



Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Enrollment Priorities
Code	AP 5055 (NEW)
Status	Active
Legal	Education Code Section 66025.8 Education Code Section 66025.81 Education Code Section 66025.9 Education Code Section 66025.92 Title 5 Section 58106 Title 5 Section 58108
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Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AP 4260 Prerequisites, Co-requisites, and Advisories)

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 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. Students will only receive priority registration at their primary college (if they are enrolled at both colleges).

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

- A member or veteran of the Armed Forces of the United States and who is a resident of California, as specified in Education Code Section 66025.9;
- A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student;
- A foster youth, former foster youth who is not older than 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;

- A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services;
- A student who is receiving services through Extended Opportunity Programs and Services;
- A student who is receiving services through CalWORKs;
- A student who is a Tribal TANF recipient; and
- A student receiving services from a program funded by Rising Scholars Network funds.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans.
- Continuing students, who have not lost registration priority, as defined in these policies and procedures.

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 BP/AP 4250 Probation for two consecutive terms; or
- Has earned 150 or more degree-applicable quarter equivalent units at the District.

This 150- quarter unit limit does not include units for non-degree applicable English as a Second Language or noncredit basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

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 (75%) 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 of Student Services or his/her/their designee will determine the appeal in his/her/their sole discretion.

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.

Must be based on one or more of the following approaches:

- Limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- In the case of intercollegiate completion, 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.

The priorities for both colleges shall be as follows:

Group 1: Veterans, Foster Youth, CalWORKs, DSPS, EOPS, Rising Scholars, and Student Parents.

Group 2: MESA (Mathematics, Engineering, and Science Achievement), Umoja, Puente students and 

Student Athletes

Group 3: Continuing students (including full-time and part-time

Group 4: New, fully matriculated college students

Group 5: New, non-matriculated college students**Group 6: Transfer students (from any other college)****Group 7: All other college students, including continuing students who have not**

- Declared a major
- Selected an educational goal of transfer, degree or certificate
- Have already transferred or completed 150 units within or outside of the College
- Has fallen into academic and/or progress probation standing. (May be restored after two consecutive terms in good standing, if applicable)

Group 8: Dually-enrolled high school students

All students in the above groups 1-6 must also have fulfilled these requirements to be eligible for priority registration:

- Selected an educational goal of transfer, degree, or certificate
- Declared a major
- Completed assessment, orientation, and an educational plan

Approved 10/24/25