



Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Admissions
Code	AP 5010
Status	New
Legal	ACCJC Accreditation Standard II.C.6 Education Code Sections 76000-76004 34 Code of Federal Regulations Section 668, 16(p) U.S. Department of Education regulations on the Integrity of Financial Student Aid Programs under Title IV of the Higher Education Act of 1965, as amended
Origin	Legally required - Language is from CCLC template. Needs to be modified to reflect district practices.

CCLC NOTE: This procedure is **legally required**. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:

- Designated authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

DESIGNATED AUTHORITY AND RESPONSIBILITY FOR THE ADMISSIONS PROCESS

The College President or designee shall be responsible for coordinating the admission process of all students.

The District may deny or place conditions on a student's enrollment upon finding out that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

ADMISSIONS PROCEDURES FOR STUDENTS OVER 18 WITH A HIGH SCHOOL DIPLOMA

The College President or designee shall be responsible for coordinating the admission process of all individuals age 18 and above and possessing a high school diploma or its equivalent.

If the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the College President or designee shall be responsible for evaluating the validity of the student's high school completion.

ADMISSIONS PROCEDURES FOR STUDENTS OVER 18 WITHOUT A HIGH SCHOOL DIPLOMA

The colleges shall admit any individual age 18 and above who does not have a high school diploma if they are an apprentice as defined in Section 3077 of the Labor Code or if they are otherwise capable of profiting from the instruction offered.

ADMISSIONS PROCEDURES FOR NON-HIGH SCHOOL STUDENTS YOUNGER THAN 18

The colleges shall admit any non-high school graduate who is younger than 18 years of age and who has passed the California High School Proficiency Examination or completed the General Educational Development (GED) Test.

ADMISSIONS PROCEDURES FOR HIGH SCHOOL STUDENTS

The College President or designee is responsible for admissions procedures for high school students in accordance with administrative procedures 5011 Admission and Concurrent Enrollment of High School and Other Young Students and 5012 College and Career Access Pathways.

ADMISSIONS PROCEDURES FOR NONRESIDENTS

The District shall admit students who are not residents of the State of California. These students shall be required to pay nonresident tuition. Further information regarding the admission procedures for nonresidents is found in administrative procedure 5020 Nonresident Tuition. The District may deny a student's enrollment if the student physically resides in a specific state for which either college does not have state authorization or is not exempt from authorization.

ADMISSION TO IMPACTED PROGRAMS AND PROGRAMS AND CLASSES REQUIRING SPECIAL SCREENING, INCLUDING BACHELOR'S DEGREE PROGRAMS

In all impacted programs and other programs and classes requiring special screening, including bachelor's degree programs, the final selection of students will be the prerogative of the appropriate college staff. Criteria to be used in establishing priority admittance to these programs and classes are limited to a review of all applicable academic prerequisites, required college-level work, standard testing, interview, and/or evidence that the person meets health requirements.

PUBLICATION OF ADMISSIONS POLICIES AND PROCEDURES

Information regarding admission policies and procedures shall be maintained in the college catalogs.

[See Board Policy 5010 Admission and Concurrent Enrollment of High School and Other Young Students](#)

[See Board Policy 5012 College and Career Access Pathways](#)

[See Board Policy 5020 Nonresident Tuition](#)