

**MERRITT COLLEGE  
SPRING 2018  
ASSESSMENT, ORIENTATION AND COUNSELING**

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Our goal is to strengthen support for all new students at Merritt College through the “**Student Success and Support Program.**” **All new students** with a goal of completing an Associate degree, Certificate of Achievement, Certificate of Proficiency, or transferring to a four-year college or university are required to complete a **mandatory three-step process of CORE SERVICES: 1) Attend an Orientation; 2) Take an Assessment; and, 3) Meet with a Counselor to complete your initial steps in Counseling and Advising** to establish an **initial Student Educational Plan (SEP)**.

**Instructions**

- Students must have a **current application on file with Admissions and Records before scheduling** Assessment and Orientation.
- Please try to schedule an appointment at least one week in advance.
- You **DO NOT have an appointment reserved until you receive confirmation by e-mail or telephone call** from the Merritt College Assessment Center.
- **Call the Assessment Center at (510) 436-2460 to schedule an appointment for Assessment. Clearly state your name and correct contact information—your e-mail address and telephone number with a requested date and time for Assessment.**
- **Call the Assessment Center at (510) 436-2460 to schedule an appointment for a New Student Orientation** (approximately two hours).
- **Students may only take the Assessment once per year, so please take it seriously.**
- No children or food/drink are permitted. Cellular phones and other electronic devices must be turned off during Orientation and Assessment.

The **mandatory three-step process of CORE SERVICES** is as follows:

**Step 1: ASSESSMENT**

- New students are **required** to take **Assessment**.
- **Be at least 15 minutes early** for your Assessment appointment. **Check in in Building R, Room L-132.** Your appointment may be given away if you are late.
- **Bring a valid photo ID.**
- **Assessment results** are used to assist in the placement of students at the appropriate level of English, Mathematics, and ESL courses.
- **Assessment is offered as follows.** Please note the approximate time that may be needed to complete each assessment:
  - English and Mathematics (Allow 2.5 Hours)
  - English Only (Allow 1.5 hours)
  - Mathematics Only (Allow 1.5 hours)
- **Assessment for Student with Disabilities: Please contact Disabled Student Programs & Services (DSPS) at (510) 436-2429 or ask for services in the Counseling Center, Building R, and Room R109.**

**Step 2: ORIENTATION**

- New students are **required** to participate in a **New Student Orientation (online at <http://www.studentpathway.com/peralta/merritt/> or in person Orientation.)**
- The **In Person Student Orientation Schedule** is listed below.
- Students **must be on time** and **provide valid photo ID.**

**Step 3: COUNSELING**

- **Students must meet with a Counselor to complete the steps in CORE SERVICES.**
- To **make an appointment to meet with a Counselor** in the Counseling Center in Building R, Room R109.
- Students may also meet with a Counselor on a **DROP-IN** basis during the Enrollment/Registration period.
- Through-out the semester, the Counseling Department is open Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Friday, 8:00 a.m. to 12 noon.

## Student Support and Success Program (3SP) Assessment, Orientation and Counseling Schedule SPRING 2018

**Instructions:** Choose an Assessment time (3 hrs. approx.), then follow with an Orientation session (2 hrs. approx.). Walk over to the Counseling office to meet a counselor for guidance choosing classes, then visit the Welcome Center (Bldg R, room 105) for assistance choosing specific times and sections for your classes and to enroll in them using your Passport student account. Example: Assessment 08:30am -> Orientation 12:00pm -> Counseling 02:00pm\*

\*The counseling office is open before, during and after your 3SP steps if you need to see them on a different day or for another purpose.

Saturdays: The services to help you meet the 3SP steps are offered at Merritt College the two Saturdays prior to the beginning of Fall and Spring semesters.

		ASSESSMENT	ORIENTATION	COUNSELING
2017		Bldg L, Room 132	Bldg L, Room 132	Bldg R, Room 109
<b>OCTOBER</b>				
Date	Day	Time	Time	Time
10/18	Wed	08:30 am & 01:30 pm		08:00am to 4:30pm
10/19	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
10/25	Wed	08:30 am & 01:30 pm		08:00am to 4:30pm
10/26	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
<b>NOVEMBER</b>				
Date	Day	Time	Time	Time
11/01	Wed	08:30 am & 01:30 pm		08:00am to 4:30pm
11/02	Thu	08:30 am		08:00am to 6:30pm
11/08	Wed	08:30 am & 01:30 pm		08:00am to 6:30pm
11/09	Thu	08:30 am		08:00am to 4:30pm
11/15	Wed	08:30 am & 01:30 pm		08:00am to 6:30pm
11/16	Thu	08:30 am		08:00am to 4:30pm
11/29	Wed	08:30 am & 01:30 pm		08:00am to 6:30pm
11/30	Thu	08:30 am		08:00am to 4:30pm
<b>DECEMBER</b>				
12/06	Wed	08:30 am & 01:30 pm		08:00am to 4:30pm
12/07	Thu	08:30 am		08:00am to 6:30pm
12/13	Wed	08:30 am & 01:30 pm	12:00 pm	08:00am to 4:30pm
12/14	Thu	08:30 am		08:00am to 6:30pm
2018		ASSESSMENT	ORIENTATION	COUNSELING
		Bldg L, Room 132	Bldg L, Room 132	Bldg R, Room 109
<b>JANUARY</b>				
Date	Day	Time	Time	Time
01/04	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
01/10	Wed	08:30 am & 01:30 pm	12:00 pm	08:00am to 4:30pm
01/11	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
01/17	Wed	08:30 am & 01:30 pm		08:00am to 4:30pm
01/18	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
01/24	Wed	08:30 am & 01:30 pm	12:00 pm	08:00am to 4:30pm
01/25	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
01/31	Wed	08:30 am & 01:30 pm		08:00am to 4:30pm
<b>FEBRUARY</b>				
02/01	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
02/07	Wed	08:30 am & 01:30 pm		08:00am to 4:30pm
02/08	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm
02/14	Wed	08:30 am & 01:30 pm	12:00 pm	08:00am to 4:30pm
02/15	Thu	08:30 am & 01:30 pm		08:00am to 6:30pm

**NOTE:** The Orientation and Assessment schedule is subject to change without notice. *For the most current assessment schedule* or for additional information, please call the Assessment Center at (510) 436-2460 or visit our website at [www.merritt.edu](http://www.merritt.edu)