

## COLLEGE OF THE SISKIYOU

### Procedure Manual

**Title:**                    **Matriculation**

**Revision Date:**        **2/97, 12/15/98**

**Responsible Area:**    **Student Services**

**Responsible Office:** **Vice President, Student Services/Research**

**Policy Reference:**    **Board Policy 3.5**  
**California Education Code 78210-78218**

#### A. Matriculation Committee

Matriculation services at College of the Siskiyous will be provided to all students at the Weed and Yreka campuses. The evaluation of the matriculation services and recommendation for change will be made by the College Matriculation Committee. The Committee shall be the following members:

Vice President, Student Services/Research and Matriculation Coordinator  
 Counselor/Articulation Coordinator  
 Counselor/Orientation Coordinator  
 Assessment Technician  
 Director of Admissions  
 Advisors Group Representative  
 Academic Senate Representative  
 Curriculum Committee Representative  
 Coordinator of Research and Analysis  
 Associated Student Board Representative  
 Vice President, Instruction

#### B. Matriculation Services

Students participating in matriculation are required to do the following:

- Complete the assessment tests in English, reading and math
- Attend an orientation program where college services and programs are explained and students receive academic advisement
- Plan a class schedule in accordance with the chosen academic goal, interests, current skills and time available for study and work
- Develop an educational plan to be completed by the time the student earns 15 units at the College

#### C. Admissions

Registration in College of the Siskiyous is open to the following;

- Any high school graduate
- Recipients of the California Certificate of Proficiency or State Certificate of Equivalency
- Any person 18 years of age or older who can benefit from instruction (Ed. Code Section 76000)

D. Orientation

- Fall and Spring orientation are held the day before classes begin as an all-day session.
- Special orientations are provided to various groups on campus (e.g., international students, re-entry students, etc.)

E. Assessment

Assessment services are available to all students. All non-exempt students must take the assessment test.

F. Counseling and Advising

Counseling and advising services are provided for all students. Students who are non-exempt are required to have a counselor or advisor signature on their registration form.

G. Follow-up

Students will be provided with information regarding their academic progress.

The types of follow-up include:

- Early Alert – Instructors indicate on the first and second census whether students are making satisfactory or unsatisfactory progress. For those students marked “unsatisfactory”, a letter is generated and mailed to the student by approximately the sixth week.
- Probationary and Dismissed – Each probationary and/or dismissed student receives a letter from the College outlining his/her academic progress.
- Dismissed – Each ‘dismissed’ student is required to see a counselor prior to registering for classes.

H. Research and Evaluation

The College Research Coordinator is responsible for conducting the research and evaluation activities for matriculation. The studies conducted will be shared with various groups on campus (depending upon the nature of the research).

I. Coordination Training

The Matriculation Coordinator will be responsible for coordination the matriculation efforts on campus and for providing training to appropriate staff and students.

J. Prerequisite/Corequisites/Advisories

The College Curriculum Committee is responsible for overseeing the review of the course prerequisites, corequisites, and advisories.

K. Possible Exemption Criteria

New students are required to participate in the matriculation services at College of the Siskiyous. Students may be exempt from certain services as follows:

*Orientation Exemption Criteria*

A student may be exempt from orientation for the following reasons:

1. The student has received an Associate or higher degree.
2. The student has completed orientation and is continuing or returning within three years.
3. The student is enrolled solely in one of the College's special classes to include Senior College.
4. The student has a goal of personal enrichment and is only taking personal enrichment courses.

*Assessment Exemption Criteria*

A student may be exempt from assessment services for the following reasons:

1. The student has received an Associate or higher degree.
2. The student has received a full array of matriculation services at another college and has provided a written assessment test score.
3. The student is enrolled solely in one of the College's special classes to include Senior College.
4. The student has a goal of personal enrichment and is only taking personal enrichment courses.

*Advising Exemption Criteria*

A student may be exempt from advising services for the following reasons:

1. The student has received an Associate or higher degree.
2. The student is enrolled solely in one of the College's special classes to include Senior College.
3. The student has a goal of personal enrichment and is only taking personal enrichment courses.