MATRICULATION

Matriculation supports the transition of students into college by facilitating the completion of entry services such as guided placement and alternative placement into English, math, reading, and English as a Second Language (ESL), orientation, counseling for educational planning, and referrals to specialized student support services that assist students in making informed decisions about their educational goal and course of study.

College's Responsibility

In accordance with the Student Equity and Achievement Program, the college shall take steps to ensure that information regarding the matriculation requirements is accessible and available to all students during or prior to enrollment.

Student's Responsibility

All new non-exempt students must complete matriculation core services before enrolling. Students must identify a specific educational goal or major. Students must also demonstrate maintenance of progress toward an educational goal.

Components of Matriculation - Orientation, Placement, and Counseling

The following components are required in order to be fully matriculated into the college:

- Application to the College,
- Placement in English, math, reading, and English as a Second Language, as applicable,
- Orientation to the college's programs and services,
- Counseling for assistance with course selection and educational planning.

New students are required to complete the following core services in order to receive priority registration: completion of placements or proof of courses completed in English, math, reading, and/or ESL, orientation, and educational planning. Deadlines apply for priority registration appointments.

Assessment and Placement

With the passing of AB 705 (see below), LBCC no longer administers course assessments. Rather, the college uses information that is gathered at the time of application, or through a high school transcript, to create placements for a student in English, reading, math, and ESL. High school data is valid for up to 10 years following the student's date of graduation from high school. In cases where high school information cannot be used to determine placements, the college will use other information provided by the student to create an informed placement.

Assembly Bill AB 705

AB 705 is a law that requires California Community Colleges to maximize the probability that students will enter and complete transfer-level coursework in English and math within a one-year timeframe. This law changes how students are placed in English and math college courses. California Community Colleges are required to use multiple measures, which include high school grades, coursework, and grade point average. As a result of Assembly Bill 705, community colleges are no longer administering assessment testing to place students into English, ESL, reading and math courses. See College Assessment and Placement information at https://www.lbcc.edu/assessment (https://www.lbcc.edu/assessment/).

Orientation

Students complete orientation by logging into their Student Viking account and clicking on the "Student Services" box.

Counseling

Counselors will create an abbreviated education plan informed by the student's chosen program of study (i.e. major). Students may complete this requirement by attending an educational planning workshop or scheduling an appointment with a counselor. Subsequently, students should meet with a counselor to create a comprehensive educational plan that includes all requirements necessary to achieve their educational goal at the college.

A request form to be exempt from completing one or more core services is available on the matriculation website at https://www.lbcc.edu/assessment-exemption (https://www.lbcc.edu/assessment-exemption/). Exemption approval may also require that students provide justification for their requests.

Matriculation Exemptions

All students must participate in these components; unless granted an exemption. (See Component Exemptions section below)

A student who believes they are exempt from any of these components may appeal by filing an exemption form which is available at https://www.lbcc.edu/assessment-exemption (https://www.lbcc.edu/assessment-exemption/).

The waiver will be reviewed by the Matriculation Office, and the student will be notified of the decision by email.

Students who receive a temporary waiver of a matriculation component will be required to complete the component in a future term. A hold may be placed on a student's record until the matriculation requirement is completed.

Component Exemptions

Students are exempt from components if they meet any of the following criteria:

1. Students who hold an associate or higher degree,
2. Students who indicate they are taking courses only for personal enrichment,
3. Students who are co-enrolled at a four-year college or university,
4. Students who are enrolled only in the following:
   a. Performance or activity classes,
   b. Classes for advancement in their current job/career update job skills,
   c. Community and Contract Education classes.

Receiving a Matriculation Exemption is not the same as a prerequisite course clearance. The Matriculation Exemption is not clearance to enroll in specific English, math, reading, and/or ESL courses. Information on prerequisite clearances are found at https://www.lbcc.edu/prerequisites-corequisites (https://www.lbcc.edu/prerequisites-corequisites/).

Appeals of Initial Placement Recommendation

A student may appeal an initial placement recommendation in English, math, reading, or ESL by completing a Placement Appeal form in the Matriculation Department/Welcome Center. The student may be required to provide justification for the appeal and will be notified of the appeal decision by email.

Student Rights and Matriculation

A student may initiate a complaint about LBCC matriculation practices by filing a complaint form, which is available at the Matriculation Office or online at https://www.lbcc.edu/assessment (https://www.lbcc.edu/assessment/). Complaints will be directed to the Dean of Student Equity, who is responsible for the investigation and resolution of such complaints. The dean will maintain a file on all formal complaints.