

# AP 5055 Enrollment Priorities

Reference: **Education Code Sections 66025.8 and 66025.9;  
Title 5 Section 58106**

Date Issued: September 5, 2012

---

~~Enrollment in courses, course sections, classes (courses) and programs at Grossmont-Cuyamaca Community College District (District) will be limited to students meeting properly established prerequisites and co-requisites for all applicable courses. The Chancellor shall ensure that course prerequisites and co-requisites shall be set forth in detail in the Grossmont College and Cuyamaca College catalogs and posted on the District website. See BP and AP 4260 Prerequisites and Co-requisites.~~

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 regarding 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

The District will provide priority registration for students who enroll for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

~~In compliance with defined regulation, enrollment may also be limited in one or more sections to students enrolled in one or more courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.~~

In compliance with one or more of the defined limited enrollment criteria, the District has established enrollment priorities. Priority shall be given to the following special populations in their respective categories as defined in the ~~group~~ order listed below:

- Group 1—First priority for enrollment will be given to the following special populations:
  - Eligible Veterans up to four (4) ~~fifteen (15)~~ years after the date of honorable discharge as defined by California Education Code, and active members of the Armed Forces of the United States
  - Current foster youth, and former foster youth up to age 24
  - Extended Opportunity Programs and Services (EOPS) eligible students
  - Disabled Students Programs and Services (DSPS) eligible students
  - CalWORKs eligible students

- Group 2—Second priority will be granted to First Year Experience (FYE) and Freshman Academy eligible students and student-athletes who have completed orientation, assessment, and develop student education plans and have been identified as eligible to participate in the College's designated intercollegiate competitive athletic teams. ~~and First Year Experience (FYE) and Freshman Academy eligible students~~
- Group ~~23~~—~~Second-Third~~ priority will be granted to continuing District students with 45–~~90~~ degree-applicable units
- Group ~~34~~—~~Third-Fourth~~ priority will be given to recently graduated high school students and first-time to college students who have fully matriculated/completed orientation, assessment, and develop student education plans.
- Group ~~5~~—~~Fourth-Fifth~~ priority will be given to continuing students with 12 or more units (GCCCD degree-applicable and GCCCD non-degree applicable) but not more than 44.5 GCCCD degree-applicable units
- ~~Group 56~~—~~Fifth-Sixth~~ priority will be granted to continuing students with 0–11.5 units (GCCCD degree-applicable and GCCCD non-degree applicable) ~~and continuing students with 70.5–90 GCCCD degree-applicable units~~
- Group ~~67~~—~~Sixth-Seventh~~ priority will be given to new applicants who have applied, but have not gone through the matriculations process

~~—Tier 1— 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 a foster youth or former foster youth pursuant to Education Code section 66025.9, or are eligible and receiving services through CalWORKs, Disabled Students Programs and Services, or Extended Opportunity Programs and Services.~~

~~—Tier 2— 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 students who have completed orientation, assessment, and developed student education plans.~~

~~—Tier 3— All other student categories.~~

All new students are required to complete orientation, assessment and developed student education plans in order to be eligible for an enrollment priority. Students who fail to complete these requirements in a timely manner may result in the loss of their enrollment priority status.

The District will ensure that these enrollment priorities shall be set forth in detail in college course catalogs and websites.

### Loss of Registration Priority Enrollment Priority

Enrollment 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 Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned ninety (90) or more degree-applicable semester units at the Ddistrict.

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 4230. This 90-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the college catalog. Foster youth or former foster youth are exempt from losing their enrollment priority as specified in this section.

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. 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.

### **Enrollment Priority Appeal**

Students may appeal the loss of enrollment priority when the loss is due to the following reason(s):

- Extenuating circumstances: defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- Student with a disability applied for, but did not receive a reasonable accommodation in a timely manner.
- Student has demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in AP 4250 for the term or terms.
- Student, who has reached the unit limit, shas declared in a high unit majors or programs, as defined by the colleges, and has developed a student education plan. who have reached the unit limit.
- Student requires one more semester in order to graduate or transfer.

The College Petitions Committee will determine the appeal.

These enrollment priorities will be effective in the Fall 2014 semester. 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.

~~The Chancellor shall ensure that the enrollment priorities, for the defined categories; and the process to petition to change priority registration status for continuing students, shall be set forth in detail in the Grossmont College and Cuyamaca College catalogs and posted on the District website. See BP 5052 Open Enrollment.~~