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)   **4A9**, Instructional and Other Materials *(includes Policies 4A9A through 4A9D)*
    (6)   **4B1**, Educational Programs *(includes Policies 4B1A through 4B1D1)*
    (7)   **4B5,** Program Review
    (8)   **4B7**, Articulation *(includes Policies 4B7A through 4B7C)*

Rely Primarily Upon the Advice and Judgment (continued)

Procedures: None

Appendices: None

11/14

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

Governance Process: Rely Primarily Upon the Advice and Judgment

Reason for Revision: To Establish District Policy

4A3   Matriculation - *(Approved 4/12/12)* The matriculation process for students includes assessment, orientation, counseling/advising and the completion of a Student Educational Plan. Each College in the District shall develop, regularly update, and post to the District/College website a complete description of all of the opportunities available to students so that they can become fully matriculated in a timely manner. This policy and practice meets with the requirements and intent of the Seymour-Campbell Matriculation Act of 1986 and Title 5. See **Procedures 4A3(a), 4A3(b), and 4A3(c)** *and 4A3(d)*. Reference: Education Code Section 78210 et seq.; Title 5 Section 55500 et seq.

DRAFT

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

Note *** 4A3 (a) and (b) are not being reviewed as they are current.

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 have demonstrated significant academic or progress improvement (2.0 in the last term or 50%) completion.*

□ *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.

_____

_____

_____

_____

_____

_____

_____

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_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

<table>
<tr><td colspan="2">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.</td></tr>
<tr><td>Day 1-2</td><td>Veterans, Foster Youth* or Former Foster Youth**, DSPS, EOPS</td></tr>
<tr><td>Day 3</td><td>Honor Students</td></tr>
<tr><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></tr>
<tr><td>Day 11-14</td><td>New Students not Included Above</td></tr>
<tr><td>Day 15</td><td>Open Registration</td></tr>
</table>

*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

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

*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

Reviewed at Admin 03/03/14
Reviewed at Ch. Cab. 04/21/14
Reviewed at CC 10/28/14
Reviewed at ch. C. 11/18/14