

DRAFT

Policy 4A3

Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students – Instructional Services

Governance Process: Rely Primarily Upon the Advice and Judgment

Reason for Revision: To support student success

4A3 **Matriculation**-- ~~*The matriculation process for students includes assessment, orientation, counseling/advising and the completion of a Student Educational Plan. The District shall provide, fully matriculated (assessment, orientation, counseling/advising,) and completion of a Student Educational Plan) students the opportunity to receive priority access to registration their first session, recognizing that full matriculation enhances the possibility of these students' success in achieving their educational goals. In order to receive prior registration a second time, the student must have taken or be registered for an extended orientation course to complete a student education plan. Each College in the District shall develop, regularly update, and post to the District/College website a complete description of all of the opportunities available to students so that they can complete the four steps to become fully matriculated in a timely manner. This policy and practice meets with the requirements and intent of the Seymour-Campbell Matriculation Act of 1986 and Title 5. See **Procedures** 4A3(a), 4A3(b) and **4A3(c)**. Reference: Education Code Section 78210 et seq.; Title 5 Section 55500 et seq. See **Procedure 4A3(a)** of this Manual for the Matriculation Component Exemption Criteria and **Procedure 4A3(b)** of this Manual for the **Registration and Collection of Enrollment Fees Procedures** Telephone Registration Procedures.*~~

- 4A3A** Assessment--Students shall be required to complete assessment testing. Assessment is mandated for courses with assessment level prerequisites. The Colleges are authorized to develop and use assessment equivalencies. Assessment requirements shall be noted in appropriate College publications. See Procedure 4A3A of this Manual for the procedure for adopting new assessment instruments.
- ~~**4A3B** Placement--The Colleges shall establish and enforce course placement cutoff scores developed from assessment testing as partial or complete prerequisites to course enrollment. Both assessment/placement levels and course prerequisites shall be noted in appropriate College publications.~~
- ~~**4A3C B** Orientation--The Colleges shall develop and offer orientation programs in support of assessment/placement, and shall encourage and support student goal setting and academic success. The Colleges shall develop and offer orientation programs opportunities that purpose of orientation is to provide students with information including, but not limited to, the college's programs, services, facilities, grounds, academic expectations, and institutional procedures.~~
- ~~**4A3D C** Counseling/Advising--The Colleges shall develop and staff counseling/ and advising programs that to assist provide appropriate support services to assist students in their academic and personal, and social development. in the development of an Educational Plan, and the monitoring of the completion of this Plan. shall provide appropriate support services to help students realize their goals.~~
- ~~**4A3D** Student Educational Plan -- The Colleges shall provide resources for students to complete a Student Educational Plan which shall outline the prerequisite and required courses necessary to satisfy a student's academic goal in a recommended term-by-term sequence.~~
- ~~**4A3E** Basic Skills--The Colleges shall develop and offer basic skills courses to meet the needs of students with educational deficiencies.~~
- ~~**4A3F** Data File--The District shall maintain and make available to the Colleges a comprehensive student data file.~~

~~4A3G~~ ~~Evaluation~~ -- The Colleges shall annually evaluate the effectiveness of the above matriculation components and basic skills course.

4A3E Priority Registration -- The District recognizes that matriculation enhances students' success in achieving their educational goals. The District shall provide priority registration to students who have completed the matriculation components: assessment, orientation, counseling/ advising, and a Student Educational Plan. See Procedures 4A3(a), 4A3(b), and 4A3(c).

4AF Evaluation – Each College shall annually evaluate the effectiveness of its matriculation processes.