# MERRITT COLLEGE SPRING 2012

#### ORIENTATION AND ASSESSMENT SCHEDULE

MATRICULATION: -Matriculation students are required to complete steps below prior to enrolling into class.

1) Attend an Orientation. 2) Take an Assessment. 3) Meet with a counselor.

## **ORIENTATION**

- New students are required to attend Orientation (please call 510-436-2475 for more information).
- On the day of Orientation, come 15 minutes early to check-in at the reception area in R109. No one will be admitted late!
- Bring a valid photo ID.

#### ASSESSMENT

• Assessment will be conducted during the times listed below **by appointment only**. However, drop-in may be available if there are seats open and on **a first-come**, **first-serve**, **drop-in basis**. To make an appointment for Assessment & Orientation, please call Counseling Department (510) 436-2475.

<u>Notice</u>: Make sure that you're clearly stated your name and correct contact information (email address, phone number, etc.) with requested date and time of assessment when you're sending an email or leaving a message to make an appointment. Until a confirmation email or a phone call from Merritt College Assessment Center is sent to you, you <u>DO NOT</u> have an appointment reserved. We can only schedule up to 1 week in advance. Please schedule an appointment up to a week prior to the date you wish to attend.

#### Ability to Benefit (ATB) Testing

Students who don't have a High School Diploma or GED and wish to apply for Financial Aid are required to take ATB Test.

Ability to Benefit tests are offered by appointment only. Please call (510) 436-2465 (Financial Aid Office) to arrange a time.

#### **Assessment for ESL Students**

ESL students can also call (510) 536-1830 or visit the center at 1900 #1C Fruitvale Avenue, Oakland, CA 94601 (at the corner of Fruitvale Avenue and Foothill Blvd.) for ESL Assessment.

#### **Assessment for Students with Disabilities**

If you have a disability which requires alternative arrangements or materials, please contact Disabled Student Programs & Services (DSPS) at (510) 436-2429, in room R108.

### ASSESSMENT CENTER

- Be at least 15 minutes early (your appointment will be given away if you are late), check-in at the reception area in R109.
- Bring a valid photo ID.
- No children or food/drink are permitted. Cellular phones and pagers must be turned off during Orientation and Assessment.
- Students must have a current application on file with Admissions and Records before attending Orientation and Assessment.
  - The following placement tests are offered during the times shown below. Please note the approximate time to complete each assessment:
  - + English and Math allow 2 hours
- + Math only allow 30 minutes
- + English only allow 1.5 hours
- + English as a Second Language (ESL) allow 1.5 hours

## ARRIVE EARLY ENOUGH TO COMPLETE YOUR ASSESSMENT BEFORE THE ASSESSMENT CENTER CLOSES.

<u>November</u>		Dec-13 (Tuesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM
DATE – (Location)	TIME	Dec-14 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM
Nov-01 (Tuesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM	<u>January</u>	
Nov-02 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM	<b>DATE</b> – (Location)	TIME
Nov-04 (Friday) – (R109)	9:00 AM	Jan-04 (Wednesday) – ( <i>R109</i> )	9:00AM & 1:00P PM
Nov-08 (Tuesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM	Jan-06 (Friday) – (R109)	9:00 AM
Nov-09 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM	Jan-10 (Tuesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM
Nov-11 (Friday) – (R109)	9:00 AM	Jan-11 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM
Nov-15 (Tuesday) – (R109)	9:00 AM & 1:00 PM	Jan-13 (Friday) – (R109)	9:00 AM
Nov-16 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM	Jan-17 (Tuesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM
Nov-18 (Friday) – (R109)	9:00 AM	Jan-18 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM
Nov-22 (Tuesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM	Jan-20 (Friday) – ( <i>R109</i> )	9:00 AM
Nov-23 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM	Jan-24 (Tuesday) – (R109)	9:00 AM & 1:00 PM
Nov-25 (Friday) – (R109)	9:00 AM	Jan-25 (Wednesday) – (R109)	9:00 AM & 1:00 PM
Nov-29 (Tuesday) – (R109)	9:00 AM & 1:00 PM	Jan-27 (Friday) – (R109)	9:00 AM
Nov-30 (Wednesday) – (R109)	9:00 AM & 1:00 PM	Jan-31 (Tuesday) – (R109)	9:00 AM & 1:00 PM
<u>December</u>		<u>February</u>	
DATE – (Location)	TIME	<b>DATE</b> – (Location)	TIME
Dec-02 (Friday) – (R109)	9:00AM	Feb-01 (Wednesday) – ( <i>R109</i> )	9:00 AM & 1:00 PM
Dec-06 (Tuesday) – (R109)	9:00AM & 1:00 PM	Feb-03 (Friday) – (R109)	9:00 AM
Dec-07 (Wednesday) – (R109)	9:00 AM & 1:00 PM		
Dec-09 (Friday) - (R109)	9:00 AM		

#### **COUNSELING**

Students must meet with a counselor as part of the matriculation process. To see a counselor, make an appointment at the Counseling Center in R109. Students may be seen on a DROP-IN basis during the registration period. Throughout the semester, the Counseling Dept. is open on Monday – Wednesday from 8 AM to 4:30 PM; Thursday from 8 AM to 7 PM and Friday from 8 AM to 12 PM.

**NOTE:** The Orientation and Assessment schedule is subject to change without notice. *For the most current testing schedule* or for additional information, please call the Assessment Center at (510) 436-2562 or visit our website at <a href="https://www.merritt.edu">www.merritt.edu</a>

Please keep the following in mind:

- -Students can only take the assessment test **once per year** so please take the test seriously. The results are used to assist in placement of the appropriate level English and Math courses.
- -To view sample questions online, go to <a href="www.merritt.edu">www.merritt.edu</a> and click on Student Services. From there, click the Assessment link and the information will be on the right hand side of the page.
- -Take the assessment test first before seeing a Counselor for assistance with Math and English placement and with course enrollment.

These dates and times are for high school concurrent students only.
TBA