

Guided Placement: Example Communication

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Below is an example of how colleges might effectively communicate to students about the Guided Placement process. Since Guided Placement is an aspect of matriculation for newly admitted students, it is presented as the relevant part of an admittance email and in accordance with the Guided Placement communication points provided by the Chancellor's Office. Its primary elements can be integrated into any acceptance message. The italicized introduction and conclusion segments are generic.

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Dear [Student Name],

Congratulations on beginning your college journey at [this college]! On behalf of our current and past students, as well as our faculty and staff, we welcome you to [this term].

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As a student in the California Community Colleges, you have the right to begin your education in transfer-level English and math courses, which will allow you to finish them within a year and graduate faster. Sometimes transfer-level courses need additional supports like tutoring or co-requisites. We have developed a Guided Placement process to help make sure that you get into the right classes and receive the support you deserve.

You can click on the Guided Placement link in this email or you can sign-in to the Registrar's website to complete the process. It will only take a few minutes. You will need to provide your name, student identification number, birthdate, email address, and the name of your college [if necessary].

You'll be asked about your high-school GPA or, if applicable, your HiSET or GED scores. It's fine if you can't remember the exact numbers, just estimate them as best you can. You'll also be asked about the last English and math classes you passed. This will help us get you into the right classes with the right support. Please let us know if you have any questions. We're here to help.

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Congratulations again on joining our student body. We look forward to helping you achieve your goals.

Sincerely,

[Name Name]