

Guidelines and Policies for Student Success

Matriculation

The primary objective of matriculation is ensuring student success. It is designed to assist students in planning, selecting and achieving their educational goals. The matriculation process begins with admission and finishes when the student achieves his/her educational goal.

Matriculation is defined by the California Community Colleges Board of Governors as "a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective through the college's programs and services."

The matriculation plan consists of several components that colleges are required to provide. They are:

- Admissions: a procedure for processing the application;
- Orientation: a mandatory activity that informs students of their responsibilities, college programs, services, policies and limitations on enrollment;
- Assessment: placement into math and English using multiple measures for all non-exempt students;
- Counseling and Advisement: development of a Student Educational Plan (SEP) based on the student's educational goals;
- Student Follow-up: early intervention measures such as the "Early Alert Program," follow-up with students on probation and with students who are undecided on a major/career goal;
- Coordination and Training: faculty and staff training in matriculation and research on student outcomes;
- Research and Evaluation: validation of assessment instruments, analysis of student

outcomes, placement rules and college resources in relation to student needs;

- Establishing prerequisites, corequisites and advisories

Under the requirements of Title 5, the following services will be provided for all students who enroll for credit courses.

The college's responsibility is to:

- Process your application for admission
- Assess your basic educational skills and career goals
- Introduce you to the college's programs, services and policies through the orientation process
- Provide quality instruction
- Offer services to support your education
- Provide follow-up evaluation of your educational progress

The student's responsibility is to:

- Declare and update your educational goal
- Attend classes
- Complete assignments and courses
- Meet with a counselor for advisement/evaluation
- Seek out support services as needed
- Maintain progress toward your educational goal

Students have the right to refuse matriculation services. Forms are available for this purpose from the dean of Counseling Programs and Services.

Matriculation Exemption Criteria

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

- 1) Completion of an associate degree or higher from a

- regionally accredited college.
- 2) Enrollment in coursework 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) Completion of the assessment/orientation components at another college, with placement scores on file at Citrus College.

Assessment and Orientation

All new students not exempt from matriculation activities are **required** to participate in an assessment/orientation/advisement process designed to assist students in reaching their education and career goals.

The purpose of the assessment program 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 high school and/or college transcripts. Other factors that are used in assessing college readiness may include evaluation of study skills, your 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 plans and the eventual attainment of a chosen career.

The Assessment and Orientation program is an effort by Citrus College to provide students with the finest academic advisement and counseling possible. The assessment/orientation is scheduled

periodically throughout each semester and during the summer. For more information, please view the assessment/orientation schedule at <http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx>

Who Should Take the Placement Test?

All non-exempt students must complete the Citrus College assessment/orientation process.

Please consult the Citrus College website for assessment testing times and additional information.

Students with a disability that require testing accommodations, can make arrangements through the DSP&S Office, (626) 914-8675. Deaf 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 Procedure. Please contact the Counseling and Advisement Center for more information.

Required Orientation

- **Orientation** - Students who are new to Citrus College beginning winter and spring 2012 are urged to complete the assessment and **MUST** complete orientation by June 30, 2012. 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 matriculation section in the Citrus College catalog at: <http://www.citruscollege.edu/schedule/catalog/Pages/default.aspx>

- **Orientation Options** - Orientation can be satisfied in any of the following formats:

- In-person orientation (recommended for new students)
 - Orientation following assessment
 - Assessments/Orientations held at local high schools
 - Early Decision Day at Citrus College (only available through high school districts)
- Online orientation at <http://orientation.citruscollege.edu>

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 Program and Services/Cooperative Agencies Resources for Education (EOP&S/CARE). The 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 non-exempt students are strongly encouraged to see a counselor. If meeting with a counselor is not an option, it is recommended the student take COUN 156 College Planning, COUN 159 On Course to Success, or COUN 160 Strategies/College Success during the first semester of attendance. Students on probation are required to make a formal counseling appointment or attend a probation workshop well in advance of registration. 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. All students are encouraged to meet with a counselor every semester to ensure that their educational plan accurately reflects their educational goal.

It is important for all students to have a Student Educational Plan (SEP) the first year at the college. Counselors assist students to develop an educational plan appropriate to their educational objective and will reevaluate the plan to reflect necessary changes.

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

Prerequisites, Corequisites 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. Here are definitions for prerequisites, corequisites, and/or recommendation statements you might see:

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 completed before taking ENGL 103.)

Corequisite - A course that a student is required to take at the same time with another course. (Example: Students taking DANC 265 must also take DANC 263.)

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. 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.

Challenging Prerequisites

Students may challenge a course prerequisite or corequisite if they meet one of the following conditions:

- 1) Knowledge or the ability to succeed in the course without the prerequisite, or
- 2) Subject to undue delay in attaining the goal of your educational plan because the prerequisite or corequisite course has not been made reasonably available, or
- 3) Belief that the prerequisite is discriminatory or is being applied in a discriminatory manner, or
- 4) Belief that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

A Prerequisite Challenge Form may be obtained from the registrar, in the Admissions and Records Office. The completed form must be presented to the registrar two weeks prior to the beginning of semester in which it

is to be considered. The student must provide compelling documentation to support the challenge.

Registration

Specific registration dates and hours are listed in the class schedule. ALL fees and tuition are collected at the time of registration either online or in person. Additional information regarding the registration procedure is available online at: www.citruscollege.edu/ar, click on Registration.

WingSpan is the primary method for registration and registration is by online appointment only.



Outcome: Success!

Citrus College's mission is to empower students to achieve academic excellence, obtain the skills needed for jobs and careers, and fulfill their lifelong dreams. Visit the "Outcome: Success!" Web page for helpful tips and resources.

www.citruscollege.edu/success/Pages/SuccessTips.aspx