

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: an activity that informs students of their responsibilities, college programs, services, policies and other limitations on enrollment
- Assessment: placement into math, reading 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 district 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
- Orient you to the college's programs, services and policies
- Provide quality instruction
- Offer services to support your education
- Provide follow-up evaluation of your educational progress

Your responsibility as the student 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 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 unit.
- 3) Completion of the assessment/orientation components at another college, with placement scores on file at Citrus College.

Assessment

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, reading 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.

This program is an effort by Citrus College to provide you 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 contact the Counseling and Advisement Center at (626) 914-8530.

Who Should Take the Placement Test

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

If you have a disability which requires testing accommodations, please 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.

Orientation

Matriculation requires all colleges to provide an orientation for all new students. This orientation may be completed one of three ways:

- 1) Online Orientation - Visit www.citruscollege.edu/stdntsrv/counsel/orientation
- 2) Enroll in one of two counseling classes:
 - a) College Planning 156, or
 - b) Strategies for College Success 160
- 3) Complete a new student orientation (sign-up at the Testing Center)

Orientation includes information regarding college programs, student services, registration, procedures, student success and much more.

Orientation and Compliance with Assembly Bill 1088

No community can be totally risk-free in today's society. However, Citrus College takes the issue of sexual violence very seriously and is proactive in offering a safe environment for students and visitors. We believe that by working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible. Section 67385 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual violence which occur on campus as well as providing them with information regarding treatment options and services. Therefore, Citrus College offers informational and preventive programs to all students and staff to help prevent the risk of sexual violence on campus. This information can be found on the internet at www.citruscollege.edu/stdntsrv

Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault and relat-

ed conduct that threatens the health and safety of another person. Sexual violence may include sexual assault, rape, date rape, acquaintance rape, domestic violence, stalking, dating violence, forcing a person to watch/engage in pornography, harassment, exposing/flashing, voyeurism and/or fondling.

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Citrus Community College District owned or controlled property; at Citrus College-sponsored or supervised functions, or related to/arising from Citrus College attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

Any person who has been the victim of sexual violence or who has information regarding sexual violence on campus is strongly urged to call 911, or the police department or sheriff in the city where the crime took place and report the situation as soon as possible. If you are the victim of sexual assault on campus you may also:

1. Contact Campus Security 24 hours a day, seven days a week at **(626) 914-8611**, extension 8611 when calling from a college phone; or by dialing *11 on any of the campus pay phones. You may also call or visit the Health Center, located in Hayden Hall, at **(626) 914-8671** during normal business hours.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. These include, but are not limited to:
 - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: **(909) 626-HELP (4357) or (626) 966-4155**
 - House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559
 - National Sexual Assault Hotline: **(800) 656-HOPE (4673)**

- National Domestic Violence Hotline: **(800) 799-7233**
 - Suicide and Rape 24-Hour Emergency Services National Hotline: **(800) 333-4444**
3. If the perpetrator is a student at Citrus College, you may choose to contact the vice president of student services at **(626) 914-8532** to file an administrative complaint.

Counseling

The Citrus College counseling staff provides a variety of counseling services including educational planning, career counseling, university transfer counseling, personal counseling (including discussing personal concerns and issues affecting students' academic progress), Disabled Student Programs and Services (DSP&S), Extended Opportunity Program and Services/Cooperative Agencies Resources for Education (EOP&S/CARE), and financial aid. The counselors assist in long-range planning and in checking specific requirements so that students meet graduation requirements, course prerequisites, and requirements for transfer to other 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 strongly recommended the student take one of the COUN 156 College Planning or COUN 160 Strategy/College Success courses during the first semester of attendance. Students on probation are required to make a formal counseling appointment 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) within 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.

Counseling & Advisement Center

626-914-8530 • www.citruscollege.edu/stdntsrv/counsel
counseling@citruscollege.edu

Office Hours: Monday-Thursday 8 a.m.-7 p.m.

Location: AD, First Floor

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: SPAN 101 must be completed before taking SPAN 102)

Corequisite - A course that a student is required to take at the same time with another course. (Example: Students taking AUTO 109 must also take AUTO 112)

Recommendation - A skill or course which is strongly suggested before enrollment in a course, but is not required.

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) You have knowledge or the ability to succeed in the course without the prerequisite, or
- 2) You will be 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) You believe that the prerequisite is discriminatory or is being applied in a discriminatory manner, or
- 4) You believe 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, Judith Heinrichs, in the Admissions & 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

WingSpan is the primary method for registration and is by online appointment only. 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. Further information regarding the registration procedures is available online at: www.citruscollege.edu/ar, click on Registration.

Noncredit Counseling and Matriculation

The Noncredit Counseling and Matriculation Department provides matriculation services to noncredit students and members of community who are building basic skills levels needed for personal and professional growth. Although there are many reasons to enroll in noncredit classes, a few reasons include preparation for the college placement test (Accuplacer); preparation for the high school equivalency diploma (GED) or California High School Exit Exam (CAHSEE); strengthen skills for employment and college; learning tools for college success; continuing the learning support during students' credit college programs.

An orientation is required prior to using the Success Center, computer lab or enrollment in English as a Second Language (ESL), short-term vocational programs and selected counseling services.

The Noncredit Counseling and Matriculation Department will also provide the guidance you will need to establish your goals, and to effectively plan your educational experience. Make an appointment to meet with a knowledgeable and friendly counselor to learn more about the following services:

- Academic, personal and career counseling
- Career assessment and guidance
- Preparation for college placement test (Accuplacer)
- Noncredit Student Educational Plan (SEP)
- Prepare for exams such as the GED or CAHSEE
- Orientation with personalized enrollment assistance
- Transition assistance to degree/certificate programs
- Support and parenting skills groups
- Academic, career and personal enrichment workshops
- POWER Math Program
- COUN 860 College Life course
- Success Center
- Noncredit ESL

Criteria for Exemption from Noncredit Matriculation Activities

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

Be a Teacher and Touch the Future!

Attend Citrus and University of La Verne-Fall Semester 2009



An exciting opportunity for Citrus College students who are planning a teaching career!

Students can take one University of La Verne upper division class at the Citrus College campus, at a very reasonable price.

Discover the benefits of this exciting dual enrollment opportunity offered in the Fall Semester 2009.

For more information about the dual enrollment program and the other services of the Center for Teacher Excellence, call us at 626-857-4006.