

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, 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 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 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) 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 educational and career goals.

The purpose of the assessment program at Citrus College is to provide information regarding language, reading and mathematics skills 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 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 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.

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.

Required Orientation

- **Orientation** - Students who are new to Citrus beginning summer 2010 are urged to complete the assessment and **MUST** complete orientation by October 31, 2010. All future registration

will be withheld for students who have not completed orientation by the deadline. Students that believe they are exempt or those who want to read about procedures for challenging matriculation regulatory provisions can be referred to the matriculation section in the Citrus College catalog at:

<http://www.citruscollege.edu/schedule/catalog/Pages/default.aspx>

• Assessment/Orientation

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

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

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), and Extended Opportunity Program and Services/Cooperative Agencies Resources for Education (EOP&S/CARE). 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 coun-

selor 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 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 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

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 procedures 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.

Noncredit Counseling and Matriculation

Although there are many reasons to enroll in noncredit classes, a few reasons include preparation for the college placement test (Accuplacer), the high school equivalency diploma (GED), or the California High School Exit Exam (CAHSEE); strengthening skills for employment and college; receiving learning tools for college success; and continuing the learning support during students' credit college programs.

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
- College placement test (Accuplacer)
- Noncredit Student Educational Plan (SEP)
- 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 (computer lab)
- Noncredit ESL Classes

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

Noncredit Matriculation Exemption Criteria

A student may be exempted from noncredit matriculation activities including orientation, assessment, counseling, or advisement based on the completion of an associate degree or higher from a regionally accredited college.

Refusal of Noncredit Matriculation Services

Citrus College strongly believes in the value of its noncredit matriculation process. However, the college recognizes the right of students to refuse to participate in its assessment, orientation, counseling and advisement services.

After submitting a Noncredit application, please make an orientation or refusal/exemption appointment with a noncredit counselor in the Noncredit Counseling and Matriculation Department by calling (626) 852-8023.



Woman of the Year and Man of the Year

Marissa Caringella and Christian Ramirez are Citrus College's 2010 Woman of the Year and Man of the Year. These prestigious awards are granted to graduating students based on their contributions to Citrus College, their service to the community and their grade point averages.

Caringella will attend Cal Poly Pomona as an environmental biology major and plans a career as a conservation biologist and ecologist. Ramirez will attend UCLA and major in mathematics/economics with a minor in statistics. His career plans include working in the banking industry and becoming a college professor.