

## ENROLLMENT PRIORITIES

*References: Title 5 Sections 51006, 58106, 58108*

Southwestern College shall adopt procedures for registration and standards for enrollment in any course that are consistent with Title 5 and uniformly administered by appropriately authorized staff.

It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for degree or certificate attainment, transfer to four-year college or university, or career advancement.

All courses of the College District shall be open to enrollment, subject to the priority system set forth herein. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations.

### **I. Registration priority shall be provided to students in the following order:**

Any new or returning Southwestern College student beginning in Fall 2014 or students who are members of levels one through three below shall complete the matriculation process before being granted priority registration. The matriculation steps that must be completed are 1) orientation 2) assessment-placement and 3) student education plan.

#### **First level of enrollment priority shall be provided to students who are members of at least one of the following groups:**

- Armed forces or a veteran; or
- Foster youth or former foster youth;
- CALWORKS; or
- Extended Opportunity Programs & Services (EOPS); or
- Disability Support Services (DSS);

Students qualifying for level one enrollment priority shall be further prioritized as follows:

- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 90 to 99 units completed at Southwestern College

## **ENROLLMENT PRIORITIES**

**Second level of enrollment priority shall be provided to students who are members of at least one of the following groups:**

- Associated Student Organization Executive and Senate members or District Identified Learning Communities, MESA, University Links, Vocational Rehabilitation, Honors Program, and eligible student athletes.

Students qualifying for level two enrollment priority shall be further prioritized as follows:

- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 90 to 99 units completed at Southwestern College

**Third level of enrollment priority shall be provided to students who are members of the following group:**

- SWC High School Early Admission Program (EAP) students (Fall term only).

Students qualifying for level three enrollment priority shall be further prioritized as follows:

- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 90 to 99 units completed at Southwestern College

**Fourth level of enrollment priority shall be provided to students who are members of the following group:**

- Continuing students

Students qualifying for level four enrollment priority shall be further prioritized as follows:

- 50 to 90 units completed at Southwestern College
- 30 to 49 units completed at Southwestern College
- 0 to 29 units completed at Southwestern College
- 90 to 99 units completed at Southwestern College

**Fifth level of enrollment priority shall be provided to students who are members of the following group.**

- New and returning (former) students on a first come, first served basis.

## ENROLLMENT PRIORITIES

**Sixth level of enrollment shall be provided without priority to students who:**

- have been on academic probation more than two consecutive semesters OR
- who have earned 100 or more degree applicable semester units

### II. Loss of Enrollment Priority

Enrollment priority specified in this section shall be lost at the first registration opportunity after the student is:

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

A unit is earned when a student receives a grade of A,B,C,D or P in a degree applicable course. The 100-unit limit does not include units for non-degree applicable English as a Second Language (ESL) or basic skills courses or special classes for Disabled Students.

### III. Petition Process:

If a student loses enrollment priority status as listed in Section II, an appeal may be filed based on one of the following circumstances. The appeal petition will be available at the Admissions Office.

- a. Extenuating circumstances: Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- b. Student with a disability who applied for, but did not receive reasonable accommodation in a timely manner.
- c. Student with a disability, authorized for priority enrollment as a DSS authorized academic accommodation, and making progress towards academic goals.
- d. Student who has demonstrated significant academic improvement, defined as achieving no less than the minimum grade point average and progress standards.
- e. Student who is enrolled in High Units Majors, accumulated units from Advanced Placement, Credit by Examination.
- f. Student is within his/her final semester of degree, certificate and/or transfer completion.
- g. Honors Students who have no other available opportunity for honor addendums, based on their academic goal.

### IV. Other requirements

Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic

## ENROLLMENT PRIORITIES

requisites that are not expressly authorized as barriers to enrollment or the successful completion of a class.

With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

### V. Definitions

**Associated Student Organization (ASO) – Executive Board and Senators** Currently elected or appointed members serving the students of SWC. Students must meet all ASO requirements.

**CALWORKs** - Student must be enrolled in the CALWORKs program at SWC.

**Continuing Student** - Students who enrolled in the previous academic term or semester at SWC. Students who do not attend summer sessions will not lose continuing student status.

**Disability Support Services (DSS)** - Student must be enrolled in the DSS program at SWC.

**District Identified Learning Communities** – Student who are currently enrolled and/or successfully complete the requirements for a District Identified Learning Community such as Puente Project, Bayan, TELA, PAIR.

**Early Admission Program** - Offered to Sweetwater Union High School District and any other high school district graduate who completes the matriculation process in the Spring semester of their senior year.

**Extended Opportunity Programs and Services (EOPS)** - Student must be enrolled in the EOPS program at SWC.

**Foster Youth or Former Foster Youth** - Student must provide court documents or other forms of County or State Health and Human Services documents as proof of Foster Youth status.

**Honors Program** Honors students will be eligible to receive enrollment priority for all class sections in their class schedule, if they meet the following criteria.

Honors students will receive enrollment priority in Fall and Spring semesters only.

Honors students must successfully complete an honors addendum or course with a satisfactory grade before being granted priority registration in the next available semester.

## ENROLLMENT PRIORITIES

(ie. final grades for the fall semester are available after registration for spring semester, an Honors student will receive priority registration in the following fall semester. Students completing the Honors addendum in spring will receive priority registration in the following fall semester). Honors students must continue to enroll and successfully complete at least one honors addendum or course, in each subsequent semester, in order to maintain their enrollment priority.

**MESA** - Former and current MESA program members at SWC.

**New Student** - Student who is enrolling at SWC for the first semester.

**Returning Student** - Student who has completed at least one unit of credit at the SWC and is returning after a break of one or more semesters, excluding summer session.

**Student Athletes** – A student athlete may be eligible for enrollment priority if the student has been identified as a “qualifier” by the NCAA Eligibility Center. “Qualifiers” are required to file their letter declaring them a “qualifier” with the Athletic Director and Admissions and Records Office. These student athletes are eligible for enrollment priority in their first semester. Student athletes not considered “qualifiers” by the NCAA may also be eligible for priority registration if they can meet the same requirements of a “qualifier” athlete in their second or subsequent semester.

All student athletes must earn and maintain an overall 2.5 GPA, and complete 12 transferable or degree applicable units each semester to be eligible for priority enrollment. Non-qualifying athletes must meet these criteria to be eligible for enrollment priority in the next available semester. (ie. final grades for the fall semester are available after registration for spring semester, a student athlete will receive priority registration in the following fall semester. Student Athletes who complete the requirements in spring will receive priority registration in the following fall semester).

All student athletes are required to undergo weekly monitoring by the Athletic Director to ensure they are enrolled in 12 units and are maintaining satisfactory grades. In addition, all student athletes are required to have a Student Education Plan and are required to see a counselor twice a semester to review academic progress, completed units and GPA.

**University Links** - Students with signed contracts to transfer to UCSD.

**Veteran or member of the Armed Forces** - Student must provide a Leave Earning Statement (LES) for Active Duty or DD214 – discharge papers, as proof of veteran status.

Office of Primary Responsibility: Admissions & Records/Student Services