

AR 4111.8 Enrollment Priorities

Enrollment priorities are contingent upon degree and transfer articulation standards as well as unit completion, as related to meeting said standards. The District will extend priority consideration to students with special needs, including but not limited to students participating in approved programs authorized to receive “support services” as outlined in Title V and California Education Code or certain District programs.

A detailed policy will be maintained in Admissions and Records.

Reference: Education Code 76001, 76370, Title V sections 56026, 69640-69658

Approved: 3/06

§ 58108. Registration and Enrollment Procedures.

- (a) Districts shall adopt policies and procedures for registration and standards for enrollment in any course that are consistent with these and other sections of title 5 and uniformly administered by appropriately authorized employees of the district.
- (b) 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 the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.
- (c) Districts adopting policies and procedures that include the administration of a registration system that grants priority enrollment to certain students, shall grant registration priority in that system, for each term the registration priority system is administered, to students who:
- (1) are first time students within the meaning of section 55530(c) and have completed orientation, assessment, and developed student education plans; or
 - (2) are not first time students within the meaning of section 55530(c) and have not lost registration priority pursuant to subdivision (h).
 - (3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.
- (d) Districts shall provide highest and equal priority to students eligible for registration priority pursuant to subdivision (c) who are:
- (1) a member of the armed forces or a veteran pursuant to Education Code section 66025.8,
 - (2) a foster youth or former foster youth pursuant to Education Code section 66025.9,
 - (3) determined to be eligible for Disabled Student Program and Services as set forth in Education Code section 66025.91,
 - (4) receiving services through the Extended Opportunity Programs and Services as set forth in Education Code section 66025.91, or
 - (5) receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code section 66025.92.
- (e) To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.
- (f) Districts are permitted to adopt registration priorities for subcategories of students eligible for registration priority pursuant to subdivisions (c) and (d) provided that highest and equal registration priority is granted to students meeting the requirements of subdivision (d)(1) through (d)(5). Districts may not prioritize students in one statutory group, as set forth in (d)(1) through (d)(5), over another.
- (g) Districts may establish additional registration priorities for students with priority lower than student groups covered by subdivision (c) of this section.

(h) Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:

(1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or

(2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

(A) 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 section 55023.

(B) The 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.

(C) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions.

(D) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.

(E) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

(3) This subdivision shall not apply to students granted registration priority pursuant to subdivision (d)(2).

(i) Beginning in the spring 2013 term, districts shall notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, 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 until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

(j) Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the district.

(k) 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 requisites that are not expressly authorized in this chapter or in state law as barriers to enrollment in or the successful completion of a class.

(l) 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.

(m) Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms.

(n) Districts shall ensure that the requirements of this section are adopted in local board policies and fully operational for registration for fall 2014 courses. Districts shall ensure that all policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

Note: Authority cited: Sections 66700, 70901 and 78215, Education Code. Reference: Sections 66025.8, 66025.9, 66025.91, 66025.92, 66025.95, 70901, 78210 et seq. and 84500, Education Code.

AR 4314.1 Credit by Examination – High School Articulation

For purposes of this section, the term “High School Articulation” means a high school or adult education course or courses that the faculty in the appropriate Career Technical Education discipline at Santa Monica College, using policies and procedures approved by the curriculum committee established pursuant to Title 5 section §55002, have determined to be comparable to a specific community college course.

1. Before taking the high school (H.S) articulated class - credit by examination
 - a. A list of approved H.S. articulations shall be available from the SMC Tech Prep office.
 - b. In order to receive credit, a student must achieve the designated requirements outlined in the H.S. articulation agreement established by the SMC department, high school faculty and Tech Prep program.
 - c. The H.S. articulation credit by examination includes written, oral, or skill tests or a combination of all three as determined appropriate by the department that has established the H.S. articulation.
 - d. Prior to receiving H.S. articulation credit, a student must complete the SMC application resulting in an identification number, be in good academic standing at Santa Monica College and successfully complete the credit by exam requirements.
 - e. Each H.S. articulated ~~class~~ credit by exam may be taken ~~challenged by exam~~ only once.

2. Obtaining credit for the high school articulated class - after completing the credit by examination
 - a. A maximum of 18 units of credit by exam may be attempted at Santa Monica College. A maximum of 15 units of credit by exam may be completed at Santa Monica College.
 - b. A student must submit the required paperwork to the SMC Tech Prep office within 90 days of the completion of the high school articulated course.
 - c. Once records are verified and eligibility determined, the student will receive appropriate units for the H.S. articulated class. No grade will be given and the units will be posted on the transcript with a “credit by exam” notation.
 - d. Credit awarded through an H.S. articulation credit by exam may be used to satisfy SMC graduation requirements toward the Associate of Arts degree, Certificate of Achievement, and Departmental Certificate requirements if the equivalent SMC course meets the requirement. However, credit may not be transferable to a four-year college and university. **SMC Bachelors?**
 - e. High school articulation credits will not apply toward financial aid eligibility nor can they be used to satisfy the 12 unit residency requirement for graduation.

Approved: 11/2/10