

**Administrative Procedure**  
Chapter 5 – Student Services

**AP 5055          ENROLLMENT PRIORITIES**

**References:**

Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92;  
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AP 4260 Prerequisites, Co-requisites, and Advisories)

The District will provide priority registration for students who enroll

- A student who is receiving services through Extended Opportunity Programs and Services;
- A student who is receiving services through CalWORKs;
- A student who is a Tribal TANF recipient; and
- A student receiving services from a program funded by Rising Scholars Network funds.

The following students will have priority for enrollment:

- First time students who have completed orientation, assessment, and developed student education plans.
- Continuing students, who has not lost registration priority, as defined in these policies and procedures.

These registration priorities do apply to courses offered during summer or intersessions.

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

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- Is placed on academic or progress probation or any combination thereof as defined in BP/AP 4250 Probation for two consecutive terms; or
- Has earned 100 or more credits after

## Responsibilities

A. The Vice President, Student Se Stu32.004 Twor( )Tj-0.006 Tc89.004 Tw 0.28 0 Td[S

aligned with Long Beach City College's student success programs in order to demonstrate scholastic achievement. A student who is younger than 18 years of age must follow the admissions process.

- B. Registration is the process by which a student is enrolled into one or more classes of instruction. Students must complete the established registration procedure in order to be legally enrolled in a class and/or the college. Registration is not considered complete until students attend the class.

### **Registration Priority**

- A. Students will be given registration priority who (a) have completed orientation, assessment and placement, and have an electronic student education plan; (b) are in good standing for both academic and progress requirements; (c) have completed fewer than 100 degree applicable units; and (d) meet the criteria of the following priority groups:

1. **Level 1 Priority Group:**

- A member or veteran of the Armed Forces of the United States and who is a resident of California, as specified in Education Code Section 66025.9;
- A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student;
- A foster youth, former foster youth who is not older than 25 years of age at the commencement of the academic year, as specified in Education Code section 66025.9;
- A verified homeless youth or former homeless youth under 25 years of age at the commencement of the academic year, as specified in Education Code Section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services;
- A student who is receiving services through Extended Opportunity Programs and Services;
- A student who is receiving services through CalWORKs;
- A student who is a Tribal TANF recipient; and
- A student receiving services from a program funded by Rising Scholars Network funds.

2. **Level 2 Priority Group:**

- Students who

**3. Level 3 Priority Group:**

- Students





## Waiver of Maximum Unit Load Limitation

- A. A student may request a waiver of the maximum unit load limitation. Under no circumstances will a student be permitted to exceed the defined maximum unit load limitation with waiver. The determination to waive the maximum unit load limitation is the responsibility of the Counseling Department and will be made only for extraordinarily capable students of proven academic ability and excellent past academic performance.
- B. To apply for a waiver, a student must meet the following regulations:
  - a. The student must be matriculated so that their college placement examination scores, transcripts of previous academic performance, and other pertinent data are available to the counselor.
  - b. The student must apply to the Counseling Office for a waiver no later than two weeks prior to the first day of walk-in reg6 (n Tc -0.00ir)7 (at)2 (