Administrative Procedure 5055   **Enrollment Priorities**

I.   Registration Priorities

        During registration periods, the following registration priority shall be followed:
        A. Eligible students in Veterans, Foster Youth, DSPS, EOPS, and CalWORKs Groups. See Tier One
            Students.
        B. Eligible students in groups approved by the Board of Governors. There are no groups currently
            approved. See Tier Two Students.
        C. Eligible students in District designated groups. See Tier Three Students.
        D. Eligible in-district new students. See Tier Four Students.
        E. Eligible continuing students. See Tier Five Students
        F. Eligible non-district new or returning students. See Tier Six Students
        G. Other new or returning students. See Tier Seven Students
        H. K-12 concurrently enrolled students. See Tier Eight Students
        I. Continuing students on probation for two consecutive terms and continuing students with 100 or
            more earned units. See Tier Nine Students.
        J. Re-instated dismissed students. See Tier Ten Students.

        Students within a continuing student tier will be prioritized by units earned at or through El Camino
        College (ECC) and/or the El Camino College Compton Educational Center (CEC). The more units
        earned the higher the priority up to an earned unit limit less than 100. Continuing students with the
        same earned unit value will be prioritized randomly.

        Students within a new/returning student tier will be prioritized by the submission data of their
        application for admissions. New/returning students who applied on the same day will be prioritized
        randomly.

        Eligible new students in Tiers One, Two, Three, Four, and Six must have completed orientation,
        assessment, and developed student education plans. Students should contact Veterans' Services, Foster
        Youth, DSPS, CalWORKs or EOPS to receive information on qualifications for those programs and
        eligibility for priority enrollment.

        A. Tier One Students – Veterans, Foster Youth, DSPS, EOPS, and CalWORKs
                1. Veterans
                        a. Any qualified member or former member of the Armed Forces of the United States.
                2. Foster Youth
                        a. Any student qualified to participate in the Foster Youth Program
                3. DSPS
                        a. Any student qualified to participate in and who receives services from DSPS.
                4. EOPS
                        a. Any student qualified to participate in and enrolled into the EOPS program.
                5. CalWORKs
                        a. Any student qualified to participate in and enrolled into the CalWORKs program

B. <u>Tier Two Students</u> – Board of Governors Designated Priority Groups. There are no groups currently approved by the California Community College Board of Governors.

C. <u>Tier Three Students</u> – District Designated Priority Groups. The student cohorts in Tier Three are members of a cohort approved by the El Camino College Board of Trustees to receive priority registration. For the purposes of priority enrollment, these groups shall be treated equally. The approved cohorts are listed below and shall be updated, as needed, by the Director of Admissions and Records. If no cohorts are Board approved, the word "none" shall be indicated.

> Associated Students (Student Government)
> Athletes
> First Year Experience
> Honors Transfer Program
> International Students
> Project Success
> Puente
> Trio

D. <u>Tier Four Students</u> – Eligible In-District New Students
    1. Any eligible new (first time) in-district student ECC or CEC
    2. Students in this Tier must meet the deadlines and requirements of the District
    3. See the ECC or CEC Fact Book for In-District high schools.

E. Tier Five Students – Continuing Students
    1. Any continuing student at ECC or CEC not disqualified from receiving priority registration by other sections of this procedure.
    2. A continuing student is a student who continues enrollment at ECC or CEC without a break of enrollment of a primary term (fall or spring).

F. <u>Tier Six Students</u> – Other Eligible New/Returning Students
    1. Other eligible Out-of-District new students
    2. Eligible returning students

G. <u>Tier Seven Students</u> – New students who have not participated in one or more of the required activities (orientation, assessment, development of an education plan) and in the timeframe determined by the District.
    1. Other "in-district" students who have attended another college, but are new to ECC
    2. Out-of-district new students
    3. Students returning to ECC after a break in enrollment

H. Tier Eight Students – K-12 Concurrently Enrolled Students
Assignment of the registration appointment time for K-12 concurrently enrolled student is on a first-come, first-served basis. Each K-12 concurrently enrolled student shall be assigned a registration appointment time based on the submission data of all required documents for admissions (application for admissions, K-12 concurrent enrollment form, and other documents required by law, regulation, and District policy). Failure of a K-12 student to apply and submit all required documents by the deadline by the College shall result in that K-12 student being denied admissions and subsequent registration for that term.

I. Tier Nine Students – On probation for two consecutive primary terms; have reached the 100-unit limit; or have been reinstated following dismissal. Students in this category shall be prioritized randomly.
1. Probation: Continuing students who are on academic or progress probation for two consecutive primary terms.
2. One Hundred (100)-Unit Limit.
a. Continuing students who have earned one hundred (100) or more degree applicable semester units at ECC or CEC.
b. Exemptions from 100-unit limit: Units for non-degree applicable English as a second Language or basic skills courses are exempted from the 100-unit limit.

J. Tier Ten Students – Reinstated from Dismissal
1. Students who have been reinstated following dismissal. Students would have been dismissed for the following: academic dismissal, progress dismissal, or both academic and progress dismissal.
2. Dismissal does not include students who have been expelled or suspended for disciplinary reasons.

II. Registration Time Allowance
A. Scheduled Appointment Time
All students may register on or after their scheduled registration appointment time, but not before.
B. Failure of the Student to Meet Deadlines or Follow Policy and Procedure
All students must register by the published deadlines and in accordance with the policies and procedures of the District. If a student fails to meet these deadlines or to follow the District's policies and/or procedures, the student will not be allowed to register for the course. A student who attends and participates in a course without proper registration will neither receive credit nor a grade for that course and the backdating of registration will not be considered by the District unless the student can prove that he/she properly registered in a timely manner and it was a College error that caused the registration to fail.

A hold against a student (dean, fee, dismissal, etc.), a failure by the student to apply for admissions, a failure by the student to meet prerequisites or co-requisites, an unapproved course overload, a K-12 form or process not properly executed, an admissions hold (residency, AB 540, missing data, etc.) not resolved by the student in the manner and timeframe proscribed by the District shall not be considered to be College error. A student will not be allowed to enroll in a class if there is any time overlap with another class. A student may not be allowed to enroll in a class if the enrollment violates any of the repeat rules as set forth in Title 5 or in the El Camino College policy and procedure on repeats. Attending and participating in a course without registration, does not constitute College error.

III. District Designated Priority Cohorts
   A. Cohorts or student groups not otherwise receiving priority registration may qualify for priority registration by meeting the criteria set forth in District guidelines and approved by the Superintendent/President.
   B. The automatic granting or loss of enrollment priorities for District cohorts by statute, regulation, or grant shall be covered in the guidelines.

IV. Appeal to Loss of Priority for Probationary or Unit Load
   A. A student may appeal priority enrollment on the following grounds:
      1. The student with a disability applied for, but did not receive reasonable accommodation in a timely manner.
      2. Extenuating Circumstances
         a. A student may petition loss of priority enrollment for extenuating circumstances
         b. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
         c. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, maybe reversed. Submission of falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.
         d. Final decision on extenuating circumstances will be made by Admissions and Records.
      3. If significant academic improvement has been achieved by the student and the student has appealed in a timely manner.
   B. The burden of proof is on the student to show that grounds exist for an appeal to enrollment priority.

C. Process for an Appeal
1. A student appealing an enrollment limitation on the grounds cited in this procedure must file a petition with the Admissions Office and provide documentation supporting the challenge.
2. The petition will be considered within 10 business days by the Director of Admissions & Records or his/her designee.
3. The student will be notified of the decision rendered on the petition.

Reference: Title 5, Sections 51006, 58106, 58108

Board Review: June 17, 2013
Amended: January 22, 2014