

**MERRITT COLLEGE**  
**SPRING 2010**  
**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 Test. 3) Meet with a counselor.*

**ORIENTATION**

- **New students are required to attend Orientation prior to Assessment Test. (The Orientation will be 30 minutes long)**
- 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 photo ID and Matriculation Checklist.**

**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 Assessment Testing Center (510) 436-2562 or Counseling Department (510) 436-2475.

**Notice:** 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 **DO NOT** have an appointment reserved.

**Ability to Benefit (ATB) Testing**

Students who don't have a High School Diploma or GED and wish to apply for Financial Aid are eligible for ATB Test. Ability to Benefit tests are offered by appointment only. Please call (510) 436-2465 (Financial Aid Office) to arrange a time.

**Assessment and Orientation for ESL Students**

In addition, ESL Assessments is offered at the Merritt College campus every Friday (except holidays) at 1:00 PM **by appointment only**. Call (510) 436-2475 or visit Assessment Testing Center in R109 to set up an appointment.

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 photo ID and Matriculation Checklist with proof of Orientation attendance.**
  - 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 test:
- + 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>January 04 – January 08 &amp; March 01 – April 30</u>			<u>January 11 – January 31</u>		
DAY	Orientation	Assessment Hours	DAY	Orientation	Drop-in Assessment Hours
Monday	1:00 PM	2:00 PM – 5:00 PM	Monday	1:00 PM	2:00 PM – 5:00 PM
Wednesday	9:00 AM	10:00 AM – 12:00 PM	Tuesday	5:30 PM	6:30 PM – 7:00 PM
Thursday	9:00 AM	10:00 AM – 12:00 PM	Wednesday	1:00 PM	2:00 PM – 5:00 PM
			Thursday	9:00 AM	10:00 AM – 2:00 PM
			Saturday	9:00 AM	10:00 AM – 12:00 PM

**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 and Tuesday from 8 AM to 6:45 PM and Wednesday – Friday 8 AM to 4:15 PM. During peak enrollment counselors are available Monday – Thursday from 8 AM to 6:45 PM, Friday from 8 AM to 4:15, and Saturday 8 AM to 12:45 PM.

**NOTE:** The Orientation and Assessment Center schedule is subject to change. *For the most current testing schedule* or for additional information, please call the Assessment Center at (510) 436-2562 or visit our website at [www.merritt.edu](http://www.merritt.edu)