

Chapter 5 - Student Services

AP 5055 Enrollment Priorities

References:

Title 5 Sections 58106, 58108; Education Code Sections 66025.8, et seq.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 regarding pre- 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/or
- contractual requirements

When enrollment must be limited, the priorities for determining who may enroll are:

- 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;
- providing registration priority to current or former members of the federal armed forces, the State reserves and the California National Guard for a four-year time period, taken no later than 15 years after discharge. This excludes those who were given a Dishonorable or Bad Conduct discharge.
- limiting enrollment with respect to students on probation or subject to dismissal to a total number of units, or to selected courses, or to follow a prescribed educational plan; and/or

- **Associated Students Government:** Students who hold official office with the Associated Students Government in the current term or will hold office in the upcoming term. This includes all elected and appointed positions per the Associated Students Constitution.
- **Continuing (for purposes of registration priority):** Students who are not classified as either "new" or "returning."
- **New:** Students who are brand new to Mt. San Antonio College, regardless of their prior attendance at another college or university.
- **K-12 Special Admission:** Students who are currently enrolled in K-12 education and have met established criteria and have completed necessary documents including permission from school officials and the student's parents.
- **Returning:** Students who have completed at least one-half unit of credit at the College and are returning after a break of more than one year.

Registration Priority:

- The College's mutual agreement process will determine the groups of students and enrollment categories that are eligible for early priority registration, upon recommendation from the Student Preparation and Success Council. Priority is derived from Title 5 regulations (section 58108) which provide for local districts to determine registration priority. Students eligible for DSPS and EOPS are guaranteed priority registration per Title 5 (sections 56026 & 56232). Students eligible for military priority registration (under Education Code section 66025.8) may have to present proof of Honorable or General Discharge. Certain groups of students are afforded early priority registration based on particular programmatic involvement. Specialized programs must meet the requirements specified in Title 5 (section 58108). This would include students who have attained a status and are active on competitive teams or performance groups that require the students to enroll within prescribed time blocks to accommodate required practice, rehearsal, competition, and performance schedules.

Mt. San Antonio College recognizes additional criteria for priority registration for students in Categories 1, 2, and 3.

- Students must be in good academic standing (not on academic or progress probation for two consecutive terms, as per Title 5, Sect. 55031);
- Students must have attained a prior term GPA of 2.00 or higher. (First-time freshmen are exempt from this criterion.);
- Students must be matriculants (those who have completed Orientation, Assessment, and developed Education Plans) except for continuing students; and
- The appropriate administrator of the approved programs/teams must submit an eligible registration roster of students in good standing with their respective program or team to the Dean of Enrollment Management prior to the establishment of registration dates for each term.

- 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 purpose of establishing registration priorities is to enable students to enter and be able to complete their educational goals at Mt. SAC in a reasonable timeframe by providing priority registration to groups of students with special needs and to maintain that priority as long as they continue to make good progress.

Definitions:

- **DSPS:** Students who are eligible and enrolled in Disabled Students Programs and Services (DSPS) based on their disability status.
- **EOPS:** Students who are eligible and enrolled in Extended Opportunity Programs and Services (EOPS). Students enrolled in the Cooperative Agencies Resources for Education (CARE) program qualify as EOPS per State guidelines.
- **CalWORKs:** Students who are eligible and designated as participants in the California Work Opportunities and Responsibility to Kids (CalWORKs) program. Students classified as Workforce Investment Act (WIA) participants qualify as CalWORKs students per State guidelines.
- **Foster Youth:** Students who are considered current foster youth or emancipated foster youth up to the age of 24.
- **High School Matriculants:** Recent high school graduates (from feeder high schools) enrolled in the Connect 4 Program, who have completed the matriculation components (application, admissions, assessment, orientation, counseling/advisement, and education plan) coordinated through the office of High School Outreach, prior to their first fall semester of enrollment.
- **Non Credit:** Matriculating non-credit students including all ABE, ESL, and VESL students.
- **New Matriculants -** Students who are new to the College and have completed 1) Orientation; 2) Assessment; and 3) developed Education Plans.
- **Military Service:** Current or former members of the federal armed forces, the State reserves and the California National Guard who have registration priority for a four-year time period, taken no later than 15 years after discharge. This excludes those who were given a Dishonorable or Bad Conduct discharge.
- **Student Athletes:** Students who have been identified as eligible to participate in the College's designated competitive athletic teams.
- **Choral, Instrumental, Forensics, Dance/Cheerleading, Performance Groups:** Students who have been accepted as a member of a College competitive team or performance group.

Category 1: Military Service, Foster Youth, DSPS, and EOPS

Category 2: Members of competitive athletic teams, musical performance groups, forensics, dance/cheerleading, other performance groups, Associated Student Government Officers, CalWorks participants, WIA students, new students who have completed matriculation through the Connect 4 program, and matriculating non-credit students including all ABE, ESL, and VESL students.

Category 3: Continuing students who have completed less than 100 degree-applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC. Current primary term enrollment, at the time of establishing registration permits, will be counted for the purposes of establishing continuing student eligibility for priority registration for the subsequent term.

Category 4: New matriculants.

Category 5: New students who are not matriculants and returning students who have completed less than 100 degree-applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC.

Category 6: Continuing and returning students with 100 or more degree-applicable units completed at Mt. SAC.

Category 7: Continuing and returning students not in good academic standing as per Title 5, Section 55031

Category 8: K-12 special admission students.

Appeal Process:

A student may appeal to the Dean of Counseling the loss of priority enrollment status due to extenuating circumstances, significant academic improvement, and participating in counseling intervention for students on probation. Disabled students who applied for, but did not receive, reasonable accommodation in a timely manner may appeal the loss of priority enrollment to an administrator within the Disabled Student Program and Services (DSPS).

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