

## Student Success and Support Program

The objective of the Student Success and Support Program (SSSP, also known as Matriculation) is to provide support to students while completing their educational goals.

### Matriculation

Matriculation is defined by the Seymour-Campbell Student Success Act of 2012 as “a process that brings a college and a student into an agreement for the purpose of achieving the student’s educational goals and completing the student’s course of study.” The agreement involves the responsibilities of the college and student. The Student Success and Support Program includes services to optimize students’ opportunities to foster academic success.

#### The college’s responsibility is to provide:

- Assessment before course registration
- Orientation services about the college’s programs and services
- Counseling and other education planning services including Student Educational Plans (SEP)
- Follow-up services to evaluate the academic process of, and provide support services to at risk students
- Referrals to appropriate support services and curriculum offerings

#### The student’s responsibility is to:

- Identify an education and career goal
- Attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal and course of study identified in the SEP
- Beginning Fall 2015, nonexempt first time students must complete the following in a timely manner:
  - Take the English and Math assessments to determine appropriate course placement
  - Complete an orientation activity provided by the college (currently required)
  - Participate in counseling services and complete an abbreviated SEP (first semester plan) before the first term of classes
  - Complete a comprehensive SEP (multi-term plan) after completing 15 degree applicable units or prior to the end of the 3<sup>rd</sup> semester

**Registration Priority Note: New students who have completed orientation, assessment, and have developed SEPs, as well as continuing students in good standing who have not exceeded 100 degree applicable units, will have priority over students who do not meet these criteria.**

### SSSP Exemption Criteria

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

- 1) Has completed an associate degree or higher from a regionally accredited college
- 2) Has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5 section 55000 or necessary in response to a significant change in industry or licensure standards
- 3) Has enrolled at the college as a special admit student pursuant to Education Code section 76001

An exemption form can be processed in the Counseling and Advisement Center. Appropriate documentation for criteria is required.

### Assessment and Orientation

The assessment and orientation process is an effort by Citrus College to provide students with the finest academic advisement and counseling possible. The purpose of the assessment process at Citrus College is to provide information regarding skills (language and mathematics) and activities necessary for a successful college experience. Student-reported information is also used in addition to available official high school and/or college transcripts. Other factors that are used in assessing college readiness may include evaluation of study skills, goals and career aspirations, and the results of the Accuplacer assessment.

The assessment information assists the counselor in outlining a useful and clear educational program for the student's long-range educational plan and the eventual attainment of a chosen career.

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The assessment schedule can be accessed at <http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx>

Students with a disability that require testing accommodations, can make arrangements through the DSP&S Office, (626) 914-8675. Hearing impaired services are available 24 hours, (626) 914-8674 TDD.

### Review of Placement

Students who have reason to disagree with assessment results may take part in the Review of Placement process with a counselor.

### Required Orientation

The orientation program is designed to introduce students to course of study programs, campus resources, student support services, and college success tips. Students will have the necessary tools to make a smooth transition to college life.

Students who are new to Citrus College beginning summer 2017 are urged to complete the assessment and **MUST** complete orientation by **October 31, 2017**. All future registration will be withheld from students who have not completed orientation by the deadline. Students who believe they are exempt or those who want to read about procedures for challenging matriculation regulatory provisions can refer to the SSSP Exemption Criteria on the previous page.

### Orientation Options

Orientation can be satisfied in any of the following formats:

- In-person orientation (recommended for new students; includes SEP)
  - New Student Assessment/Orientation Session
  - Early Decision Day at Citrus College (only available through high school districts)
- Online orientation at <http://orientation.citruscollege.edu>

Assessment and orientations are scheduled periodically throughout the year. For more information, please view the assessment/orientation schedule at <http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx>

### Counseling

The Citrus College counseling staff provides a variety of counseling services including educational planning, career counseling, transfer counseling, personal counseling (including discussing personal concerns and issues affecting students' academic progress), Disabled Student Programs and Services (DSP&S), and Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE). These counselors assist with long-range planning and checking specific requirements so that students meet graduation requirements, course prerequisites, and requirements for transfer to four-year colleges or universities.

New, nonexempt students are strongly encouraged to see a counselor. For further support, it is recommended the student take COUN 156 College Planning, COUN 159 On Course to Success, or COUN 160 Strategies for College Success during the first semester of attendance. Veterans planning to receive G.I. benefits are also required to see a counselor prior to registration if they are new or returning students, or if they have attempted 45 or more units of accredited college work. Students planning to transfer to a four-year college and those planning to graduate are strongly encouraged to see a counselor well in advance of registration.

It is important for all students to have a Student Educational Plan (SEP) while attending Citrus College. The SEP lists courses that pertain to the identified course of study. It is also required for participation in many programs on campus. Check with the Counseling and Advisement Center, or appropriate counseling office in which you are eligible to receive services, for available SEP services.

- **Students with 15 units or less:** Non-exempt first-time students with 15 college units or less will be able to complete an abbreviated SEP (first semester plan) during an in-person orientation or Course Planning Session. A listing of both schedules can be viewed at <http://citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx> and <http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx> Prior to the SEP session, assessment and orientation must be completed.

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- **Students with 16 units or more:** Non-exempt first time students will be advised to meet with a counselor during an individual appointment to create a SEP. Prior to the appointment, students must complete assessment, complete orientation, declare a course of study (selected on application or submitted a Course of Study Change Form to the Admissions and Records Office), and official college transcripts must be on file.
- **Students with 15 degree applicable units (course number is 100 level or higher) or prior to the end of the 3rd semester:** Non-exempt continuing students will be advised to meet with a counselor during an individual appointment to complete a comprehensive SEP (multi-semester plan). Prior to the appointment, students must complete assessment, complete orientation, declare a course of study (selected on application or submitted a Course of Study Change Form to the Admissions and Records Office), and official college transcript must be on file.

Any changes to a student's educational objective should be reviewed with a counselor in order to update the SEP.

### Prerequisites, Co-requisites and Recommendations

Citrus College provides students with information about courses which require specific knowledge or skills to be successful in that course. This information comes in the form of a requisite statement which appears under the title of the course. Definitions for prerequisites, co-requisites, and/or recommendation statements you might see are:

**Prerequisite** - A course that a student is required to complete in order to demonstrate current readiness for enrollment in a course or program. (Example: ENGL 101 must be successfully completed before taking ENGL 103.)

**Co-requisite** - A course that a student is required to take at the same time with another



course. (Example: Students taking MUSE 102 must also take MUSE 101.)

**Recommendation** - A skill or course that is strongly suggested before enrollment in a course, but is not required. (Example: Successful completion of ENGL 101 is strongly recommended for the History 108 honors course.)

### Verification of Prerequisites

Students are required to provide verification of how skill or course prerequisites have been satisfied prior to their registration date. Students unable to verify how a prerequisite has been satisfied will not be allowed to enroll in those courses. Official transcripts from other colleges may be used to verify course prerequisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college. **Please Note: Students must verify prerequisites before being allowed to add a course.** Students on a waitlist will be unable to register unless prerequisites have been cleared prior to permission to add.