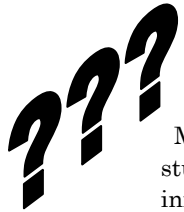




Matriculation Bulletin

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.

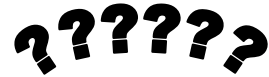


What does it cost?

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.

Porterville College website

www.portervillecollege.edu



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 your 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 several days before students who are not matriculated. You must also be a Continuing Student to receive highest priority registration.

DATES TO REMEMBER

- April 12** Priority Web Registration for Summer/Fall 2012 by appointment ONLY for CONTINUING students according to completion of matriculation components and completed credits.
- April 25** Summer/Fall 2012 Open Registration for new and returning students.
- TBA** Summer 2011 6 week session begins.
- Aug 20** Fall 2012 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 2012 semesters. 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. 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 1/2-3hours 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 to make a counseling appt. **Limited Evening Advising Available—5:00-6:30p.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 Summer & Fall 2012 semesters begins April 25, 2012 by **Web registration only**. New students who complete the assessment/orientation/advising process will have priority registration each term after enrollment

...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	
Athletics/Student Affairs.....	791-2460
ASPC/Student Senate.....	791-2325
CalWorks Program	791-2303
CA Mini-Corps Program	791-2300
Campus Security.....	791-2440
Maintenance and Operation	791-2405
Child Care.....	791-2272
Dean of Learning	
Antonia Ecung.....	791-2308
Bill Henry	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	
Library Media Center	791-2318
Tutorial Center (C. Styer)...	791-2236
Office of Matriculation	791-2446
English as a Foreign Language	
Orientations and Assessment	
Transfer Center	791-2281
Veterans Affairs Office	
Admissions Information.....	791-2402
Counseling/Advising	791-2329
Work Experience Coordinator	791-2354

Porterville College
SCHEDULE OF MATRICULATION ACTIVITIES
February — May 2012

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 form for the semester you are planning to register for classes. Before you make an appt. you must submit an admissions or update form online. 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

Assessment Dates			Orientation Dates		
Tuesday, Feb. 7	5:30—8:00 pm	AC—121	Wednesday, Feb. 29	4:00—5:00 pm	CA-4
Thursday, Feb. 9	4:00—6:30 pm	AC—121	Wednesday, March 14	4:00—5:00 pm	CA-4
Tuesday, Feb. 21	9:00—11:30 am	AC—121	Wednesday, April 18	5:30—6:30 pm	CA-4
Thursday, Feb. 23	5:30—8:00 pm	AC—121	Wednesday, May 16	2:00—3:00 pm	CA-4
Tuesday, March 6	5:30—8:00 pm	AC—121	Wednesday, May 30	12:00—1:00 pm	CA-4
Thursday, March 8	9:00—11:30 am	AC—121			
Tuesday, March 13	5:30—8:00 pm	AC—121			
Tuesday, March 27	5:30—8:00 pm	AC—121			
Thursday, March 29	5:30—8:00 pm	AC—121			
Tuesday, April 10	9:00—11:30 am	AC—121			
Thursday, April 12	5:30—8:30 pm	AC—121			
Tuesday, April 24	5:30—8:00 pm	AC—121			
Thursday, April 26	3:00—5:30 pm	AC—121			
Tuesday, May 8	5:30—8:00 pm	AC—121			
Thursday, May 10	9:00—11:30 am	AC—121			
Tuesday, May 22	1:00—3:30 pm	AC—121			
Thursday, May 24	2:00—4:30 pm	AC—121			

Ability to Benefit Testing/Retesting Dates

Wednesday, Feb. 22	9:00—12:00 pm	AC—121
Wednesday, March 21	3:00—6:00 pm	AC—121
Wednesday, April 25	9:00—12:00 pm	AC—121
Wednesday, May 23	9:00—12:00 pm	AC—121

ESL Testing and Orientation Dates

Wednesday, Feb.22	3:00— 5:00 pm	AC—121
Wednesday, March 21	10:00—12:00 pm	AC—121
Wednesday, April 25	3:00—5:00 pm	AC—121
Wednesday, May 23	1:00—3:00 pm	AC—121