



AP 5055 Enrollment Priorities

The District has established a priority system for registration and enrollment that is consistent with Title 5 and uniformly administered by appropriately authorized employees of the District. Subject to enrollment limitations, registration priorities apply to courses offered during fall, spring, and summer. The District will ensure that course catalogs reflect the requirements of this procedure and that appropriate and timely notice is provided to students.

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

- Are continuing, first-time, or returning students, within the meaning of Title 5 § 58108 (c); and
- Have completed orientation, placement, and developed student education plans; and
- Have not lost registration priority, as defined in these procedures.

Students who have a bachelor's degree or higher are not eligible for priority registration, except that they may petition for priority status if they are pursuing a career change or career advancement.

Priority Groups. Priority registration will be provided to eligible students in the following order:

- Priority Group 1: Per Title 5 § 58108, the following students will have the highest and equal priority for enrollment:
 - A member or veteran of the Armed Forces of the United States and who is a resident of California, as specified in Education Code section 66025.8;
 - A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student;
 - A foster youth or former foster youth who is not older than 25 years of age at the commencement of the academic year, as specified in Education Code section 66025.9;
 - A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code section 66025.9;
 - A student who has been determined to be eligible for Disabled Student Programs and Services;



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- A student who is receiving services through Extended Opportunity Programs and Services;
 - A student who is receiving services through CalWORKS;
 - A student who is a Tribal TANF recipient; and
 - A student who is receiving services from a program funded by Rising Scholars Network funds.
- Priority Group 2: Specific groups designated by the institution will have priority for enrollment after Priority Group 1.

Designation Procedure

Pursuant to Title 5 § 58108 (f), the District may adopt registration priorities lower than Priority Group 1. The Director of Admissions and Records maintains a list of student groups with tier 2 designation.

Tier 2 priority registration groups are evaluated after one of the following actions:

1. An identified disparity impacting a student group is brought to the attention of the Executive Team for review/consideration.
2. A specific group of students is identified in an MOU/agreement from the Chancellor's Office requiring priority registration as part of said agreement.

In cases where a disparity is cited, a group of stakeholders from the District shall meet to review and discuss the basis of the request and any potential impacts.

This group is to include the following representatives:

- Director of Admissions and Records
- Executive Director of Student Support Services
- Representative from the identified group citing a disparity
- Any other appropriate personnel

The provisions of Title 5 § 58108 shall be applied during this review. Upon completion, the group of stakeholders will make a recommendation to the Executive Team. After receipt of this recommendation, the Executive Team will review and make a final determination.

The evaluation process shall not discriminate against, or grant preferential treatment to, any group on the basis of protected classes as defined under state



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or federal law. Any changes to this designation procedure will be conducted pursuant to the College's governance review process.

- Priority Group 3: Remaining eligible students will have priority for enrollment after Priority Group 2.

Enrollment Limitations

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

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.

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 competition, 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.

Loss of Enrollment Priority

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



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- Is placed on academic or progress probation or any combination thereof as defined in BP/AP 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.
 - This 100-unit limit does not include units for non-degree applicable English as a Second Language or noncredit foundation skills courses as defined by the Chief Instructional Officer.

Exemptions. The District will provide exemptions from loss of enrollment priority as authorized by Title 5 § 58108 (h), as follows:

- Students who are foster youth or former foster youth, as specified above, shall not lose enrollment priority status pursuant to Title 5 § 58108 (h)(3).
- Students who are eligible members or veterans of the armed forces, as specified above, are exempt from the 100-unit limit.
- Students enrolled in high unit majors or programs as designated by the Chief Instructional Officer may petition to retain their enrollment priority status.

Notification. 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 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. 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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Also see BP 4250 Probation, Dismissal, and Readmission, AP 4250 Probation; BP/AP 4260 Prerequisites and Co-requisites; AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students; BP/AP 5052 Open Enrollment.

References: Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92;
Title 5 Sections 58106 and 58108;
California Constitution, Article I, Section 31

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