

**NONCREDIT MATRICULATION  
PROGRAM PLAN  
AND  
INSTRUCTIONS FOR COMPLETION**

*REVISED MARCH 2005*



**CHANCELLOR'S OFFICE  
CALIFORNIA COMMUNITY COLLEGES  
STUDENT SERVICES AND SPECIAL PROGRAMS DIVISION**

***REGIONAL CONTACTS***

***Arnold Bojorquez***  
***Regions 1, 4, 7, 9 & 10***  
***abojorqu@cccco.edu***

***Sally J. Montemayor***  
***Regions 2, 3, 5, 6 & 8***  
***smontema@cccco.edu***

## Noncredit Matriculation Background

### Overview

The passage of AB 3 (the Seymour-Campbell Matriculation Act) in 1986 established a prescribed set of services and operations to be provided for students enrolled in credit courses in the public California community colleges. These services and operations are linked one to another through components that were developed primarily to reflect the legislative and regulatory mandates adopted to ensure equitable access and potential for success for the credit community college student. The Matriculation service components are: (1) Admissions; (2) Orientation; (3) Assessment; (4) Counseling/Advising; (5) Follow-Up; (6) Coordination and Training; (7) Research/Evaluation; and (8) Pre- and corequisites. While many community colleges have been extending Matriculation services to students enrolled in noncredit courses, AB 3 did not allow the provision of these services using Matriculation funds.

### Noncredit Matriculation Legislation

During the 1996-97 legislative session considerable discussion occurred concerning both present and future Matriculation services for students enrolled in noncredit classes, courses and programs. Much of this discussion ensued through the 18 member bipartisan committee on Welfare Reform for California. New legislation and budget language (AB 1542, AB 107) extended the provision of Matriculation services to students enrolled in designated noncredit classes, courses and programs and appropriated \$10 million to this effort:

**AB 1542, Section 16** is added to the Education Code, to read:

*72620.5. "Commencing with the 1997-98 fiscal year, community college districts, to the extent that funding is provided in the annual Budget Act, may provide counseling and Matriculation services for students enrolled in credit courses and students enrolled in noncredit courses, according to a welfare-to-work plan as provided in Section 11325.21 of the Welfare and Institutions Code."*

**AB 107, Item 7b**

*"Of the amount appropriated in Schedule (f), \$10,000,000 shall be allocated to community college districts on a one-to-one matching fund basis to provide Matriculation services to include, but not be limited to, orientation, assessment, and counseling for students enrolled in designated noncredit classes and programs who may benefit most, as determined by the Chancellor of the California Community Colleges pursuant to Sections 78216 to 78218, inclusive, of the Education Code."*

The intent of this legislation is to allow community colleges to provide Matriculation services for students enrolled in designated noncredit classes, courses and programs. Further, students enrolled in designated noncredit course categories will be able to use these curricula and support services to move into the workforce through skill acquisition or job placement services.

**Qualifying Criteria**

The following is a list of Matriculation services to be provided to students enrolled in noncredit courses or programs: (services in bold-face required)

- **Orientation**
- **Assessment**
- **Counseling/Advising**
- Admissions
- Follow-Up
- Coordination and Training
- Research/Evaluation and

Although colleges have the option to provide eligible students multiple Matriculation services, AB 107, specifically identifies orientation, assessment, and counseling, as minimum services that should be offered to students enrolled in designated noncredit classes.

**Designated Noncredit Classes**

Noncredit Matriculation funds shall only be used to provide Matriculation services to students enrolled in any of the following approved classes, courses or programs:

- Elementary and Secondary Basic Skills;
- English as a Second Language;
- Disabled/Adults with Disabilities;
- Citizenship/Immigrant;
- Parenting, and
- Short-Term Vocational courses.

**Note that supervised tutoring courses are not designated for Noncredit Matriculation allocation purposes.**

**Noncredit Matriculation Implementing Guidelines**

These implementing guidelines are based on the premise that orientation, assessment, and counseling/advisement are services vital to the full participation and retention and Matriculation of noncredit students, particularly those whose welfare assistance and transition to the workplace is predicated upon their community college enrollment. Colleges should engage in active planning that produces a stable educational environment that provides continuous opportunity for life-long learning. As students enter the workforce, career paths will certainly change, new skills will be required and new career goals will be identified. Matriculation support services should be put in place to accommodate the changing workforce and student needs. Major consideration of staffing and fiscal resources issues should be considered to effectively deliver Matriculation services to students enrolled in the designated noncredit course categories. Service standards for the following components can be found in the College Matriculation Plan.

### **Orientation**

Orientation is the process by which students and potential students are acquainted with the services, facilities, and programs provided by the college. For the noncredit student population, this service should be interpreted more broadly as this service can be accommodated in either a student service or instruction centered approach.

### **Assessment**

The assessment process is used to identify basic skill levels, learning styles, career interests and aptitudes, and/or the need for special services for the noncredit students enrolled in one or more of the designated categories. The assessments for noncredit students should provide a "holistic" and "emerging" portrait of students, which will assist in their advisement. The process needs to be on going as students acquire new skills and achieve goals.

### **Counseling and Advisement**

Counseling and advisement for the noncredit student population should be frequent and services can be provided for within an instructional environment. Students enrolled in designated noncredit classes, courses and programs should meet with a counselor or educational advisor as needed. Each participating community college district should establish a process for assisting students enrolled in designated noncredit classes, courses and programs to identify and determine their academic and vocational objectives. This process should be outlined in the noncredit student educational plan.

In noncredit courses, the role of the counselor or educational advisor is to assist the student to understand the process by which academic and vocational objectives are set and to participate fully in the setting of these objectives for him/herself. The major instrument for describing the students' path to meeting their objectives is the noncredit student educational plan. Its purpose is to support the retention and persistence of the student by "mapping" the student's progress in short term and long term segments. The noncredit student educational plan should also include prescriptive advice from the counselor or educational advisor regarding study methods, resources outside the college, etc. It should also note referrals made to the student, as well as students' responsibilities to ensure their success. Electronically maintained and monitored student educational plans should be used whenever they are available.

Facilitating the transition of noncredit students into other noncredit and credit academic and vocational programs provides students additional opportunities to enhance skills, participate in career ladder pathways and fulfill life-long learning goals.

## NONCREDIT MATRICULATION PROGRAM PLAN

### GENERAL INSTRUCTIONS

Before you begin, duplicate as many copies as you anticipate you will need of the Section B 1-4 documents. Depending on the number of support service components you are providing, you may require more than one page for each component.

**General Plan Instructions:** The plan is divided into two sections:

- **Section A:** - District/College Certification - Complete this section by obtaining the required signatures.
- **Section B:** - Noncredit Matriculation Service Components - Provide the objectives, activities, and frequency and the staff person name and contact information for each service component.

**Please provide the following information for each service component:**

- **Objectives** - List the objectives to be accomplished within each service component.
- **Activities** - Describe each service, process or activity with respect to each of the objectives identified above, and in which of the six-approved categories is it being provided.
- **Frequency** - Describe how often you plan to conduct each activity and/or provide each service.
- **Designated Noncredit Classes** – Place a check mark in each Matriculation service under each designated class that applies to your program.



**Section B**  
**Noncredit Matriculation Program Components**

Region: 6

District: Antelope Valley College District

College Name: Antelope Valley College

**I. Orientation: (please use additional pages if necessary)**

**Objective:**

An orientation course is required of all entering GED students to become oriented to the GED program, AVC campus, and college processes and services.

**Activity:**

Students learn about college processes, support services, activities, computer access, etc.

**Frequency:**

One-time event upon initial entry into the GED program.

**Contact information of the staff person responsible for this component:**

Name: Igor Marder

Phone Number: (661)722-6300 ext. 6238

Email Address: imarder@avc.edu

Region: 6

District: Antelope Valley College District

College Name: Antelope Valley College

**II. Assessment**

**Objective:**

Recommend, but not require appropriate placement of entering students into the GED preparatory coursework.

**Activity:**

Administer CASAS test and GED interactive test.

**Frequency:**

One-time event upon initial entry into the GED program.

Contact information of the staff person responsible for this component:

Name: Igor Marder

Phone Number: (661)722-6300 ext. 6238

Email Address: imarder@avc.edu

**III. Counseling/Advisement**

**Objective:**

Inform and assist students to identify and outline their academic/ vocational objectives.

**Activity:**

Academic advisement and service referral.

**Frequency:**

Frequent/ as needed

Contact information of the staff person responsible for this component:

Name: Igor Marder

Phone Number: \_\_\_\_\_

Email Address: imarder@avc.edu

Region: 6

District: Antelope Valley College District

College Name: Antelope Valley College

**IV. Admissions**

**Objective:**

Enrollment into the GED program.

**Activity:**

Registration and referral for advisement.

**Frequency:**

One-time event upon initial entry into the GED program.

Contact information of the staff person responsible for this component:

Name: Igor Marder  
 Phone Number: (661)722-6300 ext. 6238  
 Email Address: imarder@avc.edu

**V. Student Follow-Up**

**Objective:**

Provide ongoing student follow-up to encourage student success and program completion.

**Activity:**

Program advisement and follow-up.

**Frequency:**

Frequent/ as needed

Contact information of the staff person responsible for this component:

Name: Igor Marder  
 Phone Number: (661)722-6300 ext. 6238  
 Email Address: imarder@avc.edu

Region: 6

District: Antelope Valley College District

College Name: Antelope Valley College

**VI. Coordination and Training**

**Objective:**

Employees are trained to provide assistance and advisement for the GED program.

**Activity:**

Training is provided for program requirements and process.

**Frequency:**

As needed

Contact information of the staff person responsible for this component:

Name: Igor Marder  
 Phone Number: (661)722-6300 ext. 6238  
 Email Address: imarder@avc.edu

**VII. Research and Evaluation**

**Objective:**

Research and evaluation of the GED program student success is conducted.

**Activity:**

Student success is measured by completion rates and other means.

**Frequency:**

On-going

Contact information of the staff person responsible for this component:

Name: Igor Marder  
 Phone Number: (661)722-6300 ext. 6238  
 Email Address: imarder@avc.edu

Region: 6

District: Antelope Valley College District

College Name: Antelope Valley College

Estimated Headcount in all the Designated Noncredit Classes: 100+

Component	Planned Expenditures (not all categories may apply)	College Dollar-for-Dollar Match
Orientation		
Assessment		
Counseling/Advisement	\$19,582.00	\$872,000.00
Admissions		
Student Follow-up		
Coordination & Training		
Research Evaluation		
Supplies/Equipment		

**CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE  
COLLEGE REGIONAL LIST & REGIONAL CONTACT  
2005**

*Arnold Bojorquez*  
Regions 1, 4, 7, 9 & 10  
[abojoqrqu@ccccco.edu](mailto:abojoqrqu@ccccco.edu)

*Sally J. Montemayor*  
Regions 2, 3, 5, 6 & 8  
[smontema@ccccco.edu](mailto:smontema@ccccco.edu)

Region 1	Region 2	Region 3	Region 4	Region 5
Butte	American River	Alameda	Cabrillo	Bakersfield
Feather River	Cosumnes River	Canada	Chabot	Columbia
Lassen	Folsom Lake	Contra Costa	DeAnza	Fresno City
Redwoods	Lake Tahoe	Diablo Valley	Evergreen Valley	Reedley
Shasta	Mendocino	Laney	Foothill	Merced
Siskiyou	Napa	Los Medanos	Gavilan	San Joaquin Delta
	Sacramento City	Marin	Hartnell	Modesto
	Sierra	Merritt	Las Positas	Porterville
	Solano	San Francisco City	Mission	Sequoias
	Yuba	San Mateo	Monterey	West Hills
		Santa Rosa	Ohlone	
		Skyline	San Jose City	
		Vista	West Valley	
Region 6	Region 7	Region 8	Region 9	Region 10
Allan Hancock	Compton	Cerritos	Barstow	Cuyamaca
Antelope Valley	East Los Angeles	Citrus	Cerro Coso	Grossmont
Canyons	El Camino	Coastline	Chaffey	Imperial Valley
Cuesta	Glendale	Cypress	Copper Mountain	MiraCosta
Moorpark	L.A. City	Fullerton	Crafton Hills	Palomar
Oxnard	L.A. Harbor	Golden West	Desert	San Diego City
Santa Barbara	L.A. Mission	Irvine Valley	Mt. San Jacinto	San Diego Mesa
Taft	L.A. Pierce	Long Beach	Palo Verde	San Diego Miramar
Ventura	L.A. Southwest	Mt. San Antonio	Riverside City	Southwestern
	L.A. Trade-Tech	Orange Coast	San Bernardino	
	L.A. Valley	Rio Hondo	Victor Valley	
	Pasadena City	Saddleback		
	Santa Monica	Santa Ana		
	West L.A.	Santiago Canyon		