

# Chapter 5 - Student Services

## AP 5055 Enrollment Priorities

### References:

Title 5 Sections 55031, 55530, 58106, 58108; Education Code Sections 66025.8, et seq.

### Enrollment Limitations

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 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; the constraints of regional planning or legal requirements imposed by statutes and regulations; and/or contractual requirements.

Procedures for limiting enrollment shall be consistent with one or more of the following:

- limiting enrollment to first-come, first-served basis, or using 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 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;
- limiting enrollment using any selection procedure expressly authorized by statute; and
- limiting enrollment with respect to students on probation or subject to dismissal to a total number of units, or to selected courses, or to follow a prescribed educational plan.

### Establishment of Registration Priority

The purpose of establishing registration priorities is to enable students to enter and be able to complete their educational goals at Mt. SAC in a reasonable timeframe by providing priority registration to groups of students with special needs and to maintain that priority as long as they continue to make good progress.

Per Title 5 Section 58108, the College shall adopt policies and procedures that include the administration of a registration system that grants priority enrollment to certain students in that system for each term the registration priority system is administered to students who:

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

The College shall provide highest and equal priority to students eligible for registration priority to students who are:

1. a member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
2. a foster youth or former foster youth pursuant to Education Code Section 66025.9;
3. determined to be eligible for Disabled Student Program and Services as set forth in Education Code Section 66025.91;
4. receiving services through the Extended Opportunity Programs and Services as set forth in Education Code Section 66025.91; or
5. receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code Section 66025.92.

Subsequent to the required compliance with Title 5 Section 58108, the College's mutual agreement process will determine the groups of students and enrollment categories that are eligible for early priority registration, upon recommendation from the Student Preparation and Success Council. Priority is derived from Title 5 regulations (Section 58108) which provide for local districts to determine registration priority. Certain groups of students are afforded early priority registration based on particular programmatic involvement. This would include students who have attained a status and are active on competitive teams or performance groups that require the students to enroll within prescribed time blocks to accommodate required practice, rehearsal, competition, and performance schedules. Student members of special programs must meet the requirements specified in Title 5 (Section 58108).

The College will use the following definitions when establishing categories for registration priority:

- DSPTS: Students who are eligible and enrolled in Disabled Students Programs and Services (DSPTS) based on their disability status.
- EOPS: Students who are eligible and enrolled in Extended Opportunity Programs and Services (EOPS). Students enrolled in the Cooperative Agencies Resources for Education (CARE) program qualify as EOPS per State guidelines.

- CalWORKs: Students who are eligible and designated as participants in the California Work Opportunities and Responsibility to Kids (CalWORKs) program. Students classified as Workforce Investment Act (WIA) participants qualify as CalWORKs students per State guidelines.
- Foster Youth: Students who are considered current foster youth or emancipated foster youth, up to the age of 24.
- High School Matriculants: Recent high school graduates (from feeder high schools) enrolled in the Connect 4 Program, who have completed the matriculation components (application, admissions, assessment, orientation, counseling/advisement, and education plan) coordinated through the office of High School Outreach, prior to their first fall semester of enrollment.
- Noncredit: Matriculating noncredit students.
- New Matriculants: Students who are new to the College and have completed 1) Orientation; 2) Assessment; and 3) approved electronic Education Plans.
- Military Service: Current or former members of the Armed Forces of the United States, the State Military Reserves, and the California National Guard who have registration priority for a four-year time period, taken no later than 15 years after discharge. This excludes those who were given a Dishonorable or Bad Conduct discharge. Students eligible for military priority registration (under Education Code Section 66025.8) may have to present proof of Honorable, or General, or Other than Honorable Discharge.
- Student Athletes: Students who have been identified as eligible to participate in the College's designated competitive athletic teams.
- Choral, Instrumental, Forensics, Dance/Cheerleading, Performance Groups: Students who have been accepted as members of a College-designated competitive team or performance group.
- Associated Students Government: Students who hold official office with the Associated Students Government in the current term or will hold office in the upcoming term. This includes all elected and appointed positions per the Associated Students Constitution.
- Continuing (for purposes of registration priority): Students who are not classified as either "new" or "returning."
- New: Students who are brand new to Mt. San Antonio College, regardless of their prior attendance at another college or university.
- First-time Students: Students who enroll at the College for the first time, excluding students who transferred from another institution of higher education and not including concurrent enrollment in high school.
- Returning: Students who have completed at least one-half unit of credit at the College and are returning after a break of more than one year.

- K-12 Special Admission: Students who are currently enrolled in K-12 education and have met established criteria and have completed necessary documents including permission from school officials and the student's parents.

The College shall grant registration priority, in order, to students in the following categories:

Category 1: Military Service, Foster Youth, DSPS, CalWORKs and EOPS

Category 2: Members of competitive athletic teams, musical performance groups, forensics, dance/cheerleading, other performance groups, Associated Student Government Officers, new students who have completed matriculation through the Connect 4 program, and matriculating noncredit students.

Category 3: Continuing students who have completed less than 100 degree-applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC. Current primary term enrollment, at the time of establishing registration permits, will be counted for the purposes of establishing continuing student eligibility for priority registration for the subsequent term.

Category 4: New matriculants.

Category 5: New students who are not matriculants and returning students who have completed less than 100 degree-applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC.

Category 6: Continuing and returning students with 100 or more degree-applicable units completed at Mt. SAC.

Category 7: K-12 special admission students.

Category 8: California Virtual Campus Student-Centered Exchange students.

Category 9: Continuing and returning students not in good academic standing as per Title 5, Section 55031 who have not completed required counseling intervention.

Mt. San Antonio College recognizes additional criteria for priority registration for students in all categories, except former foster youth in compliance with Title 5 58108:

- Students must be in good academic standing (not on academic or progress probation for two consecutive terms, as per Title 5, Sect. 55031);
- Students must have attained an overall campus GPA of 2.00 or higher. Note, this GPA standard only applies if the student has attempted at least 12 units at Mt. SAC; and
- Students must be matriculants (those who have completed Orientation, Assessment, and approved Education Plans) except for continuing students.

## Loss of Priority and Appeal Process:

Pursuant to Title 5 Section 58108 (h), a student in any category except Foster Youth will lose registration priority at the first registration opportunity if any of the following occur:

- the student is placed on academic or progress probation or any combination thereof as defined in Section 55031 for two consecutive terms; or
- the student has earned one hundred (100) or more degree-applicable semester units at the District.

The College shall notify students who are placed on academic or progress probation, or who have earned 75% or more of the unit limit, of the potential loss of enrollment priority. The College shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that the enrollment priority will be lost when the student reaches the limit.

A student may appeal to the Dean of Counseling the loss of priority enrollment status due to extenuating circumstances, significant academic improvement, and participating in counseling intervention for students on probation. Disabled students who applied for, but did not receive, reasonable accommodation in a timely manner may appeal the loss of priority enrollment to an administrator within the Disabled Student Program and Services (DSPS).

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