

PROCEDURE NAME: 5.2.6 Matriculation

Reference: Education Code Section 78210 et seq.; Title 5, Section 55500, 55530 (a)(d), 55532

Note: This procedure is required. It addresses the Chaffey Policy: Chapter 5: Student Services, 5.2.6 Matriculation

Purpose: *To implement matriculation, a partnership for student success, between the college and its students by providing established programs, policies and requirements to help students achieve their educational goals, while students do their part in striving to succeed as stipulated in the student educational plan.*

1. Each student, in establishing an educational plan, will do the following:
 - 1.1 Express at least a broad educational intent upon admission
 - 1.2 Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable coursework
 - 1.3 Diligently attend class and complete assigned coursework
 - 1.4 Complete courses and maintain progress towards an educational goal
 - 1.5 Cooperate in the development of the student educational plan within a period of six (6) months from the first term of enrollment
2. Matriculation services include, but are not limited to, all of the following:
 - 2.1 Processing application for admission
 - 2.2 Assessment of student competency in computational skills and language proficiency and usage with assessment instruments specifically authorized by the Board of Governors of the California Community Colleges
 - 2.3 Orientation and pre-orientation services designed to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial aid, registration procedures, student support programs and services, and any other appropriate matters
 - 2.4 Students may be exempt from matriculation services if they:
 - Have earned an associate degree or higher (diploma or transcripts required), or
 - Have completed certain coursework at another college (transcripts required), or

- Will enroll in one course only, with no intention of earning a degree at Chaffey, or
- Will enroll in performance/activity courses only.

Students have the right to refuse matriculation services and choose not to participate in assessment, orientation, and/or counseling. A student wishing to be exempt from these services based on one of the above criteria or wishing to decline participation must contact the Counseling Department to complete the necessary documentation. Students concurrently enrolled in high school and participating in the High School Dual Enrollment are not eligible for exemptions and cannot refuse matriculation services. Students who have previously chosen to refuse matriculation services may reconsider and participate at any time.

3. Assessment and Counseling Services, upon enrollment, shall include, but not be limited to, all of the following:

- 3.1 Interpretation of assessment results to determine student competency in computational and language skills
- 3.2 Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
- 3.3 Evaluation and instruction on student study and learning skills
- 3.4 Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment services; Extended Opportunity Programs and Services; Disability Programs and Services; The Children's Center; English-as-a-Second Language instruction; Puente Project; Project Second Chance; Transfer and Career Services; Gateways to Teaching; Faculty Advisors; Honors Program; the Writing and Math Success Centers, and the Library/Information Literacy Resources
- 3.5 Advisement concerning course selection for registration and developing the student educational plan

4. Counseling services include post-enrollment evaluation of each student's progress, and required advisement and/or counseling for students who are enrolled in foundational skills courses who have not declared an educational objective as required, or who are on academic or progress probation or dismissal.