

Porterville College

Matriculation

New Student Enrollment Procedures

March 2002 – August 2002

COLLEGE INSTRUCTIONAL DATES

Summer 2002 Semester	June 3 – July 26, 2002 (8-weeks)
	June 10 - July 19, 2002 (6 weeks)
Fall 2002 Semester	August 12 – December 13, 2002

WHAT IS MATRICULATION?

All students who enroll for the first time in credit courses are matriculants. Matriculation is the process that brings a college and its matriculants into an agreement for the purpose of realizing the students' educational objectives.

RIGHTS AND RESPONSIBILITIES

PORTERVILLE COLLEGE AGREES TO PROVIDE:

- An admissions process
- An orientation to college programs, services and procedures
- An assessment of basic educational skills
- Pre-enrollment counseling and courses selection
- A well-designed curriculum or program of courses
- Quality instruction
- Follow-up student progress and referral to support services when needed

STUDENTS AGREE TO:

- Express a broad educational intent upon enrollment
- Declare a specific educational goal within a reasonable period of time following enrollment
- Attend classes and complete assigned course work
- Confer with counselors to discuss academic choices
- Seek out support services as needed
- Complete courses and maintain progress toward an educational goal

RIGHT TO ALTERNATIVE SERVICES

- Students may receive alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities. For ethnic and language minority services contact Mercedes Herrera by calling 791-2337 or 791-2446. Students with physical or learning disabilities should contact the Disability Resource Center (DRC) by calling 791-2215 or 791-2281.

WHAT DOES IT COST?

There is no cost for Orientation, Assessment or Advising.

WHO QUALIFIES FOR SPECIAL ACCOMODATIONS?

If you have a verifiable physical or learning disability or a sensory impairment that might require special testing or learning accommodations, please sign up for the scheduled special accommodation session printed in the back of the brochure.

How Do I Become a Student at Porterville College

1. Admissions

New, returning, and continuing students must complete the admission or update process either by form, telephone, or web registration for the Summer and/or Fall 2002 semester. Returning students who attended PC before 1991 must complete an admissions form and those who attended PC after 1991 must do an update. *Admissions and update forms are available in the Admissions & Records Office in the Academic Center. For information call 791-2220.*

2. Assessment

Assessment is a process of gathering information about an individual to facilitate student success. Testing is used to measure writing, reading, and mathematics skills in order to assist you in selecting program goals and specific courses. Test results, along with other assessment criteria, provide counselors with important information to assist them in providing guidance to you. First-time students have the option of taking one of three assessment instruments, which are ASSET, COMPASS, OR ESL/COMPASS. Assessment sessions usually last about 2½ -4 hours depending on which assessment is taken. COMPASS is a computerized assessment system, there is no time limit and is not recommended for students who do not possess keyboarding skills. It is strongly recommended that students whose primary language is not English attend an English as a Foreign Language Session using either CELSA or ESL/COMPASS. See schedule on page 4 for assessment dates/times. Students who have a learning disability should take the "Special Accommodation" assessment session since the student receives extra time on the exam and/or larger printed exam materials (see schedule on page 4).

Students must make an appointment for an assessment session prior to orientation. Students can make an appointment AFTER completing the admissions process. Appointments are made in AC-126 and by calling 791-2329.

3. ORIENTATION

Students must make an appointment for an assessment session prior to orientation. Orientation is a 45-minute session filled with important information about Porterville College. Time-consuming problems can be avoided by being informed from day one about registration procedures, deadlines, financial aid, on-campus resources, and transfer requirements. During orientation students will also be given their assessment scores and explanation on how to interpret their scores (except high school students completing orientation/assessment at their high school - see schedule on page 3). Group advising will follow orientation to allow for students to ask questions based on majors and selection of courses.

4. Academic Advising

A counselor will help you develop an educational plan to achieve your academic goals. The counselor will assist you with scheduling courses and will recommend placement in English, reading, and math courses. It is strongly recommended for students to bring their unofficial high school transcript when you come in for your advising appointments. Students wanting to register in a transferable-level math course **must** bring in high school transcripts to their counseling session to verify they have completed two years of Algebra with a "C" or better to meet the prerequisite. PC Counselors **must** clear all students to register in a transfer-level math course.

WALK-IN ADVISING

Walk-in advising days and times are available by calling 791-2329. Students can be seen by a counselor, without an appointment, on a first-come, first-serve basis. If you desire an appointment to see a counselor for an educational plan or other assistance, please make an advising appointment by calling 791-2329.

5. Register for Classes

Registration for all new students for the Summer and/or Fall 2002 semester begins on May 13, 2002. Students who complete the orientation/assessment/advising process will have priority registration each term after enrollment.

6. Attend Classes

An instructor may drop you from his/her class if you do not attend the first and/or second class meeting.

WHO MAY PARTICIPATE IN THE MATRICULATION PROCESS?

Any person who is considering enrolling in courses at Porterville College may participate in any component of the matriculation process.

TO APPEAL MATRICULATION REQUIREMENTS OR CHALLENGE PROCEDURES:

Any student that wants to challenge a matriculation procedure, appeal requirements of a prerequisite, or to request an alternative matriculation process (ethnic and language minority students and students with disabilities) should contact the Dean of Students by calling 791-2218.

WHO SHOULD ATTEND ASSESSMENT?

A new student enrolling in either of the following categories, is strongly advised to participate in matriculation services:

1. A new student enrolling in any English, reading, and/or math class (es).
2. A new student enrolling in any class recommending an English or Math prerequisite.

WHO IS EXEMPT FROM ASSESSMENT/ORIENTATION/ADVISING?

Exemption Criteria	Assessment	Orientation	Counseling and Advising
Students who have completed an associate degree or higher.	X	X	X
Students who are enrolling in less than seven (7) units, and who do not intend to earn a degree or certificate as defined by any of the following goals. Satisfactory completion of course work equivalent to college-level English or college-level math.	X	X	

FINANCIAL AID INFORMATION

It is our policy to encourage students to apply for financial aid as soon as they decide to attend Porterville College. Please contact the Financial Aid Office at 791-2301 for information regarding grants, work-study, scholarships, Federal Financial Aid and the Board of Governor's fee waiver.

NON-HIGH SCHOOL GRADUATES

If you do not have a high-school diploma or GED, you must receive the following scores on the assessment test to be eligible for Federal Financial Aid: **WRITING (34), READING (34), and NUMERICAL MATH (33)**. If you did not meet the required scores, sign-up for a retesting session see schedule below. Students are eligible for state aid but not federal aid until the required scores are met.

Information for Veterans: Contact Schlonda Coker at Admissions & Records from Monday—Thursday after 3:30 p.m. to receive the forms and information necessary to receive your benefits.

IMPORTANT PHONE NUMBERS	
Admissions & Records.....	791-2220
	791-2248
Advising.....	791-2329
Assessment Office.....	791-2446
Athletic Director.....	791-2218
BEAM.....	791-2258
CalWorks Program.....	791-2357
CA Mini- Corps Program.....	791-2300
Campus Security.....	791-2261
Child Care Center.....	791-2420
Counseling.....	791-2329
Dean of Learning: Steve Schultz	791-2218
Dean of Learning: Kathleen Bennett	791-2459
Disability Resource Center.....	791-2215
Physical & Learning Disabilities.....	791-2281
English as a Foreign Language.....	791-2337
Extended Opportunity Program.....	791-2301
Financial Aid Office.....	791-2301
Library Media Center.....	791-2318
Lost and Found.....	791-2220
Maintenance & Operations.....	791-2400
Office of Matriculation.....	791-2337
Softball	791-2291
Student Services.....	791-2329
Student Development/Activities.....	791-2214
Transfer Center.....	791-2327
TRIO Program.....	791-2207
Tutorial Center.....	791-2236
Veteran's Affairs Office.....	791-2228
Vice-President of Learning...	791-2460
Wellness Center: Nurse	791-2212
Work Experience Coordinator.....	791-2233
<p>For Web registration see the instructions on our home page: http://www.pc.cc.ca.us</p>	

HIGH SCHOOL	ORIENTATION	ASSESSMENT
CITRUS	April 2 (Tues.) 9:00 – 10:00 a.m.	April 3 (Wed.) 8:30 – 12:00 p.m.
GRANITE	April 9 (Tues.) 1:30 – 2:30 p.m.	April 10 (Wed.) 8:00 – 11:45 a.m.
LINDSAY	April 23 (Tues.) 9:15 – 10:15 a.m.	April 24 (Wed.) 9:45 a.m. – 12:45 p.m.
MONACHE	March 19 (Tues.) 2:00 – 3:00 p.m. March 21 (Thurs.) 2:00 – 3:00 p.m.	March 20 (Wed.) 8:00 – 11:45 a.m. March 22 (Fri.) 8:00 – 11:45 a.m.
PORTERVILLE	April 16 (Tues.) 1:45 – 2:25 p.m. April 18 (Thurs.) 1:45 – 2:25 p.m.	April 17 (Wed.) 8:00 – 11:45 a.m. April 19 (Fri.) 8:00 – 11:45 a.m.
STRATHMORE	April 4 (Thurs.) 9:00 – 10:00 a.m..	April 5 (Fri.) 8:00 – 11:145 a.m.

IMPORTANT DATES

Apr. 10,2002	Spring Telephone/Web Registration begins for CONTINUING students by appointment only.
May 13,2002	Spring 2001 Telephone/Web Registration begins for all new students
Mar. 25-29	Spring Recess
Apr. 1, 2002	Staff Development Day
May 20-24	Finals Week
May 24,2002	Spring 2002 Semester ends.
May 27,2002	Memorial Day Holiday

IT IS STRONGLY RECOMMENDED FOR FIRST TIME STUDENTS TO SCHEDULE AN ADVISING APPOINTMENT DATE CLOSER TO May 13,2002.

Schedule of Matriculation Activities

March 2002 - August 2002

Assessment and Orientation

Prior to attending an orientation and/or assessment session you must complete the following:

- You must complete an application or update either by form, telephone, or web registration for the upcoming semester.
- You must make an appointment for an assessment session by calling 791-2329 or by visiting the Students Services Office, AC-126, and making an appointment in person. You will be given an Assessment Preparation Packet when you register for an appt.
- You must attend assessment prior to orientation.**

Schedule of Assessment and Orientation Sessions

<u>Assessment</u>			<u>Orientation</u> (Must attend after attending your assessment session)		
-----Please arrive early-----					
Date	Time	Location	Date	Time	Location
Monday, Mar. 18	5:30-8:00 p.m.	AC-105	Tuesday, Mar. 19	5:30-6:30 pm	CA-2
Monday, April 15	5:30-8:00 p.m.	AC-105	Tuesday, April 16	5:30-6:30 pm	CA-2
Monday, April 22	5:30-8:00 p.m.	AC-105	Tuesday, April 23	5:30-6:30 pm	CA-2
Tuesday, April 29	2:30-5:00 p.m.	LMC-19	Wednesday, April 30	2:30-3:30 pm	CA-2
Monday, May 6	5:30-8:00 p.m.	AC-105	Tuesday, May 7	5:30-6:30 pm	CA-2
Monday, May 13	5:30-8:00 p.m.	AC-105	Tuesday, May 14	5:30-6:30 pm	CA-2
Thursday, May 16	2:30-5:00 p.m.	LMC-19	Friday, May 17	2:30-3:30 pm	LMC-19
Monday, May 20	2:30-5:00 p.m.	LMC-19	Tuesday, May 21	2:30-3:30 pm	CA-2
Friday, May 31	9:00-11:30 a.m.	LMC-19	Monday, June 3	12:30-1:30 pm	LMC-19
Monday, June 3	5:30-8:00 p.m.	LMC-20	Tuesday, June 4	5:30-6:30 p.m.	LMC-20
Tuesday, June 4	2:30-5:00 p.m.	LMC-20	Wednesday, June 5	2:30-3:30 pm	LMC-20
Wednesday, June 5	3:30-6:00 p.m.	LMC-19	Thursday, June 6	3:30-4:30 pm	LMC-19
Monday, June 10	5:30-8:00 p.m.	LMC-20	Tuesday, June 11	5:30-6:30 pm	LMC-20
Monday, June 17	5:30-8:00 p.m.	LMC-20	Tuesday, June 18	5:30-6:30 pm	LMC-20
Monday, July 15	5:30-8:00 p.m.	LMC-20	Tuesday, July 16	5:30-6:30 pm	LMC-20
Monday, July 22	5:30-8:00 p.m.	LMC-20	Tuesday, July 23	5:30-6:30 pm	LMC-20
Monday, July 29	5:30-8:00 p.m.	SM-102	Tuesday, July 30	5:30-6:30 pm	SM-102
Monday, August 5	5:30-8:00 p.m.	SM-102	Tuesday, August 6	5:30 – 6:30 p.m.	SM-102
Tuesday, August 6	8:30 – 11:00 am	SM-102	Wednesday, August 7	8:30 – 9:30 a.m.	SM-102
Wednesday, August 7	5:30-8:00 p.m.	SM-102	Thursday, August 8	5:30 – 6:30 p.m.	SM-102
Thursday, August 8	2:30-5:00 p.m.	SM-102	Friday, August 9	2:30 – 3:30 p.m.	SM-102

DAY ORIENTATION AND ASSESSMENT DATES/TIMES ARE SHADED.

****Computerized Assessment - No time limit on exam. Recommended for students who are computer literate. COMPASS Testing dates to be announced at a later time. No assessment and orientation will be scheduled when the Fall 2002 semester begins.**

EVENING ADVISING AVAILABLE – Mon. & Wed. 5:30-7 P.M.

ESL Orientation/Assessment Sessions

Monday, Apr. 22	2:30 p.m. – 4:30p.m.	LMC-19
Monday, May 13	2:30 p.m. – 4:30p.m.	LMC-19
Wed., June 5	5:30 p.m. - 7:30 p.m.	LMC-20
Tues., Aug. 6	2:00 p.m. - 4:00 p.m.	LMC-19

Registration/Walk-In Advising

Counselors are available for a limited time for drop-in advising every week. Please call 791-2329 for counselor drop-in times, scheduled drop-in advising days, or to make an appointment to see a counselor.

Special Accommodations for the Disabled

Thursday, Mar. 28	9:00 a.m.-12:00 p.m.	AC-115
Thursday, Apr. 18	9:00 a.m.-12:00 p.m.	AC-115
Thursday, May 16	9:00 a.m.-12:00 p.m.	AC-115
Thursday, June 6	9:00 a.m.-12:00 p.m.	AC-115
Thursday, July 5	9:00 a.m. – 12:00 p.m.	AC-115
Thursday, August 1	9:00 a.m. – 12:00 p.m.	AC-115

RETESTING DATES

Thursday, Mar. 7	2:30-3:30 pm	LMC-19	Thursday, April 11	2:30-3:30 pm	LMC-19
Thursday, Mar. 21	2:30-3:30 pm	LMC-19	Thursday, May 9	2:30-3:30 pm	LMC-19
Thursday, July 18	2:30-3:30 pm	LMC-19	Friday, August 9	1:00-3:00 p.m.	LMC-19