

MATRICULATION

Matriculation is a process that brings a college and a student into an agreement for the purpose of achieving the student's educational goals and completing the student's course of study. The agreement involves the responsibilities of the college and the student.

The college's responsibility is to provide:

- Guided self-placement before course registration
- Orientation services about the college's programs and services
- Counseling and other education planning services, including student education plans (SEP)
- Evaluation of the academic progress of and provision of support services to at-risk students to include referrals to appropriate interventions

The student's responsibility is to:

- Identify an education and career goal
- Attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal and course of study identified in the SEP
- Nonexempt first-time students are required to:
 - Participate in guided self-placement
 - Complete an orientation activity provided by the college
 - Participate in counseling services and complete an Abbreviated SEP (first semester plan)
 - Complete a Comprehensive SEP (multi-semester plan) after completing 15 degree applicable units or prior to the end of the second semester

Exemption Criteria from Matriculation Activities

A student may be exempted from matriculation activities including orientation, guided self-placement, counseling or advisement based on one or more of the following:

1. Completion of an associate degree or higher from a regionally accredited college
2. Enrollment at the college solely to take a course that is legally mandated for employment as defined in Title 5 section 55000 or necessary in response to a significant change in industry or licensure standards
3. Enrollment at the college as a special admit student pursuant to Education Code section 76001

Exemption from matriculation activities can be discussed with a counselor in the Counseling and Advisement Center (<https://www.citruscollege.edu/counseling/>). Documentation is required to verify the exemption criteria.