

# Registration

## Priority Registration

### Allan Hancock College Board Policy and Administrative Procedure 5055

All courses of the District 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/AP 4260 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/or
- 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. These registration priorities apply to courses offered during regular semesters (fall and spring) and winter and summer sessions.

Priority registration groups are defined below. Students will continue to have access to register any time after their priority registration group.

Students awarded priority registration in groups 1-5 must have completed orientation, placement, and either an abbreviated or comprehensive student education plan (CSEP) and must NOT be on academic or progress probation for two consecutive terms as defined in these policies and procedures. Students must also be in good program standing as applicable.

### The following students will receive group 1 priority:

- 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 at Allan Hancock College, known as Learning Assistance Program (LAP), pursuant to Education Code Section 66025.91;
- A student who has been determined to be eligible for Extended Opportunity Program and Services (EOPS) pursuant to Education Code Section 66025.91;
- A student who is receiving services through CalWORKS pursuant to Education Code Section 66025.92;
- A student who is a Tribal Temporary Assistance for Needy Families (TANF) recipient pursuant to Education Code Section 10553.25.

### The following students will receive group 2 priority:

- Student Athletes
- CAN/TRIO students
- LAP note takers
- MESA students
- Pre-approved nursing students
- PUENTE students
- Rising Scholar students
- AIM award students

### The following students will receive group 3 priority:

Students in this group will be awarded in the order they are shown below:

- 3.a. Continuing students who have completed 45.0-85.0 units
- 3.b. Continuing students who have completed 15.0-44.5 units
- 3.c. New Hancock Promise students

**The following students will receive group 4 priority:**

**Students in this group will be awarded in the order they are shown below:**

- 4.a. Continuing students who have completed .5-14.5 units
- 4.b. Continuing students who have completed 85.5-99.5 units

**The following students will receive group 5 priority:**

First time and first-time transfer students

**Open registration for the following students after group 5:**

- Continuing students who have completed 100 or more units;
- All other eligible students who have NOT completed orientation, placement, or a student education plan
- Students who are on second time academic and/or second time progress probation and above
- Community Education students

College Now students will be eligible to register 10 working days after open registration begins.

Students in groups 3-5 and open registration may receive a group 2 priority for a one semester/session registration period.

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 Vice President, Academic Affairs.

### **Loss of Priority Registration**

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic and/or progress probation as defined in [BP 4250, Probation, Disqualification, and Readmission](#); [AP 4250, Probation](#); and [AP 4255, Disqualification and Readmission](#) for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.

The District shall notify students:

- who are placed on academic or progress probation, of the potential for loss of enrollment priority
- 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
- 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
- a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner.
- a student has demonstrated significant academic improvement by completing their last semester with a 2.00 or higher and complete more than 50 percent of their last semester coursework;
- a student is enrolled in high unit major/program that include but not limited to Science, Technology, Engineering, and Mathematics (STEM) fields. Student must attach a comprehensive student education plan

Foster youth or former foster youth are exempt from the loss of priority registration pursuant to Education Code Section 66025.9(b).

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

References: Title 5 Sections 51006, 58106, and 58108