



Administrative Regulation
Chapter 5 – Student Services

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

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