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**District Technical Review Workgroup**  
**Student Services – DTRW-SS**  
**AGENDA**

**October 24, 2013 – DAC Lakin Boardroom**  
**3:00 p.m. – 4:30 p.m.**

➤ **Approval of September 26, 2013 Meeting Notes**

**Old Business**

- BP/AP 4240 Academic Renewal – under review by DCAA/Academic Senates have not come to agreement – still under review by Academic Senates? Version from 3.2013 DTRW-SS meeting is included in this packet.
- AP 5130 Financial Aid – draft submitted by Victoria Lugo – feedback from Oxnard and Moorpark Financial Aid Officers (Karen Engelsen/Pat Ewins)
- BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs – require feedback from Oxnard College EOPS (Karen Engelsen)
- BP/AP 5410 Associated Student Elections (Karen Engelsen/Pat Ewins)
- BP/AP 5420 Associated Students Finance (Karen Engelsen/Pat Ewins)
- BP/AP 5055 Enrollment Priorities – (Academic Senate Presidents)

**New Business**

- Registration Priority Emails to Students (Karen Engelsen)

**Business on Hold or Under Review by DCAA/Other Workgroups as of 4.25.13**

- BP/AP 4022 Course Approval – pulled from 4.25.13 DCAA Agenda – currently under review at DTRW-I October 24 meeting
- BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13
- BP/AP 5210 Communicable Diseases – under review by DCAA/Academic Senates – 4.25.13 sent back to DTRW-SS for further review (sent to Student Services Deans 4.01.13)
- BP/AP 5300 Student Equity – under review by DCAA/Academic Senates (sent to Academic Senates 4.01.13) tabled by DCAA for further review in order to wait for new state information from the Student Equity Taskforce – was to return to DCAA in fall
- BP/AP 5500 Standards of Conduct – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review
- BP/AP 5520 Discipline Procedure – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review
- BP/AP 5530 Student Rights and Grievances – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review

Next Meeting Date: December 5, 2013, 3 pm – DAC Lakin Boardroom

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS Meeting Notes**

September 26, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 10.24.13 DTRW-SS MEETING**

**Members:**

Chancellor’s Designee: Erika Endrijonas, Chair (OC)  
 Co-Chair: Victoria Lugo, Co-chair (VC)  
 Executive Vice Presidents: Lori Bennett (MC), Erika Endrijonas (OC), Daniel Seymour – Interim (VC) (not on staff yet)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Art Sandford (VC)  
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)  
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)  
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen representing Pam Kennedy Luna (Counselor, MC), Marian Carrasco Nungaray (Counselor VC)  
 Associated Student Government: ASG Rep vacant (OC), vacant (MC), Robert Nunez (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:**

Karen Engelsen, Clare Geisen, Robert Nunez

**Recorder:**

Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Welcome and Approval of April 11, 2013 Meeting Notes</b></p>	<p>Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:02 pm. Introductions were made for new members.</p> <p>The April 11, 2013 meeting notes were approved as presented with abstentions from Linda Kama’ila, Art Sanford, Traci Allen, and Graciela Casillas-Tortorelli.</p>			
<p><b>OLD BUSINESS</b></p>				
<p><b>AP 5130 Financial Aid – Victoria Lugo</b></p>	<p>This item was tabled to the next meeting. Oxnard and Moorpark require feedback from their Financial Aid Officers.</p>	<p>Obtain feedback from FAOs</p>	<p>October 24</p>	<p>Karen Engelsen/Pat Ewins</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.</b>	This item was tabled to the next meeting due to the absence of the Oxnard Dean of Student Services. There is no existing administrative procedure in BoardDocs and requires development. The CCLC administrative procedure version was reviewed in previous meetings and Moorpark/Ventura has agreed with this version.	Obtain feedback from EOPS	October 24	Karen Engelsen
<b>BP/AP 5410 Associated Student Elections</b>	This item was tabled to the next meeting. Ventura had no changes, Moorpark and Oxnard will follow up to obtain feedback from their ASG members. In previous meetings, the Board policy was revised to remove the second paragraph with bullet points and move it to the administrative procedure as the second paragraph. This item moved forward to DCAA, but since the decimation of DCAA has returned for final approval to DTRW-SS.	Obtain feedback from ASG	October 24	Pat Ewins/Karen Engelsen
<b>BP/AP 5420 Associated Students Finance</b>	This item was tabled to the next meeting. Ventura had no changes, Moorpark and Oxnard will follow up. In previous meetings, the Board policy was revised to remove the second and third paragraphs with bullet points. This is already indicated in the administrative procedure. This item moved forward to DCAA, but since the decimation of DCAA has returned for final approval to DTRW-SS.	Obtain feedback from ASG	October 24	Pat Ewins/Karen Engelsen
<b>NEW BUSINESS</b>				
<b>Selection of DTRW-SS Co-chair</b>	Victoria Lugo was selected as the Co-chair of DTRW-SS. This is Ms. Lugo's second year as Co-chair.			
<b>DTRW-SS 2013-2014 Meeting Schedule</b>	The October 24 meeting is to be confirmed after checking with the Chancellor's office for a meeting conflict with the Policy Hearing scheduled for the same date.			
<b>BP/AP 5020 Nonresident Tuition (Registrars)</b>	The Registrars suggested changes to the existing administrative procedure regarding how refunds to students are issued. There are systematic issues affecting all three colleges. An issue involving the			



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>(Marian Carrasco-Nungaray)</b>	agenda. Academic Senate Presidents will also be involved.			
<b>VCCCD Education Master Plan – Goals and Objectives (Marian Carrasco-Nungaray)</b>	This item has been completed.			
<b>Business On Hold or Under Review by Other Workgroups</b>	<p>These items were tabled for the next meeting on October 24.</p> <p>BP/AP 4022 Course Approval – pulled from 4.25.13 DCAA Agenda</p> <p>BP/AP 4240 Academic Renewal – under review by DCAA/Academic Senates have not come to agreement – still under review by Academic Senates?</p> <p>BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13</p> <p>BP/AP 5210 Communicable Diseases – under review by DCAA/Academic Senates – 4.25.13 sent back to DTRW-SS for further review (sent to Student Services Deans 4.01.13)</p> <p>BP/AP 5300 Student Equity – under review by DCAA/Academic Senates (sent to Academic Senates 4.01.13) tabled by DCAA for further review in order to wait for new state information from the Student Equity Taskforce – was to return to DCAA in fall</p> <p>BP/AP 5500 Standards of Conduct – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review</p> <p>BP/AP 5520 Discipline Procedure – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review</p> <p>BP/AP 5530 Student Rights and Grievances – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>NEXT MEETING</b>	Thursday, October 24, 2013 – 3:00 p.m. – DAC Lakin Boardroom			

DRAFT

**From:** Laurie Nelson-Nusser  
**To:** [Angelica Gonzales](#); [ASVC Director of External Affairs](#); [Clare Geisen](#); [David Keebler](#); [Erika Endrijonas](#); [Gloria Arevalo](#); [Hamza Shah - MC Student Rep \(Hamza\\_shah1@my.vcccd.edu\)](#); [Jane Harmon](#); [Jim Merrill](#); [Juan Valle Smith - OC Student Rep](#); [Linda Kamaila](#); [Linda Resendiz](#); [Mary Rees](#); [Maureen Eckl](#); [Michelle Castelo](#); [Nenagh Brown](#); [Peter Sezzi](#); [Ramiro Sanchez](#); [Riley Dwyer](#); [Shannon Davis](#)  
**Subject:** FW: Academic Renewal Policy AP 4240  
**Date:** Tuesday, March 05, 2013 1:23:00 PM  
**Attachments:** [Revised ACADEMIC RENEWAL AP 4240 3.05.13.doc](#)

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Please review the attached administrative procedure AP 4240 Academic Renewal. The most current version of this procedure was not available at the 2.28.13 DCAA meeting. We will agendize this for the next meeting for approval by DCAA.

Thank you,  
Laurie  
X5508

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**From:** Angelica Gonzales  
**Sent:** Tuesday, March 05, 2013 12:41 PM  
**To:** Laurie Nelson-Nusser  
**Subject:** Academic Renewal Policy AP 4240

Laurie-  
This was the latest Academic Renewal that came out of DTRW-SS. Please forward to DCAA group.  
Thank you.

# AP 4240 Academic Renewal

Reference:

*Title 5 Section ~~55044~~ 55046*

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate, or transfer.

## Academic Renewal Options

A student may petition to disregard a maximum of 24 semester units of any courses with less than a "C" or equivalent grade. Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements. A student may disregard a maximum of 24 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any five terms maximum (summer is considered one term), not necessarily consecutively.

- ~~• once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options:~~
- ~~• Disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or~~
- ~~• Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.~~

## Eligibility

To qualify for academic renewal, students must do all of the following:

- Complete at least 12 units in residence in the colleges of the VCCCD
- Submit official transcripts of all college work
- Wait for twelve months years since after the course work to be disregarded was is completed (summer intersession may be counted as a term)
- The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:
  - Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
  - Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
  - Completing at least 24 semester units with a minimum 2.0 cumulative GPA
- The colleges of the VCCCD will honor similar actions by other regionally accredited colleges and universities in determining grade point averages and credits.

## Petition Process

The petition form for this purpose, is "Petition for Academic Renewal" is initiated by the student through a Counseling appointment.

## Recording of Academic Renewal:

Once the Petition ~~of~~ for Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal actions are permanent and irreversible.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.







Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5130 FINANCIAL AID
Number	BP 5130
Status	Active
Legal	20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668; Education Code Section 76300
Adopted	April 18, 2006

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

See Administrative Procedure 5130.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5130 FINANCIAL AID
Number	AP 5130
Status	Active
Legal	20 U.S.C. Sections 1070 et seq.; 34 CFR Section 668; Education Code Section 76300; Title 5, Sections 58600 et seq.
Adopted	April 14, 2009
Last Reviewed	March 12, 2009

A student financial aid handbook, pamphlet, or other orientation and educational material are available in each college Financial Aid Office, on the college websites, in the college catalogs, and in the college schedule of classes. The guides are reviewed and updated accordingly. Websites describing financial aid procedures are also made known to students. These orientation materials address, at a minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress standards

### Misrepresentation

**Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes**

**directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.**

**A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.**

**This procedure does not apply to statement by students through social media outlets or by vendors that are not providing covered services, as reflected herein.**

**Revised: 7/11**





Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
Number	BP 5150
Status	Active
Legal	Education Code 69640 – 69656; Title 5 Sections 56200 et seq.
Adopted	April 18, 2006

Categorical support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.



**COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA**

REVIEW EOPS  
COORDINATOR

Book Administrative Procedures  
 Section Chap 5 Student Services  
 Title Extended Opportunity Programs and Services  
 Number AP 5150  
 Status Active  
 Legal Education Code Sections 69640-69656  
Title 5 Sections 56200 et seq.  
 Adopted November 1, 2000

## **AP 5150 Extended Opportunity Programs and Services**

### **References:**

Education Code Sections 69640-69656;  
 Title 5 Sections 56200 et seq.

**Note:** *This procedure is **legally required**. Local practice may be inserted. Insert local administrative procedures here and/or reference the EOPS Plan. At a minimum, the procedures, plan, or description of the program and services must address:*

- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A full time director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Basic skills instruction, seminars, and tutorial assistance
- Counseling and retention services
- Career employment services
- Transfer services
- Direct aid.
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.
- Review and evaluation of the programs and services and submission of related reports.







Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5410 ASSOCIATE STUDENTS ELECTIONS  
Number BP 5410  
Status Active  
Legal Education Code Section 76061  
Adopted April 18, 2006

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Students shall meet the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standards of scholarship.

See Administrative Procedure 5410.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5410 ASSOCIATED STUDENTS ELECTIONS  
Number AP 5410  
Status PROPOSED – NO AP 5410 IN VCCCD BOARDDOCS  
Legal Education Code Sections 76063 - 76065  
Adopted  
Last Reviewed

The Associated Students shall conduct annual elections to elect officers as described in the “Student Election Standard Operating Practices for Associated Students Positions and Student Trustee Position.”

Any student elected as an officer in the Associated Students shall meet eligibility requirements as stated in the respective Associated Students Constitution and By-laws, as defined in the College Catalogs, and as set forth in the “Student Election Standard Operating Practices” guidelines for student elections.





Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5420 ASSOCIATED STUDENTS FINANCE  
Number BP 5420  
Status Active  
Legal Education Code Sections 76063–76065  
Adopted April 18, 2006

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three (3) persons, which shall be obtained each time before any funds may be expended:

- the Chancellor or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5420 ASSOCIATED STUDENTS FINANCE  
Number AP 5420  
Status PROPOSED – NO AP 5420 IN VCCCD BOARDDOCS  
Legal Education Code 76060, 76063 - 76065  
Adopted  
Last Reviewed

The Board authorizes the Associated Students to establish and maintain student organization accounts at each college. The Vice President of Administrative Services shall be responsible for the proper administration of the financial activities of each student organization account.

The Associated Student Organizations will have all funds deposited and disbursed by the Student Business Office.

The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 – 16305.7 or in a bank or banks whose accounts are insured by the federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and

playing fields, where those facilities , or portions thereof , are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons:

- The Campus President or designee;
- The officer or employee of the district who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

The books, financial records and procedures of all student organizations are subject to an annual audit. Reports of the annual audit of A.S. funds are submitted to the Vice President of Administrative Services. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice President of Administrative Services, or designee.



Book VCCCD Administrative Procedure Manual

Section Chapter 5 Student Services

Title AP 5055 ENROLLMENT PRIORITIES

Number AP 5055

Status Active

Legal [California Education Code, Section 66025.8 et. seq.](#)

[Title 5 Section 58106, 58108, 58311](#)

Adopted April 14, 2009

Last Reviewed May 14, 2013

Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are given to continuing students in good academic standing and new students who have completed orientation, assessment, and an educational plan (effective fall 2014) in the following order:

1. As defined by statute, active military, military veterans, foster youth, former foster youth, DSPS students, EOPS students, CalWORKS students. All continuing and returning students in these groups must be in good academic standing; all new students in these groups must have completed orientation, assessment and an educational plan.
2. ~~CalWORKS students, Verified eStudent athletes~~ beyond their first in their second semester who are in good academic standing as verified by and have met with a designated athletics counselor.
- ~~2-3. Continuing students with 76-90 units\* who are in good academic standing~~
3. ~~Continuing students with 45-75 units\* who are in good academic standing (waivers for majors exceeding 75 units may be requested through the Counseling Department)~~
4. Continuing students with 30-44 units\* who are in good academic standing
5. Continuing students with 15-29 units\* who are in good academic standing
6. Continuing students with 1-14 units\* who are in good academic standing
7. New students who have completed orientation, assessment, and educational plan (fall 2014) and returning students with ~~fewer~~ less than ~~90~~ 76 units who are in good academic standing
8. New students who have not completed orientation, assessment, and educational plan (fall 2014)
9. Open registration for all students (except "10." below), including continuing and returning students with 76+ units who are in good academic standing (see #3 above re: high unit waiver for continuing students only)
10. Special admission high school students

\*Completed and in progress VCCCD units only. Basic skills and non-degree applicable units shall not be counted.

**Continuing Student:** a student who has been enrolled in one or more of the two previous primary semesters. Only continuing students are eligible to apply for a high-unit waiver.

**Returning Student:** a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

**Primary Semesters:** fall and spring

**Good Academic Standing:** Defined solely for purposes of assigning enrollment priority as a student who is not in Probation 2 status. Students who are on probation for two consecutive semesters will lose enrollment priority for the next semester or summer session.

**Note that the requirements that students be in good academic standing, complete orientation, assessment and an educational plan will be effective for Fall 2014 registration. All other enrollment priorities are currently in effect.**

DTRW-SS review 9.26.13 – original version from Registrars 9.09.13

[DTRW-SS review 10.24.13 – Version for Academic Senate review sent on 10.04.13 to ASPs](#)



Book VCCCD Administrative Procedure Manual

Section Chapter 5 Student Services

Title AP 5055 ENROLLMENT PRIORITIES

Number AP 5055

Status Active

Legal [California Education Code, Section 66025.8 et. seq.](#)

[Title 5 Section 58106, 58108, 58311](#)

Adopted April 14, 2009

Last Reviewed May 14, 2013

Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are given to continuing students in good academic standing and new students who have completed orientation, assessment, and an educational plan (effective fall 2014) in the following order:

1. As defined by statute, active military, military veterans, foster youth, former foster youth, DSPS students, EOPS students, CalWORKS students. All continuing and returning students in these groups must be in good academic standing; all new students in these groups must have completed orientation, assessment and an educational plan.
2. ~~CalWORKS students, Verified eStudent~~ athletes beyond their first in their second semester who are in good academic standing as verified by and have met with a designated athletics counselor.
- ~~2-3.~~ 3. Continuing students with 76-90 units\* who are in good academic standing
4. Continuing students with 45-75 units\* who are in good academic standing
- ~~3.~~ (waivers for majors exceeding 75 units may be requested through the Counseling Department)
- ~~4-5.~~ 5. Continuing students with 30-44 units\* who are in good academic standing
- ~~5-6.~~ 6. Continuing students with 15-29 units\* who are in good academic standing
- ~~6-7.~~ 7. Continuing students with 1-14 units\* who are in good academic standing
- ~~7-8.~~ 8. New students who have completed orientation, assessment, and an educational plan (fall 2014) and returning students with fewer~~less~~ than ~~90~~76 units who are in good academic standing
- ~~8-9.~~ 9. New students who have not completed orientation, assessment, and an educational plan (fall 2014)
- ~~9-10.~~ 10. Open registration for all students (except "110." below), including continuing and returning students, and all students with ~~76~~91+ units who are in good academic standing (~~see #3 above re: high unit waiver for continuing students only~~)
- ~~10-11.~~ 11. Special admission high school students

\*Completed and in progress VCCCD units only. Basic skills and non-degree applicable units shall not be counted.

**Continuing Student:** a student who has been enrolled in one or more of the two previous primary semesters. Only continuing students are eligible to apply for a high-unit waiver.

**Returning Student:** a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

**Primary Semesters:** fall and spring

**Good Academic Standing:** Defined solely for purposes of assigning enrollment priority as a student who is not in Probation 2 status. Students who are on probation for two consecutive semesters will lose enrollment priority for the next semester or summer session.

**Note that the requirements that students be in good academic standing, complete orientation, assessment and an educational plan will be effective for Fall 2014 registration. All other enrollment priorities are currently in effect.**

DTRW-SS review 9.26.13 – original version from Registrars 9.09.13

[DTRW-SS review 10.24.13 – version from Moorpark Academic Senate](#)



**From:** [VCCCD No Reply](#)  
**To:** [Allan Abutin](#)  
**Subject:** Changes to Registration Priority (TEST)  
**Date:** Wednesday, October 02, 2013 3:37:26 PM

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Dear Terese M. Carroll,

The California Community College Board of Governors has unanimously approved changes to take effect in Fall 2014 that will establish system-wide enrollment priorities. The changes are designed to ensure that classes are available for students seeking associate degrees, transfer or job training, and to reward students who make steady and efficient progress toward their educational goals. These changes may affect your registration priority as a continuing student in future terms!

Continuing students with verified Education Plans, in good academic standing, who have not exceeded 75 degree-applicable units, as well as new students who have completed their college orientation, self-assessments, and Education Plans will now have registration priority over students who do not meet these criteria.

Active-duty military and veterans, current and former foster youth, CalWORKS followed by students in EOPS and ACCESS/EAC will continue to have first priority for registration as long as they meet the same criteria listed above.

Click [here](#) for additional information.

**From:** [VCCCD No Reply](#)  
**To:** [Allan Abutin](#)  
**Subject:** Your Academic Standing Will Affect Your Registration Priority (TEST)  
**Date:** Wednesday, October 02, 2013 3:45:44 PM

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Dear Laurel J. Buerk,

**California state law is changing, and it will affect the way you register for classes in the future!**

You are receiving this notice to advise you of changes in California state law about registration priority at community colleges, and the impact these changes may have on your registration priority date in future terms. All California community colleges are required to implement new registration priorities by Fall 2014 that require students who have been on academic or progress probation for two consecutive semesters to lose their registration priority.

Continuing students with verified Education Plans, in good academic standing, who have not exceeded 75 degree-applicable units, as well as new students who have completed their college orientation, self-assessments, and Education Plans will now have registration priority over students who do not meet these criteria.

Active-duty military and veterans, current and former foster youth, CalWORKS followed by students in EOPS and ACCESS/EAC will continue to have first priority for registration as long as they meet the same criteria listed above.

Based on your current academic standing, *you* may be affected by this change in Fall 2014! You are currently in an academic probation or dismissal status. If that status continues or gets worse between now and Fall 2014, you will lose your priority registration date.

**What does this mean?** *Under the new law, your registration date will be adjusted to the lowest college student registration level if you have been on academic or progress probation for two consecutive semesters.*

**What can you do?** *Make an appointment to see a college counselor right away. Your counselor will provide you with services and tools that will help you improve your GPA or class completion ratio, and will work with you to develop a student educational plan that will help you improve your academic standing.*

*A counselor will also determine whether you may have grounds to appeal your registration priority based on extenuating circumstances. Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances that are beyond the student's control that have affected the student's ability to succeed in his/her classes.*

Your success is important to us. We encourage you to take steps now so that you can continue your educational journey without interruption. Please contact the Counseling Office (if you are an EOPS, ACCESS/EAC, or CalWORKs student, contact your respective program) on your campus to make an appointment with an academic counselor to complete an educational plan.

Click [here](#) for additional information.

**From:** [VCCCD No Reply](#)  
**To:** [Allan Abutin](#)  
**Subject:** Your Units Affect Registration Priority (TEST)  
**Date:** Wednesday, October 02, 2013 3:39:06 PM

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Dear Christina Pritchard,

**California state law is changing, and it will affect the way you register for classes in the future!**

You are receiving this notification to advise you of changes in California state law about registration priority at community colleges, and the possible impact these changes may have on your registration priority date in future terms.

Continuing students with verified Education Plans, in good academic standing, who have not exceeded 75 degree-applicable units, as well as new students who have completed their college orientation, self-assessments, and Education Plans will now have registration priority over students who do not meet these criteria.

Active-duty military and veterans, current and former foster youth, CalWORKS followed by students in EOPS and ACCESS/EAC will continue to have first priority for registration as long as they meet the same criteria listed above.

The Ventura County Community College District changed the registration priorities in Fall 2012 requiring students who have earned *more than 75 degree applicable units* to lose their registration priority. We have determined that you may be affected because:

- You have already completed at least 56 or more units and there is a good chance you will have more than 75 degree applicable units in the near future.

**What does this mean?** *Your registration date will be adjusted to the lowest college student registration level if you have earned more than 75 degree applicable units.*

**What can you do?** *Make an appointment to see a college counselor right away. Continuing students may be eligible for an exception because you are enrolled in a high-unit major, degree or transfer program. Or you may have grounds to appeal your registration priority based on extenuating circumstances. A counselor can guide you through this process.*

*Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances that are beyond the student's control.*

Your success is important to us. We encourage you to take steps now so that you can continue your educational journey without interruption. Please contact the Counseling Office (if you are an EOPS, ACCESS/EAC, or CalWORKs student, contact your respective program) on your campus to make an appointment with an academic counselor to complete an educational plan.

Click [here](#) for additional information.