

AP 5050 Matriculation

Matriculation brings the student and the District 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 establishing an educational plan, will do 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 coursework
- Diligently attend class and complete assigned coursework
- Complete courses and maintain progress towards an educational goal
- Cooperate in the development of the student educational plan within a period of six (6) months from the first term of enrollment

Matriculation services include, but are not limited to, all of the following:

- Processing application for admission
- 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
- 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

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



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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.

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

- Interpretation of assessment results 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 degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation and instruction on student study and learning skills
- Referral to specialized support services
- Advisement concerning course selection for registration and developing the student educational plan

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.

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

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

Approved: 2/8/13
(Replaces former Administrative Procedure 5.2.6)