

Enrollment Priorities

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

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. See Board Policy and Administrative Procedure 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
- 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;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those student judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- priority for registration for enrollment must be granted to any member or former member of the Armed forces of the United States for any academic term within two years of leaving active duty;

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, or 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:

- First time students who have completed orientation, assessment, and developed student education plans.

- 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.

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 BP and AP 4250 titled Probation for two consecutive terms; or
- Has earned 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 and AP 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 basic skills courses as defined by the Chief Instructional Officer, or students enrolled in high unit majors or programs as designated by the Chief Instructional 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 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 Director of Admissions & Records and Director of Financial Aid and Scholarships will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective in the Fall 2014 term. 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.

See also BP/AP 5052 - Open Enrollment

(Formerly a part of PVC Board Policies 5050 and 6040)

11/05/08 College Council Approval
11/18/08 Board First Read
12/09/08 Board Second Read and Approval
05/15/18 College Council Review
06/12/18 Board Information item