

**HARTNELL COMMUNITY COLLEGE DISTRICT  
BOARD POLICY AND ADMINISTRATIVE PROCEDURE  
ROUTING/TRACKING FORM**

Review and approval by the various college governance groups is requested:    Yes     No

Policy/Procedure #:        *AP 5055*  
Policy/Procedure Name:    *Enrollment Priorities*

New         Revised         Replaces existing policy/procedure:

New policy/procedure or revisions initiated/proposed by:    *Student Affairs*  
Reason for new policy/procedure or revisions:                    *Implement policy*

Reviewing Group	Date	Approval/Comments
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**Routed to:**

- **Council:** *Academic Affairs and Student Affairs* 4/14/15
- **Academic Senate President**
- **HCFA President**
- **CSEA President**
- **L-39 Chief Steward**

**Council:** *Student Affairs Council* 04/23/15 Approved as presented   
*and Academic Affairs Council* 05/13/15  
Approved with changes   
Not approved

Comments: 04/23/15 *Student Affairs Council approves with recommended changes (See Below)*

*Academic Affairs Council approved (page 1):*

*\*A student who has been determined to be Disabled Student Programs and Services note taker*

*Academic Affairs Council approved (page 3):*

*\*Passed the high school early assessment program (EAP) assessment with an Exemption or Ready for College Level English or math course*

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**College Planning Council** Approved as presented   
Approved with changes   
Not approved

Comments:

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**Superintendent/President's Executive Cabinet** Approved as presented   
Approved with changes   
Not approved

Comments:

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**Board of Trustees**  
(First Reading)

Comments:

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**Board of Trustees** Approved as presented   
(Consideration) Approved with changes   
Not approved

## 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~~ **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 ~~Disabled Student Programs and Services~~ **Department of Supportive Programs and Services** note taker

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

- Continuing students, who have **completed between 32-60.9 units and** have **not** lost registration priority, as defined in these policies and procedures.

- 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
4. Meets each of the College's established exemption criteria for Orientation, Assessment, and Educational Plan
5. Maintains good academic standing
6. Students who are part of a categorical program must be in good standing within the categorical program.

The College has developed a written process by which various groups (i.e., ASHC, Honors, etc.) may request consideration for inclusion in Priority Group 2 or Priority Group 3 through the shared governance process starting with the Student Affairs Council. The written process is available in the Vice President for Student Affairs Office.

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

- Have an associate or higher degree from a regionally accredited college/university
- Attended orientation at another college that is a regionally accredited college/university
- *Plan to enroll in fewer than six (6) units and their academic goal is personal development*
- Are concurrently enrolled in another college or university and are receiving matriculation services at that college or university
- Are taking course(s) for personal interest (**not pursuing a degree or certificate**)
- Are taking course(s) for advancement in current job/career (**updating job skills**)
- Are taking courses to maintain a certificate or license
- Are a K-12 grade concurrently enrolled student
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- 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 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.

### **Loss of BOGW Fee Waiver Eligibility**

BOGW Fee Waiver eligibility shall be lost at the first registration opportunity after a student has been placed on academic or progress probation or any combination thereof as defined in Board Policy 4250 for two consecutive terms with the exception of Foster Youth identified students. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary (fall or spring) term.

### **Appeal of Loss of BOGW FEE Waiver Eligibility**

Students may appeal the loss of BOGW Eligibility when the loss is due to extenuating circumstances or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. An Appeals Committee made up of representatives from Admissions & Records, Financial Aid, and a Counselor will review all appeal petitions. The Vice P10(a)4(sf)-4( )10(d)-4(o)-2(e)-1(s)2( )1