ADMINISTRATIVE REGULATION   5055

SOUTH ORANGE COUNTY   STUDENT SERVICES
COMMUNITY COLLEGE DISTRICT

ENROLLMENT PRIORITIES

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See *Board Policy and Administrative Regulation 4260* regarding pre- and co-requisites.)

Enrollment may be limited due to the following:

- health and safety consideration
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

The District will provide priority registration for students who enroll in the colleges for the purpose of degree or certificate attainment, transfer to a four-year university, or career advancement. A student that has never attended Irvine Valley or Saddleback College with a previous associate degree or higher (who is not required to matriculate) is not eligible for Level 1 Priority. Priority exception is made for active duty/veterans pursuant to Education Code Section 66025.8. Eligibility is certified by the responsible advisor/coordinator overseeing each specialized group to the Office of Admissions, Records, and Enrollment Services.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
- A foster youth, former foster youth, or homeless youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Students Programs and Services (DSPS) or Extended Opportunity Programs and Services (EOPS) pursuant to Education Code Section 66025.91;
- A student who is receiving services through CalWORKs pursuant to Education Code Section 66025.92;
- A student who is a Tribal TANF recipient pursuant to Education Code Section 66025.92; and
- A student parent who has a child or children under 18 years of age pursuant to Education Code Section 66025.81.

The following students will have priority for enrollment:

- First time students who have completed orientation, guided self-placement, and developed student education plans; and
- Continuing students, who have not lost registration priority, as defined in these policies and regulations.

While enrollment must be limited, priorities for determining who may enroll are:

- limiting enrollment to first come, first served, or other non-evaluative techniques;
- in the case of intercollegiate competition, honors courses, or public performance courses, allocating seats to those eligible students;
- limiting enrollment to any selection process expressly authorized by statute; or
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such a restriction.

I. DEFINITIONS

Ambassadors: Student leaders who are selected to represent the college at community outreach and recruiting events.

Associated Student Government: Students who hold official office with the Associated Student Government in the current term or will hold office in the upcoming term. This includes all elected and appointed positions per each Associated Students' Constitution.

Athletes: Students who are identified as eligible to participate in a college designated competitive athletic team.

CalWORKs: Students who are eligible and designated as participants in the California Work Opportunities and Responsibility to Kids (CalWORKs) program. Students who are classified as Workforce Investment Act (WIA) participants qualify as CalWORKs students per state guidelines.

Continuing Students: Students who were enrolled at Irvine Valley College or Saddleback College in the previous term.

DSPS: Students who are eligible and enrolled in Disabled Students Programs and Services (DSPS) based on their disability status.

Emeritus: Students enrolled during the previous semester or summer session in either a credit or non-credit class identified as an Emeritus class offering.

EOPS: Students who are eligible and enrolled in Extended Opportunity Programs and Services (EOPS). Students enrolled in Cooperative Agencies Resources for Education (CARE) program qualify as EOPS per state guidelines.

First Time Freshmen: Students enrolled in college for the first time after completing high school or equivalent.

Formal Dual Enrollment: Designated students in grades 7-12 who are eligible and designated as a participant in a formal, part-time dual enrollment program governed by a College and Career

Access Pathway (CCAP) Agreement, Memorandum of Understanding, or other instructional service agreement.

<u>Foster Youth</u>: Students who are 24 years old or younger as of the first day of the term and are currently in foster care or were in foster care.

<u>Freshman Advantage</u>: Incoming first time college students who have completed the matriculation requirements by a published deadline.

<u>Fully Matriculated</u>: Students who have successfully participated in assessment, orientation, and advisement and have a one-semester educational plan.

<u>Homeless Youth</u>: Students who are 24 years of age or younger as of the first day of the term and are currently homeless or were homeless at any time during the 24 months immediately preceding application for admission.

<u>Honors Students</u>: Students who have been accepted to the Honors Program in the current term or upcoming term.

<u>K-12 Special Admit</u>: Students who are concurrently enrolled in grades K-12 and at one of the colleges. For summer, the grade level determined is the one for which the student will be enrolled in the next academic year.

<u>MESA</u>: Students that are participating in the Math, Engineering, Science Achievement (MESA) program.

<u>Military Service</u>: Students who are serving or who have served official military duty for the United States of America and who qualify as eligible, military personnel under federal guidelines.

<u>Puente</u>: Students that are participating in the Puente program.

<u>Returning Students</u>: Students who were previously enrolled in the District, but who are not enrolled for sufficient duration to receive a grade in the previous primary semester or summer session.

<u>Rising Scholar</u>: A justice involved student receiving services from the Rising Scholars program.

<u>Staff</u>: Permanent employees of the District.

<u>Student Parents:</u> Students who have a child or children under 18 years of age who will receive more than half of their support from that student.

<u>Family of Staff</u>: Dependents, spouse, or domestic partners of the District's permanent staff who live in the same household as the permanent staff member. Dependents of the District's permanent staff who are also K-12 Special Admit students do not qualify for Priority Registration.

II. REGISTRATION PRIORITY

System-level enrollment priorities were adopted to: (1) reflect the core mission of transfer, career technical education, and basic skills development; (2) encourage students to identify their educational objective and follow a prescribed path most likely to lead to success; (3) ensure access and the opportunity for success for new students; and (4) incentivize students to make progress toward their educational goal. The registration process authorizes that students be afforded a registration opportunity in the following order:

Level 1-Priority Group: All matriculated students will be assigned enrollment priority in the following order.

    1.1. Military/ Veterans/ Foster Youth and Former Foster Youth/ Homeless Youth/ DSPS/ EOPS/ CalWORKs/ Tribal TANF/ Student Parent/ Rising Scholars

    1.2. Athletes

    1.3. Ambassadors/ Honors Program/ Associated Student Government/ Puente/ MESA

    1.4. Freshman Advantage students in date order of completing matriculation. Priority registration to extend through the two consecutive calendar semesters (fall + spring or spring + fall).

    1.5. Spouses and/or family of Military/ Veterans receiving GI Bill benefits.

    1.6. Formal Dual Enrollment Students ONLY for corresponding Formal Dual Enrollment course sections.

    1.7. Staff and family of staff (except those who are Level 4)

    1.8. Continuing students in descending order by units completed.

    1.9. Returning students in order that applications were processed.

Level 2-Priority Group: Emeritus students in good academic standing.

    2.1 Emeritus students in good academic standing.

Level 3-Priority Group: Students in the following groups shall be assigned equal priority.

    3.1. Matriculated students (except DSPS students who have received Priority Registration as a disability related accommodation, students identified as Foster Youth or Homeless Youth) who have completed 100 associate degree applicable units.

    3.2. Matriculated students (except DSPS students who have received Priority Registration as a disability related accommodation) who have been on academic or progress probation for their last two or more consecutive semesters (based upon the student's enrollment).

    3.3. Any student who has been exempted from completing matriculation.

Level 4-Priority Group: Concurrently Enrolled K-12 Students

    4.1. High school students (except qualifying students for DSPS services, as a disability related accommodation)

    4.2. K-8 students (must be approved by the instructor and the school/division dean and enroll in person)

III. CHALLENGE PROCESS

Matriculated students lose their eligibility for Level 1 enrollment priority when they have achieved or exceeded 100 associate degree units or have been on academic or progress probation for two consecutive semesters (based on their enrollment, not calendar). Based upon these conditions,

students may appeal the loss of their enrollment priority under the following circumstances and with supporting documentation.

1. Due to Extenuating Circumstances (verified cases of accident, illness, or other circumstances beyond the student's control).

2. Where a student with a disability applied for but did not receive reasonable accommodation in a timely manner.

3. Significant academic improvement has been achieved where the student meets the minimum grade point average and/or progress standard to be removed from academic or progress probation.

4. If they have exceeded the 100 degree-applicable units completed requirement for Level 1 consideration due to being enrolled in a high unit major.

IV. CRITERIA FOR GROUPS TO BE CONSIDERED FOR PRIORITY REGISTRATION

Groups may request consideration for District Priority Registration. The criteria for consideration of this benefit will be:

- Legal mandates;
- External regulations which impose progress requirements; or
- Service to the college is required toward meeting its mission.

Consultation between the colleges at the program level is required. Formal requests will be forwarded to the Deans of Enrollment Services. Requests will be considered by the Deans of Enrollment Services and the Vice Presidents. Requests will be reviewed on an annual basis. Requests must be submitted by the end of the calendar year to be considered for the next fall registration cycle.

References:
  Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92
  Title 5 Sections 56232, 58106, and 58108