AR 5055 Registration Enrollment Priorities

References:

Education Code Sections 66025.8 and 66025.9
Title 5 Sections 51006, 58106 and 58108

The Rancho Santiago Community College District will provide priority registration, effective Fall 2013, 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 do not apply to courses offered during summer or intersessions.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.

The following students will have the highest and equal priority for enrollment:

- 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 or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans. New high school graduates who complete matriculation in the Spring semester will be accommodated with early enrollment for the following Fall semester.
- Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Students will be prioritized for registration in the following order:

1. Continuing students who have units completed within the Rancho Santiago Community College District with a grade of A, B, C, D, CR or P, based on the greatest number of units served first. A student with the greatest number of completed units will be assigned an earlier date/time than a student who have completed a lesser amount of units.

2. New students who have completed a matriculation plan, including assessment and orientation.
3. New and returning students who do not participate in the matriculation plan on a first-come, first-serve basis.
4. Students who have been placed on academic or progress probation or any combination thereof for two consecutive terms.

Loss of Enrollment Priority

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 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. 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 of Academic Affairs, or students enrolled in high unit majors or programs as designated by the Vice President of Academic Affairs.

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 administrator or his/her designee will determine the appeal in his/her sole discretion.

Responsible Manager: Vice President of Student Services or designee

Adopted: February 10, 2014
Revised: May 7, 2018 (previously AR 5009)