Structure for Enforcing Mandatory Student Success Class

1. Definition of student pool: All AA and AAS students who have not previously taken COLL 1003 or COLL 1001 are required to take College Success Orientation during their first semester.
   a. This would capture transfer students. Transfer students who have completed successfully (C or better) a comparable course that is accepted by the Registrar would be exempted from the course.
   b. This would also capture high school students who took concurrent courses or isolated summer courses.
   c. This number is estimated to be about 250 in fall semesters and 150 in spring semesters.
   d. This would not capture students who were not degree seeking such as concurrent students or someone only wanting to take fitness center courses or a computer course or students in CP and TC programs.

2. Semester Routine
   a. Prior to the first day of class, IS would run this definition against registered courses for said students and flag advisors that the student should register for this course. Also, an activity will be set up by IS and run by the SSS.
   b. The SSS would contact all advisors about students out of compliance.
   c. Advisors would contact students and arrange for students to schedule the course.
   d. If a student cannot possibly schedule the course, the student would be issued a pass by the VPAA for the current semester and placed on registration hold for the next semester.
   e. Taking future courses would depend on scheduling College Success Orientation. These students would be flagged for both the advisors and the SSS and would not have the option of scheduling their own classes. The hold would be released by the advisor or SSS when actually putting in the schedule for the student.
   f. At the end of each semester, a list of students out of compliance would be submitted to the Administrative Council for review. Any students out of compliance would be placed on "hard hold" and must be scheduled by the VPAA.