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## Enrollment Priorities

### I. Limitations

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. Enrollment may also be limited due to the following:

- A. Health and safety considerations
- B. Facility limitations
- C. Faculty workload
- D. Availability of qualified instructors
- E. Funding limitations
- F. Constraint of regional planning
- G. Legal requirements imposed by statutes, regulations, or contracts

### II. Registration Priorities

During registration periods, the following registration priority shall be followed:

- A. Legally mandated groups
- B. Continuing students
- C. New and returning students
- D. K-12 concurrently enrolled students

Within each of the above cohorts, sub-cohorts may be established by law or through policy and procedure of the District.

### III. Legally Mandated Groups

- A. Any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty
- B. EOPS students
- C. DSPS students

### IV. Continuing Students

Continuing students shall be assigned a priority registration time based on the following criteria:

- A. Student cohorts established by a federal or state grant that mandates priority registration shall receive priority registration if the granting of priority registration to the cohort does not contradict the provisions or intent of the laws and regulations governing registration priorities.
- B. Qualified students who are members of cohorts that meet the criteria for priority registration as established and approved by a Priority Registration Committee shall next receive priority in registration.
- C. Continuing students not receiving priority registration shall receive one registration point for each unit earned at El Camino College since 1983 for up to a maximum of 90 points.
- D. The more registration points, the earlier the registration assignment time.
- E. Ties in registration point shall be broken by random selection.

- F. Students who have earned more than 90 units cannot earn additional registration points. Instead, for each unit earned over 90 two registration points shall be deducted from the accrued registration point count. Therefore, if a student has earned 95 units, the registration point count shall be 80 ( $90 - [2 \times 5]$ ).
- G. Students who have earned more than 90 units shall continue to have two registration points deducted for each unit earned beyond 90 units until the registration point count equals 15. The student shall not be penalized beyond 15 registration points.

**V. New and Returning Students**

New and returning students shall be assigned a registration appointment time based on the following criteria:

- A. New, in-District, high school graduates shall register before other new or returning students.
- B. New international students with F-1, M-1, or J-1 visas shall register next.
- C. Qualified new and returning students who are members of cohorts that meet the criteria for priority registration as established and approved by a Priority Registration Committee.
- D. Assignment of the registration appointment time for new and returning students not in the groups described in IV 1, 2 and 3 is on a first come, first serve basis. All other new and returning students shall have their registration appointment time based on the submission date of the application for admissions.

**VI. K-12 Concurrently Enrolled Students**

Assignment of the registration appointment time for K-12 concurrently enrolled students is on a first come, first serve basis. Each K-12 concurrently enrolled student shall be assigned a registration appointment time based on the submission date 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 specified by the college shall result in that K-12 student being denied admissions and subsequent registration for that term.

**VII. Registration Time Allowance**

- A. All students may register on or after their scheduled registration appointment time, but not before.
- B. 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.

**VIII. District Designated Priority Groups**

Cohorts or student groups not otherwise receiving priority registration may qualify for priority registration by meeting the following criteria set forth by the District.

- A. The group must demonstrate that extra-curricular or co-curricular activities require considerable dedicated hours outside of the classroom.
- B. The group must demonstrate that participation in the extra-curricular or co-curricular activities would not be possible without priority registration consideration.
- C. The group must demonstrate that there are no other alternatives or options at their disposal to receive priority registration.
- D. Groups shall be provided the opportunity to request priority registration based on guidelines established by a Priority Registration Committee.
- E. The burden of proof to demonstrate that the student group qualifies for priority registration is on the student group.
- F. Groups that are granted District designated priority status will maintain in that status for no more than five years.

**IX. Priority Registration Committee**

**A. Composition of the Committee**

The committee shall be composed of the following:

- 1) El Camino College Director of Admissions & Records or, in the director's absence, Assistant Director of Admissions & Records.
- 2) Student Representative appointed by the Associated Student Organization of El Camino College. The student representative may be from the ASO or any student in good standing attending El Camino College.
- 3) An instructor appointed by the Academic Senate.
- 4) The Director of Admissions & Records or the Dean of Student Services from the El Camino College Compton Center
- 5) A representative appointed by the Classified Bargaining Unit

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### **B. Chair of the Committee**

The El Camino College Director of Admissions & Records shall be the chair of the committee. The Director of Admissions & Records shall have the right to veto a decision of the committee if it is found that granting or failing to grant priority registration would violate provisions of the California Education Code, Title 5, or a contract or grant entered into by the El Camino Community College District.

## **X. Priority Registration Application Process**

### **A. Application Period**

- 1) The application period for eligible student groups to apply for priority registration shall be established and publicized by the Priority Registration Committee to the campus community in advance. The application period shall be for no less than 30 calendar days.
- 2) This application period will take place once in a calendar year. A student group that fails to meet the deadline will need to wait until the following year to apply. All material including supporting documentation must be submitted by the deadline. There will be no extensions.

### **B. Committee Review Period**

The Priority Registration Committee shall establish a period of time to review, collectively or severally, the application material submitted by the student groups.

### **C. Committee Vote**

- 1) The Priority Registration Committee shall meet to discuss, evaluate, consider, and vote on the applications submitted by the student groups.
- 2) Those student groups, who do not qualify to apply (student clubs), have not submitted the required documentation, or have failed to demonstrate that the minimum criteria have been met, will not be considered.
- 3) Those student groups who have met all criteria and have supplied all the documentation required may be considered as a priority registration group by the Priority Registration Committee. However, meeting all the criteria and supplying all the documentation does not guarantee approval.
- 4) Those student groups who have supplied all the documentation required but for whom questions remain with regard to meeting the criteria set forth above may be asked to appear before the committee to answer questions and provide clarification.

### **D. Committee Decision**

The Priority Registration Committee shall make its determination on the applications for priority registration by a date established within the Guidelines.

E. Notification of Decision

- 1) The student groups shall be notified in writing of the committee's decision.
- 2) The committee may at its discretion limit priority registration within a group by seasonality of activities.
- 3) A copy of the notification shall be provided to the Vice President- Student and Community Advancement.
- 4) A copy of the notification shall be provided to the El Camino College Division of Information Technology Services.
- 5) The decision of the Priority Registration Committee is final.
- 6) Any group whose request is denied may reapply for consideration after a waiting period of two (2) years.

XI. Automatic Granting of Priority Registration Status

A. By Statute

Any group or cohort that is granted priority registration by statute following the passage and adoption of this procedure shall receive priority registration in accord with that statute and will not need to apply for priority registration as cited in VII of this procedure.

B. By Grant or Other Contractual Arrangement

Any group or cohort that is dependent on a grant or other legally binding arrangement that requires priority registration will not need to apply for priority registration as cited in VII of this procedure. However, the Vice-President of Student and Community Advancement will need to certify in writing that this group or cohort is legally entitled to priority registration under the terms of the grant or other legally binding arrangement.

XII. Loss of Group or Cohort Priority Registration

A. By Statute

Any group that has received priority registration by statute shall lose priority registration if that statute is repealed or declared null and void by a court of law.

B. By Grant or Other Contractual Arrangement

Any group or cohort that received priority registration based on the terms of a grant or other legally binding arrangement shall be subject to the loss of priority registration if the terms of the grant or arrangement have materially changed. The Priority Registration Committee may subject the group to the conditions of Section VII of this procedure.

C. Other Groups or Cohorts

Other groups or cohorts that have been granted priority registration may be subject to review by the Priority Registration Committee if, in the opinion of the committee, the group or cohort no longer meets the criteria to continue to receive priority registration. District granted priority registration status must be reviewed every five years. In all such cases, the group or cohort will be subject to the provision of Section VII of this procedure.

XIII. Other Limitations

A. Cohort Limitations

The District may limit enrollment and allocate available seats to those students judged most qualified in courses of intercollegiate competition, honors courses, or public performance courses. The District may also limit enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

B. Probation and/or Dismissal Limitations

The District may limit enrollment for students on academic or progress probation or subject to academic or progress dismissal. Limitations on enrollment may be by one of the following methods:

- 1) Total number of units a student may enroll in for a term;
- 2) By limiting the student to enroll in specific courses;
- 3) By requiring a student to follow a prescribed education plan;
- 4) Or any combination thereof.

XIV. Challenge to Enrollment Limitations

A. Grounds for Challenge

A student may challenge an enrollment limitation on 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.

B. Burden of Proof

The burden of proof is on the student to show that grounds exist for a challenge to an enrollment limitation.

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C. Process for a Challenge

- 1) A student challenging an enrollment limitation on the grounds cited in section XIII, A 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 the decision on the petition.

XV. Effective Date

- A. This Administrative Procedure shall be effective for the academic year following the calendar year in which it receives final board approval or in another period of time deemed suitable by the El Camino College Cabinet. The purpose of establishing this effective date provision is to allow the development, testing, and implementation of the software necessary to support this change; allow for catalog and schedule updates; and educate and prepare the college community to these changes.
- B. The Director of Admissions & Records will prepare an annual list of cohorts approved for priority registration for approval by the Board of Trustees at their regular meeting - specific month to be determined.

Reference: Title 5, Sections 51006, 58106, 58108

May 16, 2011