

**DATE:** November 28, 2006

**TO:** ALL

**FROM:** Dr. Monica Masino, Acting Associate Dean  
Teaching and Learning Support Services

**SUBJECT:** Learning Skills Lab

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Title 5 Regulations Related to Tutoring and Learning Assistance states that: “The students enrolled in the course (Learning Skills Courses) must be engaged in educational activities required of such students as described in the course outline of record.... If the course involves student use of district computers, other equipment, or facilities, the district shall monitor usage of such equipment or facilities as part of the course to ensure that they are used solely for the specified educational activities.”

Effective November 13, 2006, we are enforcing the Learning Skills Computer Lab Use Policies.

To use this lab facility, students must be a matriculated (officially accepted into the college), enrolled in Learning Skills Courses, and/or any other course listed in the Los Angeles Trade Tech College Catalog, and a referral from a Counselor or Instructor indicating a specific learning outcome for the student.

In compliance with Title 5, we do not add students in the following Learning and Writing Skills Tutoring sections: 8950, 8959, 8960, 8961, 8963, 8965 and 8970 unless the student has a signed referral from an Instructor or a Counselor indicating a specific learning objective.

Because this enforcement may impact students that have previously used the lab facilities for such activities as printing and Internet searches; we have made arrangements for these students to use the Math Lab, located in LRC 004 for the remainder of the Fall Semester. Please see attached Math Lab schedule.