

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.

- ~~4A3GB~~ 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.
- ~~4A3DC~~ 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, 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).

Procedure 4A3(a)

Matriculation Component Exemption Criteria

Consistent with the provisions of AB 3, Sections 78212-78214, and Title 5, Section 55532, the following Exemption Procedures for Assessment, Orientation, and Counseling/Advising are in effect for the Colleges of the Kern Community College District.

Except as noted below, all students shall be required to complete the ~~three (3)~~ *four (4)* matriculation components: assessment, orientation, ~~and~~ counseling/advising, *and a Student Educational Plan*. The Vice President, Student Services, or designee may, upon appeal, exempt students from the above-noted components, for circumstances not covered by this procedure.

Counseling/ Exemption Criteria	Assessment	Orientation	<u>Counseling/</u> Advising	<i>SEP</i>
1--Students who have completed an associate degree or higher.	X	X	X	X
2--Satisfactory completion of course work equivalent to college-level English or college-level math, <i>or completion of State Approved Assessment.</i>	X			

Approved by the Chancellor's Cabinet
 January 12, 1998, Effective Spring 1988
 Revised 5/30/89
 Revised 8/22/89
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 Revised 3/21/95
 Revised 9/09/97, Effective Fall and Summer 1998

Procedures for Registration and Collection of Enrollment Fees

- 1) Priority registration appointments are scheduled prior to open registration. [See Priority Registration Procedure 4A3(c).] ~~The District Student Services Committee determines the order and dates for priority registration.~~
- 2) In person registration will be available for courses requiring instructor or departmental approval.
- 3) Students not in good academic standing or having a hold that prevents registration will not be allowed to register until they have obtained clearance from appropriate College personnel.
- 4) Students with two (2) or more or a combination of any two (2) or more "D's", "F's", "W's", "NP's" in a single course will be prevented from registering for that course until they have obtained clearance in accordance with the College's established procedures.
- 5) Students are required to complete an Admissions or Update form prior to registration every term. ~~As appropriate, T~~ these forms may be completed on the web. through telephone registration, or in person.
- 6) At the time of registration students can check their class schedules and their account information via the web. ~~or the telephone information systems.~~
- 7) Enrollment fees are due at the time of registration. (See Board **Policy 4A7C** regarding penalties for failure to pay enrollment fees by the due date.)

Approved by the Chancellor's Cabinet
November 27, 1990

Revised 7/20/93
Revised 7/16/98
Revised 3/18/03
Revised 5/18/04

Kern Community College District
Office of the Assistant Chancellor, Educational Services
October 20, 2011

Kern Community College District
Priority Registration Procedures

Bakersfield College

Order of Priority Registration

First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.

<u>Day 1-2</u>	<u>Matriculated*** Veterans*, Matriculated Foster Youth** or Matriculated Former Foster Youth***, Matriculated DSPS, Matriculated EOPS</u>
<u>Day 3-5</u>	<u>Matriculated Presidential Scholars, Matriculated Student Athletes</u>
<u>Day 6-13</u>	<u>Matriculated Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2)</u> <u>Matriculated Prior Year Graduates of Local**** High Schools in the District</u>
<u>Day 14</u>	<u>Matriculated New Students not Included Above</u>
<u>Day 15</u>	<u>Open Registration</u>

* Veteran any member or former member of the Armed Forces of the United States; priority registration pursuant to applicable state laws

**Foster youth is a person who is currently in foster care; priority registration pursuant to applicable state laws

***Former Foster Youth is a person who is an emancipated foster youth and who is up to 24 years of age; priority registration pursuant to applicable state laws

**** Matriculated is defined as having completed assessment, orientation, counseling/advising, and a Student Educational Plan

****Local defined as any feeder high school in the District

Kern Community College District
Priority Registration Procedures

Cerro Coso Community College

Order of Priority Registration

First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.

<u>Day 1-2</u>	<u>Matriculated*** Veterans*, Matriculated Foster Youth** or Matriculated Former Foster Youth***, Matriculated DSPS, Matriculated EOPS</u>
<u>Day 3</u>	<u>Matriculated Honor Students</u>
<u>Day 4-10</u>	<u>Matriculated Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2)</u> <u>Matriculated Prior Year Graduates of Local**** High Schools in the District</u>
<u>Day 11-14</u>	<u>Matriculated New Students not Included Above</u>
<u>Day 15</u>	<u>Open Registration</u>

* Veteran any member or former member of the Armed Forces of the United States; priority registration pursuant to applicable state laws

**Foster youth is a person who is currently in foster care; priority registration pursuant to applicable state laws

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**** Matriculated is defined as having completed assessment, orientation, counseling/advising, and a Student Educational Plan

****Local defined as any feeder high school in the District

Kern Community College District
Priority Registration Procedures

Porterville College

<p><u>Order of Priority Registration</u></p> <p><i><u>First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.</u></i></p>	
<u>Day 1-3</u>	<p><u>Matriculated*** Veterans*, Matriculated Foster Youth** or Matriculated Former Foster Youth***, Matriculated DSPS, Matriculated EOPS</u></p>
<u>Day 4-10</u>	<p><u>Matriculated Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2)</u></p> <p><u>Matriculated Prior Year Graduates of Local**** High Schools in the District</u></p>
<u>Day 11-14</u>	<p><u>Matriculated New Students not Included Above</u></p>
<u>Day 15</u>	<p><u>Open Registration</u></p>

* Veteran any member or former member of the Armed Forces of the United States; priority registration pursuant to applicable state laws

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