

AP 3055[A] REGISTRATION PRIORITIES

References:

Title 5 Sections 51006, 58106, and 58108
Education Code 66025.8

Students eligible for and receiving priority or early registration will be allowed to enroll in a maximum of thirteen (13) units for spring and fall terms, and seven (7) units for winter and summer terms (unless otherwise stated) during the priority/early registration period.

Priority Registration

Students in these groups will be coded in the system and allowed priority registration throughout the District:

- a. Group I – Students required by Title 5 and the Education Code to be given priority registration.
- b. Group II – Students who must be enrolled in a minimum of twelve (12) units in the spring and fall terms in order to remain in an established RCCD program, and where specific time restrictions are imposed by the program. Students in a grant-funded program where early registration is an eligibility requirement from the grantor.

Early Registration

Campus Registration Committees will be established and charged with determining eligibility criteria for other groups seeking early registration. Groups granted early registration by a campus committee are eligible for early registration for courses offered through that campus only, or one of its designated sites.

Order of Registration

Students shall be allowed to register in the following order:

- a. Students eligible for priority registration under Group I;
- b. Students eligible for priority registration under Group II;
- c. Students eligible for early registration as approved by the Campus Registration Committees;
- d. Continuing Students with 24-100 completed units, excluding basic skills, and not on dismissal;

- e. Continuing Middle/Early College High School students with 24-100 completed units, excluding basic skills, and not on dismissal;
- f. Returning students with 24-100 completed* units, excluding basic skills, not on dismissal, and must apply by set deadline;
- g. Returning Middle/Early College High School students with 24-100 completed* units, excluding basic skills, not on dismissal and must apply by set deadline;
- h. New, first-time college students, early matriculants;
- i. Continuing students with less than 24 completed* units and not on dismissal;
- j. Continuing Middle/Early College High School students with less than 24 completed* units and not on dismissal;
- k. Returning students with less than 24 completed* units, not on dismissal and must apply by set deadline;
- l. New first-time college students and new transfer students who applied after set deadline;
- m. First time Middle/Early College High School students;
- n. Other returning students;
- o. Continuing students who have completed* more than 100 units;
- p. All students on dismissal who have completed dismissal requirements.

DEFINITIONS:

- Continuing Students: Enrolled in a course as of census (e.g. active past the last day to drop without a “W”) in any term or active/attends 1st day of positive attendance class (same definition for continuing concurrently enrolled high school student)
- Returning Students:
 - Missed one or more of primary terms
 - Units completed are considered for order of registration
 - Numbers of terms missed for order of registration
 - *Completed units is defined as completed with Grade A, B, C, D, PASS or CR
- New Students/Early Matriculants – Have completed assessment, orientation, and counseling (AOC) prior to set deadline for term (new concurrently enrolled high school student who completes packet prior to set deadline)
- Primary Terms: Fall and Spring
- Sessions/Intersessions: Winter and Summer

- Basic Skills: Those foundation skills in reading, writing, mathematics, and English as a Second Language, as well as learning skills and study skills, which are necessary for students to succeed in college-level work.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning
Vice President, Academic Affairs
Vice President, Student Services

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