PROCEDURE MANUAL

LOUISIANA DELTA COMMUNITY COLLEGE		Procedure ES_110
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		Last Revision Date: 4.27.14
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Section	Subject	Title: First Time Freshmen Matriculation

PURPOSE
To publish requirements for first-time freshmen matriculation.

PROCEDURE
Students applying for admission as First-Time Freshmen will be matriculated according to their standardized test scores and the program of study in which they are interested. Students whose intended program of study has as its highest credential the Associate's degree, but whose standardized test scores place them into one or more developmental courses, will be matriculated into the credential just before the Associate's degree. For example, a first-time freshman who wishes to declare General Studies as a major but must fulfill both MATH 099 and ENGL 099 will be placed into the Certificate of General Studies. Similarly, a first-time freshman with outstanding developmental requirements, who wishes to declare Drafting and Design as a major, will first be placed into the technical diploma.

Placement into the credential just before the Associate's degree provides a more focused, incremental direction to the student's academic future and facilitates the student's receiving the foundational credential in a more logical order. Another added incentive to the student is the incremental credential that he/she will receive on the path to the Associate's degree.

Students may declare themselves Associate degree-seeking after one of the following occurs:
> 1) All developmental requirements are completed
> 2) 30 or more credit hours are successfully completed
> 3) The student completes the certificate or technical diploma into which s/he is currently enrolled.

Once students meet one of these conditions, they may submit a Change of Major form to Enrollment Services after approval of the instructional supervisor (i.e faculty, Division Chair, etc.).