AP 5055  ENROLLMENT PRIORITIES

**Reference:**
Title 5 Section 58106

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
- special admissions requiring requisite academic work

When enrollment must be limited, priorities for determining who may enroll are:
- first come, first served or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- one or more sections to students enrolled as part of a cohort or in learning communities, provided that a reasonable percentage of all sections of the course do not have such restrictions;
- programs that have special admissions requirements.

Registration priorities are based on the following criteria as recommended by the State Chancellor’s Office:

**Priority #1**
- Students participating in the Disabled Student Programs and Services (DSPS)
- Student participating in the Cal Works Program
- Students participating in the Educational Opportunity Programs and Services (EOPS)
- Veteran students receiving veteran educational benefits
- Student Athletes

**Priority #2**
- Continuing students

**Priority #3**
- Recent high school graduates

**Priority #4**
- New and readmitted students

**Priority #5**
- Concurrently enrolled high school and younger students

- From current College of Marin Procedure 4.0003 DP.1 titled Academic Standards (Pages 22-25)

### Registration

**Continuing Students**
Continuing students will be mailed a Permit to Register Letter indicating a specific date to register. Registration priority will be assigned on the basis of the number of semesters completed in the district (excluding Summer Session).

**Recent Marin High-School Graduates**
Counselors will meet with high school seniors in Marin high schools to distribute applications prior to registration. A counseling appointment will be made in advance for each student. Recent high school graduates who submit their application early will have a priority registration date. Later applicants will register with other new and returning students.

**New and Returning Students**
New and returning students who submit applications early may register the first day of new student registration. New and returning students who submit applications in person during the period designated for registration of these students may register for their classes at the same time the application is received.

**Non-High School Graduates EC 48800-48800.5a, b,48802, 76000-76001 a, b, c**

**Non-High School Graduates over 18 years of Age**
Non-graduates of high school who are 18 years of age or older shall be admitted with or without a high school diploma. Students without a high school diploma may not be eligible for Financial Aid. Contact the Office of Financial Aid for eligibility requirements.
Non-Graduates under 18 years of Age not Attending High School
Non-graduates of high school who are under 18 years of age and who are not attending high school must submit a Student Petition asking for admission as a special student. The petition must contain the signature of a college or high school counselor advising that the student is capable of performing college work. The petition must also contain the signature of the parent or guardian unless the student is married.

Grammar and Middle School Students
Students who are below high school age must complete a Special Petition signed by the parent and by the college instructors of the classes the student wishes to take. These students must wait until the first week of the semester/session to register and are limited to 11.5 units. A CCP card signed by the parent, grammar/middle school principal & college counselor must be submitted.

Home School Students Age 15 and Older
Home school students age 15 or older must present verification that their home school is approved by the State of California as well as a College Credit Program (CCP) card signed by the home school principal, parent and college counselor. The student must complete a Special Petition but instructor signatures are not required on the petition. These students are limited to 11.5 units.

Home School Students under Age 15
Home school students under 15 years of age must complete a Special Petition in addition to the College Credit Program (CCP) card. The Special Petition must be signed by the instructors of the classes the student wishes to take. The card must be signed by the parent, the principal of the school and college counselor. These students must wait until the first week of the semester/session to register and are limited to 11.5 units.

Home School Students whose Home School is not Approved by the State of California
Home School Students whose Home School is not approved by the State of California must follow the procedures for “Non-Graduates under 18 years of Age not Attending High School.”

Concurrently Enrolled High School Students
Students attending high school may be admitted as part-time students (enrolling in up to 11.5 units for fall and spring and 5 units for summer) and present a College Credit Program (CCP) card completed with the signatures of the parent, high school counselor, principal and college counselor.

High school students who wish to attend College of Marin full-time must also present a petition with the signature of a high school counselor or principal and college counselor verifying that the student is able to handle full-time college work as well as a high school
(Students registering for a fall semester in May who anticipate graduating the following June do not enroll as concurrent high school students.)

**Late Registration**

Students may enroll late with instructor’s approval through the Friday of the second week of instruction or the census date for a short-term class. With instructor’s approval on a Late Enrollment Card/Petition, students may enroll after the Friday of the second week of instruction for an additional two weeks providing the student was in attendance by the Friday of the second week of instruction or two additional days after the census date for short term classes.

**Success Workshop**

All new and returning students who have not completed 15 college units or who have not successfully passed a math and an English class are required to participate in a Success Workshop. Concurrent high school CCP students are exempt from participating in the Success Workshop.

All new and returning students who are not planning to take courses requiring Math or English are exempt from taking the Math and/or English Assessment tests.

**Registration Priority EC 76330 CAC 58108**

The Dean of Enrollment Services will be responsible for registering students in accordance with the following priorities:

1. All continuing students who have completed three or more semesters in the district.
2. All continuing students who have completed two semesters in the district, concurrently enrolled Marin County high school students, those who were graduated within the past year, and EOPS students.
3. All continuing students who have completed one semester in the district.
4. All other new and returning students in the order that applications are accepted.
5. Students whose Petitions to Repeat have been approved must wait until the week before the semester/session begins.

**Handicapped Students**

Admission and registration priority for medically/physically handicapped or educationally disadvantaged students is discretionary to the Dean of Enrollment Services in consultation with a certificated staff member of the Disabled Students Program.

**Unit Load**
Students may not enroll in more than 18 units for Fall or Spring and 7 units or 2 classes for Summer. Students who wish more units must submit a Petition to Carry Extra Units not later than Friday of the second week of the semester. College Credit Program (CCP) students may enroll in a maximum of 11.5 units in Fall and Spring and 5 in the Summer.

Classes with Time Conflicts
Students may not register for courses taught at conflicting times.

Outstanding Fee Title V. 58500-58508
Students who have outstanding fees at the College will be precluded from registering until all fees are paid. No promissory notes are issued, except students who bring a note from Financial Aid verifying they have applied for aid. These students must pay their fees when their aid arrives. All other students must pay all fees at the time of registration.

Office of Primary Responsibility: Office of Admissions and Records

NOTE: The red type signifies language that is suggested as good practice/optional recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in black type is current College of Marin Procedure 4.0003 DP.1 titled Academic Standards approved on 2/8/05. The information in blue type is additional language to consider including in this procedure. The language in green ink is recommended by the Dean of Enrollment Management. This procedure was reviewed by Student Learning. This procedure was reviewed by the Administrative Review Group on 2/25/10.

Date Approved:
(Replaces part of current College of Marin Procedure 4.0003 DP.1)
§ 58106. Limitations on Enrollment.

In order to be claimed for purposes of state apportionment, all courses shall be open to enrollment by any student who has been admitted to the college, provided that enrollment in specific courses or programs may be limited as follows:

(a) Enrollment may be limited to students meeting prerequisites and corequisites established pursuant to section 55003,

(b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. The governing board shall adopt policies identifying any such limitations and requiring fair and equitable procedures for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:

(1) limiting enrollment to a "first-come, first-served" basis or using other nonevaluative selection techniques to determine who may enroll; or

(2) limiting enrollment using a registration procedure authorized by section 58108; or

(3) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or

(4) limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or

(5) limiting enrollment using any selection procedure expressly authorized by statute; or

(6) with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan.

(c) A student may challenge an enrollment limitation established pursuant to subdivision (b) on any of the following grounds:

(1) the enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
(2) the district is not following its policy on enrollment limitations;

(3) the basis upon which the district has established an enrollment limitation does not in fact exist; or

(4) any other criteria established by the district.

(d) The student shall bear the burden of showing that grounds exists for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the district shall waive the enrollment limitation with respect to that student.

(e) In the case of a challenge under subdivision (c)(1), the district shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327.