

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. Lobo Apps Account Activation
7. Registration

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 any outside 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: Following the guidelines of AB 1705, Monterey Peninsula College has implemented a new process for placement into English and math courses. All students are eligible for transfer level English and Math. Students should consult with a Counselor for guidance on which English and Math course they should complete.

STEP FOUR – Counseling/Advisement (Education Plan): There are multiple options for meeting with a counselor including in-person, phone, zoom, or drop-in. Visit the Academic Counseling webpage for more information and links to connect with a counselor or to complete a Student Education Plan. All non-exempt students must meet with a counselor to complete a comprehensive 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 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. If orientation was not completed at another college, you can complete the online orientation. More information about orientation is available at www.mpc.edu/orientation.

STEP SIX – Lobo Apps Account Activation: Learn how to activate your Lobo Apps account and access your MPC email by visiting the Tech Support website.

STEP SEVEN – 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.

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.