

# 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 16<sup>th</sup> 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.

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## 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.

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**Group Name:** Public Safety **Submitted by:** Ron Cripe **Title:** Director, Regional Fire Training Center

**Description of the Group:** The MJC / Regional Fire Training Center partners with all Stanislaus County Fire Agencies to provide education and training opportunities that prepare individual agency members to meet current and future job obligations. Course completions and Certificates lead to meeting state and federal mandates and may lead to promotional opportunities.

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

Name: Ron Cripe Title: Director, Regional Fire Training Center

Number of terms priority is being requested for the individual students in the group? Up to 3 semesters annually.

**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.  
The MJC / Regional Fire Training Center has a partnership agreement contract with the Fire Agencies of Stanislaus County to assist with training and educational needs. One of the objectives is to assist fire agency members with timely enrollments into needed courses, while maintaining their employment. Often these potential students do not enroll because they can't get the classes because of where they are on the priority list. Due to their shift work schedule, mandates, and promotional requirements, many just never start or finish obtaining degrees here at MJC.

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Priority Enrollment Request

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

Most Fire Agencies support their employees financially for successful course completions. Shift trades and time-off to complete courses is granted by home agencies.

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

Our fire agency partnership contract is designed for member/student success, by using MJC credit and/or non-credit based courses that align with the Institutional Learning Outcomes of MJC. During their course work at MJC, Firefighters/students learn additional 21<sup>st</sup> Century Skills required in the workplace such as teambuilding, problem-solving, and leadership concepts. Additionally, our partnership program also meets MJC Strategic Plan, Goals 1 (foster student success), 6 (expand outreach to business, industry & community based on needs) & 8 (expand and enhance student learning environment and delivery options).

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**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**

- a. Individuals must be a current, in good standing, member of a partnership Fire Agency.
- b. Submit MJC application and meet eligibility requirement

### **2) Ongoing participation in the group**

- a. Individuals must remain a member of a partnership Fire Agency
- b. Continue to meet MJC eligibility

### **3) Exit from group**

Student will no longer be eligible for Priority registration when not a member of a partnership Fire Agency.

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

RFTC tracks program/course attendance and completion. Staff also meet or discuss student progress with faculty when needed to determine any manner in which students can improve grades. We also will consult with partnership Fire Agencies about any training needs not currently being addressed.

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**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?**

- a. Number of students participating
- b. Number of participating partnership Fire Agencies
- c. Course completions
- d. Certificates earned
- e. Degrees earned

**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.**

- a. Review the course completions at the end of each semester
- b. The director will interview 5 – 10 individuals about their priority registration experience
- c. With successful participation, we expect to continue this program
- d. If negative experiences, determine cause and corrective actions needed
- e. If not no participation, terminate priority registration program