

Los Angeles Valley College
Student Learning/Service Outcomes – Student Services

Department Name: Admissions and Records –Graduation Evaluation

Department Description:

The Office of Admissions and Records provides accurate, courteous and timely services to students. The department is an integral function of the institution. It provides registration, graduation and certification services. Additionally, Admissions and Records maintain the security of all permanent student records, academic records and class records.

Service Outcome	Evaluation Strategies
The Graduation Office will provide students with the forms they need fill out forms for certification and graduation before deadline, ensuring they get their degrees.	Review Forms Student Surveys
The Graduation office will answer student enquiries and inform students of the steps necessary to process their forms.	Review forms. Student Surveys
The Graduation Office will provide students with hard copies of information.	Student Feedback

Provide an implementation plan/timeline:

July 1, 2006-June 30, 2007

Ongoing