



ARTICLE 4100 **ADMISSION AND REGISTRATION**

AR 4114 **Student Success and Support Program**

Student success is the responsibility of the student and the institution, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the Student Success and Support Program (SSSP) is to increase California community college student access and success through the provision of core matriculation services, including assessment and placement, orientation, counseling, advising, and other educational planning services to provide students with the support services necessary to assist them in achieving their education goal and identified course of study.

1. Components and Participation

Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed. The matriculation components shall consist of Assessment and Placement, Orientation, Counseling/Advising/Other Educational Planning Services/Education Plan Development (hereafter referred to as Counseling), and Follow-Up Services for at-risk students. Details concerning these components and exemptions are noted below.

2. Matriculation Status

Matriculation status shall be established for all new students at the time they submit their application for admission to the College. Their status shall be either "matriculant" or "exempt matriculant."

Students are considered matriculants if they are enrolling at Santa Monica College for the first time and their goal is to obtain an Associate degree, transfer to a four-year college or university, or complete a career certificate.

3. Exempt Matriculants

An "Exemption" is a waiver or deferral of a student's participation in assessment and placement, orientation, or counseling services, which are required of students.

Any student who is exempt from assessment and placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment as noted in Section 4 below. Information on exemptions and waivers is available in the College Catalog and the Schedule of Classes. Exemptions concerning assessment and placement testing are noted in AR 4111.4.

Once the period for exemption expires, students become matriculants, and must then meet any requirements from which they were initially exempted.

a. Orientation and Counseling (excluding education plan development)

Matriculants may be exempt from the orientation and the counseling component if they meet any of the following requirements:

- i. Have completed an Associate Degree or higher;
- ii. Have enrolled for a reason other than career development or advancement, transfer, attainment of a degree or certificate, or completion of basic skills or English as a Second Language course sequence;



- iii. Have enrolled solely to take courses that are legally mandated for employment as defined in Title 5, Section 55000 or necessary in response to a significant change in industry or licensure standards;
 - iv. Are high school students concurrently enrolled at SMC;
 - v. Have previously attended SMC and are returning after a break in enrollment for no more than four semesters.
- b. Assessment and Placement
Matriculants may be exempt from the assessment and placement component provided they meet the exemption criteria noted in Administrative Regulation 4111.4 (Section 3).
- c. Education Plan Development
Matriculants may be exempt from the student education plan development requirement (part of the Counseling component) only if they are not a first-time college student.
4. Required Institutional Services (55520)
Santa Monica College provides the following matriculation components:
- a. Orientation (55521)
During orientation, students shall be provided with information on a timely basis regarding the following:
 - i. Academic expectations and progress and probation standards
 - ii. Maintaining enrollment priority
 - iii. Prerequisites or co-requisite challenge processes
 - iv. Maintaining Board of Governors (BOG) Fee Waiver eligibility
 - v. Description of available programs, support services, financial aid assistance, campus facilities, and how they can be accessed
 - vi. Academic calendar and important timelines
 - vii. Enrollment and college fees
 - viii. Available education planning services
 - b. Assessment and Placement (55522)
Santa Monica College requires all matriculants to participate in English, ESL, and mathematics assessment prior to enrolling in courses. As noted in AR 4111.4, Santa Monica College:
 - i. Utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills;
 - ii. Utilizes multiple measures in combination with assessment tests to place students into courses.
 - iii. Validates assessment and placement instruments for local use according to the CCC Chancellor's Office guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias;
 - iv. Undertakes studies to ensure that no assessment test, method, or procedure has a disproportionate impact on particular groups of students;
 - v. Informs students of alternate means by which they may place into college courses;



- vi. Notifies students of assessment and placement requirements, including placement test preparation materials.
- c. Counseling, Education Plan Development, and Other Educational Planning Services (55523/55524)
- Santa Monica College provides a variety of Counseling services to new and continuing students, including:
- i. Assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study;
 - ii. The provision of information guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and;
 - iii. Opportunities to develop an education plan outlining a course of study related to a student's academic and career goal. All matriculants must develop a one or two term abbreviated education plan prior to enrollment in their first semester. All matriculants are required to complete a comprehensive education plan encompassing the required goal coursework after completing 15-degree applicable units or prior to the end of their third semester.
- d. Follow-up Services (55525)
- The College shall maintain a follow-up system that ensures regular monitoring for early detection of academic difficulty and provides students with advice or referral to specialized services or curriculum offerings when necessary. Follow-up services shall be targeted to at-risk students, specifically students enrolled in basic skills courses, students who have not yet identified an education goal and course of study, students who are on academic/progress probation, or who have been disqualified. Santa Monica College will refer students when appropriate to support services and will share information about curriculum offerings. These services include, but are not limited to, probation/disqualification interventions, academic early alert systems, and referral to other support services.
- i. Probationary Students:
Santa Monica College requires students who are placed on academic and/or progress probation to enroll in a limited unit load and to meet with a counselor to develop intervention strategies and/or formulate an education plan to return to good standing.
 - ii. Disqualified Students:
To return to good standing, disqualified students must meet with a counselor to develop intervention strategies and/or revise an education plan.
 - iii. Undeclared Students:
Matriculants who have not declared educational goals must participate in career or academic selection counseling after completing 15 degree-applicable semester units or prior to the end of their third semester at Santa Monica College.
 - iv. Students Enrolled in Basic Skills Courses: (55520)
Santa Monica College shall provide Basic Skills students with the opportunity to participate in a variety of support services, such as counseling services, counselor outreach to Basic Skills courses, tutoring, and supplemental instruction.



5. Accommodations

Accommodations for the select groups below may be provided by the College.

a. Students with Disabilities:

Santa Monica College shall provide reasonable accommodations to the disability-related needs of individual students. Such accommodation shall be determined through an interactive process and on a case by case basis. Participation in the Disabled Student Programs & Services (DSPS) program is voluntary and, therefore, no student with a disability shall be denied an accommodation for the assessment because he or she chooses not to use the services provided by that program. Consultation is available with the ADA 504 Compliance Officer, if necessary.

b. Extended Opportunity Programs and Services (EOPS):

EOPS is authorized to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Participation in EOPS is voluntary and no student may be denied necessary support because he or she chooses not to use specialized services provided by this program.

c. English Language Learners:

Santa Monica College shall ensure that SSSP services are accessible for English language learners and are appropriate to their needs. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.

6. Student Responsibilities: (55530)

a. All students shall be required to:

- i. identify an education and career goal after completion of the 15th unit of degree-applicable coursework, or prior to the end of the third semester, whichever comes first. Failure to fulfill the mandatory SSSP requirements may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.
- ii. engage diligently in course activities and complete assigned coursework; and
- iii. complete courses and maintain progress toward an education goal.

b. Nonexempt first-time students, prior to their first enrollment, shall be required to:

- i. identify an education goal;
- ii. be assessed to determine appropriate course placement;
- iii. complete online orientation;
- iv. participate in counseling or other educational planning services to develop, at a minimum, an abbreviated student education plan. Failure to fulfill the required services may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.

7. Program Effectiveness and Improvement

Santa Monica College shall establish a program of institutional research for the ongoing evaluation of the services funded through the Student Success and Support Program and use the research results as a basis to continuously improve services to students.



8. Violations and Appeals (55534)

Formal written complaints about the matriculation process may be filed with the administrator in charge of the Student Success and Support Program or designee. Records of all such written complaints shall be retained in the Student Success and Support Program administrator's office for at least 3 years after the complaint has been resolved or longer if necessary to meet other requirements.

When a complaint contains an allegation that the District has violated the provisions of the Assessment policy (55522(c)), the College shall advise the student, upon completion of the challenge procedure, that he or she may file a formal complaint of unlawful discrimination, pursuant to Section 59300.

Reference: California Code of Regulations, Title 5, Sections 55500, 55502, 55510, 55511, 55512, 55516, 55518, 55520-55534,

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