

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5055 ENROLLMENT PRIORITIES**

References: Education Code Sections 66025.8 et seq. and 76001; Title 5 Sections 51006, 55000, 55530, 55531, 55532, 56232, 58106, and 58108; 42 U.S. Code Section 12101

Enrollment in courses and programs may be limited to students meeting established prerequisites and co-requisites (See BP and AP 4260 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; and
- contractual requirements

The District has established priorities for student registration which enables students to complete their educational goals in a timely manner and allows for special assistance to those students identified in the Education Code and Title 5.

When enrollment must be limited, the order of priority shall be:

- 1) For new students who have completed assessment, completed orientation and developed a student educational plan, and continuing students who are in good standing (not on academic or progress probation for two or more consecutive semesters) and who have not exceeded 100 degree applicable units:
  - a) Verified veterans or members of the armed forces, CalWORKs students, verified foster youth or former foster youth under the age of 24, Disabled Student Programs and Services (DSP&S) students, verified homeless students, and Extended Opportunity Programs and Services (EOP&S) students;
  - b) Students enrolled in the Honors Program and taking the approved number of Honors courses;
  - c) Student athletes;
  - d) Students in the Early Decision Program;
  - e) Officers of Associated Students of Citrus College (ASCC);
  - f) Students participating in federal grant programs that require students receive priority registration;

- g) Continuing students based on units completed; and
  - h) New students based on application date.
- 2) For new students who have not completed assessment, have not completed an orientation, or have not developed a student educational plan, and continuing students who are not in good academic standing or have exceeded the 100-unit limitation:
- a) Verified veterans or members of the armed forces, CalWORKs students, verified foster youth or former foster youth under the age of 24, Disabled Student Programs and Services (DSP&S) students, verified homeless students, and Extended Opportunity Programs and Services (EOP&S) students;
  - b) Students enrolled in the Honors Program and taking the approved number of Honors courses;
  - c) Student athletes;
  - d) Students in the Early Decision Program;
  - e) Officers of Associated Students of Citrus College (ASCC);
  - f) Students participating in federal grant programs that require students receive priority registration;
  - g) Continuing students, based on units completed; and
  - h) New students based on application date.

The requirement that continuing students who are not in good academic standing or who have exceeded the 100-unit limitation receive lower registration priority shall not apply to verified foster youth or former foster youth under the age of 24.

A student may obtain an exemption for assessment and/or orientation if the student has completed an associate degree or higher from a regionally accredited college in accordance with AP 5050 Student Success and Support Program. The exemption must be processed with appropriate documentation on file in the Counseling and Advisement Center. To receive priority registration, a student must complete assessment, orientation, and a student educational plan or obtain an exemption for assessment and/or orientation before registration appointments are generated each term.

Registration priority specified above shall be rescinded at the first registration opportunity after a student:

- 1) Is placed on academic or progress probation or any combination thereof for two consecutive semesters; or
- 2) Has earned one hundred (100) or more degree-applicable units at Citrus 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 BP and AP 4230 Grading and Academic Record Symbols. The following exemptions apply:

- 1) Students may petition for a one time exemption from the 100-unit limit requirement through the Counseling Department.
- 2) The following units do not count toward the 100-unit limit:

- a) Units for non-degree applicable English as a Second Language, basic skills courses, and special classes as defined in Title 5 Section 55000(x), and
- b) Units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

The District shall notify students who are placed on academic or progress probation of the loss of enrollment priority after a second consecutive semester on academic or progress probation for as long as the student remains on probation. The District shall also notify students who have earned 75 or more units that enrollment priority will be lost when the student reaches the 100-unit limit.

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 Dean of Enrollment Services or his/her designee will determine the appeal in his/her sole discretion.

Students who have demonstrated significant academic improvement may also appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in AP 4250 Probation.

Concurrent enrollment students (K-12) will be assigned a registration appointment in accordance with Education Code Section 76001.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses will be reinstated to their previous priority status upon their return.

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