

Student Services
DRAFT as of 6/4/13

The language related to enrollment priorities is still under review at the state level and will be vetted by Fall 2013

BP 5055 ENROLLMENT PRIORITIES

References:

Title 5 Sections 51006, 58106, and 58108

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

NOTE: The following language in current CLPCCD Policy 5127 is recommended for deletion as the enrollment priority categories are being revised at the state level.

❖ **From the current CLPCCD Policy 5127 titled Admission, Registration and Enrollment of Students**

- ~~1. **General Policy** In accordance with the provisions of the California Code of Regulations, Title 5, it is the policy of this District that the admission, registration and enrollment procedures shall be fair and equitable to all students.~~
- ~~2. **Open Enrollment to Courses** Unless specifically exempted by statute, every course, course section, or class where attendance for State apportionment is offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets appropriate academic prerequisites.~~
- ~~3. **General Registration Procedures** Students who are continuing from one semester to the next and who plan to enroll in classes in the subsequent semester may register and enroll in classes during the preceding semester.~~

~~Students register according to their priority number. A schedule of appointments, by priority number, and full instructions for registration procedures are contained in the class schedule. Students who have preregistered will receive their registration card and program of studies in accordance with the information provided at the time of registration.~~

- ~~4. **Special Admissions** Where certain programs necessitate a restricted enrollment due to limited facilities, the President or designee will establish selection criteria based on state guidelines. Information regarding program prerequisites and~~

~~selection criteria shall be available to all applicants. The Dean of Admissions and Records will establish selection procedures based on random selection.~~

- ~~5. **Special Registration Assistance** Special registration assistance may be provided for:~~
- ~~a. handicapped [disabled](#) students as defined by law;~~
 - ~~b. disadvantaged students as defined by law; namely, students attending under EOPS (Extended Opportunity Programs and Services).~~

[Also see BP 5052 titled Open Enrollment](#)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from current Chabot-Las Positas CCD Policy 5127 titled Admission, Registration and Enrollment of Students adopted on March 19, 1996. The language in **blue ink** is included for consideration. The language in **green ink** was added during the administrative review on June 4, 2013.

Date Adopted:

(This policy replaces current CLPCCD Policy 5127)

Legal Citations for BP 5055

Cal. Admin. Code tit. 5, s 51006

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 2. COMMUNITY COLLEGE STANDARDS
SUBCHAPTER 1. MINIMUM CONDITIONS

s 51006. Open Courses.

(a) The governing board of a community college district shall adopt by resolution the following or a comparable statement: "The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations."

(b) The statement of policy adopted by the board pursuant to Subsection (a) shall be published in the official catalog, schedule of classes, and addenda to the schedule of classes for which full-time equivalent student (FTES) is reported for state apportionment. A copy of the statement shall also be filed with the Chancellor.

Cal. Admin. Code tit. 5, s 58106

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 9. FISCAL SUPPORT
SUBCHAPTER 2. LIMITATIONS ON STATE AID
ARTICLE 1. OPEN COURSES

s 58106. Limitations on Enrollment.

In order to be claimed for purposes of state apportionment, all courses shall be open to enrollment by any student who has been admitted to the college, provided that enrollment in specific courses or programs may be limited as follows:

(a) Enrollment may be limited to students meeting prerequisites and corequisites established pursuant to Sections 55200-55202 of this Division,

(b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. The governing board shall adopt policies identifying any such limitations and requiring fair and equitable procedures for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:

(1) limiting enrollment to a "first-come, first-served" basis or using other nonevaluative selection techniques to determine who may enroll; or

- (2) limiting enrollment using a registration procedure authorized by Section 58108; or
 - (3) in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
 - (4) limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or
 - (5) with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of Sections 55754-55755 of this Part, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan.
- (c) A student may challenge an enrollment limitation established pursuant to Subsection (b) of this Section on any of the following grounds:
- (1) the enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - (2) the district is not following its policy on enrollment limitations;
 - (3) the basis upon which the district has established an enrollment limitation does not in fact exist; or
 - (4) any other criteria established by the district.
- (d) The student shall bear the burden of showing that grounds exists for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the district shall waive the enrollment limitation with respect to that student.
- (e) In the case of a challenge under Subsection (c)(1) of this Section, the district shall, upon completion of the challenge procedure established pursuant to this Section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Subchapter 5 (commencing with Section 59300) of Chapter 10 of this Division. Completion of the challenge procedure shall be deemed to satisfy the requirement of Section 59328(b) that the district and the student attempt informal resolution of the complaint.

Cal. Admin. Code tit. 5, s 58108

TITLE 5. EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 9. FISCAL SUPPORT SUBCHAPTER 2. LIMITATIONS ON STATE AID ARTICLE 1. OPEN COURSES

s 58108. Registration and Enrollment Procedures.

Procedures for registration and standards for enrollment in any course shall be only those which are consistent with these and other sections of Title 5 and uniformly administered by appropriately authorized employees of the district.

Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the district.

Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites as barriers to enrollment in or the successful completion of a class.

No registration procedures shall be used that result in restricting enrollment to a specialized clientele.

The following registration procedures are permissible: special registration assistance to the handicapped or disadvantaged student as defined by statute, for the purpose of providing equalization of educational opportunity; and enrollment of students in accordance with a priority system established pursuant to legal authority by the local board of trustees.

With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

Education Code Section 66025.8

66025.8. (a) The California State University and each community college district shall, and the University of California is requested to, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to any member or former member of the Armed Forces of the United States, and who is a resident of California, who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Military Reserve, for any academic term attended at one of these institutions within four years of leaving state or federal active duty. A former member of the Armed Forces of the United States or the State Military Reserve who received a dishonorable discharge or a bad conduct discharge is not eligible for priority registration for enrollment pursuant to this section.

(b) (1) For the purposes of this section, "Armed Forces of the United States" means the Air Force, Army, Coast Guard, Marine Corps, National Guard, Naval Militia, Navy, and the reserve components of each of those forces, including the California National Guard.

(2) As used in this section, "member or former member of the Armed Forces of the United States" includes, but is not necessarily limited to, any student who is called to active military duty compelling that student to take an academic leave of absence.