

Glendale Community College District

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Administrative Regulation

ENROLLMENT PRIORITIES AND LIMITATIONS

Enrollment Priorities

The college has adopted enrollment priorities that are used for registration appointments for summer, fall, winter, and spring sessions. *The deadline for new and returning students to receive priority registration is established in the College Catalog and Schedule of Classes.*

Students will be granted registration priority in the order listed below:

- Students who have completed orientation, assessment, and developed abbreviated student education plans, and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8; foster youth or former foster youth pursuant to Education Code section 66025.9; eligible students receiving services through Disabled Student Programs and Services, Extended Opportunity Programs and Services, or CalWORKs.
- New students who have completed orientation, assessment, and developed abbreviated student education plans, or continuing students identified as participants in the following student groups, but have not been placed on academic nor progress probation for two consecutive semesters, and who have not exceeded 100 units as defined in these policies and procedures:
 - International
 - Athletes
 - Scholars
 - Associated Students (ASGCC)
 - Academic Standing (3.5 GPA or higher)
 - Continuing in Good Standing
 - Returning in Good Standing
 - New students who have completed orientation, assessment, and developed student education plans

All other new students who have not completed orientation, assessment, and developed student education plans, and returning students who have not reapplied by the established priority registration deadline will only be eligible for open registration.

Concurrently enrolled high school students are not eligible to receive priority registration.

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Registration priority specified above shall be lost at the first registration opportunity after a student:

- is placed on academic or progress probation, or any combination thereof as defined in Board Policy and Administrative Regulation 4250 for two consecutive semesters; or
- has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Regulation 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 of Instructional Services. Students enrolled in high unit majors or programs as designated by the Vice President of Instructional Services may be exempt.

Every spring semester, 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. Every spring semester, the District shall notify students who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

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, shall determine the appeal at his/her sole discretion.

Enrollment Limitations

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. [See BP 4260 and AR 6141.7]

Enrollment may be limited due to the following:

- health and safety considerations;

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- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

References:

- Education Code Sections 66025.8 and 66025.9;
- Title 5 Sections 58106 and 58108

Adopted: 4/11/14