



ENROLLMENT PRIORITIES PETITION

INSTRUCTIONS: Complete and submit this petition with attached documentation to Admissions or any Higher Education Center.

Name (Last) (First) Student ID Number

Email Address Telephone Number Semester

Enrollment Priority shall be lost at the first registration opportunity after the student has been placed on academic and/or progress probation for two consecutive terms; or earned 100 or more degree applicable semester units.

DOCUMENTS THAT MUST BE ATTACHED TO THIS FORM:

- Typed narrative of your situation regarding enrolment priorities
- Current Student Educational Plan (SEP)
- Supporting documentation, *see each option for additional information and examples of documentation*

PLEASE CHECK THE BOX THAT APPLIES TO YOU

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

- Those who had applied for academic accommodations, but did not receive reasonable accommodations in a timely manner. Examples of documentation include: Accommodations form

STUDENTS WITH DISABILITIES: Who are authorized for priority enrollment

- Those who are authorized for priority enrollment as a DSS authorized academic accommodation and are making progress towards their academic goal. Examples of documentation include: Accommodations form

STUDENTS WHO HAVE DEMONSTRATED SIGNIFICANT ACADEMIC IMPROVEMENT

- Those who are defined as achieving no less than the minimum grade point average and progress standards, and have improved in recent semesters. Examples of documentation include: Transcript which shows academic improvement in a minimum of two semesters.

STUDENTS WHO ARE ENROLLED IN HIGH UNIT MAJORS OR IN THE CATEGORIES LISTED BELOW

- Students who became ineligible due to 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. (Inability to work around class schedule is not a valid reason for taking 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, Student Education Plan (SEP) and updated transcript must show only the remaining classes before graduation. **Complete chart of courses which are needed.**

Course Number	Course Name

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY

Petition and Documentation received by Staff person: _____		Date: _____
1) Routed to _____	Date: _____	(Return to Admissions within two weeks)
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	NO ACTION <input type="checkbox"/>
Committee Signature: _____		Date: _____
COMMENTS: _____		

2) Results scanned/mailed to student: _____		Date: _____
COMMENTS: _____		

Enrollment Priorities Petition routing information:

All petitions are turned directly into the Admissions and Records Office. Admissions and Records will route petition to the appropriate department/discipline for review. Admissions will notify the student of the outcome after receiving the petition from the department within two weeks.

Extenuating Circumstances
Students with Disabilities: - Academic Accommodations
Students with Disabilities: - Significant academic improvement
High Unit Majors :
Honor students:
Final Semester before degree

*Admissions and Records
Disability Support Services
Disability Support Services
Petition Committee
Honors Coordinator
Petition Committee*