

### Administrative Procedure 5055 **Enrollment Priorities**

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)

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
- Contractual requirements
- Program that have special admission requirements

Registration priorities are based on California Education Code and Title 5.

The District will provide priority registration for students who enroll in community college for the purpose of:

- Degree or Certificate attainment;
- Transfer to a four-year college or university; or
- Career advancement.

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

**Group #1: Members of the armed forces or a veteran; Foster youth or former foster youth.**

Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth up to the age of 24 pursuant to Education Code section 66025.9.

**Group #2: Disabled Student Programs and Services (DSPS) students; Extended Opportunity Programs and Services (EOPS) students.**

Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services (DSPS) or through Extended Opportunity Programs and Services (EOPS).

(Per State Guidelines, the district may provide students in the first two priority groups with the same level of registration priority as long as the district ensures that veterans, foster youth and former foster youth up to the age of 24 receive registration priority as required in Education Code sections 66025.8 and 66025.9.)

**Group #3: Continuing Students and First-time Students**

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 student who have completed orientation, assessment, and developed education plans.

Students in this group will receive registration priority in the following order:

- Students participating in approved special programs, including but not limited to, CalWORKS, CARE, Student Athletes, TRiO, First Year Experience (FYE), and others.
- Gateway to College and ASTI Students
- All other Continuing and First-time Students
- Readmitted students

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 these Board Policies and District Administrative Procedure 4250 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, B, C, D, or P as defined by Board Policy and District Administrative Procedure 4230. The 100-unit limit does not include non-degree applicable units in English as a Second Language or basic skills courses. Students enrolled in high unit majors or programs may petition to retain priority registration in Group #3.

Beginning in Spring 2013, the District shall notify students who are placed on academic or progress probation, of the potential 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 Spring 2013, 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.

**Group #4: Concurrently enrolled High School Students (10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade).**

**Appeal of Loss of Enrollment Priority:** Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstance are verified cases of accidents, illness or other circumstances beyond the control of the student, when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective for Fall 2014 semester enrollment. 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.

**Unit Load**

Students may not enroll in more than 18 units at any Peralta College during fall and spring semester without prior approval. Students may obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from any Vice President of Student Services at any of the colleges. No student will be allowed to in enroll in more than 25 units. The maximum number of units a student can enroll in for the Summer Session is 10 units.

**Classes with Time Conflicts**

Students may not register for courses taught at conflicting times.

**Outstanding Fee, Title 5, Sections 58500-58508**

Students who have outstanding fees in the District will be precluded from registering until all fees are paid.

**References:**

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

First approved by the Chancellor: January 31, 2012

Revised by the Chancellor: May 24, 2013