

<b>OBJECTIVES OF STUDENT SERVICES PROGRAM</b>	<b>6000</b>
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The Student Services Program shall be concerned with the total college experience of the student, especially those aspects of student life outside of the actual classroom experience. The program involves activities which encourage the student to become oriented to college life and study, to make continuous educational progress, to become socially and emotionally mature, and to become or remain physically healthy.

The college shall offer a program for student matriculation which is the process that brings the college and the student together in an agreement for the purpose of realizing the student's educational objectives. The college and the student are responsible for specific aspects of the agreement as listed below.

The student is responsible for identifying at least a broad educational intent at entrance to the college, demonstrating a willingness to determine an educational objective within a reasonable time of enrollment, demonstrating the diligence to participate in and complete courses and maintaining progress toward an educational goal according to the standards established and monitored by the college and the State of California.

The college is responsible for providing an admission procedure and an orientation to college programs, services, and procedures, pre-enrollment assessment and counseling, academic advisement and counseling for course selection, a suitable curriculum and program of courses, continuous follow-up on students with respect to academic progress and a program of institutional research and evaluation.

The college shall assess the basic skills of each new (non-exempt) student prior to registration for classes. A composite of readily available information will be used when advising new students for course placement. In addition to quantitative scores on norm referenced standardized assessment instruments in reading, writing, and mathematics, course placement counseling will also be based on available high school (or college) transcripts; previous life experiences (i.e., military or government service); advice of professional counselors and teaching faculty; and student self-judgment.

The college is committed to assuring each student an equal opportunity to demonstrate competency or knowledge in a subject area. Students with verified disabilities according to Community College Title V regulations, may be accommodated on an individual basis as to the method or format of examinations. These accommodations may be requested by a faculty member, Disabled Student Programs and Services faculty, or the student with a disability. The request for a specific testing accommodation shall be made through the Director of Disabled Student Programs and Services.

Information from pre-enrollment assessment shall be used by college counselors to provide basic skills and recommended course placement information to individual students. Assessment information may also be used by individual college instructors to advise students on appropriate course enrollment.

Pooled statistical information from student assessment shall be used to satisfy statewide reporting requirements, conduct institutional research and program evaluation, and to answer questions concerning specific college needs.

The direction of these programs shall be the responsibility of the Vice President/Assistant Superintendent, Student Services.

(Approved: 6/6/89)

(Revised: 10/6/93)