

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 5055 Enrollment Priorities

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

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
- contractual requirements

The District will provide priority registration for students who enroll at Hartnell Community College for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. These registration priorities apply to courses offered during regular semesters, summer, or intersessions.

*The following students will have the first and equal priority for enrollment (PRIORITY 1):

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth or former foster youth pursuant to Education Code section 66025.9 (means a person who is an emancipated foster youth and who is up to 24 years of age)
- A student who has been determined to be eligible for-Department of Supportive Programs and Services
- A student who has been determined to be eligible for EOPS
- A student who is receiving services through CalWORKS
- A student who is a Tribal TANF recipient

*The following students will have second priority for enrollment (PRIORITY 2):

- A student who has been determined to be a TRiO student
- A student who has been determined to be a student athlete
- A student who has been determined to be a Department of Supportive Programs and Services Note Taker
- A student who has been determined to be a HEP student
- A student who has been determined to be a Supplemental Instruction (SI) Leader
- A student who has been determined to be a dual enrollment student transitioning from high school as a first-time college student
- A student who has been determined to be a MESA student

*The following students will have third priority for enrollment (PRIORITY 3):

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

*Indicates that the following components must be satisfied in order to be granted priority registration in the above priority groups:

1. Completion of Orientation
 2. Completion of an abbreviated or comprehensive Educational Plan
- or**
3. Meets each of the College's established exemption criteria for Orientation, and Educational Plan
 4. Maintains good academic standing
 5. Students who are part of a categorical program must be in good standing within the categorical program.

The College has developed a written process by which various groups (i.e., ASHC, Honors, etc.) may request consideration for inclusion in Priority Group 2 or Priority Group 3 through the participatory process starting with the Student Affairs Council. The written process is available in the Vice President for Student Affairs Office.

Exemption from Orientation

Students may be exempt from participating in the Hartnell College **ORIENTATION** if they meet one of the exemption criteria listed below:

- Have an associate or higher degree from a regionally accredited college/university
- Attended orientation at another college that is a regionally accredited college/university
- *Plan to enroll in fewer than six (6) units and their academic goal is personal development*
- Are concurrently enrolled in another college or university and are receiving matriculation services at that college or university
- Are taking course(s) for personal interest (**not pursuing a degree or certificate**)
- Are taking course(s) for advancement in current job/career (**updating job skills**)
- Are taking courses to maintain a certificate or license
- Are a K-12 grade concurrently enrolled student

Exemption from Counseling/Advising and Educational Plan

Students may be exempt from participating in the Hartnell College **EDUCATIONAL PLAN** if they meet one of the exemption criteria listed below:

- Have an associate or higher degree from a regionally accredited college/university and are clear on courses necessary to complete their designated educational goal
- Are taking courses for personal interest (**not pursuing a degree or certificate**)
- Enrolled at Hartnell College solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards
- Are a K-12 grade concurrently enrolled student

Loss of Enrollment Priority

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 Board Policy 4250 for two consecutive terms; or
- Has earned 100 or more degree-applicable semester or quarter equivalent units at Hartnell College

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 4230. This 100-unit limit does not include non-degree applicable units as defined by the current Hartnell College Catalog or students enrolled in high-unit majors or programs as designated by the Vice President of Academic Affairs. (High-unit majors/programs are considered any major over 60 units.)

The District shall notify:

- students who are placed on academic or progress probation of the potential for loss of enrollment priority
- students 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
- students 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. An Appeals Committee made up of representatives from Admissions & Records, Financial Aid, and a Counselor will review all appeal petitions. The final appeal determination will be made by the Vice President of Student Affairs.

These enrollment priorities will be effective in fall 2014. 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.

Loss of California College Promise Grant Eligibility

California College Promise Grant eligibility shall be lost at the first registration opportunity after a student has been placed on academic or progress probation or any combination thereof as defined in Board Policy 4250 for two consecutive terms with the exception of Foster Youth identified students. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary (fall or spring) term.

Appeal of Loss of California College Promise Grant Eligibility

Students may appeal the loss of California College Promise Grant Eligibility when the loss is due to extenuating circumstances or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. An Appeals Committee made up of representatives from Admissions & Records, Financial Aid, and a Counselor will review all appeal petitions. The Vice President of Student Affairs will make the final appeal determination.

A student who successfully appeals the loss of enrollment priority shall also have their California College Promise Grant eligibility restored.

See Board Policy 5055

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