



Barstow Community College

Matriculation Exemption Request Form

COMPLETE THIS FORM IF YOU DO NOT INTEND TO PARTICIPATE IN ASSESSMENT, ORIENTATION AND OR EDUCATIONAL PLANNING (COUNSELING).

Although your chances for success at BCC are greater if you participate in all of the SSSP matriculation components (Assessment, Orientation, and Educational Planning/Counseling), you may exempt from any or all services if you meet the criteria listed below. Any student exempted from these components still has the option of later participating in these activities.

Students who are exempt from all of the components of matriculation must submit a Matriculation Exempt Request Form at least 3 days before start of the registration date to receive priority registration.

The completed form should be submitted to Student Success & Equity. It may be emailed to success@barstow.edu or faxed to 760-252-6739. Please allow at least 5 working days for processing.

Section I – Student’s Personal Information	
B Number	Name
Email Address	

Section II – I am requesting exemptions from the following services (please check all that apply)			
<input type="checkbox"/> Assessment	<input type="checkbox"/> Orientation	<input type="checkbox"/>	Counseling Services (Including Education Plan Development)

Section III – This request is based on the following reason(s) (please check all that apply)		
X	Reason	Minimum Supporting Documents
<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 last 3 years.	Copy of assessment score report and course placement report
<input type="checkbox"/>	I plan on taking a course(s) with no prerequisites.	List Courses:
<input type="checkbox"/>	I plan on taking a course that is legally mandated for employment as defined by Title 5 §55000.	Letter from employer on company letterhead verifying paid or volunteer employment & 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 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 College	Letter from previous community college that identifies completed services

Section VI – Office Use Only			
Date form reviewed	Approved: A O C ALL	Denied: A O C ALL	Email notification sent by/date
Comments			