

## ADMISSIONS AND ENROLLMENT

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered.

- Any person over the age of 18 and possessing a high school diploma or its equivalent. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.
- Applicants who are concurrently enrolled in the K12 system or who are approved for home study and meet the guidelines prescribed by District Student Services Procedure 3002.

The District may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

### **Priority Enrollment**

The District provides priority enrollment to students who:

- (1) have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;
- (2) have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Program and Services or Extended Opportunity Program and Services; or
- (3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.

A student may appeal the loss of priority enrollment status 1) due to extenuating circumstances, 2) where a student on academic or progress probation demonstrates significant academic improvement, or 3) if a student is enrolled in a high unit program of study. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Significant academic improvement is defined as achieving the minimum grade point average and progress standard established in section 55031 for the term.

### **Multiple and Overlapping Enrollment**

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless the:

- student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule;
- student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course;
- Admissions and Records Office maintains documentation describing the justification for the overlapping schedule; and,
- Instructor of record maintains documentation showing that the student made up the hours of overlap.

Enrollment in overlapping classes must be approved by the instructor of record and the appropriate college Dean.

Title 5, California Code of Regulations, Sections 55003, 55007, 58106 and 58108