

**MATRICULATION**

Matriculation is a process that brings a district college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements.

**A.** The student's responsibilities under this agreement include:

1. the expression of at least a broad educational intent upon enrollment;
2. the declaration of a specific educational objective after completion of 15 semester units of degree applicable credit coursework;
2. diligence in class attendance and completion of assigned coursework;
3. the completion of courses and maintenance of progress toward an educational goal, according to standards established by the college, the district, and the state.

**B.** The responsibilities of a district college under this agreement will entail providing appropriate matriculation services that 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 to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives and to evaluate study and learning skills. Multiple assessment measures may include State approved tests, prior academic history, work experience, personal responsibilities/circumstances, maturation, desire and determination.
4. counseling and advising to assist students in interpreting test results, and in developing and updating their educational plans; referral of students to:
  - (a) support services which may be available including, but not limited to, counseling/advising, transfer services, financial aid, campus employment placement services, Extended Opportunity Programs & Services; campus child care services, tutorial services and disabled student programs and services; and
  - (b) specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a second language;
5. a follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;
6. an ongoing institutional research program to determine the effectiveness of matriculation programs, services, and procedures;

- 57 7. faculty and staff training to help them implement matriculation requirements.

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59 **C. EXEMPTIONS**

60 Although all students are given the opportunity to participate, each college has elected to  
61 exempt certain students from orientation, assessment and counseling/advisement (Section  
62 55532(a). Exempted students are identified and informed through the matriculation  
63 process. Exemption criteria are outlined in the Matriculation Plan for each college.  
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66 **D. PREREQUISITES AND ENROLLMENT LIMITATIONS**

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68 1. All courses shall be open for enrollment to any student who has been admitted to a  
69 district college except that students may be required to meet necessary  
70 and valid prerequisites. Additionally, a college may also limit enrollment in  
71 a course based on health and safety considerations, facility limitations,  
72 faculty workload, availability of qualified instructors, funding limitations,  
73 constraints of regional planning or legal requirements imposed by status,  
74 regulations or contracts (Section 58106(a).  
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- 76 2. Prerequisites for a course shall be clearly related to course content and must be  
77 valid as being necessary for success in such course. Prerequisites shall be developed and  
78 established in full compliance with Title V Regulations, Section 58106. Violations, waivers  
79 and appeals will be addressed and resolved through the established District Grievance  
80 Policy.  
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- 82 3. Each college will have a matriculation plan which clearly addresses each of the  
83 matriculation mandates. Compliance with these requirements will be monitored by  
84 the State Chancellor's Office as stipulated by the Seymour-Campbell Matriculation  
85 Act.  
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- 87 4. By this statement, the Board acknowledges the intent of the Seymour-Campbell  
88 Matriculation Act and agrees to implement its regulations to the extent  
89 possible and as appropriate.  
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97 **References:**

98 Title 5, Section 5500 et seq.

99 Education Code Sections 78210 et seq.

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102 **ADOPTED: 7/14/08**