MATRICULATION (ASSESSMENT & ORIENTATION)

The matriculation process includes services that help students navigate through the education process, including:

- Admissions
- Orientation
- Assessment Testing
- Academic advising
- Counseling

Click here to learn more about our orientation process.

8 Steps to the Matriculation Process

STEP 1
Submit an application for admissions
Submit your application and supplemental forms to the Admissions Office. Apply online or in-person at the Student Services Building, #122. Click here for Admissions & Repercussion.

STEP 2
Attend new student orientation
Learn about student support services, our campus and programs. See the February 2013 Orientation Schedule to attend the next session.

Questions about orientation? Contact the Assessment/Matriculation office at 323-241-5416.

STEP 3
Assessment
Take your compass test or ESL reading comprehension, and math placement tests in the Student Services Building, #294.

Click here for the February 2013 testing schedule.

NOTE: All students must have a current application on file and a valid student ID number before they can test.

When taking the Assessment Test, students:
- Should attend New Student Orientation and present proof of attendance prior to taking the assessment test.
- Exceptions to test for approximately two hours. Students must complete their test in one session.
- The English and math assessment tests are administered at the same time (with the exception of ESL assessment).

Exceptions:
If you are a transfer college student or if you are taking only one class but not in English, you may be eligible for an exemption from the Assessment Test. Please visit here for exemption criteria.

STEP 4
Counseling
You must see a counselor for assistance in completing your student education plan. The counselor will assist you in selecting the appropriate courses that meet your educational goals.

Counselors are available in the following locations:
- General Counseling: 355 227
- OPS, 358 318
- SCOA, 355 H7
- CARECARS: 355 217
- International Student Services, 355 716
- TRIO Supervisor and TRIO 87384, 355 226

Click here for more information about Counseling.

STEP 5
Register for classes
You may register online, visit the Admissions Office in person at the Admissions & Records office, (355 #182). Registration instructions are also posted inside the University of Classes.

STEP 6
Financial Aid
Apply for a free meal in the Financial Aid office located in 355 #514. If you qualify, the meal can be used to pay your fees for the entire academic year.

IMPORTANT: The meal cannot be used to pay your S1111 health fee. Click here to the Financial Aid Office.

STEP 7
Pay your Fees
Go to the Business Office (355 #143) to pay your health fee. If you purchased a parking permit and paid your fee, you may pay your fees here.

IMPORTANT: You must bring a copy of your health insurance policy from your insurance agent along with a photo ID for verification of insurance. Click here to the Business Office.

STEP 8
Take your Student ID Photo
Once you have registered for classes, you will get your free student ID. You must bring a copy of your driver's license and a photo ID to the Matriculation office located in 355 #514.