

IMPORTANT: In 2012 the governor of California signed the Student Success Initiative, AB 1456. By 2016, 22 recommendations from that initiative will be implemented, effecting enrollment priorities and other aspects of college participation. Students are cautioned to check the Schedule of Classes and the online version of the college catalog for the latest information.

Matriculation Services

Orientation
Assessment and Course Placement
Counseling and Educational Planning
Follow-up Support Services
Exemption from Services

Student Support Programs/Services

Basic Skills Program
CalWORKs
CARE
Career Services
Career/Vocational Planning
Child Development Center
Counseling Services
Disability Resource Center (DRC)
Extended Opportunity Programs & Services (EOPS)
Financial Aid
First Year Experience
Health Services
Learning Communities
Math, Engineering, Science Achievement (MESA)
Puate
Student Success Center
Student-to-Student Mediation
Transfer Services
Transfer Institute
TRIO

Instructional Support

High Tech Center and Learning Skills Lab (DRC)
ESL Computer Lab
Library and Information Technology
Math Lab
Teaching and Learning Center
Tutoring Services and Computer Place
Writing Center

Matriculation

Matriculation means to enroll as a student with the intent of graduating or completing a program of study. As part of the statewide effort to enhance student success and to increase transfer to four-year institutions, Gavilan College offers a variety of matriculation services which help students identify and successfully complete their educational goals.

Matriculation services include:

- ▶ A clear and accessible ADMISSIONS process
- ▶ An ORIENTATION to the college and the services we offer
- ▶ ASSESSMENT of your academic skill level through placement assessment and consideration of other related factors
- ▶ COUNSELING AND ADVISING so you can complete your program in the quickest possible time with all the correct requirements
- ▶ FOLLOW-UP on your progress so you can both feel and be successful

The above is our commitment to you. Your part of the partnership is to:

- ▶ Identify and declare an educational goal and major
- ▶ Meet with a counselor to make and update your educational plan so you can stay on track
- ▶ Seek out services on campus that will support you and help you stay in school
- ▶ Make progress towards your goal

Orientation

All students should seek to complete new student orientation prior to their first semester of enrollment. The College offers two ways to complete this important requirement. Traditional face-to-face orientation programs are planned throughout the year and offer the most comprehensive information and experience for new students to be acquainted with the campus and the process of preparing for and attending Gavilan. An Online orientation is also offered as an easy, convenient and productive way to become familiar with Gavilan College.

The orientation will introduce you to what is different about college - the expectations and challenges you will face. Whether you plan on transferring to a four-year university or are on a career path, there are important things you need to know before you begin. General education patterns, transfer issues, certificate and major requirements, homework expectations and the critical support services are only some of the aspects included. Those who complete orientation have an easier introduction to college and move towards their goal with more confidence and in a reasonable amount of time.

To find information about on-campus orientation or the online orientation please visit the college's homepage at www.gavilan.edu/orientation. Those who complete orientation will be allowed to participate in Priority Registration. Those who select to delay or not complete orientation in a timely manner will not be included for Priority Registration. Priority Registration provides the best access to the most popular courses and class times.

Academic Skills Assessment (Placement Assessment)

Placement assessment will help ensure that students are enrolled in courses that match their abilities in language and computational skills. Placement scores, together with other indicators of a student's abilities, are used by counselors to recommend appropriate course placements.

First-time college students are expected to complete the college skills assessment designed to measure their achievement in reading, language usage, and mathematics. This placement assessment is administered in English and is not intended for applicants to the English as a Second Language (ESL) program.

Students must have completed the eighth grade to be eligible for assessment services.

RE-ASSESSMENT SESSIONS:

Students who have taken the placement assessment may re-test one time between 15 and 90 days after the initial assessment. These results are valid for two years. Under special circumstances, additional retest requests may be considered. Students should meet with a counselor and submit a petition for consideration to the Admissions and Records Office.

ABILITY TO BENEFIT (ATB):

Federal regulations require financial aid students to have a high school diploma, general educational development certificate (GED), or California High School Proficiency (CHSPE) in order to qualify for Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study, Federal Student Loans, and Cal Grants. Students who do not have a high school diploma, GED or CHSPE AND who enroll in a program of study after July 1, 2012, will no longer be eligible for federal aid under the ATB, CELSA or 6 units of college coursework provisions. Students who enrolled in a Title IV school prior to 7/1/2012 and who do not have a high school diploma, GED, or CHSPE will retain eligibility for Title IV programs with any of the following:

- A passing score on Ability to Benefit Assessment (ATB) or CELSA Assessment.
- Completion of 6 units of degree applicable coursework.

To confirm your eligibility, please contact the Financial Aid Office at (408) 848-4727.

PROCTORING

Gavilan College Student Services and the Assessment Office are committed to offering outstanding customer service. We want to be a part of your educational success. The Assessment Office offers test proctoring services for students enrolled in correspondence or online courses at other institutions. There is an hourly fee charged for these services. Contact the Assessment Office for more information.

Counseling and Educational Planning

Prior to registration, counselors are available to meet with students and interpret assessment results, discuss course selection, and assist with the development of the educational plan. An educational plan is an important factor in promoting timely progress toward a student's completion of certificate, degree, or transfer programs. Students develop an educational plan with a counselor when they first enroll at Gavilan and then meet on a regular basis with their counselor to update their plan and to review progress. Once the plan is created it will be available online. Counselors are available to meet with students throughout the year to discuss academic and personal concerns and to refer students to other types of needed assistance.

Follow-up Support Services

Helping you stay in college is important to us. We realize that there are many reasons that students fall behind in their work, drop classes and perform below an acceptable academic standard. Counselors and other support staff will work with students who are experiencing difficulty. Other special programs (TRIO, EOPS, DRC, MESA, etc.) will help you to stay on track and to reach your educational goals.

Yet, there will be times when some students will fall below the required academic or progress levels required—2.0 GPA and completion of at least 50% of units attempted. The standards for probation and dismissal (see page 43) will be reviewed with students and a plan to regain good standing will be developed. Multiple visits with a counselor will provide the strategies and support needed to accomplish this. Taking advantage of additional support services may also be included in the plan: financial aid, childcare, personal counseling, tutoring, writing and math labs, computer skills, etc.

Exemptions From Services

Sometimes a student does not want to take advantage of matriculation services. That is a right you have. In order to be exempt from assessment and orientation you must meet one of the following criteria:

- have an associate's degree or higher
- have accumulated less than 12 units in transfer courses
- be presently enrolled in less than six units