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Chapter Lead Nohemy Ornelas:
Chapter 3(CC),4&5
Policy Area Chapter 5
Student Services
References 10+1, CCLC |
Good Practice/
Optional

AP 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled 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 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.

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

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8;
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Student Accessibility Services or Extended Opportunity Programs and Services;

- A student who is receiving services through CalWORKS;
- 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; and
- A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Educational Code Section 66025.9

The following students will have priority for enrollment:

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

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 these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

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 Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or 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 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 appeal will be determined by the appropriate authority designated by the college.

Additionally, students who have demonstrated significant academic improvement may 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 Administrative Procedure 4250. The appeals process for academic improvement will follow the same procedure as for extenuating circumstances, with the decision made by the designated authority at each college.

These mandated enrollment priorities will be effective in the Fall, 2014 term. 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:

- **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; and**
- **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.**

A. General Access

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

B. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

C. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

References:

Education Code Sections 66025.8 and 66025.9;
Title 5 Sections 58106 and 58108

Attachments

- [!\[\]\(69baca079ef3ab6f03d58fd7e9f950f1_img.jpg\) 5055 Enrollment Priorities.pdf](#)
- [!\[\]\(2da321c3dc978a55192cb9c452297973_img.jpg\) AP 5055 Enrollment Priorities - Comments](#)
- [!\[\]\(957138edf7d2615e14984f6bdb665b72_img.jpg\) AP 5055 Enrollment Priorities - Legal Citations](#)
- [!\[\]\(37ed9c3cda1f09fc6bf9b8799015713a_img.jpg\) AP 5055 Update #30.pdf](#)

[AP5055 -OLD.pdf](#)

[Legal Update 32 Overview Rev. 4-21-18.docx](#)

Approval Signatures

| Step Description | Approver | Date |
|---|---|---------|
| Approved per Level 3 process in AP 2410 | Raquel Perez: Senior Executive Admin Asst | 08/2025 |

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