

# SOLANO COMMUNITY COLLEGE DISTRICT

## STUDENT SERVICES PROCEDURES

### ENROLLMENT PRIORITIES

Policy #5055

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See Board Policy 6023 regarding prerequisites and co-requisites).

Enrollment may also be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional Planning
- Legal Requirements
- Contractual Requirements

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.

Effective summer 2014, students will have the following registration priority, in the order of priority listed below:

Registration priorities for the College are needed to provide for a fair and equitable registration process, and to ensure space for students with the greatest determined need.

**PRIORITY 1**            Students who are eligible as a member of the armed forces or a veteran pursuant to Education Code Section 66052.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9 and who have not been on academic or progress probation for two consecutive terms and who have completed orientation, assessment, and developed student education plans;

**PRIORITY 2**            Students who are eligible and receiving services through Disabled Student Programs and Services (DSP) or Extended Opportunity Program and Services (EOPS) and who have not been on academic or progress probation for two consecutive terms and who have completed orientation, assessment, and developed student education plans.

**PRIORITY 3**            Students participating in Intercollegiate Athletics during the semester of active team participation and students enrolled in Summer Bridge and

ASSC student government members who have not been on academic or progress probation for two consecutive terms and who have completed orientation, assessment, and developed student education plans;

PRIORITY 4 Continuing Solano College students who have not been on academic or progress probation for two consecutive terms. Continuing student priority is based on the total number of Solano College units completed:

Continuing students register in order based on number of units completed as follows:

- 1 Equal to or greater than 40 units
- 2 Equal to or greater than 30.0 and less than 39.9
- 3 Equal to or greater than 12.0 and less than 29.9
- 4 Less than 12.0 units

PRIORITY 5 First time students who have completed orientation, assessment, and developed student education plans.

PRIORITY 6 Returning and transfer students

PRIORITY 7 Early College & K12 Special Admission/Concurrent Enrollment Students

These registration priorities also 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 5100 for two consecutive terms; or
- Has earned 90 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, B, C, D or P as defined in Board Policy and Administrative Procedure 6410. The 90 unit limit does not include units for non-degree applicable English as a Second Language or basic skills course. Students enrolled in high unit majors may also be exempted from the 90 unit requirement based on Appeal.

Beginning in the Spring 2013 term, 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. Beginning in the summer 2014 term the District shall notify students who have earned 75% or more of the 90 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, significant academic improvement or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. To appeal, students should complete an Appeal Petition and attach supporting documentation. Students may visit Admissions & Records to obtain an Appeal Petition or access it online via Admissions & Records.

These enrollment priorities will be effective in the Summer 2014 term. 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.

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Shared Governance Review:                  June 19, 2013