

## STUDENT SERVICES

## AP 5055 ENROLLMENT PRIORITIES

**References:**

Education Code Sections 66025.8 and 66025.9;  
 Title 5 Sections 55031, 55032, 55521, 56232, 58106, 58108 and AB 194

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

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
- 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.

Students will have the following registration priority, in the order of priority listed below:

- Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9; and students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;
- Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first time students who have completed orientation, assessment, and developed student education plans.
- All other student categories.

**Specifically, registration priorities are as follows:**

Priority	Description
1	Students who have completed the Matriculation* process, meet the eligibility criteria and are participating in the following programs: <ul style="list-style-type: none"> <li>• Eligible as a member of the armed forces or a veteran,</li> </ul>

	<ul style="list-style-type: none"> <li>• A Foster Youth or former Foster Youth,</li> <li>• Receiving services through the Disabled Student Programs &amp; Services,</li> <li>• Receiving services through the Extended Opportunity Programs and Services,</li> <li>• Calworks students</li> </ul>
2	New students who have completed the Matriculation* process and are not one of the identified groups in Priority 1. <ul style="list-style-type: none"> <li>• Student athletes</li> </ul>
3	Continuing COM students (in good standing) who have completed the Matriculation* process and have a current Ed Plan***
4	Continuing students (in good standing) with 30 - 74.5 completed and in-progress units
5	Continuing students (in good standing) with 1 - 29.5 completed and in-progress units**
6	Continuing students (in good standing) with 75 - 99.5 completed and in-progress units**
7	Concurrently enrolled high school students
8	All other categories, including (but not limited to): <ul style="list-style-type: none"> <li>• New Applicants who have applied for admissions but not completed the Matriculation* process</li> <li>• Readmitted students</li> <li>• Students with 100+ completed degree-applicable units at COM</li> <li>• Students not in good standing</li> </ul>

\* Matriculation: Required matriculation steps are defined as:  
1) Orientation; 2) Assessment; 3) Counseling, Advising and Other Education Planning Services; 4) Student Education Plans

\*\* Upgrade Priority Option: Continuing COM students in good standing who have completed the Matriculation\* process before the priority determination deadline for the next registration cycle will be upgraded to Priority 3.

\*\*\* Current Ed Plan: A provisional or long-term Ed Plan for the upcoming semester(s) that a counselor certifies for the student for each semester. If the student fails to update their Ed Plan with a counselor as indicated they will fall back to lower priority.

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

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 these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has completed one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is completed when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for:

- non-degree applicable English as a Second Language classes
- basic skills courses as defined by the Chief Instructional Officer, or
- high unit majors or programs as designated by the Chief Instructional Officer.

Beginning in the spring 2013 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. Beginning in spring 2013, the District shall notify students who have completed 75 percent 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 designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective fall, 2014. 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.

Registration dates and times are posted on the MyCom/student portal.

### **Maximum Unit Load**

- Students may enroll in a maximum of 18 units in the fall or spring semesters and 7 units in the summer session. Students who wish more units must submit a Petition to Carry Extra Units not later than Friday of the second week of the semester.
- Students on academic and/or progress probation may enroll in a maximum of 13 units in the fall or spring semester and 4 units for the summer session.

Office of Primary Responsibility: Office of Admissions and Records

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**Date Approved:** June 22, 2010  
(Replaces College of Marin Procedure 4.0003 DP.1)

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**Date Revised:** February 18, 2014