

# AP 5055 Enrollment Priorities

## References:

*Education Code Section 66025.8 and 66025.9;  
Title 5 Section 58106 and 58108*

## Enrollment Limitations

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

Enrollment may be limited due to the following:

1. Health and safety considerations;
2. Facility limitations;
3. Faculty workload;
4. Availability of qualified instructors;
5. Funding limitations;
6. Regional planning;
7. Legal requirements; and
8. Contractual requirements.

## Definitions

Definitions used in this procedure:

**Good Standing:** students who are not on Academic or Progress Probation for 2 consecutive semesters and students who are not on Dismissal status.

**Academic Difficulty:** students who are on Academic or Progress Probation for 2 consecutive semesters and students who are on Dismissal status.

**Veterans:** all students identified by the Veteran's Program as a veteran.

Foster Youth: all student identified by Admissions as a current or former foster youth (up to age 24).

EOPS/CARE: students identified by the Extended Opportunities Program and Services office and CARE program.

CalWORKs: students identified by the CalWORKs program and office.

DSPS: students identified by the Disabled Students Program and Services office.

Matriculated: students who have completed orientation, placement, and have a student education plan.

Continuing: students who have continuously enrolled at Taft College without missing a primary term.

Returning: students who have stopped attending Taft College, missed one or more primary terms, then returned to Taft College.

New: students who have never attended college and/or are enrolling in their first semester at Taft College.

#### Priority Registration Groups

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, or transfer to a four-year college or university.

#### **Registration Groups are defined as outlined below:**

##### Group 1

Veterans, Foster Youth, CalWORKs, EOPS, and DSPS matriculated students in good standing with less than 100 degree applicable units. Group 1 students have equal priority for enrollment.

##### Group 2

Students given priority after group 1 are in the following order. Students must be matriculated students in good standing with less than 100 degree applicable units.

##### Group 2-1

1. Athletics

2. TRIO
3. PTK
4. ASB
5. Staff

#### Group 2-2

1. Continuing/New matriculated

#### Group 3

All remaining students who are not specified in the above groups are given priority after groups 1 and 2 in the following order:

#### Group 3-1

1. Returning
2. Continuing-academic difficulty (continued progress probation and/or continued academic probation)
3. Continuing/New non-matriculated

#### Group 3-2

1. Over 100 units (TC degree applicable units only)
2. High school

These registration priorities apply to courses offered during summer or intersessions as well as primary terms.

#### Priority Registration Groups: Variables and Point Values

Registration dates and times are computed based upon variables associated with point values. The following variables and point values have been identified to more effectively prioritize student registration groups, incentivize successful behaviors, and support goal completion. Total possible points are -10 to 100 points. Within each registration group, priority will be assigned to students with the highest points down to the lowest.

VARIABLE	POINT VALUE
1. Number of TC Degree Applicable Units In-Progress and Completed a. 1-15 b. 16-30 c. 31-45 d. 46-55 e. 56-65 f. 66-75 g. 76-90 h. 91-99 i. 100 or More Units Completed	5 10 20 30 45 30 10 5 0
2. Highest Degree Earned or Eligible for: BA/BS Degree	-5
3. Cumulative Grade Point Average a. GPAs of < 2.0 shall be multiplied by 0 b. GPAs of 2.00 to 4.00 shall be multiplied by 5	0-20
4. Comprehensive Student Education Plan/ Completion of STSU 1001/1501	30
5. Academic/Progress Probation	-5
6. Academic/Progress Probation Success Plan	5
7. Community Members in WKCCD West Kern Community College District includes all community members of the Taft College service area, defined as those residing in zip codes: 93268, 93224, 93258, 93276, and 93252	5
TOTAL POSSIBLE RANGE	-10 to 100

### Loss of Priority Registration

Registration priority specified above will 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 BP and AP 4250 titled Probation for two consecutive terms; or

2. 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 and AP 4230 titled 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 Chief Instructional Officer, or students enrolled in high unit majors or programs as defined by the Chief Instructional Officer.

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

### **Loss of Enrollment Priority due to Academic Standing**

Students on academic or progress probation for a second consecutive term will lose their enrollment priority unless they participate in the MAPP program and complete a progress report for each course they are enrolled in showing at least a 2.0 GPA. Students on continued probation that earn a 2.0 GPA or higher in the most recent term, and/or pass 50% or more of their classes in the most recent term, are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

In addition, academic reinstated students that earn a 2.0 GPA or higher in the most recent term progress report are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

### **Loss of Enrollment Priority due to 100 Unit Limit**

Students who have earned 100 or more Taft College degree applicable units will lose their enrollment priority. Students that complete a comprehensive student education plan showing the additional units are needed may be exempt and maintain their enrollment priority.

### **Conditions for Appeal**

Students with extenuating circumstances may appeal the loss of enrollment priority by providing written documentation to the Admissions and Attendance Committee under the following conditions:

1. Students who have earned over 100 Taft College degree applicable units due to extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other life changing events beyond the control of the student. (documentation required)
2. Students that complete a comprehensive student education plan with a counselor showing the additional units are needed.
3. Students with a verified disability who applied before the deadline for, but did not receive, an accommodation in a timely manner. (documentation/verification of disability required)

The District will ensure these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.