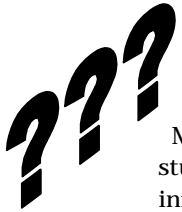




Matriculation Bulletin for Non High Graduates or Equivalent

# Porterville College



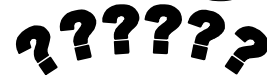
## What is Matriculation?

Matriculation is a process that familiarizes new students about services that allow them to make informed decisions before they register for classes. We want new students to be fully matriculated, which means that new students are required to submit an admissions form, register for Assessment, attend Orientation, and see an academic advisor/counselor before they enroll at the college.



## What does it cost?

All the services offered under the matriculation process are FREE. However, we do not provide Assessment services to students who plan to attend another community or vocational institution.



## Why Matriculate?

There are a number of vital services offered under the matriculation process. At Assessment, the college is able to gather information about you as a student about your academic skills in writing, reading, and mathematics as well you educational and career goals. At Orientation, you receive information about the college as a whole and what services and programs are offered to help you. One of the greatest benefits students receive when they meet with a counselor or faculty advisor is an educational study plan that lists the courses to take at Porterville College to complete a particular major or vocational program. An educational study plan is required to comply with the Financial Aid Office.

The greatest advantage of being fully matriculated is that you receive PRIORITY REGISTRATION each semester while attending Porterville College. This means you can enroll in courses on the web up to four weeks before students who are not matriculated. You must also be a Continuing Student to receive highest priority registration.

## DATES TO REMEMBER

- April 17 Summer/Fall 2007 Web Registration by appointment ONLY for CONTINUING students (according to completion of matriculation components and completed credits).
- May 5- May 9 Priority Registration for New Students Matriculated (Assessment, Orientation and Advising)
- May 10 Summer/Fall 2007 Web Registration for NEW and returning students.
- June 11 Summer 2007 session begins
- July 19 End of Summer 07 Semester.
- August 22 Last assessment offered for Fall 2007
- August 23 Last orientation offered for Fall 2007
- August 27 Fall 07 session begins.



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## STEPS TO BECOMING A STUDENT AT PORTERVILLE COLLEGE

### 1. ADMISSIONS

New, returning, and continuing students must complete the admission or update process either by form or web registration for the Summer/Fall 2007 semester. Returning students who attended PC before 1991- must complete an admissions form. Students attending PC after 1991- must do an update. Admissions and update forms are available at Admissions & Records in the Academic Center or [www.portervillecollege.edu](http://www.portervillecollege.edu) For more 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 and reading in order to assist you in selecting program goals and specific courses. Students will do mathematics self-placement and a guide will assist students in selecting their first mathematics course at PC. Test results, along with other assessment criteria, provide counselors with important information to assist in providing guidance. Assessment sessions usually last about 2 1/2-4 hours depending on which assessment is taken. It is strongly recommended that students whose primary language is not English attend an English as a Foreign Language Session. See schedule on page 4 for assessment date/times. Students who have a learning disability should schedule an appointment for a "Special Accommodation" assessment session by calling 791-2215. .

### 3. ORIENTATION

Students must make an appointment for an assessment session prior to orientation . New students who have completed an approved assessment instrument at another college must register for an Orientation. Assessment scores must be on file in the Office of Matriculation. Orientation is an hour and a half session filled with important information about Porterville College. Problems can be avoided by being informed from day one about registration procedures, deadlines, financial aid, on-campus resources, graduation, and transfer requirements. During orientation students will also be given their assessment scores and explanation on how to interpret their scores. At some Orientation sessions, on-site advising is available. Counselors will be able to work with groups of students or individually in assisting them with their class schedule. However, we strongly encourage students to make an individual counseling appointment for a more thorough discussion of their goals.

### 4. ACADEMIC ADVISING

A counselor will help develop an educational plan to achieve your academic goals. The counselor will assist 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 coming in for an advising appointment. Students wanting to register in a transfer level math course must bring in high school transcripts for their counseling session to verify completion of 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 as well as a non-transfer sequential math courses such as Math P051 (Intermediate Algebra) for Math P101 (Trig) or Math P122 (Statistics).

#### WALK-IN ADVISING

Walk-in advising days and times are available by calling 791-2329. Students will 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 or stop by AC-126 to make an appointment. You may also go online to [www.portervillecollege.edu](http://www.portervillecollege.edu) to make a counseling appt. Evening Advising Available—Monday through Thursday 5:00-6:00p.m.

FACULTY ADVISORS advise in their area of expertise. Students that have declared a major can make appointments to meet with a faculty advisor. Please call 791-2329 to schedule an appointment by major.

### 5.

#### REGISTER FOR CLASS

Registration for all new students for the Spring 2007 semester begins December 6, 2006 by Web registration only. New students who complete the assessment/orientation/advising process will have priority registration each term after enrollment. Moreover, new students matriculated early before Dec. 5th will be allowed to register one to five days before December 6th.

...ATTEND CLASS!!!

## RIGHTS AND RESPONSIBILITIES

**PORTERVILLE COLLEGE AGREES TO PROVIDE:**

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

**STUDENT 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 for ethnic and language students—contact 791-2329. Students with disabilities—contact 791-2215.

## Important Information

**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 Counseling Office by calling 791-2329. Students may also pick-up a prerequisite challenge form at the counseling office.

**WHO SHOULD ATTEND ASSESSMENT?**

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

1. Enrolling in any English, Reading, and/or Math course.
2. Enrolling in any class recommending an English or Math placement.

**WHO IS EXEMPT FROM MATRICULATION?**

- Students who have completed an associate degree or higher.
- Students who are enrolled in less than 7 units, and do not intend to earn a degree or certificate as defined by any of following goals: Satisfactory completion of course work equivalent to college-level English or college-level math.

### FINANCIAL AID

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 a GED, you must receive the following scores on the assessment test to be eligible for Federal Financial Aid: Accuplacer -Writing (60), Reading (55), and Numerical (34). If you did not meet the required scores, make an appointment for a retesting session (see schedule on page 4). Students may still be eligible to receive State Aid but not Federal Financial Aid until required scores are met.

Admissions & Records .....	791-2220
Advising/Counseling .....	791-2329
Student Services	
CalWorks Program .....	791-2303
CA Mini-Corps Program .....	791-2300
Campus Security .....	791-2443
Maintenance and Operation	791-2405
Child Care.....	791-2420
Dean of Learning	
Antonia Ecung.....	791-2308
Bill Henry (Interim).....	791-2459
Disability Resource Center ....	791-2215
(Physical & Learning Disabilities)	
EOPS.....	791-2224
(Extended Opportunity Program)	
Financial Aid Office.....	791-2301
Information Center.....	791-2200
Lost and Found	
LISTO Program .....	791-2219
Library Media Center.....	791-2318
Tutorial Center (C. Styer)...	791-2236
Office of Matriculation .....	791-2337
English as a Foreign Language	
Orientations and Assessment	
Transfer Center .....	791-2460
Veterans Affairs Office	
Admissions Information .....	791-2402
Counseling/Advising .....	791-2329
Work Experience Coordinator	791-2233
Porterville College Web Site:	
<a href="http://www.portervillecollege.edu">http://www.portervillecollege.edu</a>	

## For Ability to Benefit

### Assessment Dates for Non-High School Graduates or Equivalent (e.g. GED) ONLY

May 2007 – August 2007

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In December 1990 the US Department of Education issued a policy requiring the testing of students who do not possess a high school diploma or a GED certification but who wished both to: 1) enroll in a post secondary education, and 2) apply for federal financial aid. Passing an appropriate test at the specified level indicates that the candidate has sufficient "ability to benefit" (ATB) from post secondary education and consequently that the application process for federal financial aid can begin.

You are required to take an assessment instrument on the federal register list of approved assessment, and ACCUPLACER is on that list. ACCUPLACER is a computerized assessment with no time limit. ACCUPLACER assesses Sentence Skills (35 questions), Reading Comprehension (35 questions), and Arithmetic (17 questions). Students who do not possess a high school diploma or equivalent (e.g. GED) must pass all three examinations with the following scores:

- ❖ Sentence Skills – 60
- ❖ Reading Comprehension – 55
- ❖ Arithmetic – 34

The other assessment instrument is called CELSA for non-native speakers whose primary language is not English. Passing scores are 97 for Form 1 and 2. You must have 37 correct answers for Form 1 and 34 for Form 2.

Retesting policy: ATB candidates will be permitted an initial test and one re-test. There will be at least a two-week waiting period between the initial test and the re-test. Students are encouraged to use the review period for study and review. If the candidate petitions for a third (and or subsequent) attempt(s) it will be permitted only if the candidate can provide evidence of some instructional intervention that would suggest that score improvement would be possible. Documentation of such evidence must be provided (letter from instructor in the subject area e.g. English, Reading, or Math, including a learning lab or math lab instructor of record).

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### Assessment and Orientation

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

- **You must bring picture identification with you at time of assessment testing. Persons without ID will not be allowed to test. (If you do not possess picture identification, one may be obtained at your local Department of Motor Vehicle.)**
- You must complete an admission or update either by form or online for the semester you are registering for Assessment. For example, please submit an admission or update form for Summer 07 if the assessment session is held in March thru May 18, 2007. Before you make an appt. register online for a Human Services P095 (CRN# 32716). If the Assessment is held between May 19, 2007 thru July 26, 2007 the CRN# 50766- 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 and Matriculation Bulletin when you register for an appointment. You can obtain materials online by going to [www.portervillecollegecounseling.org](http://www.portervillecollegecounseling.org)
- **You must attend assessment prior to orientation.**

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Below is the list of the start times of the assessment sessions but can go over the estimated time if needed.

Assessment Dates			Orientation Dates		
Please Arrive 15 minutes early			Please Arrive 15 minutes early		
Tuesday, June 12	1:00 – 4:00 p.m.	AC-119	Tuesday, July 17	5:30 – 7:00 pm	PT-1
Tuesday, July 10	1:00 – 4:00 p.m.	AC-119	Thursday, August 16	5:30 – 7:00 pm	CA-4
Tuesday, August 7	9:00 – 12:00 p.m.	AC-119	Wednesday, August 22	9:00 – 11:00am	AC-118
Thursday, August 23	2:00 – 5:00pm	AC-119	Thursday, August 23	5:30 – 7:00pm	CA-4

EVENING ASSESSMENT AND ORIENTATION DATES/TIMES ARE SHADED. No assessment and orientation will be scheduled when the Fall 2007 semester begins.

EVENING ADVISING AVAILABLE -Walk-Ins on  
Monday- Thursday 5-6 pm Carol Wilkins  
Wednesdays 5- 6 pm Jeff Santiago