ADMINISTRATIVE REGULATIONS ON MATRICULATION FOR STUDENT SERVICES

5017.1 Responsibilities

The Dean of Counseling and Student Support Services will be responsible for administering these regulations.

5017.2 Definitions

A. "Matriculation" means a process that brings a college and a student into an agreement for the purpose of realizing the student's educational goals through the college's established programs, policies, and requirements.

B. "Assessment" means the process of gathering information about individual students to facilitate student success.

C. "Matriculation services" means the following services: processing of applications for admission; orientation and pre-orientation services; assessment; counseling or advisement; assistance in developing a student educational plan; post-enrollment evaluation of each student's progress; and referral of students to support services and specialized curriculum offerings.

D. "Matriculation practices" means one or more instruments, methods or procedures, or any combination thereof, used in providing any of the matriculation services.

E. "Student" means a person enrolled in at least one course.

5017.3 Student Responsibilities

A. All new nonexempt students must complete assessment and orientation before they enroll in their first term. If the student has not completed assessment and orientation processes at that time, he/she will not be able to register until assessment and orientation are completed. A temporary waiver may be granted to students who cannot complete assessment and orientation process for reasons beyond their control. If a waiver is granted, the student must still complete assessment and orientation processes within the first 9 weeks of their first term of enrollment.
B. Unless they have done so earlier, students must identify a specific educational goal by the end of the semester after which they have completed 15 units of degree applicable credit coursework.

C. After identifying an educational goal, the student will then be given the opportunity to develop a student educational plan.

5017.4 Exemptions

A. Students may be exempt from the matriculation service of orientation if they hold associate degrees or higher, can demonstrate that they are taking courses only for personal enrichment, are students who are co-enrolled at a four-year college or university, or are students who are enrolled only in:

1. Performance or activity classes.

2. Classes for advancement in their current job/career (update job skills).

3. Community and Contract Education classes.

B. The exemptions for orientation apply also to the assessment component, unless a student plans to take a math, reading, English or English As A Second Language class and has not met the prerequisite. The assessment component for math, reading, and writing can be partially met with documentation of coursework and/or assessment from another accredited college or high school.

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