



Name: _____ Student ID # _____

Quarter _____ Phone # _____ Email _____

Students who have lost priority registration and have been moved to open registration may appeal to have it reinstated based on verifiable evidence of factors outside their control. A student may appeal the loss of priority enrollment due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accident, illnesses or other circumstances beyond the control of the student. Districts may exempt from the 100 unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority registration status." (Title 5, §58108)

I am requesting a **one-time** reinstatement of my priority registration for the following reason (check one):

High unit major or program

Student must have a comprehensive Education Plan detailing remaining required coursework to complete your goal. **Counselor statement and signature is required on this document.**

Counselor's Statement: _____
Signature: _____ Date: _____

Disability

Please check one of the boxes below and attach a written statement explaining how priority registration is a necessary accommodation related to disability limitations and/or an explanation of circumstances leading to loss of priority registration. Include education goal and courses needed to complete goal in the statement. Approval from Disability Resources Dean required below.

Priority registration as accommodation

Loss of "good standing" due to requested accommodations not being received from DRC in timely manner DRC

Dean's Statement: _____
Approved _____ Denied _____ Date: _____

Extenuating Circumstances

Provide evidence of extenuating circumstances, such as verified cases of accident, illnesses, or other circumstances beyond your control. **Student statement and documentation required.**

Academic and/or progress improvement

Students who lose their priority enrollment due to academic or progress probation must demonstrate significant academic improvement to appeal the loss of priority registration status. Evidence of such improvement is defined as achieving no less than the minimum GPA (2.0) and progress standard (less than 50%) for the quarter.

Student's Statement: _____
Signature: _____ Date: _____

► ADMISSIONS AND RECORDS OFFICE USE ONLY:

Approved Denied A&R Administrator Signature: _____ Date: _____

Comments: _____



FOOTHILL COLLEGE

PRIORITY REGISTRATION CHECKLIST

Date: _____

Name: _____

Student ID #: _____

I have completed my PLACEMENT TESTS.

Make an appointment:

<https://foothill.edu/placement/>

I have completed my ORIENTATION.

1. Take a Counseling 5 (CNSL 5) class ([Schedule of Classes](#)) OR;

2. Take your Orientation online:

Log in to [MyPortal](#) > Click the 'Students' tab > Click the Go2Orientation)

I have completed my EDUCATIONAL PLAN with my counselor.

Make an appointment:

<http://www.foothill.edu/drc/contact.php>

I have selected an EDUCATIONAL GOAL of Degree, Certificate or Transfer.

Choose an Educational Goal:

Log in to [MyPortal](#) > Click the 'Students' tab > Click on 'Update My Major/Educational Goal

I have declared a MAJOR

Choose an Educational Goal:

Log in to [MyPortal](#) > Click the 'Students' tab > Click on 'Update My Major/Educational Goal