

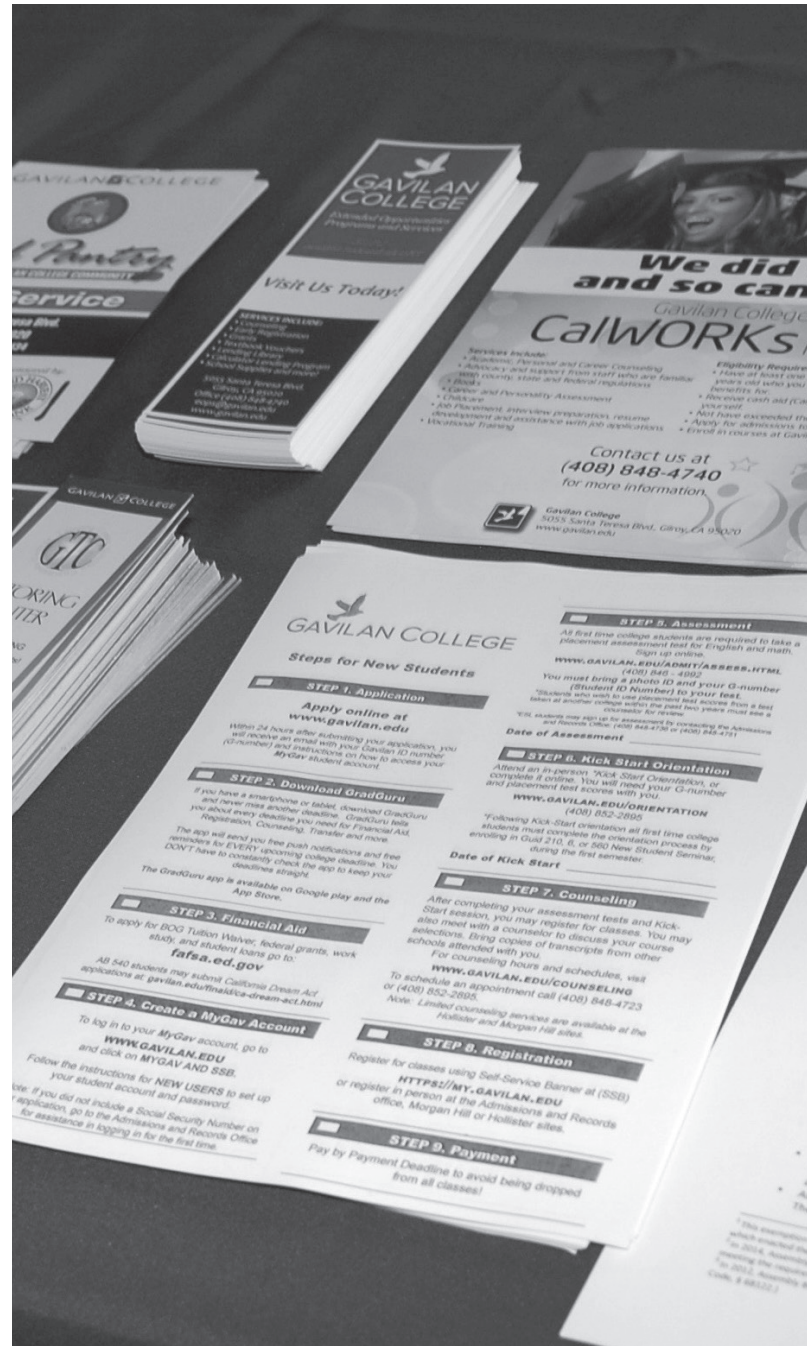
# STUDENT SERVICES

## Student Success and Support Program (SSSP)

Student Success & Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program process: admissions, orientation, assessment and testing, counseling, and student follow-up.

Gavilan's Student Success and Support Program (SSSP) includes:

- Applying for Admission
- Completing Assessment for placement into math and English courses, which may include other multiple measures
- A two-part orientation process (see below), which includes developing an educational plan;
- Follow up with counselors and other services leading to successful completion of the student's educational goal.
- We also encourage students to apply for Financial Aid and the fee waiver
- Explore Career and Academic possibilities
- Apply for additional programs on campus to support you
- Join campus clubs, student government or other student-led organizations



## Welcome Center

The Welcome Center provides application and enrollment assistance on a drop-in basis. Located in the Student Center, the Welcome Center is staffed by trained student assistants. Students can also get help using Self-Service Banner and applying for G-Numbers.

## Exemptions From Student Success Services

All students who are new to college, and those who are new to Gavilan who have not earned 15 units and completed assessment, orientation, and an educational plan at another college, must complete assessment, orientation, and an educational plan at Gavilan in order to qualify for priority enrollment.

## Academic Skills Assessment (Placement Assessment)

Placement assessment ensures that students are enrolled in courses that match their abilities in language and computational skills. Placement scores, together with other indicators of a student's abilities, are used by counselors to recommend appropriate course placements.

First-time college students are expected to complete the college skills assessment designed to measure their achievement in reading, language usage, and mathematics. This placement assessment is administered in English and is not intended for applicants to the English as a Second Language (ESL) program.

Students must have completed the eighth grade to be eligible for assessment services.

### Re-Assessment Sessions

Students who have taken the placement assessment may re-test one time between 15 and 90 days after the initial assessment. These results are valid for two years. Under special circumstances, additional retest requests may be considered. Students should meet with a counselor and submit a petition for consideration to the Admissions and Records Office.

## Orientation

Orientation at Gavilan College is a two-part process

1. First, new students (never attended college before) complete the Kick-Start, which provides the basic information and tools needed to get started at the college. This includes course selection for the new semester or two on an abbreviated educational plan that is reviewed by a counselor and scanned into the student's electronic record. Students who are not new to college, but new to Gavilan, may also complete an online version of the Kick-Start designed for transfer students.

2. The second portion of the orientation process is completion of the New College Student Seminar (GUID 210), a short-term .5 unit class taken during the first semester of enrollment. This course provides new-to-college students the opportunity to become familiar with Gavilan College, its programs and services, degree options, policies, career and academic program exploration, and much more! Whether you plan on transferring to a four-year university or are on a career path, there are important things to know before you begin your college career. Students who complete orientation know how to complete their educational goal with more confidence and how to avoid making choices that delay their progress. \*

\*\* Completion of the two-part Orientation process (Kick-Start+ New College Student Seminar) satisfies one of the three components required by the SSSP mandate to qualify for Enrollment Priority (earlier registration dates). The components needed are: Assessment, Orientation, Educational Plan. This process is required for all new students who have never attended college.

For more information and to register for a Kick-Start session, visit [www.gavilan.edu/orientation](http://www.gavilan.edu/orientation). Not completing all required SSSP steps will keep you from getting the best registration dates, and earlier registration means have the best access to the more popular courses and class times.

## Counseling and Educational Planning

Prior to registration, counselors are available to meet with students and interpret assessment results, discuss course selection, and assist with the development of the educational plan. An educational plan is an important factor in promoting timely progress toward a student's completion of certificate, degree, or transfer programs. Students develop an educational plan with a counselor when they first enroll at Gavilan and then meet on a regular basis with their counselor to update their plan and to review progress. Once the plan is created it is available online. Counselors are available to meet with students throughout the year to discuss academic and personal concerns and to refer students to other types of needed assistance.

## Priority Registration

New students who have completed college orientation, assessment and developed educational plans; continuing students who have not exceeded 100 units (not including basic English, English as a Second Language and Math); student athletes and students in MESA, PUENTE and TRIO have earlier priority registration dates than students who do not meet these criteria. All students in the groups listed above must be in good academic standing (e.g. NOT on academic or progress dismissal or any probation for 2 consecutive semesters) to qualify for their priority registration timeframe.

Veterans, current and former foster youth and students in CalWORKS, EOPS and the Accessible Education Center will continue to have the highest priorities for registration if they meet the same criteria listed above. If you have questions, please contact the Admissions & Records Office.

### Priority Registration Appeals Process:

Students may petition for loss of priority under the following two criteria:

- 1. Extenuating circumstance:** Extenuating circumstance is defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student [58108(k)].
- 2. Significant Improvement:** If loss of priority is due to academic or progress probation/dismissal it may be reinstated through the petition process by demonstrated significant academic improvement for a subsequent term. The minimum standards for significant academic improvement for a subsequent term is defined by 55031, where a student must earn at a minimum a 2.0 grade point average for the term and complete more than 50% of the units attempted for the term.

With two noted exceptions:

- Foster Youth do not lose registration priority.
- Students with verified disabilities may petition the DSPS coordinator to reinstate their priority, if lost, as a disability accommodation.

For more information, go to the Admissions & Records webpage at <http://www.gavilan.edu/admit/>. To submit an appeal visit the Admissions & Records office.

