

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

Procedure for Requesting Priority Registration for “Groups as designated by the College,” as outlined in Level 2 of YCCD Board Policy 5055.

Submission and Review Guidelines

1. Proposals are due November 16th for implementation the following fall and are submitted to the Student Success & Equity Committee (SS&EC).
2. A written proposal addressing the criteria established by the college is to be completed. The proposal must include supporting evidence and appropriate data.
3. The SS&EC will conduct a technical review to determine if criteria are met.
4. Authors who have submitted proposals that meet the established criteria will be asked to provide a presentation to the SS&EC describing in more detail the eligibility requirements, benefits, and procedures outlined in their written proposals.
5. The SS&EC will forward their recommendation to Student Services Council.
6. Student Services Council will forward their recommendation to College Council.

Note – Two non-mandated groups, TRIO and Student Athletes, currently provide priority registration for their students. Approval for continuation of this priority is extended through Summer 2016. Both groups need to complete the attached form and submit their request to the SS&EC by November 19, 2015, for priority registration to be continued beyond Fall 2016. As existing programs, both groups must conduct a review of the effectiveness of priority registration for their students and attach that to their requests.

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

Request for Level 2 Priority Registration for "Groups as designated by the College" per BP 5505.

Priority registration is awarded to participants in groups that actively promote student engagement and success by providing services and requiring students to: 1) enroll in appropriate courses to meet identified educational goals, 2) succeed in their courses, and 3) complete certificates, degrees, and/or transfer requirements in a timely manner.

Student learning theory indicates that student engagement is a critical aspect of student success. Therefore, groups should include eligibility and ongoing participation criteria regarding active engagement, adequate academic performance, and measurable progress towards identified goals.

Group Name: _____ **Submitted by:** _____

Title: _____

Description of the Group: _____

Who has responsibility to identify the students who qualify for this group each term? _____

Name: _____ **Title:** _____

Number of terms priority is being requested for the individual students in the group? _____

Is the request related to a grant? No Yes **If yes, when will the grant be submitted?**

Designated administrator of the grant: _____ **Start & End Dates:** _____

Justification for Priority Request: Address issues such as program objective, time constraints, high unit majors, and impact of the program on student success, etc.

What additional support is being provided to students in this group?

Describe how the objectives of this group align to the Institutional Learning Outcomes of Modesto Junior College.

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

Student Eligibility and Participation: Provide the student eligibility criteria for entry into and continued participation in this program. Address specific criteria related to academic performance, engagement, and progress towards academic goals within each category.

1) Initial entry into group

2) Ongoing participation in the group

3) Exit from group

List the data reports that will be used to track eligibility and attach samples (remove student identifiers).

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

Review of Priority Status for Group: Initial approval is granted for a period of three years. After two years, the group must conduct a review and resubmit for continuation of priority registration.

What criteria will be used to measure the effectiveness of providing priority registration to these students?

Outline the process that will be used in conducting the review of this priority group. Include who will be conducting the review, specific dates on which the review will begin and conclude, and the expected findings that will lead the group to either propose continuation or termination of priority registration for participants.