

Registration

Priority Registration

(Allan Hancock College Board Policy and Administrative Procedure 5055)

All courses of Allan Hancock College shall be open to enrollment, subject to a priority system that may be established.

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:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

Hancock 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.

Students who have completed orientation, placement, and developed a student education plan and are not on academic or progress probation for two consecutive terms as defined in these policies and procedures are eligible for priority registration.

Student who have earned 100 or more degree-applicable semester or quarter equivalent units at Hancock lose priority registration, however, are allowed to submit an appeal to regain priority registration.

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 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 Chief Instructional Officer.

Hancock shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. Hancock 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. Hancock 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.

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.

Students enrolled in high unit majors or programs as designated by the Chief Instructional Officer may also appeal the loss of priority registration. The dean, Student Services or designee will determine the appeal in his/her/their sole discretion.

Hancock 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.

Group 1 Eligible students participating in the following programs:

- Foster Youth
- Homeless Youth

- EOPS
- LAP
- Student Parent
- CalWORKs
- Tribal TANF Recipients

Group 2 Eligible students participating in the following programs:

- College Achievement Now (CAN)/TRIO
- AIM
- Rising Scholars
- MESA
- LAP note takers
- Athletes
- Preapproved nursing students
- Puente

Group 3 Continuing Students:

- New Hancock Promise students who have completed orientation, placement, and have completed a student educational plan.
- Students who have completed 15-44.5 units at Hancock and who are not in an academic standing which prevents priority registration.
- Students who have completed 45-85 units at Hancock and who are not in an academic standing which prevents priority registration.

Group 4 Continuing Students::

- Students who have completed .5-14.5 units at Hancock and who are not in an academic standing which prevents priority registration
- Students who have completed 85.5-99.5 units at Hancock and who are not in an academic standing which prevents priority registration

Group 5 New Students & Transfer Students:

- Qualified first time students
- Qualified first time transfer students

Open Registration:

- Students who have completed 100+ units at Hancock
- Students who have not completed orientation, placement or a student education plan
- Students who are on academic and/or progress probation for two consecutive terms or more
- Community Education students

College Now Registration

- College Now! students