



## **AP 5055      ENROLLMENT PRIORITIES**

### **References:**

Education Code Sections 66025.8, and 66025.9;  
Title 5 Sections 58106 and 58108

### **Enrollment Priorities**

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 baccalaureate-level college or university, or career advancement.

The following students will have the highest and equal priority for enrollment: (Title 5 Section 58108)

- A member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
- A foster youth or former foster youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services (DSPS) or Extended Opportunity Programs and Services (EOPS); and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment in the order listed below:

- Eligible or pending student athletes pursuant to the Student Athlete Priority Enrollment Standards and approved by the Athletic Director who are first time students and have completed orientation, assessment, and developed student education plans; or are not first time students and have not lost registration priority; or are continuing students not on academic or progress probation for two consecutive semesters.
- Eligible continuing students, who are not on academic nor progress probation for two consecutive terms nor have earned one hundred (100) or more degree-applicable semester units at the District.
- Eligible currently enrolled first semester students, not on academic nor progress probation for two consecutive terms nor have earned one hundred (100) or more degree-applicable semester units at the District.



- First time students who are local high school graduates, except those with an educational goal of personal enrichment, who have met Local High School Seniors Priority Registration requirements:
  1. Submit the SBCC Application for Admission
  2. Complete New Student Orientation
  3. Take the SBCC math and English assessment
  4. Complete New Student Advising including student education plan
  5. Explore available Financial Aid (optional)
- First time students who have completed orientation, assessment, advising including student education plan.
- New transfer and returning students except those with an educational goal of Personal Enrichment who have met pre-registration requirements and who are not on academic nor progress probation for two consecutive terms nor have earned one hundred (100) or more degree-applicable semester units at the District.
- Students enrolled in the SBCC Middle College Program and who are not on academic nor progress probation for two consecutive terms nor have earned one hundred (100) or more degree-applicable semester units at the District.
- Students with an educational goal of Personal Enrichment and/or those students who have lost their priority registration as defined by the criteria below.\*
- Open registration including Dual Enrollment students

Registration start dates for each of the above cohorts will be stipulated by the Chief Student Services Officer or designee as approved by the Student Success and Support Program Calendar Committee.

**\*Loss of Enrollment Priority**

The 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 and AP 4250 titled Probation for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester units at the District.

For purposes of this section a unit is earned when a student receives a grade of A+, A, A-, B+, B, B-, C+, C, D+, D, D-, or P as defined in 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.



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 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 pursuit of a high unit major or 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 Chief Student Services Officer or his/her designee will determine the appeal in his/her sole discretion.

These enrollment priorities and associated procedures will be effective in the fall 2014 term. The District will ensure that these procedures are detailed in the catalog, schedule of classes, and District's website.

### **Enrollment Limitations**

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.

When enrollment must be limited, priorities for determining who may enroll are: (Title 5 Section 58106)

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate competition, 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.



**Date Approved:** February 20, 2014

*(Replaces current SBCC AP 5055)*

**Date Revised:** April 6, 2015

**Legal Reference Update #25:** November 2014