

**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5055 ENROLLMENT PRIORITIES

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References: Title 5 Sections 51006, 58106, and 58108

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Reviewed: 10/13/20

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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5055 ENROLLMENT PRIORITIES

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

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/or
- 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. These registration priorities apply to courses offered during regular semesters (fall and spring) and winter and summer sessions.

Priority registration groups are defined below. Students will continue to have access to register any time after their priority registration group.

Students awarded priority registration in groups 1-5 must have completed orientation, assessment, and either an abbreviated or comprehensive student education plan (CSEP) and must NOT be on academic or progress probation for two consecutive terms as defined in these policies and procedures. Students must also be in good program standing as applicable.

The following students will have the highest and equal priority for enrollment, considered group 1 priority:

- A member or veteran of the Armed Forces of the United States and who is a resident of California, as specified in Education Code Section 66025.9;
- A foster youth, former foster youth, who is not older than 25 years of age at the time commencement of the academic year, as specified in Education Code section 66025.9;
- A verified homeless youth, or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services, also known as Learning Assistance Program, at Allan Hancock College, pursuant to Education Code Section 66025.91;
- A student who is receiving services through Extended Opportunity Program and Services (EOPS) pursuant to Education Code Section 66025.91;
- A student who is receiving services through CalWORKS pursuant to Education Code Section 66025.92;
- A student who is a Tribal Temporary Assistance for Needy Families (TANF) recipient pursuant to Education Code Section 10553.25.
- 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; and
- A student who is receiving services from a program funded by Rising Scholars Network funds pursuant to Education Code Section 58108.

The following students will receive group 2 priority:

- Student Athletes
- CAN/TRIO students
- Learning Assistance Program (LAP) note takers
- MESA students
- Pre-approved nursing students
- PUENTE students
- AIM award students

The following students will receive group 3 priority in the order they are shown below:

Students in this group will be awarded in the order they are shown below:

- 3.a. Continuing students who have completed 45.0-85.0 units
- 3.b. Continuing students who have completed 15.0-44.5 units
- 3.c. New and continuing Hancock Promise students

The following students will receive group 4 priority in the order they are shown below:

Students in this group will be awarded in the order they are shown below:

- 4.a. Continuing students who have completed .5-14.5 units
- 4.b. Continuing students who have completed 85.5-99.5 units

The following students will receive group 5 priority:

First-time new and first-time transfer students

Open registration for the following students after group 5:

- Continuing students who have completed 100 or more units;
- All other eligible students who have NOT completed orientation, assessment, or a student education plan;
- Students who are on second time academic and/or second time progress probation and above; and
- Community Education students

College Now students will be eligible to register 10 working days after open registration begins.

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 Vice President, Academic Affairs.

Loss of Priority Registration

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

- Is placed on academic and/or progress probation as defined in BP 4250, Probation, Disqualification, and Readmission; AP 4250, Probation; and AP 4255, Disqualification and Readmission for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.

The District shall notify students:

- who are placed on academic or progress probation, of the potential for loss of enrollment priority;
- 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; and
- 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
- a student with a disability applied for, but did not receive reasonable accommodation in a timely manner; or

- a student has demonstrated significant satisfactory academic improvement by completing their last semester with a 2.00 or higher and complete more than 50 percent of their last semester coursework; or
- a student is enrolled in high unit major/program that include but not limited to Science, Technology, Engineering, and Mathematics (STEM) fields. Student must attach a comprehensive student education plan.

The Vice President, Student Services or their designee will determine the appeal in their sole discretion.

Foster youth or former foster youth are exempt from the loss of priority registration pursuant to Education Code Section 66025.9(b).

The District will ensure these procedures are reflected in course catalogs and all students have appropriate and timely notice of the requirements of this procedure.

References:

Education Code 10553.25, 58108, 66025.9, 66025.9(b), 66025.91, and 66025.92
Title 5 Sections 51006, 58106, and 58108

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