Section Four—Students/Instructional Services

Governance Processes Relative to the

District Board Policy Manual

and Collegial Consultation

With Academic Senates

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies:

(1)   **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)

(2)   **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)

(3)   **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation *(includes Policies 4A4A through 4A4E)*

(4)   **4A6**, Admission to Impacted Programs *(includes Policies 4A6A through 4A6K)*

(5)   **4A8**, Instructional and Other Materials *(includes Policies 4A8A through 4A8D)*

(6)   **4A9**, Instructional and Other Materials *(includes Policies 4A9A through 4A9D)*

(7)   **4B1**, Educational Programs *(includes Policies 4B1A through 4B1D1)*

(8)   **4B3**, Distance Education

(9)   **4B5**, Program Review

(10)   **4B7**, Articulation *(includes Policies 4B7A through 4B7C)*

(11)   **4B9**, Student field trips, excursions, transportation (*includes Policies 4B9A through 4B9C*)

Rely Primarily Upon the Advice and Judgment (continued)

Procedures: None

Appendices: None

AP 4A3(c) Priority
Registration Procedure

Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students Instructional

Governance Process: Share as Information Only

Reason for Revision: To Establish District Procedure

See Attached

Order of student registration is, in part, mandated by California legislation.

Order of Priority Registration

First-term Students' Day 9 priority registration requires completion of assessment, orientation, and counseling/advising. Continuing Students' Day 3-7 priority registration requires completion of assessment, orientation, and counseling/advising plus the completion of a Student Educational Plan. *Priorities 1-5 require completion of assessment, orientation, and counseling/advising plus the completion of an abbreviated Student Educational Plan.*

~~Day~~ Priority 1	*Active-duty Military; Veterans; Foster Youth*; Former Foster Youth**; DSPS; EOPS; CalWORKS*
~~Day~~ Priority 2	*Honors Students, Presidential Scholars, Dean's List, Student Athletes **** *Students who have successfully completed a student success course*
~~Day~~ Priority 3 ~~7~~	*Continuing Students (excluding students on academic standing probation 2) with less than 100 units earned (excluding units in basic English, math, or English as a Second Language)*
~~Day~~ Priority ~~8~~ 4	*Graduating high school seniors in the KCCD service area*
~~Day~~ Priority ~~9~~ 5	*First-term students not included above*
~~Day~~ Priority ~~10~~ Open Registration	~~Open registration~~ *Registration is open to all potential students*

*Foster youth—a person who is currently in foster care
**Former foster youth—a person who is an emancipated foster youth and who is up to 24 years of age
***Student groups noted for registration in ~~Day 2 3~~ Priority 2 are special populations designated by the colleges

Priority Registration Appeal

_____ @ _____

Last Name   *First Name*   *Middle Initial*   *Student ID Number*

_____ *@email.COLLEGE.edu,*   *Student Phone Number* _____

Student Email,   *Semester*   *Year* _____

Appeal process requirements:

- *Only students with 100+ units completed at a Kern Community College District College may appeal.*

- *Appeals must be submitted no later than 10 working days prior to the first day of priority registration.*

- *A copy of the student's current Student Education Plan (SEP) must be attached.*

- *Appeals will be considered for extenuating circumstances only*

- *If the appeal is granted, the appeal does not guarantee enrollment in specific courses*

- *The appeal is term specific and, if granted, permits registration on **Day 3** of priority registration.*

Please check one or more of the options below:

□ This is my last community college semester, and I need specific courses to graduate or transfer. List the specific courses required to complete graduation or transfer:

_____
_____
_____

□ The course I need is only offered once per year. List the name of the course:

_____

□ I must register in a specific course that is part of a required sequence. List the name of the course:

_____

□ I must register in a specific course that is required for my employment.

Job Title: _____ *Employer:* _____

Required Course: _____

□ Other (list the specific reason & name of courses):

Explain your request:

Write a detailed descriptive statement explaining why it is important you be granted priority registration. Be complete and thorough.

_____
Student Signature   Date

FOR OFFICIAL USE ONLY:

☐ Approved   ☐ Denied

_____
College VP or Student Services (or designee) Signature   Date

_____
Date/initials student notified   Date/initials priority entered

Kern Community College District
Priority Registration Procedures
Bakersfield College

Order of Priority Registration
First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.

Day 1-3	Veterans, Foster Youth* or Former Foster Youth**, DSPS, EOPS, Presidential Scholars, Dean's List, Student Athletes
Day 4-13	Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2) Prior Year Graduates of High Schools in the District
Day 14	New Students not Included Above
Day 15	Open Registration

*Foster Youth is a person who is currently in foster care
**Former Foster Youth is a person who is an emancipated foster youth and who is up to 24 years of age

Approved by Chancellor's Cabinet 2/28/12

Kern Community College District
Priority Registration Procedures

Cerro Coso Community College

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Order of Priority Registration

First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.

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<td>Day 1-2</td>
<td>Veterans, Foster Youth* or Former Foster Youth**, DSPS, EOPS</td>
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<td>Day 3</td>
<td>Honor Students</td>
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<td>Day 4-10</td>
<td>Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2)
Prior Year Graduates of High Schools in the District</td>
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<tr>
<td>Day 11-14</td>
<td>New Students not Included Above</td>
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<tr>
<td>Day 15</td>
<td>Open Registration</td>
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Approved by Chancellor's Cabinet 2/28/12

Kern Community College District
Priority Registration Procedures

Porterville College

Order of Priority Registration First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.	
Day 1-2	Veterans, Foster Youth* or Former Foster Youth**, DSPS, EOPS
Day 3	Student Athletes
Day 4-10	Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2) Prior Year Graduates of High Schools in the District
Day 11-14	New Students not Included Above
Day 15	Open Registration

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