



AP 5055 Enrollment Priorities

References: Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92;
Title 5 Sections 58106 and 58108

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Last Revised:

Last Reviewed:

The District will provide priority enrollment for students who enroll 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, also called Tier 1 priority registration, per Education Code §§ 66025.8 66025.81, 66025.9, 66025.91, 66025.92, and Title 5 § 58108:

- A member of the armed forces or a veteran pursuant to Education Code;
- A foster youth, former foster youth, homeless youth, or former homeless youth pursuant to Education Code;
- A student who has been determined to be eligible for Disabled Student Programs and Services (DSPS) or Extended Opportunity Programs and Services (EOPS);
- A student who is receiving services through CalWORKs;
- A student who is a Tribal TANF recipient;
- A student who has a child or children under 18 years of age who will receive more than half of their support from that student pursuant to Education Code, and
- A student receiving services from a program funded by the Rising Scholars Network funds.

The following students will have Tier 2 priority registration:

- Students participating in the Mathematics, Engineering, Science, Achievement (MESA) program;
- Students participating in TRIO;
- Students who are on an athletic team roster;
- Students participating in Puente; and
- Students participating in Umoja.

The following students will have Tier 3 priority registration:

- Continuing students, including students on an approved leave of absence, who have not lost registration priority.

The following students will have Tier 4 priority registration:

- College Connection (middle college) students; and

- Students participating in the California College and Career Access Pathways program (CCAP dual enrollment).

The following students will have subsequent priority for enrollment:

- New and returning students who have completed orientation, assessment, and developed a comprehensive or abbreviated student education plan; and
- Students who have successfully appealed a loss of priority registration.

Students not included in the above categories may register during the open enrollment period.

Any request to add, modify, or remove priority registration groups that are not mandated by regulatory requirements will be subject to review and approval by the Matriculation Committee.

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

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

When enrollment must be limited, permissible methods to establish priorities for determining who may enroll are:

- Limiting enrollment to first come-first served or other nonevaluative selection techniques.
- In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified (performance prerequisites).
- Limiting enrollment in one or more sections to students participating in a learning community with linked courses. A reasonable percentage of sections of the course will not have such restrictions.

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

- Has not enrolled for two consecutive primary terms (fall and spring primary terms only, not including summer or winter intersessions) and is not on an approved leave of absence;
- Is placed on academic or progress notice or any combination thereof as defined in BP/AP 4250 Probation and in compliance with Title 5 § 55031 for two consecutive semesters;

- Has earned 100 or more cumulative degree applicable units;
- Has a cumulative GPA under 2.0 for two consecutive semesters; or
- Has 50% or more of all units attempted resulting in W, I, NP, or NC grades.

The consequences associated with the loss of priority will not be enforced in cases where such enforcement is prohibited by law.

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

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to:

1. Extenuating circumstances;
2. When an error was made in applying the priority registration process to the student's academic record;
3. When the student is enrolled in a high unit program and is in good academic standing and making academic progress; or
4. When the student has demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Title 5 § 55031 for the term or terms.

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 director of admissions and records or their designee will determine the appeal in their sole discretion.

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.