Matriculation brings the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- express at least a broad educational intent upon admission
- declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
- diligently attend class and complete assigned coursework
- complete courses and maintain progress toward an educational goal
- cooperate in the development of the student educational plan

Matriculation services include, but are not limited to, all of the following:

- Processing of the application for admission
- Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills
  - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
  - Evaluation of student study and learning skills
  - Referral to specialized support services as needed, including, but not limited to, local, state, and federal financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
  - Advisement concerning course selection
  - Post-enrollment evaluation of each student’s progress and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.
The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

Although all students are given the opportunity to participate, the District has elected to exempt certain students from orientation, assessment and counseling/advisement (Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Matriculation Plan for the District as well as in the Catalog and Schedule of Classes.

Office of Primary Responsibility: Office of Student Learning

Date Approved: May 18, 2010
(Replaces a portion of College of Marin Procedure 4.0003 DP.1)