

Student Services

AP 5055 ENROLLMENT PRIORITIES

References: \_\_\_\_\_

Education Code Sections 66025.8, ~~and 66025.9,~~ and 66025.92;  
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 ~~and~~ 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, 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; and
- A student who is receiving services through CalWORKs.
- A student who is a Tribal TANF recipient.

The following students will have priority for enrollment:

- College priority groups, such as athletes, student government representatives, TRIO, and international students who have completed orientation, assessment, and developed student education plans.
- 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.

Students will have the following registration priority, in the order of priority listed below:

- ~~Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code Section 66025.8 or as a foster youth, former foster youth or youth who are homeless pursuant to Education Code Section 66025.9; students who are receiving services through CalWORKs; and students who are Tribal TANF recipients.~~
- ~~Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;~~
- ~~Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who have completed orientation, assessment, and developed student education plans.~~

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 ~~these BP/~~ and AP 4250 titled Probation, Dismissal, 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 BP/AP 4230 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 Chief Student Services Officer. Students enrolled in high unit majors or programs as designated by the Chief Student Services Officer.

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

### Summary of Key Enrollment Limit Topics

The table below provides an overview of the Title 5 regulations on repetition and withdrawals and corresponding enrollment and apportionment limitations. The purpose of this section is to provide an at-a-glance summary of the key regulatory topics on enrollment limits addressed in this document. (From the California Community Colleges Guidelines for Title 5 Regulations on Repeats and Withdrawals adopted by the Board of Governors on July 11, 2011 and effective October 12, 2011)

Regulatory Provision	Enrollment Limit for Student	Enrollment Limit for Apportionment (58161)	Summary
1. Apportionment Limit on Enrollment in Nonrepeatable Courses (55024)(a)(9), (55040), (58161)	3 enrollments +1 (petition required if district policy allows it)	3 enrollments + 1 (petition required if district policy allows it)	A student may enroll in the same credit course a maximum of 3 times. Districts may permit one additional funded enrollment on an appeal basis if a student needs to repeat due to significant lapse of time or due to extenuating circumstances relating to verified cases of accidents, illness, or other circumstance beyond the student's control. Districts can allow additional enrollments on an appeal basis without claiming apportionment. [55024(a)(9), 58161(e)]
2. General Rule on Repetition where Satisfactory Grade Received	1 enrollment	1 enrollment	Student receiving a satisfactory grade may not repeat a course (unless another rule allows it). [55042(b)]
3. Substandard Grade (55042)	Initial enrollment, plus 2 repeat enrollments	3 enrollments+1	A student receiving a substandard grade has two opportunities to repeat a course to alleviate the substandard grade. Districts may permit an additional enrollment on a petition basis for extenuating circumstances (if a student received an evaluative symbol) and claim apportionment for that enrollment. The first two substandard grades may be excluded in computing the student's GPA. (55042)
4. Significant Lapse of Time (55043)	1 enrollment	1 enrollment	District may permit a student who previously received a satisfactory grade to repeat a course due to significant lapse of time. Significant lapse of time is defined by district policy. [55043(a)(1)] Until new regulations are adopted to establish a timeframe for significant lapse of time, the Chancellor's Office recommends

			that districts define it as a period of no less than 36 months since the last satisfactory grade was obtained. Prior grade and credit may be disregarded per district policy. [55043 (c)]
5. Extenuating Circumstances (55045)	1 enrollment	1 enrollment	District may permit a student to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control. District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. [55045 (b)]
6. Special Course Repetition (56029)	No limit if conditions of 56029 met	No limit if conditions of 56029 met	District may permit a student with a disability to repeat a Special Course any number of times if it is determined that such repetition is required for that person as a disability-related accommodation. District policy may allow previous grade and credit to be disregarded in computing the student's GPA. [55040(c)(7)]
7. Extraordinary Conditions Withdrawal (55024(a)(10))	No limit if authorized by the district and extraordinary conditions met	No limit if authorized by the district and extraordinary conditions met	District policy may provide for a student to withdraw without a "W" notation if it is due to fire, flood or other extraordinary condition and the withdrawal is authorized by the district (55024, 58509), or if a district is unable to keep the college open for at least 175 days due to fire, flood, epidemic, emergency created by war, or other major safety hazard. (58146)
8. Legally Mandated Training (55041(b))	No limit if condition of 55041(b) met	No limit if condition of 55041(b) met	May be repeated for credit any number of times, "if necessary to meet legally mandated training requirements as a condition of paid or volunteered employment." [55041(b)]
9. Military Withdrawal (MW) (55024(d)(1))	No limit	No limit	A student who is on active or reserve duty in the U.S. military service who receives orders compelling withdrawal, may do so. Upon verification of orders, the MW may be assigned even if the time period established by the district for withdrawal has passed. [55024(d)(1)]

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### **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 ~~his/her/their~~ designee will determine the appeal in ~~his/her/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.

Other local enrollment priorities are listed below, based on Title 5 Section 58106 Limitations on Enrollment.

- 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.

Additional local enrollment priorities have been established across the District and are reflected in the schedule of classes.

Also see BP/AP 5052 Open Enrollment and BP 5055 Enrollment Priorities.

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**Revised:** \_\_\_\_\_