

# **AR 5055 ENROLLMENT PRIORITIES**

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

- the college catalog
- class schedules
- the College website
- other official student information systems

Students will 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 will 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 competition courses
- honors courses
- public performance courses

**c. Linked Course Enrollments and Cohort Enrollment in Restricted Sections**

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

Some class sections may be reserved for students who are part of a specific group of students, provided that a reasonable percentage of all course sections are available without restriction.

**II. Enrollment Priority**

Enrollment priority will 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 will receive priority later in the enrollment cycle.

**1. Priority Enrollment Criteria**

Students must meet the following requirements to receive priority enrollment.

**a. Fully Matriculated Students (Student Equity and Achievement Program - SEAP)**

Fully matriculated students include new and continuing students who have completed all of the criteria below.

- i. New student orientation
- ii. Placement in English/ESL and math
- iii. An educational plan

Students who are fully matriculated and in good standing will receive higher priority than those who are not.

**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 100 units at Santa Monica College to maintain enrollment priority.

The following units will not count toward the 100-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 will assign enrollment appointments according to the priority groups described in Section III of this regulation.

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

Enrollment appointments will be:

- Posted in the student portal (Corsair Connect); and
- Communicated to students by email approximately four weeks before the enrollment cycle begins.
- Randomly assigned within each priority group in the order noted in Section III.

**3. Matriculation Status Definitions**

**Matriculant 1**

First time college students and those 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 will 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 will 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)
- Foster youth or former foster youth, as defined by law (Education Code §66025.9)
- Homeless youth or former homeless youth, verified in accordance with federal and state law (Education Code §69432.7)
- Student determined to be eligible for services from the Center for Students with Disabilities (Education Code §66025.91)
- Student receiving services through the Extended Opportunity Programs and Services (EOPS) program (Education Code §66025.91)
- Student receiving assistance through the CalWORKs program or Tribal TANF (Temporary Aid to Needy Families) (Education Code §66025.92)
- 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)
- Student receiving services from a program funded by Rising Scholars Network funds
- Student Employed as a first responder (peace officer, firefighter, paramedic, EMT or public safety dispatcher as set forth in Education Code §66025.82)

Within this priority group the District will not prioritize one group over another. Enrollment appointments may be assigned using district-determined methods, including:

- random assignment of enrollment appointments; or
- additional neutral criteria established by the District.

#### **Priority Group 2: Special Programs and In-District Students**

Matriculant 1

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

- Students participating in District-designated special programs
- Alumni of in-district high schools and in-district residents for the first 30 units attempted

### **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
- completed 30 to 60 units, including units in progress

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

### **Priority Group 4: Additional Program-Seeking Students**

Matriculant 1

Students who qualify for this priority group include:

a. Continuing students in good standing who have:

- an educational goal of degree, certificate or transfer, and
- completed 61–100 units, including units in progress

Enrollment appointments are assigned in ascending order beginning with students who have completed 61 units at SMC.

b. New first-time college students who have:

- completed new student orientation
- completed placement (English/ESL and Math)
- created an educational plan

c. Returning students in good standing who have:

- fewer than 100 units completed at SMC, including units in progress
- an educational goal of degree, certificate or transfer

### **Priority Group 5: Early Progress Students**

Matriculant 1

Students who qualify for this priority group include:

a. Continuing students in good standing who have:

- an educational goal of a degree, certificate or transfer
- completed new student orientation
- completed placement (English/ESL and Math)

- created an educational plan
- completed 1–29 units, including units in progress

Enrollment appointments are randomly assigned in descending unit order.

b. New and returning students who have **not** completed one or more of the following:

- new student orientation
- placement process (English/ESL and Math)
- created an educational plan

c. Additional Students

This group includes:

- new students with prior college coursework
- noncredit students transitioning to credit enrollment

**Priority Group 6: Students with Other Educational Goals  
Matriculant 2**

Students who qualify for this priority group include:

- students whose educational goal is not a degree, certificate or transfer
- continuing students with 60-100 units, including units in progress

Enrollment appointments are randomly assigned based on units completed in ascending order.

- continuing students with 30-59 units, including units in progress

Enrollment appointments are randomly assigned based on units completed in descending order.

- continuing students with 1-29 units, including units in progress

Enrollment appointments are randomly assigned based on units completed in descending order.

- new students

**Priority Group 7: Lower Enrollment Priority  
Matriculant 1 or 2**

Students who receive this priority group include:

- students on academic or progress notice for three consecutive semesters or more
- students with 101 or more completed units at SMC, including units in progress
- students who hold a Bachelor's degree or higher

## **Priority Group 8: Concurrent Enrollment Students Matriculant 3**

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

### **IV. Loss of Enrollment Priority**

Exception: Foster youth and former foster youth will not lose enrollment priority under this section.

A student will 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 101 or more degree-applicable units at Santa Monica College.

Units counted toward the 100-unit limit include those for which the student receives a grade of A, B, C, D or Pass.

Units excluded from the 100-unit limit include non-degree applicable ESL or basic skills courses.

### **V. Notification of Loss of Priority**

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

- are placed on academic or progress notice; or
- reach 70% of the 100-unit limit

The notification will include policy regarding:

- potential loss of enrollment priority
- 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 have been provided a reasonable disability accommodation in a timely manner.
3. Exceeding the 100-unit limit due to circumstances including:
  - change of major
  - enrollment in high-unit majors or programs such as STEM/MESA or Nursing.
4. Academic improvement while on academic or progress notice, including:
  - a term GPA of 2.0 or higher, and
  - completion of at least 50 percent of attempted units.
5. Failure to have received priority associated with participation in a qualifying special program when they completed program requirements on time.

Students must provide documentation supporting the appeal.

### **Appeal Determination**

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

The decision:

- will 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 will 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, 4/1/26

## AR 5055 ENROLLMENT PRIORITIES (OLD AR)

### I. Limitations on Enrollments

- a. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AR 4260 Prerequisites, Co-requisites, and Advisories).
- b. 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.
  - 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.

### 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 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.  
Matriculant 1\*, 2+, and 3^**

The following students will have the highest and equal priority for enrollment:

- 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 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 student who has been determined to be eligible for 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 or Tribal TANF (Temporary Aid to Needy Families) as set forth in Education Code Section 66025.92.

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.**

**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 consecutive semesters of academic or progress probation or any combination thereof with fewer than 90 units earned at SMC including units in progress).
- b. Continuing students not on probation with 90 or more earned units at SMC plus units in progress.
- c. Continuing students who are not in good standing (have two consecutive semesters of academic or progress probation 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. Loss of Enrollment Priority Notification

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

- Is placed on academic or progress probation, or any combination thereof, for two 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 of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive semester on academic or progress probation will result in the loss of priority enrollment as long as the student continues on probation. 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. Appeal of Loss of Enrollment Priority

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 for two 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; 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 66025.9;  
Title 5 Sections 58106 and 58108

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