



ORIENTATION PACKET Letter

Esteemed Faculty,

Enclosed, we have provided you with various resources to aid you as you begin the semester. We hope these resources will provide you the support you need to:

- Develop a familiarity with rosters
- How to access your roster online
- Provide permission to enter students to your class
- Contact your designated WLAC liaison and high school liaison

We have also provided detailed information that you may include with your syllabus. It will provide your students with specific information:

- Schedule breaks and enrollment deadlines
- How to drop classes in person, by phone, or via the internet
- Information on how to request transcripts.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Angel Viramontes

JUMPSTART Coordinator
(310) 287-4451 Office
(310) 287-4327 Fax
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Instructor Checklist

- INQUIRE ABOUT STATUS OF TEXTBOOKS:** Confirm with your Division chair that your textbook(s) and/or materials have been ordered.

- REQUEST WLAC E-MAIL.** Please discuss acquiring a WLAC e-mail with your division chair and/or academic dean.

- SECURE ONLINE ACCESS TO ROSTERS:** Please notify Angel Viramontes (WLAC liaison) if you have not received your instructor log-in information to access your rosters online. For troubleshooting, please contact Information Technology at (310) 287-4360

- PLEASE CONTACT HIGH SCHOOL OFFICIAL** to discuss parking, room information, directions to school, policies on copier access, etc.

- Optional:** If you prefer a paper roster versus using the online roster, please contact your WLAC liaison at (310) 287-4451



JUMPSTART RESPONSIBILITIES

WLAC Liaison:

Promote JUMPSTART courses:

- Create flyers, posters, and marketing give-aways (with assistance from Marketing)
- Distribute marketing materials to high school officials (i.e. college/guidance counselors and teachers)
- Distribute sign-up sheets in appropriate offices & summons students
- Facilitate class presentations at high schools
- Distribute enrollment packets (application, K-12, course request card)

Facilitate Enrollment Process:

- Collect enrollment materials from students and high school official
- Input applications & enroll into appropriate sections
- Follow up with applicants as appropriate
- Develop student sheets on: HOW TO ADD/DROP, IMPORTANT DATES

Serve as liaison to division chairs:

- Prepare Instructor Orientation Packet
 - Contact information to high school official
 - Information on accessing rosters online
 - Provide “How to Add/Drop” & “Important Dates” for students
 - Provide instructors with ADD SHEETS
- Distribute rosters in existing faculty mailbox or provide it to Division Chair

Serve as liaison to instructors:

- Respond to questions/issues relating to enrollment of high school students in classes
- Answer supplemental questions relating to class rosters
- Upon request, provide online book order instructions
- Assist with WEST e-mail addresses

Serve as liaison to high school officials:

- Confer with high school official about marketing, recruitment, and publicity of courses.
- Arrange registration periods and collection of enrollment materials
- Provide report/update on status of classes as requested.
- Provide HS official with instructions on “How to Drop” & “Important Dates”
- Collect enrollment materials gathered by high school official
- Answer supplemental questions and attend to issues relating to courses.
- Provide information on ordering books online



JUMPSTART RESPONSIBILITIES

Division Chairs

- Hiring of teachers
- Secure Section number for courses
- Distribute Orientation Packets to instructors
- Place textbook and/or materials order with the WLAC Bookstore.
- Provide advisement on personnel/hiring process, syllabi, ordering books, copier access, gaining WLAC e-mail, and DEC access, & on-campus mailbox

JUMPSTART RESPONSIBILITIES

Instructors

- Contact HS official for room number, directions, parking, copier access, etc.
- Distribute Important Dates, How to Add/Drop for students as part of syllabus
- Order books & materials
- Use "ADD SHEET" to list students wishing to "ADD" the course. ADD Sheet can be delivered to WLAC liaison or given to high school official.
- Follow up appropriately on securing online access to rosters, WLAC e-mail, DEC ACCESS, etc., with the WLAC liaison.

JUMPSTART RESPONSIBILITIES

Academic Affairs Dean

- Assign section numbers
- Respond to faculty concerns as relevant
- Facilitate resolution to ongoing problems/concerns relating to DEC
- Please send the list of new instructor hires (and employee numbers) to Angel Viramontes (WLAC liaison). This list will be forwarded to IT to generate e-mail and instructor log-ins for the WebFaculty system.



JUMPSTART PROCESS

WLAC Liaison

PROMOTION (PRIOR TO START OF CLASSES):

- Collaborate with Marketing and Promotions to develop flyers & posters. These are distributed at high school as permitted by school and HS official
- Distribute handouts to high school faculty (i.e. college/guidance counselors and teachers). Handouts are delivered to mailboxes.
- Facilitate class presentations at high schools about course offering
- POST “sign-up” sheets in COLLEGE OFFICE. Students that “sign up” are summoned from class to discuss the courses, to receive enrollment materials (i.e. Course Request Card, Application, & K-12 document)
- Maintain a log/record of students’ interest and students serviced

ENROLLMENT (PRIOR TO START OF CLASSES):

- Collect enrollment materials from students and high school official
- Input applications & enroll into appropriate sections.
- Follow up with applicants as appropriate.
- Provide counselor and instructor (when known) with enrollment statistics.

ENROLLMENT (FOLLOWING THE START OF CLASS):

- Continue open enrollment until (a) instructors notifies WLAC liaison that class is closed or (b) enrollment period lapses.
- Collect ADD SHEETS from instructors to update/modify/finalize roster. May be submitted via e-mail, fax, in-person, or by delivering to WLAC liaison.

ROSTERS

- Census, exclusion, and grade report rosters are auto-generated by DISTRICT timelines. Additional/updated census and grade rosters may be requested by WLAC liaison per instructor request.
- Rosters are delivered to campus mailboxes when available. When a mailbox, does not exist for the instructor, the rosters may be delivered to (a) high school official, (b) by mail, (c) or personally delivered to instructor by WLAC liaison as time permits.



“TROUBLESHOOTING ROSTERS”

NO NAMES ON ROSTER:

- HS students have not submitted enrollment materials
- Course information is incorrectly inputted into DEC and/or section does not exist
- Collection of enrollment materials has not been scheduled/allowed by high schools at time of roster printing.
- Enrollment materials are in processing phase

Roster cannot be found:

- Course information is incorrectly inputted into DEC and/or section does not exist
- Roster was not sent by DISTRICT

Rosters do not match attendance:

- Students enroll in classes, but fail to attend class
- Student enrollment materials were submitted after rosters were printed.
- Students add/drop from class after rosters were printed
- Students attend class without submitting enrollment materials