

# Student Onboarding: Orientation & Advisement

## The Student Onboarding Process

The onboarding process (application, placement, orientation, and development of an education plan) starts students on the right path by assisting them in choosing, planning, and achieving their educational goals.

The process also provides essential information for planning a successful college experience. New students must complete the placement process, orientation, and advisement to be eligible for priority registration. To maintain priority registration, students must complete an education plan within two semesters (or 15 units) and maintain good academic standing.

Students new to college (first-time students) or new to MiraCosta College should complete the onboarding process when they apply or as soon as possible. Students who complete these steps may register earlier (this does not apply to concurrently enrolled high school students or students who have previously earned a bachelor's degree).

Although all students should complete the onboarding process (previously known as matriculation), any applicant to the college may choose not to participate in any onboarding step. However, those who choose not to complete the onboarding steps may not be eligible for priority registration. Students can challenge or appeal any step in the onboarding process by emailing [admissions@miracosta.edu](mailto:admissions@miracosta.edu).

## Onboarding Steps

### Step 1: Application

Students complete and submit a MiraCosta College application online. MiraCosta College uses CCCApply (<https://home.cccapply.org/en/>) to process all applications. Submitting an online application is a two-step process:

1. Create an OpenCCC account (CCC stands for California Community Colleges).
2. Then continue to "Start New Application" for MiraCosta College.

After their application is processed, students are assigned a SURF ID number that they will use the entire time they attend MiraCosta College.

SURF is an online enrollment and student information system that allows students to manage their school-related activities. To access SURF, students use their SURF ID and a self-created password.

### Step 2: Placement Process

MiraCosta College's placement process uses multiple measures (high school GPA, math and English courses, and grades) to provide students with information on the best math and English courses to get started with their major and educational goals.

### ► Placement via the MiraCosta Application

The MiraCosta Application prompts students to provide their high school GPA, math and English courses, and grades. These multiple measures, along with major, are used to determine placement. Students should have their high school transcript information available when completing the application to MiraCosta College. After providing multiple measures information and submitting the application, students will receive an email with placement recommendations within a few days.

### ► Other ways to complete placement

Students who do not provide their high school transcript information on the application can complete the placement process by

- submitting an official or unofficial high school transcript to Testing Services;
- completing the Multiple Measures Self-Report Update Form; or
- completing a guided self-placement tool for math and/or English/ESL course placement.

High school transcripts or requests to complete the guided self-placement tool may be emailed to [testing@miracosta.edu](mailto:testing@miracosta.edu).

Students who would like information about the guided self-placement process or alternatives to placement (AP scores, EAP, or prior college coursework) may visit the Testing Services webpage (<https://www.miracosta.edu/student-services/testing-services/>).

### Know Your Rights: AB 705 and AB 1705

Research shows that students are more likely to complete transfer requirements in math and English when placed and enrolled directly in transfer-level coursework. Passed in 2017, Assembly Bill (AB) 705 requires California Community Colleges to maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe. AB 1705 goes even further, aiming to close equity gaps by ensuring that students who plan on getting a degree, certificate, or transferring are placed directly into a transfer-level course that meets the requirement for a student's intended educational goal. AB 1705 mostly affects students whose educational goals require a calculus course.

For more information on AB 705 and AB 1705, visit the AB 705 and MiraCosta webpage (<https://www.miracosta.edu/student-services/testing-services/matriculation.html>).

### Step 3: Orientation

All students (new and current) should complete Spartan Start Orientation to learn about academic programs, support services, and college terminology and develop planning tools that will help them succeed at MiraCosta College. Completing orientation is an important onboarding step that can qualify students for priority registration, if they are eligible.

Students can access Spartan Start Orientation through Orientation in their SURF account. Orientation gets students off to a great start on their college career and leads to higher student success. The orientation includes a first-semester

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education plan that outlines how students can select semester coursework that aligns with transfer and/or degree goals.

### **Step 4: Education Plan**

One of the best ways students can keep their education and career goals on track is to develop an education plan with an academic counselor. An “ed plan” is a roadmap for students that helps them achieve their academic goal. It includes a list of courses and requirements, important dates and deadlines, and relevant transfer and career information.

New students enrolling at MiraCosta College are required to complete an education plan to earn and maintain priority registration. Students are introduced to the collaborative process and value of creating an education plan in an academic counseling appointment or “New Student Course Selection” workshop.

Students are encouraged to develop an education plan with an academic counselor as soon as possible but no later than the end of their second semester at MiraCosta to maintain their eligibility for priority registration.