

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](#)

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The Ventura County Community College District assigns enrollment priority to all new, continuing, and returning students in accordance with the California Education Code and Title 5 Administrative Code. Enrollment priority is also known as registration priority.

**NEW STUDENTS** receive enrollment priority after completing orientation, assessment and a student educational plan. These may be accomplished in different ways including but not limited to completing the online orientation or attending an in-person session; taking the assessment tests, submitting transcripts of other college work completed and/or other test scores for evaluation; completing a one- or two-semester "abbreviated" educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

- Exemption from a service: New students have the right to request an exemption from orientation, assessment and educational planning activities based on criteria identified below; students who claim exemption will not be eligible for enrollment priority. The exemption criteria are as follows:
  - Student has earned an Associate or higher degree
  - Student is a Special Admission student (concurrently enrolled minor)
  - Student is enrolling solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.

**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.

Continuing students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district providing they have not been placed on academic or progress probation or more serious academic sanction for two consecutive terms. Transfer units are not used to calculate enrollment priority.

### **Limitations**

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.

- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

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

Returning students who have not attended in at least one year, who have completed fewer than 90 units, are in good academic standing in the VCCCD, and have completed orientation assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

**SPECIAL ADMISSION STUDENT:** a concurrently enrolled minor attending public, private or home school who is also taking classes at a college in the district.

Special Admission students register behind other groups as designated by state mandate. Where the district has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other special admission students.

### **ASSIGNMENT OF ENROLLMENT PRIORITIES IN THE VCCCD**

Pursuant to Title 5 Sections 58106, 58108; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are assigned based on the following criteria and in the following order:

1. Priority as defined by statute for:
  - foster youth and former foster youth;
  - active military and military veterans, DSPS students, EOPS students, and 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. Student athletes beyond their first semester as verified by a designated athletics counselor – all continuing students must be in good academic; students new to the college must have completed orientation, assessment and an educational plan.;
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
5. Continuing students with 30-44 units who are in good academic standing

6. Continuing students with 15-29 units who are in good academic standing
7. Continuing students with 1-14 units who are in good academic standing
8. a) New students who have completed orientation, assessment, and an educational plan;  
  
b) Returning students who have not attended in at least one year, who have completed fewer than 90.5 units, are in good academic standing in the VCCCD, and have completed orientation assessment and an educational plan.
9. Open registration for all students (excluding Special Admission students), including:
  - All students that have been placed on academic or progress probation or more serious academic sanction for two consecutive terms unless they successfully appeal for reinstatement of enrollment priority based on verifiable extenuating circumstances.
  - All students with more than 90.5 units who are in good academic standing unless they successfully petition for reinstatement of enrollment priority.
  - New and returning students who choose to be exempt from participating in orientation, assessment and/or the development of a student educational plan (see Exemption information above).
10. Special admission high school students and other concurrently enrolled minors.

## **DEFINITIONS**

**Abbreviated Educational Plan:** A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

**Comprehensive (Active) Educational Plan:** A plan that identifies the courses a student must take to complete their informed program of study and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must do to achieve their educational goal.

**Good Academic Standing:** Defined solely for purposes of assigning enrollment priority as a student who has not been placed on academic or progress probation or more serious academic sanction for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

**Informed Program of Study:** The degree, certificate or transfer program of study that a student declares upon completing 15 units of college coursework. The "informed program of study" is the basis for a student's comprehensive educational plan.

**Primary Semesters:** fall and spring