

**Coast Community College District
Administrative Procedure
Chapter 5
Student Services**

AP 5055 Enrollment Priorities

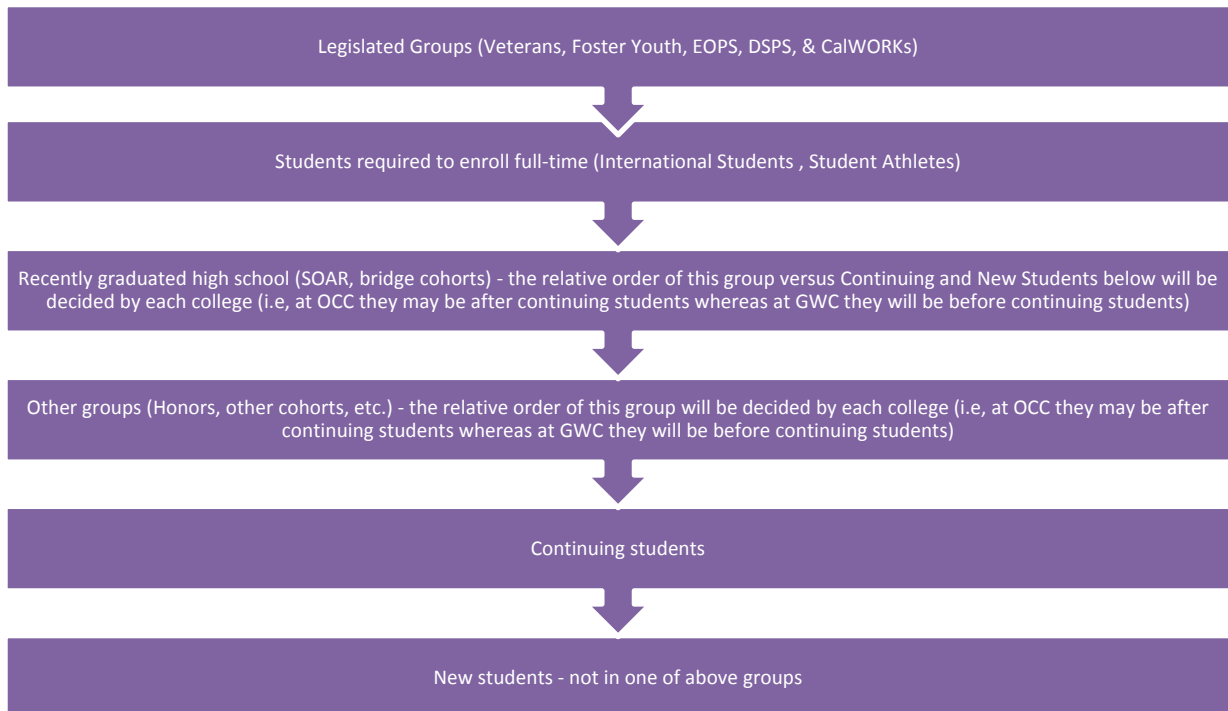
References:

Title 5 Sections 51006, 55031, 55524(b)2, 58106, 58108

The following framework is implemented to establish priority registration for all three colleges within the District.

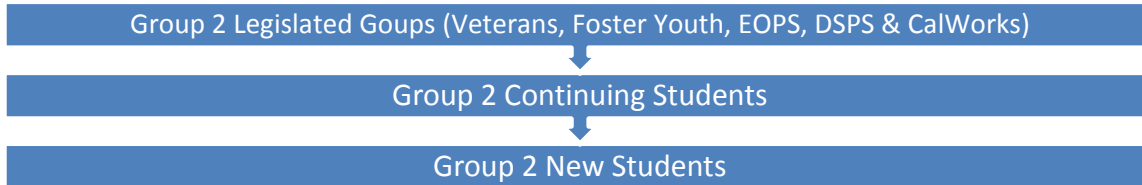
Group 1-Priority Registration:

Students who have completed placement testing and orientation (or equivalent) & have an approved abbreviated or comprehensive Student Education Plan (SEP) with a specified Course of Study that leads to an Associate Degree (AA, AS, ADT), transfer, or State-approved Certificate of Achievement or career advancement (See definition below) & in good academic and progress standing (continuing students not on academic or progress probation for two consecutive terms as defined in section 55031) & have not earned 100 degree applicable units or more within the District (transfer units are not counted towards the 100 degree applicable units)



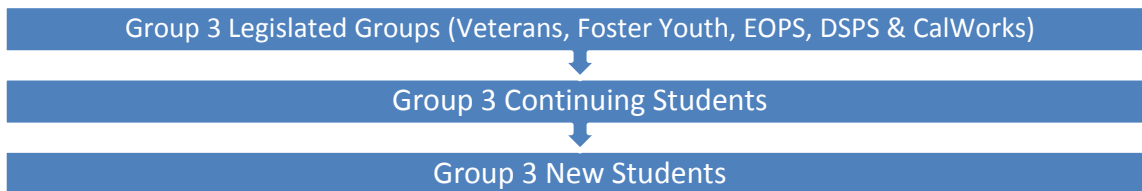
Group 2:

*Students who have completed placement testing and orientation (or equivalent), & have an approved abbreviated or comprehensive SEP but do **NOT** have a specified Course of Study that leads to an Associate Degree (AA, AS, ADT), transfer, or State-approved Certificate of Achievement nor seeking career advancement. & in good academic standing & have not earned 100 degree applicable units or more within the District (transfer units are not counted towards the 100 degree applicable units)*



Group 3:

All students who do not meet the requirements for Group 1 or Group 2



Group 4:

Concurrently enrolled high school students

Open Registration

If a student does not qualify for priority registration, a student may petition to have his/her priority registration reinstated by completing and submitting a District Petition to Reinstate Priority Registration, available on each of the College’s web sites.

Definitions:

An **abbreviated education plan** is one or two terms in length and is typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college (short term CTE certificates, ESL, or basic skills). For the DSPS program, the Student Education Contract may be used to meet the abbreviated education plan.

A **comprehensive education plan** is at least two terms in length, reflects a sequence of courses required to achieve the student’s declared course of study, and includes the provision of counseling as required per Title 5, Section 55524(b)2.

Career advancement, as defined by the District for the purposes of identifying students for priority registration, is any student who has met with or consulted with a counselor to develop an abbreviated or comprehensive education plan.

Ratified February 19, 2014
Ratified December 14, 2016