2011 Counselor Update
October 7, 2011

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Vice Chancellor, Student Services

Prerequisite/Corequisite and Challenge Process

- Prerequisite Challenge Process
  - Student completes *Petition to Challenge* form
  - Form must be submitted to the Admissions office 10 working days prior to the add deadline for the class.
  - Admissions enrolls the student in the course, if space is available. If not, student must obtain an add code to enroll.
  - Petition is forwarded to the appropriate department chair for review, cannot be instructor of course.
  - If petition is denied, student is dropped and given a refund.

Prerequisite/Corequisite and Challenge Process

- Change of Course Level within a Discipline
  - The purpose of this form is to allow faculty to initiate moving a student to a different level of a course once classes have started.

  - Assumption: faculty has determined the student is in the wrong level of a course.

Prerequisite/Corequisite and Challenge Process

- Chemistry - required corequisite – pilot
- Process:
  - Student must be concurrently enrolled in both the chemistry lecture and lab (or have successfully completed).
  - In special circumstances, the chemistry department may override the corequisite; in these cases, Admissions will manually enroll the student and the student will not be dropped.
  - Students who enroll in both classes but later drop one, will automatically be dropped from the other (up to the census date).
  - If a student is waitlisted, he/she will not be dropped from the corequisite until the census date.
  - Students are dropped: two weeks prior to the start of the class, opening day and at the census date.

Monitoring Basic Skills Limit

- Process
  - A counseling hold is placed on the student's record when 20 units of basic skills coursework has been completed.
    - Exclusions to basic skills units:
      - all courses with subject DSPS or ESOL;
      - any student identified in ISIS with a learning disability; and
      - courses that have been excluded due to academic renewal.

  - Registration blocked when student reaches 30 units of basic skills coursework.
    - Block includes courses with a basic skills advisory (English/Math).

  - Students who have 30+ units of basic skills may be referred to Continuing Education.

Repetition and Withdrawal

- Title 5 changes – effective Summer 2012
- Non-repeatable courses

  Students will be permitted a maximum of three (3) "takes" in any course (as indicated by a symbol on the transcript).

  - Includes withdrawn coursework.
  - No repetition permitted once a standard grade received.
  - Student may petition for a fourth enrollment due to extenuating circumstances (death in family, hospitalization, etc.).

Repetition and Withdrawal

- **Repeatable Courses**
  - Student may enroll in a repeatable course up to the maximum (4), including withdrawals , substandard and standard grades.

- **Physical Education "Families"** (currently effective)
  - Maximum four (4) enrollments of "like" activity
  - Example: The Fitness Activities "family" includes four courses – Fitness Activities (PHYE 123), Lifelong Fitness Lab (PHYE 153), Fitness Applications (PHYE 157), and Individual Conditioning (PHYE 132) .

Repetition and Withdrawal

- Withdrawal intervention no longer necessary since students may only enroll to maximum of three times.

- Withdrawal is included in the maximum enrollment and progress calculation <u>except</u> in the following cases:
  - Military withdrawal
  - Student section transfer within the same subject area (ex. Move from English 43 morning to English 43 evening).

Registration Priorities

- NEW Categories:

- Continuing education students who have been continuously enrolled and transfer to the college program.

- Students with 100+ units (excluding basic skills).

- Students who are concurrently enrolled at a 4-year institution.

- Students who have a bachelor's degree or higher, two associate degrees or four certificates.

- NOTE: Lower division units from a transfer institution are included in the registration priority unit total.

Registration Priorities

1. DSPS, EOPS, Active Military & Veteran
   New: Foster Youth up to age 24
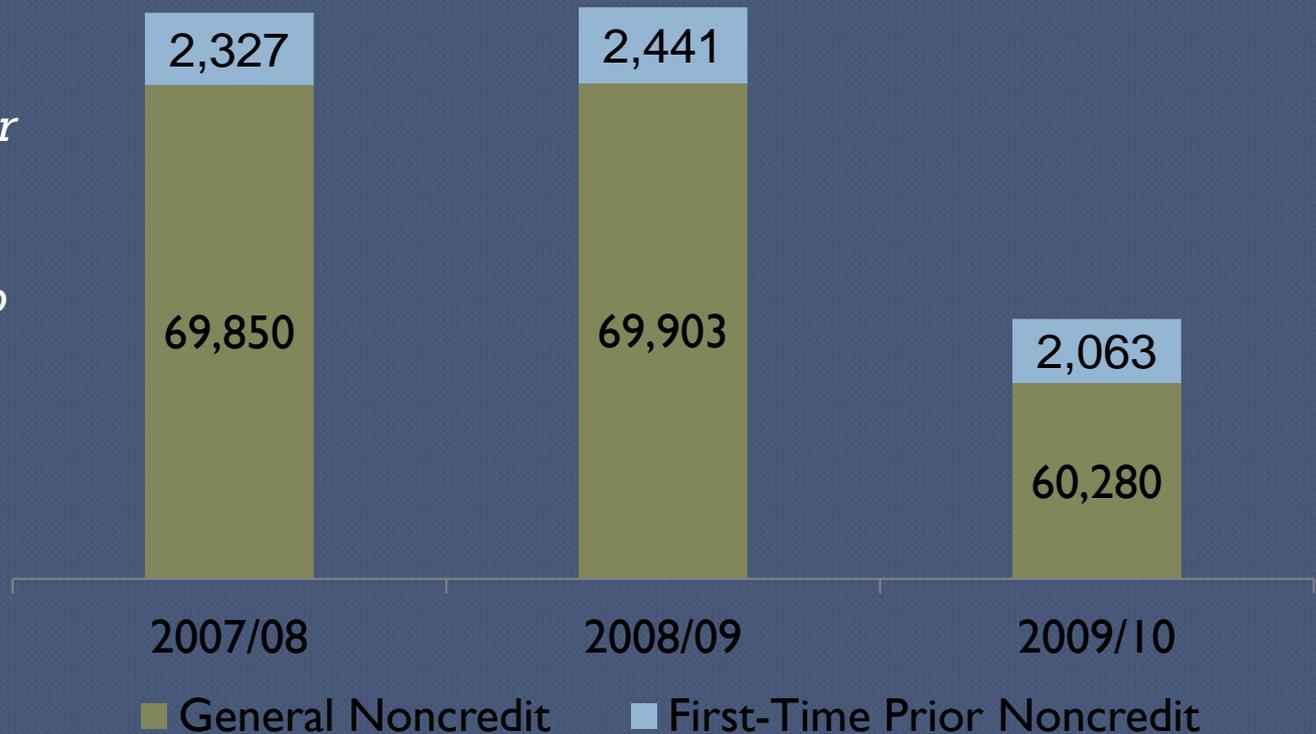2. Continuing Students
3. New and Returning Students

Note: All of the following categories include students who would otherwise have priority noted above - including **D**SPS, EOPS, and Military

4. 100+ units
5. Concurrently enrolled 4-year students
6. Degree and four or more Certificates

Transitioning Non-Credit Students to the Credit Program

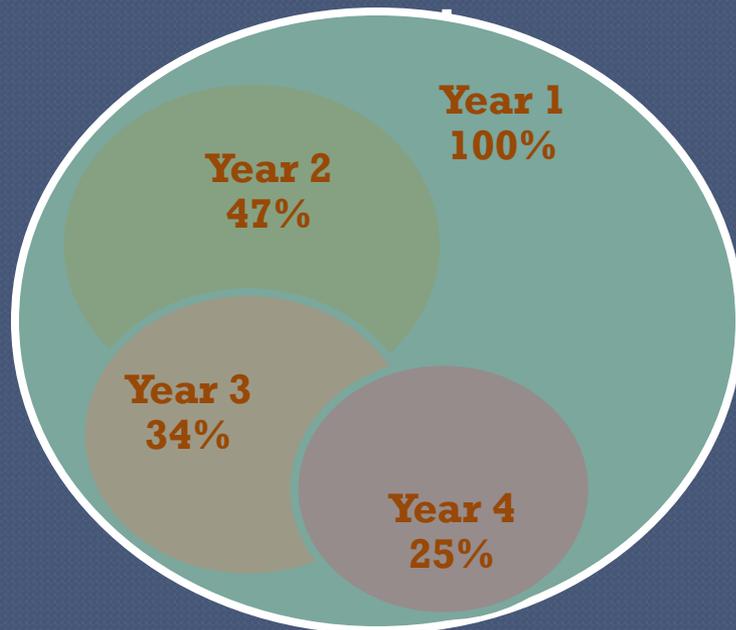## Headcount of First-Time Prior Noncredit and General Noncredit Students

The number of Prior Noncredit students decreased by 15% between 2008/09 to 2009/10.

	2007/08	2008/09	2009/10
First-Time Prior Noncredit	2,327	2,441	2,063
General Noncredit	69,850	69,903	60,280

Legend: ■ General Noncredit ■ First-Time Prior Noncredit

Transitioning Non-Credit Students to the Credit Program

Enrollment Tracking 2003/04 – 2006/07 combined

Recent Noncredit Students in Credit

Year 1
100%

Year 2
47%

Year 3
34%

Year 4
25%

General Credit Students

Year 1
100%

Year 2
40%

Year 3
27%

Year 4
19%
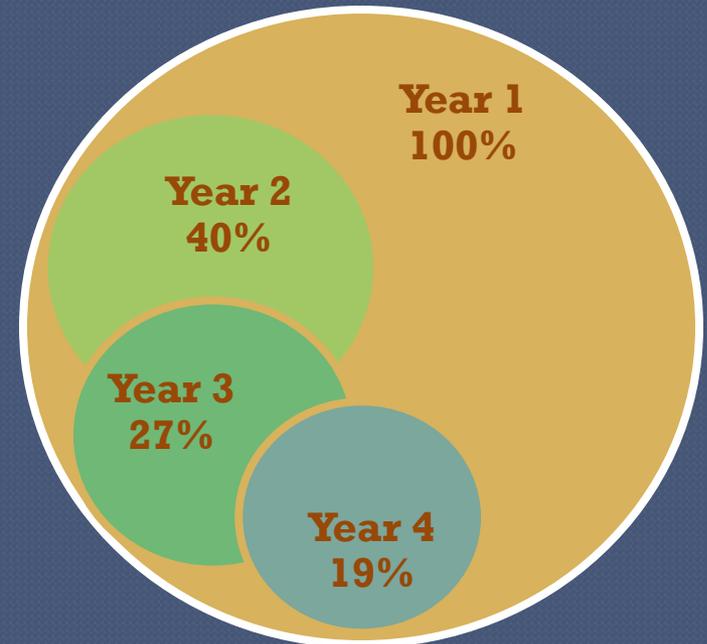
First-year student enrollments are tracked up to 4 years.   A greater percentage of Recent Noncredit students re-enrolled after their first credit year than General Credit students. Note that 7% of Recent Noncredit students in credit and General Credit students stopped out in years 2 or 3, and re-enrolled in year four.

Transitioning Non-Credit Students to the Credit Program

Top 5 Credit College Courses Taken 2009/10

Prior Noncredit Students

- Mathematics
- English
- Physical Education
- English as a Second Language
- Computer Business Tech
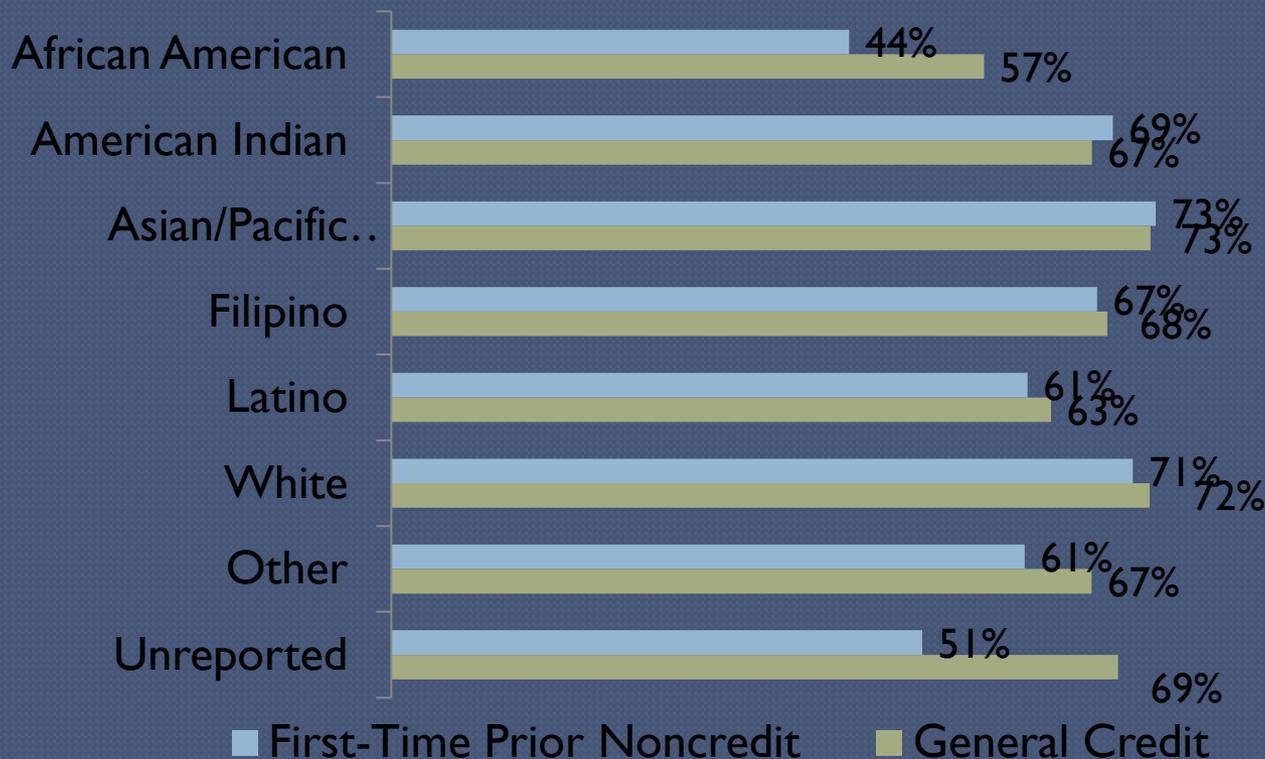
General Credit

- Mathematics
- English
- Physical Education
- Psychology
- Chemistry

Transitioning Non-Credit Students to the Credit Program

Successful Course Completion Rates by Ethnicity

Ethnicity	First-Time Prior Noncredit	General Credit
African American	44%	57%
American Indian	69%	67%
Asian/Pacific..	73%	73%
Filipino	67%	68%
Latino	61%	63%
White	71%	72%
Other	61%	67%
Unreported	51%	69%

First-Time Prior Noncredit students had a success rate of 62% compared to 68% of the General Credit Population for all colleges.

Transitioning Non-Credit Students to the Credit Program

Student Transfer 2004/05 – 2003/04 Combined Cohorts

Total Transfer Volume

City College	Mesa College	Miramar College	All College
130	137	62	329
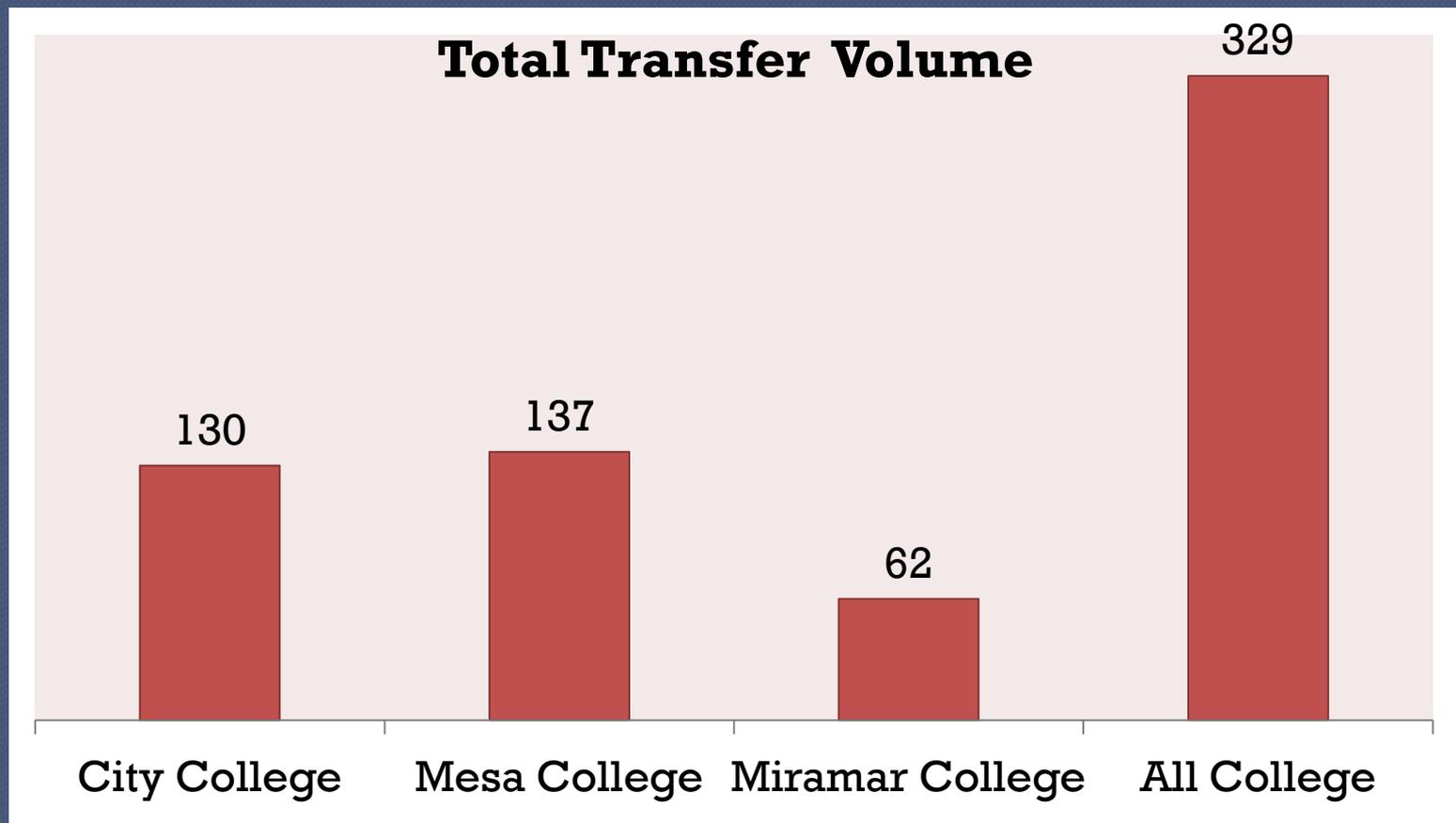
Note that the total counts are for the two cohorts over a six year period.

Probation/Disqualification Policy and Procedure

- Changes effective Fall 2011 grades
  - DQ1 students will be required to complete an Academic Contract with counselor.

  - DQ2 - Required sit out is one year (no more "one" semester sit out).

  - Students will not be automatically readmitted.

  - DQ 3+ - Student must petition for readmission providing evidence of extenuating circumstances or improved performance. The petition will be reviewed by the Vice President, Student Services to determine if the student will be permitted to present their case to a Hearing Panel for readmission.

  - Note: Early readmission will still be permitted by a counselor prior to the first disqualification.

Application Deadline

- December 1st for Spring 2012
  - The purpose of the deadline is to ensure that students will have sufficient time to receive services such as: assessment, orientation, counseling, prerequisite clearance and financial aid.

- Students who file an application after December 1st will register during the open enrollment period beginning January 9, 2012.

Evaluations Update

- Units in Residence:
- Associate Degree – student must have 12 units <u>at the college</u> granting the degree.
- New fields have been added to the education plan system (available October 10, 2011)

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DCSP S00-00-0000,BUSADM,20042005            CONTINUED S344 10/05/11 11:13 A
EDUCATION PLAN FOR:   HALL, SALLY P.                    PRINT:    PRTR:
PROGRAM: AS BUSINESS ADMINISTRATION       CAMP: MIRAMAR COLLEGE      ADDR: HOME
SKILL LEVELS:  RDG-60    WRT-60    MATH-40   ESL-99    TRANSCRIPTS:  N/A
UNITS ATT:    73.5       UNITS EARNED:    73.5      GRADE PTS:  251.00     GPA: 3.41
MINIMUM 60 UNITS - MET       CSU:    65.5 UC:    59.5 MINIMUM GPA OF  2.0 - MET
UNITS    IN RESD:  73.50 - MET        CURR ENRLMNT:   0.00  DEGREE REQS MET:NO
→ INRES DEGREE UNITS  CITY : 10.00    MESA :  6.00    MIRA : 57.50
==================================================================================
DEGREE COMMENTS:    APPLY FOR A GRADUATION EVALUATION TWO SEMESTERS PRIOR TO
                    EXPECTED DATE OF GRADUATION.

                    AN OVERALL "C" AVERAGE IS REQUIRED FOR THIS DEGREE.

                    A MINIMUM OF 12 ASSOCIATE DEGREE APPLICABLE SEMESTER UNITS
                    MUST BE COMPLETED IN RESIDENCE AT THE COLLEGE GRANTING THE
                    DEGREE

==================================================================================
- - - - - - - - -BUSINESS ADMINISTRATION MAJOR - - - - - - - - -
      COMMENTS:               * * * *
                    A GRADE OF "C" OR HIGHER IS REQUIRED IN EACH
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- Certificate – units in residence does not apply.

Evaluations Update

- What's New
  - Proactive degree project
    - 200 degrees awarded in 2010-11
  - Central evaluations database
  - TES access for counselors (November 2011)
  - Aligning business processes for consistency
    - District Evaluations contact
    - Evaluations business process manual (in process)

Questions?