

Loss of Priority Registration Appeal Form



Sierra College Admissions & Records 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7340

Please print clearly and legibly – Return the completed petition and proper documentation to the Admissions & Records Office.

Spring Deadline: October 31

Fall Deadline: April 10

If the dates above fall on a weekend, the deadline will be moved to the following business day.

The California State Legislature requires colleges to adopt registration priorities based on factors such as number of units completed, grade point average, and other considerations. Students who have lost priority registration may appeal to have it reinstated based on verifiable evidence of factors outside their control. The law reads: "Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment due to extenuating circumstances, or where a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student." (Title 5, 58108)

Student Information

Name: _____ Student ID #: _____
Last First MI

Sierra College Email: _____@student.sierracollege.edu Phone Number: _____

Applicable Semester or Term: Summer/Fall Spring Year: _____

I am requesting a one-time reinstatement of my priority registration for the following reason(s):

Reason (Mark all that apply):

- I have completed 100 or more degree applicable units at Sierra College and have extenuating circumstances. Approval is based on evidence of extenuating circumstances, such as verified cases of accident, illness, or other circumstances beyond your control. **You must provide documentation**, which may include such items as medical documents, death certificates, statements from professionals on letterhead paper, etc.
- I have a disability and applied for but did not receive a timely, reasonable accommodation. Attach a statement that describes your situation and documentation from DSPS verifying the situation.
- I have an official DSPS accommodation which entitles me to keep my priority registration. Attach an official DSPS accommodation form verifying this accommodation.

Please attach supporting documentation to your request and explain your request below:

I understand that approval of this petition allows me to retain my current registration standing for the semester(s), indicated above. I also understand that this is a one-time exception. There is no guarantee that this petition will be approved and, if approved, does not guarantee enrollment in any class. I acknowledge that all the committee decisions are final and are not subject to further appeal.

Student Signature: _____ Date: _____

Committee Decision Only

Approved Denied

Time Ticket Changed

Signature: _____