

IMPERIAL COMMUNITY COLLEGE DISTRICT AP 5055 Registration Priorities

Reference:

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

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 in specific courses or programs may be limited as follows:

A. Students may enroll in no more than 19 credit units per semester and no more than 9 credit units in any other session. Concurrently enrolled high school students may enroll in no more than 11 credit units per semester and no more than 9 credit units in any other session as defined in Administrative Procedure 5011 Admission and Concurrent Enrollment of High School and Other Young Adults. If a high school student is enrolled under a College and Career Access Pathways (CCAP) agreement, the student is able to enroll in 15 credit units per semester and 6 credit units during winter or summer intersessions. Students who have extenuating circumstances and who need to enroll in more than the allowed limit must meet with a counselor to discuss their options.

B. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and Co-requisites. [See BP and AP 4260 - Prerequisites and Co-requisites]

C. Enrollment may be limited due to the following:

1. Health-and-safety considerations
2. Facility limitations
3. Faculty workload
4. Availability of qualified instructors
5. Funding limitations
6. Regional planning
7. Legal requirements; and
8. contractual requirements.

D. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the Admissions & Records Director and/or Admissions, Registration, and Petition (ARP) Committee.

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.

Students will have the following registration priority, in the order of priority listed below:

1. (Category 1) - Students who have completed orientation, assessment, and developed student education plans and
 - o are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8;
 - o or as a foster youth or former foster youth pursuant to Education Code section 66025.9;
 - o or are eligible for CalWORKS pursuant to Education Code section 66025.92;
 - o or are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services.

2. (Category 2) - Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who have completed orientation, assessment, and developed student education plans.

These registration priorities apply to courses offered during summer or intersessions.

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 Board Policy and Administrative Procedure 4250 Probation, Dismissal, Reinstatement for two consecutive terms; or

- Has earned ninety (90) 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 as defined in Board Policy and Administrative Procedure 4230 Grading Symbols. This 90-unit limit does not include units for non-degree applicable English as a Second Language (ESL) or basic skills courses, or to students enrolled in high unit majors or programs as defined by the Academic Senate.

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 more than 67 units, that enrollment priority will be lost when the student reaches the unit limit of 90.

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 Chief Student Services Officer (CSSO) or his/her designee will determine the appeal in his/her sole discretion.

The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Registration Priority Groups

Group 1 (Category 1)	Military and veterans up to 15 years after date of honorable discharge; current and former foster youth up to age 24; CalWORKS eligible students; and Students who are eligible and are receiving services through DSPS and/or EOPS AND who have completed orientation, assessment, and developed student education plans.
Group 2 (Category 2)	Groups designated as performing college service, to include the following: Associated Student Government (ASG), Ambassadors, and eligible Athletes AND who have completed orientation, assessment, and developed student education plans.
Group 3 (Category 2)	College-ready upon entry based on participation in Student Support Services (TRIO) Program, ASPIRE or IVUP Programs (2-year eligibility provided student is not on academic or progress probation) AND who have completed orientation, assessment, and developed student education plans.
Group 4 (Category 2)	Continuing students with 45-90 IVC degree-applicable units AND who have completed orientation, assessment, and developed student education plans.
Group 5 (Category 2)	Continuing students with 30 or more units, but not more than 44.5 IVC degree-applicable units AND who have completed orientation, assessment, and developed student education plans.
Group 6 (Category 2)	Recently graduated high school students and first-time to college students who have completed orientation, assessment, and developed student education plans.
Group 7 (Category 2)	Continuing students with 0.5 – 29.5 units AND who have completed orientation, assessment, and developed student education plans.
Group 8	New applicants who have applied but have not completed orientation, assessment, and developed student education plans.
Group 9	Open enrollment – includes students with 90 or more IVC degree-applicable units and students on academic or progress probation.

Students in Groups 1 through 7, in order to receive priority registration status, must not be on academic or progress probation. All students on academic or progress probation will be placed in Group 9.