



AP 5055 Enrollment Priorities

Reference:

Title 5, Sections 51006, 58106, 58108

1. College of the Canyons establishes priority enrollment based on Level 1, 2, 3, and 4.
2. Definitions used in this procedure:
 - a. Good Standing – students who are not on Academic or Progress Probation for two consecutive semesters and students who are not on Dismissal Status.
 - b. Academic Difficulty – students who are on Academic or Progress Probation for two consecutive semesters and students who are on Dismissal status.
 - c. Veterans – all students identified by the Reentry and Veteran's Program as a Veteran.
 - d. Foster Youth – all students identified by the Foster Youth Liaison as a current or former foster youth.
 - e. EOPS/CARE – students identified by the Extended Opportunities Program and Services office and CARE program.
 - f. DSPS – students identified by the Disabled Students Program and Services office.
 - g. Matriculated – students who have completed orientation, placement and have a student education plan.
 - h. Continuing – students who have continuously enrolled at College of the Canyons without missing a primary term.
 - i. Returning – students who have stopped attending College of the Canyons, missed one or more primary terms, then returned to College of the Canyons.
 - j. New Students – students who have never attended college and/or are enrolling in their first semester at College of the Canyons.
3. Students in levels 1, 2, and 3, will lose their priority registration and move to level 4 if the student is not in good standing or has 100 or more degree-applicable College of the Canyons units.
4. Level 1 – Veterans and Foster Youth matriculated students in good standing with less than 100 College of the Canyons degree applicable units. Students will be assigned a

registration date and time in the order of 99.9 units to 0 units, followed by new fully matriculated students.

5. Level 2 – EOPS/CARE and DSPS matriculated students in good standing with less than 100 College of the Canyons degree applicable units. Students will be assigned a registration date and time in the order of 99.9 units to 0 units, followed by new fully matriculated students.
6. Level 3 – The students in level three are given priority after levels 1 and 2 in the following order:
 - a. Priority registration is given to students who have petitioned for graduation, completion of a certificate, or have self-identified and were verified as being enrolled in the last semester prior to transfer. This priority will be given once to the student and must be identified prior to the “Early Graduation Petition Deadline” found in the college calendar. Students must have less than 100 College of the Canyons degree applicable units and be in good standing. Students will be assigned a registration date and time in the order of 99.9 units to 0 units.
 - b. Priority registration is given to flagged members of intercollegiate athletic teams, elected and appointed members of the Associated Students Government, members of MESA, members of CalWorks, and students currently enrolled at Academy of the Canyons (AOC). AOC students are only given this priority during fall and spring terms. Students must be continuing students who have less than 100 College of the Canyons degree applicable units and are in good standing or are a fully matriculated new student. Students will be assigned a registration date and time in order of 99.9 units to 0 units, followed by new fully matriculated students.
 - c. Continuing students in good standing who have between 99.9 and 20.0 College of the Canyons cumulative units.
 - d. New fully matriculated students.
 - e. Continuing students in good standing who have between 19.9 to 0.0 College of the Canyons cumulative units.
7. Level 4 – All remaining students who are not specified in the above levels. The remaining students are given priority after levels 1, 2, and 3 in the following order based on a first come/first-serve basis.
 - a. Returning students
 - b. Continuing students in Academic Difficulty
 - c. Continuing students with 100 or more College of the Canyons degree applicable units
 - d. High school students
 - e. New non-matriculated students
8. Schedule changes may be made during the first two weeks of the term.

9. Students may petition to have their registration date changed based on the following reasons.
- a. Extenuating circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student).
 - b. Students with disabilities who applied for but did not receive reasonable accommodations in a timely manner.
 - c. Students who demonstrate significant satisfactory academic improvement by earning at least a 2.25 GPA in at least six academic units in a subsequent term, but whose term GPA is not high enough to move the student into good standing.
 - d. Students who are in high unit programs and are following a current education plan.

CPC Provisional Review Date: 3/18/2025