



Administrative Procedure 5050 Matriculation

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

Matriculation brings the student and the college 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.

Each student, in entering into an educational plan, will do all of the following:

- Express at least a broad educational intent upon admission
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal
- Cooperate in the development of the student educational plan

The College will deliver matriculation services that include, but are not limited to, all of the following:

- Processing of the application for admission
- 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
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of assessment instruments to determine student competency in computational and language skills
 - 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
 - Evaluation of student study and learning skills
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
 - Advisement concerning course selection
- Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.
- Research and evaluation to support matriculation.

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The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges and that has been validated for purposes of delivering the services of matriculation. Exemption from matriculation services are specified in each college's matriculation plan.

Board approval date: 2/17/09