

# Enrollment Priority REGISTRATION

Enrollment priority and the registration date will be determined when students have completed; 1) New Student Orientation Part One 2) Assessment, and 3) New Student Orientation Part Two and First Semester Plan. Students have to be in a Good Academic Standing.

The California Community College Board of Governors approved a policy change to establish system-wide registration priorities in an effort to improve student success. The new regulations are designed to ensure that classes are available for students seeking career advancement, an associate degree or transfer, and to reward students who are making academic progress towards their academic goals. Consequently, enrollment priorities have been redefined and changes have been in effect since Fall 2014.

Under the new regulations, new or returning students who have completed assessment, orientation and the student education plan, as well as continuing students in good academic standing who have not exceeded 100 units (not to include units in Basic skills, English as a Second Language) will have enrollment priority over students who do not meet these criteria. Students will now register for courses according to an enrollment priority system as defined by Title 5 regulations and the Southwestern Community College District.

## LEVEL 1

State-mandated enrollment priority groups: Foster Youth or Former Foster Youth, Active Military, Veterans, EOPS, DSPS and CalWORKs

## LEVEL 2

College enrollment priority groups: Associated Student Organization-Executive & Senate Members, District Identified Learning Communities, MESA, University Links, Vocational Rehabilitation, Honors Program and eligible student athletes

## LEVEL 3

SWC Early Admission Program students (Fall term only)

## LEVEL 4

Continuing Students in good standing with less than 100 degree-applicable units completed at SWC.

- a) 50 units–90 units
- b) 30 units–49 units
- c) 0–29 units
- d) 90 units–99 units

## LEVEL 5

Open Enrollment – New and Returning students on a first come, first served basis

## LEVEL 6

Student who have lost enrollment priority enrollment  
Students with 100 or more units

## WHAT CAN I DO IF I LOSE MY ENROLLMENT PRIORITY?

### **ENROLLMENT PRIORITY SHALL BE LOST AT THE FIRST REGISTRATION OPPORTUNITY AFTER THE STUDENT:**

- Placed on academic or progress probation for two consecutive terms; or
- Earned 100 or more degree applicable semester units

Students who have lost enrollment priority can petition to appeal their status, if they can provide documentation for the following area:

### **EXTENUATING CIRCUMSTANCES:**

**Extenuating circumstances:** Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Examples of documentation include: medical records, police reports, court documents, etc.

### **STUDENTS WITH DISABILITIES: ACADEMIC ACCOMMODATIONS**

Students who applied for academic accommodations, but did not receive reasonable accommodations in a timely manner.

### **STUDENTS WITH A DISABILITY WHO ARE AUTHORIZED FOR PRIORITY ENROLLMENT:**

Students with a disability who are authorized for priority enrollment as a DSS authorized academic accommodation and are making progress towards their academic goal.

### **STUDENTS WHO HAVE DEMONSTRATED SIGNIFICANT ACADEMIC IMPROVEMENT:**

Students who have demonstrated significant academic improvement defined as achieving no less than the minimum grade point average and progress standards. Examples of documentation include: Transcript which shows academic improvement in a minimum of two semesters.

### **STUDENTS WHO ARE ENROLLED IN HIGH UNIT MAJORS OR UNITS IN CATEGORIES LISTED BELOW:**

Students who are enrolled in High Unit Majors or have accumulated units from Advanced Placement, 2+2 or Credit by Examination.

### **HONOR STUDENTS:**

Honors Students who have no other available opportunity for honor addendums, based on their academic goal. Examples of documentation include: Honors addendum contracts for the completion of at least 15 semester units and Student Education Plan. (Conflict in work or class schedule is not a valid reason not enrolling in an honors addendum)

### **FINAL SEMESTER BEFORE DEGREE CERTIFICATE AND/OR TRANSFER COMPLETION:**

Student is within his/her final semester of degree, certificate and/or transfer completion. Examples of documentation include: Student Education Plan, updated transcript must show only the remaining classes before graduation.

Petitions available online at [www.swccd.edu](http://www.swccd.edu) click on Admissions then Printable forms.

