

STUDENT SERVICES

AP 5055 ENROLLMENT PRIORITIES

References:

Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92;
Title 5 Sections 58106 and 58108.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and 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.

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, former foster youth, homeless youth, or former homeless youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services;
- A student who is receiving services through CalWORKs; and
- A student who is a Tribal TANF recipient; and
- 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 pursuant to Education Code Section 66025.81.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans;
- Continuing students, who are not on academic or progress probation for two consecutive terms and have not lost registration priority, as defined in these policies and procedures; and
- All other student categories listed in the table immediately below.

Priority	Description of Registration Priorities
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"> • Eligible as a member of the armed forces or a veteran, • A foster youth or former foster youth, • Receiving services through the Student Accessibility Services, • Receiving services through the Extended Opportunity Programs and Services, • CalWORKS' students, • Homeless youth or formerly homeless youth, • Tribal TANF, or • Student parents with dependent children under 18 as defined by Education Code Section 66025.81
2	Continuing student athletes who have matriculated and are in good standing
3	Continuing students (in good standing) who have completed Matriculation* with 30 - 74.5 completed and in-progress units** and have a current Student Ed. Plan***
4	Continuing students (in good standing) who have completed Matriculation* with 1 - 29.5 completed and in-progress units** and have a current Student Ed. Plan***
5	Continuing students (in good standing) who have completed Matriculation* with 75 - 99.5 completed and in-progress units** and have a current Student Ed. Plan***
6	New students who have completed the Matriculation* process and are not one of the identified groups in Priority 1.
7	Continuing students (in good standing) with 30 - 74.5 completed and in-progress units**
8	Continuing students (in good standing) with 1 - 29.5 completed and in-progress units**
9	Continuing students (in good standing) with 75 - 99.5 completed and in-progress units**
10	Concurrently enrolled high school students
11	All other categories, including (but not limited to): <ul style="list-style-type: none"> • New applicants who have applied for admissions but not completed the Matriculation* process • Returning students • Readmitted students after dismissal • Students with 100+ completed degree-applicable units at COM • Students not in good standing

* Matriculation requires the following steps:
 1) Orientation; 2) Counseling, Advising and Other Education Planning Services; and 3) Student Education Plans.

** Upgrade Priority Option is available to continuing COM students in good standing, who have completed the Matriculation process before the priority determination deadline for the next registration cycle, to be upgraded to Priority 3.

*** Current Education Plan is a provisional or long-term Education Plan for the upcoming semester(s) that a counselor certifies for the student for each semester. If the student fails to update their Education Plan with a counselor as indicated, they will fall back to a 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 Probation 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 Grading and Academic Record Symbols. 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.

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 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/their designee will determine the appeal in his/her/their sole discretion.

These enrollment priorities have been in effect since 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 semester 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: Enrollment Services

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

Reviewed/Revised: January 17, 2012; April 16, 2013; February 18, 2014; May 17, 2022; December 13, 2022

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