



Priority Registration Program Application

Name of Program: _____

Primary Contact Person: _____

Phone: (____) _____ or Ext.: _____

Email: _____

Requested Priority Level

☐ Priority B ☐ Priority C ☐ Priority D ☐ Priority E ☐ Priority F

Number of students per primary term:

Briefly describe your program:

How many semesters will students be granted a priority bump or are you requesting a permanent change for students in this program?

_____ of Semesters or ☐ Permanent Change

1. What is the justification for requesting this priority level?

2. Describe the program's recruitment. How do you proactively identify and enroll students from disproportionately impacted (DI) groups (e.g., Foster Youth, Student Parents, or African American/Black, Latinx).
3. Provide data or research showing how this program specifically closes equity gaps for disproportionately impacted (DI) student groups (e.g., Black/African American, Latinx, Foster Youth, Student Parents).
4. Explain how the program ensures students complete transfer-level Math and English within their first two primary semesters.
5. How does the program monitor student engagement during the semester? Please describe your "intrusive" support that prevents students from dropping out between the fall and spring terms.

6. How does the program facilitate 'Advance' metrics, specifically focusing on degree completion and transfer readiness for underrepresented populations? List any partnerships, university tours, or specialized SEP (Student Education Plan) workshops provided.

7. How is priority registration used as a tool to ensure students stay on their "Pathway"? Provide evidence of how this "bump" in registration allows students to take the specific, often bottlenecked, classes they need to graduate on time.

8. Is there anything else you would like the committee to know?

Application Process

- Requests will be evaluated in September and March of each year by a sub-committee of Enrollment Strategies Committee (ESC).
 - Approved requests will be reassessed after three years
- The sub-committee will evaluate this request and assign it a score based on the answers provided. The score will determine the ESC recommendation based on the ranges listed in the table below.

Please note: if the committee finds that granting the requested priority level significantly impacts the priority registration of other students negatively, a lower priority level will be recommended.

- Final approval resides with Crafton Council.

The committee will use the responses to the following items to decide whether to recommend the requested priority registration.

Rubric			
Metric & Goal	Low Alignment SSC Rec (0-1 pts)	Medium Alignment SSC Rec (2 pts)	High Alignment SSC Rec (3 pts)
Successful Enrollment	Program has no specific outreach for DI or underrepresented groups.	Program targets specific groups but lacks a formal enrollment support plan.	Program has a clear pipeline for DI students (e.g., Foster Youth, Veterans, Student Parents, or African American/Black, Latinx).
Learning Progress (Math/English)	No requirement or monitoring of transfer-level Math/English completion.	Encourages Math/English but does not track completion within the first year. +1	Mandatory first-year Math/English completion that includes best practices for student success.
Persistence (Term-to-Term)	No formal retention activities or tracking.	Periodic check-ins or general counseling provided to students.	Structured "intrusive" support and term-to-term persistence tracking for DI groups.
Completion (Degree/Cert/ADT Transfer)	Completion is not a primary focus of the program's services.	General support for degree completion without milestone tracking.	Specific milestone tracking and "Finish Faster" incentives to close completion gaps. +1

Bonus Points SSC Rec (0-3pts)

Transfer to 4-Year	Program is general interest; no specific transfer focus.	Includes transfer info but no formal MOU or high-unit pathway support.	Clear, high-unit pathway (60+ units) designed to ensure transfer for DI students.
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Score Range	
12+	The ESC Committee strongly recommends the requested priority of registration to Crafton Council. The program demonstrates an exceptional commitment to closing equity gaps and directly supports all five CCCCCO Student Equity metrics. (Priority B Recommendation)
11-9	The ESC Committee recommends a lower priority registration level to Crafton Council. The program shows strong alignment with at least three equity metrics and provides clear evidence of student success. (Priority C Recommendation)
8-6 SSC Rec.	The program has requested Priority Registration D&E and shows strong alignment with at least two equity metrics and provides clear evidence of student success. (Priority D&E Recommendation)
5 point or less	The ESC Committee will not forward a recommendation to Crafton Council. The program does not sufficiently demonstrate how priority registration will close achievement gaps or improve core equity outcomes. (No Recommendation)

Email completed application to Dr. Keith Wurtz (kwurtz@craftonhills.edu) and Dr. Gio Sosa (gsosa@craftonhills.edu)