



Counseling and Advisement Center  
 1000 W. Foothill Blvd.  
 Glendora, CA 91741-1899  
<http://citruscollege.edu/stdnts/counsel/Pages/default.aspx>

**STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES  
 Exemption Criteria Waiver Form**

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Student Success and Support Program (SSSP)**

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 Student Success and Support Program includes the following services to optimize students’ opportunities to foster academic success:

- Assessment Services: Placement information for math and English/ESL courses with the use of multiple measures.
- Orientation Services: Introductory information for first time students regarding course of study programs, campus resources, student support services, academic expectations, and more.
- Counseling, Advising, and Other Education Planning Services: A variety of counseling services to help students make informed choices about their educational goals, including Student Educational Plans (SEP).
- Follow-Up Services: Services to support students who are enrolled in basic skills courses, who have not identified a course of study, and who are on academic or progress probation or facing dismissal.

**SSSP Exemption Criteria (check applicable box and attach a copy of appropriate documentation)**

A student may be exempt from SSSP services including assessment, orientation, counseling or advising (including SEP) based on one of the following:

- Completed an associate degree or higher from a regionally accredited college. (Documentation – Official transcripts) **Note**: For this criterion only, students can be exempt for assessment and orientation services as it relates to priority registration. However, the SEP must still be completed for priority registration purposes.
- Enrolled at the college solely to take a course that is legally mandated for paid or volunteer employment or necessary in response to a significant change in industry or licensure standards. (Documentation for Legally Mandated Course – (1) Verification of employment or proof that student is seeking employment, **and** (2) copy of statute or regulation required. Documentation for Significant Change in Industry or Licensure Standards – (1) Verification of employment, proof that student is seeking employment or proof of license, **and** (2) proof of change in industry or licensure standards required.) **Note**: Does NOT qualify for priority registration.
- Enrolled at the college as a concurrent high school student. (Documentation – SGASTDN/Code “Y” under Student Type or Concurrent Enrollment Authorization Form) **Note**: Does NOT qualify for priority registration.

**I appeal the process of matriculation and waive my right to participate in the following service(s) (check all applicable boxes):**

- Exempt from Orientation services
- Exempt from Assessment services
- Exempt from Counseling/Advising services (including SEP)

I understand that the matriculation process at Citrus College is designed to help me succeed in reaching my course of study goal. However, I release the Student Success and Support Program from the obligation of providing the aforementioned SSSP services to me and claim full responsibility for my academic performance. I may, at a later time, elect to participate in any of the SSSP services. I certify that all information on this form is true and correct.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Counselor/Advisor Signature

\_\_\_\_\_  
 Date

**For Office Use Only**

- 1) Entered into SARS \_\_\_\_\_ / \_\_\_\_\_  
 Date/Staff Initials
- 2) Orientation Hold Removed in SOAHOLD (if applicable) \_\_\_\_\_ / \_\_\_\_\_  
 Date/Staff Initials
- 3) Form/Documents Scanned in Xtender file(s) \_\_\_\_\_ / \_\_\_\_\_  
 Date/Staff Initials

**STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES**  
**Exemption Criteria Waiver Form Processing Steps**

- 1) The Counselor or Advisor will review the SSSP *Exemption Criteria Waiver Form* with the student at the Counseling and Advisement Center counter. If the student chooses to proceed, complete the form in its entirety and attach a copy of the appropriate documentation as it relates to the applicable exemption criterion. At any time, and after the form has been processed, the student can elect to participate in SSSP services without completing additional paperwork.

Criteria Documentation Note: For students who qualify under the Legally Mandated Course or Significant Change in Industry or Licensure Standards criterion, and are “seeking employment”, documentation can include a job announcement or job description.

Priority Registration Note: Students can be exempt for assessment and orientation services as it relates to priority registration for the *Associate Degree or Higher from Regionally Accredited College* criterion only. However, the SEP must still be completed for priority registration purposes.

- 2) The Counselor or Advisor will submit the signed form with the attached documentation to Andrea in order to record the appropriate reason code(s) in SARS for MIS reporting purposes. The SARS exemption reason codes are as follows:

ASSESS/EXEMPT/AA+  
ASSESS/EXEMPT/O  
ORIENT/EXEMPT/AA+  
ORIENT/EXEMPT/O  
SEP/EXEMPT/AA+  
SEP/EXEMPT/O

Note: AA+ = associate's degree or higher  
O = employment and concurrent high school student

If applicable, Andrea will also remove orientation holds in SOAHOLD.

- 3) The forms will then be scanned into Xtender under the appropriate file(s). If the student selects more than one service area, the form will need to be scanned in each of the corresponding Xtender files. For example, if a student has an associate degree or higher from a regionally accredited college and chooses to be exempt from orientation and assessment services, the exemption form will need to be scanned in the ORIENTATION/EXEMPT/AA+ and also in the ASSESSMENT/EXEMPT/AA+ Xtender files. The Xtender file menu is as follows:

SEP/EXEMPT/AA+  
SEP/EXEMPT/OTHER  
ORIENTATION/EXEMPT/AA+  
ORIENTATION/EXEMPT/OTHER  
ASSESSMENT/EXEMPT/AA+  
ASSESSMENT/EXEMPT/OTHER

Note: AA+ = associate's degree or higher  
OTHER = employment and concurrent high school student

- 4) File hardcopies and shred after one month.