

RE: Graduation

45+ Unit Communication - Laney College

Adrienne Riley

Sent: Wednesday, March 14, 2012 12:39 PM**To:** Kerry Compton; Terrance Greene; Hector Corrales; Trulie Thompson; Steve Pantell; Lesley Scurry; Hermia Yam; Jo Ann Phillips; Sheryl Queen; Joyce Brown-Willis; Deborah Budd**Cc:** Eric Gravenberg; May Chen; Tina Vasconcellos; Jacob Ng; Allene Young; Martha (Ann) Mcmurdo; Eileen White; Tamara Harris-Coleman

Laney has a long history of requesting mailing labels from district research for a number of past mailings to increase required matriculation follow-up activities with students, with special effort to increase certificate and associate completions. In days past this was one of the many joint activities of all four colleges coordinated through the District Matric Committee & VPSS's. As a follow-up to the discussion at today's CFT meeting I am reporting (as requested) on the activities of Laney Counseling Department related to the 45+ unit population. We were able to conduct these activities with Mike Orkin's 'approval' of the request and the committed work and efforts of Jo Ann Phillips and Joyce Brown -Willis.

Steps of our efforts:

1. Revised the parameters used in the past
2. Developed the wording of communication
3. Sent request to Mike Orkin
4. Distributed the communication via:
 - a. "Alertify" message to student's PCCD email address
 - b. Postcard sent through US mail to student address

Criteria set for identifying the student group with appropriate parameters:

- Student currently enrolled at Laney College
- 50% or more of current term units at Laney College
- Completion of 45 or more degree-applicable units
- Completion or in progress of ENGL 1A
- Completion or in progress of MATH 13 or 203
- Does not have an associate or higher degree (B.S./M.A./Ph.D.)

Postcard Version:

Laney College - ASSOCIATE DEGREES AND CERTIFICATES

Dear Laney Student,

Our records indicate that you have completed 45 or more associate degree level units. As a result of you nearing completion of the number of units required for an associate degree, you are encouraged to see a counselor by appointment to review whether you are ready to petition for degree evaluation or need assistance planning the remaining requirements. Spring 2012 Degree Evaluation Petition deadline is March 23, 2012.

To schedule an appointment, please come to the Counseling Department in Portable #1 located behind the "F" Building or call (510) 464-3152 or 464-3153.

Hours of operation

Mon Wed Thurs Fri – 8:00 a.m. to 4:30 p.m.

Tues – 8:00 a.m. to 7:00 p.m.

Laney Counseling Department

Alertify (shortened) version:

You've completed 45+ associate level units and may be nearing completing an associate degree. Make an

appointment with a counselor to review if you're ready for a Degree Evaluation Petition or need assistance planning the remaining requirements, degree petition deadline is 3/23/12. To schedule an appointment, go to the Counseling Department in Portable #1 (located behind the "F" Building) or call (510) 464-3152 or 464-3153.

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*"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."
Maya Angelou*