

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Enrollment Priorities

**Revision Date:** 11/09; February 12, 2013; December 10, 2013; September 23, 2014;  
May 12, 2015

**Responsible Area:** Vice President, Student Services

**Reference:** Board Policy 5055; Title 5 Section 58106 and 58108; Education Code Sections 66025.8 and 66025.9

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. *[See BP 4260 and AP 4260 titled Pre-requisites 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 in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- 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;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans;
- Continuing students not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and students who lost registration priority but appealed and were approved.

These registration priorities do apply to courses offered during summer or intersessions.

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 these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

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 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President, Student Services. Students enrolled in high unit majors or programs may be exempt from the 100-unit limit as designated by the Vice President, Student Services.

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 or 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. The Vice President, Student Services or his/her designee will determine the appeal in his/her sole discretion.

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.

Other priorities for enrollment include:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.