



### ENROLLMENT PRIORITIES

#### Eligibility for Enrollment Priority:

Enrollment priority is granted to those students enrolled in Mendocino College for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement and who meet the following eligibility requirements:

1. Students shall have declared a major, completed orientation and assessment, and developed a comprehensive education plan.
2. Students must also be in good academic standing, first term academic or progress probation, or making satisfactory term progress with a grade point average of 2.0 or higher.
3. Students must have completed no more than 100 degree applicable units at Mendocino College. The unit limitation excludes those units completed in English as a Second Language, Basic Skills, Credit by Exam, Advanced Placement (AP), Military Training, and College Level Exam Program (CLEP).
4. Students must meet all eligibility requirements by April 1<sup>st</sup> for summer and fall registration and November 1<sup>st</sup> for spring registration.
5. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.

#### Priority Assignments:

1. Enrollment priorities will be assigned by the Office of Admissions and Records in the following order:
  - a. Priority 1
    1. Former foster youth students up to and including the age of 24 by the first day of the term; and
    2. Veterans and Members of Armed Forces or State Military Reserve; and
    3. Students who are eligible for and receiving services through the disabled Students Program and Services (DSPS); and
    4. Students who are eligible for and receiving services through Extended Opportunity Program and Services (EOPS); and
    5. Students who are eligible for and receiving services through CalWORKs
  - b. Priority 2
    1. Students continuing from the most recent primary term.
  - c. Priority 3
    1. New high school graduates who have met the previous stated eligibility requirements.
    2. New and returning students who have met the previous stated eligibility requirements.

- d. Priority 4
  1. New and returning students who have not met the previous stated eligibility requirements.
2. Students who have lost enrollment priority: Notification of enrollment priority will be sent to the student via the email address on file with the Office of Admissions and Records.

Enrollment Priority Status:

1. Students who have earned 75 degree applicable units, not including units earned via English as a Second Language courses, Basic Skills courses, Credit by Exam, Advanced Placement (AP), College Level Exam Program (CLEP), will be notified in writing of the possible loss in enrollment priority once 100 degree applicable units have been earned.
2. Notifications will be produced by the Office of Admissions and Records and sent to the email address on file, once grades have been posted at the end of each semester. Those students who do not have an email address on file will receive notification via mail to the mailing address on file.
3. Students who are placed on academic and/or progress probation will be notified in writing of the possible loss of enrollment priority should they remain on probation for a second consecutive semester.
4. Notifications will be produced by the Office of Admissions and Records and sent to the email address on file as part of the academic standing process at the conclusion of each primary term. Those students who do not have an email address on file will receive notification via mail to the mailing address on file.
5. Notifications will inform the student of the number of applicable units completed, current standing and the impact of the loss of enrollment priority.

Loss of Enrollment Priority:

Students will lose enrollment priority at the first registration opportunity for either of the following:

1. The student is on academic and/or progress probation for two consecutive terms; or
2. The student has completed more than 100 degree-applicable units at Mendocino College

Notification of Loss of Enrollment Priority:

1. Students who have earned 100 degree applicable units, not including units earned via English as a Second Language courses, Basic Skills courses, Credit by Exam, Advanced Placement (AP), College Level Exam Program (CLEP), will be notified of the loss of enrollment priority at the conclusion of the semester in which the units have been completed.
2. Students on academic or progress probation for the second consecutive semester will be notified of the loss of enrollment priority at the conclusion of the semester in which the student was placed on second level academic or progress probation.
3. Notifications will be issued by the Office of Admissions and Records and will be sent to the student via the email address on file. If a student does not have an email address on file, the notification will be sent via mail to the address on record.
4. Notifications will inform the student of their loss of enrollment priority, the reason for and impact of the loss, and the appeal process.

Appeal Process:

1. Students may appeal the loss of enrollment priority due to verifiable accident, illness, or other circumstances beyond the control of the student or in the case significant academic improvement.
2. Students who have lost enrollment priority for the spring term must submit a completed Enrollment Priority Appeal form, and supporting documentation, no later than November 1.
3. Students who have lost enrollment priority for the summer and fall terms, must submit a completed Enrollment Priority Appeal form, and supporting documentation, no later than April 1.
4. Incomplete appeal packets will not be considered by the committee and will be returned to the student for completion as time allows.
5. Appeals will be reviewed within five (5) business days of the above stated deadlines by the Dean of Student Services, Chief Financial Aid Officer, and Director of Admissions and Records.
6. Notification of the appeal results will be emailed to the student by the Director of Admissions and Records.
7. Students may appeal the decision of the review committee to the Vice President of Education and Student Services. Appeals must be submitted in writing within three (3) business days of the date notification of the committee decision was issued. The decision of the Vice President will be final.

Reference: Title 5: 55000, 55002, 55023, 55031, 56026, 56232, 58106, 58108, Student Success Act of 2012; Education Code: 66025.8, 66025.9

*Adopted: January 23, 2014*