thursday, October 24, 2024</b>
<i>Registration Starts: Continuing &amp; New, Fully Matriculated Students and Middle College High School</i>		<b>Tuesday, October 29, 2024</b>
60+ Completed units		Tuesday, October 29, 2024
31-59 Completed units		Thursday, October 31, 2024
0-30 Completed units		Saturday, November 2, 2024
<i>Registration Starts: Students Who Lost Priority</i>		<b>Thursday, November 7, 2024</b>
<i>Registration Starts: Open Enrollment, including K-12 Special Admits</i>		<b>Monday, November 11, 2024</b>
<b>Effective Date for Active Status Field for all Student Groups and Service Indicators</b>		
<i>Summer 2024:</i>		<b>June 9, 2024 or earlier</b>
<i>Fall 2024:</i>		<b>August 25, 2024 or earlier</b>
<i>Winter 2025:</i>		<b>January 5, 2025 or earlier</b>
<i>Spring 2025:</i>		<b>February 9, 2025 or earlier</b>

# ENROLLMENT STEPS

## STEP 1: APPLY (TIMELINE: OCTOBER - APRIL)

### APPLICATION LINK:

[LATTC COLLEGE CREDIT APPLICATION](#)



**Note:** After 2 - 3 business days, students will receive a nine digit student ID number, starting with 88 or 9 (ex. 900819439), this will allow them to complete the following enrollment steps

## STEP 2: FINANCIAL AID (TIMELINE: DECEMBER - MARCH)

### APPLY AT:

[WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV) OR CA DREAM ACT APPLICATION

[WWW.DREAM.CSAC.CA.GOV](http://WWW.DREAM.CSAC.CA.GOV).

FOR FINANCIAL AID SUPPORT, PLEASE FOLLOW THIS LINK: [LATTC FINANCIAL AID](#)

OR VISIT US AT ADMINISTRATION SERVICES BUILDING, E5 FIRST FLOOR

MONDAYS TO THURSDAYS: 8:00AM – 6:00PM

FRIDAYS: 8:00AM – 12:00PM (\*VIRTUAL ASSISTANCE ONLY\*)

CLOSED WEEKENDS & HOLIDAYS

### FINANCIAL AID LAB

MONDAYS & WEDNESDAYS 10:00AM – 2:00PM

E5, 3RD FLOOR, ROOM 314



### STEP 3: APPLY TO LA COLLEGE PROMISE (COMPLETE BETWEEN JANUARY - MARCH)

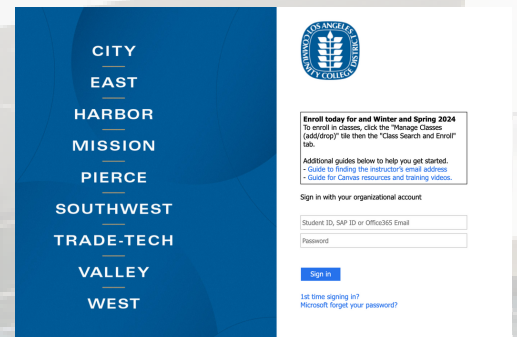
- GET 2 YEARS OF TUITION PAID FOR BY APPLYING TO LACP HERE:  
[LA COLLEGE PROMISE APPLICATION](#)
- COMPLETE PROGRAM REQUIREMENT STEPS

OR



### STEP 4: HOW TO LOG IN TO YOUR LACCD ACCOUNT

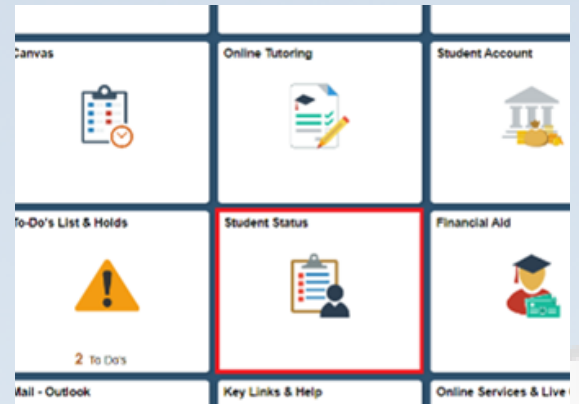
- USE THIS LINK TO REACH THE LOGIN PAGE:  
[LACCD LOGIN](#)
- ON THE BOTTOM RIGHT THE STUDENT SHOULD SEE THIS:
- THE STUDENT'S USER ID WILL BE YOUR SID NUMBER THAT BEGINS WITH 88 OR 900
- THE STUDENT WILL BE GIVEN A PRESET DEFAULT PASSWORD. YOU CAN FIND INSTRUCTIONS ON GETTING THE PRESET PASSWORD BY CLICKING ON THIS LINK - [PASSWORD ASSISTANCE](#)
- NEXT, FOLLOW INSTRUCTIONS AND RESET PASSWORD TO LOGIN



**Note:** If student is unable to use First-Time Log-in, please reach out to Admissions and Records to inquire about any issues with your account at [213-763-5300](tel:213-763-5300) OR Email: [admissions@lattc.edu](mailto:admissions@lattc.edu)

## STEP 5: COMPLETE LATTC ORIENTATION

- COMPLETE BETWEEN FEBRUARY - APRIL 5TH
- LOG ON TO [MYCOLLEGE.LACCD.EDU](https://mycollege.laccd.edu)
- CLICK THE “STUDENT STATUS” TILE
- CLICK ON ORIENTATION
- COMPLETE ORIENTATION
  - STUDENT WILL NEED 80% TO GET CREDIT. (UNLIMITED ATTEMPTS)

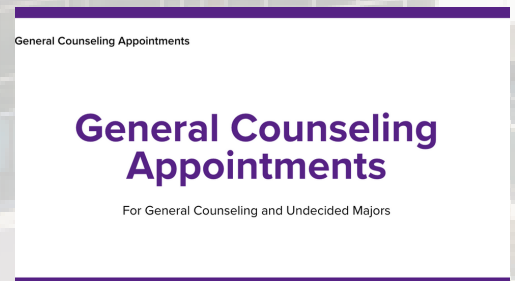


**Note:** If student Orientation is not LA Trade Tech, then their homeschool will need to be updated.

Please see “**How to Change Homeschool in Student Portal**” on FAQ page

## STEP 6: MEET WITH A COUNSELOR

- COMPLETE BETWEEN JANUARY - APRIL 5TH
- TO MAKE COUNSELING APPOINTMENT FOLLOW THIS LINK: [MEET WITH A COUNSELOR](#)
- THEN SELECT A DATE
- SELECT THE REASON FOR COUNSELING APPOINTMENT AS SHOWN:
- COMPLETE AND WAIT FOR CONFIRMATION EMAIL
- WE ALSO OFFER COUNSELING SUPPORT ONLINE ON FRIDAYS 8AM - 12PM: [CRANIUM CAFE](#)

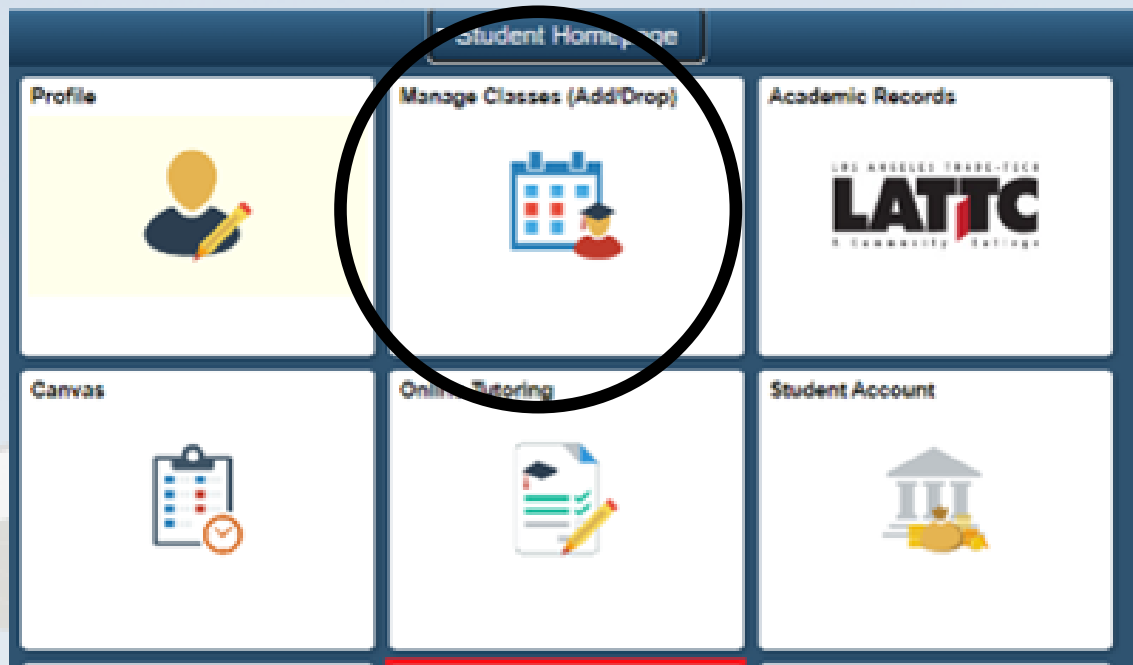


<input type="checkbox"/> Educational planning for 3 or more semesters of courses (not available this week)
<input checked="" type="checkbox"/> Educational planning for your 1st and/or 2nd semesters of courses (30 minute meeting)
<input type="checkbox"/> Financial Aid SEP/Appeal

**Note:** If student has an IEP, they must meet with a general counselor first, add a class, then make an appointment with DSPS by contacting them on their website: [DSPS Website](#)

## STEP 7: ADDING CLASSES

- BEGINNING OF APRIL
- STUDENT MUST SIGN IN TO THEIR STUDENT PORTAL AS INSTRUCTED IN STEP 3
- LOOK FOR “MANAGE CLASSES”



- AFTER CLICKING ON THE TILE THERE WILL BE AN OPTION TO “ADD CLASSES”. FOLLOW THE 3 STEPS TO ENROLL INTO COURSES
  - ADD
  - REVIEW CLASS DESCRIPTION & ENROLLMENT
  - SUBMIT

**Note:** Please make sure to check your LATTC email weekly. This is where faculty/staff, specialized programs, and all on campus services will be reaching out to you with important updates. If you need support finding your email, please watch this tutorial: [How to access LACCD email](#)

# IMPACTED PROGRAMS

- BARBERING (FRESHMEN COURSES WILL RENEW SPRING 2025)
- COSMETOLOGY
- SKIN THERAPY
- ELECTRICAL
- WELDING
- NURSING

## WHAT TO DO IN EVENT THAT PROGRAM IS IMPACTED

IF THE STUDENT IS UNABLE TO ADD A COURSE DUE TO IT BEING IMPACTED, PLEASE HAVE THEM SEE A COUNSELOR. THE STUDENT MAY NEED TO ADD THEIR GENERAL ED'S FOR THAT SEMESTER, AND THEN START THEIR MAJOR COURSES THE FOLLOWING SEMESTER.

STUDENTS CAN ALSO USE THE PROGRAM MAPPER BELOW TO FIND ALTERNATIVE COURSES TO ADD FOR THEIR PROGRAM.

CLICK HERE: [PROGRAM MAPPER LINK](#)



# FAQ'S

## HOW DO STUDENTS QUALIFY FOR LA COLLEGE PROMISE?

STUDENTS WILL NEED TO COMPLETE THE FOLLOWING IN THEIR SENIOR YEAR TO QUALIFY:

1. COMPLETE APPLICATION FOR ADMISSION
2. COMPLETE FINANCIAL AID DOCUMENTS (FAFSA OR CADAA)
3. COMPLETE ORIENTATION
4. MEET WITH A COUNSELOR FOR A STUDENT ED PLAN
5. GRADUATE HIGH SCHOOL (GPA DOES NOT MATTER)
6. SUMMER BRIDGE TRANSITION

## HOW TO CHANGE HOMESCHOOL IN STUDENT PORTAL?

SCHEDULE A MEETING WITH A COUNSELOR. ONCE YOU MEET WITH THE COUNSELOR AND GET A STUDENT ED PLAN ON FILE, THEN THEY WILL UPDATE HOME SCHOOL TO: LATTC.

- IF UNABLE TO SCHEDULE A MEETING WITH COUNSELOR IN TIME, THEN SEND AN EMAIL FROM YOUR LACCD STUDENT EMAIL ADDRESS TO [OUTREACH@LATTC.EDU](mailto:OUTREACH@LATTC.EDU) , SUBJECT LINE: HOMESCHOOL CHANGE REQUEST WITH THE FOLLOWING INFORMATION:
  - FULL NAME
  - STUDENT ID #
  - INTENDED MAJOR
  - EDUCATIONAL GOAL (ASSOCIATES DEGREE OR CERTIFICATION)
  - PLEASE CHANGE HOME SCHOOL FROM \_\_\_\_\_ TO LATTC

## WHERE CAN I SCHEDULE A CAMPUS TOUR?

- SCHEDULE A TOUR FOR YOUR STUDENTS USING THIS LINK : [CAMPUS TOUR](#)

**Note:** To ensure that all issues are resolved before a student begins their semester at LATTC, make sure to begin the process of becoming a student early on.

## WHEN I GO TO COMPLETE ORIENTATION, IT SHOWS ME A DIFFERENT SCHOOL.

### WHAT SHOULD I DO?

IF YOU ARE ATTEMPTING TO COMPLETE LATTC ORIENTATION, AND A DIFFERENT SCHOOL'S ORIENTATION APPEARS , THEN THE STUDENT NEEDS TO UPDATE THEIR HOMESCHOOL TO LATTC. PLEASE SEE HOMESCHOOL CHANGE REQUEST INSTRUCTIONS TO DO SO.

## THE STUDENT APPLIED OVER A WEEK AGO AND HAS NOT RECEIVED THEIR STUDENT ID #, WHAT SHOULD THEY DO?

- IF THE STUDENT HAS NOT RECEIVED THEIR ACCEPTANCE EMAIL AFTER THE ALLOTTED 3-5 DAYS, EMAIL US AT [OUTREACH@LATTC.EDU](mailto:OUTREACH@LATTC.EDU) WITH THE STUDENTS FULL NAME, DATE OF BIRTH, AND A SCREENSHOT OF THEIR CONFIRMATION #.

## CAN I STUDY MULTIPLE MAJORS AT THE TIME?

- A STUDENT IS ABLE TO TO STUDY MORE THAN ONE MAJOR AT A TIME, BUT THERE MAY BE A CONFLICT IN SCHEDULING
- IT WILL TAKE LONGER THAN TWO YEARS IF A STUDENT IS SEEKING TO STUDY MULTIPLE DISCIPLINES

## CAN A STUDENT WHO GRADUATES IN DECEMBER SIGN UP DURING THE SPRING AND STILL QUALIFY FOR LA COLLEGE PROMISE?

- IF A STUDENT GRADUATES IN DECEMBER, THEY CAN APPLY FOR LA COLLEGE PROMISE DURING THEIR SPRING SEMESTER BUT THEY WILL ONLY BENEFIT FROM THE PROGRAM FOR 1 1/2 YEARS INSTEAD OF 2.

## WHAT SHOULD I DO IF I FORGET MY PASSWROD?

- IF YOU FORGET YOUR PASSWORD, YOU CAN FIND WAYS TO RESET IT HERE: [PASSWORD RESET](#)
- YOU CAN ALSO VISIT BRIDGES TO SUCCESS, D3, ROOM 105 FOR IN PERSON SUPPORT  
MONDAY–THURSDAY: 8 AM–6:00 PM  
FRIDAYS: 8 AM–12 PM (VIRTUALLY) AT [WELCOME CENTER CRANIUM CAFÉ](#)

## HOW ELSE CAN STUDENTS RECEIVE PRIORITY REGISTRATION?

- STUDENTS THAT ARE A PART OF SPECIALIZED PROGRAMS LIKE DSPS, EOPS, THE VETERANS RESOURCE CENTER OR LA COLLEGE PROMISE QUALIFY FOR PRIORITY REGISTRATION.

## IF A STUDENT HAS AN IEP HOW DO THEY GET IN TOUCH WITH THE DISABLED STUDENTS PROGRAMS AND SERVICES ?

- STUDENTS WITH AN IEP MUST FIRST MEET WITH A GENERAL COUNSELOR TO GET A LIST OF CLASSES TO ADD.
- STUDENTS WITH IEP'S CAN MEET WITH A DSPS COUNSELOR AFTER ADDING AT LEAST ONE COURSE AT LATTC
- AFTER A STUDENT MEETS WITH THEIR DSPS COUNSELOR THEY WILL RECEIVE ALL ACCOMMODATIONS THAT THEY QUALIFY FOR

## IF WE ARE UNABLE TO VISIT THE CAMPUS FOR A TOUR WHERE CAN WE GET MORE VISUAL REFERENCES FOR THE CAMPUS?

- TO LEARN MORE ABOUT LATTC AND OUR PATHWAYS PLEASE ACCESS THIS YOUTUBE CHANNEL LINK:  
[LA TRADE TECH IT'S ALL HERE](#)

## WHAT SHOULD I DO WHEN I GET TO THE VERIFY ID.ME PORTION OF CREATING A CCCAPPLY ACCOUNT ?

- TO VERIFY, JUST FOLLOW THE STEPS - YOU WILL NEED A FORM OF GOVERNMENT ID
- IF YOU ARE UNABLE TO VERIFY ONCE YOU REACH THIS PAGE, SCROLL DOWN TO WHERE IT SAYS "VERIFY LATER" AND OPT OUT OF THE VERIFY ID PROCESS

**WE WISH YOU MUCH SUCCESS IN YOUR EDUCATIONAL  
JOURNEY AT LATTC!**

# STUDENT SERVICES & SUPPORT

Service	Bldg	Room		
<b><u>GETTING STARTED &amp; ENROLLMENT</u></b>			<b><u>STUDENT LIFE</u></b>	
Admissions & Records	E5	1st Flr Lobby	Associated Student Organization (ASO)	C2 105
Bridges to Success Center	D3	105	Cafeteria	E3
			Gymnasium	G2
			Office of Student Life	C2 105
<b><u>ACADEMIC SERVICES</u></b>			<b><u>COLLEGE SUPPORT &amp; ADMINISTRATIVE SERVICES</u></b>	
Academic Connections	D3	109	Academic Technology	D3 07
Distance Education	D3	07	Copy/Mail Center	D3 06
Library	D3	2nd Floor	Foundation	E5 513
Open Computer Labs	D3	09	Garden Room	B4
<b><u>COUNSELING &amp; HEALTH SERVICES</u></b>			Information Technology (IT)	D3 04
NextUP	E5	415	Labor Center	D3 05
Cross Cultural Counseling Center	E5	214	Office of Administrative Services	E5 305
Disabled Student Program & Services	D3	100	Office of Institutional Effectiveness	E5 519
EOPS/Care	E5	416	Office of Instructional Affairs	E5 512
GAIN/CalWorks	E5	403	Office of Student Affairs	E5 532
International Students	E5	316	Office of the President	E5 543
Student Health Center	D3	107	Payroll/Personnel	E5 429
University Transfer Center	E5	203	Physical Plant Office	D4 152
Veteran Student Center	D3	101	Recruitment	E5 513
			Sheriff's Office	D4 150
			Slate-Z	E5 543
<b><u>FINANCIAL &amp; RELATED SERVICES</u></b>				
Business Office	E5	1st Flr Lobby		
College Store	C4	102		
Financial Aid	E5	1st Flr Lobby		
Financial Aid Lab	E5	314		
<b><u>EMPLOYMENT &amp; INTERNSHIPS</u></b>				
Career Center	E5	413		
Cooperative Work Experience Education (Internships)	C4	203A		
Employment Center	C2	107A		
Worksource Center	C2	106		

# OUTREACH CONTACT INFORMATION

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