

# GUIDED SELF-PLACEMENT, ORIENTATION, AND COUNSELING/ADVISEMENT

The guided self-placement, orientation, and counseling/advisement process offered through matriculation provides assistance to students to foster academic success. Students who participate in these services will be more prepared when transitioning to college and completing their course of study.

Students can also earn an earlier registration date by completing guided self-placement, orientation and a Student Education Plan (SEP) by specific deadline dates.

## What is Guided Self-Placement?

Citrus College uses a guided self-placement method. Placement into English and math is based upon self-reported high school GPA and the last math course completed in high school with a "C-" or better. All applicants receive an email with their placement into English and math. For additional information on guided self-placement, please visit the guided self-placement (<https://www.citruscollege.edu/stdntsrv/placement/Pages/default.aspx>) webpage.

Students who took English and/or math at another college will need to submit their official college transcript(s) to the Admissions and Records Office for proper placement. Students with questions about their placement are recommended to meet with a counselor. Students without high school data on the application receive the following placements, which provide direct access to transfer-level English and math:

### English

- ENGL 101 Reading and Composition (4 units)
- ENGL 101E Reading and Composition, Enhanced (5 units)

### Math

Students may choose one of the following (open to all students):

- MATH 144 Technical Mathematics (5 units)
- MATH 160 Mathematics for Everyday Living - A Liberal Arts Course (5 units)
- MATH 165 Introductory Statistics (4 units) + MATH 065 Corequisite Support For Introductory Statistics (2 units)
- MATH 168 Mathematics for Elementary Teachers I (4 units)
- MATH 175 Pre-Calculus (6 units) + MATH 075 Corequisite Support for Pre-Calculus (2 units)
- MATH 180 Calculus for Business and Social Sciences (4 units) + MATH 080 Corequisite Support for Calculus for Business and Social Sciences (2 units)

### English as a Second Language (ESL)

The Citrus College credit ESL program offers three levels of coursework with each level having a reading/writing course (ESL 003A, 004A, and 005A) and a grammar corequisite course (ESL 003B, 004B, and 005B). It is strongly recommended students enroll in the corresponding grammar corequisite courses when they enroll in the writing courses.

- ESL 003A Low-Intermediate Reading & Writing Skills (5 units)
- ESL 003B Low-Intermediate Grammar (3 units)

- ESL 004A High-Intermediate Reading and Writing Skills (5 units)
- ESL 004B High-Intermediate Grammar (3 units)
- ESL 005A Advanced College Reading & Writing Skills (5 units)
- ESL 005B Advanced Grammar (3 units)

For placement into ESL:

- International (F-1 visa) students may contact the International Student Center (ISC) (<https://isc.citruscollege.edu/>) to see the international student counselor.
- ESL students who are not international students may contact the Counseling and Advisement Center to meet with a counselor.

## Review of Placement

Students who feel their placement does not reflect their abilities may request a Review of Placement with a counselor.

Students may appeal their English and/or math placement if they can demonstrate proof of course equivalency or competency. Students should be prepared to present documentation such as official high school or college transcripts. After a student's information is reviewed by a counselor, placement may be adjusted.

## What is Orientation?

The orientation program is designed to introduce students to programs of study, college resources, student support services, and college success tips to make a smooth transition to college and complete their goals successfully.

Students who are new to Citrus College will complete guided self-placement. Future registration may be withheld from students who have applied to the college and did not complete the orientation requirement by the specific deadline date.

Students who believe they are exempt from completing orientation can discuss the exemption criteria with a counselor.

## Orientation Process

Orientation must be satisfied by completing the following steps:

1. New Student Orientation
2. Abbreviated SEP

The New Student Orientation is completed online. An Abbreviated SEP can be completed in drop-in counseling or an individual counseling appointment. Drop-in counseling and individual counseling appointments are available year-round. For more information and to access the New Student Orientation, please visit the Orientation Services (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/OrientationServices.aspx>) webpage.

## Counseling/Advisement

Counselors and advisors provide a variety of services including educational planning, career counseling, university transfer counseling, personal counseling (personal concerns and issues affecting students' academic progress), Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOP&S), and financial assistance programs. Counselors assist in long-range planning and checking specific requirements so that students meet graduation requirements and course prerequisites, secure career/technical

certificates and licenses, and fulfill requirements for transfer to other colleges or universities.

The following counseling courses are strongly recommended for new students during their first year at Citrus College to develop college success skills.

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| COUN 110 | Introduction to Online Learning with Canvas and Enhancing Digital Literacy Skills   | 3 |
| COUN 145 | Career/Life Planning  | 3 |
| COUN 158 | Transfer Preparation  | 2 |
| COUN 160 | Strategies for College Success  | 3 |
| COUN 161 | Higher Education Transitional Skills for Student Veterans/Families  | 3 |
| COUN 201 | My Plan, My Classes, My Degree  | 3 |
| COUN 203 | Building Grit and Resiliency for Life Long Learning and Career (Building Grit and Resiliency for Life Long Learning and Career)         | 3 |
| COUN 204 | Pathways to Careers in the Social and Behavioral Sciences   | 3 |
| COUN 205 | Pathways to Healthcare Careers  | 3 |
| COUN 206 | Pathways to Careers in STEM   | 3 |
| COUN 207 | Pathways to Careers in Business and Information Technology/Systems (Pathways to Careers in Business and Information Technology/Systems) | 3 |
| COUN 208 | Pathways in Career and Technical Education (Pathways in Career and Technical Education)   | 3 |

It is important for all students to have a Student Education Plan (SEP) while attending Citrus College. Counselors assist students in developing an educational plan that reflects their goals. All first time non-exempt students are encouraged to complete an Abbreviated SEP for their first semester to enhance their success in completing their course of study. Students who complete the New Student Orientation and develop an SEP by designated deadline dates will receive an earlier registration date. Nonexempt first-time students will be able to complete an Abbreviated SEP during drop-in counseling or an individual counseling appointment. As students progress in their studies, it is recommended to meet with a counselor to create a Comprehensive SEP to achieve their goals.

Veterans planning to receive G.I. benefits are required to make an appointment with the Veterans Success Center (<https://www.citruscollege.edu/stdntsrvt/veterans/Pages/default.aspx>) prior to seeing a counselor.

## Counseling Follow-up

Follow-up services are designed to evaluate and track the student's academic progress. Special services are provided to students on academic and/or progress probation and students who are undecided about their course of study. Counselors also give referrals to appropriate programs and services, both on and off-campus.

Students on probation are required to complete an online probation workshop (<https://sso.comevoservice.com/shibb/launch/citruscollege/1505/-/pub/>) well in advance of registration. Registration may be withheld until the workshop is completed.