

# STUDENT STEPS TO SUCCESS

---

## 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.