## **ADMINISTRATIVE PROCEDURE**

All courses of the district shall be open to enrollment in accordance with Board Policy 5010, and a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260. Enrollment may also be limited due to other legal or practical considerations as defined in Administrative Procedure 5055.

No student is required to receive permission to enroll in any class offered by the district, except as provided for in Administrative Procedure 5055 and for enrollment in programs requiring a separate application process.

Students are not required to participate in any preregistration activities not uniformly required, and no registration procedures shall be used that result in restricting enrollment to a specialized clientele, except as provided for in Administrative Procedure 5055 and for enrollment in programs requiring a separate application process.

A student may challenge an enrollment limitation on any of the following grounds:\*

- A. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- B. The district is not following its enrollment procedures.
- C. The basis for the limitation does not in fact exist.

Students may challenge an enrollment limitation based upon the above grounds by obtaining and submitting a challenge form to the Committee on Exceptions at the time of registration. The Committee on Exceptions will review the challenge and notify the student of its decision within five (5) business days.

\*See Administrative Procedure 4260, Prerequisites and Corequisites, for the prerequisite/corequisite challenge process.

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References: Title 5, §§51006, 58106, 58108

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