

STUDENT SERVICES

AP 5055 ENROLLMENT PRIORITIES**References:**

Education Code Sections 66025.8 and 66025.9;
Title 5 Section 58106 and 58108

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, Co-requisites, and Advisories.)

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 set of students.

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

DEFINITIONS

- a. **Active Duty Military** - Students who have verified that they are currently on active duty and are identified in the student system.
- b. **Foster Youth** - Students under the age of 25 who verify that they are current or former Foster Youth as identified in the student system.
- c. **Homeless Youth** - Students with housing insecurity who are under 25 years of age, who has been verified at any time during the 24 months immediately preceding the receipt of their application for admission as a homeless child or youth, as defined in subsection (2) of Section 725 of the federal McKinney-

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Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), by at least one of the following:

- (i) A homeless services provider, as that term is defined in paragraph (3) of subdivision (d) of Section 103577 of the Health and Safety Code.
- (ii) The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- (iii) A financial aid administrator for an institution of higher education.
- (iv) A homeless and foster student liaison designated to paragraph (1) of subdivision (a) Section 67003.5.
- (v) For American Indian students, a representative of the student's tribe or a representative of a tribal organization that is a homeless services provider.

A student who is verified and identified in the student system as a homeless youth shall retain that status for a period of six years from the date of admission to the postsecondary educational institution.

- d. **CalWORKs** – Students who are recipients of California Work Opportunity and Responsibility to Kids (CalWORKs) as identified in the student system.
- e. **Disability Resource Center (DRC)** - Students who are receiving Disability Resource Center support programs and services.
- f. **Extended Opportunity Programs and Services (EOPS)** - Students who meet the eligibility criteria for EOPS services and are verified in the student system.
- g. **Continuing Student** - Students who were enrolled in the previous semester (Summer not included).
- h. **Educational Plan** - Students with a declared major who have developed an academic plan as identified in the student system.
- i. **Fully-Matriculated** - Students who have completed orientation and have an educational plan on file as identified in the student system.
- j. **Non-Matriculated** - Students who have NOT completed orientation or an educational plan.
- k. **New Students** - Students entering Palomar College for the first time with no previous academic history at the District.
- l. **Returning Students** - Students returning to Palomar College after an absence of one or more semesters (Summer not included).
- m. **Concurrently Enrolled** – Students who are concurrently enrolled at a four-year

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institution or high school while attending community college.

- n. **Students with 90+ Units** - Students who have 90 or more earned units completed at Palomar College. Earned units are defined in title 5 55023 as courses with grades of A, B, C, D, or P. Grades of W, I, F, FW, MW, and NP are excluded. Also excluded are all Basic Skills and Non-credit ESL.
- o. **Veteran** - Student who has verified that they have been discharged from military service within the past 15 years as identified in the student system.
- p. **High Unit Majors** – Academic programs that require more than 40 units in the major.
- q. **Students in their last term of attendance** – Students who have been approved by a counselor, have an approved transfer plan from the Transfer Center, or who have petitioned to graduate by the petition deadline and who have indicated that the next term will be their last term of attendance prior to graduation or transfer. Participation in this priority group is afforded to a student only one time (no exceptions).
- r. **Approved Special Programs** – Any program or special group of students may petition to the Registration Committee for inclusion in the “Approved Special Programs” registration priority group (group 4). Criteria for inclusion includes but is not limited to: a requirement for the completion of orientation and the development of an educational plan and the program or group is focused on equity and addressing disproportionate impacts for populations that have been historically underrepresented at Palomar College or groups subject to additional requirements to maintain a full-time load or specialized course of study from an outside governmental agency that is officially recognized by Palomar College or other governing body that is officially-recognized by Palomar College. All petitions for inclusion as an “Approved Special Program” submit this request through the Registration Committee to render a decision. Petitions must demonstrate the need, possible consequence for not having priority, and the ways in which the program or group benefits their students. Any approval by the Registration Committee remains in effect for up to three years with no limit on the number of eligible approved renewals. No group or number of groups will be approved that would result in a substantial loss of access to the groups of students who follow this priority group.
- s. **Units Earned** - Students will be assigned registration appointments on the basis of degree- applicable earned units completed at Palomar College. Earned units are defined in title 5 55023 as courses with grades of A, B, C, D, or P. Grades of W, I, F, FW, MW, and NP are excluded. Also excluded are all Basic Skills and Non-credit ESL. Registration appointments are assigned in the following priority scheme:

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- **Group 1.** Disability Resource Center (DRC), EOP&S, foster youth, Homeless Youth, CalWORKS, eligible veterans, and active duty military personnel who are:
 - Continuing students and,
 - New, returning, and transfer students who submit an application and complete orientation and development of an education plan prior to the deadline date (Foster Youth and DRC students are encouraged to complete orientation and development of an education plan).

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 1, but have 90 or more earned units of completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. (Foster youth are exempted from these requirements.) Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

- **Group 2.** Students in their last term of attendance prior to graduation or transfer.

Appointments are assigned by descending unit order for all earned units completed at Palomar College (as defined earlier in this Administrative Procedure.)

- **Group 3.** New, returning, transfer, and continuing students who complete orientation and development of an educational plan in the immediate period of time prior to the deadline date, usually the first day of class for the preceding full academic term.

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure.) (Students who would otherwise qualify for Group 3 but have 90 or more earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

Group 4. (SSSP Category 3) Students participating in approved special programs (as defined earlier in this Administrative Procedure.)

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 4 but have 90 or more earned units completed at Palomar College (as earned units are defined

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earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

- **Group 5.** (SSSP Category 3) Continuing students who are actively registered at census the prior semester or actively registered in a course as of the deadline date.

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 5, but have 90 or more earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

- **Group 6.** New, returning, or transfer students who are not in Group 3.

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 6, but have 90 or more earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

- **Group 7.** Returning or continuing students with 90 or more earned units of credit completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) and/or students who have been on Academic or Progress Probation for two or more consecutive terms.

Appointments are assigned by ascending unit order for all earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure).

- **Group 8.** Non-high school graduates age 16 to 18. Students less than 16 years of age require permission of the instructor to enroll in classes.

A student who has lost a higher level of priority registration may appeal the loss

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of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Palomar College may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status due to having been on Academic or Progress Probation for two or more consecutive terms. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms. Petitions are submitted to the Office of Admissions and will be reviewed by the Program Eligibility Appeals Committee.

Also see AP 5011 titled Admission and Concurrent Enrollment of High School and Other Young Students

Office of Primary Responsibility: Student Services