



Mendocino College Matriculation Exemption Request

In accordance with Title 5 §55520, students who plan to enroll at Mendocino College are required to complete matriculation services such as assessment, orientation and counseling services. Per Title 5 §55532, students may be exempt from the assessment, orientation, and/or counseling components of matriculation if they meet certain criteria. This form is to be used by students who believe they should be exempt from assessment, orientation and/or counseling services. *Students will not be exempt from the admission application and follow-up components of matriculation.*

Last Name _____ First Name _____ MI _____ Student ID# _____

Email _____ Phone _____

I am requesting an exemption from the following matriculation services (check all that apply):

- Assessment Services
- Orientation Services
- Counseling Services (Includes Education Plan Development)

This request is based on the following reason(s) (check all that apply):

Reason	Minimum Supporting Information
<input type="checkbox"/> I have completed college level coursework in English, Math, and/or Reading with a minimum grade of "C"	Unofficial college transcripts
<input type="checkbox"/> I have completed a course placement assessment at another California Community College within the previous 3 years	Copy of assessment score report and course placement report (must include school name on score report)
<input type="checkbox"/> I plan to take a course(s) with no prerequisites	List course(s): _____ _____
<input type="checkbox"/> I plan to take a course that is legally mandated for employment as defined by Title 5 §55000	Letter from employer on company/agency letterhead verifying paid or volunteer employment and citing statute or regulation which indicates course is mandated
<input type="checkbox"/> I plan to take a course that is necessary in response to a significant change in industry or licensure standards	Letter from employer on company/agency letterhead verifying employment or licensure and the need to complete the course to maintain employment along with documentation of the significant change in the industry
<input type="checkbox"/> I do not plan to earn a degree or certificate at this time	Initial here: _____
<input type="checkbox"/> I have completed matriculation services at another community college within the previous 365 days	Letter from previous community college that identifies completed services

I certify that the information provided is true and correct to the best of my knowledge. I understand that I may request to participate in these matriculation services at a later date. I also understand that I can obtain information about College policies, procedures and services by visiting the College website at www.mendocino.edu.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Reviewer: _____ Approved: A O C ALL Denied: A O C ALL

Notification by: _____ Date: _____ Method: Telephone Email

Directions for Completing the Matriculation Exemption Request

1. Print name, student id number, and contact information legibly in the identified spaces.
2. Check the matriculation service(s) from which you wish to be exempted.
More than one service may be selected.
3. Check the reason(s) you are requesting the exemption(s). Please select all that apply.
4. Review the certification statement, sign and date the form.
5. Gather supporting documentation if applicable. Minimum supporting information is noted beside each reason for exemption.
6. Submit the completed form, along with any supporting documentation to support the request, to the Office of Admissions and Records. Completed forms and documentation may be submitted by any of the following methods:
 - Hand delivered to the Ukiah Campus, Lakeport Center or North County Center
 - Fax; 707-468-3430
 - Email; webaccess@mendocino.edu
 - Mail; 1000 Hensley Creek Rd, Ukiah, CA 95482.

Students will be notified of the outcome of the exemption request within 72 hours of submission of the completed form and supporting documentation.

Approval for a matriculation service exemption does not prohibit use of that service at a future date.

Please direct questions regarding this form or process to the Office of Admissions and Records, 707-468-3101 or webaccess@mendocino.edu.