LOSS OF PRIORITY REGISTRATION APPEAL FORM

Please print clearly and legibly – Return completed petition and proper documentation to Admissions & Records (SS-110) or by fax to 805-962-0497.

NAME________________________________  SBCC ID K_____________________
CONTACT PHONE #________________________  TERM_________________________
SBCC E-MAIL_______________________@pipeline.sbcc.edu

I am requesting a one-time reinstatement of my priority registration for the following reason(s):
Check all that apply.

☐ Extenuating Circumstances
Approval is based on evidence of extenuating circumstances, such as verified cases of accident, illnesses, or other circumstances beyond your control. You must provide documentation, which may include such items as medical documents, death certificates, newspaper articles, statements from professionals on letterhead paper, etc.

☐ I have a disability and require priority registration as a disability related accommodation
Contact Disabled Student Programs and Services (DSPS) for an appointment with a Disability Specialist to review your request PRIOR to submitting this appeal form. You must attach a letter of verification signed by a DSPS Specialist.

☐ Registration in courses required for a high unit major or program
High unit majors and programs generally include, but are not limited to, STEM (Science, Technology, Engineering and Mathematics) fields. You must attach a Comprehensive Education Plan detailing one of the listed high unit programs.

☐ Academic and/or progress improvement
Students who lose their priority registration due to academic or progress probation must demonstrate significant academic improvement to appeal the loss of priority registration status. Evidence of such improvement is defined as achieving no less than the minimum GPA (2.0) and progress standard (less than 50%) for the term or terms.

Student’s Signature:____________________________________  Date:____________________

OFFICE USE:
☐ Approved  ☐ Denied  Administrator Signature:__________________________  Date:__________