

AP 5055 Enrollment Priorities

Reference: **Education Code Sections 66025.8, 66025.9, and 66025.92; Title 5 Section 58106 and 58108**

Date Issued: September 5, 2012

Revised:

Updated: May 21, 2019

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 regarding 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
- Contractual requirements

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.

In compliance with one or more of the defined limited enrollment criteria, the District has established enrollment priorities. Priority shall be given to the following special populations in their respective categories as defined in the order listed below:

- Group 1—First priority for enrollment will be given to the following special populations:
 - Eligible Veterans as defined by California Education Code, and active members of the Armed Forces of the United States
 - Current foster youth, former foster youth ~~up to age 25, or~~ homeless youth, or former homeless youth up to age 24 pursuant
 - Extended Opportunity Programs and Services (EOPS) eligible students
 - Disabled Students Programs and Services (DSPS) eligible students
 - CalWORKs eligible students
 - A student who is a Tribal TANF recipient
- Group 2—Second priority will be granted to First Year Experience (FYE), ~~and~~ Freshman Academy eligible students, UMOJA, Puente, and student-athletes who have completed orientation, assessment, and develop student education plans and have been identified as eligible to participate in the College's designated intercollegiate competitive athletic teams. ~~(Do we want to add Umoja and Puente?)~~
- Group 3—Third priority will be granted to continuing District students with 45–90 degree-applicable units

- Group 4—Fourth priority will be given to recently graduated high school students and first-time to college students who have completed orientation, assessment, and develop student education plans.
- Group 5—Fifth priority will be given to continuing students with 12 or more units (GCCCCD degree-applicable and GCCCCD non-degree applicable) but not more than 44.5 GCCCCD degree-applicable units
- Group 6—Sixth priority will be granted to continuing students with 0–11.5 units (GCCCCD degree-applicable and GCCCCD non-degree applicable)
- Group 7—Seventh priority will be given to new applicants who have applied, but have not gone through the matriculation process

The following students will have priority for enrollment:

- First time students who have~~All new students are required to~~ completed orientation, assessment, and develop student education plans. ~~in order to be eligible for an enrollment priority.~~ Students who fail to complete these requirements in a timely manner may result in the loss of their enrollment priority status.
- Continuing students, who has not lost registration priority, as defined in these policies and procedures.

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

The District will ensure that these enrollment priorities shall be set forth in detail in college course catalogs and websites.

Loss of Enrollment Priority

Enrollment 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 these Board Policy and Administrative Procedure 4250 Probation, Dimissal, and Readmission; or
- Has earned ninety (90) or more degree-applicable semester 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 Grading and Academic Record Symbols. This 90-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the [Chief Instructional Officer], or students enrolled in high unit majors or programs (educational goals that result in greater than ninety units) as designed by the [Chief Instructional Officer], college catalog. Foster youth or former foster youth are exempt from losing their enrollment priority as specified in this section.

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 (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Enrollment Priority Appeal

Students may appeal the loss of enrollment priority when the loss is due to the following reason(s):

- Extenuating circumstances: defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- Student with a disability applied for, but did not receive a reasonable accommodation in a timely manner.
- Student has demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in AP 4250 for the term or terms.
- Student, who has reached the unit limit, has declared a high unit major or program, as defined by the colleges, and has developed a student education plan. Student requires one more semester in order to graduate or transfer.

The College Petitions Committee will determine the appeal.

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.

NOTE: Insert other, local priorities here, which *must be based on one or more of the following approaches.*

- Limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- 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.