

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **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.

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.

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 shall be provided to students upon enrollment, and 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 career/technical 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.

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

The District shall make matriculation services available to all students enrolled at Citrus College. Matriculated students (students who are not exempt from matriculation activities) are required to complete an application, express their educational intent upon admission, attend orientation, declare an educational goal within a reasonable period, participate in counseling or advisement, attend classes and complete assigned coursework, complete courses, and progress toward an educational goal.

### **Criteria for Exemption from Credit Matriculation Activities**

A student may be exempted from matriculation activities including orientation, assessment, counseling or advisement based on one or more of the following:

1. Completed an associate degree or higher from a regionally accredited college.
2. Is enrolled in course work to advance in current job, or to pursue personal enrichment, or to maintain a certificate/license, **AND** is enrolled in fewer than 5 units.
3. Completed the assessment/orientation components at another college, with placement scores on file at Citrus College.

### **Criteria for Exemption from Non-Credit Matriculation Activities**

1. Completed an associate degree or higher from a regionally accredited college.

Board Approved 03/02/10