

ENROLLMENT PRIORITIES

I. Limitations on Enrollment

- A. Enrollment in courses and programs are limited to students meeting properly established prerequisites and co-requisites. [See Board Policy and Administrative Procedure 4260 regarding pre-and co-requisites.]

- B. Enrollment may be limited due to the following:
 - 1. Health and safety considerations
 - 2. Facility limitations
 - 3. Faculty workload
 - 4. Availability of qualified instructors
 - 5. Funding limitations
 - 6. Regional planning
 - 7. Legal requirements
 - 8. Contractual requirements

- C. When enrollment must be limited, permissible methods to establish priorities for determining who may enroll are:
 - 1. Limiting enrollment to first come, first served, or other non-evaluative selection techniques.
 - 2. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified (performance prerequisites).
 - 3. Limiting enrollment in one or more sections to students participating in a learning community with linked courses. A reasonable percentage of sections of the course will not have such restrictions.

II. Registration Priority

- A. Priority for registration will be District-wide.

- B. For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230.

- C. All priority categories are subject to a 100 unit threshold limitation, excluding units earned through credit by examination, Advanced Placement or International Baccalaureate, or other similar courses. Continuing students lose enrollment priority if they have earned 100 units, excluding nondegree

applicable basic skills, ESL courses, and special classes.

1. "Special classes" means those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations as set forth in Title 5, Section 56028.
- D. Continuing students lose enrollment priority if they are on academic or progress probation for two consecutive terms as defined by Title 5 regulations. This is applicable to all categories.
- E. The priority order for registration will be as specified below.

1. Military; Veterans; Dependents of Veterans; Foster Youth; Former Foster Youth; students who are eligible through the COS Access and Ability Center (AAC); students who are eligible and enrolled in the COS Extended Opportunity Programs and Services (EOPS); and students receiving aid from the California Work Opportunity and Responsibility to Kids Program (CalWORKs) who have completed orientation, assessment, and developed student education plans as defined:

Any member or former member of the Armed Forces of the United States or California State Military Reserve for any academic term within fifteen years of leaving active duty provided the student did not receive either a dishonorable discharge or bad conduct discharge pursuant to Education Code Section 66025.8.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses will be reinstated to their previous priority status upon their return.

Any foster youth who is currently in foster care or any former foster youth who is an emancipated foster youth and who is up to 24 years of age pursuant to Education Code Section 66025.9.

Any student with disabilities whose educational limitation(s) warrant priority registration or who is receiving services with EOPS pursuant Education Code Section 66025.91.

Any student receiving aid from CalWORKs pursuant to Education Code Section 66025.92.

These five statutory groups (Military/Veterans, Foster Youth, AAC, EOPS, and CalWORKs) will have equal priority registration. Dependent on the total number of students eligible for priority registration, groups may be formed based upon units complete to accommodate Banner Web limitations.

2. Student Athletes who have been identified as eligible to participate in competitive intercollegiate athletics who are new and have completed orientation, assessment, and developed student education plans or continuing students in good standing.
3. Student Senate Officers who hold official office in the current term or will hold office in the upcoming term have completed orientation, assessment, and developed student education plans or continuing students in good standing. This includes all elected and appointed positions per the Student Senate Constitution.
4. Students who are President Scholars or active members of the Honors Program who are new and have completed orientation, assessment, and developed student education plans or continuing students in good standing, defined as those who meet the criteria specified in Administrative Procedure 4112.
5. Students who attended classes at COS within two semesters of the registration period, have completed orientation, assessment, and developed student education plans are assigned priority registration appointments based on a point system. This point system contains three categories as described below. The points awarded for the number of units completed, cumulative grade point average and student education plan are added together to determine the total points awarded for enrollment priority in this category. (Students enrolled in units during a fall or spring semester are considered continuing students for the subsequent fall or spring semester.)

- Number of Units

Higher priority will be assigned to students who have completed more units up to 100 units. The weights assigned to each range of units completed are identified below.

Note: Units earned at another regionally accredited college may be approved for priority registration. Official transcripts from prior colleges are required. Posting of units transferred from another college are subject to delay due to staffing limitations.

<i>Units Completed</i>	<i>Value</i>
<i>1-15</i>	<i>5</i>
<i>16-30</i>	<i>10</i>
<i>31-45</i>	<i>20</i>
<i>46-60</i>	<i>30</i>
<i>61-75</i>	<i>30</i>
<i>76-90</i>	<i>25</i>
<i>91-100</i>	<i>20</i>

- Cumulative Grade Point Average
Students will be given higher registration priority points on the basis of their cumulative Grade Point Average (GPA). The weights assigned to student GPA are identified below.

<i>GPA</i>	<i>Multiplicative factor</i>	<i>Value</i>
<i>0.00-0.99 (F)</i>	<i>1</i>	<i>0-0.99</i>
<i>1.00-1.99 (D)</i>	<i>2</i>	<i>2-3.98</i>
<i>2.00-2.99 (C)</i>	<i>5</i>	<i>10-14.95</i>
<i>3.0-4.0 (A & B)</i>	<i>10</i>	<i>30-40</i>

- Student Educational Plan Status
Preference will be given to students who have filed an abbreviated Student Educational Plan (SEP) within two semesters or a comprehensive Student Educational Plan (SEP) within four semesters.

SEP completed within the previous four semesters = 10 points

6. New High School Graduates participating in the STEPS program. Participating high schools will have priority dates set for each Fall/Summer registration.
7. First-time and returning students who have completed orientation, assessment, and developed student education plans.
8. Concurrently enrolled high school students in a partnership school such as the University Preparatory High School (UPHS) or the Visalia Technical Early College High School (VTEC) provided they have met established criteria and have completed necessary documents, including permission from school officials and the student's parent or guardian.
9. Open registration is available, after the above priorities, for new, returning, transfer, and continuing students (who did not register during their priority times) who have completed the admission application or are otherwise eligible and have accumulated no more than 100 units at COS.
10. Concurrently enrolled high school (not from UPHS or VTEC) and younger students are eligible to register after all other priority and open registration times provided they have met established criteria and have completed necessary documents, including permission from school officials and the student's parent or guardian.
11. Students who have accumulated more than 100 units at COS are eligible to register only during the last fifteen (15) days of open registration with the

exception of those in the Nursing Program, the Physical Therapist Assistant Program, the Public Training Safety Academies, and those who petition for an exception. If the appeal is approved, the student will retain the highest points awarded for the number of units completed as a continuing student.

- i. Students may appeal to the Dean of Student Services for the following reasons:
 1. Loss of enrollment priority due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
 2. The student is disabled and applied for but did not receive timely reasonable accommodation.
 3. High unit majors with a high number of pre-requisite requirements (i.e. Engineering).
 - ii. If the appeal is denied by the Dean of Student Services, the Student may file a second-level appeal to the Vice President of Student Services.
- F. Students who owe money to the College for prior or current semesters or terms will be denied registration unless the student has a current payment plan. Students who have defaulted on a payment plan will not be permitted to register until the full amount owing is paid.
- G. The District shall notify students who are placed on academic or progress probation of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District also shall notify students who have earned 75 percent or more of the unit limit that enrollment priority will be lost when the student reaches the unit limit.
- H. Students on academic or progress probation will be notified in writing that they will be required to attend a probation workshop. Students who do not attend a workshop will have a registration hold placed on their record for the subsequent semester from when they were placed on probation. This hold will be lifted at the time priority registration ends and open enrollment begins.
- I. These enrollment priorities will be effective in the Spring 2017. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Reference: Title 5, Section 58106, 58108 Education Code 66025.8, 66025.9
Approved: February 11, 2008
Revised: April 11, 2011
Revised: March 12, 2012
Revised: June 19, 2013
Revised: September 18, 2014
Revised: July 10, 2017