
Administrative Procedure
Chapter 5 – Student Services

AP 5055 ENROLLMENT PRIORITIES

References:

Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92;
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (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.
- A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans.
- Continuing students, who has 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 BP/AP 4250 Probation for two consecutive terms; 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 BP/AP 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 District or students enrolled in high unit majors or programs as designated by the District.

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 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 appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Dean of Enrollment Services or his/her/their designee will determine the appeal in his/her/their sole discretion.

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

Registration

Responsibilities

- A. The Vice President, Student Services, or their designee, is responsible for the following:

1. Establishing procedures for registration for the Long Beach Community College District, ensuring that no procedures are used that result in restricting enrollment to specialized student groups.
 2. Conducting registration at each campus, following the Board adopted policy and the detailed procedures as established.
 3. Providing appropriate regulations for the admission of students, including nonresident and international students.
 4. Providing the necessary counseling and student support services as required for the enrollment and matriculation process.
 5. Hiring and assigning an adequate staff, including providing necessary orientation and training.
- B. The Vice President, Academic Affairs, or their designee, is responsible to provide for student, staff, and community use the following:
1. Establishing a schedule of classes in alignment with student needs and publish the schedule of classes and catalog.
 2. Providing all pertinent data for each class, such as, but not limited to, seats available, room, instructor, days and times.
 3. Providing all pertinent data for each instructional program, but not limited to, certificate and degree requirements, course prerequisites, curriculum updates, etc.
- C. The Vice President, Business Services, or their designee, is responsible for the following:
1. Establishing procedures for the collection of tuition and fees that may be required for enrollment in a class, including the assignment of properly trained staff.

Definitions

- A. Admissions is the process by which a student who possesses a high school diploma or the equivalent thereof is admitted to the college. A student who does not possess a high school diploma may be admitted on provisional status and be required to complete activities and classes aligned with Long Beach City College's student success programs in order to demonstrate scholastic achievement. A student who is younger than 18 years of age must follow the admissions process.
- B. Registration is the process by which a student is enrolled into one or more classes of instruction. Students must complete the established

registration procedure in order to be legally enrolled in a class and/or the college. Registration is not considered complete until students attend the class.

Registration Priority

- A. Students will be given registration priority who (a) have completed orientation, assessment and placement, and have an electronic student education plan; (b) are in good standing for both academic and progress requirements; (c) have completed fewer than 100 degree applicable units; and (d) meet the criteria of the following priority groups:

1. Level 1 Priority Group:

- Members of the armed forces or veterans pursuant to Education Code Section 66025.8;
- Foster youth or former foster youth pursuant to Education Code Section 66025.9 (exempt from A(b) above);
- Verified Homeless Youth pursuant to Education Code Section 66025.9;
- Students who are eligible and receiving services through Disabled Student Programs and Services (DSPS);
- Students who are eligible and receiving services through the Extended Opportunity Programs and Services (EOPS);
 - Students who are eligible and receiving services through the CalWORKs program.
- Student parents who have a child or children under 18 years of age who will receive more than half of their support from that student.

2. Level 2 Priority Group:

- Students who have completed and are participating in the first year of Long Beach College Promise.

3. Level 3 Priority Group:

- Students who are a student athlete;
- Students who will serve as an Associated Student Body executive during the term for which registration is occurring;
- Students who are in good standing in the Honors Program;
- Students who are serving as note-takers for DSPS;
- Students who are participating in the second year of Long Beach College Promise and are in good standing.
- Students who are participating in the first year of Viking Advantage.

4. Level 4 Priority Group:

- Continuing Students who have completed less than 100 units at Long Beach City College, ranked in descending order by units completed.
- Students who are participating in the second year of Viking

Advantage.

5. Level 5 Priority Group:

- New students to Long Beach City College.
- B. Students who do not meet the criteria above for priority registration will be able to register during the open registration period.
- C. The registration priority specified above 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 Title 5 Section 55031 for two consecutive terms; or
 2. Has earned one hundred (100) or more degree-applicable semester units at Long Beach City College. The 100-unit limit does not include units earned through credit by examination, advanced placement (AP), International Baccalaureate (IB) or other similar program; or for non-degree applicable English as a Second Language or basic (foundational) skills courses or special classes as defined in Title 5, section 55023; or
 3. Is placed on disciplinary probation for any violation of the Student Code of Conduct.

Accessibility

Any phase of registration which is conducted prior to the first day of classes, on one or both of the main campuses, must include access to classes on the other main campus and the extension and satellite classes. That is, a student registering at the Liberal Arts Campus must have access to Pacific Coast Campus, Extension and Satellite classes as well. The same holds in reverse for Pacific Coast Campus registrants.

With respect to accessibility to off-campus sites and facilities, no student shall be required to make any special effort, not required of all students, to register in any class, and once enrolled, all students must have equal access to the site.

Limitations

Nothing in these procedures shall be deemed to impose obligations to enroll students beyond facility limitations or beyond teacher, class and/or unit loads as established by Academic Affairs.

Residence

The resident status of each student shall be determined at the time of admission to the college based on the California Education Code. Students will be classified as residents or nonresidents depending on their status as of the Residence Determination Date. Those students who have been classified as nonresidents may appeal their classification to the Director of Enrollment Services or their designee who shall make the final determination of status.

Appeal Process

- A. A written appeal for priority registration may be made to the Executive Dean of Enrollment Services through the Admissions and Records Office. The appeal must be based upon a current student education plan and demonstrate either:
 - 1. That an error was made in applying the priority registration process to the student's academic record;
 - 2. That the student is enrolled in a high-unit major program, is in good academic standing, and is making consistent progress in completing the related student education plan;
 - 3. That an extenuating circumstance, such as cases of accidents, illnesses or other circumstances beyond the control of the student, impeded the student from remaining in good academic standing or in completing a student education plan within 100 units;
 - 4. That the student has made significant academic progress or improvement and would be able to complete his/her/their student education plan during the effected term if an exemption is granted.
- B. The decision of the Executive Dean of Enrollment Services or designee upon review of the appeal shall be final.

Maximum Student Unit Load

The Vice President, Student Services, will be responsible for the administration of the procedures.

Maximum Unit Load

A. Academic Year

The full-time unit load definitions per semester are as follows:

- 1. Minimum full-time unit load: 12 units

2. Normal full-time unit load: 15 units
3. Maximum full-time unit load without waiver: 18 units
4. Maximum full-time unit load with waiver: 21 units

B. Summer School

For students with good academic standing, i.e., students who are not on any form of probation. The maximum full-time unit load definitions for any one or combination of summer terms are as follows:

1. Minimum unit load for full-time summer status: 6 units.
2. Maximum full-time unit load: 10 units.
3. Maximum full-time unit load with waiver: 12 units.
4. Minimum unit load for half-time summer status: 3 units.

C. Winter School

For students with good academic standing, i.e., students who are not on any form of probation. The maximum full-time unit load definition for the winter term is as follows:

1. Maximum full-time unit load: 6 units.
2. Maximum full-time unit load with waiver: 10 units.

Waiver of Maximum Unit Load Limitation

- A. A student may request a waiver of the maximum unit load limitation. Under no circumstances will a student be permitted to exceed the defined maximum unit load limitation with waiver. The determination to waive the maximum unit load limitation is the responsibility of the Counseling Department and will be made only for extraordinarily capable students of proven academic ability and excellent past academic performance.
- B. To apply for a waiver, a student must meet the following regulations:
 - a. The student must be matriculated so that their college placement examination scores, transcripts of previous academic performance, and other pertinent data are available to the counselor.

- b. The student must apply to the Counseling Office for a waiver no later than two weeks prior to the first day of walk-in registration for the semester concerned. A waiver request after the two-week deadline requires the approval of the Dean, Counseling and Student Support Services.
- C. The Vice President, Student Services, reserves the right to grant special waivers in unusual circumstances.

Reduction of Excessive Student Loads

Any student enrolled in more units than permitted for their classification by these procedures will have his/her/their program of studies reduced to the applicable allowable maximum by the Dean of Admissions, or designated representative.

Also see BP/AP 5050 Student Success and Support Program, BP 5055 Enrollment Priorities, and BP/AP 5052 Open Enrollment.

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(Replaces LBCC Administrative Regulations 5009 and 5019)