

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.37.1 (AP 5052)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.37.1 Open Enrollment
Adoption Date: 8/13
Policy References: Education Code Sections 66025.8 and 66025.9
Title 5 Sections 51006, 58106, 58108

1. All courses of the District shall be open to enrollment in accordance with BP 7.37 and a priority system consistent with AP 7.38.1 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the college.
2. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 7.38.1 titled Enrollment Priorities and other district programs which require special admissions (e.g. allied health programs).
3. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 7.38.1 titled Enrollment Priorities and certain designated programs (e.g. allied health.)
4. A student may challenge an enrollment limitation on any of the following grounds:
 - a. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - b. The District is not following its enrollment procedures;
 - c. The basis for the limitation does not in fact exist
5. Students wishing to challenge enrollment limitations should contact the appropriate division at the college.