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**Kern Community College District  
Administrative Procedure  
Chapter 5 – Student Services**

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**AP 5055 Enrollment Priorities**

**References:**

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

**Note: This procedure is legally advised.**

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.

- 1) Priority registration appointments are scheduled prior to open registration.
- 2) In person registration will be available for courses requiring instructor or departmental approval.
- 3) Students not in good academic standing or having a hold that prevents registration will not be allowed to register until they have obtained clearance from appropriate College personnel.
- 4) Students with two (2) or more or a combination of any two (2) or more “D’s”, “F’s”, “W’s”, “NP’s” in a single course will be prevented from registering for that course until they have obtained clearance in accordance with the College’s established procedures.

- 5) Students are required to complete an Admissions or Update form prior to registration every term. These forms may be completed on the web.
- 6) At the time of registration students can check their class schedules and their account information via the web.
- 7) Enrollment fees are due at the time of registration.

### Order of Priority Registration

Order of student registration is, in part, mandated by California legislation. Priorities 1-5 require completion of assessment, orientation, and counseling/advising plus the completion of an abbreviated Student Educational Plan.

Priority 1	Active-duty Military; Veterans; Foster Youth*; Former Foster Youth**; DSPS; EOPS; CalWORKS
Priority 2	Honors Students, Presidential Scholars, Dean's List, Student Athletes ***
Priority 3	Continuing Students (excluding students on academic standing probation 2) with less than 100 units earned (excluding units in basic English, math, or English as a Second Language)
Priority 4	Graduating high school seniors in the KCCCD service area
Priority 5	First-term students not included above

\*Foster youth—a person who is currently in foster care

\*\*Former foster youth—a person who is an emancipated foster youth and who is up to 24 years of age

\*\*\*Student groups noted for registration in Priority 2 are special populations designated by the colleges

The following students will have priority for enrollment:

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

These registration priorities do 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 BP/AP 4250 Probation for two consecutive terms; or
- Has earned 100 or more degree-applicable semester or quarter equivalent units at the District.

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 or more of the unit limit. that enrollment priority will be lost when the student reaches the unit limit.

### **Priority Registration Appeal Procedure**

#### **Appeal process requirements:**

- Only students with 100+ units completed at a Kern Community College District College may appeal.
- Appeals must be submitted no later than 10 working days prior to the first day of priority registration.
  - A copy of the student's current Student Education Plan (SEP) must be attached.
  - Appeals will be considered for extenuating circumstances only
  - If the appeal is granted, the appeal does not guarantee enrollment in specific courses
  - The appeal is term specific and, if granted, permits registration on **Day 3** of priority registration.

These enrollment priorities will be effective in the 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.