



**ADMISSIONS & RECORDS OFFICE**  
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## Enrollment Priority Policy

(based on AR 4111.8 revised 3/14/18)

All students may enroll on, or after, their scheduled enrollment date and time, but not before. Enrollment appointments will be posted on the student portal, Corsair Connect, and will be communicated by email approximately 20-30 days before the enrollment priority cycle starts (late April for Summer and Fall terms and early November for the Winter and Spring terms). Enrollment appointments will be assigned according to the criteria stated in the following Priority Groups.

Unless otherwise specified, enrollment appointments will be randomly assigned to all groups within each enrollment priority group. Enrollment Priority appointments are staged over 15 days. Once the enrollment priority period passes, all new eligible applicants will be able to enroll.

Priority Group	Description
<b>Priority Group 1</b> Eligible Matriculant 1, 2, and 3)	<p>As defined in statute, eligible Veterans, Foster Youth, Homeless Youth, Cal-WORKS, EOPS &amp; DSPS students. [Randomly assigned appointment within group]</p> <p><b>Eligible Students</b></p> <ul style="list-style-type: none"> <li>• A member of the armed forces or a veteran, pursuant to Education Code Section 66025.8;</li> <li>• A foster youth, or former foster youth, who is no older than 25 years of age at the start of the academic year, pursuant to Education Code Section 66025.9;</li> <li>• A homeless youth who is under 25 years of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by a postsecondary educational institution that is a qualifying institution pursuant to Education Code Section 69432.7, as a homeless child or youth, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a(2)).</li> <li>• A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services as set forth in Education Code Section 66025.91; and</li> <li>• A student who is receiving services through CalWORKS or Tribal TANF (Temporary Aid to Needy Families) as set forth in Education Code Section 66025.92.</li> </ul> <p><b>Requirements</b></p> <p>Students within this priority group will be randomly assigned an enrollment date as follows:</p> <ul style="list-style-type: none"> <li>• All new and returning students must have completed placement, orientation, and must have an educational plan by the deadline to receive priority.</li> <li>• 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.</li> </ul>

Priority Group	Description
	<ul style="list-style-type: none"> <li>• All continuing students must be in good standing and have earned fewer than 90 units at SMC (excluding a maximum of 30 units of ESL or basic skills courses) to receive priority.</li> <li>• All New and Returning students must have completed assessment, orientation, and have an education plan prior by the deadline to receive priority.</li> <li>• Continuing students must have completed a comprehensive education plan prior to the completion of their 15<sup>th</sup> degree-applicable unit or prior to the end of their third semester, whichever comes first.</li> <li>• All Continuing Students must be in good standing and have enrolled in less than 90 units at SMC to receive priority.</li> </ul>
<b>Priority Group 2</b>	<p>Eligible District-designated Special Program students: Adelante, Associated Students elected officers, Athletes, Black Collegians, SMC Promise, Pico, Scholars, STEM, In-District Residents and alumni of In-District High Schools.</p> <ul style="list-style-type: none"> <li>• All New and Returning students must have completed placement, orientation, and have an education plan prior by the deadline to receive priority.</li> <li>• Continuing students must have completed a comprehensive education plan prior to the completion of their 15<sup>th</sup> degree-applicable unit or prior to the end of their third semester, whichever comes first.</li> <li>• All Continuing Students must be in good standing and have enrolled less than 90 units at SMC to receive priority.</li> <li>• Associated Students must be in an <u>elected</u> office within the Associated Student government.</li> <li>• SMC Promise students must meet SMC Promise requirements and remain in good standing to retain priority into the 2<sup>nd</sup> semester.</li> <li>• In-District residents and In-District alumni from Santa Monica High School, Malibu High School, Olympic High School, St. Monica’s Catholic High School, Crossroads School, New Roads School, Pacifica Christian High School, and Lighthouse Academy will receive priority for the first 30 units attempted. [Excluding F1 Visa students temporarily residing in the District]</li> </ul>
<b>Priority Group 3</b> (Matriculant 1)	<ul style="list-style-type: none"> <li>• Continuing Students in Good Standing, who have a recorded educational goal of seeking a degree/certificate or transfer and have between 60-30 units enrolled at SMC. [Appointment assigned in descending order (60, 59, 58, 57...30) and randomized within units enrolled group]</li> </ul>
<b>Priority Group 4</b> (Matriculant 1)	<ul style="list-style-type: none"> <li>• Continuing Students in Good Standing, who have a recorded educational goal of seeking a degree/certificate or transfer and have between 61-89 units, excluding basic skills coursework, enrolled at SMC. [Appointment assigned in ascending order: 61, 62, 63, 64...89 within Priority Group 4 and randomized within units enrolled group];</li> </ul>

Priority Group	Description
	<ul style="list-style-type: none"> <li>• New, First-Time in College students who have completed placement, orientation, and have an education plan. [Appointment randomly assigned within Priority Group 4]</li> <li>• Returning students in good standing and have enrolled less than 90 units at SMC, who have a recorded educational goal of seeking a degree/certificate or transfer. [Appointment randomly assigned within Priority Group 4]</li> </ul>
<b>Priority Group 5</b> (Matriculant 1)	<ul style="list-style-type: none"> <li>• Continuing Students in Good Standing, who have a recorded educational goal of seeking a degree/certificate or transfer and have between 29-1 units enrolled at SMC, including units in progress, and have completed placement, orientation, and have an education plan [Appointment assigned in descending order: 29, 28, 27, 26...1 and by completion of stated requirements]</li> <li>• New and returning students, who have NOT completed assessment, orientation, and do not have an education plan; have a recorded educational goal of seeking a degree/certificate or transfer. [Appointment randomly assigned within s Priority Group 5]</li> <li>• New Students with previous college coursework. [Appointment randomly assigned within Priority Group 5]</li> <li>• Noncredit students transitioning to credit enrollment. [Appointment randomly assigned within Priority Group 5]</li> </ul>
<b>Priority Group 6</b> (Matriculant 2)	<ul style="list-style-type: none"> <li>• Continuing students with educational goals other than degree, certificate or transfer who have earned fewer than 90 units at SMC including units in progress. Enrollment date is assigned in ascending order, starting with students who have earned 60 units at SMC including units in progress.</li> <li>• Continuing students with educational goals other than degree, certificate or transfer who have between 30-59 units earned at SMC including units in progress. Enrollment date is assigned in descending order, starting with students who have earned 59 units at SMC including units in progress.</li> <li>• Continuing students with educational goals other than degree, certificate or transfer who have between 1-29 units earned at SMC including units in progress. Enrollment date is assigned in descending order, starting with students who have earned 29 units at SMC including units in progress.</li> <li>• New students in good standing with educational goals other than degree, certificate or transfer. Enrollment date is randomly assigned within Priority Group 6.</li> </ul>
<b>Priority Group 7</b> (Matriculant 1+ or 2++)	<ul style="list-style-type: none"> <li>• 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 fewer than 90 units earned at SMC including units in progress).</li> <li>• Continuing students not on probation with 90 or more earned units at SMC plus units in progress.</li> </ul>

Priority Group	Description
	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Students holding a Bachelor’s degree or higher.</li> </ul>
<b>Priority Group 8</b> (Matriculant 3)	High School Concurrent Enrollment Students.

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).