523.1 Matriculation is a process that enhances access to the California Community Colleges and promotes and sustains the efforts of credit students to succeed in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

College of the Canyons provides students except as exempted pursuant to Title 5, section 55532, with all of the following matriculation services:

A. the processing of applications for admission;
B. orientation and pre-orientation services designed to provide nonexempt students and potential students, on a timely basis, information concerning college procedures and course scheduling, academic expectations, financial assistance, and any other matters the college or district finds appropriate;
C. assessment for all nonexempt students pursuant to Title 5, section 55524;
D. counseling or advisement for nonexempt students pursuant to Title 5, section 55525;
E. assistance in developing a student educational plan pursuant to Title 5, section 55525, which identifies the student’s educational objectives and the courses, services, and programs to be used to achieve them;
F. post enrollment evaluation, pursuant to Title 5, section 55526, of each student’s progress; and
G. referral of students to:

(1) support services which may be available, including, but not limited to, counseling, financial aid, health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services and Disabled Students Program and Services; and
(2) specialized curriculum offerings including but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language.

523.2 It is the responsibility of each nonexempt student under the provisions of Title 5, section 55530 and the Matriculation Plan to:

A. Express at least a broad educational intent upon admission and to declare a specific educational objectives no later than the term after which the student completes 15 semester units of degree applicable credit coursework. Once the student has declared the specific educational goal, the College will provide the student with an opportunity to develop a Student Educational Plan (SEP) pursuant to Title 5, section 55525. These student responsibilities are also outlined in the Student Educational Plan (SEP).

B. Participate in counseling or advisement.

C. Diligently attend class and complete assigned coursework.

D. Complete course and maintain progress towards an educational goal in accordance with the College’s standards for probation and dismissal.

523.3 If the student fails to fulfill the responsibilities listed above, fails to cooperate in the development of an ESP or fails to abide by the terms of his/her SEP, the College may, subject to the requirements of Title 5, Chapter 5, Article 4, suspend or terminate the provision of service authorized and required in this policy. Nothing in this policy shall be construed to permit the College to suspend or terminate any service to which a student is entitled under any other provision of law.