

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, and they must complete a comprehensive education plan within two semesters (or 15 units) to maintain priority. Students new to college (first-time student) or new to MiraCosta College should complete the onboarding process when they apply or as soon as possible thereafter. 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 onboarding are not entitled to priority registration. Students can challenge or appeal any step in the onboarding process by emailing priority@miracosta.edu.

Onboarding Steps

Step 1: Application

Students complete and submit a MiraCosta College application online. MiraCosta College uses CCCApply 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

The MiraCosta College placement process provides students with the information needed to get started in the math, English, or ESL courses that best support their educational pathway.

The placement process can be completed in a variety of ways:

► Placement from MiraCosta application

The MiraCosta College CCCApply application may ask students to provide the following:

- High school grade point average (GPA)
- Highest high school math/English course completed
- High school math/English coursework and grades

Students who provide this information will receive an email with their math and English placement information within a few days. This placement notification is also available in the Message Center located in the student's SURF account.

► 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.

Students who would like information about the guided self-placement process may visit the Testing Services webpage at miracosta.edu/student-services/testing-services.

For information on alternatives to assessment (including AP scores, EAP, and prior college coursework), visit miracosta.edu/student-services/testing-services or email testing@miracosta.edu.

Know Your Rights Under AB 705

Signed into law, Assembly Bill (AB) 705 requires California community colleges to maximize the probability that students will enter and complete transfer-level coursework in English and math within a one-year time frame. AB 705 requires that colleges use one or more of the following measures for placement into math and English courses:

- High school Grade Point Average (GPA)
- High school coursework
- High school grades

For more information on student rights under AB 705, visit miracosta.edu/student-services/testing-services/matriculation.

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.

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Students can access Spartan Start Orientation through Spartan Prep in their SURF account. Spartan Prep gets students off to a great start on their college career and leads to higher student success. Spartan Prep is a guide for students to complete Spartan Start Orientation and a first semester education plan exercise 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 create an education plan with an academic counselor. An "ed plan" gives students a roadmap for how to achieve their academic goal. It includes a list of courses and requirements, important dates and deadlines, and relevant transfer and career information.

Since fall 2014, students who are new to 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 a comprehensive 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.