

## 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. 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~~ 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. 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-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**

- *to include an additional category of students eligible for priority for enrollment pursuant to changes in the Education Code. (what does this include?)*
- updated this procedure to align with revised Title 5 regulations 43

# 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)

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## 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

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### **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
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## **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
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## **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
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## **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**

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## **PRIORITY GROUP 8 (Lowest Priority)**

**High school students in SMC's concurrent enrollment program**

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#### 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
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#### 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
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#### 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:
  - Changing majors
  - 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
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**VII. Student Information**

These procedures are published in:

- College catalog
- Class schedules
- College website

All students receive appropriate and timely notice of these requirements.

## AP 5055 Enrollment Priorities (leagues Template)

**NOTE:** This procedure is **suggested as good practice**. Local practice may be inserted below. The following language provides an illustrative example.

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

Enrollment may be limited due to the following:

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

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

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

- A member or veteran of the Armed Forces of the United States and who is a resident of California, as specified in Education Code Section 66025.9;
- **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 foster youth, former foster youth who is not older than 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;
- A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services;
- A student who is receiving services through Extended Opportunity Programs and Services;
- A student who is receiving services through CalWORKs;

- A student who is a Tribal TANF recipient; and
- A student receiving services from a program funded by Rising Scholars Network funds.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans.
- Continuing students, who have not lost registration priority, as defined in these policies and procedures.

These registration priorities do apply to courses offered during summer or intersessions.

**NOTE:** *To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.*

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in BP/AP 4250 Probation for two consecutive terms; or
- Has earned **100** or more degree-applicable semester or quarter equivalent units at the District.

This 100-unit limit does not include units for non-degree applicable English as a Second Language or noncredit basic skills courses as defined by the **Chief Instructional Officer**, or students enrolled in **high unit majors** or programs as designated by the **Chief Instructional Officer**.

**NOTE:** *The District may set the unit limit lower than 100 units and may consider units from other higher education institutions. The District may exempt units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs from the 100-unit limit.*

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 term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. **The District shall notify students or who have earned 75 percent (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.**

### **Appeal of Loss of Enrollment Priority**

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The **Chief Student Services Officer** or his/her/their designee will determine the appeal in his/her/their sole discretion.

**NOTE:** Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in AP 4250 Probation.

The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

**NOTE:** Insert other, local priorities here, which **must be based on one or more of the following approaches**.

- Limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- In the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- Limiting enrollment to any selection procedure expressly authorized by statute;
- 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.

**Revised 2/08, 3/12, 9/12, 10/13, 4/14, 11/14, 4/17, 4/18, 4/20, 4/23, 10/23**

#### **§ 58106. Limitations on Enrollment.**

In order to be claimed for purposes of state apportionment, all courses shall be open to enrollment by any student who has been admitted to the college, provided that enrollment in specific courses or programs may be limited as follows:

(a) Enrollment may be limited to students meeting prerequisites and corequisites established pursuant to section 55003,

(b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. The governing board shall adopt policies identifying any such limitations and requiring fair and equitable procedures for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:

(1) limiting enrollment to a “first-come, first-served” basis or using other nonevaluative selection techniques to determine who may enroll; or

- (2) limiting enrollment using a registration procedure authorized by section 58108; or
  - (3) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
  - (4) limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or
  - (5) limiting enrollment using any selection procedure expressly authorized by statute; or
  - (6) with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan.
- (c) A student may challenge an enrollment limitation established pursuant to subdivision (b) on any of 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; or
  - (4) any other criteria established by the district.
- (d) The student shall bear the burden of showing that grounds exists for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the district shall waive the enrollment limitation with respect to that student.
- (e) In the case of a challenge under subdivision (c)(1), the district shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327.

**§ 58108. Registration and Enrollment Procedures.**

- (a) Districts shall adopt policies and procedures for registration and standards for enrollment in any course that are consistent with these and other sections of title 5 and uniformly administered by appropriately authorized employees of the district.
- (b) It is the intent of the Board of Governors to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

(c) Districts adopting policies and procedures that include the administration of a registration system that grants priority enrollment to certain students, shall grant registration priority in that system, for each term the registration priority system is administered, to students who:

(1) are first time students within the meaning of section 55530(c) and have completed orientation, assessment, and developed student education plans; or

(2) are not first time students within the meaning of section 55530(c) and have not lost registration priority pursuant to subdivision (h).

(3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031.

(d) Districts shall provide highest and equal priority to students eligible for registration priority pursuant to subdivision (c) who are:

(1) A member or veteran of the Armed Forces of the United States and who is a resident of California, as specified in Education Code section 66025.8;

(2) 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;

(3) a foster youth or former foster youth who is not older than 25 years of age at the commencement of the academic year, as specified in Education Code section 66025.9;

(4) a verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code section 66025.9;

(5) determined to be eligible for Disabled Student Programs and Services;

(6) receiving services through Extended Opportunity Programs and Services (EOPS);

(7) receiving aid from the California Work Opportunity and Responsibility to Kids program (CalWORKS) or the Tribal Temporary Assistance for Needy Families program (Tribal TANF); or

(8) receiving services from a program funded by Rising Scholars Network funds.

(e) To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.

(f) Districts are permitted to adopt registration priorities for subcategories of students eligible for registration priority pursuant to subdivisions (c) and (d) provided that highest and equal registration priority is granted to students meeting the requirements of subdivision (d)(1) through (d)(8). Districts may not prioritize students in one statutory group, as set forth in (d)(1) through (d)(8), over another.

(g) Districts may establish additional registration priorities for students with priority lower than student groups covered by subdivision (c) of this section.

(h) Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:

(1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or

(2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

(A) The 100-unit limit does not include units for non-degree applicable English as a Second Language or noncredit basic skills courses or special classes as defined in section 55000.

(B) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions.

(C) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.

(D) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

(3) This subdivision shall not apply to students granted registration priority pursuant to subdivision (d)(3).

(i) Districts shall notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

(j) Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites that are not expressly authorized in this chapter or in state law as barriers to enrollment in or the successful completion of a class.

(k) With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

(l) Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of

the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms.

(m) Districts shall ensure that the requirements of this section are adopted in local board policies and fully operational for registration for fall 2014 courses. Districts shall ensure that all policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

#### **66025.8.**

(a) The California State University and each community college district shall, and the University of California is requested to, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to any member or former member of the Armed Forces of the United States, and who is a resident of California, who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Guard, for any academic term attended at one of these institutions for four academic years after the member has left state or federal active duty, which the member shall use within 15 years of leaving state or federal active duty.

(b) A former member of the Armed Forces of the United States or the State Guard who received a dishonorable discharge or a bad conduct discharge is not eligible for priority registration for enrollment pursuant to this section.

(c) The priority registration for enrollment provided pursuant to this section shall apply to enrollment for all degree and certificate programs offered by the institution after the military or veteran status of the student has been verified by the institution the student attends.

(d) Students who receive priority registration for enrollment pursuant to this section shall comply with the requirements of subdivision (a) of Section 78212.

(e) (1) For the purposes of this section, "Armed Forces of the United States" means the Air Force, Army, Coast Guard, Marine Corps, National Guard, Naval Militia, Navy, Space Force, and the reserve components of each of those forces, including the California National Guard.

(2) As used in this section, "member or former member of the Armed Forces of the United States" includes, but is not necessarily limited to, any student who is called to active military duty compelling that student to take an academic leave of absence.

#### **66025.81.**

(a) (1) By no later than July 1, 2023, the California State University and each community college district shall, and the University of California is requested to, with respect to each campus in their respective

jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to a **student parent**.

(2) In implementing this subdivision, each campus of the California Community Colleges, the California State University, and the University of California is encouraged to use information from any or a combination of the following to help determine a student parent's eligibility for the priority registration established pursuant to this subdivision:

(A) **The Free Application for Federal Student Aid (FAFSA).**

(B) **The California Dream Act Application (CADAA).**

(C) **The application to receive a fee waiver pursuant to Section 76300.**

(D) **Any campus form or documentation that identifies student parents.**

(b) **For purposes of this section, "student parent" means a student who has a child or children under 18 years of age who will receive more than half of their support from that student.**

#### **66025.82.**

(a) Commencing with the 2025–26 academic year, the California State University shall, and the University of California is requested to, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to **a first responder**.

(b) (1) The priority registration for enrollment provided pursuant to this section shall apply to enrollment for all baccalaureate degree and certificate programs offered by the institution after the **employment of the student as a first responder** has been verified by the institution the student attends.

(2) A student requesting priority registration pursuant to this section shall provide the institution with documentation that **shows proof of employment as a first responder** upon an initial request for priority registration and annually upon the start of each subsequent academic year if priority registration is requested.

(c) For purposes of this section, "first responder" means an employee of the state or a local public agency who provides emergency response services, including any of the following:

(1) **A peace officer.**

(2) **A firefighter who is a member of a fire department of cities, counties, cities and counties, districts, or other public or municipal corporations or political subdivisions, whether the members are volunteer, partly paid, or fully paid, excepting those whose principal duties are clerical, such as stenographers, telephone operators, and other workers not engaged in fire suppression or rescue operations or the protection or preservation of life or property.**

(3) A paramedic.

(4) An emergency medical technician.

(5) A public safety dispatcher or public safety telecommunicator whose primary responsibility is to receive, process, transmit, or dispatch emergency and nonemergency calls for law enforcement, fire, emergency medical, and other public safety services by telephone, radio, or other communication device, and includes an individual who promotes from this position and supervises individuals who perform these functions.

#### **66025.9.**

(a) The California State University and each community college district shall, and the University of California is requested to, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to a foster youth, former foster youth, homeless youth, or former homeless youth.

(b) For purposes of this section:

(1) “Foster youth and former foster youth” means a person in California whose dependency was established or continued by a court of competent jurisdiction, including a tribal court, on or after the youth’s 13th birthday and who is no older than 25 years of age at the commencement of the acad yr.

(2) “Homeless youth and former homeless youth” means a student under 25 years of age, who has been verified, in the case of a former homeless youth, at any time during the 24 months immediately preceding the receipt of the youth’s application for admission by a postsecondary educational institution that is a qualifying institution pursuant to Section 69432.7, as a homeless child or youth, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), by at least one of the following:

(A) A homeless services provider, as that term is defined in paragraph (3) of subdivision (e) of Section 103577 of the Health and Safety Code.

(B) The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.

(C) A financial aid administrator for an institution of higher education.

(D) A homeless and foster student liaison designated pursuant to paragraph (1) of subdivision (a) of Section 67003.5.

(E) For American Indian students, a representative of the student’s tribe or a representative of a tribal organization that is a homeless services provider.

(c) For purposes of this section, a student who is verified as a homeless youth as defined in paragraph (2) of subdivision (b) shall retain that status for a period of six years from the date of admission to the postsecondary educational institution.

#### 66025.91.

Each community college district, with respect to each campus in its jurisdiction that administers a priority enrollment system, shall grant priority registration for enrollment to students in the Community College Extended Opportunity Programs and Services program, pursuant to Article 8 (commencing with Section 69640) of Chapter 2 of Part 42, and disabled students, within the meaning of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), who are determined to be eligible for disabled student programs and services pursuant to Chapter 14 (commencing with Section 67300) and Section 84850.

#### 66025.92.

(a) The Legislature finds and declares that the priority enrollment for registration required by this section is necessary to ensure that the flexibility related to educational opportunities that was adopted as part of the broader changes to the California Work Opportunity and Responsibility to Kids (CalWORKs) program in Chapter 47 of the Statutes of 2012 is not undermined by students who are CalWORKs recipients being unable to access necessary classes.

(b) Each community college district that administers a priority enrollment system shall grant priority in that system for registration for enrollment to any student who is a CalWORKs or Tribal TANF recipient.

(c) Students who receive priority registration for enrollment pursuant to this section shall comply with the requirements of subdivision (a) of Section 78212.

(d) For purposes of this section:

(1) "CalWORKs recipient" means a recipient of aid under Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code or any successor program.

(2) "Tribal TANF recipient" means a recipient of aid pursuant to Section 10553.25 of the Welfare and Institutions Code or any successor provision.

#### 66025.95.

It is the intent of the Legislature that, consistent with the requirements and intent outlined in subdivisions (b) and (c) of Section 78215, and to the extent that the institution meets the responsibilities outlined in paragraph (2) of subdivision (a) of Section 78212, any student who receives priority registration for enrollment participate in the program of services outlined in paragraph (2) of subdivision (a) of Section 78212.