**ADMINISTRATIVE PROCEDURE 5050 MATRICULATION**

Matriculation brings the student and the District/colleges into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. All non-exempt new students are to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and program of study and in the development of an education plan.

A. Each student, in entering into an educational plan, will do all of the following:
   1. express at least a broad educational intent upon admission
   2. declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
   3. diligently attend class and complete assigned coursework
   4. complete courses and maintain progress toward an educational goal
   5. cooperate in the development of the student educational plan

B. Matriculation services include, but are not limited to, all of the following:
   1. Processing of the application for admission
   2. Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
   3. Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
      4. Administration of assessment instruments to determine student competency in computational and language skills and to use multiple measure assessment
   4. Helping students’ successful course completion by referral to foundational courses when assessment indicates it is warranted.
   5. Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
   6. Evaluation of student study and learning skills
   7. Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; extended opportunity programs and services; and disabled student services
   8. Advisement concerning course selection
   9. Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in foundational courses, who have not declared an educational objective as required, or who are on academic probation.
   10. Assist students in the development of an appropriate Student Education Plan (SEP) in accordance with their educational goal.

C. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

D. The following are part of an effective Matriculation process:
   1. Regular monitoring of each student to detect early signs of academic difficulty and to provide advice and referral to specialized services
   2. Make special efforts to accommodate the needs of ethnic and language minority and students with disabilities
   3. Modified or alternate matriculation services for limited or non-English speaking students may be provided through a college’s English as a Second Language or other appropriate programs
   4. Ensure that no matriculation practice subjects a student to discrimination
5. Provide Counseling and advising to assist students in identifying and clarifying educational/vocational goals
6. Institutional research and evaluation to assess the effectiveness of matriculation components, service, and procedures
7. Provide students necessary information through class schedules, catalogs, or other appropriate publications, describing student responsibilities under matriculation and the consequences of failure to fulfill such responsibilities.

Reference:
Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

Approved by the Chancellor: October 18, 2012