



Reference: *Education Code Sections 66025.8, 66025.9, and 88903(a)(4)*

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (see Board Policy and Administrative Procedure 4260, Prerequisites/Corequisites/Advisories).

Enrollment may be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Students shall be required to meet all criteria for registration priority before a deadline approximately one month before the registration period opens.

Students will have the following registration priority, in the order of priority listed below:

1. Students who are eligible as a member of the armed forces or a veteran, foster youth, former foster youth, or homeless youth, eligible and receiving services through CalWORKs, Disabled Student Programs and Services (DSPS) or Extended Opportunity Programs and Services (EOPS), or California College Promise students
2. Members of the West Hills College President's Scholars Program
3. Student Support Services (SSS, TRiO, Upward Bound) students; continuing students with at least 45 completed or in progress units; and potential graduating high school seniors
4. Continuing students with between 30 and 44.9 completed or in progress units
5. Continuing students with between 15 and 29.9 completed or in progress units
6. Continuing students with less than 14.9 completed or in progress units, all other eligible first time students

These registration priorities also apply to courses offered during summer session.

For the purposes of priority registration, first time students shall be defined as students with no district courses recorded on their transcript, and who have not previously been awarded priority registration.

Potential graduating seniors and first time students shall be required to have completed orientation, assessment, an education plan and a financial aid application (FAFSA or Dream Act).

Continuing students are students who are currently enrolled during the semester when the registration period occurs. All continuing students are required to have a completed student education plan on file to receive registration.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned or is in progress in seventy (70) or more degree-applicable semester equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 70-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the college Chief Instructional Officer. However, these units will be used for the purposes of placing students into a priority group. Students enrolled in high unit majors or programs as designated by the college Chief Instructional Officer.

Units earned through transfer, credit by examination, advanced placement, International Baccalaureate, or other similar programs shall not count in unit values for priority registration purposes.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75% or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Chief Student Services Officer or his/her designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective beginning with the fall 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Board approval date: 10/27/09

Reviewed/Revised: 7/27/10; 8/28/12; 2/11/14; 4/24/15; 5/22/18