

AR 4111.8 ENROLLMENT PRIORITIES (Proposed New AR# 5055)

NOTE: The language in **red ink** is **suggested as good practice/optional**. Local practice may be inserted here. The following is an illustrative example.

I. Limitations on Enrollments

- A. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AR 4260 Prerequisites, Co-requisites, and Advisories).
- B. Enrollment may be limited due to the following:
- health and safety considerations;
 - facility limitations;
 - faculty workload;
 - availability of qualified instructors;
 - funding limitations;
 - regional planning;
 - legal requirements; and
 - contractual requirements.
- C. When enrollment must be limited, permissible methods to establish priorities for determining who may enroll include:
- Limiting enrollment to first come, first served, or other non-evaluative selection techniques.
 - In the case of intercollegiate competition, honors courses, or public performance courses, allocating seats to those students judged most qualified.
 - Limiting enrollments 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 limitations.
 - Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

II. Enrollment Priority

Enrollment priority is provided for students who enroll at Santa Monica College for the purpose of degree or certificate attainment, transfer to a four-year college or university, or basic skills instruction for credit courses only.

- a. Student Success and Support Program (SSSP): new students shall have completed orientation, assessments and developed a student educational plan (SEP). This is considered "fully matriculated"; fully matriculated students in good standing will enhance student's enrollment date. Continuing students must have completed a comprehensive education plan prior to their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.
- b. Students who have not been placed on academic or progress probation in any combination as defined in section 55031 for two consecutive semesters;
- c. Students must not have completed more than 90 units at SMC excluding non-degree applicable ESL or basic skills courses for a maximum of 30 units;
- d. Within each category below, students will be assigned equal priority on the number of SMC units completed plus those units in progress;

- e. Students may enroll on, or after, their scheduled enrollment date and time, but not before. Enrollment appointments will be posted on the student portal and will be communicated by email approximately two weeks before the enrollment priority cycle begins.

Enrollment appointments will be assigned according to the criteria stated in the following Priority Groups.

Priority Group 1.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code Section 66025.8;
- A foster youth, former foster youth, or homeless youth pursuant to Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS as set forth in Education Code section 66025.92.

Students within this priority group will be randomly assigned enrollment date as follows:

- a. All New and returning students must have completed assessment, orientation, and have an educational plan by the deadline to receive priority
- b. Continuing students must have completed a comprehensive educational plan prior to the completion of their 15th degree-applicable unit or prior to the end of their third semester, whichever comes first.

Priority Group 2.

- Students participating in District-designated Special Programs and alumni of In-District high schools and In-District residents (excluding F1 Visa students) will have equal priority for enrollment, regardless of the number of special programs in which they participate.

Priority Group 3.

Matriculant 1*

- Continuing students in good standing, who have a recorded educational goal of seeking a degree, certificate or transfer and have between 60-30 units earned at SMC including units in progress. Enrollment date assigned in descending order.

Priority Group 4.

Matriculant 1*

- a. Continuing students in good standing who have a recorded educational goal of seeking a degree, certificate or transfer and have between 61-89 units earned at SMC including units in progress and excluding non-degree ESL and basic skills courses. Enrollment date assigned in ascending order.
- b. New and first time in college students who have completed assessment, orientation, and have a student educational plan. Enrollment date randomly assigned within Priority Group 4.
- c. Returning students in good standing who have earned less than 90 units at SMC including units in progress, and have a recorded educational goal of seeking a degree, certificate or transfer. Enrollment date randomly assigned within Priority Group 4.

Priority Group 5.

Matriculant 1*

- a. Continuing students in good standing who have a recorded educational goal of seeking a degree, certificate or transfer, have between 29-1 unit earned at SMC including units in progress and have completed assessment, orientation, and have a student educational plan. Enrollment date assigned in descending order.

- b. New and returning students who have not completed either assessment, orientation or do not have a student educational plan; have a recorded educational goal of seeking a degree, certificate or transfer. Enrollment date randomly assigned within Priority Group 5.
- c. New students with previous college coursework. Enrollment date randomly assigned within Priority Group 5.
- d. Non-credit students transitioning to credit enrollment. Enrollment date randomly assigned within Priority Group 5.

Priority Group 6.

Matriculant 2+

- a. Continuing Students with educational goals other than degree, certificate or transfer and those holding a bachelor's degree who have earned less than 90 units at SMC including units in progress. Enrollment date assigned in ascending order.
- b. New students in good standing with educational goals other than degree, certificate or transfer and those holding a bachelor's degree. Appointment randomly assigned within Priority Group 6.

Priority Group 7

Matriculant 1* or 2+

- a. Continuing, new and returning students who are not in good standing (have two consecutive semesters of academic or progress probation or any combination thereof with less than 90 units earned at SMC including units in progress).
- b. Continuing students not on probation with 90 or more earned units at SMC plus units in progress.
- c. Continuing students who are not in good standing (have two consecutive semesters of academic or progress probation or any combination thereof with more than 90 units earned at SMC including units in progress;

Students reaching the 90-unit limit category, including but not limited to, those enrolled in high unit majors or programs (e.g STEM, Nursing, or changing majors) may file an appeal to improve enrollment date.

Priority Group 8.

Matriculant 3^

High school students in SMC's concurrent enrollment program.

* Matriculant 1:

A student with a recorded educational goal of degree, certificate or transfer, a first-time college student

+ Matriculant 2:

A student with an educational goal other than degree, certificate or transfer or those holding an Associate degree or higher.

^ Matriculant 3:

A student taking classes while concurrently enrolled in high school or K-12.

These registration priorities apply to courses offered for all terms.

For updated enrollment priority policy as may be required by Ed Code or Title 5 refer to the Admissions website.

NOTE: *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.*

III. Loss of Enrollment Priority Notification

Enrollment priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof for two consecutive semesters as defined in Section 55031
- Has earned 90 or more degree-applicable semester units at SMC.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P. This 90 unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in Section 5000(j) not to exceed 30 units or special classes as defined in Section 55000.

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 semester on academic or progress probation will result in the loss of priority registration as long as the student continues on probation. The District shall notify students who have earned 70 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the 90 unit limit.

IV. Appeal of Loss of Enrollment Priority

In accordance with Title 5, Section 58108, SMC will consider an appeal of the loss of enrollment priority for a given term due to:

1. Extenuating circumstances i.e. verified cases of accident, illness or other circumstances beyond the control of the student; or
2. Where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner; or
3. Continuing students exceeding 90 units earned including units in progress (excluding basic skills courses not to exceed 30 units) or
4. Students enrolled in high unit majors (e.g. STEM, nursing) who have accumulated 70 or more earned units including units in progress (excluding basic skills courses not to exceed 30 units); or
5. From students on academic/progress probation for two consecutive semesters who have shown academic improvement in a term (achieving no less than a 2.0 G.P.A. and meeting at least 50% completion rate), but they still remain on probation; and lastly
6. Students of a Special Program that grants enrollment priority, but did not receive it, will need to petition with verification of program participation.

The Special Consideration Committee or Admissions Dean or designee will have the sole discretion to determine the approval or denial of a student's appeal; the decision will be final and not subject to further appeal for the given enrollment cycle. An approved appeal will result in an assigned improved enrollment priority date within the student's enrollment priority group.

The District will ensure that these procedures are reflected in college catalog, class schedules and that all students have appropriate and timely notice of the requirements of this regulation.

References:

Education Code Sections 66025.8, 66025.9, 70901.5 and 76300;

Title 5 Sections 55000, 55031, 58106 and 58108

Revised: March 2006, 10/18/17

NOTE: The language in current SMC 4111.8 Enrollment Priorities is shown as struck (below) as the language in the red ink (above) delineates more specific information and comprehensive details regarding enrollment priorities.

❖ **From current SMC 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~~

~~Revised: March 2006~~

NOTE: The **red ink** signifies language that is **suggested as good practice/optional** by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This regulation reflects updates/revisions from the Policy & Procedure Service in February 2008, March 2012, September 2012, October 2013, April 2014, November 2014, and April 2017. The language in **black ink** is from current SMC AR 4111.8 Enrollment Priorities approved in March 2006. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers’ attention, and this language will be removed upon final approval.

Approved: March 2006

Revised:

(Replaces SMC AR 4111.8)