

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5050**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title:	Student Success and Support Program (SSSP)
Revision Date:	11/09; December 10, 2013; April 10, 2014; December 8, 2015
Responsible Area:	Vice President, Student Services
Responsible Office:	Student Success
Reference:	BP 5050; Education Code Sections 78210 et seq.; Title 5 Section 55500 et seq.; ACCJC Accreditation Standard II.C.2

The Student Success and Support Program (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.

Each student, in entering into an educational plan, will do all of the following:

- 1) Identify an education and career goal;
- 2) Identify a course of study (formerly major) after completing 15.0 units of degree applicable work.
- 3) Be assessed to determine appropriate course placement;
- 4) Complete college orientation, where an abbreviated educational plan (1-2 terms) to meet immediate scheduling needs or where a comprehensive educational plan is not appropriate;
- 5) Participate in the development of the student educational plan,
- 6) Complete a student educational plan;
- 7) Responsibly attend class and complete assigned coursework;
- 8) Complete courses and maintain progress toward the student's educational goal;

SSSP services include, but are not limited to, all of the following:

- 1) College orientation, available online and in person to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
- 2) Assessment and counseling or advising upon enrollment, which shall include, but not be limited to, all of the following:
 - a. Administration of assessment instruments to determine student competency in computational and language skills;
 - b. 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;
 - c. Evaluation of student study and learning skills.

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- 3) 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 (EOPS); and Disabled Student Programs & Services (DSPS);
- 4) Advisement concerning course selection;
- 5) 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.

The District shall not use as the primary method of assessment any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.