

AP 5050 Matriculation

References:

Education Code Sections 78210 et seq.; Title 5 Section 55500 et seq.

1. Educational Plan

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree-applicable credit coursework
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal
- Cooperate in the development of the student educational plan

2. Services Offered

Matriculation services include, but are not limited to, all of the following:

- Processing of the application for admission
- Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of assessment instruments to determine student competency in computational and language skills
 - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
 - Evaluation of student study and learning skills
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
 - Advisement concerning course selection

- Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation

3. Assessment

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

4. Exemptions

- Assessment is required for all non-exempt students. Exemption criteria are:
 - Possession of an associate degree or higher from a regionally accredited institution
 - Completion of less than 15 semester units and an education goal of one of the following: (a) to advance in current job/career (update job skills); (b) to maintain a certificate or license; (c) educational development (intellectual, cultural). Exemption from the orientation and counseling portion of matriculation will be given if the student is able to demonstrate that he/she is concurrently attending another college where he/she is already receiving matriculation services
 - Exemption from the testing portion of matriculation will be given if the student is able to provide scores from recently taken District-approved assessment tests

Adopted: April 14, 2009

Revised: _____