

# ADMINISTRATIVE REGULATION 5052

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

## OPEN ENROLLMENT

All courses of the District shall be open to enrollment consistent with Board Policy 5052 – *Open Enrollment* and a priority system consistent with Administrative Regulation 5055 – *Enrollment Priorities*. Enrollment may be limited to students meeting properly validated prerequisites and corequisites, or due to other non-evaluative, practical considerations as determined by the Office of Instruction.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, or 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:

1. Enrollment may be limited to students meeting established prerequisites and corequisites;
2. Enrollment may be limited to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or local requirements imposed by statutes, regulations, or contracts. The District shall adopt regulations 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:
  - a. Limit enrollment to “first come, first served” basis or using other non-evaluative selection techniques to determine who may enroll;
  - b. Limit enrollment as provided for in Administrative Regulation 5055 – *Enrollment Priorities*;
  - c. Allocate available seats to those judged most qualified in the case of intercollegiate competition, public performance, honors, or allied health courses;
  - d. Limit 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;
  - e. Limit enrollment using any selection procedure expressly authorized by statute;
  - f. With respect to students on probation, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed

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educational plan;

- g. Limit enrollment based on course repetition as described in Board Policy and Administrative Regulation 4225 – *Course Repetition and Course Repeatability*.

A student shall contact the Admissions and Records office if they want to challenge an enrollment limitation on any of the following grounds:

1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
2. The District is not following its enrollment procedures;
3. The basis for the limitation does not in fact exist.

Also see Board Policy and Administrative Regulation 4260 – *Prerequisites, Corequisites, Advisories, and Limitations on Enrollment*.

*Reference:*

*Title 5, Sections 51006, 58106, and 58108*

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