

REEDLEY COLLEGE MATRICULATION CHECKLIST

[Steps to enroll in college]

Matriculation is a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goals.

[Check off when complete]

- ☐ 1) **APPLICATION for ADMISSION** [Online or paper and pencil version]
 ___ Completed the Reedley College application and turned it in to Admissions and Records.
 ___ Requested a copy of my High School transcripts be sent to Reedley College.
 ___ Requested a copy of my other college transcripts be sent to Reedley College.

- ☐ 2) **ORIENTATION** [Date step completed _____]
 ___ I have attended, or participated in, one of the orientation options offered by Reedley College;
 ___ Saw a counselor to complete this step, or
 ___ Took COUN classes that include orientation [Class taken _____ Sem _____], or
 ___ Attended orientation at my high school during Reg-To-Go, or
 ___ Attended orientation at my high school during a School Relations presentation, or
 ___ Attended the New Student Orientation at Reedley College, or
 ___ Completed the online orientation and passed.

- ☐ 3) **ASSESSMENT TEST** (*for class placement only*) (Located in INC 1, or call 638-0366 for appointment)
 ___ Completed all 3 parts of the test *before* meeting with a counselor (unless exempted, see reverse for exemption information & see counselor for retest policy)
 (It is recommended you take the placement test once before attempting the ATB test, see Financial Aid office first for clarification)
 ___ English; Reading Comprehension
 ___ English; Sentence Skills
 ___ Mathematics (basic arithmetic, or algebra, or college level math)

- ☐ 4) **COUNSELING AND ADVISEMENT** (Located in Student Services building, or call 638-0337)
 ___ Met with a counselor/advisor for class selection and advising, making sure I take my placement test scores with me.

- ☐ 5) **FINANCIAL AID** (optional) (Upstairs in Student Services, or call 638-1238)
 (It is recommended you take the placement test once before attempting the ATB test)
 ___ Completed the FAFSA (Free Application for Federal Student Aid) and submitted it to the Reedley College Financial Aid Office.
 ___ Made an appointment to take the Ability To Benefit (ATB) test with the assessment center after talking with the Financial Aid office *if deemed necessary*.

- ☐ 6) **REGISTRATION** (Located in Student Services building)
 ___ Attended Reg-To-Go, or talked with a counselor about class selection, and submitted my registration permit to Admissions & Records, or logged into WebAdvisor, or used TouchTone to select classes.

- ☐ 7) **STUDENT EDUCATION PLAN (SEP)** (Located in counseling department, or call 638-0337)
 ___ Met with a counselor to develop a semester by semester student education plan based on my educational preferences and individual circumstances.

- ☐ 8) **FOLLOW UP APPOINTMENT**
 ___ Scheduled a follow-up appointment with a counselor to discuss certificates, degrees, majors and develop, revise, or complete an SEP. [Appointment; Date: _____ Time: _____]

Student Signature _____ Date _____

Counselor Signature _____ Date _____

REEDLEY COLLEGE *MATRICULATION EXEMPTION* WORKSHEET

[TO BE FILLED OUT ONLY IF STUDENT CHOOSES NOT TO PARTICIPATE IN MATRICULATION PROCESS]

Certain students may be exempt from several components of matriculation including assessment, orientation, and counseling/advising. The exemptions are as follows:

A student may be exempt from participation in assessment if the student meets the following criteria:

- 1) the student has submitted evidence (e.g., official grade report or transcript) which provides verification of satisfactory completion of the college level prerequisite course; or
- 2) the student chooses not to participate.

A student may be exempt from participation in orientation and/or counseling/advising if the student meets two or more of the following criteria:

- 1) the student chooses not to participate;
- 3) the student has completed twelve or more acceptable transferable units;
- 4) the student has completed an associate degree or higher;
- 5) the student has certain educational goals:
 - a. to maintain a certificate or license;
 - b. personal development (intellectual, cultural); or
 - c. to complete credits for a high school diploma or G.E.D.

DIRECTIONS TO THE STUDENT:

Please circle the statements above to indicate the reasons for which you feel you meet exemption criteria and complete the following:

I, _____, believe that I have met the exemption criteria (see above circled items) for the assessment, orientation, and/or counseling/advisement components of matriculation. If approved for exemption, I understand that at any time I can decide to participate in the components of matriculation from which I have been exempted.

Student Signature

Date

Approved by (Counselor Signature)

Date