ENROLLMENT LIMITATIONS AND PRIORITIES

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Administrative Procedure 4260 regarding pre- and co-requisites.

Enrollment may be limited due to the following:

- health and safety consideration
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

While enrollment must be limited, priorities for determining who may enroll are:

- limiting enrollment to first come, first served, or other non-evaluative techniques;
- in the case of intercollegiate completion, honors course or public performance courses, allocating seats to those students judged most qualified;
- limiting enrollment to any selection process expressly authorized by statute;
- priority registration will be granted to any member or former member of the Armed Forces of the United States for any academic term who received an honorable discharge, general discharge or other than honorable discharge;
- priority registration will be granted to any student under 25 years of age and who is currently in foster care or is a former foster youth who is emancipated.
- limiting 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 a restriction.

The South Orange County Community College District has established enrollment priorities to enable students to enter and complete their educational goals in a reasonable time frame. Priority registration will be afforded to approved groups of students provided they have fewer than 100 degree-applicable units completed, are fully matriculated, and continue to make satisfactory progress. Eligibility is certified to the Office of Admissions, Records and Enrollment Services by the responsible advisor/coordinator overseeing each specialized group.
I. DEFINITIONS

Ambassadors: Student leaders who are selected to represent the college at community outreach and recruiting events.

Associated Student Government: Students who hold official office with the Associated Student Government in the current term or will hold office in the upcoming term. This includes all elected and appointed positions per the Associated Students Constitution.

Athletes: Students who have been identified as eligible to participate in the College’s designated competitive athletic teams.

CalWorks: Students who are eligible and designated as participants in the California Work Opportunities and Responsibility to Kids (CalWorks) program.

Continuing Students: Those who are enrolled for sufficient duration as to receive a grade in the immediate previous primary (fall or spring) term.

DSPS: Students who are eligible and enrolled in Disabled Students Programs and Services (DSPS) based on their disability status.

Emeritus: Any student enrolled during the previous semester or summer session in either a credit or non-credit class identified as an Emeritus class offering.

EOPS: Students who are eligible and enrolled in Extended Opportunity Programs and Services (EOPS). Students enrolled in Cooperative Agencies Resources for Education (CARE) program qualify as EOPS per state guidelines. Students who are classified as Workforce Investment Act (WIA) participants qualify as CalWorks students per state guidelines.

First Time Freshman: A student enrolled in college for the first time after completing high school or equivalent.

Foster Youth: A student who is 24 years or younger as of the first day of the term and is currently in foster care or was in foster care.

Fully Matriculated: Student has successfully participated in assessment, orientation, and advisement and has a full, multi-semester counselor-reviewed educational plan that guides the student from initial enrollment through degree or program completion. A one-semester counselor-reviewed educational plan will suffice for purposes of First-Time Freshmen priority registration consideration. First-Time Freshmen who then become Continuing Students will be granted priority registration if they have completed fewer than 100 degree-applicable units, are in good academic standing, and have a full, multi-semester counselor-reviewed educational plan by the time they complete 30 degree-applicable units or fewer.

Honors Students: Students who have been accepted to the Honors Program in the current term or upcoming term.

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K-12 Special Admit: A student who is concurrently enrolled in grades K-12 and at one of the colleges. For summer, the grade level determined is the one for which the student will be enrolled in the next academic year.

Military Service: Students who are serving or who have served official military duty for the United States of America and who qualify as eligible, military personnel under federal guidelines.

Returning: A student who has previously enrolled in SOCCCD, but who has not enrolled for sufficient duration to receive a grade in the previous primary semester or summer session.

Staff: Permanent employees of the SOCCCD.

Family of Staff: Dependents, spouse or domestic partners of SOCCCD permanent staff. Dependents of SOCCCD permanent staff who are also K-12 Special Admit students do not qualify for Priority Registration.

II. REGISTRATION PRIORITY

System-level enrollment priorities were adopted to: (1) reflect the core mission of transfer, career technical education and basic skills development; (2) encourage students to identify their educational objective and follow a prescribed path most likely to lead to success; (3) ensure access and the opportunity for success for new students; and (4) incentivize students to make progress toward their educational goal. The registration process authorizes that students be afforded a registration opportunity in the following order:

Level 1 (highest priority): All students must have fewer than 100 degree-applicable units completed, must be fully matriculated, and must not be on academic or progress probation for two consecutive semesters to qualify for Level 1 registration.

1.0 Military/Veterans/Foster Youth and Former Foster Youth
1.1 DSPS/EOPS
1.2 CalWORKs/Athletes
1.3 Ambassadors/Honors Program/Student Government
1.4 First-Time Freshman in date order of completing matriculation. Priority registration to extend through two consecutive semesters (fall + spring or spring + fall) as long as Level 1 requirements fully met.
1.5 Spouses and/or family of Military/Veterans receiving GI Bill benefits.
1.6 Staff and Family of Staff
1.7 Continuing Students in descending order by units completed. A full, multi-semester counselor-reviewed educational plan must be on file by the time student has completed 30 degree-applicable units or fewer, for Level 1 consideration. Otherwise, a registration hold will be placed on student record and student will be deemed ineligible for Level 1 consideration.

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Revised: 6-6-13
1.8 Returning students in order that applications were received

**Level 2 (neutral priority):** Emeritus students in good standing.

2.0 Emeritus students in good standing.

**Level 3 (lower priority):** Any student who has achieved or exceeded 100 degree-applicable units completed; who is not fully matriculated; or who has been on academic or progress probation for more than two consecutive semesters, does not qualify for Level 1 registration. Level 3 registration students will accumulate the following deficit registration points.

3.A Not fully matriculated (-1 registration point)
3.B Non-qualifying educational goal (-1 registration point)
3.C On academic disqualification (-1 registration point)
3.D On progress disqualification (-1 registration point)
3.E 100 or more degree-applicable units completed (-1 registration point)

**Level 4 (lowest priority):** Concurrently Enrolled Students

4.0 K-12 Students

III. **CHALLENGE PROCESS**

Students who wish to challenge their assigned registration time may submit their challenge to the Admissions and Records Office. Students may appeal their assigned registration time:

1. Due to Extenuating Circumstances (Verified cases of accident, illnesses or other circumstances beyond the student’s control).
2. Where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner.
3. Significant academic improvement has been achieved where the student meets the minimum grade point average and/or progress standard to be removed from academic or progress probation.
4. If have exceeded the fewer than 100 degree-applicable units completed requirement for Level 1 consideration due to being enrolled in a high unit major.
5. Other specific situations that warrant consideration (i.e. in last term at SOCCCD and needs one specific course to graduate or transfer).

IV. **CRITERIA FOR GROUPS TO BE CONSIDER FOR PRIORITY REGISTRATION**

Groups may request consideration for District Priority Registration. The criteria for consideration of this benefit will be:

- Legally mandated
- External regulations impose progress requirements
- Service to the college is required toward meeting its mission
Consultation between the colleges at the program level is required. Formal requests will be forwarded to the Deans of Enrollment Services. Requests will be considered by the Deans of Enrollment Services and the Vice Presidents. Requests will be reviewed on an annual basis. Requests must be submitted by the end of the calendar year to be considered for the next fall registration cycle.

Reference:
Education Code 76000, 76001, -66025.8 & 66025.9, Title 5 55031, 58108, 56026, 56232,