



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 5 Student Services

5055

AP 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and corequisites. (See BP/AP 4260 Prerequisites, Co-requisites, and Advisories)

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.

The District will 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.

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, homeless youth, or former 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.
- A student who is a Tribal TANF recipient.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans.



MONTEREY PENINSULA College

ADMINISTRATIVE PROCEDURES

- Continuing students, who have not lost registration priority, as defined in these policies and procedures.

These registration priorities do apply to courses offered during summer or intersessions.

Registration 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 as defined in Board Policy/Administrative Procedure 4250 - Probation; or
- Has earned 100 or more degree-applicable semester or quarter equivalent units at the District.

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/Administrative Procedure 4230 - Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President of Academic Affairs.

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 students or who have earned 75 percent (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may petition the Academic Council for loss of priority under the following two criteria:

1. **Extenuating circumstance:**
Extenuating circumstances are defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student [58108(k)].
2. **Significant Improvement:**
If loss of priority is due to academic or progress probation/dismissal it may be reinstated through the petition process by demonstrated significant academic improvement for a subsequent term. The minimum standards for significant academic improvement for a subsequent term is defined by 55031, where a student must earn at a minimum a 2.0 grade point average for the term and complete more than 50% of the units attempted for the term.



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

With two noted exceptions:

- Foster Youth do not lose priority.
- Students with verified disabilities may petition the DSPS (ARC) coordinator to reinstate their priority, if lost, as a disability accommodation.

These enrollment priorities will be effective in the Fall 2014. 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.

See Board Policy 5055 - Enrollment Priorities

References: *Education Code Sections 66025.8, 66025.9, and 66025.92;*
Title 5 Sections 58106 and 58108

Approved: May 10, 2022