

# SOLANO COMMUNITY COLLEGE DISTRICT

## STUDENT SERVICES PROCEDURES

### MATRICULATION

Policy #5210

Matriculation is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objectives. The agreement acknowledges the responsibilities and rights of both parties. As part of its ongoing Matriculation Program, Solano Community College provides a full range of easily used services, including:

- Admission to the College
- Assessment testing in Writing, Reading and Computation
- Orientation to the College
- Assessment of abilities and interests
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

Each student has the following responsibilities regarding matriculation services:

- A. to express at least a broad educational intent upon admission to the College,
- B. to identify a specific educational goal after completion of 15 semester units of degree-applicable, credit coursework,
- C. to diligently attend class and complete assigned coursework,
- D. to complete courses and maintain progress toward the specified educational goal according to standards established by the College and State, and
- E. to meet with a Counselor to ensure that the educational plan is updated to correspond to any change in educational goal.

Matriculation services 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 (Note: Multiple measures will be used for the basis of the assessment process and the College shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.)

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- 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.

Students have the following rights regarding matriculation services:

- A. to change a specified educational goal,
- B. to read or be provided with written procedures established by the College to challenge matriculation regulatory provisions, appeal requirements of any prerequisite or corequisite based on unavailability of the necessary course, and file complaints concerning matriculation service components.

Modified or alternate services for ethnic and language minority students and students with learning or physical disabilities will be provided, if necessary, within each matriculation component that directly serves students.

The College will inform students of their responsibilities and rights regarding matriculation services and direct students to or provide them with written procedures upon request.

Procedures for implementing the various components of the College's on-going matriculation process are contained in the College/District Matriculation Plan, approved by the Chancellor's Office and on file in the offices of the Solano Community College Superintendent/President, Executive Vice President of Academic and Student Affairs or designee, and the Matriculation Coordinator.

Students appealing requirements of any prerequisite or corequisite based on unavailability of the necessary course should file a written complaint with the Solano Community College Executive Vice President of Academic and Student Affairs or designee. If the necessary course cannot be made available, the Executive Vice President of Academic and Student Affairs or designee must waive the requirement for the student.

Students may file written complaints concerning matriculation service components with the Solano Community College Executive Vice President of Academic and Student Affairs or

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designee, whose responsibility it will be to contact the manager in charge of the component to investigate the complaint and, if warranted, direct any corrections to be made. The Executive Vice President of Academic and Student Affairs or designee will report to the student concerning the disposition of the complaint and action taken, if any.

The Solano Community College Matriculation Coordinator will ensure that an explanation of student rights and responsibilities regarding matriculation services is included in the College Catalog, the Schedule of Classes, and other print and non-print materials, as appropriate.

Students challenging the matriculation regulatory provisions should follow the steps established in Solano Community College STUDENT SERVICES PROCEDURES #5350, Student Grievance Procedures.

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Governing Board Review: January 18, 2012