

Last Reviewed  
May 24, 2016

## **AP 5055 ENROLLMENT PRIORITIES**

### **References:**

Education Code Sections 66025.8 and 66025.9;  
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AP 4260 titled Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
- A foster youth or former foster youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disability Support Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans.
- Continuing students, who have not lost registration priority, as defined in these policies and procedures.

These registration priorities do apply to courses offered during summer or intersessions.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in BP 4250 titled Probation, Dismissal, and Readmission as well as AP 4250 titled Probation for two consecutive terms; or
- Has earned 100 or more degree-applicable semester or quarter equivalent units at the District.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP/AP 4230 titled Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable, English as a

Second Language or basic skills courses as defined by the Vice President of Academic Affairs or students enrolled in high unit majors or programs as designated by the Vice President of Academic Affairs.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

### **Appeal of Loss of Enrollment Priority**

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Affairs or designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective in the Fall 2014 semester. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

The Enrollment Priority Appeal Form is available in the Admission and Records Office at each college.