

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 5055 Enrollment Priorities

References: Education Code Sections 66025.8 and 66025.9; Title 5 Sections 58106, 58108 and 58621

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled 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 at Hartnell Community College for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. These registration priorities apply to courses offered during regular semesters, summer, or intersessions.

*The following students will have the first and equal priority for enrollment (PRIORITY 1):

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth or former foster youth pursuant to Education Code section 66025.9 (means a person who is an emancipated foster youth and who is up to 24 years of age)
- A student who has been determined to be eligible for Disabled Student Programs and Services
- A student who has been determined to be eligible for EOPS
- A student who is receiving services through CalWORKS

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- First-time students who have completed orientation, assessment, and developed student education plans.

*Indicates that the following components must be satisfied in order to be granted priority registration in the above priority groups:

1. Completes Orientation
 2. Completes Assessment
 3. Completes an abbreviated or comprehensive Educational Plan
- or*
4. Meets each of the College's established exemption criteria for Orientation, Assessment, and Educational Plan
 5. Maintains good academic standing

- English and/or math courses taken and completed with a “C” or better at a regionally accredited college/university and documented with transcripts
- Passed the high school early assessment program assessment (EAP) assessment with an Exemption or Ready for College Level English or math course
- Passed the CSU ELM Math test with a score of 50+. The test must have been taken within the last five years
- Passed the CSU EPT English test with a score of 147+. The test must have been taken within the last five years
- Passed an appropriate English or math Advanced Placement (AP) test with a 3 or higher score

Exemption from Counseling/Advising and Educational Plan

Students may be exempt from participating in the Hartnell College **EDUCATIONAL PLAN** if they meet one of the exemption criteria listed below:

- Have an associate or higher degree from a regionally accredited college/university and are clear on courses necessary to complete their designated educational goal
- Are taking courses for personal interest (**not pursuing a degree or certificate**)
- Enrolled at Hartnell College solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards
- Are a K-12 grade concurrently enrolled student

Loss of Enrollment Priority

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 Board Policy 4250 for two consecutive terms; or
- Has earned 100 or more degree-applicable semester or quarter equivalent units at Hartnell College

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 4230. This 100-unit limit does not include non-degree applicable units as defined by the current Hartnell College Catalog or students enrolled in high-unit majors or programs as designated by the Vice President of Academic Affairs. (High-unit majors/programs are considered any major over 60 units.)

The District shall notify:

- students who are placed on academic or progress probation of the potential for loss of enrollment priority
- students 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
- 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

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating