

ADMINISTRATIVE REGULATION 5050

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

STUDENT SUCCESS AND SUPPORT PROGRAM

The District shall provide services to students to further equality of educational opportunity and academic success. Student Success and Support Services (SSSP) shall identify and close opportunity gaps that impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success. SSSP brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

SSSP is a categorically funded program, under the Student Equity and Achievement (SEA) Program and funding may only be used for the delivery of these core services. The goals of SSSP 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-facing support:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - Administration of assessment instruments to determine student competency in computational and language skills.
 - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
 - Evaluation of student study and learning skills.
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus childcare services programs that teach English as a second language; and disabled student services.
 - Advisement concerning course selection.
 - Follow-up services and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

I. STUDENT RIGHTS AND RESPONSIBILITIES

A. Students are expected to:

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1. Identify an education and career goal;
2. Diligently engage in course activities and complete assigned coursework; and
3. Complete courses and maintain progress toward an education goal and completion of a course of study.

B. Non-exempt students shall:

1. Identify a course of study;
2. Complete orientation;
3. Be assessed; and
4. Participate in counseling, advising, and abbreviated education plan development.

C. Non-exempt students who have completed initial services shall be required to complete a Comprehensive Education Plan, prior to the end of the second full term. Failure to develop a Comprehensive Education Plan may result in a hold being placed on a student's registration. (A Comprehensive Educational Plan is a semester-by-semester plan resulting in a projected completion date of the student's educational goal, which is reviewed and approved by a counselor.)

D. Any student who feels they have experienced discrimination regarding the matriculation process has the right to file a complaint. Information regarding filing a complaint and the "Unlawful Discrimination Complaint Form" may be obtained in the Office of the Vice President of Student Services.

E. Appeals:

Each college shall establish a procedure where students may challenge any violation of this regulation. Colleges shall investigate and attempt to resolve any challenge or complaint in a timely manner. Procedures may be consolidated within existing student grievance procedures.

II. EXEMPTIONS

Colleges may exempt students from orientation, assessment, counseling, advising, or education planning if the student:

- A. Has completed an Associate Degree or higher, or has 30 units of college credit;
- B. Is enrolled in the college for a reason other than:
 1. Career development or advancement;
 2. Transfer;
 3. Attainment of a degree or Certificate of Achievement; or
 4. Completion of ESL sequence.
- C. Has enrolled solely to complete a course for legally mandated employment, or in response to a significant change in industry or licensure standards; or

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D. Is concurrently enrolled as a special admit.

III. INSTITUTIONAL RESPONSIBILITIES

The District will provide nonexempt students the SSSP services as prescribed in the Seymour Campbell Student Success Act of 2012. The District will ensure that matriculation processes are accessible and available to all students prior to and during enrollment, and are included in class schedules, catalogs, and other appropriate official communications.

The District shall do **all** of the following:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language, and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor’s Office in a manner and form described by the California Community Colleges Chancellor’s Office; and
- Publicly post the college’s placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

Colleges shall make reasonable efforts to avoid duplication of orientation, assessment, counseling, advising, or other education planning services.

Instruction and student services departments at each college shall use multiple sources of data from student education planning efforts and identified courses of study to coordinate course scheduling.

The District shall also operate a Mathematics, Engineering, Science Achievement (MESA) program.

References:

California Education Code Sections 66700, 70901, and 78214.
California Code of Regulations, Title 5 Sections 51024, 55500, 55502, 55510, 55511, 55512, 55516, 55518, 55520 -55534, and 59300.
Seymour Campbell Act of 1986
Student Success Act of 2012 (SB1456)
ACCJC Accreditation Standard 2

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