AP 5050 MATRICULATION

References:
Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

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.

Matriculation is a process which assists non-exempt college students in choosing, planning, and achieving their educational and career goals at the District. It begins when eligible first-time college students apply for admission and it ends when they complete their studies at the District, or another California Community College. Between the time they are admitted to the District and the time they leave, the District will provide services, resources, facilities, courses, programs, and contacts with skilled personnel to help them to understand their needs and to enable them to select and accomplish their educational and career goals. Matriculation is a partnership between the student and the District. There are mutual responsibilities for both partners.

The District agrees to:

- assess the student’s basic skills and educational and career goals
- provide quality instruction and counseling
- offer support services
- monitor, assess, and evaluate student’s progress towards their goal

The student agrees to:

- express a broad educational intent upon admission
- complete orientation and assessment
- declare a specific educational goal by the time they complete fifteen (15) units
• develop an educational plan
• participate in advisement/counseling and make use of other support services as necessary
• attend class, complete assignments, and maintain progress toward a goal

Assessment, orientation, and advisement exist because they improve chances for success.

However, the student has the right to:

• waive orientation, assessment, and advisement/counseling Please note that non-exempt students who waive orientation may be assigned a later registration date than students who complete orientation
• retake placement tests according to Assessment Office guidelines
• waive assessment recommendations
• challenge a prerequisite or co-requisite or other limitation on enrollment, under certain conditions
• file a complaint of unlawful discrimination if you believe assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner.

Orientation, Assessment, and Educational Planning

Orientation
Orientation is a process which provides information about the college's programs and services, academic expectations and procedures, advising, and registration. Students who complete orientation classes and workshops will:

• receive information about college requirements,
• learn about the requirements for the Associate and Bachelor's degrees, general education, and specific majors,
• receive information about assessment recommendations and basic skill levels,
• receive academic advising,
• develop an educational plan.
Assessment
Assessment is the process the college uses to evaluate your skills in areas such as:

- Reading
- Writing
- Math
- English as a Second Language (ESL)

The District uses tests and other measures to assess basic skill levels. Counselors and instructors will provide assistance in evaluating skill levels, so the student will be able to:

- better match needs and abilities with course requirements,
- select courses appropriate to their skills,
- improve their chances for success.

Many other factors are considered in recommending courses such as:

- life and work experiences
- personal interests
- out-of-school obligations
- motivation
- support systems
- academic history

Assessment recommendations are advisory only. They are based on the best information available about the student’s ability to do college level work. If students choose not to follow the recommendations, they must see a counselor for a waiver. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

Educational Planning
Educational planning is the process of plotting the student’s courses semester by semester. Counselors will initiate an educational plan during orientation. Counselors will assist students in choosing the appropriate course sequence that best fits their educational goal.

When to Complete Orientation, Assessment and Educational Planning
New, transfer, and former students should complete orientation, assessment, and educational planning before registering for classes, or no later than the end of their first term. Students who do not meet this requirement before the registration period for the next semester will receive lower priority.

There are several options for completing orientation, assessment, and educational planning. These include:

- Counseling A for new students
• Counseling 1 for new and transfer students
• Counseling 2 for new and transfer students
• Counseling 5 for new and transfer students
• Workshops for returning and transfer students
• Special sessions for:
  o Student athletes
  o Career Program students
  o Court Reporting students
  o Disabled students
  o Re-Entry students
  o English as a Second Language students
  o EOPS students
  o International students

Students are exempt from both orientation and assessment if they have an AA/AS degree or higher. All exempt students are eligible and encouraged to take advantage of other matriculation services.

Where to obtain forms:
To Waive Assessment, Orientation or Assessment Recommendations:
See a counselor for a waiver form.

Please note: Non-exempt students who waive orientation will be assigned a later registration date than students who complete orientation.

To waive Advisement:
No form is required. If a student has not declared an educational goal by the time he/she has completed fifteen (15) units, the student is encouraged to see a counselor and complete an educational plan within ninety (90) days. Failure to do so may result in the termination of the College’s obligation to provide the student with further matriculation services.

Challenges
PREREQUISITES, COREQUISITES OR OTHER LIMITATIONS ON ENROLLMENT

Students have the right to challenge prerequisites or co-requisites or other limitations on enrollment for the following reasons:

1. Students believe the prerequisite or co-requisite has not been made reasonably available.
2. Students believe that the prerequisite or co-requisite was established in violation of regulation or in violation of the District-approved matriculation policies and processes. (Supporting documentation must be provided.)

3. Students believe that the pre or co-requisite or limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Supporting documentation must be provided.)

4. Students believe they have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)

5. Enrollment in the course has been limited to a special group of students, and there are no other courses which would fulfill the requirement. Students believe they would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)

6. The pre- or co-requisite was established to protect health and safety and despite the fact that the student does not meet the pre- or co-requisite, the student believes he/she is able to demonstrate that he/she does not pose a threat to himself/herself or others. (Evidence must be provided.)

Where to obtain forms:
To challenge a pre- or co-requisite or other limitation on enrollment, contact the Counseling or Admissions Offices for a challenge form and specific instructions. Submit the completed form and any required supporting documentation to the Counseling or Admissions Offices. The student’s request will be evaluated by a challenge review committee within five (5) instructional days and a written response will be mailed to the student.

Where to obtain forms:

Complaints
If students feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, the student may file a complaint with the Vice President of Student Services Office. Each nonexempt matriculating student has rights and responsibilities pursuant to Title 5. Students may be exempted from the assessment and/or orientation components of matriculation pursuant to Title 5.

Date Approved: January 18, 2012
(Replaces current WVMCCD Policies 5.1.1, 5.8.1, 5.8.2 and Procedure 5.8)
The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to increase the student’s access and success by providing effective core services, including orientation, assessment and placement, counseling, and other educational planning services, and academic interventions or follow-up services for at-risk students.

The Chancellor or designee shall establish procedures to assure implementation of Student Success and Support Program services that comply with California Code of Regulations, Title 5, requirements and ensure that procedures are maintained and made known to all students by prominent inclusion in College orientation, publications and web sites.

See Administrative Procedure 5050.