



## AP 5055 Enrollment Priorities

### References:

Education Code Sections 66025.8, **66025.9**, and 66025.**092**;  
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See ~~Board Policy and Administrative Procedure BP/AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment regarding pre-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

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 District will grant registration priority for each term the registration priority system is administered to students who are:

- are first time students within the meaning of **Title 5 Ssection 55530 subdivision (c)** and have completed orientation, assessment, and developed student education plans; or
- are not first time students within the meaning of **Title 5 Ssection 55530 subdivision (c)** and have not lost registration priority pursuant to subdivision (h).
- who are continuing students not on academic or progress probation for two consecutive terms as defined in **Title 5 Ssection 55031** and first time students who have completed orientation, assessment, and developed student education plans.

The ~~D~~istrict shall provide highest and equal priority to students eligible for registration priority who are:

- a member of the armed forces or a veteran **pursuant to Education Code Section**



66025.8

- a foster youth, ~~or~~ former foster youth, homeless youth, or former homeless youth pursuant to Education Code Section 66025.9
- determined to be eligible for accommodation through the Office for Students with Disabilities
- receiving services through the Extended Opportunity Programs
- receiving aid from California Work Opportunity and Responsibility to Kids Program
- A student who is receiving services through CalWORKs.
- A student who is a Tribal TANF recipient

These registration priorities apply to courses offered during all terms.

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 ~~this Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms: or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the ~~De~~istrict.

Foster youth, ~~or~~ former foster youth, or homeless youth who ~~that~~ are granted registration priority shall not lose registration priority if placed on academic or progress probation or any combination thereof for two (2) consecutive terms or if more than one hundred (100) degree applicable semester equivalent units are earned at the ~~De~~istrict.

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 ~~Board Policy and Administrative Procedure BP/AP 4230 Grading and Academic Record Symbols~~. The one hundred (100)-unit limit does not include units for non-degree applicable English as a Second Language, basic skills courses, or credit earned through credit by exam, advanced placement, or other similar programs as defined by the Vice President of Academic Affairs.

The ~~De~~istrict has established orientation, assessment, and education plans or any combination thereof as a condition for registration priority for continuing students. Local priorities are based on the following approaches:

- 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 registration priorities for students with priority lower than student groups covered already shall be provided to students that have completed orientation, assessment, and developed student education plan who are:

- STAR students and First Year Experience students
- Honors Students
- AVC Graduate Candidates
- Athletes, SOAR High School, ASO Officers, Student Trustee
- Paraprofessionals/AVC Employees
- High School Seniors that attend the Student Success Kick off (Summer/Fall semesters only)
- Continuing AVC Students
- New and Returning AVC Students

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 Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the district.

Students will have a higher enrollment priority when orientation, assessment, and developed student education plans are confirmed at the time registration appointments are assigned. Students that do not have confirmed completion will have a lower enrollment priority.

All priority groups will have priority enrollment based on total units completed in descending order then alphabetically (rotating each term).

Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the District.

Students will not be required to participate in any preregistration activity not uniformly required; nor shall the District allow anyone to place or enforce nonacademic requisites that are not expressly authorized or in state law as barriers to enrollment in or the successful



completion of a class.

With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

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

### **Appeal procedure for loss of priority enrollment**

Submit Loss of Priority Enrollment form to the Dean of Student Services (Enrollment Services) within two (2) weeks of enrollment priority assignment. One circumstance shall be verifiable on the appeal form:

- Verified extenuating circumstances of cases of accident, illnesses, or other circumstances beyond the control of the student.
- Student with a disability applied for, but did not receive, reasonable accommodation in a timely manner.
- Academic or progress probation or dismissal status recalculated to less than two (2) semesters of consecutive semesters on probation.
- **One hundred (100)** unit limit for degree-applicable semester equivalent units at the District recalculated to less than **one hundred (100)** degree-applicable semester equivalent units at the district.
- Other verifiable circumstances as deemed appropriate by the Dean of Student Services (Enrollment Services).

### **Loss of priority enrollment denial procedure**

*Denied loss of priority enrollment requests by the Dean of Student Services (Enrollment Services) may be submitted for final review to the Vice President of Student Services when information not already presented in the appeal for priority enrollment exists.*

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

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