



Administrative Regulation
Chapter 5 – Student Services

AR 5055 ENROLLMENT PRIORITIES

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, 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 and 66025.9;
Title 5 Sections 58106 and 58108

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(Replaces SMC AR 4111.8)