The objective of the Student Success and Support Program is to assist students in designing and planning their educational goals. The process begins with admission and ends when the student achieves his/her educational goal.

Matriculation
Matriculation is defined by the Seymour-Campbell Student Success Act of 2012 as “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 student. The Student Success and Support Program includes services to optimize students’ opportunities to foster academic success.

The college’s responsibility is to provide:
- Orientation services
- Assessment before course registration
- Counseling and other education planning services
- Referrals to specialized support services
- Evaluation of each student’s progress and referral to appropriate interventions

The student’s responsibility is to:
- Identify an academic and career goal upon application
- Declare a specific course of study after a specified time period of unit accumulation, as defined by the board of governors
- Attend class and complete assigned coursework
- Complete courses and maintain academic progress toward an educational goal and course of study identified in the Student Educational Plan (SEP)

Students have the right to refuse matriculation services. Forms are available for this purpose from the dean of Counseling Programs and Services.

Matriculation Exemption Criteria
A student may be exempted from matriculation activities including orientation, assessment, 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 in coursework to advance in current job, or to pursue personal enrichment, or to maintain a certificate/license, AND is enrolled in fewer than 5 units
3) Completion of the assessment/orientation components at another college, with placement scores on file at Citrus College

Assessment and Orientation
All new students not exempt from matriculation activities are required to participate in an assessment/orientation/advisement process designed to assist students in reaching their education and career goals.

The purpose of the assessment process at Citrus College is to provide information regarding skills (language and mathematics) and activities necessary for a successful college experience. Student-reported information is also used in addition to available high school and/or college transcripts. Other factors that are used in assessing college readiness may include evaluation of study skills, goals and career aspirations, and the results of the Accuplacer assessment.

The assessment information assists the counselor in outlining a useful and clear educational program for the student’s long-range educational plans and the eventual attainment of a chosen career.

Students with a disability that require testing accommodations, can make arrangements through the DSP&S Office, (626) 914-8675. Hearing impaired services are available 24 hours, (626) 914-8674 TDD.

Review of Placement
Students who have reason to disagree with assessment results may take part in the Review of Placement Procedure. Please contact the Counseling and Advisement Center for more information.

Required Orientation
Students who are new to Citrus College beginning fall 2013 are urged to complete the assessment and MUST complete orientation by October 31, 2013. All future registration will be withheld from students who have not completed orientation by the deadline. Students who believe they are exempt or those who want to read about procedures for challenging matriculation regulatory provisions can refer to the matriculation section in the Citrus
Orientation Options
Orientation can be satisfied in any of the following formats:
• In-person orientation (recommended for new students)
• New Student Assessment/Orientation Session
• Assessments/Orientations held at local high schools
• Early Decision Day at Citrus College (only available through high school districts)
• Online orientation at http://orientation.citruscollege.edu

The assessment and orientation process is an effort by Citrus College to provide students with the finest academic advisement and counseling possible. Assessments/orientations are scheduled periodically throughout the year. For more information, please view the assessment/orientation schedule at http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx

Counseling
The Citrus College counseling staff provides a variety of counseling services including educational planning, career counseling, transfer counseling, personal counseling (including discussing personal concerns and issues affecting students’ academic progress), Disabled Student Programs and Services (DSP&S), and Extended Opportunity Program and Services/Cooperative Agencies Resources for Education (EOP&S/CARE). These counselors assist with long-range planning and checking specific requirements so that students meet graduation requirements, course prerequisites, and requirements for transfer to four-year colleges or universities.

New, non-exempt students are strongly encouraged to see a counselor. For further support, it is recommended the student take COUN 156 College Planning, COUN 159 On Course to Success, or COUN 160 Strategies for College Success during the first semester of attendance. Veterans planning to receive G.I. benefits are also required to see a counselor prior to registration if they are new or returning students, or if they have attempted 45 or more units of accredited college work. Students planning to transfer to a four-year college and those planning to graduate are strongly encouraged to see a counselor well in advance of registration. All students are urged to meet with a counselor every semester to ensure that their Student Educational Plan (SEP) accurately reflects their educational goal. Any changes in a student’s educational objective should be reviewed with a counselor in order to update the SEP.

Prerequisites, Co-requisites and Recommendations
Citrus College provides students with information about courses which require specific knowledge or skills to be successful in that course. This information comes in the form of a requisite statement which appears under the title of the course. Definitions for prerequisites, co-requisites, and/or recommendation statements you might see are:

Prerequisite - A course that a student is required to complete in order to demonstrate current readiness for enrollment in a course or program. (Example: ENGL 101 must be completed before taking ENGL 103.)

Co-requisite - A course that a student is required to take at the same time with another course. (Example: Students taking DANC 265 must also take DANC 263.)

Recommendation - A skill or course that is strongly suggested before enrollment in a course, but is not required. (Example: Successful completion of ENGL 101 is strongly recommended for the History 108 honors course.)

Verification of Prerequisites
Students are required to provide verification of how skill or course prerequisites have been satisfied prior to their registration date. Students unable to verify how a prerequisite has been satisfied will not be allowed to enroll in those courses. Official transcripts from other colleges may be used to verify course prerequisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college. Please Note: Students must verify prerequisites before being allowed to add a course. Students on a waitlist will be unable to register unless prerequisites have been cleared prior to permission to add.
Citrus College: A College of Completion is designed to encourage and support students as they endeavor to complete their educations, transfer to baccalaureate degree programs and enter the career fields of their choice. This collegewide initiative is a response to a 2009 challenge from the White House for the nation’s community colleges to produce an additional 8 million college graduates by 2020.

A College of Completion, like all of Citrus College’s academic programs and student services, focuses on student success, with college completion as its pinnacle. The initiative engages every part of the Citrus College community: students, faculty and staff.

“The College of Completion campaign enables us to publicly declare our commitment to the academic achievement of our student body and it puts college completion front and center of our priorities.”

–Dr. Geraldine M. Perri
Superintendent/President