

Enrollment in specific courses or programs may be limited as follows:

- A. Students may enroll in no more than 18 credit units per semester and no more than 8 credit units per summer session. Concurrently enrolled high school students may enroll in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students. Students who have extenuating circumstances and who need to enroll in more than the allowed limit must meet with a counselor to discuss their options.
- B. Enrollment may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.
- C. Enrollment may also be limited due to the following legal or practical considerations:
 - 1. Health-and-safety considerations
 - 2. Facility limitations
 - 3. Faculty workload
 - 4. Availability of qualified instructors
 - 5. Funding limitations
 - 6. Regional planning constraints
 - 7. Legal requirements imposed by statutes, regulations, or contracts.
- D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.
- E. The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have

such restrictions. However, the college may limit enrollment in a course section to any group of students, with approval of the vice president of instructional services, if the college does not claim that course section for state apportionment.

- F. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the dean of counseling and student development.
- G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program.

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

Enrollment Priority System

Students will have the following registration priority in the order of priority listed below. Priority may not apply for enrollment in programs requiring a separate application process, such as nursing and the baccalaureate degree program.

- Group A Students who have completed all the steps for matriculation and are eligible as any of the following:
1. Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority enrollment for more than four years may request priority enrollment through the Admissions and Records Office.
 2. Foster youth or former foster youth (up to and including the age of 24).
 3. Disabled student as defined by statute and upon the recommendation of Disabled Students Programs and Services (DSPS).
 4. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).
 5. CALWorks student.

To receive and maintain priority enrollment, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least 50 percent of enrolled units, and not have exceeded 90-degree applicable units.

- Group B Students new to the college or returning after two semesters who have completed the steps for matriculation. To receive and maintain priority enrollment, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least 50 percent of enrolled units, and not have exceeded 90 degree applicable units.
- Group C Continuing students who have not matriculated and new and returning students, including those in Group A and Group B who have not matriculated.
- Group D Any student who has been on probation for at least two consecutive semesters, including students on academic probation (GPA based) or progress probation (based on percentage of courses completed with an evaluative grade).
- Group E Students who have completed more than 90 units with a grade of A–F, P, or NP. Courses considered “basic skills” will not be counted toward the completion of units in this category, but they will be counted in Group B and Group C.
- Group F Concurrently enrolled high school students.

Loss of Enrollment Priority

Student Services will notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The student will be notified that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or 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 or when a student with a disability applied for but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student’s control.

Students who have demonstrated significant academic improvement may also appeal the loss of priority-enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, Probation, Disqualification, and Readmission.

The dean of counseling and student development or his/her designee will determine the appeal in his/her sole discretion.