

MiraCosta College
Academic Affairs Committee Regular Meeting
March 8, 2024
9:00 – 11:00 am, OC3515



Link for remote viewing and public comment
<https://miracosta-edu.zoom.us/j/86564846623>
Meeting ID: 865 6484 6623

- I. **Call to Order**
- II. **Remote Member Attendance**
Description: AAC will consider remote participation of members under the provisions of AB2449, if any.
- III. **Roll Call**
- IV. **Public Comment**
- V. **Changes/Additions to the Agenda**
- VI. **Minutes of the Feb. 9, 2024 Regular Meeting: Review and Approval (attachment)**
- VII. **Reports**
 - a. **Hiring (Hull)**
 - b. **Calendar (Hull)** – draft of academic year 25-26 provided (see attachment)
 - c. **Textbook Affordability (Pescarmona)**
 - d. **SURF Updates (Hull)**
 - e. **Updating Syllabus Checklist (Hull/Davis)**
 - f. **Redesigning the Student Experience (Askerneese)**
- VIII. **New Business**
 - a. **AP5070 Attendance Accounting. (Rodriguez)**
Description: Minor updates based on CCLC template. (see attachment)
 - b. **AP4040 Library and Other Instructional Support Services. (Hull)**
Description: Update of section titled “Academic Support and Tutoring Services” due to learning center reorganization. (see attachment)
 - c. **AP5530 Student Rights and Grievances**
Description: No updates recommended through collaboration with Nick Mortaloni. (see attachment)
- IX. **Old Business**
 - a. **AP4230 Grading and Academic Record Symbols. (Rodriguez)**
Description: 2nd read and vote before forwarding recommendation to Academic Senate. (see attachment)
 - b. **AP5055 Student Registration, Limitations, and Priorities. (Rodriguez)**
Description: 2nd read and vote before forwarding recommendation to Academic Senate. (see attachment)

X. **Adjournment**

Next Meeting: April 12, 2024 from 9-11am in OC3515

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. This bill changes remote attendance rules under Ralph M. Brown Act's open meeting laws. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance. The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Academic Senate and its subcommittee meetings will be held in person with a Zoom link available. If you wish to attend a meeting and you have another disability requiring special accommodation(s), please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-735-2929 or 800-735-2922 for English or 800-855-3000 for Spanish.

In compliance with Government Code section §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District, Academic Senate and its subcommittees in advance of their meetings, may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the Academic Senate's Committees website at <https://www.miracosta.edu/governance/academic-senate/committees.html>. Such writings will also be available at the meetings. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at dadler@miracosta.edu.

Audio recordings of meetings may be available upon request. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Debby Adler, Administrative Assistant to the Academic Senate at dadler@miracosta.edu.

MiraCosta College
Academic Affairs Committee
Meeting Minutes

February 9, 2023
9:00 a.m. – 11:00 a.m.
OC 3515

- I. **Call to Order** – 9:04 a.m.
- II. **Remote Member Attendance:** None
- III. **Roll Call**
Members Present: Shafin Ali, Adrean Askerneese, Daniel Ante-Contreras, Darlene Burke, Julie Cord, Daria Davis, Claudia Flores, Lauren Greenwald, Stacey Hull (Chair), Maria Lopez, John Makevich, Kris Peck, Denee Pescarmona, Kathy Rodriguez, Tracey Williams

Members Absent: Giana Carey, Sylvia Harrington, Cheryl Harris, Ticey Hosley.
- IV. **Public Comments** – None.
- V. **Changes/Additions to the Agenda** – Deferred action of AP4230 and AP5055 until March meeting.
- VI. Approve Minutes of the regular meeting on December 8, 2023 – **[Burke/Ali] MSP approval of December 8, 2023 minutes.**
- VII. **Reports**
 - a. **Hiring** – Hull mentioned that the hiring subcommittee will be meeting through Spring to discuss criteria and timeline for the next hiring cycle.
 - b. **Calendar** – Hull mentioned that committee will develop the 25-26 academic calendar in Spring 24. Committee will discuss optional holidays approved by Chancellor's Office (Lunar New Year and Armenian Genocide Remembrance Day) and how they reflect our student population and community. Hull mentioned that the campus Calendar Project work group is still meeting twice a month and will have several campus-wide town halls in April 2024 to discuss finals, flex, intersessions, fall break/holidays, start and end dates, and alignment with K-12. There are Scheduling Summits being held in the spring – Feb. 29th and March 29th. These summits are going to focus around getting into the headspace of our students to see what they go through scheduling their classes.
 - c. **Textbook Affordability** – Pescarmona mentioned we have received a number of zero textbook cost grants from the state to do zero textbook cost pathways. Advertisement has gone for hiring a new Instructional Designer for OER.
 - d. **SURF Updates** – Discussion focused on when rosters lock at the start of the semester and the process by which faculty provide add code after rosters lock. Hull will reach out to Academic Senate to update them on the discussion.
 - e. **Updating Syllabus Checklist** – Updates requested for Learning Centers, PSLOs, and SAS. Syllabus checklist workgroup will discuss.
 - f. **Redesigning the Student Experience** – Askerneese reminded everyone about the scheduling summits and how our conversations around SURF align with the focus of the summits.
 - g. **Updating AP/BP's for Spring 2024** – Hull will email workgroups to organize.
- VIII. **Old Business:**
 - a. **AP 4103 Experiential Education** – Donna Davis highlighted the need for updates to the AP. **[Cord/Flores] MSP Approve the changes made to AP 4103.**
 - b. **AP 4230 Grading and Academic Record Symbols** – Additional modifications needed. Deferred any action until March meeting.
 - c. **AP 5055 Student Registration Limitations and Priorities** - Additional modifications needed. Deferred any action until March meeting.
- IX. **Adjournment:** 11:02 am

MiraCosta College 2025-2026 Academic Calendar

Summer Session 2025 June 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Fall Semester 2025 August 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Semester 2026 January 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 16+1 16+1 16+1 15+1 16
83 Days of Instruction • 5 Days of Flex

15+1 15+1 16+1 15+1 15+1 15+1
82 Days of Instruction • 5 Days of Flex
1 All-College Day

IMPORTANT DATES

SUMMER

June 9 Start of Summer 8-week Intersession
June 9 Start of Summer 6-week Intersession
August 2 End of Summer Intersession

FALL

Aug 15 All-College Day
Aug 18 Classes Begin
Sept X Last Day to Add Classes
Sept X No "W" Deadline*
Sept X First Census
Nov XX 75% Withdrawal Deadline**
Dec 8-13 Final Exams
Dec 13 Pass/No Pass Deadline***
Dec 13 End of Semester
Dec 25-Jan 1 Campus Closed

SPRING

Jan 20 Classes Begin
Feb X Last Day to Add Classes
Feb X No "W" Deadline*
Feb X First Census
Mar 16-21 Spring Break
Apr XX 75% Withdrawal Deadline**
May 18-23 Final Exams
May 23 Pass/No Pass Deadline***
May 22 Commencement

*Last day to withdraw from classes without a "W"

**Last day for exercising option to withdraw without an evaluative grade (A, B, C, D, F, Pass, No Pass)

***Last day for exercising pass/no pass option

June 19 Juneteenth (Legal Holiday)
July 4 Independence Day (Legal Holiday)
Sept 1 Labor Day (Legal Holiday)
Nov 11 Veterans Day (Observance)
Nov 27 Thanksgiving Day (Legal Holiday)
Nov 28 Fall Break (Local Holiday)
Dec 25 Christmas (Observance)
Dec 25-31 Winter Closure
Jan 1 New Year's Day (Observance)
Jan 19 Martin Luther King, Jr. Day (Legal Holiday)
Feb 13 Lincoln Day (Observance)
Feb 16 Washington Day (Legal Holiday)
Mar 19-20 Thursday/Friday of Spring Break (Local Holiday)
May 25 Memorial Day (Legal Holiday)

 Legal/Local Holidays	 Spring Semester
 Commencement	 Flex
 Final Exams	 Spring Break
 Summer Intersession	 Non-class days
 Fall Semester	 All-College Day



Attendance accounting is conducted in accordance with the requirements of Title 5 and the [statewide Student Attendance Accounting Manual \(SAAM\)](#). Collection and reporting of attendance is the responsibility of the Admissions and Records Office.

Attendance accounting is accomplished using the following procedures:

- A. Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- B. Selection of a single, primary term length for credit courses.
- C. Reporting of FTES during the “first period” (between July 1 and December 31), “second period” (between July 1 and April 15), and “annual” (between April 16 and June 30).
- D. Compliance with census procedures prescribed by the California Community Colleges Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- E. Preparation of census day procedure tabulations.
- F. Preparation of actual student contact hours of attendance procedure tabulations.
- G. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- H. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
- I. Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the district authorized to render service in the capacity and during the period in which they served.
- J. Maintenance [for of](#) at least [a-175-day calendar](#) during the fiscal year.

Library

The primary aim of the library is to provide information literacy instruction (both in person and online) and a balanced collection of materials to support the curriculum.

Library Collections

Library materials are acquired to serve these purposes:

- To be used by students in connection with courses
- To support instructors in preparing for teaching their courses
- To support college staff in professional duties
- To promote and support library users in general intellectual and cultural development, as well as to provide leisure reading, viewing, and listening

Librarians and discipline faculty share responsibility for selecting materials, in an appropriate format, for the library collection. As subject experts, discipline faculty should have significant input in the selection and examination of library materials within their subject areas. The librarians are responsible for maintaining a balance between various subject areas and between standard and current works.

The selection and evaluation of materials in a wide variety of formats will be based on curricular demands, recommendations of current professional review sources, and suggestions from members of the college community. Student requests are strongly encouraged, as they help to enrich and diversify the collection.

Gifts of library materials are welcome but are accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are given away. The library assumes no responsibility for appraisal or valuation of gift items.

MiraCosta Community College District**Page 1 of 2**

Effective Date:	1/19/10, 6/10/16, 10/13/16, 9/10/20
Reference Update:	11/14, 1/15, 5/20
Steering:	Committee-AAC; Council-AS
References:	Education Code §78100 Accrediting Commission for Community and Junior Colleges Accreditation Standard II.B
CCLC Update:	#25, 11/14
Steering:	AAC / AS

Library Exhibits and Displays

Library exhibits serve these purposes:

- To increase interest in library materials and their use
- To provide supplemental library opportunities for intellectual and aesthetic discovery
- To reflect the diversity of our curriculum and our community

The library is mainly responsible for curating its exhibits and displays but will also consider requests to provide temporary/rotating space for academic departments, student groups recognized by the college, individual staff, faculty, administrators, and students, and community members or organizations that wish to sponsor an exhibit or display.

Challenges to Library Materials or Exhibits

Materials and exhibits representing various viewpoints and supporting academic freedom are included in the library as a matter of routine. If the suitability of a particular material or exhibit is questioned, the specific objections should be submitted in writing to the dean, Instructional Services. The dean and Library department chair will review the submission and if the issue remains unresolved, the matter will be referred to the Academic Affairs Committee for review. The Academic Affairs Committee will forward their recommendation for action to the Academic Senate, who will in turn advise the superintendent/president on the disposition of the complaint. The Academic Senate will notify the complainant in writing of their decision.

Equitable Access and Borrowing

The library will provide equitable access to library resources and services to all students, regardless of location, including online learners.

Faculty, staff, enrolled students, and those with emeritus/Gold Circle status may access and borrow materials with approved identification. Reciprocal borrowing privileges of physical library materials are available for the students of locally affiliated institutions with current identification from their home institutions. Area residents, including high school students, may borrow physical library materials with approved identification and the creation of a library account.

The MiraCosta College Library affirms the American Library Association Bill of Rights.

Academic Support and Tutoring Services

The college offers multiple instructional support services to students enrolled in academic courses. These include computer labs, a Language Resource Center, and The Learning Centers (TLC) comprised of the Academic Support and Innovations Center (ASIC), a Math Learning Center, a Science, Technology, Engineering, and Math (STEM) Learning Centers (STEMLC), a Tutoring and Academic Support Center, and a Writing Center.

The MiraCosta College website contains information on their locations, services, and

hours of operation.

The purpose of this procedure is to provide an efficient and equitable means of resolving student grievances. This procedure is available to any student who believes a decision or action by an instructor, college official, or by another student has adversely affected their status, rights, or privileges as a student.

Grievances related to course grades are addressed in Board Policy 4231: Grade Changes and Administrative Procedure 4231: Grade Changes.

For grievances related to sexual harassment, sexual assault, or discrimination (i.e. age, ancestry, citizenship status, color, physical disability, mental disability, ethnic group identification, sex, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics), students should contact the Title IX Coordinator, Deputy Title IX Coordinators, and/or the MiraCosta College Police Department. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation policies and procedures related harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking and domestic violence) can be found in Board Policy 3433: Prohibition of Sexual Harassment under Title IX, Administrative Procedure 3433: Prohibition of Sexual Harassment under Title IX, Administrative Procedure 3434: Responding to Harassment under Title IX, and Administrative Procedure 3435: Discrimination and Harassment Complaints and Investigations.

This procedure does not apply to the following:

- A. Student conduct, which is covered under Administrative Procedure 5500: Standards of Student Conduct, and Administrative Procedure 5520: Student Conduct Procedures.
- B. Traffic tickets. Those complaints must be made to the local courts.
- C. Parking tickets. Those complaints must be made at the College Police Office.
- D. Grievances related to sexual harassment, sexual assault, or discrimination.

Definitions

- A. The college: This means MiraCosta Community College District.
- B. Grievance: A statement of a complaint about something believed to be wrong or unfair.

A student who has a concern or complaint should follow the conflict resolution process, which is described below. The Student Affairs department can assist a student with this process.

Conflict Resolution

To resolve any issues with a faculty member, the student should make a reasonable effort to follow the steps listed below:

- A. Contact the instructor in person, by email, or by telephone, unless there is a valid reason (student feels intimidated, instructor unavailable after several attempts, etc.) to omit this step.
- B. If the concern or complaint is not resolved satisfactorily by contacting the faculty member, contact the faculty member's department chair in person, by email, or by telephone. The department chair will determine if the student contacted the faculty and if applicable, explore their reasons not to do so.
- C. If the concern or complaint is still not resolved, contact the faculty member's dean in person, by email, or by telephone. The dean will determine if the student contacted the faculty and/or department chair and if applicable, explore their reasons not to do so.
- D. If the concern or complaint is still not resolved, contact the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director of Student Services at the Community Learning Center to explore other possible options to address the concern.

To resolve any issue with a staff member or administrator, the student should make a reasonable effort to follow the steps listed below:

- A. Contact the staff member or administrator with whom the student has the grievance in person, by email, or by telephone, unless there is a valid reason (student feels intimidated, staff member or administrator unavailable after several attempts, etc.) to omit this step.
- B. If the concern or complaint is not resolved satisfactorily, contact the appropriate supervisor in person, by email, or by telephone.
- C. If the concern or complaint is still not resolved, contact the appropriate dean or department head in person, by email, or by telephone.
- D. If the concern or complaint is still not resolved, contact the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director

of Student Services at the Community Learning Center to explore other possible options to address the concern.

To resolve a conflict with another student, the student with the complaint should make a reasonable effort to follow the steps listed below:

- A. If appropriate, discuss the issue with the other student directly in person, by email, or by telephone unless there is a valid reason (student feels intimidated, other student unavailable after several attempts, etc.) to omit this step.
- B. Meet with the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director of Student Services at the Community Learning Center, or designee in person to explore other possible options to address the concern.

ADMINISTRATIVE PROCEDURE _____ 4230: Grading and Academic
Record Symbols

Formatted: Right

Courses shall be graded using the grading system established by Title 5 as follows:

Evaluative Symbols

Symbol	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Less than satisfactory	1.0
F	Failing	0.0
P	Passing (at least satisfactory)	
NP	No Pass (less than satisfactory or failing)	
SP	Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol).	

Nonevaluative Symbols

Symbol	Definition
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

I – Incomplete: Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term – after the seventy-five percent (75%) or “W” deadline of course. The student must demonstrate active participation and contribution up to the aforementioned threshold to be eligible for consideration.

The following documentation shall be maintained by Admissions and Records:

- The condition for the removal of the “I” shall be stated by the instructor for removal of the “I” in a written record.
- The letter grade to be assigned when the stipulated work has been completed and/or the letter grade to be assigned if the work has not been completed within the designated time limit. record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

~~The record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed.~~

~~A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.~~

MiraCosta Community College District

Page 1 of 2

Effective Date: 5/19/09, 6/21/18, 11/29/18, 4/7/22
Periodic Review: 7/7/15
References: Title 5, §55023; §55024; §55051; §55052; §55052.5
CCLC Update: #32, 4/18, #39, 10/21
Routing: AAC / AS

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP – In Progress:—The "IP" symbol shall be used only in courses which extend beyond the normal end of an academic term.—It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion.—The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation.—The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.—The "IP" symbol shall not be used in calculating grade point averages.—If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

RD – Report Delayed:—The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.—"RD" shall not be used in calculating grade point averages.

W – Withdrawal:—The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal:—The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal:—The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

The superintendent/president shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- A. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.

- B. The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- C. Limitations on access to grade records and grade storage systems.
- D. Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- E. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see Board Policy 3310, Records Retention and Destruction; Administrative Procedure 4231, Grade Changes; and Board Policy/Administrative Procedure 5040, Student Records.

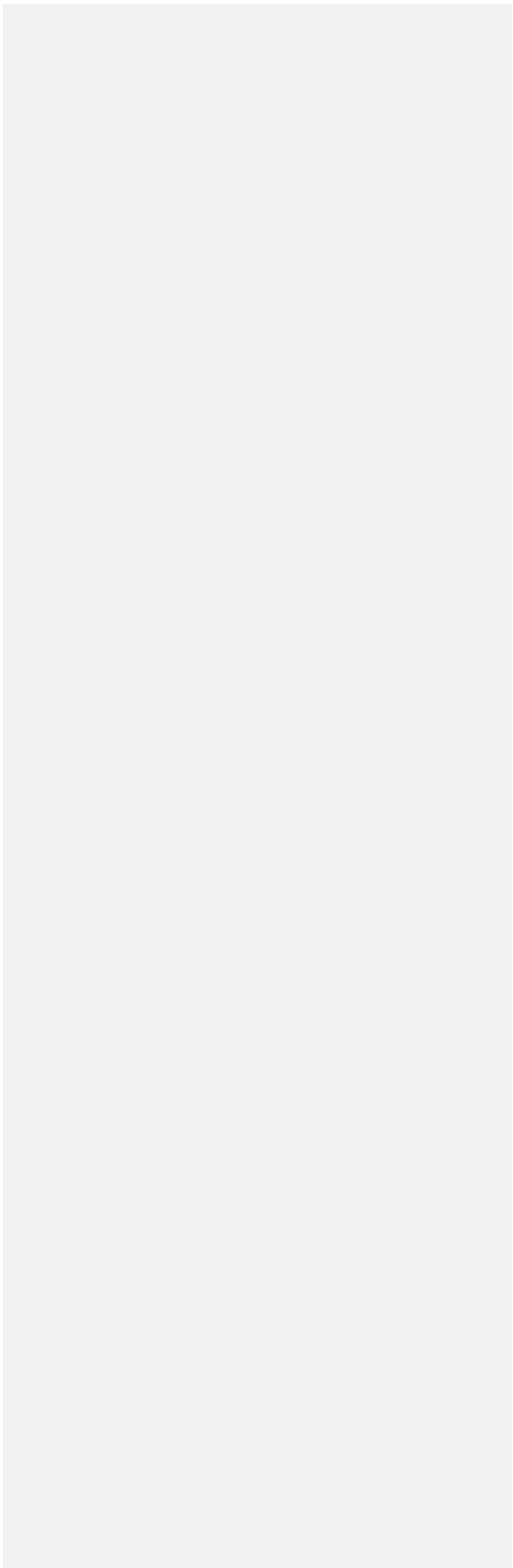
Enrollment in specific courses or programs may be limited as follows:

- A. Students may register in no more than 18 credit units per semester and no more than 8 credit units per summer session. Concurrently enrolled high school students may register in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students. Students who have extenuating circumstances and who need to register in more than the allowed limit must meet with a counselor to discuss their options.
- B. Registration may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.
- C. Registration may ~~also~~ be limited due to the following ~~legal or practical considerations~~:
 1. Health-and-safety considerations
 2. Facility limitations
 3. Faculty workload
 4. Availability of qualified instructors
 5. Funding limitations
 6. Regional planning constraints
 7. Legal requirements imposed by statutes ~~or r,~~ regulations, ~~8. Contractual agreements or contracts.~~
- D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.
- E. The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 8 + Alignment: Left +
Aligned at: 1" + Indent at: 1.25"

Steering:

AAC / AS



such restrictions. However, the college may limit enrollment in a course section to any group of students, with approval of the vice president of instructional services, if the college does not claim that course section for state apportionment.

- F. With respect to students on [probation-academic or progress notice](#) or subject to [dismissal-academic or progress separation](#), the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their [dismissal-academic or progress separation](#) as determined by the dean of counseling and student development.
- G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program [or with special permission from the department](#).

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

Priority Registration System

Students will register in the order of priority listed below.

Group A Students who have completed all the [priority-registrationonboarding](#) steps ([also known as matriculationplacement process, orientation, and advisement](#)) and are eligible under any of the following categorical programs:

- 1. ~~A member of the Armed Forces of the United States and who is a resident of California. Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority registration for more than four years may request priority registration through the Admissions and Records Office.~~
- 2. ~~A Veteran of the Armed Forces of the United States and who is a resident of California.~~
- 3. ~~A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student.~~
- 4. ~~Foster youth and former foster youth who is not older than 25 years of age at the commencement of the academic year. (up to and including the age of 24).~~
- 5. ~~Unhoused/homeless youth or former unhoused/homeless youth under 25 years of age at the commencement of the academic year. Homeless youth (up to and including the age of 24).~~
- 6. ~~EOPS, CalWORKs/Tribal TANF, and Student Accessibility Services (SAS). Disabled student as defined by statute and upon the recommendation of Student Accessibility Services (SAS).~~

Formatted: Font: (Default) Arial
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial
Formatted: Indent: Left: 0.5", First line: 0"

Formatted: Font:
Formatted: Font: 11 pt

Formatted: Right: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial, 11 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, 11 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 3 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial, 11 pt

Formatted: Right: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

5. ~~Justice impacted students receiving services from the Transitions Scholars program. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).~~

Formatted: List Paragraph, Indent: Left: 1", Hanging: 0.5", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Indent: Left: 0", First line: 0"

6. ~~CALWorks/Tribal TANF students.~~

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 1", Hanging: 0.5"

To receive and maintain priority registration, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least ~~fifty 50~~ percent (50%) of enrolled units, and not have exceeded 100-degree applicable units.

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 1.75" + Indent at: 2"

Group B-1 ~~Students athletes, International Students, and students in the baccalaureate program who have completed the onboarding steps (placement process, orientation, and advisement)~~

Formatted: Indent: Hanging: 1"

Group B-2 ~~Students new to the college or returning after two semesters who have completed the priority registration onboarding steps (placement process, orientation, and advisement) also known as matriculation, which include student athletes and students in the baccalaureate program.~~

Formatted: Indent: First line: 0"

To receive and maintain priority registration, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least ~~fifty 50~~ percent (50%) of enrolled units, and not have exceeded 100-degree applicable units.

~~(students in the baccalaureate program, homeless youth, foster youth, and students in the SAS program are exempt from the 100-unit limitation).~~

Formatted: Font: (Default) Arial

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 1.3" + Indent at: 1.55"

Group C ~~All Continuing students who have not completed the priority registration onboarding steps (placement process, orientation, and advisement) matriculated) and new and returning students, including those in Group A and Group B who have not completed the priority registration steps (matriculated) or previously earned a bachelor's degree.~~

Group D Any student who has been on ~~notice probation~~ for at least two consecutive semesters, including students on academic ~~notice probation~~ (GPA based) or progress ~~notice probation~~ (based on ~~the~~ percentage of courses completed with an evaluative grade).

Formatted: Font: (Default) Arial

Group E Students who have completed more than 100-degree applicable units ~~(students in the baccalaureate program, homeless youth, foster youth, and students in the SAS program are exempt from the 100-unit limitation)~~ with a grade of A-F, P, or NP. Courses ~~that are~~ considered "basic skills" will not ~~be~~ counted toward the completion of units in this category ~~although~~

Formatted: List Paragraph, Indent: Left: 1.75", First line: 0"

they will, but the units will count toward accumulation of units in Group B and Group C.

Formatted: Font: (Default) Arial
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 1.5" + Indent at: 1.75"

Group F Concurrently enrolled high school students.

Loss of Priority Registration

Admissions and Records will notify each student who is placed on academic or progress ~~probation, or notice or~~ earned ~~seventy-five 75~~ percent (75%) or more of the unit limit, of the potential for loss of priority registration.

A student is notified for the loss of priority registration when placed on a second consecutive term of academic or progress ~~noticeprobation~~ or reaches the unit limit.

Unhoused/homeless youth, and students in the SAS program are exempt from the 100-unit limitation.

Formatted: Font: (Default) Arial
Formatted: Normal, No bullets or numbering

Foster youth and former foster youth are exempt from losing priority.

Formatted: Font: (Default) Arial
Formatted: Normal, No bullets or numbering

Appeal of Loss of Priority Registration

Students may appeal to reinstate priority registration for the following reasons:

- The student is enrolled in a high unit major.
- The loss of priority is due to extenuating circumstances or a student with a disability applied for but did not receive ~~a reasonable~~reasonable accommodations in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
- The student demonstrates significant academic improvement. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, ~~Probation, Disqualification, and Readmission~~Academic and Progress Notice.

The dean of ~~Counseling and Student Student Development~~Admissions and Student Support or their designee will review the appeal.

Formatted: Space After: 10 pt, Line spacing: Multiple 1.15
li