

5017. ADMINISTRATIVE REGULATIONS ON STUDENT SUCCESS
AND SUPPORT PROGRAM (SSSP) SERVICES

5017.1 Responsibilities

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

5017.2 Definitions

- A. "Student Success and Support Program (SSSP)" 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 including placement into college courses.
- C. "SSSP services" means the following services: 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. "SSSP practices" means one or more instruments, methods or procedures, or any combination thereof, used in providing any of the SSSP services.
- E. "Student" means a person enrolled in at least one course.

5017.3 Student Responsibilities

- A. All new nonexempt students must complete assessment, orientation, and an abbreviated Student Educational Plan before they enroll in their first term. If the student has not completed assessment, orientation, and a Student Education Plan at that time, he/she will not be able to register until the services are completed. A temporary waiver may be granted to students who cannot complete these processes for reasons beyond their control. If a waiver is granted, the student must still complete these processes within the first 8 weeks of their first term of enrollment.

- B. Unless they have done so earlier, students must identify a specific educational goal and complete a comprehensive Student Educational Plan by the end of the semester after which they have completed 15 units of degree applicable credit coursework or prior to the end of the third semester.

5017.4 Exemptions

- A. Students may be exempt from the SSSP service of orientation and the Student Educational Plan 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 and the Student Educational Plan 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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