

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5055

Enrollment Priorities

Date Adopted: 6/8/1993

Date Revised: 10/31/2025

Date Reviewed: 10/31/2025

References: Education Code Section 66025.8, 66025.81, 66025.9, 66025.92;
Title 5 Sections 58106, and 58108

- 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.]
- 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. The District will provide priority registration 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, 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 the District excluding non-degree applicable English as a Second Language or noncredit basic skills courses.
- D. Within each category below students will be assigned priority based on the number of District units completed.

IV. Priorities are as follows:

A. Priority 1

- Students who are receiving services through CalWORKs;
- Students who are determined to be eligible for services through Student Accessibility Service (SAS);
- Students who are receiving services through Extended Opportunity Program and Services (EOPS);
- Students who are Tribal TANF recipients;
- Foster youth or former foster youth who is not older than 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;
- A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;
- A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student;
- A student receiving services from a program funded by Rising Scholars Network funds; and
- A member or veteran of the Armed Forces of the United States and who is a resident of California, as specified in Education Code section 66025.8.

B. Priority 2 Student groups in the following order:

1. College-authorized: Intercollegiate Athletes, Puente, Umoja, and TRiO students
2. 1st Semester Promise students
3. Continuing, returning, and Ghidotti students
4. First-time students who have completed orientation and developed 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)

These registration priorities do apply to courses offered during summer sessions.

- V. Registration priority specified above shall be lost at the first registration after a student:
- A. Is on academic and/or progress probation for two consecutive terms (Academic Probation Level 2)
 - B. Has completed 100 or more degree-applicable units at the District.

The 100-unit limit does not include units for non-degree applicable English as a Second Language or noncredit basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs designated by the Vice President of Instruction.

- VI. The District shall notify students who are placed on academic or progress probation, of a 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. The District shall notify students who have earned 75 percent (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.
- VII. Appeal of Loss of Enrollment Priority
- Students may appeal the loss of their 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. 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.

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

See Board Policy 5055.