

## STUDENT MATRICULATION

### A. Definition of Matriculation

Matriculation is a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective through the college's established programs, policies and requirements. This agreement is implemented by the student's educational plan.

### B. Matriculation Services

The Board of Trustees of the Glendale Community College District authorize the College to provide the following services to the student, and to engage in other required activities identified by the Chancellor's Office of the California Community College. These services and/or activities include but are not limited to:

1. Admissions services - the processing of applications for admission of potential students;
2. Orientation services - a process which acquaints the student, or potential student, with college programs services, facilities and grounds, academic expectations, and institutional procedures;
3. Student Assessment services - the process of gathering information about individual students to facilitate student success. Assessment shall include, but is not limited to, information regarding the student's study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and the need for special services. Assessment involves the collection of such information at any time before or after enrollment, except that the process of assigning a grade by an instructor shall not be considered part of the assessment process. Once a grade has been assigned and recorded in a student's transcript it can be used in the assessment process;
4. Advisement or Counseling services - the provision of academic, career and personal counseling services deemed appropriate to the need of the matriculating student;

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5. Student Educational Planning - the development and implementation of an individualized educational plan for each matriculating student. The plan includes, at a minimum, the student's educational objectives and the courses, services and programs to be used to achieve them;
6. Student Follow-up services - the process of monitoring a student's progress toward his or her educational objective and providing the student with appropriate advice based on the results of such monitoring;
7. Student Referral services - the process of determining a student's individual needs and, where appropriate, referring the student to specialized support services including, but not limited to, financial aid, health services, on-campus employment, Extended Opportunity Programs and Services, on-campus child care services, tutorial services, and Disabled Student Programs and Services. In addition, referrals may be made to specialized curriculum offerings including but not limited to, pre-collegiate basic skills course and programs which teach English as a Second Language.

C. Exemptions from Participation in Matriculation

1. In all cases, a student may be exempted from participation in any or all matriculation services. Such action on the part of the student will not result in any limitation on the available College services or the student's enrollment in College courses except where a student is not eligible to take specific courses where assessment score prerequisites have not been met.
2. A student may be exempted from assessment, orientation and/or counseling and advisement based on the following criteria: completion of an A. A. degree or higher; enrollment in fewer than 6 units; completion of matriculation services at another college; enrollment in the college for personal enrichment, upgrading of job skills or the student does not intend to earn a degree or certificate.
3. Students who are exempted from some or all of the matriculation services provided by the College to the student, will be informed of these services at the time that the exemption is made.

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4. The District will maintain records of all exemptions that are made to this policy. This data will be made available to the Chancellor of the California Community Colleges for purposes of evaluating the impact of matriculation services.

D. Course Prerequisites and Corequisites

1. All courses shall be open to enrollment by any student who has been admitted to the College, except that students may be required to meet necessary and valid prerequisites and corequisites.
2. For purposes of enrollment the following procedures will be used:
  - a. For a course not having a stated prerequisite, enrollment will be on a "first come first served" basis.
  - b. For a course with a stated prerequisite, enrollment will be on a "first come first served" basis for those students who have satisfied the prerequisite(s).
3. All course prerequisites must have the approval of the Academic Affairs Committee. In reviewing existing or proposed prerequisites, the Academic Affairs Committee will require that the prerequisites have a demonstrable relationship to a student's success or safety in the course. To be a valid prerequisite, for purposes of this section, the prerequisite must do the following:
  - a. be defined in terms of measurable skills, or
  - b. require the completion of any course, in a sequence of related courses in a given discipline in which understanding or technical performance in such course is necessary for success in later courses in the sequence, provided that the prerequisite is validated as being necessary for success in the higher level course.
4. Prerequisites involving experience requirements may not be established solely on the basis of "hours of exposure."
5. No communication or computational skills prerequisite may be established which apply across the entire curriculum.
6. Any prerequisite, corequisite, or limitation on enrollment may be challenged by a student using established procedures on one or more of the following grounds:

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- a. the prerequisite is not valid because it is not necessary to succeed 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 prerequisite;
- c. the prerequisite is unlawfully discriminatory or is applied in an unlawfully discriminatory manner;
- d. the prerequisite has not been established in accordance with the District's process for establishing prerequisites; or
- e. the prerequisite course has not been made reasonably available and this lack of availability will cause undue delay in completion of the student's educational goal of the student's educational plan.

The established procedures for a challenge of a prerequisite, corequisite, or limitation on enrollment will include a process for timely resolution, will be determined by faculty or college personnel who are knowledgeable in the discipline, provide for a process of appeal, and require that the student provide appropriate documentation.

7. For purposes of this section, all course corequisites and limitations on enrollment must follow the same procedures for validation, approval, and appeal as defined for course prerequisites.

E. Student Rights and Responsibilities

1. Every student admitted to Glendale Community College has the right to enroll in any course for which he or she can meet necessary and valid prerequisites.
2. A student is, upon admission to the College, required to indicate a broad educational intent and to declare a specific educational goal during the first semester after the student has completed 15 units of credit courses.
3. All new non-exempt students are required to be assessed in English or ESL and mathematics upon application to the college and before the student enrolls in their first semester.
4. Upon selecting a specific educational goal, students are required to complete a Student Educational Plan with a counselor.
5. The student is expected to diligently attend class and complete assigned coursework, and complete courses and maintain progress toward his or

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her educational goal.

6. A student's decision to waive participation in any, or all matriculation activities shall not be considered as just cause for the College to suspend or terminate any service to which the student is otherwise entitled under the law.
7. Any student, including an individual who has filed an application to the College, who feels that his or her rights have been violated due to the implementation of any service covered by these policies, has a right to appeal the outcome of the alleged violations through the established Student Grievance Procedures (Board Policy, 5100).

F. Prohibited Practices

1. Assessment Instruments - standardized assessment instruments used for academic advisement, course or program placement will only be used if they have been previously approved by the Chancellor of the California Community Colleges. In addition, the use of such instruments will be strictly limited to the purpose(s) for which the test or instrument was developed and validated.
2. Course Placement Practices - in determining a student's eligibility for a specific course, or program of courses offered by the College, a minimum of two assessment criteria will be utilized. Such criteria may include, but are not limited to: scores on approved placement tests, high school grades, previous College grades, and other factors determined by the College to be valid indicators of the student's potential for success in the course(s) or program(s).
3. Exclusion from Admission - under no circumstances will the College, or its staff, use any assessment instrument, procedure or method for the purpose of excluding any person from admission to the College.
4. Unlawful Discrimination - under no condition will the College, or its staff, utilize any matriculation practice for the purpose or the effect of subjecting any person to unlawful discrimination.

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5. If, in the course of providing matriculation services, it is determined that there is a disproportionate impact on a specific group, or groups, of students, the College will, in consultation with the Chancellor's Office of the California Community Colleges, develop a plan to address the areas of disproportionate impact.

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