

# STUDENT STEPS TO SUCCESS

## Student Steps to Success Program

There are seven important steps to take before beginning course work at Monterey Peninsula College:

1. Application for Admission
2. Orientation (online or in-person)
3. Assessment and Placement
4. Counseling/Advisement (student education plan)
5. Financial Aid (Optional)
6. Registration
7. Lobo Apps Account Activation

The completion of these steps will expedite the enrollment process and greatly enhance chances for educational success. The College encourages all **new** students to participate in the STEP Program.

**STEP ONE – Application for Admission:** Submit the Application for Admission and have transcripts mailed to the Admissions and Records Office.

**STEP TWO – Orientation:** Register for the course COUN 10 College Success or complete orientation online or in-person to receive information about educational programs, policies, and procedures of the College and the development of a Student Education Plan.

**STEP THREE – Assessment and Placement:** All new matriculated students are required to participate in assessment and placement. Following the guidelines of AB705, Monterey Peninsula College has implemented a new process for placement into English and math courses.

Students receive English & math placement recommendations within five minutes of completing the Application for Admission. Recommendations can be adjusted using Guided Self Placement and answering questions regarding comfort levels with the concepts and skills necessary for success in English as a Second Language and transfer-level English and/or math coursework. Please see our website for the most current information and procedures. See assessment information on our website at [www.mpc.edu/assessment](http://www.mpc.edu/assessment) or call (831) 646-4027.

Students with disabilities needing special accommodations for an assessment should contact the Access Resource Center to make arrangements. Telephone (831) 646-4070. TTY users may use 711 Relay Services.

**STEP FOUR – Counseling/Advisement (Education Plan):** There are multiple options for meeting with a counselor: scheduling an appointment, sending an email, or drop-in to speak with a counselor by phone. Visit the Counseling & Academic Advising webpage, [www.mpc.edu/counseling](http://www.mpc.edu/counseling), for more information and links to connect with a counselor or to complete a Student Education Plan. All students receiving veteran's benefits must meet with a counselor to complete a Student Education Plan.

**STEP FIVE – Financial Aid (optional):** To learn more about the many different kinds of financial assistance that are available and how to apply, visit the Student Financial Services webpage at [www.mpc.edu/financial-aid](http://www.mpc.edu/financial-aid) or visit Student Financial Services in the Student Services Building.

New transfer students who have completed orientation at another college should file the Orientation Exemption Form with the Student Outreach and Retention Department. This form is available at the Orientation website at [www.mpc.edu/orientation](http://www.mpc.edu/orientation). If orientation was not completed at another college, you can complete the online orientation through your student portal. More information about orientation is available at [www.mpc.edu/orientation](http://www.mpc.edu/orientation).

**STEP SIX – Registration:** Upon the student's completion of assessment and placement, orientation, and counseling/advisement, check the priority registration dates in the Admissions and Records section of the MPC website, [www.mpc.edu/admissions](http://www.mpc.edu/admissions).

**STEP SEVEN – Lobo Apps Account Activation:** Learn how to get started with your MPC email and other campus-wide Lobo Apps by visiting <http://www.mpc.edu/loboapps-setup>.

The Student Equity and Achievement (SEA) Program, established in Education Code (EC) 78222, supports the transition of new students into the College by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, and career advancement. SEA Program services include orientation, counseling/education planning, and follow-up support. Students must complete assessment and placement, orientation, and an education plan prior to their priority registration time.

### College Responsibilities Include:

1. Providing clear policies reflecting Student's Rights and Responsibilities and other Student Success and Support Program policies.
2. Providing an admissions and records process that will enable the College to collect state-required information that will be used as a basis for providing services for students.
3. Providing an assessment process using multiple measures to determine academic readiness in English, reading, and math. These assessment results will be used by the College to assist students in the selection of academic courses. Additional assessments are available in areas of study/learning skills and career technical interests.
4. Providing an orientation process designed to acquaint students with College programs and services, facilities and grounds, academic expectations, and College policies and procedures.
5. Providing counseling services to assist students in course selection, development of a student education plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared educational goals, are enrolled in basic skills courses, are on academic probation/dismissal, or have been identified as high-risk students.
6. Providing the development of a comprehensive Student Education Plan once the student has identified a course of study.
7. Establishing a process to monitor students' progress and provide the necessary assistance toward meeting their educational goals.

### Student Responsibilities Include:

1. Submitting official transcripts from all high schools and colleges attended.
2. Acquiring and reading the College catalog, Schedule of Classes, handouts, and other student materials which detail College policies and procedures.
3. Identifying an education and career goal upon admission.

4. Declaring a specific educational goal after completing a minimum of 15 units.
5. Participating in assessment, orientation, counseling/education planning and other follow-up services required by the Student Success and Support Program.
6. Diligently engaging in course activities and complete assigned coursework.
7. Completing courses and maintain progress toward an education goal and completing a course of study.

## **STEP Exemption Policy**

Students may be exempt from assessment, orientation, and/or counseling/ advisement if they meet one of the exemption criteria listed below for each component. Students, however, may not be exempt from the admission or follow-up components. Students who do not meet approved STEP exemption criteria, but choose to be exempt from part of the matriculation components, may do so by completing a waiver form available from the Student Outreach and Retention (SOAR) Department. Call (831) 646-4136 or email outreach@mpc.edu.

### **Exemptions**

#### **Orientation (Registration Planning Session):**

1. Earned an associate or higher degree.
2. Attended orientation at another college.
3. 6th-12th grade student who is not enrolled in an AB 288/CCAP dual enrollment course.
4. Concurrently enrolled in another college/university, and receiving matriculation services at that college/university.
5. Taking courses for personal interest.
6. Taking courses for advancement in current job/career (job skills update).
7. Taking courses to maintain certificate or license.

#### **Counseling/Advisement (Education Plan):**

1. Earned an associate or higher degree and does not intend to pursue another degree.
2. 6th-12th grade student who is not enrolled in an AB 288/CCAP dual enrollment course.
3. Concurrently enrolled in another college/university and receives matriculation services at that college/university.
4. Taking courses for personal interest.
5. Taking courses for advancement in current job/career (job skills update).
6. Taking courses to maintain certificate or license.

## **STEP Program Complaints**

If a student believes that assessment, orientation, counseling, or any other STEP Program procedure is being applied in a discriminatory manner, the student may file a written complaint. For additional information regarding the complaint procedures, contact the Dean of Student Services at (831) 645-1377.