

# UMOJA APPLICATION PACKET



## UMOJA Program at West Los Angeles College

IF YOU NEED ASSISTANCE WITH THE APPLICATION PLEASE CONTACT US AT (310) 287-4462





# Umoja Program Application

Instructions: Please complete and return the following application packet for admission to the WLAC Umoja program. Please read all directions carefully, and complete each section of the application.

## GENERAL INFORMATION

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### I. Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

WLAC Student ID \_\_\_\_\_  Male  Female

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Previous High School or College \_\_\_\_\_

Career Interest \_\_\_\_\_ Major \_\_\_\_\_

(Check One of the Following)  New Student  Continuing Student  Returning Student

### II. Needs Checklist *(Please indicate all areas in which you seek assistance)*

- Financial Aid  Scholarships  Funds for Books  Child Care
- Career Assessment  Job Placement  Time Management  Academic Counseling
- EOP&S  DSP&S  Mentoring  Tutoring

### III. Financial Aid Questionnaire *(indicate "yes" or "no" for the following questions)*

- A) Have you completed the FAFSA (Free Application for Federal Student Aid)?  Yes  No
- B) Are you qualified for financial aid?  Yes  No
- C) Did you apply for Work Study?  Yes  No
- D) Have you received information from the Financial Aid Office regarding your award amount?  Yes  No
- E) Do you have a high school diploma?  Yes  No
- F) Have you passed the ATB test?  Yes  No

If you have any questions regarding the financial aid application process or your status, please write below.

Student Name \_\_\_\_\_

WLAC ID: 88 \_\_\_\_\_

STUDENT PROFILE

IV. Personal Preferences & Considerations

A) Indicate the best ways for Umoja Staff to contact you:

- Phone
- Gmail
- In- person

B) Indicate the best ways for Umoja Staff to communicate program/class information, updates and news with you:

- SARS Calls
- Gmail
- Umoja Website

C) Indicate all of the following family/ household considerations that apply to you

Children *(names and ages optional)* \_\_\_\_\_

Married/ Domestic Partner *(contact information optional)*

Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

V. Student Survey

Major: \_\_\_\_\_ Career Goal: \_\_\_\_\_

If you plan to transfer, list schools you are interested in:

\_\_\_\_\_  
\_\_\_\_\_

In order to better serve you, please indicate the areas in which you need support:

- Books
- Supplies
- Childcare
- Housing
- Food
- Financial Aid
- Counseling
- Mentoring
- Tutoring
- Study Skills
- Physical Health Services
- Mental Health Services
- Special- Needs Services
- Transportation Assistance
- Time Management
- Confidential Issues
- Legal Aid

**VI. College Study Questionnaire**

The following questionnaire is designed to give you and the Umoja staff a better understanding of your study patterns and academic strengths. Take your time with each question and indicate how it applies to you. There are no wrong answers. Complete each question to the best of your ability.

- |   |                              |                             |                                   |
|---|------------------------------|-----------------------------|-----------------------------------|
| 1. I read well, but do not write well                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 2. I write well, but do not read well                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 3. I am easily distracted                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 4. It is hard for me to memorize things                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 5. I have difficulty following a schedule, and being on-time    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 6. I have trouble reading maps                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 7. I misread or miscopy facts from textbooks or boards          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 8. I confuse or reverse letters or numbers                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 9. I explain ideas verbally, but it is harder to write them out | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 10. When I write, I reverse or omit letters                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 11. I have trouble with job applications                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 12. I have trouble with reversing numbers                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 13. I get confused with right and left directions               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 14. I have difficulty following a series of directions          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 15. I have difficulty in sports-related activities              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |
| 16. I have difficulty repeating what has just been said         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not sure |

**CLASSROOM PROTOCOL**

VII. The following Protocol has been written for student to have a clear understanding of the Umoja Class Environment. We believe that when students follow these simple guidelines, learning is enhanced and students will function at their optimum levels. Umoja classrooms host students that are respectful and professional with instructors, tutors, peers and others. Students are expected to be responsible for their actions and role in the Umoja program. The following is an overview of the Umoja Classroom Environment. Please pay special attention to the “Student Expectations” section.

Classroom Environment

Umoja Classrooms are designed to prepare student for educational and career success. Therefore, students are expected to participate in a professional, academic manner. Umoja students are required to adhere to the following classroom rules:

- **Food:** Eating is not allowed inside of classrooms.
- **Water:** Water is acceptable and encouraged, but must be kept at your seat and properly stored.
- **Trash:** Before entering a classroom, place your trash in the waste basket outside of the classroom.
- **Music:** Personal music devices (including MP3 & CD players, phones, and other music-generating devices) are not permitted. Instructors may choose to incorporate the use of music into their curriculum.

Student Expectations

Upon entering class, Umoja students are expected to adhere to the following:

- Enter the classroom quietly
- Sign-In on the attendance sheet/ Check-In on the computer
- Signing-In/ Checking-In without staying for the entire class period is not permitted
- Find your seat
- Turn phone, pagers, MP3 and other electronic devices off or on silent
- Take out all necessary class books & supplies
- Review notes, homework/ test questions but remain quiet until the instructor officially starts class
- Before speaking, raise your hand and wait to for the instructor to call on you
- There is no talking to classmates during class (unless authorized by the instructor)
- In order to temporarily leave the classroom, students must receive permission from instructors (you may not leave class for phone calls, text messages or emails)
- Students are not permitted to receive visitors during class
- Tardiness/ Late Arrival to class will result in a ½ day absence. Six, half-day absences are grounds for dismissal from the course
- Students are allowed three excused absences.
- When class is finished for the day, students are required to Sign-Out/ Check-Out

- *Umoja Faculty & Staff*



**Umoja Contract**

**IX. By agreeing to the following contract you acknowledge that all information presented in your Umoja application is accurate and recent. Signing this contract also promises that you intend to fully participate in the West Los Angeles College Umoja program in a dedicated and professional manner.**

As a participating student in the WLAC Umoja program I promise to follow the Program’s rules and expectations and contribute positively to overall Umoja community. I will sustain and strengthen the Umoja environment by being attentive, dedicated, self-motivated, focused, supportive, optimistic, enthusiastic and mature. I understand that I am ultimately responsible for my college and personal success. To be a strong student I promise to attend class on a daily basis and inform my instructors when I am absent. When returning from an absence I will be responsible for meeting with instructors to catch up on missed curriculum and assignments. I will come to class on-time to demonstrate respect for my academic commitment as well as that of my instructors and classmates. I will further demonstrate my commitment to academic success and professional development by refraining from the use of foul language and inappropriate dress attire. I will come to class prepared and willing to participate. I will be proactive in my academic studies and keep track of my academic progress and current class/grade standing. I will ask for additional support when I feel it is needed. I will complete all assignments given to me by my instructors. I will inform my instructors and Umoja staff members of any situations that might delay or prevent my academic progress. I will meet regularly with instructors, tutors and mentors to ensure academic success and professional development. I will participate in supplemental Umoja programming to the best of my ability. Above all else, I promise to commit to fulfilling my potential as a college student and positive contributor to my surrounding communities.

Student’s Signature \_\_\_\_\_

Date: \_\_\_\_\_

# Intake Counseling

(To be completed during Intake Counseling Appointment with Umoja staff)

- X.** To begin the intake process, program applicants are required attend an Intake Counseling Appointment. During the appointment you will read through the following worksheet along with an Umoja counselor. Please read each section carefully and follow instructions. Upon completion, your Umoja counselor will make a copy of this worksheet for your personal records.

SID# \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home/Permanent Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Gmail Address \_\_\_\_\_ Other Email \_\_\_\_\_

## General Overview of WLAC Umoja Program Purpose

- "Umoja" is the Kswahili word for 'unity' and is open to all WLAC students
- It is a campus community dedicated to providing opportunities and support to students
- The Program's focus is on educational success and professional development
- Through specialized classes, activities and programming Umoja students gain strong academic and career-based skills to ensure future success

## Overview of Umoja Program Academics

- Classes focus on developing sound skill sets in Math, English, Speech, Personal Development, Humanities/Liberal Arts & Sciences, and General Health knowledge
- Each student is given access to one-on-one tutoring in every Umoja course offered
- Classroom environments are structured to encourage collaboration and cultivate relationships
- Daily 1 unit Labs are required for all Math courses in order to provide students a study-based environment, allow time to complete assignments, and ensure convenient access to tutors
- **all students taking a Math class are required to also take Math 100**
- Entry level Math and English courses require students to enroll in and attend "Learning Skills" classes, specific to each subject matter (example: if enrolling in Math 105 or English 21 you are also required to also enroll and attend a Learning Skills class (LSK))
- Academic Transfer Preparation: students are given exposure to a wide variety of colleges and universities to which they can apply for transfer. Cal State Universities, UC's, local private colleges as well as out-of-state colleges and Historically Black Colleges and Universities are introduced to students throughout the year.
- Umoja offers programming including the Career Fair and the online Discover Career program to aid students in finding direction and resources (both academically and professionally).
- Umoja students are given constant access to academic and professional growth strategies including networking, mentoring, and tutoring

To ensure that Umoja application packets are complete, please double-check the application and review the following checklists. Please indicate once information is verified, requirements are completed, and understanding is demonstrated.

### Application Packet Checklist

- All paperwork complete (*program application, needs checklist, essay, contact sheet, contract, honor statement, release form, financial aid questionnaire, student survey, intake sheet, course checklist, college study questionnaire*)
- Phone numbers & email address verified

### Understanding of Expectations and Requirements

- Student has reviewed and understands program requirements** (*completed WLAC AND Umoja application, assessment process; met with Umoja counselor for intake appointment, signed Umoja contract, registered at WLAC and is enrolling in Umoja classes, will attend Umoja Orientation, and will participate in all Umoja special activities and field trips including joining the Umoja Black Student Movement Organization*)
- Student has reviewed 'Classroom Protocol' sheet**
- Summer Orientation:** All Umoja students are required to attend a Summer Orientation session the week before Fall classes begin
- PLATO:** Students are required to complete PLATO assignments, when given
- Attendance Policies:** 3 absences or 6 tardies in any class could result in exclusion from the class
- Personal Development** class (PD5 or PD20) is a coursework requirement for the Umoja program
- Progress Reports:** All students taking classes outside of the Umoja program are required to have auxiliary progress reports completed by instructors for those outside classes twice a semester
- Gmail:** Students are issued Gmail address. This email addresses will be used as your primary address and must be checked daily
  - Gmail account = first initial + last name + umoja@mail.com
  - Password: umojastudent
  - **New Student email** (*issued by counselor*):

Note: Keep [studentcall@wlac.edu](mailto:studentcall@wlac.edu) as secondary email address for records verification

### Financial Aid

- Have you applied for Financial Aid?      Yes                      No
- If you answered no, complete the Board of Governors Fee Waiver (BOGFW) and Financial Aid Application Packet. Return completed forms to Financial Aid Office.

### Academic Standing

- Are there any Academic or Progress holds on your student account?      Yes                      No
- If you answered yes, check with the Admissions or Business Office to remove holds. *Students with holds are not allowed to enroll for the following semester until the holds are removed from their account.*

### Summary of Student Educational Plan (SEP)

- a) If you are enrolling in a Math course for the Fall 2009 quarter, you are required to also enroll in the Math 100 lab
- b) If you are enrolling in Math 105 or English 21, you are required to also enroll in a Learning Skills (LSK) section for that subject
- c) If you plan to enroll in a lower level Math course, you are required to take Math 111 during the Summer quarter; after you complete Math 111 you will be reassessed to see if you are able to skip a level of Math
- d) If you have completed English 28 or English 101, you are eligible to take Speech 121 during the summer
- e) All English 21 students are required to take the Summer English Intensive