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

Adopted: 3/17/15

(This is a new policy)
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 first priority for enrollment:
- 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 or former foster youth pursuant to Education Code Section 66025.9;
- 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; and
- Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through CalWORKS;

The following students will have second priority for enrollment:
- 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 BP titled Probation, Disqualification, and Readmission; AP 4250 titled Probation; and AP 4255 titled 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.

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. 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 dean, counseling or designee will determine the appeal in his/her sole discretion.

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.

Day 2 priority registration is granted to qualified students in the following groups:
- College Achievement Now
- MESA
- Bridges to the Baccaluareate
- LAP Note takers
- Athletes
- Preapproved Nursing Students
- Students who have completed 50 – 100 units at AHC
Day 3 priority registration is granted to:
- New students who have completed orientation, assessment, and have completed student educational plan
- Students who have completed 30 units at Allan Hancock College and who are not in an academic standing which prevents priority registration

Day 4 priority registration is granted to:
- Students who have completed 12 units at Allan Hancock College and who are not in an academic standing which prevents priority registration

Day 5 priority registration is granted to:
- Qualified first time transfer students

References: Title 5 Sections 51006, 58106, and 58108

Approved: 6/16/15
(This is a new procedure)