



# Appeal for Loss of Priority Registration

Submit completed form by email to MJCEseforms@mjc.edu, fax, in-person or mail to Enrollment Services. Requests sent from a personal email MUST have a copy of the students ID attached or it will NOT be processed.

Today's Date: \_\_\_\_\_

Appeal Term/Year: Summer & Fall  Spring

## Student Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student ID: w \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Students who have lost priority registration may submit an appeal to request reinstatement based on one or more of the following reasons: Extenuating Circumstances, a student with a disability applied for, but did not receive, timely reasonable accommodation, academic or progress improvement, or earning 100 or more MJC degree- applicable semester units.

## Important Information Regarding MJC's Appeal for Loss of Priority Registration

You will receive an email response indicating the outcome of your petition. Please note that, in order to receive priority registration for the next semester, your petition must be submitted between:

**Summer 2023 & Fall 2023:** Starting March 27, 2023 through April 21, 2023 | **Spring 2024:** Starting October 16, 2023 through November 17, 2023

## Documentation must include:

- Copy of Comprehensive Education Plan (within 1 year)
- Typed/written statement
- Supporting documentation

## Check all that apply

- Over 100 Units (100.5 MJC degree-applicable units or above):** Enrollment in high unit major or program. Major: \_\_\_\_\_ Estimated Graduation Date: \_\_\_\_\_
- Extenuating Circumstances:** To be considered, **you must provide verified evidence** of illness, accident or circumstances beyond the students control. Documents such as medical documents, death certificates, court summons or military orders.
- Academic and/or Progress Improvement:** To be considered, **you must provide evidence** of improvement (please provide a current semester grade check). By demonstrating successful completion of 12 semester units with at least a 3.0 GPA; 18 units with at least a 2.5 GPA; or 24 units with at least a 2.0 GPA.
- Verified Disability:** To be considered, students with a verified disability who applied before the deadline, but did not receive an accommodation in a timely manner, **must provide documentation** which supports your claim. Documents such as statements from counselors or professionals on letterhead stationary.

**\*I belong to one or more of the following MJC Programs:**  Homeless/Foster Youth  CalWORKS  EOP&S  ASC  Veterans

*I have provided all supporting documents needed to submit this petition. I understand if no documents are provided, it may result in a denial of my appeal. I declare under penalty of perjury that all information on this form is true and correct. I also understand I have read the process, conditions and deadlines on the reverse side of this form.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Designee Signature: \_\_\_\_\_ Approved  Semester: Summer & Fall  Spring  | Denied  No Action

Petition Committee Review Committee Signatures: \_\_\_\_\_

Comments: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Registration Level: \_\_\_\_\_ Rec. via Stdnt Email:  Posted:  Student Notified:

# Appeal for Priority Registration Process Instructions

## **LOSS OF PRIORITY REGISTRATION:**

The California State Legislature per Title 5 Section 58108, requires colleges to adopt registration priorities based on factors such as units completed, academic standing, and other consideration. Students who have lost priority registration may appeal to have it reinstated based on Extenuating Circumstances, a student with a disability applied for, but did not receive, timely reasonable accommodation, academic or progress improvement, or earning 100 or more MJC degree-applicable semester units. If the request is granted, it does not guarantee enrollment in specific courses.

Please note: being approved for priority registration will automatically grant BOG reinstatement. However, approved BOG appeals do not automatically grant priority registration.

Submit the completed appeal form to Enrollment Services with all the supporting documentation that is indicated on the form based on your appeal reason (Appeal form, typed narrative, comprehensive education plan, and supporting documentation). Any missing information may result in your appeal being denied.

## **Appeal Process**

1. Complete the front of this appeal form-choose which circumstances you are appealing.
2. Include a typed statement explaining your situation.
3. Include any documentation to verify your circumstances such as a doctor's note, job loss document, etc.
4. Include an Education Plan (within 1 year).
5. Submit this form and your supporting documentation to the Enrollment Services Office.
6. You will be notified of the results via email **after Registration dates have been posted.**

Please note : If approved, your priority level will be reinstated at same level prior to losing priority. Approval does not guarantee enrollment in specific courses.