

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5055

Enrollment Priorities

Date Adopted: 6/8/1993

Date Revised: 5/12/2017

Date Reviewed: 5/12/2017

References: Education Code Section 66025.8, 66025.9, 66025.92; Title 5 Sections 55000, 55002, 55023, 55031, 58106, 58108, 56026, 56232; Student Success Act of 2012

- I. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. In the case of intercollegiate competition/training courses, honors courses, or public performance courses, seats will be allocated to those students most qualified. *[See Board Policy and Administrative Procedure 4260 titled Pre- requisites and Co-requisites.]*
- II. Enrollment may also 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
 8. contractual requirements
- III. Enrollment priority is provided for students who enroll in Sierra College for the purpose of a degree or certificate attainment, transfer to a four-year college or university, or career advancement.
 - A. To the extent the district is able to offer and track the following services, students shall have completed orientation, assessment, and developed a student education plan.

- B. Students must also be in good academic standing, first term academic or progress probation, or be making satisfactory term progress with a grade point average of 2.0 or higher.
- C. Students must have completed less than 100 degree applicable units at Sierra College excluding non-degree applicable English as a second language or basic skills courses.
- D. Within each category below students will be assigned priority based on the number of Sierra College units completed.

IV. Priorities are as follows:

A. Priority 1

- Students who are receiving services through CalWORKs; and
- Students who are determined to be eligible for services through Disabled Students Program and Services (DSPS); and
- Students who are receiving services through Extended Opportunity Program and Services (EOPS); and
- Foster youth or former foster youth students up to and including the age of 25 by the first day of the term; and
- Homeless youth pursuant to Education Code Section 66025.9
- Veterans and Members of Armed Forces or State Military Reserve (have priority for 4 academic years)
 - Must be a resident of California
 - Must be honorable, general, or other than honorable discharge
 - Must begin education within 15 years of leaving State or Federal active duty

B. Priority 2 Student groups in the following order:

1. College-authorized: Intercollegiate Athletes, TRiO students, and RISE students
2. 1st Semester Promise students
3. Continuing, returning, and Ghidotti students
4. New students – must have completed orientation, assessment, counseling/advising and a student education plan

C. Priority 3

1. Students who have lost enrollment priority
2. All other students (including but not limited to Academic Enrichment)

V. Enrollment priority for any student other than foster youth and former foster youth shall be lost at the first registration opportunity for either of the following conditions:

- A. The student is on academic and/or progress probation for two consecutive terms and is subject to dismissal. An automatic appeal will be granted for any student on probation where the student has made satisfactory progress within the term defined as a semester grade point average of 2.0 or higher).
 - B. The student has completed 100 or more degree-applicable units at Sierra College. A unit is completed when a student receives a grade of A, B, C, D or P
- VI. DSPS Students who have been granted an accommodation of registration priority as part of his or her documented plan would not be subject to loss of registration priority
- VII. Students who are at risk of losing their enrollment priority will be notified.
- VIII. Enrollment Priority appeals
- Students may appeal the loss of their enrollment priority due to extenuating circumstances or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner as defined in section 58108(n). Students may appeal by submitting a general student petition to the Admissions & Records Office. It is the responsibility of the student to indicate on the petition a clear statement of the grounds on which continued priority enrollment should be granted and to provide evidence supporting these reasons. Petitions will be reviewed by a committee and the committee decision will be final.

See Board Policy 5055.