

## A Partnership

Matriculation is the process which brings the college and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objectives. This agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the college's established programs, policies and requirements. In essence, matriculation is a process designed to help students be successful in reaching their educational goals. All students, except those exempted on the basis of locally established criteria are expected to complete matriculation requirements.

## Matriculation Services

The college provides matriculation services organized in several interrelated components.

1. **Admissions:** Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
2. **Orientation:** Acquaints students with college facilities, programs, services, academic expectations, procedures, policies, rights and responsibilities.
3. **Skills Assessment and Placement Testing:** Measures students' abilities in language, computation, learning and study skills, and assesses students' interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine referral to specialized support services.
4. **Counseling/Advisement:** A process in which students meet with a counselor to develop an individual educational plan, choose specific courses, and update their plans periodically.
5. **Student Follow-Up:** Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

## Student Responsibilities

Each matriculated student is expected to:

1. Express at least a broad educational

## The Basic Components of Your Partnership with AVC

### The college agrees to:

- Assess your basic educational skills and career goals.
- Orient you to the college's programs, services and policies.
- Provide top-quality instruction.
- Provide a wide variety of courses.
- Offer support services to assist you in achieving your educational objectives.

### You agree to:

- Declare an educational goal.
- Attend classes.
- Complete assigned coursework in your courses.
- Meet with a counselor to complete an educational plan.
- Seek out support services as needed.
- Make progress toward your educational goal each semester.

TOGETHER, WE CAN CONTRIBUTE TO YOUR EDUCATIONAL AND PERSONAL SUCCESS!

intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course work.

2. Attend classes regularly and complete assigned course work.
3. Cooperate in the development of a student educational plan after declaring a specific educational goal, abide by the terms of this plan or approved revisions and make continued progress toward the defined educational goal.

**Note:** The college may withhold matriculation services from students failing to cooperate in meeting the above expectations.

## Student Rights

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan.
2. Be given equal opportunity to engage in the educational process regardless of gender, 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 the Dean of Counseling and Matriculation.)

3. Challenge any prerequisite, corequisite, or limitation on enrollment by filing a prerequisite challenge form at the Counseling Center in the lobby of the Student Services building. A

petition can be filed for any of the following reasons:

- a. The prerequisite, corequisite, or limitation on enrollment is not valid because it is not necessary for success in the course for which it is required.
  - b. The student has the knowledge or ability to succeed in the course despite not meeting the stated prerequisite, corequisite, or limitation on enrollment.
  - c. The prerequisite, corequisite, or limitation on enrollment is discriminatory or is being applied in a discriminatory manner.
  - d. The prerequisite, corequisite, or limitation on enrollment is not reasonably available.
4. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition with the Dean of Counseling and Matriculation.
  5. Review the matriculation regulations of the California Community Colleges and exemption criteria developed by the District 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 with the Dean of Counseling and Matriculation.

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## Special Accommodations

Alternative matriculation services are available for students who require special accommodations in the educational setting.

1. Students with physical, visual, communication or learning disabilities are advised to contact the Office for Students with Disabilities Programs and Services.
2. Students who speak English as their second language may request to speak with a bilingual counselor in the Counseling Center.

## Exemptions

Students can be exempted from participating in Orientation and Assessment matriculation activities based on the following criteria.

### Orientation Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll in less than 12 units *and* have one of the following educational goals:
  - a. Advancement in current job/career (upgrade job skills).
  - b. Maintain a certificate or license (e.g., nursing, real estate).
  - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are attending AVC concurrently.

### Assessment Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll only in courses that have no prerequisites, corequisites, or advisories for recommended preparation.
3. Students who meet one of the alternative assessments for writing placement, reading placement, mathematics placement, and English as a second language placement listed below.

## Placement Testing Alternatives

Students may be excused from taking English and/or mathematics placement test(s) by providing proof (e.g., transcripts, test result reports, etc.) of one of the following:

### Writing

1. College Board Advanced Placement English Test score of 3 or higher (results in credit for ENGL 101 or ENGL 101, 102 depending on exam taken).
2. Satisfactory completion of writing courses at other accredited colleges or universities.
3. Completion of ACT Compass writing placement tests at other California Community Colleges.
4. Passing of the CSU English Equivalency Exam (results in credit for ENGL 101, 102).

### Reading

1. Satisfactory completion of reading courses at other accredited colleges or universities.
2. Completion of ACT Compass reading placement tests at other California Community Colleges.

### Mathematics

1. College Board Advanced Placement Calculus Test score of 3 or higher (results in credit for MATH 150 or MATH 150, 160 depending on test taken).
2. Satisfactory completion of math courses at other accredited colleges or universities.
3. Completion of the ACT Compass placement tests at other California Community Colleges.

### English as a Second Language

1. Satisfactory completion of ESL courses at other colleges or universities.
2. Completion of the ACT Compass placement test at other California Community Colleges.

**Note:** Placement tests other than the ACT Compass are not valid at AVC.

### Counseling/Advisement Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll in less than 12 units and have one of the following educational goals:
  - a. Advance in current job/career (upgrade job skills).
  - b. Maintain a certificate or license (e.g., nursing, real estate).
  - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are

attending AVC concurrently.

Students who meet these criteria may request to be exempt from part or all of the matriculation components by filing a Matriculation Waiver form with the Dean of Enrollment Services.

## Assessment

### Writing, Reading and Math

#### Placement Exams

The writing, reading and math placement exams are intended to assess your language and computation skills. The scores from these exams along with additional criteria result in placement recommendations for writing, reading and math courses. These placement recommendations will assist you in selecting courses that are sensible and realistic based on your background and skill levels. Additionally, several courses across the curriculum carry enrollment conditions that are stated in terms of placement recommendations from our assessment.

Students may retake each section of the assessment test one time prior to enrolling in their initial basic skills course sequences. Retesting to exit a basic skills course is not allowed. Placement is valid for three years. Any retesting appeals must be made through the Dean of Counseling and Matriculation.

Policies stated here regarding exemptions to matriculation activities shall not take precedence over any existing state or federal regulations.

## Prerequisites, Corequisites, Advisories on Recommended Preparation, and Limitations on Enrollment Definitions

*Prerequisite* – A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts and/or information necessary for success in the course; on the other hand, a student who has not met the prerequisite is *highly unlikely to receive a satisfactory grade in the course*. (See Satisfactory Completion of Prerequisites.) Prerequisites are

enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

*Corequisite* – A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

*Advisory* – A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

*Limitation on Enrollment* – A condition of enrollment which limits how students qualify for a particular course or program. These limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program and Licensed Vocational Nursing Program). Limitations on enrollment are enforced and a student will be blocked from enrolling if the student does not meet the stated limitation (see below for challenge procedure).

### **Satisfactory Completion of Prerequisites**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop.

### **Challenge Procedure**

A prerequisite, corequisite, or limitation on enrollment challenge as required by Title 5, Section 55003 requires the submission of a Prerequisite Challenge form. This form can be obtained from the Counseling Center in the Student Services Building. A student may file a Prerequisite Challenge form for one or more of the following reasons:

1. The student has the documented knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite (T5: 55003).
2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (T5: 55003).
3. The prerequisite or corequisite has not been established in accordance with the district’s AP&P process for establishing prerequisites and corequisites (T5: 55003).
4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (T5: 55003).
5. The prerequisite or corequisite is in violation of this section (T5: 55003) which states that “a prerequisite will assure that a student has the skills, concepts, and/or information necessary for success in the course.

**It is the responsibility of the student to provide compelling evidence and documentation to support a prerequisite challenge. If there is no documentation provided, the challenge will automatically be denied.** Contact the Counseling Center in the lobby of the Student Services building to initiate a prerequisite challenge. NOTE: If space is available in the course when a student files a challenge, the district will allow the student to register in that course

and resolve the challenge within five working days from the time the challenge was submitted and date stamped. If the challenge is upheld or the district fails to resolve the challenge within the five working-day period, the student shall be allowed to remain in the course. If the challenge is denied, the student will be automatically withdrawn from the course.

### **English as a Second Language Assessment**

Students with limited proficiency in English should take a special assessment test. The assessment is designed to evaluate the student’s level of proficiency in listening comprehension, grammar, vocabulary and reading.

The results of the assessment will be used to assist students in choosing the appropriate level and type of ESL courses offered by the college.

### **Evaluación de Inglés como Segundo Idioma**

Los estudiantes con habilidad limitada en el Inglés deben tomar una evaluación especial para demostrar su destreza en el uso del Inglés. Este evaluación determinará el nivel de comprensión oral, gramática, vocabulario, y lectura del estudiante.

Los resultados de la evaluación se usarán para asistir al estudiante a escoger el nivel y tipo apropiado de cursos de ESL que sean ofrecidos por Antelope Valley College.