

College: Norco District: Riverside Community College

MATRICULATION PLAN COVER PAGE
--

College Name and Address:

Norco Community College
2001 Third St.
Norco, California 92860

District Name and Address:

Riverside Community College
4800 Magnolia Avenue
Riverside, California 92506

Signature of College President:

Name: _____ Date: _____
Dr. Brenda Davis

Signature of College Academic Senate President:

Name: _____ Date: _____
Dr. Sharon Crasnow

Signature of Matriculation Coordinator's Supervising Administrator:

Name: _____ Date: _____
Dr. Gaither Loewenstein

Signature of College Matriculation Coordinator:

Name: _____ Date: _____
Dr. Monica Green

NORCO CAMPUS
Riverside Community College District

MATRICULATION PLAN

Revised October 2009

Approved by
Matriculation Advisory Committee
October 2009

MATRICULATION ADVISORY COMMITTEE
2009

Andy Robles

Annebelle Nery

Bob Prior

Cynthia Acosta

Courtney Carter

Daniela McCarson

David Payan

Debra Makin

Diane Dieckmeyer

Edward Alvarez

Eric Betancourt

Fernando Salcedo

Jimmie Hill

John Moore

Leona Crawford

Maria Maness

Margarita Shirinian

Mark DeAsis

Mark Lewis

Monica Green

Natalie Aceves

Sharon Drake

Stephanie Kyriakos

Trisha Hodawanus

Zina Chacon

College: Norco District: Riverside Community College

GOALS FOR THE ADMISSION COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied)

1. Create a student centered admission process that eliminates barriers to enrollment.
 - A. Make RCCD enrollment information available in the community, i.e.) libraries, high schools, adult education sites, etc.
 - B. Provide enrollment services at the Norco Campus, feeder institutions, and the local community.
 - C. Continue to simplify the admissions process for first-time college students.
 - D. Improve effective communications to prospective and currently enrolled student groups.
 - E. Continue to improve and expand accessibility of Admissions and Records facilities to ensure student access.
2. Provide admissions services to targeted student groups.
 - A. Support a separate, personalized matriculation process for students with specific needs.
 - B. Provide access to and perform research on application data in order to identify and support high-risk students.
3. Utilize computerized information services to automate various admissions services.
 - A. Utilize web advisor for student services, registration, forms, etc.
 - B. Maintain current enrollment information on the Norco Campus website.
4. Work with Matriculation, Assessment and Counseling to enforce orientation, assessment and advisement components of Matriculation.
 - A. First-time college students must complete AOC.
 - B. Returning or transfer students are not mandated to complete AOC, but may take the placement test to satisfy math, reading, English and ESL prerequisites.
5. Maintain communication with administration, faculty, and staff regarding Admissions policies and procedures.
6. Ensure accuracy of Matriculation MIS data.

College: Norco District: Riverside Community College

ACTIVITIES FOR THE ADMISSION COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. (Goals 1A and 6) Provide ongoing training for standardization of data collection and data entry. Ensure integrity of the data being collected. (Standard 1)
2. (Goals 1A and 6) Run MIS edit reports to show internal discrepancies and correct errors. (Standard 1)
3. (Goal 1D) Send the schedule of classes to current students and send a postcard to every home in the Corona/Norco region to let recipients know how to request a printed schedule or access the schedule on-line. (Standards 1 and 2)
4. (Goal 1B and 2A) Seek multi-lingual applicants for positions that serve non-native speakers of English. (Standard 2)
5. (Goal 1B) Utilize registration assistants at high schools to guide prospective concurrent enrollment students through the admission process. (Standard 1)
6. (Goal 1C, 1D and 4A) Participate in outreach and services such as “Day of the Mustang” to address needs of matriculants who are first-time college students. (Standard 1)
7. (Goal 1A, 1D and 2A) Review and revise application, class schedule, registration information and any other publications (including Admissions and Records forms) to ensure clarity. (Standards 1 and 2)
8. (Goal 2A) Assign full-time employees the responsibility to register special program students and provide necessary training. (Standard 2)
9. (Goal 2A) Provide support to enable early counseling and registration periods for approved special need groups; i.e. Disabled Student Services, EOPS, and Veterans. (Standard 2)
10. (Goal 1E, 2A and 5) Provide on-going training to admissions staff regarding Limited English Proficient (LEP) students; issues regarding residency; needs of students with disabilities and other special populations. (Standards 1 and 2)
11. (Goal 2A and 4) Identify LEP students and direct them to alternative or individualized assessment and/or orientation sessions. (Standard 2)
12. (Goals 2B and 3) Perform research using application data and student surveys to assess service to targeted student groups. (Standards 1 and 2)

College: Norco District: Riverside Community College

ACTIVITIES FOR THE ADMISSION COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

13. (Goal 5) Continue to improve communication with faculty regarding record keeping and grade processing through faculty in-service and additions to the Faculty Handbook regarding the Admissions component. (Standard 3)
14. (Goals 1, 2, 3 and 4) Continue to utilize technology to enhance the following admissions services: (Standard 3)
 - Degree Audit (Datatel Colleague)
 - Document Imaging System
 - Photo I.D.
 - Web-services
 - Course Selection/Enrollment
 - Official Transcript Request
 - Enrollment Verification Request
 - Application for Graduation
 - Course Payment
 - Parking Permit Request
 - Online Application Processing
 - Campus Resources
 - Email
 - Electronic Transcript (CCCTran)
15. (Goal 4) Continue to improve and update written information that explains the matriculation process for various student groups. (Standard 2)
16. (Goal 3 and 4B) Inform exempt students that they may choose to participate in all matriculation components. (Orientation Standard 8)
17. (Goal 3B and 4) All first time college students who complete assessment, orientation and advisement will be cleared to register for classes. (Standard 3)
18. (Goals 2 and 4) During the registration process, inform students of any existing prerequisites and uphold the restriction if prerequisite has not been met. (Standards 1 and 3)
19. (Goal 6) Work with District personnel to continue to maintain accurate programming of online services, database, and information that is included in MIS reporting. (Standard 1 and 3)

College: Norco District: Riverside Community College

STAFFING FOR THE ADMISSIONS COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied)

Dean of Student Services (20.5%)	1
Student Services Supervisor	1
Matriculation Specialist (10%)	1
Admissions & Records Student Services Specialist (1 FT/1 Permanent PT)	2
Admissions and Records Technicians	2
1000 Hour employees (approximately)	9

To ensure consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.

College: Norco District: Riverside Community College

GOALS FOR THE ORIENTATION COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. Provide all new matriculants with an orientation to the College that includes information about College programs, services and facilities, academic expectations and procedures, in order to motivate students to set and achieve goals.
2. Inform students about their rights and responsibilities. These include a) the right to appeal matriculation requirements and other legal rights concerning fair and equitable treatment, b) procedures for filing and processing complaints and for resolution of complaints, c) their right to challenge pre- or co-requisites and d) the right to file complaints of unlawful discrimination and the grounds for the challenge.
3. Adhere to District governing board policies for exemption from matriculation requirements.
4. Utilize available technologies and resources to increase continuity in implementing the Orientation/Counseling sessions.
5. Ensure accuracy of Matriculation MIS data.

College: Norco District: Riverside Community College

ACTIVITIES FOR THE ORIENTATION COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. (Goals 1, 2 and 4) Continue to provide orientation services to all new, non-exempt students. (Standards 1, 3, 4 and 5)
2. (Goals 1 and 4) Utilize a variety of alternative technologies and resources to insure consistency of information and capture student interest during the orientation. Periodically review power point orientation presentation to ensure accurate and up to date information. (Standard 1)
3. (Goal 1) Conduct orientations in facilities that are accessible to the disabled. (Standard 6)
4. (Goal 1) Continue to work closely with the English as a Second Language Discipline to translate materials and offer orientations suitable for the needs of ESL students. (Standard 6)
5. (Goals 1, 2 and 4) Continue to offer Guidance 45, Introduction to College, through alternative delivery methods and at feeder High Schools, as a means by which new matriculants meet matriculation regulations. (Standards 1 and 2)
6. (Goals 2 and 3) Continue to annually update the Catalog, Student Handbook and Class Schedule so that information provided to students regarding their rights and responsibilities, college policies and procedures is current and accurate. The Student Handbook is given to and reviewed by each student during the orientation session and in the Guidance 45 classes. The Handbook is also available through the Counseling Center. Procedures for filing and processing complaints are included in the Handbook and students are directed to those pages by the orientation presenter. (Standards 2, 3, 4 and 5)
7. (Goals 2 and 3) Continue to make the appeal petitions available at the Counseling Center for students who wish to appeal prerequisites or to file complaints of unlawful discrimination. The Dean of Student Services and the Dean of Instruction have the authority to take action on petitions. Completed petitions and responses will be kept on file by the Matriculation Specialist for a period of one year. Permanent appeals are scanned and attached to the student's record. (Standards 3, 4 and 5)
8. (Goal 1) Continue to enforce mandatory Assessment, Orientation & Counseling (AOC) for all first time college matriculants. (Standards 1, 8, 9 and 10)
9. (Goal 5) Upload student contact information from SARS to Datatel. Manually input any contacts not documented in SARS at the time of the upload. (Counseling/Advisement Standard 18)

College: Norco District: Riverside Community College

ACTIVITIES FOR THE ORIENTATION COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

10. (Goal 3) Use the following board approved criteria to exempt students from mandatory AOC Orientation/Counseling prior to registration: (Standards 7 and 9)

A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.

B. Students who plan to enroll in five units or fewer and who have declared one of the following goals:

- Advance in current career/job
- Maintain certificate/license
- Educational development
- Complete credits for high school diploma
- Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

College: Norco District: Riverside Community College

STAFFING FOR THE ORIENTATION COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

Dean of Student Services (5%)	1
Matriculation Specialist (10%)	1
Counselors (10%) (5 Full-time, 1 Counseling Faculty Intern, and 5 Adjuncts)	11
Counseling Clerical (20%)	2

To ensure consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.

College: Norco District: Riverside Community College

GOALS FOR THE ASSESSMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. Provide an assessment process to all matriculants and any students who can benefit from guidance in course placement.
2. Provide training to all counselors, English, Reading and Mathematics teachers and necessary support staff on the use and interpretation of any newly adopted assessment/placement instruments.
3. Use multiple measure assessment information through a designated software aid in selecting courses and services that will enable them to achieve their educational goals.
4. Ensure that all assessment practices are consistent with state law (Title V) and Riverside Community College District values and policies.
5. Continue to utilize available technologies to increase efficiency in implementing the assessment/placement process.
6. Ensure accuracy of Matriculation MIS data.

College: Norco District: Riverside Community College

ACTIVITIES FOR THE ASSESSMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. (Goal 1) Provide all non-exempt students with basic skills assessment in reading, English, and math prior to registration. Provide placement test results to students immediately following their assessment. (Standards 1, 5 and 13)
2. (Goal 1) Give all students the opportunity to choose either a placement test for native speakers of English (Accuplacer) to place them in English or reading classes or a placement test for non-native speakers PTESL (Proficiency Test in English as a Second Language) to place them in ESL classes. (Standards 1, 2, 3, 5 and 9)
3. (Goal 4) Conduct all tests in facilities that are accessible to the physically disabled. (Standards 1, 2, 3, 5 and 9)
4. (Goals 2 and 4) Standardize all test administration instructions and provide each test administrator with a manual describing the procedures for administering the test and standards for test decorum. All students receive standardized directions before the Accuplacer test sessions. (Standards 6 and 8)
5. (Goal 3) Using research that identifies the most appropriate multiple measures and test-scoring software, provide students with a weighted score that takes into consideration test scores and other academic criteria. Advise students via the Handbook, College Catalog, Accuplacer test session directions and orientation sessions that multiple measures are used for all placement decisions. (Standard 7)
6. (Goals 3 and 5) Provide students who took the Accuplacer test at another college an opportunity to utilize these raw scores in RCCD's placement process. Students may turn in Matriculation Appeal-Outside Placement Evaluation form. (Standard 7)
7. (Goals 2 and 4) Inform First-Time college students during assessment, orientation and counseling, (AOC) that placement is mandatory. Immediately following the assessment, students receive placement results and are given the "What's Next?" flyer directing them to orientation and counseling. (Standards 1 and 13)
8. (Goals 5 and 6) Complete a daily upload of computerized test scores from the Web to the Datatel administrative software so that all the necessary information is available for counseling, registration, research and other purposes by the day following the test. Manually enter corrections and placement results for all other tests. (Standard 13)
9. (Goal 3) Use the following board approved criteria to exempt students from mandatory Assessment prior to registration: (Standards 7, 9, 10 and 12)

A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.

B. Students who have declared one of the following goals and are enrolled in fewer than 5 units:

- Advance in current career/job
- Maintain certificate/license
- Educational development
- Complete credits for high school diploma

Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

10. (Goal 4) Inform exempt students of their option to participate in matriculation services. (Standard 11)

11. (Goal 1) Continue to provide assessment services at feeder high schools. (Standards 1, 2, 3, 4, 5, 8, 9 and 13)

12. (Goals 1, 2 and 3) Provide assessment data to the Deans of Instruction and Student Services, and the appropriate Department Chairs to assist them in establishing academic courses and educational programs. (Standards 3 and 8)

13. (Goal 4) Cut score validation implemented every three years, or more frequently upon request, for English, math, ESL, and reading. (Standards 5, 7, 8, 12, 13)

College : Norco District: Riverside Community College

STAFFING FOR THE ASSESSMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

Dean of Student Services (10%)	1
Matriculation Specialist (15%)	1
Assessment Educational Advisor	1
Part-time staff (30%)	2
Computing services technician (5%)	1
District Assessment Coordinator (10%)	1
Researcher (10%)	1

To ensure consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.

College: Norco District: Riverside Community College

GOALS FOR THE COUNSELING/ADVISING COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. Require all first time matriculants to meet with a counselor to develop a one-semester educational plan. Counseling, or advisement, will be available in individual or group formats for all matriculated students with regard to course placement.
2. Offer all matriculated students the opportunity to develop a full educational plan that identifies an education objective and the courses, services, and programs to be used to achieve the objective.
3. Provide students an opportunity to meet with a counselor to monitor and update SEP's to reflect accurate and appropriate progress.
4. Provide supplemental counseling and advising for targeted groups of students to support student success.
5. Provide Counseling follow-up for students at critical points in their progress toward their goals.
6. Develop a means of systematic documentation of student use of counseling services.
7. Utilize technology to access information about students and on behalf of students in pursuit of educational objective.
8. Ensure accuracy of Matriculation MIS data elements.

College: Norco District: Riverside Community College

ACTIVITIES FOR THE COUNSELING/ADVISEMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. (Goal 7) Provide students appropriate referrals to student services during individual counseling sessions. (Standard 1)
2. (Goal 3) Direct all new matriculants with no previous college course work to attend freshman orientation/counseling session. During the session, students receive general information regarding their goal and a one-semester plan identifying the courses to register for during the next term. Develop a full educational plan for students enrolled in Guidance Courses or during a 30-minute individual appointment. Direct other students needing advisement for course selection walk-in counseling services. (Standards 2, 3, 6, 8 and 9)
3. (Goals 3 and 4) Send all students with probationary status an email from the Matriculation Office informing them of their status. First-semester probation students are given the option to attend a college success workshop online. (Standard 3)
4. (Goal 4) Provide online college success workshops throughout the year to students on probation, to inform students why they are now on probation and of the available support services to help them achieve good standing. (Standards 1, 2, 3, 6, 7, 18)
5. (Goal 4) Send all students who are subject to dismissal for the first time, a letter from the Dean of Student Services Office informing them of their status. Require students to submit a petition for readmission and attend an online readmit workshop. (Standards 2 and 7)
6. (Goals 4 and 5) Provide counseling sessions throughout the year during which continuing dismissal students are given the opportunity to develop a Readmit Contract for the following full-term semester. (Standards 1, 2, 6, 7, and 18)
7. (Goals 1, 2 and 4) Inform students about career planning classes and Career/Transfer Center services such as Eureka, and regularly scheduled workshops exploring careers/major options. (Standards 1, 7 and 18)
8. (Goal 5) Develop a process through the career center to inform students who have completed 15 units or more, but have not declared an educational goal about the various workshops and counseling opportunities available to assist them in clarifying their goals. (Standards 1, 4, 16 and 18)
9. (Goal 4) Conduct presentations in all basic skills classes to inform students of college success strategies and availability of support services. (At the conclusion of workshops, invite students to make individual counseling appointments.) (Standards 5 and 6)

College: Norco District: Riverside Community College

ACTIVITIES FOR THE COUNSELING/ADVISEMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

10. (Goal 8) Use SARS scheduling software to facilitate student access to counseling appointments. (Standard 18)
11. (Goals 7, 8 and 9) Upload student contact information from SARS to Datatel and manually input contacts not documented in SARS at the time of upload . (Standard 18)
12. (Goal 6) Utilize a) counseling faculty to provide individual counseling sessions, classroom instruction and educational and vocational counseling; b) educational advisors to provide assistance for students especially in Career/Transfer Center and Assessment Placement Services; and c) student ambassadors to provide general college information to students at outreach activities and in the Admissions and Counseling areas. (Standard 7)
13. (Goals 1, 4 and 5) Require financial aid students, EOPS, DSPS, SSS, Puente, T3P students and all athletes to maintain a current Student Educational Plan (SEP). (Standards 2, 7, 8, 9 and 10)
14. (Goal 1) Require all matriculants to develop a one-semester educational plan prior to registering for classes. Inform students that successful completion of Guidance 45 will meet this requirement. (Standards 7, 8 and 10)
15. (Goals 1, 2, 4 and 7) Provide a written record of SEP to students; store written SEP at the college; continue to scan electronic copies of SEPs. (Datatel). (Standard 9)
16. (Goal 1) Offer Guidance 45, Introduction to College to seniors at feeder High Schools. In the class, students complete a study skills inventory and a one-semester educational plan. (Standards 5, 6 7, 8 and 9)
17. (Goals 3 and 4) Inform all students during Assessment/Orientation, Guidance 45 course, the Student Handbook, Class Schedule, and College Catalog of: a) their right to appeal prerequisites, b) procedures for alleging unlawful discrimination, c) the District policies and related procedures relating to Student Grievance, Sexual Harassment, and Discrimination. [All matriculation related complaints are kept on file in the Dean of Student Service's office and are made available to any students who make a request to review the file. Copies of all District policies are available to students at the college libraries and in the dean's office.] (Standards 11, 12, 13)

College: Norco District: Riverside Community College

ACTIVITIES FOR THE COUNSELING/ADVISEMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

18. (Goals 1, 3, and 4) All counseling activities take place in facilities that are accessible to physically disabled students. Bilingual clerical, paraprofessional and professional counseling staff are available to assist Spanish speaking students. Information about ESL courses are available in English and Spanish, and will assist other students as needed. Special accommodations are available for all disabled students. (Standard 14)
19. (Goals 4 and 8) Encourage students through the Schedule of Classes, Student Handbook and other vehicles to meet with counselors regularly. Exemption from initial assessment, orientation and counseling is not an exclusion from counseling services. (Standards 16 and 17)
20. (Goal 6) Utilize Educational Advisors to coordinate Assessment, Orientation and initial counseling contacts for seniors at feeder high schools. (Standards 1, 4, 5 and 6)
21. (Goals 1, 2, 4, 6 and 8) Address transfer needs by developing articulation agreements with four-year universities, offering workshops in the mechanics of transfer, inviting representatives from various four-year universities to campus to speak to Norco students, and through direct communication with students. (Standard 1, 2, 8, 10 and 18)
22. (Goals 3 and 4) Initiate contact with students outside the counseling area by providing workshops in classrooms. (Standards 1, 3, 4, 5 and 6)
23. (Goals 7 and 8) Utilize a document scanning system to facilitate electronic storage and retrieval of data. (Standards 9 and 18)
24. (Goals 1, 2 and 4) Use computerized career resources and standardized career interest inventories to provide services that assist students in identifying their aptitudes and educational objectives. Use computerized transfer resources (ASSIST) to provide services that assist students in their goal to transfer. (Standards 4, 8, 10 and 18)

College: Norco District: Riverside Community College

ACTIVITIES FOR THE COUNSELING/ADVISEMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

25. (Goal 3) Use the following board approved criteria to exempt students from the Counseling Advisory Component of Matriculation prior to registration for classes: (Standards 7 and 9)

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. Students who plan to enroll in 5 units or fewer and who have declared one of the following goals:
 - Advance in current career/job
 - Maintain certificate/license
 - Educational development
 - Complete credits for high school diploma
 - Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.
- C. Students who are transferring from another accredited college or university.

College: Norco District: Riverside Community College

STAFFING FOR THE COUNSELING/ADVISEMENT COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

Dean of Student Services (15%)	1
Matriculation Specialist (15%)	1
Secretary to the Dean of Student Services (5%)	1
Instructional Department Specialist (5%)	1
Counselors (70%) (5 Full-time, 1 Counseling Faculty Intern, and 5 Adjuncts)	11
Educational Advisor (50%)	1
Counseling Clerks (90%)	2
Part-time hourly (5%)	3-5

To ensure consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.

College: Norco District: Riverside Community College

GOALS FOR THE FOLLOW-UP COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. Devise and maintain a computerized follow-up system to ensure regular monitoring for early detection of academic difficulty for all students.
2. Provide appropriate follow-up services for students who are on academic and progress probation and dismissal.
3. Utilize technology to implement, support, monitor and/or track follow-up services.
4. Ensure accuracy of Matriculation MIS data.

College: Norco District: Riverside Community College

ACTIVITIES FOR THE FOLLOW-UP COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. (Goals 1, 2, and 3) Send letters from the District Matriculation Office informing probation students of their status. Students must participate in an online workshop in order to maintain their registration. Those students who do not attend the first round of workshops are sent another letter notifying them of a second round of college success workshops. (Standards 1, 2, 3, 4 and 5)
2. (Goal 2) Provide online workshops during which students are informed of the conditions of probation and the appropriate course of action to achieve good standing.(Standards 1, 3, 4 and 5)
3. (Goals 1, 2, and 3) Send letters from the District Matriculation Office informing dismissal students of their status. (Standards 1, 2, 3, 4 and 5)
4. (Goals 1, 2, and 3) Require dismissal students to submit a Readmit Contract to the Counseling Department at one of the campuses in order to appeal their dismissal. (Standards 1, 2, 4 and 5)
5. (Goal 2) Provide counseling sessions during which students are informed of the conditions for their readmission and have the opportunity to develop a Readmit Contract. (Standards 1, 3, 4 and 5)
6. (Goal 2) Provide the opportunity for students whose petitions are denied to appeal to the Dean of Student Services at the campus to which the petition was submitted. The outcome of this appeal will be communicated in writing to the student and to the District Matriculation Office by the Dean. (Standards 1, 3, 4, and 5)
7. (Goal 3) Limit all probation and dismissal students up to thirteen (13) units during fall and spring semesters and up to seven (7) units during winter and summer semesters. (Standard 5)
8. (Goal 1) Counselors will conduct counseling workshops in all basic skills classes to inform students of college success strategies and availability of support services. (At the conclusion of workshops, invite students to make individual counseling appointments.) (Standards 1, 2, 3 and 5)

College: Norco District: Riverside Community College

ACTIVITIES FOR THE FOLLOW-UP COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

9. (Goals 2, 3 and 4) Continue to provide an Early Alert process which notifies students who are showing signs of academic difficulty of programs and services that are available to help with future academic success. (Standards 2, 3, and 5)
10. (Goal 3) Continue to provide a log in system to track students for follow up services. (Standards 3 and 5)
11. (Goals 2 and 3) Provide SARS to Datatel upload process to ensure accurate tracking of student use of services. (Standard 5)
12. (Goals 2, 3, and 4) Track students' Early Alert response and outcome. (Standards 2, 3, and 5)
13. (Goals 2, 3, and 4) Encourage faculty participation in the Early Alert process. (Standards 2, 3, and 5)

College: Norco District: Riverside Community College

STAFFING FOR THE FOLLOW-UP COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

Dean of Student Services (23%)	1
Matriculation Specialist (10%)	1
Secretary to the Dean of Student Services (5%)	1
Matriculation Committee (5%)	Varies
Counselors (20%) (5 Full-time, 1 Counseling Faculty Intern, and 5 Adjuncts)	11
Counseling Clerks (10%)	2
Instructional Staff (Faculty-Variable)	
Research Staff (10%)	1
Information Services (10%)	1
Students – Variable	

To ensure consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.

College: Norco District: Riverside Community District

GOALS FOR THE COORDINATION & TRAINING COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. To maintain continuity amongst the colleges as it relates to district Matriculation policies, procedures and regulations the Campus Deans of Student Services will meet with the Associate Vice Chancellor of Student Services on a regular basis.
2. The Associate Vice Chancellor of Student Services and Deans of Student Services will work together to ensure that all parties involved in the delivery of Matriculation Services are informed.
3. As funds permit, support will be provided from Matriculation budget for Matriculation-related training.
4. Deans of Student Services and Associate Vice Chancellor of Student Services will be actively involved in Campus, District, Regional and Statewide Matriculation-related entities.

ACTIVITIES FOR THE COORDINATION & TRAINING COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. (Goals 2 and 4) Provide training on a regular basis to faculty and staff and other support services regarding matriculation regulations, activities and procedures especially probation, dismissal, assessment and prerequisites. (Standard 1a – 1g)
2. (Goals 2 and 4) Provide appropriate faculty, administrators and staff with updates regarding approved assessment instruments. (Standard 1c)
3. (Goals 1, 2, and 4) Conduct an annual presentation to the Cabinet and Board of Trustees to update them on the status of the matriculation program and their roles in Matriculation Components. (Standard 1a – 1g, 2)
4. (Goals 3 and 4) Attend regional and statewide meetings to gather and share matriculation related information and implementation strategies. (Standard 1a – 1.g)
5. (Goals 1, 2 and 4) Disseminate matriculation related research to appropriate staff and provide training as to the implications of this research and implement necessary modifications to the matriculation process. (Standard 1.f)
6. (Goals 1 and 2) Utilize research to adjust policies and procedures if necessary. (Standard 1)
7. (Goals 2 and 4) Revise the matriculation sections of the Faculty Handbook, Student Handbook and Schedule of Classes on an annual basis. (Standards 1a – 1g and 2)
8. (Goals 1, 2 and 4) Conduct Matriculation Advisory Committee meetings. (Standards 1a – 1g and 2)
9. (Goals 1, 2 and 4) Produce Student Spotlight monthly. (Standards 1a – 1g and 2)
10. (Goals 1, 2 and 4) Utilize technology to a) conduct presentations and b) communicate with faculty, staff and students. (Standards 1a – 1g and 2)
11. (Goals 1, 2 and 4) Attend necessary meetings and participate on appropriate college-wide committees including Curriculum Committee, Assessment Committee, weekly Dean's meetings, Board committee and regular Board meetings as necessary and Matriculation Advisory Committee. (Standards 1a – 1g)

College: Norco District: Riverside Community College District

STAFFING FOR THE COORDINATION & TRAINING COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

District Staffing:

Matriculation Program Assistant (30%) 1

Vice Chancellor, Student Services (5%) 1

Campus Staffing:

Matriculation Specialists (5%) 1

Dean of Student Services (10%) 1

Student Services Supervisor (5%) 1

Counselors (10%) 11
(5 Full-time, 1 Counseling Faculty Intern, and 5 Adjuncts)

To ensure consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.

GOALS FOR THE RESEARCH COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. Assess and report short-term and long-term student retention and persistence rates.
2. Evaluate matriculation components to assure their effectiveness in supporting student success.
3. Assess the effectiveness of the course placement program.
4. Evaluate the effectiveness of prerequisites and co-requisites in supporting student success.
5. Develop institutional capacity to match services to entering students.
6. Improve the College's ability to monitor student progress.
7. Encourage classroom and institutional research activities to improve the matriculation program.
8. Routinely collect data needed for program and service evaluation and create access to the data through Computing Services.
9. Update repository of MIS files used for tracking student cohorts on an ongoing basis.
10. Expand access to existing mainframe databases.
11. Work within District region and state to conduct Matriculation effectiveness research projects.

ACTIVITIES FOR THE RESEARCH COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. (Goals 8 and 9) Assist in the process of collecting and reporting the number of student complaints and the bases of those complaints and make the information available as needed. (Standard 15)
2. (Goals 5 and 9) Collect and report the number of students exempted by exemption category. (Standard 14)
3. (Goals 5 and 6) Work with the Vice-President of Student Services and lead Admissions and Records person to establish a process to distribute information collected on the application and in assessment pertaining to specialized support services and programs to the appropriate department for follow-up with students for each term. (Standards 4, 6, 7, 8, 9 and 16)
4. (Goal 8) Provide descriptive information on RCCD students in publications such as the Fact book and Research Notes. (Standard 10)
5. (Goal 2) Present matriculation research requirements to an advisory committee to maintain the priority of evaluating the efficacy of matriculation. (Standard 1)
6. (Goals 8, 9 and 10) Utilize the MIS data repository and Datatel administrative computing system to track student academic performance and service use over time. (Standards 4-14, 16 and 17)
7. (Goal 3) Use assessment instruments on the Chancellor's Office approved list for placing students including periodic analysis of placement validation. Maintain locally developed ESL test on the Chancellor's Office approved list. (Standard 2)
8. (Goal 3) Evaluate, every three years, the placement process, including cut-scores and disproportionate impact, using faculty evaluations of student placement as the outcome variable and incorporate student feedback to assess consequential validity. (Standards 3, 4 and 7)
9. (Goal 1) Report a variety of information including but not limited to retention rates, persistence rates, withdrawal data, and grade point averages. The information would be aggregated by various classification categories such as campus location, division, full or part-time status, day/evening status, first-generation status, matriculation status, matriculation services usage, basic skills enrollment, and various educational goals as well as the demographic variables of ethnicity, gender, age and disability. (Standards 4,6,10,12 and 13)

ACTIVITIES FOR THE RESEARCH COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

10. (Goals 2, 5 and 6) Compare the matriculation goal of students with the student's goal upon initial entrance to the college by term. (Standards 4, 5 and 7)
11. (Goals 2, 5, 6 and 8) Report results from the Community College Student Engagement Questionnaire that include local questions to determine awareness of and satisfaction with various student services, including matriculation services, to better address students' needs. (Standards 4, 7 and 8)
12. (Goals 4, 8 and 9) Evaluate the impact of matriculation on basic skills, including the number of students recommended into basic skills courses, the completion and success rates of students enrolled in basic skills, and the progress of students from basic skills courses to associate degree-applicable courses. (Standards 4, 6, 11, 12 and 13)
13. (Goals 2, 5 and 9) Conduct research on recent high school graduates (those who graduated the previous year) and report aggregate performance information to local high schools including placement, retention, persistence and grade point average. (Standards 4, 6 and 16)
14. (Goals 5, 8 and 9) Conduct study of transfer readiness to identify points that may be barriers to transfer. The information would be aggregated by various classification categories such as campus location, division, full or part-time status, day/evening status, first-generation status, matriculation status, basic skills enrollment, and various educational goals as well as the demographic variables of ethnicity, gender, age and disability. (Standards 4, 6, 7 and 8)
15. (Goals 2 and 6) Maintain and improve the process if necessary to migrate data from SARS into Datatel for tracking of services requested and provided. (Standards 9, 16 and 17)
16. (Goal 11) Continue to monitor the accuracy of MIS data. (Standards 14, 16 and 17)
17. (Goal 11) Contribute to District, Regional and State research projects. (Standard 14, 16 and 17)

College: Norco District: Riverside Community College District

STAFFING FOR THE RESEARCH COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

District Staffing:

Matriculation Program Assistant (5%)	1
Director, Institutional Research (10%)	1
Assistant Director, Institutional Research (30%)	1
Research Specialist (25%)	1
Information Services Personnel (20%)	1

Campus Staffing:

Matriculation Specialist (5%)	1
Deans of Student Service (2.5%)	1
Associate Dean of Student Success (30%)	1
Faculty (participation in research activities)	Varies

To ensure consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.

College: Norco District: Riverside Community College District

GOALS FOR THE PREREQUISITES, CO-REQUISITES AND ADVISORIES COMPONENT:

(After each activity, where appropriate, indicate the #(s) of the Component Standard satisfied.)

1. Provide definitions for prerequisites, co-requisites and advisories in the Catalog, Schedule of Classes, Faculty and Student Handbooks.
2. Continue to review and evaluate the challenge process for students who have not met prerequisites but wish to challenge based on Title 5 provisions.
3. Enforce all prerequisites and co-requisites during electronic registration.
4. The Curriculum Committee will establish all prerequisites, co-requisites and limitations on enrollment in accordance with Title 5 regulations and will review them on a six year cycle.

ACTIVITIES FOR THE PREREQUISITES, CO-REQUISITES, ADVISORIES AND LIMITATIONS ON ENROLLMENT COMPONENT:

1. (Goal 1) Provide the following information online, in the Schedule of Classes, the College Catalog and the Student Handbook: (Standard 12)
 - Prerequisites
 - Co-requisites and limitations on enrollment
 - The process for challenging prerequisites
 - The grounds on which that challenge may take place
2. (Goal 3) Provide students the opportunity to submit a form (matriculation appeals petition) to validate a prerequisite or co-requisite. Make Matriculation Appeals Petitions available to students through the Counseling Department on all 3 campuses. (Standard 11)
3. (Goal 2) While the challenge is being considered, provide a challenge process to allow students to enroll in the course, if space is available and if the petition is filed prior to the first day of classes. If the challenge is upheld, allow the student to remain in the class. If the challenge is denied, drop the student from the class with a full refund. (Standards 9, 10 and 11)
4. (Goal 4) Establish all prerequisites, co-requisites, and advisories on recommended preparation in compliance with Title 5, upon recommendation of the Curriculum Committee and Prerequisite Subcommittee and approval of the Board of Trustees. (Standards 1, 3 and 7)
5. (Goal 4) Develop and implement a process to review each prerequisite, corequisite, and advisory every six years to ensure that it is still supported by the faculty in the discipline or department and by the Curriculum Committee and Prerequisite Subcommittee and is still in compliance with the provisions of the Board approved policy and the law. (Standards 1, 2 and 3)
6. (Goal 3) Continue to enforce prerequisites, co-requisites and limitations on enrollment in a consistent manner during registration. (Standards 1 and 9)
7. (Goal 4) Work collaboratively with Campus Dean of Instruction to ensure that Academic Services provides all faculty given course outlines and to ensure that all faculty teach courses in accordance with the course outline of record. (Standard 8)

ACTIVITIES FOR THE PREREQUISITES, CO-REQUISITES, ADVISORIES AND LIMITATIONS ON ENROLLMENT COMPONENT:

8. (Goal 4) Continue to work with Curriculum Committee and Prerequisite Subcommittee to ensure that the levels of scrutiny for the establishment of prerequisites, co-requisites and limitation on enrollment are adhered to by the faculty. (Standards 5, 6 and 7)
9. (Goal 4) Work with faculty on a course-by-course basis to establish any communication or computation skills prerequisites. Prerequisites and/or co-requisite courses in communication or computation skills are established across the curriculum. (Standards 2 , 4, 5 and 13)
10. (Goal 4) The Technical Review Sub-committee determines if research is warranted (computational/communication skills) and serves Faculty in the process of establishing all prerequisites, co-requisites, advisories and limitations on enrollment. The Technical review sub-committee has been established as an advisory committee to the curriculum committee. (Standard 4 and 13)

College: Norco District: Riverside Community College District

STAFFING FOR THE PREREQUISITES, CO-REQUISITES AND ADVISORIES COMPONENT:

District Staffing:

Matriculation Program Assistant (10%)	1
District Placement Services Coordinator (10%)	1
Assistant Director, Institutional Research (10%)	1

Campus Staffing:

Student Services Supervisor (5%)	1
Deans of Student Services (10%)	1
Matriculation Specialists (30%)	1
Dean of Instruction (10%)	1
Administrative Assistant to Dean of Instruction (5%)	1
Department Chairs (5%)	Varies
Curriculum Committee	Varies

Consistency throughout the District, additional support and oversight are provided by the Associate Vice Chancellor of Student Services and Operations and her Administrative Assistant.