

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, regulations, 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

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 or subject to dismissal, 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 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.

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 registration steps (also known as matriculation) and are eligible under any of the following categorical programs:

1. 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. Foster youth and former foster youth (up to and including the age of 24).
3. Homeless youth (up to and including the age of 24).
4. Disabled student as defined by statute and upon the recommendation of Student Accessibility Services (SAS).
5. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).
6. CALWorks/Tribal TANF students.

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 50 percent of enrolled units, and not have exceeded 100-degree applicable units.

- Group B Students new to the college or returning after two semesters who have completed the priority registration steps (also known as matriculation) which include student athletes and students in the baccalaureate program.
- 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 50 percent 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).
- Group C Continuing students who have not completed the priority registration steps (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 probation for at least two consecutive semesters, including students on academic probation (GPA based) or progress probation (based on percentage of courses completed with an evaluative grade).
- 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 considered “basic skills” will not count toward the completion of units in this category, but the units will count in Group B and Group C.
- 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 earned 75 percent 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 probation or reaches the unit limit.

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 accommodation 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.

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