

Matriculation Committee Meeting Supplemental Handout  
Revision to Matriculation Policy for ESL Non-Credit Classes  
September 19, 2013

- Currently, matriculation policy dictates that all new students must complete the orientation and assessment unless they meet one of the following criteria:
  - (1) Associate Degree or higher from a regionally accredited college or university.
  - (2) An earned score of 3 or higher in Advanced Placement Tests in English and Math.
  - (3) Submission of assessment placement scores from another California Community College taken within the last two years.
  - (4) Submission of transcripts from another regionally accredited college or university showing satisfactory completion of a Math and/or English course with a grade of C or higher posted. If the transcript does not demonstrate the completion of a Math and English course, the assessment will be required for the subject area of which a course has not yet been successfully completed. Courses in progress will not be considered for exemption and/or prerequisite clearance.
  - (5) Enrolling in courses to achieve or maintain a certificate or license requirements which do not require Math, Reading or English.
  - (6) Enrolling in courses for personal enrichment which do not require Math, Reading or English prerequisites. A maximum of 12 units may be taken prior to Assessment.
- In reading the above, it is clear that there is not an exemption for students who are enrolling in non-credit ESL courses who demonstrate limited English language and computer skills. Currently, our matriculation process expects for these students to (a) apply online, (b) complete a very heavy text laden orientation and pass a quiz and (c) register for their course online. In reviewing the policy as it is written now, these students may indeed be waived of the assessment using either Criterion #5 or #6 (preferably criterion #6). However, there is no such existent policy that will exempt these students of the orientation. At this point, a student may only be exempt from the orientation if they possess an Associates level degree or higher.

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As a result, it is recommended that the Matriculation Committee consider the development of a policy that would exempt these students from the online orientation. It has been established that the majority of these students do not have the computer skills to navigate through the online orientation. Typically, a viable alternative would be to have these students complete an in-person orientation. However, the counseling department no longer provides in-person orientation sessions. Additionally, even if the counseling department did in fact offer in-person orientations, due to the discernibly limited English language skills of the students, the content presented in the orientation would not likely be meaningful or comprehensible.

Therefore, it is proposed that these students are exempted from completing the orientation. If such a policy was adopted by the college, our Matriculation Exemption Form would then undergo another augmentation to include the new criterion. In the meantime, until such a policy is approved by the various campus constituencies, it is proposed that a counselor delivers a modified in-person orientation to the ESL non-credit courses.

**Sample Exemption Criterion:** Students enrolling in “non-credit” English Second Language courses.

\*The Assessment and Orientation line items will be permissible to check using this proposed new criterion.

Moreover, it was discovered that the registration process for these students was notably arduous in that a certain degree of computer skills and ability to use a keyboard are required. As a result, it is recommended that these students are allowed to register in-person with the Admissions and Records Office via the facilitation of a counselor.