

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

Department Name: International Admissions Program

Department Description:

The International Admissions Program provides accurate, courteous and timely services to international students interested in attending Los Angeles Valley College. The International Admissions Program provides admissions information, facilitates the application process, issues I-20s and assists students in applying for visas in their home countries as well as students processing change of status applications in the United States. Additionally, we provide check-in and SEVIS Registration services as well as coordinating with the Computerized Assessment Center to provide assessment.

Service Outcome	Evaluation Strategies
International Student Admissions will provide students online and in person application forms and materials informing them about the college.	Number of completed applications submitted.
International Student Admissions will assist students with questions regarding what materials they need to provide in order to be admitted as an international student.	Audit applications for completeness
International Student Admissions will admit students who have submitted complete applications.	Number of applicants admitted.
International Student Admissions will mail student's correspondence in a timely manner.	Longitudinal study to determine effectiveness.
International Student Admissions will help students create strategies for maintaining their F-1 status while attending LAVC.	Compare student success and retention rates before and after the implementation of the ISP – Check –In process

Provide an implementation plan/timeline:

July 1, 2006-June 30, 07; Ongoing