Policy

5055 Registration Priorities

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References:
Title 5, Sections 58106; 58108

Adopted: June 28, 2004
Registration priorities shall be based on the following criteria.

For registration priorities 1 through 4 the following academic standards apply: Students who are fully matriculated, and who have no more than 100 degree applicable units, and who are in good academic status.

1. New & Continuing Active duty Military, Veterans and former foster youth Students

2. New & Continuing EOP&S & DSPS Students

3. New and Continuing Students meeting eligibility and participation requirements for programs designated by the colleges

4. Continuing & New Students

5. Continuing & New Student who:
   a. Are not fully matriculated
   b. Have no more than 100 degree-applicable units
   c. Are in good academic status

6. All Other Students are assigned Open Registration

7. Students meeting eligibility and participation requirements for programs with mandated registration priority: DSPS, EOPS, and Veterans.

8. Students meeting eligibility and participation requirements for programs designated by the colleges: TRIO; First-Year Experience; Student Athletes; and, at Columbia College only, students who have filed notice of intent to graduate.

9. Continuing students as follows:
   a. Students with 0 to 80 local units, with priority determined by local units. (i.e. additional units increase priority)
   b. Students with 80.5 to 160 local units, with priority determined by the following formula:

   80 minus (the number of local units in excess of 80) x

   (i.e. additional units beyond 80 decrease priority)

10. Continuing students who have completed and have in progress more than 160 local units.

11. New and returning students who have completed special enrollment matriculation activities, identified by each college (i.e. StartSmart at Modesto Junior College and X-Reg at Columbia College).

12. New and returning students based on date their completed admissions application is received.

13. Continuing advanced admissions students, based on local units completed and units in progress.
14. New and returning advanced admissions students based on date their completed admissions packets are received.

* Example for Category 3b: If a student has 95 local units, that’s 15 over the peak value of 80. Using the formula, 80 – 15 = 65. Therefore, the student with 95 units will have the same registration priority as one with 65 units. Additional units will further reduce registration priority.

Appeals: Students may appeal for Enrollment Priority in accordance with the established college procedure.

Definitions:

- For this procedure, “local units” refers to only units completed or in progress at Modesto Junior College for Modesto’s registration priority, and only units completed or in progress at Columbia College for Columbia’s registration priority.

- Fully Matriculated: Student who completed Orientation, Assessment, Student Educational Plan by the established deadline

- Last Term: Students who are going to be registering in their last term and complete an appeal within established timeline.

- All Other: Continuing students not meeting academic conditions; concurrently enrolled high school students

References:
Title 5, Section 58106, Education Code Section 66025.8

Procedure Last Revised: January 14, 2009, May 16, 2011