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MATRICULATION

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MATRICULATION PROCEDURES AT SANTA ROSA JUNIOR COLLEGE

Matriculation is a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to attain those objectives through the College's established programs, policies, and requirements.

The purpose of matriculation is to ensure access to appropriate programs and courses offered by community colleges to all students who can benefit and to facilitate successful completion of student educational objectives in accordance with applicable standards of educational quality as determined by the Board of Governors and local trustees.

RIGHTS AND RESPONSIBILITIES

1. The student has the right to the following matriculation services: Admissions, Skills Assessment and Placement Testing, Orientation, Advisement and Counseling, and Follow-up services (when needed).
2. The student has the responsibility to express abroad educational intent at entrance and declare a specific educational goal following the completion of fifteen (15) semester units, attend an orientation session, complete the assessment testing, attend classes regularly and complete assigned coursework, adhere to all college rules, regulations, policies and cooperate in the development of a student educational plan within ninety (90) days after declaring a specific educational goal.
3. Each student is entitled to:
 - a. Participate in the development of his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the Dean of Counseling in Bailey Hall;
 - b. Equal opportunity to engage in the educational process regardless of sex, marital status, physical handicap, race, color, religion, or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance with Human Resources in the Button Building;
 - c. Challenge any prerequisite using established procedures through appropriate channels on one or more of the following grounds:
 - i. The prerequisite is not valid because it is not necessary for success in the course for which it is required;

- ii. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
- iii. The prerequisite is discriminatory or is being applied in a discriminatory manner;
- iv. The prerequisite or co-requisite course is not reasonably available;
- d. Challenge his/her placement test results, retest, and request to enroll in a course that is not recommended by the course placement through the college process. The College has the authority to drop a student from a course if he/she has not met the requirement;
- e. Review the matriculation regulations of the California Community Colleges and file a complaint when he/she believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Vice President of Student Services in Bailey Hall.

The responsibilities of the District under this agreement will entail providing appropriate matriculation services, which shall include:

1. The processing of applications for admission in a timely manner;
2. Orientation and pre-orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, College regulations, and student rights and responsibilities;
3. Assessment of students with State Chancellor-approved tests to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives; and to evaluate study and learning skills;
4. Counseling and advising to assist students in interpreting test results and in developing, and updating their educational plans;
5. A follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;
6. The referral of students to: (1) support services which may be available, including but not limited to, counseling/advising, financial aid, campus employment placement services, Extended Opportunity Program & Services, and Disabled Student Programs and Services; and (2) specialized curriculum offerings including but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language;
7. An ongoing research program to determine the effectiveness of matriculation programs, services, and procedures; including the determination of validity for assessment procedures/instrumentation and course pre- and co-requisites.
8. Faculty and staff training to help them implement matriculation requirements.

The District will have a Matriculation Plan, which clearly delineates each of the above areas of responsibilities. Compliance with these requirements will be monitored by the state System's Office as stipulated by the Seymour-Campbell Matriculation Act.

Exempt Students

The following students will be exempted from the District's matriculation components:

Orientation Exemption Criteria

The following three categories of students may be exempt from the College's matriculation-new student orientation requirements:

1. All students with an earned Associate Degree or higher.
2. All new students enrolling in fewer than nine units who are enrolling in courses at District sites other than the Santa Rosa Campus, Petaluma Campus, and the Public Safety Training Center. These students will be provided modified matriculation orientation services.
3. All new students at the Santa Rosa Campus, the Petaluma Campus, or the Public Safety Training Center who are enrolling in fewer than nine units and who have one of the following educational goals:
 - a. Discover/formulate career interests, plans and goals
 - b. Maintain certificate or license
 - c. Personal interest
 - d. Complete credits for high school diploma or G. E. D.
 - e. All continuing students

Assessment Exemption Criteria

The following students are exempt from taking the placement test in a subject area (math, chemistry, or English) if they fulfill one or more of the following:

1. Completed a course at a post secondary accredited institution in that subject area (the course will determine placement).
2. Earned a High School AP score of three (3) or higher in the subject area (students should contact Admissions and Records office).
3. Took the SRJC placement tests within the last three (3) years.
4. Took valid/approved placement tests at a 2-year California Community College within the last three (3) years.

Counseling Exemption Criteria

The following two categories of students are exempt from the College's matriculation-counseling requirement:

1. All students enrolling in fewer than nine units who are enrolling in courses at District sites other than the Santa Rosa Campus, Petaluma Campus, and the Public Safety Training Center.
2. All students at the Santa Rosa Campus, the Petaluma Campus, or the Public Safety Training Center who are enrolling in fewer than nine units and who have one of the following educational goals:
 - a. Discover/formulate career interests, plans goals
 - b. Prepare for a new career
 - c. Advance in current job/career
 - d. Maintain certificate or license
 - e. Personal interest

- f. Complete credits for high school diploma or G.E.D.

Non Exempt Students

We encourage all students to participate in our matriculation services (e.g., assessment, orientation, and counseling), and we make an extra effort to encourage the non-exempt students to participate. A non-exempt student is defined as follows:

A new student who does not have an associate degree or higher degree and is enrolling in any number of units at the Santa Rosa Campus, the Petaluma Campus, the Public Safety Training Center or is enrolling in nine or more units at any other location in the District and has one of the following educational goals:

1. Transfer to a four year college with an associate degree
2. Transfer to a four year college without an associate degree
3. Associate degree, general education
4. Associate degree, vocational
5. Vocational certificate
6. Improve basic skills in English, reading, or math
7. Undecided on goal

Students inform us of their educational goals by answering item #10 on our application for admission to the College.

FOOTNOTES

1. The definition of a new student at Santa Rosa Junior College is as follows: Any student who has never attended SRJC before. This definition of "new" may include "reverse" transfer students who have never attended SRJC.