

**CHAPTER 7: Student Services**  
**ADMINISTRATIVE PROCEDURE NO. 7.38.1 (AP 5055)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** AP 7.38.1 Enrollment Priorities  
**Adoption Date:** 8/13  
**Policy References:** Education Code Sections 66025.8 and 66025.9;  
Title 5 Sections 58106 and 58108

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1. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites, or the criteria for admissions to certain designated programs. [See BP and AP 4260 titled Prerequisites and Co-requisites]
2. 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.
3. Students will have the following registration priority, in the order of priority listed below:
  - a. Group 1: Students who have completed orientation, assessment, developed student education plans, and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units) are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;
  - b. Group 2: Students who have completed orientation, assessment, developed student education plans, and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units) and are eligible and receiving services through Disabled Student Programs and Services, Extended Opportunity Programs and Services, or CalWORKS;
  - c. Group 3: Continuing student athletes, honors program students, members of the Associated Students, and international students who have completed orientation, assessment, and developed student education plans and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units);
  - d. Group 4: Continuing students, including continuing Middle College High School students and Priority Enrollment Program students who have completed orientation, assessment, and developed student education plans (except Middle College High School students who do not complete a college student education plan) and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units);
  - e. Group 5: New students who have completed orientation, assessment and developed student educational plans and Middle College High School students;
  - f. Group 6: All other continuing students, including continuing concurrent enrollment students;
  - g. Group 7: All other students, new and returning, those with greater than 100 units and those on probation.

AP 7.38.1 Enrollment Priorities (continued)

4. Registration priority specified above shall be lost at the first registration opportunity after a student:
  - a. Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
  - b. Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.
5. For purposes of this section a unit is earned when a student receives a grade of A, A-, B+, B, B-, C+, C, D+, D, D- or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President, Instruction or for students enrolled in high unit majors or programs as designated by the Vice President, Instruction.
6. 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.
7. Appeal of Loss of Enrollment Priority
  - a. 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 Vice President of Student Services or designee will determine the appeal in his/her sole discretion.
  - b. 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.