

STUDENT SERVICES

AP 5055 ENROLLMENT PRIORITIES

References:

Education Code Section 66025.8;
Title 5 Section 58106

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Procedure 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

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

Special registration assistance may be given to disabled students. It may also be given to a limited number of disadvantaged students upon specific recommendation of the Assistant Superintendent/Vice President for Student Services.

5 CAC 58108, 56026; GB 7-19-77

Students will be assigned registration appointments in the following priority scheme:

1. DISABILITY RESOURCE CENTER, EOP&S, and TRIO/SSS Students who are
 - a. Continuing students or,
 - b. New, returning, and transfer students who submit an application and complete assessment and orientation prior to the deadline date.
2. New, returning, transfer, and continuing students who complete orientation and assessment in the immediate period of time prior to the deadline date.

Date Approved: April 8, 2008

(Replaces current Palomar College Policies 402 and 402.1 as well as Procedures 402 and 402.1)

31 3. Continuing students (students who are actively registered at census the prior
32 semester or actively registered in a course as of the deadline date) are assigned
33 appointments on the basis of units completed at Palomar College.

34 4. New, returning, or transfer students who are not in category 2.

35 5. Non-high school graduates age 15 to 18.

36 Some classes may have waiting lists for students wanting to enroll:

37 A. The department chair and the dean will establish the wait list size. The practice
38 of establishing an unlimited wait list as a measure of demand for a course is to
39 be minimized.

40 B. All instructors should follow the wait list system. However, if an instructor will not
41 follow the wait list system, no wait list will be established for those sections
42 taught by that instructor

43 C. Admittance into a closed class will occur only with permission of the instructor.

44 Office of Primary Responsibility: Enrollment Services