

Student Success and Support Program (SSSP)

Student Rights and Responsibilities

The SSSP process at Cerro Coso Community College is intended to assist students in establishing appropriate educational goals and provide support services to help them achieve these goals. Students needing core services will be provided an orientation, placement in math and English, counseling, and completion of an educational plan and follow-up services. All first-time college students should complete orientation, placement in math and English, counseling, and initiate educational planning prior to registering for courses and may NOT enroll during priority registration unless they have completed the core services.

Cerro Coso Community College has as its basic role in SSSP the responsibility to develop an efficient process to encourage student participation in college services, programs, and learning experiences that will aid in achieving academic success.

Students have the responsibility to inform the college of their educational and career goals. If you are undecided in either or both areas, our staff can assist you in clarifying your goals. Listed below are the basic components of your partnership with Cerro Coso Community College.

You agree to:

- State a broad educational intent upon enrollment, e.g., AA/AS degrees or transfer, etc.
- Declare a specific educational goal within a reasonable period of time following admission, with the deadline being during the term after which you complete 15 units of course work.
- Attend courses regularly and complete assigned work.
- Successfully complete your courses and maintain progress toward an educational goal.

Cerro Coso Community College agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance, and other relevant issues.
- Provide assessment of your skills in conjunction with counseling/advisement.
- Provide placement in math and English.
- Provide evaluation of your educational progress, which is available through counseling and other support services.
- Provide a wide variety of course offerings.
- Provide advisement of all non-exempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on academic or progress probation.

Additional Rights of Students

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.
2. Right to acknowledge any prerequisite believed to be discriminatory through the appropriate office.
3. Right to challenge SSSP regulations/procedures. Students have the right to waive one or more of the following: placement in math and English, orientation, and/or counseling/advisement.
4. Right to be provided alternative services for the core services, if necessary, for ethnic and language minority students and students with disabilities.

If you have questions regarding your rights, see the Director of Counseling and SSSP in the Counseling Office.

Orientation



Cerro Coso Counseling

▶ The Role of the Counselor/Advisor:

- **Academic Counseling** – assist in assessing, planning, and implementing immediate and long-range academic goals
- **Career Counseling** – assist in assessing aptitudes, abilities, and interests
- **Core Services** – assist students to complete orientation, assessment, counseling, and educational planning

▶ Education plans:

- Comprehensive (long-term) Student Education Plans to help map out your goals and classes and make the most of your time and investment in college

Students who complete Core Services are more likely to be successful in their classes!

Core Services (formerly called matriculation)

- ▶ Students who complete all of the core services (orientation, assessment, counseling, and a long-term education plan) are more likely to be successful in their classes!
- ▶ Statistics
 - 18.5% of students are more likely to complete courses
 - 54.8% of students are more likely to come back next semester
 - 12% of students are more likely to complete a certificate, degree, or transfer within 3 years
- ▶ Why?
 - Students are placed in courses that match their interests and educational goals
 - They have support from a counselor
 - They are better prepared

Registration Timeline Subject to change

SPRING

Registration begins in December

SUMMER

Registration begins in May

FALL

Registration begins in August

Placement

- ▶ Meet with a counselor or educational advisor to determine math and English placement
- ▶ Can use high school transcripts (within 10 years), college transcripts, or guided self-placement
- ▶ Students have the option to go straight into ENGL C101 and MATH C121, but counseling team will make recommendations for supplemental coursework



General Education Pattern

IGETC

A screenshot of the IGETC General Education Pattern chart, which is a grid used to track progress through various general education requirements. The chart includes columns for different areas of study and rows for individual courses, with checkboxes for completion.

Education Plans

Comprehensive Student
Education Plan

The image shows a detailed 'Cerro Coso Long Term Education Plan' form. It includes sections for student information, advisor information, and a grid for planning courses over four semesters. The grid columns are labeled 'Semester 1', 'Semester 2', 'Semester 3', and 'Semester 4'. The rows are organized into 'General Education' and 'Major Requirements' sections, with specific course numbers and unit values listed in the grid cells.

Associate of Arts Degree

▶ AA degree is primarily intended for students who plan to transfer to a four-year university

▶ **The Liberal Arts: Social and Behavioral Sciences AA Degree**

- ▶ Is set up to satisfy general education requirements for transfer students.
- ▶ Emphasizes the perspectives, concepts, theories and methodologies of the disciplines that comprise study in the Social and Behavioral Sciences.
- ▶ You can use this to:
 - ▶ Earn a two-year Associates Degree
 - ▶ Transfer to a 4-year degree program



Associate of Science Degree

▶ An AS degree is awarded in well-defined programs in science, technical, and vocational fields of study

- Business
- Business Office Technology
- Computer Information Systems
- Engineering
- Human Services
- Management
- Medical Assisting
- Paralegal Studies
- Vocational Nursing
- Web Professional
- Welding Technology



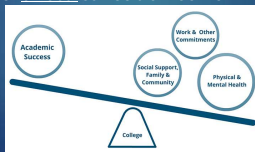
Graduation Requirements

- ✓ 60 degree-applicable units
- ✓ Complete general education and major requirements
- ✓ Cumulative GPA of 2.0 or higher
- ✓ A grade of "C" or better in all courses required for the major, as well as all English and math courses
- ✓ At least 12 units must be completed at Cerro Coso



What Does Full-Time Status Mean?

- ▶ 12 or more units
- ▶ Time commitment:
 - ▶ 12 hours per week spent in classroom
 - ▶ At least 24 hours per week outside of the classroom working on assignments (reading textbooks and other materials, studying, seeing a tutor, research, writing and revising papers)
- ▶ A total of at least 36 hours a week for 12 units



Scheduling

▶ It is the student's responsibility to:

- ▶ **Add classes**
 - Complete the registration packet each semester and indicate the classes you want to register for. The registration form must be completed in its entirety or it could delay registration.
 - Counselors & advisors can assist in class selection but cannot register a student
- ▶ **Drop classes**
 - It is student's responsibility to drop a class by completing the Course Withdraw form and submitting it to Cerro Coso
 - Be aware of the specific drop dates listed on the syllabus for each class
- ▶ **Pay for classes**
 - If you do not apply for or qualify for the California Promise Grant, you are responsible for the cost of your courses: \$46 per unit
- ▶ **Attend the first day of class**
 - If you do not attend a class on the first day, you risk being dropped from the class
 - If there are extenuating circumstances that prevent you from attending, please make it known to your professor

Important Dates

- ▶ Important Dates (specific dates listed on your syllabus)
 - Priority registration
 - Open registration
 - Drop dates
 - Final exams



Prerequisites and Course Numbering

- ▶ Prerequisites are courses that must be completed with a "C" or better to move on to the next level
- ▶ Prerequisite Challenge Process
- ▶ Courses are divided into the following categories:
 - 050-099: Associate degree and certificate level.
 - 100-299: Associate degree and certificate level courses that generally transfer to a four-year university. Not all transfer-level courses transfer to every university. Please see a counselor or the college catalog for more information.

Academic Standing

- ▶ Academic Probation – attempted 12 or more units and earned a cumulative GPA below 2.0
- ▶ Progress Probation – attempted 12 or more units and completed less than 50% of the cumulative units attempted
- ▶ Disqualification – occurs when you are placed on either form of probation for three semesters

Academic & Financial Consequences

- ▶ Holds preventing registration
- ▶ Loss of the California College Promise Grant (Fee Waiver)
 - California College Promise Grant - permits enrollment fees to be waived for eligible CA residents
- ▶ Unit limits
- ▶ Unable to take classes for up to one year

Remain Eligible for the California College Promise Grant

- ▶ Students receiving California College Promise Grant (Fee Waiver) must meet the academic and progress standards in order to avoid losing eligibility:
 - ▶ Academic – maintain a GPA of 2.0 or higher. If your cumulative GPA falls below 2.0 for two consecutive semesters you may lose your fee waiver.
 - ▶ Progress – complete more than 50% of your coursework. If the cumulative number of courses you successfully complete falls below 50% in two consecutive semesters you may lose your fee waiver.
 - ▶ Combination of Academic and Progress standards – any combination of two consecutive semesters of cumulative GPA below 2.0 and/or cumulative course completion less than 50% you may lose your fee waiver.

Academic Dishonesty

- Plagiarism – act of using the ideas or work of another person(s) as if they were one's own, without credit to the source. Includes failing to attribute quotations in a paper, buying a paper, turning in a paper written by someone else, etc.
- Cheating – act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Includes cheat sheets, copying, unauthorized collaboration, etc.

Either can result in a failing grade on the assignment, exam, or in the course.

Student Conduct Policy

- ▶ Student conduct must reflect the standards of good behavior expected by society
- ▶ Conformance to state laws, board regulations, college regulations, and applicable provisions of civil law
- ▶ Observe high personal standards of decency, morality, honesty, and social relationships
- ▶ Consideration of the rights of others and cooperate with members of the college community
- ▶ All CDCR rules and regulations are to be observed at all times
- ▶ Fowl language within the classroom or at any school function will not be tolerated
- ▶ Failure to comply with standards may be cause for disciplinary action

Drug and Alcohol Prevention

- Student Code of Conduct Violation:
 - The use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, in class or at any function sponsored or supervised by the College is a violation.

Student Complaint Procedures

- Established so that students can resolve difficulties/problems they encounter in college-related activities
- Student complaints are taken seriously and therefore should be compelling, substantive, and verifiable in nature
- Most issues should be resolved at the campus level by working through the campus complaint process



- ▶ DSPS
 - ▶ Disabled Student Program & Services (DSPS)
- ▶ EOPS
 - ▶ Extended Opportunity Programs & Services (EOPS)
 - ▶ State-funded program that offers "over and above" support services to students such as counseling, workshops, grants, book vouchers, and bus passes

Welcome to Cerro Coso!

