

# STUDENT SUCCESS SUPPORT PROGRAM

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The goal of the Student Success & Support Program (formally “Matriculation”) is to ensure all students are prepared with the essential tools to be successful in college and beyond. At Evergreen Valley College (EVC) the Student Success Center provides an array of support services to assist students in planning and achieving their academic and career goals, including orientation, Multiple Measures Assessment Project (MMAP), counseling, advising and educational planning as well as follow-up services.

An **Orientation** provides general information regarding EVC’s services and programs. Students are provided with an overview of transfer and degree requirements, vocational programs, and student services as well as academic expectations, facilities and resources available. The College offers online orientations for all students. For more information please contact (408) 270-6475 or <https://www.evc.edu/attend-evc/admissions-records/new-student-orientation>.

The **Assessment** process is designed to help students determine the best starting point in English as a Second Language (ESL) based on their past academic experience and abilities. The campus is committed to using multiple measures in all aspects of evaluation. Student (ESL) assessments are available throughout the academic year. Questions regarding assessment should be directed to the First Stop Center at (408) 274-7900 ext. 6636.

**Counseling, Advising and Educational Planning** are required to ensure students are receiving the appropriate guidance, tools, courses and support to achieve their academic and career goals. In addition, various early intervention and follow up services are in place to foster student success. To schedule an appointment online visit <https://www.evc.edu/support-resources/counseling/make-appointment>. For more information or to make an appointment with a counselor contact (408) 270-6475.

## College Responsibilities

- Provide an enrollment service that will enable the college to collect required information on students.
- We utilize multiple measures in the course placement process to determine a student’s academic readiness in English, Reading, math, and ESL (English as a second language).
- Provide a new student orientation to familiarize students with college programs, services, facilities, academic expectations, and college policies and procedures.
- Provide counseling services to assist students in developing a student educational plan and provide information regarding campus support programs and services.
- Provide additional services to assist students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or require academic follow-up.
- Establish a process to monitor a student’s progress and provide necessary assistance toward meeting educational goals.
- Inform students about district procedures for challenging state-mandated provisions.

## Student Responsibilities

- Submit official transcripts from previously attended high schools and colleges.

- Read the college catalog, schedule of classes, and other materials which provide details of college policies and procedures.
- Indicate an educational goal upon admission.
- Declare a major or course of study upon completion of 15 degree applicable units.
- Participate in MMAP, Orientation and Counseling/Advisement services in order to achieve stated educational goals.
- Take advantage of other follow-up support services deemed necessary by the college that will also help achieve educational and personal goals.
- Attend all classes and complete all course assignments.
- Complete courses and maintain progress toward stated educational goals.

## Student Success & Support Program Exemption Policy

The San José Evergreen Community College District requires all students to fully participate in each college’s Student Success & Support Program services. A student may be exempt from the Orientation, and/or Counseling/Advisement component of the Student Success & Support Program if one or more of the following exemption criteria are met.

New students may be exempted from the Orientation and/or the Counseling components if they:

- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

All students are included in the follow-up services.

## Early Alert

The Early Alert program is a close partnership among instructors, counselors, support staff, and the District ITSS. The goal of the Early Alert program is to support students’ success by providing intervention support and follow-up services. At any time in the first six weeks of each semester, EVC instructors have the opportunity to notify the Student Success Center of any students in their class(es) who may need extra help based on students’ classroom performance. The early alert counselor along with Student Success staff contact these students in order to inform them of the array of student support services available to them, including free tutoring, student success workshops, and counseling. Designed to be supportive rather than punitive, Early Alert is not reflected on students’ transcripts and does not affect their GPA or their financial aid.

Visit online at <https://www.evc.edu/attend-evc/begin-your-journey/student-success/early-alert>.