Student Success & Support Program (SSSP)

588.5109

New and returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success and Support Program is designed to give students information and assistance at the threshold of their college careers.

All new Columbia students are required to participate in the Student Success & Support Process. Exception: Persons who qualify for one of the exempt categories listed under Exemption Categories.

A person participating in the Student Success & Support Program will:

- Complete the assessment process including, but not limited to, placement exams in English and math; an evaluation of educational goals, previous academic history and current skills.
- Attend an orientation to Columbia College where services and programs are explained.
- Receive an interpretation of test scores and course placement based on the results of the assessment process and other measures.
- Earn new student priority registration.
- Receive academic advisement in developing a program of studies based upon the student’s major and goals.
- Obtain a College catalog at an advising session.
- Receive general information about majors, general education requirements, transfer requirements, and certificates of achievement.
- Plan a class schedule in accordance with the chosen academic goal, interests, current skills, and time available for study and work.
- Receive information about the development of an educational plan which is required after completion of 15 units. (This includes units transferred in from other accredited colleges.)
- Receive individual assistance from a counselor for problem areas identified through student progress monitoring, instructor referral, or student self-referral. (Education Code Sections 78210, et seq; Title 5, Section 55500, et seq; Board Policy 5050)

Exemption Categories

Students meeting one or more of the following criteria are exempt from all or parts of the Student Success & Support Program.

- Students holding an associate degree or higher (however, assessment testing or transcripts showing course completion may be necessary to meet prerequisite requirements).
- Students enrolled only in activity courses for which there is no basic skill prerequisite.
- Students enrolled in community services, non-credit or personal enrichment courses only.
- Students enrolled only in contract education, courses for in-service training or employer required training courses.
- Concurrently enrolled in high school.

Although a student may qualify for exemption from SSSP services, participation is welcomed and encouraged.

Challenge Procedures

Students may challenge required participation in SSSP if they do not meet the exemption categories. The challenge must be submitted in writing to the Associate Dean of Student Equity & Success, along with
any supporting data. Forms are available in the Counseling Office. The Associate Dean of Student Equity & Success may request additional supporting documentation and/or a conversation with the student prior to making a decision.

**Alternative SSSP Services for Students with a Disability**

Applicants to the College with disabilities can seek alternative SSSP services, which may include:

- Special assessment
- Review of assessment by the Learning Disabilities Specialist
- One-on-one orientation, advisement and development of an educational plan with Disabled Student Services Program staff.
- Priority registration

To qualify, the applicant must inform the Disabled Student Services Office about his/her disability and request the alternative SSSP program. Additionally, he/she must submit written documentation by a professional (Physician, Psychologist, Learning Disability Specialist, etc.), verifying the disability. *(Board Policy 5050)*

**Assessment 588.5109**

Assessment is required by the *California Education Code, Sec. 51006* and is intended to provide sufficient information to facilitate student success which he/she attends the College. As one of the SSSP components, assessment includes testing to determine a person’s proficiency in English, reading and mathematics *(Student Admission Procedures, Columbia College Catalog)*.

Students can obtain additional copies of their assessment scores by logging into connectColumbia or from the Counseling Office. These scores, however, will not be released if the student has any outstanding financial obligations to the College. Obligations can be paid at the Business Office or on the College website.

There are three test components in the assessment process. These components are sentence structure, reading, and mathematics. The assessment is un-timed and fully computerized. Students receive their results and course placement recommendations immediately after completion of the assessment. Student may log onto [www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer) to view sample test questions and tips for taking the assessment.

Columbia College will accept the test scores and placement results from other California Community Colleges providing the test results are no more than 3 years old. Additionally, students may use math or English courses completed with a grade of “C” or better from other accredited colleges if the course/courses were completed within the past five years and Advanced Placement scores of 3 or better to determine course placement. All of these documents must be official and must be in the Admissions & Records Office at least 10 days prior to registration. The testing simply helps students in choosing appropriate courses, and can also be used to satisfy certain course prerequisites. For more information, contact a counselor or the Associate Dean of Student Equity & Success.

Additional multiple measures may be used to place students in mathematics. If a student completed a high school math course within the last three years, a Counselor can approve placement into an appropriate math class.