CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES

AP 5052   **OPEN ENROLLMENT**

References: Education Code Section 84500; Title 5 Sections 51006, 55003, 55522, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with Board Policy (BP) 5052 Open Enrollment and a priority system consistent with Administrative Procedure (AP) 5055 Enrollment Priorities. Enrollment may be limited to students meeting properly-validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Dean of Enrollment Services.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, or to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except:

- Enrollment may be limited to students meeting prerequisites and co-requisites established pursuant to Title 5 section 55003; and
- Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. The District shall adopt policies identifying any such limitations and requiring fair and equitable procedures for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:
  - o limit enrollment to a "first-come, first-served" basis or using other non-evaluative selection techniques to determine who may enroll;
  - o limit enrollment as provided for in AP 5055 Enrollment Priorities;
  - o in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
  - o limit enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions;
  - o limit enrollment using any selection procedure expressly authorized by statute;
  - o with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of Title 5 sections 55031and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan; or

- limit enrollment based on course repetition as provided for in AP 4225 Course Repetition, AP 4227 Repeatable Courses, AP 4228 Course Repetition – Lapse of Time, and AP 4229 Course Repetition – Variable Units.

A student may challenge an enrollment limitation on any of the following grounds:
- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment limitations; and/or
- The basis for the limitation does not in fact exist.

Students have the right to challenge any prerequisite or co-requisite by submitting the Challenge Petition form to the Admissions and Records Program. This form requires written documentation, explanation of alternative course work, background, abilities, or other evidence that supports the student's Challenge Petition.

If the challenge is upheld or the District fails to resolve the challenge within five working days after submission of the Challenge Petition form, the student will be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, the student will be permitted to enroll if space is available when registering for the subsequent term.

Prerequisite and co-requisite challenges shall be addressed by the appropriate academic discipline/department.

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