

Enrollment Priorities

(Administrative Procedure 5055)

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

Enrollment is limited based on legal requirements and may be limited due to the following:

- Availability of qualified instructors
- Contractual requirements
- Curriculum and catalog class size enrollment specifications
- Facility limitations
- Faculty workloads
- Funding limitations
- Health and safety considerations
- Legal requirements
- Licensing or certification requirements
- Regional planning

The following documented eligible groups who are not on academic or progress probation for two consecutive terms and have not earned 100 degree-applicable units will/may have priority registration:

Priority Tier #1

Active member or former member of the Armed Forces of the United States

- Must be a resident of California
- Must be honorable, general, or other honorable discharge
- Must begin education within 4 years of leaving State or Federal active duty

Current foster youth and former foster youth (up to 24 years of age)

Cooperative Agencies Resources for Education (CARE)

Disabled Student Programs and Services (DSPS)

Educational Opportunity Programs and Services (EOPS)

CalWORKS

Priority Tier #2

Student Support Services – (TRiO – Student Support Services, Educational Talent Search and Upward Bound high school seniors)

Priority Tier #3

New and continuing students in good standing and fully matriculated students

Priority Tier #4

New students and continuing students not fully matriculated, audit students, and concurrent enrollment (high school students, see AP 5011)

Enrollment Priority Appeals

Students may appeal the loss of their enrollment priority due to extenuating circumstances or where a student with a disability, applied for, but did not receive reasonable accommodation in a timely manner as defined in section 58108(n). Students may appeal by submitting a general student petition to the Admissions & Records Office. It is the responsibility of the student to indicate on the petition a clear statement of the grounds on which continued priority enrollment should be granted and to provide evidence supporting these reasons. Petitions will be reviewed by a committee consisting of the Chief Student Services Officer, Academic Advisor, and Registrar and the committee's decision will be final.

Reference: Education Code Section 66025.8; 66025.9; 66025.92; Title 5 Sections 55000, 55002, 55023, 55031, 58106, 58108, 56026, 56232; Student Success Act of 2012
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