AR 5055 ENROLLMENT PRIORITIES

The District shall ensure that the provisions of this regulation are published in:

- the college catalog

- class schedules

- the College website

- other official student information systems

Students shall receive timely notice of enrollment priority requirements and procedures.

I. Limitations on Enrollment

1. Prerequisites and Co-requisites

Enrollment in courses and programs may be limited to students who meet properly established prerequisites and co-requisites.

Such requirements shall be established and enforced in accordance with:

BP/AR 4260   Prerequisites, Co-requisites, and Advisories.

2. Institutional Limitations

Enrollment in courses and programs may be limited due to institutional constraints including, but not limited to:

- health and safety considerations;

- facility limitations;

- faculty workload;

- availability of qualified instructors;

- funding limitations;

- regional planning requirements;

- legal requirements;

- contractual obligations

3. Methods for Limiting Enrollment

When enrollment must be limited, the College may use permissible priority methods to determine which students may enroll.

Permissible priority methods include:

a. **Non-evaluative Selection**

- first-come, first-served enrollment or

- other non-evaluative selection techniques

b. **Evaluative Selection**

Enrollment in certain courses may be limited to students most qualified, including:

- intercollegiate athletics courses

- honors courses

- public performance courses

c. **Learning Community Sections and Linked Course Enrollment**

Enrollment in one or more course sections may be limited to students participating in a learning community and or linked course requirement.

A reasonable percentage of sections shall remain open to students not participating in the learning community and or linked course requirement.

II. Enrollment Priority

Enrollment priority shall be provided for students who enroll at Santa Monica College for the purpose of:

- degree attainment; certificate completion; transfer to a four-year college or university; basic skills instruction (credit courses only)

Students with other educational goals may participate in enrollment but shall receive priority later in the enrollment cycle.

1. **Priority Enrollment Criteria**

Students must meet the following requirements to receive priority enrollment.

a. **Student Equity and Achievement Program (SEAP)**

New students must complete:

- orientation

- placement (English or ESL and Math)

- an educational plan

Completion of these requirements constitutes "fully matriculated" status.

Fully matriculated students in good standing shall receive improved enrollment priority.

Continuing students must complete a comprehensive educational plan covering at least three terms before:

- completion of 15 degree-applicable units, or

- prior to the end of the student's third semester, whichever occurs first.

b. Academic Standing

Students must not have been placed on academic or progress notice for three consecutive semesters, as defined in Title 5 §55031, to retain enrollment priority.

c. Unit Limit for Priority

Students must not have completed more than 90 units at Santa Monica College to maintain enrollment priority.

The following units shall not count toward the 90-unit limit:

- non-degree applicable ESL courses

- basic skills courses (up to 30 units)

- special classes as defined in Title 5 §55000

2. Enrollment Appointments

The Admissions and Records Office shall assign enrollment appointments according to the priority groups described in this regulation.

Students may enroll on or after their assigned enrollment appointment, but may not enroll before the assigned date and time.

Enrollment appointments:

- shall be posted in the student portal (corsair); and

- shall be communicated to students by email approximately four weeks before the enrollment cycle begins.

- Enrollment appointments within each priority group shall be randomly assigned.

3. Matriculation Definitions

Matriculant 1

First time college student whose educational goal is:

- degree
- certificate
- transfer

Matriculant 2

Students whose educational goal is other than degree, certificate, or transfer, or students holding an associate degree or higher.

Matriculant 3

Students concurrently enrolled in high school or K-12 programs.

III. Enrollment Priority Groups

Priority Group 1: Highest and Equal Priority
Matriculant 1*, 2+, and 3^

The following students shall receive the highest and equal enrollment priority in accordance with Title 5 §58108 and applicable provisions of the California Education Code §66025.8 and §66025.9.

A student shall qualify for this priority group if the student is:

- a member or former member of the United States Armed Forces or the State Guard, including veterans (Education Code §66025.8);

- a foster youth or former foster youth, as defined by law (Education Code §66025.9);

- a homeless youth or former homeless youth, verified in accordance with federal and state law (Education Code §69432.7;

- a student determined to be eligible for services from the Center for Students with Disabilities (Education Code §66025.91);

- a student receiving services through the Extended Opportunity Programs and Services (EOPS) program (Education Code §66025.91);

- a student receiving assistance through the CalWORKs program or Tribal TANF (Temporary Aid to Needy Families) (Education Code §66025.92);

- a student parent, who has a child or children under 18 years of age who receive more than half of their financial support from the student (Education Code §66025.81).

- a student receiving services from a program funded by Rising Scholars Network funds;

- a student who is employed as a first responder (peace officer, firefighter, paramedic, EMT or public safety dispatcher as set forth in Education Code §66025.82

Students qualifying under this section shall receive equal enrollment priority, and the District shall not prioritize one group over another.

Within this priority group, enrollment appointments may be assigned using district-determined methods, including:

- random assignment of enrollment appointments; or

- additional neutral criteria established by the District.

Students in this group must also:

- complete required orientation, placement, and an educational plan;

- remain in good academic standing; and

- have fewer than the maximum units established for priority eligibility.

Priority Group 2: In-District Students
Matriculant 1*

The following students shall receive enrollment priority after Priority Group 1 (following day):

- students participating in District-designated special programs,

Students in this status shall receive priority enrollment for the first 30 units attempted:

- alumni of in-district high schools

- in-district residents

Enrollment appointments within this group shall be randomly assigned.

Start Here:

Priority Group 3: Continuing Students (30–60 Units)
Matriculant 1*

Continuing students in good standing who:

- have an educational goal of degree, certificate, or transfer, and

- have completed 30 to 60 units, including units in progress.

Enrollment appointments shall be assigned in descending order, beginning with students who have completed 60 units at SMC including units in progress.

Priority Group 4: Additional Degree-Seeking Students
<mark>Matriculant 1*</mark>

This group includes:

a. Continuing Students (61–89 Units)

Continuing students in good standing who:

- have an educational goal of degree, certificate, or transfer goal, and

- have completed 61–89 units, including units in progress.

Appointments shall be assigned in ascending order beginning with students have completed 60 units at SMC including units in progress.

b. New First-Time College Students

Students who:

- complete orientation

- complete placement (English or ESL and Math)

- develop an educational plan.

Appointments shall be randomly assigned.

c. Returning Students

Returning students in good standing with fewer than 90 units completed at SMC including units in progress and who have a degree, certificate, or transfer goal.

Appointments shall be randomly assigned.

Priority Group 5: Early Progress Students
<mark>Matriculant 1*</mark>

This group includes:

a. Continuing Students (1–29 Units)

Students in good standing who:

- have a degree, certificate, or transfer goal, and

- have completed orientation and an educational plan.

- have completed 1–29 units, including units in progress.

Appointments shall be assigned in descending unit order.

b. Students Without Matriculation Requirements

Students who have not completed one or more of the following:

- orientation

- placement (English or ESL and Math)

- educational plan.

Appointments shall be randomly assigned.

c. Additional Students

This group also includes:

- new students with prior college coursework

- noncredit students transitioning to credit enrollment

Appointments shall be randomly assigned.

Priority Group 6: Students with Other Educational Goals
<mark>Matriculant 2+</mark>

Students whose educational goal is not degree, certificate, or transfer.

This group includes:

- continuing students with fewer than 90 units including units in progress

- new students with non-degree educational goals

Enrollment appointments shall be assigned based on units completed in descending order or assigned randomly for new students.

Priority Group 7: Reduced Priority
<mark>Matriculant 1* or 2+</mark>

The following students shall receive reduced enrollment priority:

- students on academic or progress notice for three consecutive semesters

- students with 90 or more completed units at SMC including units in progress

- students who hold a Bachelor's degree or higher

Priority Group 8: Concurrent Enrollment
<mark>Matriculant 3^</mark>

Students enrolled in high school or K–12 concurrent enrollment programs.

IV. Loss of Enrollment Priority

Foster youth and former foster youth shall not lose enrollment priority under this section.

A student shall lose enrollment priority at the next registration cycle if the student:

- is placed on academic or progress notice for three consecutive semesters (excluding summer and winter), or

- completes 90 or more degree-applicable units at Santa Monica College.

Units counted toward the 90-unit limit include those for which the student receives:

- A
- B
- C
- D
- Pass

Units for non-degree applicable ESL or basic skills courses are excluded.

V. Notification of Loss of Priority

Within 30 days after the end of a term, the District shall notify students who:

- are placed on academic or progress notice; or

- reach 70% of the 90-unit limit.

The notification shall include:

- notice of the potential loss of enrollment priority

- the conditions under which priority will be lost

- information about the appeal process

VI. Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority in accordance with Title 5 §58108.

Appeals may be granted due to:

1. **Extenuating circumstances**, including verified accident, illness, or other circumstances beyond the student's control.

2. **Failure to provide a reasonable disability accommodation** in a timely manner.

3. **Exceeding the 90-unit limit** due to circumstances including:

   o change of major

   o enrollment in high-unit majors or programs such as STEM or Nursing.

4. **Academic improvement while on notice**, including:

   o a term GPA of 2.0 or higher, and

   o completion of at least 50 percent of attempted units.

5. **Failure to receive priority associated with participation in a qualifying special program.**

Students must provide documentation supporting the appeal.

Appeal Determination

The Admissions and Records Appeals Committee, the Dean of Enrollment Services, or a designee shall review and decide appeals.

The decision:

- shall be final for the applicable enrollment cycle, and

- is not subject to further appeal for the applicable enrollment cycle.

If an appeal is approved, the student shall be assigned an improved enrollment appointment within the applicable priority group.

References

Education Code §§66025.8, 66025.9, 66025.91, 66025.92
Title 5 §§58106, 58108

Revised: 3/2006, 11/15/2017, 3/14/2018, 3/4/26

AR 5055 ENROLLMENT PRIORITIES (days and times)

I.   Limitations on Enrollments

    a.   ~~Enrollment in courses and programs may be limited to~~ students meeting properly established prerequisites and co-requisites _are needed_ . (See BP/AR 4260 Prerequisites, Co-requisites, and Advisories). Students must meet established prerequisites and co-requisites to enroll in certain courses (see BP/AR 4260).

    b.   Factors that may limit enrollment:~~Enrollment may be constrained by, but not limited to, the following factors:~~

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

    c.   When enrollment must be limited, permissible methods to establish priorities for determining who may enroll include:

- Limiting enrollment to first come, first served, or other non-evaluative selection techniques. **First-come, first-served** or other non-evaluative selection methods

- In the case of intercollegiate competition, honors courses, or public performance courses allocating seats to those students ~~judged~~ most qualified.
- Limiting enrollments in one or more sections to students participating in a learning community with linked courses. A reasonable percentage of sections of the course will not have such limitations.
- 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 restrictions.

When space is limited, the college may use these methods:

- **First-come, first-served** or other non-evaluative selection methods

- **Performance-based selection** for intercollegiate competition, honors courses, or public performance courses

- **Learning community restrictions** for linked courses (a reasonable percentage of sections remain unrestricted)

- **Linked course requirements** for specific sections (a reasonable percentage of sections remain unrestricted)

II. Enrollment Priority

Enrollment priority is provided for students who enroll at Santa Monica College for the purpose of degree or certificate attainment, transfer to a four-year college or university, or basic skills instruction for credit courses only, subject to the criteria below. Students with other goals may be included in the enrollment model and their priority shall be later in the enrollment cycle.

a. Student Success and Support Program (SSSP): new students shall have completed orientation, assessments and developed an educational plan. This is considered "fully matriculated"; fully matriculated status with good standing will enhance a student's enrollment date. Continuing students must have completed a comprehensive education plan (at least 3 terms) prior to their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.

b. Students who have not been placed on academic or progress ~~probation~~ notice or any combination thereof for two consecutive semesters as defined in Section 55031;

c. Students must not have completed more than 90 units at SMC excluding non-degree applicable English as a Second Language (ESL) or basic skills courses as defined in Section 55000(j) not to exceed 30 units or special classes as defined in Section 55000;

d. Within each category below, students will be assigned equal priority within the number of SMC units completed plus those units in progress;

e. Students may enroll on, or after, their scheduled enrollment date and time, but not before. Enrollment appointments will be posted on the student portal and will be communicated by email approximately two weeks before the enrollment priority cycle begins.

Enrollment appointments will be assigned according to the criteria stated in the following Priority Groups.

Priority Group 1. Are they all randomly assigned for all these groups (see page 6)
Matriculant 1*, 2+, and 3^

The following students will have the highest and equal priority for enrollment pursuant to Education Code Sections 66025.8 and 66025.9:

- A member of the armed forces or a veteran, pursuant to Education Code Section 66025.8;

- A foster youth, or former foster youth, who is no older than 25 years of age at the commencement beginning of the academic year, pursuant to Education Code Section 66025.9;

- A homeless youth who is under 25 years of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by a postsecondary educational institution that is a qualifying institution pursuant to Education Code Section 69432.7, as a homeless child or youth, or as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a(2);

- A verified homeless youth or former homeless youth under 25 years of age at the beginning of the academic year;

- A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student;

- A student receiving services from a program funded by Rising Scholars Network funds;

- A student receiving services from the Extended Opportunities Programs and Services;

- A student who has been determined to be eligible for services by the Center for Students with Disabilities Disabled Student Programs and Services or Extended Opportunity Programs and Services as set forth in Education Code Section 66025.91; and

- A student who is receiving services through CalWORKS;

- A student who is a recipient of aid or through Tribal TANF (Temporary Aid to Needy Families) as set forth in Education Code Section 66025.92; and

- A student who is employed as a first responder (peace officer, firefighter, paramedic, EMT or public safety dispatcher as set forth in Education Code Section 66025.82

Students within this priority group will be randomly assigned an enrollment date as follows:

a. All new and returning students must have completed assessment and orientation, and must have an educational plan by the deadline to receive priority.

b. Continuing students must have completed a comprehensive educational plan prior to the completion of their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.

c. All continuing students must be in good standing and have earned fewer than 90 units at SMC (excluding a maximum of 30 units of ESL or basic skills courses) to receive priority.

Priority Group 2. (Will not be on Day One)
Matriculant 1*

• Students participating in District-designated Special Programs including F1 status students.

• Alumni of In-District high schools and In-District residents (excluding F1 status students) will have equal priority for enrollment, regardless of the number of special programs in which they participate.

• In-District students shall be provided enrollment priority for the first 30 units attempted. Students within this priority group will be randomly assigned an enrollment date as follows:

a. All new and returning students must have completed assessment and orientation, and must have an educational plan by the deadline to receive priority.

b. Continuing students must have completed a comprehensive educational plan prior to the completion of their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.

c. All continuing students must be in good standing and have earned less than 90 units at SMC (excluding a maximum of 30 units of ESL or basic skills courses) to receive priority.

Priority Group 3.
Matriculant 1*

a. Continuing students in good standing, who have a recorded educational goal of seeking a degree, certificate or transfer and have between 60-30 units earned at SMC including units in progress. Enrollment date is assigned in descending

order starting with students who have earned 60 units at SMC including units in progress.

Priority Group 4.
Matriculant 1*

    a. Continuing students in good standing, who have a recorded educational goal of seeking a degree, certificate or transfer and have between 61 and 89 units earned at SMC including units in progress and excluding non-degree ESL and basic skills courses. Enrollment date is assigned in ascending order starting with students who have earned 60 units at SMC including units in progress.

    b. New, first time in college students, who have completed assessment, orientation, and have an educational plan. Enrollment date is randomly assigned within Priority Group 4.

    c. Returning students in good standing, who have earned less than 90 units at SMC including units in progress, and have a recorded educational goal of seeking a degree, certificate or transfer. Enrollment date is randomly assigned within Priority Group 4.

Priority Group 5.
Matriculant 1*

    a. Continuing students in good standing, who have a recorded educational goal of seeking a degree, certificate or transfer and have between 29 and 1 unit earned at SMC including units in progress and have completed assessment and orientation, and have an educational plan. Enrollment date is assigned in descending order starting with students who have earned 60 units at SMC including units in progress.

    b. New and returning students, who have NOT completed either assessment or orientation or an educational plan; have a recorded educational goal of seeking a degree, certificate or transfer. Enrollment date is randomly assigned within Priority Group 5.

    c. New students with previous college coursework. Enrollment date is randomly assigned within Priority Group 5.

    d. Non-credit students transitioning to credit enrollment. Enrollment date is randomly assigned within Priority Group 5.

Priority Group 6.
Matriculant 2+

a. Continuing students with educational goals other than degree, certificate or transfer who have earned fewer than 90 units at SMC including units in progress. Enrollment date is assigned in ascending order, starting with students who have earned 60 units at SMC including units in progress.

b. Continuing students with educational goals other than degree, certificate or transfer who have between 30-59 units earned at SMC including units in progress. Enrollment date is assigned in descending order, starting with students who have earned 59 units at SMC including units in progress.

c. Continuing students with educational goals other than degree, certificate or transfer who have between 1-29 units earned at SMC including units in progress. Enrollment date is assigned in descending order, starting with students who have earned 29 units at SMC including units in progress.

d. New students in good standing with educational goals other than degree, certificate or transfer. Enrollment date is randomly assigned within Priority Group 6.

Priority Group 7
Matriculant 1* or 2+

a. Continuing, new, and returning students who are not in good standing (have ~~two~~ three consecutive semesters of academic or progress ~~probation~~ notice or any combination thereof with fewer than 90 units earned at SMC including units in progress).

b. Continuing students not on ~~probation~~ notice with 90 or more earned units at SMC plus units in progress.

c. Continuing students who are not in good standing (have ~~two~~ three consecutive semesters of academic or progress ~~probation~~ notice or any combination thereof with more than 90 units earned at SMC including units in progress;

d. Students holding a Bachelor's degree or higher.

Priority Group 8.
Matriculant 3^

High school students in SMC's concurrent enrollment program.

* Matriculant 1:

A student with a recorded educational goal of degree, certificate, transfer or basic skills instruction

and/or a first-time college student.

+   Matriculant 2:

A student with a recorded educational goal other than degree, certificate or transfer or a student

holding an Associate degree or higher.

^   Matriculant 3:

A student taking classes while concurrently enrolled in high school or K-12.

These enrollment priorities apply to courses offered for all terms.

For updated enrollment priority policy as may be required by Ed Code or Title 5, refer to the Admissions website.

III.   <u>Loss of Enrollment Priority Notification</u>

Enrollment priority specified above shall be lost at the first enrollment opportunity after a student:

- Is placed on academic or progress ~~probation~~ notice, or any combination thereof, for ~~two~~ three consecutive semesters (not including winter or summer terms) as defined in Section 55031

- Has earned 90 or more degree-applicable semester units at SMC. This 90 unit limit does not include units for non-degree applicable ESL or basic skills courses.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P. Foster youth and former foster youth are not subject to loss of fee waiver or enrollment priority.

Within 30 days of the end of term, the District shall notify students who are placed on academic or progress ~~probation~~ notice of the potential for loss of enrollment priority. The District shall notify the student that a ~~second~~ three consecutive semester on academic or progress ~~probation~~ notice will result in the loss of priority enrollment as long as the student continues on ~~probation~~ notice. The District shall notify students who have earned 70 percent or more of the unit limit that enrollment priority will be lost when the student reaches the 90 unit limit. The District shall notify students of the ability to appeal the loss of enrollment priority.

IV.   <u>Appeal of Loss of Enrollment Priority</u>

In accordance with Title 5, Section 58108, SMC will consider an appeal of the loss of enrollment priority for a given term due to:

1. Extenuating circumstances such as verified cases of accident, illness or other circumstances beyond the control of the student; or

2. A student with a disability not receiving, in a timely manner, a reasonable accommodation for which the student had applied; or

3. Students exceeding 90 units earned including units in progress (excluding basic skills courses). These would include but not be limited to students changing majors or those enrolled in high unit majors or programs (e.g. STEM majors, Nursing); or

4. Students on academic/progress ~~probation~~ notice for ~~two~~ three consecutive semesters who have shown academic improvement in a term (achieving no less than a 2.0 G.P.A. and meeting at least 50% completion rate), but they still remain on ~~probation~~ notice; and lastly

5. Students of a Special Program that grants enrollment priority, but did not receive it. Students will need to provide verification of program participation.

The Admissions & Records Appeals Committee or Dean of Enrollment Services or designee will provide details of the appeals process and will have the sole discretion to determine the approval or denial of a student's appeal. The decision will be final and not subject to further appeal for the given enrollment cycle. An approved appeal will result in assignment of an improved enrollment priority date within the student's enrollment priority group.

The District will ensure that these procedures are reflected in college catalog, class schedules, college website and that all students have appropriate and timely notice of the requirements of this regulation.

References:

Education Code Sections 66025.8, 66025.82, 66025.9, 66025.92 and 66025.95;
Title 5 Sections 58106 and 58108

Revised: 3/2006, 11/15/2017, 3/14/2018, 12/3/25

Grp 1 Matriculant 1*, 2+, and 3^: State Mandated Programs (EOPS, DSPS, Veterans, Foster, Homeless)

Grp 2 Matriculant 1*: (Special Programs, Athletes & A.S.)

Grp 3 Matriculant 1* (60-30) descending order including units IP

Grp 4 Matriculant 1* (61-89) ascending order including units IP

Grp 5 Matriculant 1* (29-1) descending order including units IP

Grp 6 Matriculant 2+ (<90) ascending order including units IP 100 (high unit majors excluded)
>> **(30-59) descending order including units IP**
>> **(1-29) descending order including units IP**

Grp 7 Matriculant 1* or 2+ (<90 units on notice)
>> **(Not on notice with > 90 units)**
>> **(>90 units on notice)**

Grp 8 Matriculant 3^ HS Concurrent Enrollments

AR 5055 ENROLLMENT PRIORITIES

I. Enrollment Limitations

A. Course Access Requirements

Students must meet established prerequisites and co-requisites to enroll in certain courses (see BP/AR 4260).

B. Factors That May Limit Enrollment

Enrollment capacity may be restricted due to:

- Health and safety considerations

- Facility limitations

- Faculty workload

- Availability of qualified instructors

- Funding limitations

- Regional planning requirements

- Legal requirements

- Contractual obligations

C. Methods for Managing Limited Enrollment

When space is limited, the college may use these methods:

- **First-come, first-served** or other non-evaluative selection methods

- **Performance-based selection** for intercollegiate competition, honors courses, or public performance courses

- **Learning community restrictions** for linked courses (a reasonable percentage of sections remain unrestricted)

- **Linked course requirements** for specific sections (a reasonable percentage of sections remain unrestricted)

II. Enrollment Priority System

Priority enrollment is designed for students pursuing:

- Degree or certificate attainment

- Transfer to a four-year institution

- Basic skills instruction (credit courses only)

Students with other educational goals receive lower enrollment priority.

General Requirements for Priority Enrollment

New Students must complete:

- Orientation

- Assessments

- Educational plan

Continuing Students must:

- Complete a comprehensive educational plan (covering at least 3 terms) before completing their 15th degree-applicable unit OR before the end of their third semester (whichever comes first)

Good Standing Requirements:

- Not on academic or progress notice for three consecutive semesters

- Fewer than 90 degree-applicable units earned at SMC (excluding up to 30 units of ESL or basic skills courses)

Important Notes:

- Students enroll on or after their assigned appointment time, never before

- Enrollment appointments are posted on the student portal and emailed approximately two weeks before enrollment begins

- Within priority groups, enrollment dates are assigned based on completed SMC units plus units in progress

III. Priority Groups (Highest to Lowest)

PRIORITY GROUP 1 (Highest Priority - Randomly assigned within group)

Protected student populations receive equal, highest priority:

- Military members and veterans

- Current and former foster youth (age 25 or younger at the start of the academic year)

- Homeless youth or former homeless youth (under age 25, verified within the past 24 months)

- Student parents with dependent children under 18 receiving more than half their support from the student

- Students in Rising Scholars Network programs

- Students receiving Extended Opportunity Programs and Services (EOPS)

- Students eligible for Center for Students with Disabilities services

- CalWORKs recipients

- Tribal TANF (Temporary Aid to Needy Families) recipients

- First responders (peace officers, firefighters, paramedics, EMTs, public safety dispatchers)

Requirements to maintain Group 1 priority:

- **New/Returning:** Complete assessment, orientation, and educational plan by the deadline

- **Continuing:** Complete comprehensive educational plan before 15th degree-applicable unit or end of third semester

- **All Continuing:** Good standing + fewer than 90 units at SMC (excluding maximum 30 units ESL/basic skills)

PRIORITY GROUP 2 (Will not enroll on Day One)

Special populations with equal priority:

- Students in District-designated Special Programs (including F1 visa students)

- Alumni of in-district high schools (excluding F1 students)

- In-district residents (excluding F1 students)

Note: In-district students receive priority for their first 30 attempted units only.

Requirements: Same as Priority Group 1

PRIORITY GROUP 3

Continuing students in good standing with 30-60 units earned

- Must have educational goal of degree, certificate, or transfer

- Includes units in progress

- Enrollment date assigned in descending order (students with 60 units enroll first)

PRIORITY GROUP 4

Three subgroups with randomly assigned dates within the group:

A. Continuing students with 61-89 units

- Good standing, degree/certificate/transfer goal

- Excludes non-degree ESL and basic skills courses

- Enrollment assigned in ascending order (students with 61 units enroll first)

B. New, first-time college students

- Completed assessment, orientation, and educational plan

C. Returning students

- Good standing, fewer than 90 units (including units in progress)

- Degree/certificate/transfer goal

PRIORITY GROUP 5

Four subgroups:

A. Continuing students with 1-29 units

- Good standing, degree/certificate/transfer goal

- Completed assessment, orientation, and educational plan

- Enrollment assigned in descending order (students with 29 units enroll first)

B. New and returning students missing matriculation steps

- Have NOT completed assessment, orientation, or educational plan

- Have degree/certificate/transfer goal

- Randomly assigned within subgroup

C. New students with previous college coursework

- Randomly assigned within subgroup

D. Non-credit students transitioning to credit

- Randomly assigned within subgroup

PRIORITY GROUP 6

Students with educational goals OTHER than degree/certificate/transfer:

A. Continuing students with fewer than 90 units

- Enrollment assigned in ascending order (students with 60+ units enroll first)

B. Continuing students with 30-59 units

- Enrollment assigned in descending order (students with 59 units enroll first)

C. Continuing students with 1-29 units

- Enrollment assigned in descending order (students with 29 units enroll first)

D. New students

- Good standing, non-degree/certificate/transfer goals

- Randomly assigned within subgroup

PRIORITY GROUP 7

Students who have lost priority status:

A. Not in good standing

- Three consecutive semesters of academic or progress notice

- Fewer than 90 units earned (including units in progress)

B. Unit limit exceeded

- Not on notice but have 90+ earned units (plus units in progress)

C. Not in good standing AND unit limit exceeded

- Three consecutive semesters of notice AND 90+ units earned

D. Bachelor's degree holders

PRIORITY GROUP 8 (Lowest Priority)

High school students in SMC's concurrent enrollment program

IV. Understanding Matriculation Status

- **Matriculant 1:** Student seeking degree, certificate, transfer, or basic skills instruction; OR first-time college student

- **Matriculant 2:** Student with goals other than degree/certificate/transfer; OR student holding an Associate degree or higher

- **Matriculant 3:** Student concurrently enrolled in high school or K-12

V. Loss of Enrollment Priority

Students lose enrollment priority after:

1. **Three consecutive semesters** of academic or progress notice (winter and summer terms don't count)

2. **Earning 90 or more degree-applicable units** at SMC (excludes up to 30 units of ESL or basic skills courses)

Note: A unit is "earned" when a student receives a grade of A, B, C, D, or P.

Exception: Foster youth and former foster youth do NOT lose fee waivers or enrollment priority.

Notification Requirements

The District will notify students within 30 days of end of term when:

- Placed on notice, explaining that three consecutive semesters will result in priority loss

- They have earned 70% or more of the 90-unit limit

- They have the right to appeal

VI. Appealing Loss of Enrollment Priority

Students may appeal loss of priority due to:

1. **Extenuating circumstances:** Verified accident, illness, or circumstances beyond student control

2. **Disability accommodation delays:** Reasonable accommodations not received in a timely manner

3. **Exceeding 90-unit limit:** Including but not limited to:

    o Changing majors

    o High-unit majors or programs (e.g., STEM, Nursing)

4. **Academic improvement despite being on notice:** Students on notice for three consecutive semesters who achieved at least 2.0 GPA and 50% completion rate in a term but remain on notice.

5. **Special Program enrollment priority not received:** Requires verification of program participation

Appeals Process:

- Reviewed by Admissions & Records Appeals Committee or Dean of Enrollment Services (or designee)

- Decision is final for the given enrollment cycle

- Approved appeals result in improved enrollment date within the student's current priority group

VII. Student Information

These procedures are published in:

- College catalog

- Class schedules

- College website

All students receive appropriate and timely notice of these requirements.