



AP 5055 Enrollment Priorities

Enrollment Limitations

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

Additional enrollment limitations may include, but not be limited to, the following:

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

Student Groups with Priorities

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, former foster youth, homeless youth, or former homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services;
- A student who is receiving services through CalWORKS; and
- A student who is a Tribal TANF recipient.

The following students will have second priority for enrollment:

- Continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who



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have completed orientation, assessment, and developed student education plans.

These registration priorities 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 Board Policy and Administrative Procedure 4250 titled Probation, Disqualification, and Readmission for two consecutive terms; or
- Has earned one hundred (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 Board Policy and Administrative Procedure 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 foundation skills courses as defined by the Chief Instructional Officer. Students enrolled in high unit majors or programs as designated by the Chief Instructional Officer may petition to retain their enrollment priority status. Students who are eligible members of the armed forces or veterans pursuant to Education Code § 66025.8 shall not lose registration priority after exceeding one hundred (100) or more degree-applicable semester or quarter equivalent units.

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 Chief Student Services Officer or their designee will determine the appeal in their sole discretion.



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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.

When enrollment must be limited, priorities for determining who may enroll are:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques, provided all prerequisite and/or course requisites have been met;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

References: Education Code Sections 66025.8, 66025.9, and 66025.92;
Title 5 Sections 58106 and 58108

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