
Administrative Procedure
Chapter 5 – Student Services

AP 5050 MATRICULATION SERVICES**References:**

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.;
ACCJC Accreditation Standard II.C.2

Responsibilities

The Dean of Student Equity, in conjunction with Dean of Counseling and Student Support Services, or designees, will be responsible for administering these procedures.

Definitions

- A. Matriculation means a process that brings a college and a student into an agreement for the purpose of realizing the student's educational goals through the college's established programs, policies, and requirements.
- B. "**Assessment**" means the process of gathering information about individual students to facilitate student success including placement into college courses.
- C. Matriculation includes the following services: orientation and pre-orientation services; assessment and placement; counseling or advisement; assistance in developing a student educational plan; post-enrollment evaluation of each student's progress; and referral of students to support services and specialized curriculum offerings.
- D. One or more instruments, methods or procedures, or any combination thereof, used in providing any of the matriculation services.
- E. "**Student**" means a person enrolled in at least one course.

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 entering into an educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal

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

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and placement process and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of assessment instruments 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 of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
 - Evaluation of student study and learning skills
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
 - Advisement concerning course selection
 - Follow-up services and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

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

The District shall do **all** of the following:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and

of the multiple measures placement policies or other college placement processes including the availability of challenge processes;

- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

Student Responsibilities

- A. All new nonexempt students must complete assessment and placement, orientation, and an abbreviated Student Educational Plan before they enroll in their first term. If the student has not completed assessment, orientation, and a Student Education Plan at that time, the student may not be able to register until the services are completed. A temporary waiver may be granted to students who cannot complete these processes for reasons beyond their control. If a waiver is granted, the student must still complete these processes within the first 8 weeks of their first term of enrollment.
- B. Unless they have done so earlier, students must identify a specific educational goal and complete a comprehensive Student Educational Plan by the end of the semester after which they have completed 15 units of degree applicable credit coursework or prior to the end of the third semester.

Exemptions

- A. Students may be exempt from the matriculation service of orientation and the Student Educational Plan if they hold associate degrees or higher, can demonstrate that they are taking courses only for personal enrichment, are students who are co-enrolled at a four-year college or university, or are students who are enrolled only in:
 - 1. Performance or activity classes.
 - 2. Classes for advancement in their current job/career (update job skills).
 - 3. Community and Contract Education classes.
- B. The exemptions for orientation and the Student Educational Plan apply also to the assessment and placement component, unless a student

plans to take a math, reading, English or English as A Second Language class and has not met the prerequisite. The assessment component for math, reading, and writing can be partially met with documentation of coursework and/or assessment from another accredited college or high school.

Also see BP 5050 Matriculation Services.

Approved: December 8, 1998

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(Replaces LBCC Administrative Regulation 5017)