

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-Department of Supportive Programs and Services
- A student who has been determined to be eligible for EOPS
- A student who is receiving services through CalWORKS

*The following students will have second priority for enrollment (PRIORITY 2):

- A student who has been determined to be eligible for TRiO
- A student who has been determined to be a student athlete
- A student who has been determined to be Department of Supportive Programs and Services note taker

*The following students will have third priority for enrollment (PRIORITY 3):

- Continuing students, who have not lost registration priority, as defined in these policies and procedures.

English and/or math courses taken and completed with a "C" or better at a regionally

Appeal of Loss of Enrollment Priority

Students may appeal the loss of 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. An Appeals Committee made up of representatives from Admissions & Records, Financial Aid, and a Counselor will review all appeal petitions. The final appeal determination will be made by the Vice President of Student Affairs.

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.