

Student Services

1 **AP 5055 ENROLLMENT PRIORITIES AND LIMITATIONS**

2 **References:**

3 Education Code Sections 66025.8, 66025.81, 66025.9, 66025.91, 66025.92,
4 66025.95, 78212, and 78125;
5 Title 5 Sections 55530, 55531 58106, and 58108

6 **I. Purpose**

7 The purpose of establishing enrollment priorities is to support students endeavoring to
8 reach their educational goals at Cerritos College by providing priority enrollment to
9 groups of students (as listed herein) with special needs and/or who are in continuing
10 student status, as long as satisfactory progress is made.

11 **II. Priority Enrollment Criteria and Conditions**

12 A. Priority shall be set in compliance with California's *Student Success Act of 2012*,
13 Title 5 §58108 *Registration and Enrollment Procedures*, and other applicable laws
14 and regulations. Subject to approved appeals and exemptions, the following are
15 effective with enrollment for the fall 2014 semester.

- 16 1. New students not otherwise exempt, including those in any state-provided priority
17 enrollment groups, must complete placement, orientation, and counseling with at
18 least an abbreviated student education plan (A-SEP), in order to receive priority
19 enrollment.
- 20 2. First time students who have identified a course of study, been assessed to
21 determine appropriate course placement, completed an orientation program
22 provided by the college, and participated in counseling, advising, or another
23 education planning service including at least an abbreviated student education
24 plan (A-SEP), are required to complete a comprehensive student education plan
25 (C-SEP) after completing 15 units of degree-applicable credit course work, or
26 prior to the end of the third (3rd) semester of enrollment, resources permitting.
- 27 3. Continuing students, including those in any state-provided priority enrollment
28 groups, except eligible current and former foster youth, are subject to loss of the
29 enrollment priority for which they would ordinarily be eligible if they are on
30 progress probation for two consecutive semesters.
- 31 4. Continuing students, including those in any state-provided priority enrollment
32 groups, except eligible current and former foster youth, are subject to loss of the
33 enrollment priority for which they would ordinarily be eligible if they are on
34 academic probation for two consecutive semesters.
- 35 5. Continuing students, including those in any state-provided priority enrollment
36 groups, except eligible current and former foster youth, are subject to loss of the
37 enrollment priority for which they would ordinarily be eligible if they have earned
38 100 degree-applicable, non-basic skills and non-ESL units. Units for high unit

39 majors and programs may be disregarded to the extent they exceed the number
40 of units required for non-high unit majors and programs. Units from credit by
41 exam, advanced placement, International Baccalaureate, or other similar
42 programs may also be exempted.

43 B. Subject to the above, continuing student enrollment appointments shall be set on the
44 basis of units earned and cumulative grade point average at Cerritos College.

45 C. Students subject to enrollment priority exclusion shall have a negative service
46 indicator, appearing as a Hold in the Student Center in *MyCerritos*, placed on their
47 enrollment account. The effect shall be to place the student's access to enroll at the
48 end of the enrollment cycle in the period known as Open Enrollment.

49 D. Students excluded from enrollment priority shall be notified of options they may have,
50 and/or are advised to exercise. See also the section of this procedure titled Appeals
51 and Exemptions.

52 III. Additional Criteria for Enrollment Priority of Certain Students

53 A. Students who are otherwise specified by statute.

54 B. Students whose instructional program requires time off-campus or blocks of time
55 associated with scheduled classes for such activities as practice, meetings,
56 counseling, and off-campus time, which limit the choice of class periods.

57 IV. Student Groups with Priorities:

58 A. **Tier 1** Enrollment appointments for students in Tier 1 groups shall be set tier-wide
59 based on units earned and cumulative grade point average, consistent with
60 applicable regulations.

61 **Armed Forces Personnel and Recent Veterans:** students who are any member
62 or former member of the Armed Forces of the United States, who is a resident of
63 California, for any academic term, within four years of leaving active duty.
64 (Education Code Section 66025.8)

65 **Foster Youth:** students formally deemed eligible current or former foster youth,
66 who are up to and including 24 years of age. (Education Code Section 66025.9)

67 **EOPS:** students formally enrolled in Extended Opportunity Programs and
68 Services. (Education Code Section 66025.91)

69 **DSPS:** students who by their specific disabilities are enrolled in Disabled Student
70 Programs and Services. (Education Code Section 66025.91)

71 **CalWORKs:** students formally enrolled in the CalWORKs Program. (Education
72 Code Section 66025.92)

73 **Homeless Youth:** verified students deemed homeless who are up to and including
74 24 years of age (Education Code 66025.9)

75 **Student Parent:** students who have a child or children under 18 years of age who
76 will receive more than half of their support from that student. (Education Code
77 Section 66025.81)

78 **B. Tier 2** Enrollment appointments for students in Tier 2 groups shall be set in the order
79 of the groups as listed based on units earned and cumulative grade point average,
80 consistent with applicable regulations.

81 **Scholars' Honors Students:** students who have been officially admitted to the
82 College's Scholars' Honors Program each term and are currently enrolling in
83 Scholars' Honors Program courses and/or Scholars' Honors contracts.

84 **Student Athletes:** students who have been identified as eligible to participate in
85 intercollegiate athletics.

86 **Mandatory Enrollment Requirement Students:** students in compliance with
87 program requirements who must maintain full-time status, with completion time
88 requirements, in order to remain in Cerritos College programs and/or who are in
89 grant-funded programs with enrollment priority requirements.

90 **Matriculated Students:** students who, prior to their first semester of enrollment,
91 completed the Admission, Orientation, Placement, and Advisement components of
92 Matriculation.

93 **Cerritos Complete:** students who graduated from designated school Districts who
94 submitted an intent form during their senior year and have completed the
95 mandatory steps for Cerritos Complete by the established deadlines. Students
96 must enroll in math and English/ESL.

97 **Trial, Grant-funded, or Other Special Groups for Student Success:** students
98 in groups identified for enhanced and/or expedited student success measures
99 where trial, grant-funded, and/or other special, short-term measures are employed.

100 **C. Tier 3** Enrollment appointments for students in Tier 3 groups shall be set in the
101 order of the groups as listed and based on units earned and cumulative grade point
102 average within those groups, consistent with applicable regulations.

103 **Continuing Students:** students who were enrolled in the previous academic year
104 or summer session. Students who do not attend summer session will not lose
105 continuing student status. The definition includes non-credit students who are
106 matriculating to credit student status.

107 **Returning Students:** students who have completed at least one unit of credit at
108 Cerritos College and are returning after a break of no more than one semester
109 excluding summer session.

110 **D. Tier 4** Enrollment appointments for students in Tier 4 groups shall be set in the
111 order of the groups as listed and based on units earned and cumulative grade point
112 average within those groups, consistent with applicable regulations.

113 **Dual Enrollment (Grades K-12):** middle and high school students, as provided for
114 and limited in, Board Policy 5010 titled “Admissions and Concurrent Enrollment”
115 and Administrative Procedure 5011 titled “Admission and Dual Enrollment of High
116 School Students and Minors”

117 **V. Enrollment Limitations**

118 Enrollment in courses and programs may be limited to students meeting properly
119 established prerequisites and co-requisites. (See Board Policy and Administrative
120 Procedure 4260 titled Prerequisites and Co-requisites)

121 **VI. Additional Enrollment Limitations (including, but not be limited to):**

- 122 A. health and safety considerations;
- 123 B. faculty workload;
- 124 C. availability of qualified instructors;
- 125 D. funding limitations;
- 126 E. regional planning;
- 127 F. legal requirements;
- 128 G. facility limitations; and
- 129 H. accreditation, regulatory, and policy requirements.

130 **VII. Priorities When Enrollment Must be Limited**

- 131 A. first come, first served, or other non-evaluative selection techniques, provided all
132 prerequisite and/or course requisites have been met;
- 133 B. in the case of intercollegiate competition, honors courses, or public performance
134 courses, allocating available seats to those students judged most qualified;
- 135 C. limiting enrollment to any selection procedure expressly authorized by statute; and
- 136 D. limiting enrollment in one or more sections to students enrolled in one or more other
137 courses, provided that a reasonable percentage of all sections of the course do not
138 have such restrictions.

139 **VIII. Additional Conditions May Be Applicable to Order of Enrollment**

140 Course sections funded other than by state apportionment, such as contract education,
141 grant-funded programs, and certain fee-based sections (as permitted by law).

142 **IX. Appeals and Exemptions**

143 It is the intent of these procedures to support and promote student success, including
144 program completion, through access to needed courses. Petitions for appeals of, or

145 exemption from, the implementation of these procedures are subject to consideration
146 by the Committee on Academic Records and Standards or its designee.

147 A. Students may appeal the loss of enrollment priority due to extenuating
148 circumstances or where a student with a disability applied for, but did not receive
149 reasonable accommodation in a timely manner. Extenuating circumstances are
150 verified cases of accidents, illnesses or other circumstances beyond the control of
151 the student.

152 B. Students who have demonstrated significant academic improvement may appeal
153 the loss of priority enrollment status. Significant academic improvement is defined
154 as achieving no less than the minimum grade point average and progress standard
155 established in Title 5 §55031 within a term. The minimum academic standard is a
156 2.0 grade point average, once the student has attempted 12 semester units; the
157 minimum progress standard is greater than 50% of all units enrolled in being other
158 than "W", "I", "NP", or "NC", once the student has enrolled in a total of at least 12
159 semester units.

160 C. Students may request reinstatement of enrollment priority if an institutional mistake
161 was made.

162 Office of Primary Responsibility: Vice President, Student Services

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