

STUDENT SERVICES**AP 5052 OPEN ENROLLMENT****References:**

Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with BP 5052 titled Open Enrollment and a priority system consistent with AP 5055 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Vice President for Instruction.

Students are not required to confer or consult with District staff, nor are they required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities and apprenticeship, dental assisting, medical assisting, nursing, fire, police, paramedic academy programs and music auditions for applied music.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in Procedure 5055 titled Enrollment Priorities and apprenticeship, dental assisting, medical assisting, nursing, fire, police, paramedic academy programs and music auditions for applied music.

Students may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
- The District is not following its enrollment procedures
- The basis for the limitation does not in fact exist

Students have the right to challenge any prerequisite. A prerequisite or co-requisite challenge requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared the student for the target course. A Prerequisite or Co-requisite Challenge Petition may be obtained at the Admissions & Records Office, the Counseling Center, or an Education Center or Site.

The challenge petition may include one or more of the following:

1. A prerequisite or co-requisite has not been made reasonably available.
2. A prerequisite or co-requisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites.

3. Provide evidence of having the knowledge or ability needed to succeed in the course despite not meeting the prerequisite or co-requisite.
4. Challenge other limitations on enrollment.
5. Challenge a prerequisite or co-requisite established to protect the health and safety of himself, herself, and/or others.
6. A prerequisite, co-requisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner.
7. A prerequisite or co-requisite is in violation of Title 5.

The District shall resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working day period, the student will be allowed to enroll in the course, if space is available. The District will notify the department chair and the instructor-of-record if a student is being added to a class late and/or the challenge petition was not addressed within the five-working-day period. If no space is available in the course when a challenge is resolved, the student will be allowed to enroll in the course at the beginning of registration for the next term.

Prerequisite and co-requisite challenges are addressed by the appropriate academic discipline/department.

Office of Primary Responsibility: Student Services