

New Director's Training

Admissions and Enrollment Priorities

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CCC Apply

- State wide domestic admission application available in English and Spanish, international admission application, and the Board of Governors Fee Waiver application.
- Originally established in 2001
- Governed by a 14 Districts
- Transition to OpenCCC in 2012
 - Federated Identity
 - New CCCID
 - Improved with intelligent conditional questioning
 - Has Hover Help
 - Social Security Number Encouragement
 - 24/7 Help Desk Call Center/CCCHelp.info

Basics

- Under federal law, minors 13 years or age or younger may not transmit personal identifiable information over the internet.

Admission Requirements

- ECS 76000 states California Community College Districts:
 - Shall admit any California resident
 - May admit any non resident
 - Who possess a high school diploma or equivalent
 - May admit apprentices as defined in Labor Code Section 3077
 - May provisionally admit any person who is over 18 who is capable of benefiting from instruction.

Special Admission

- ECS 76001 states community college districts may:
 - Admit special part time or full time students who are concurrently enrolled in grades K-12 as defined in ECS 48400 and 48800.5
 - If a community college denies a request for special admission, the board shall in writing render the reason for denial within 60 days.
 - Concurrently enrolled students are limited to 11 units.

Eligibility for Apportionment

- Per ECS 76002, to be eligible for apportionment student and classes offered must:
 - Be open to the general public
 - Publicized in the schedule of classes
 - If added after the publication of the schedule of classes:
 - If offered on a high school campus and advertised only through electronic media, must be so published for 30 days prior to the first class meeting.
 - If offered on a high school campus, the class shall not be held when the campus is closed to the general public.
 - If the class is physical education, no more than 10% of the section enrollment may be comprised of special part time or full time admits.
 - A community college district may not receive apportionment for more than 5% of the district's total enrollment of special part time or full time special admits in physical education classes.

More K-12 restrictions

- Community college districts may restrict admission and enrollment of special part time or full time students based on:
 - Age
 - Completion of specific grade level
 - Demonstrated eligibility using assessment methods and procedures.

Enrollment

- Title 5, Section 51006 requires all classes offered by a community college be open to enrollment to every person who has been admitted and who meets approved prerequisites, unless otherwise exempted by statute.

Exemptions to Open Enrollment

- Generally, classes not open to the general public are not eligible for apportionment.
- Exceptions are made for noncredit classes for disabled adults
- Credit and noncredit classes for inmates of any city or county jail, road camp, farm for adults, federal correctional facility.
- State hospital
- Apprenticeship classes
- In service class for police academy proving 15% of the enrollment is reserved for non service students.

Enrollment Requirements & Restrictions

- Title 5, Section 58108 states:
 - Except as otherwise provided by state law, no student shall be required to receive permission to enroll in any class other than those employed by the college in the district.
 - Students will not be required to participate in any preregistration activity not uniformly required, nor shall the college impose or enforce nonacademic prerequisites or barriers to enrollment
 - No registration procedures shall be used that result in restricting enrollment to a specialized clientele.
 - Specialized registration assistance is permitted (not required) for DSPS and EOPS students.
 - No student can be required to make special efforts to enroll in classes held off campus not uniformly required of all students. Once enrolled, all students must have equal access to the site.

Enrollment Priorities - Military

- ECS 66025.8 requires districts that have a priority enrollment system grant priority registration to any member of United States Armed Forces or former members:
 - who is a resident of California and
 - who received an honorable, general, or other than honorable discharge within the last 4 years.
- This benefit is also extended to members or former members within the last 4 years of the State Military Reserve.
- This benefit is not afforded to person who received a dishonorable or bad conduct discharge.

Enrollment Priorities – Foster Youth

- ECS 66025.9 requires districts that have a priority enrollment system grant priority registration to foster youth or former foster youth up until age 24.
 - Foster youth is defined as a person who is currently in foster care
 - Former foster youth is a person who aged out or emancipated from the foster care system.

Enrollment Priorities – Special Admits

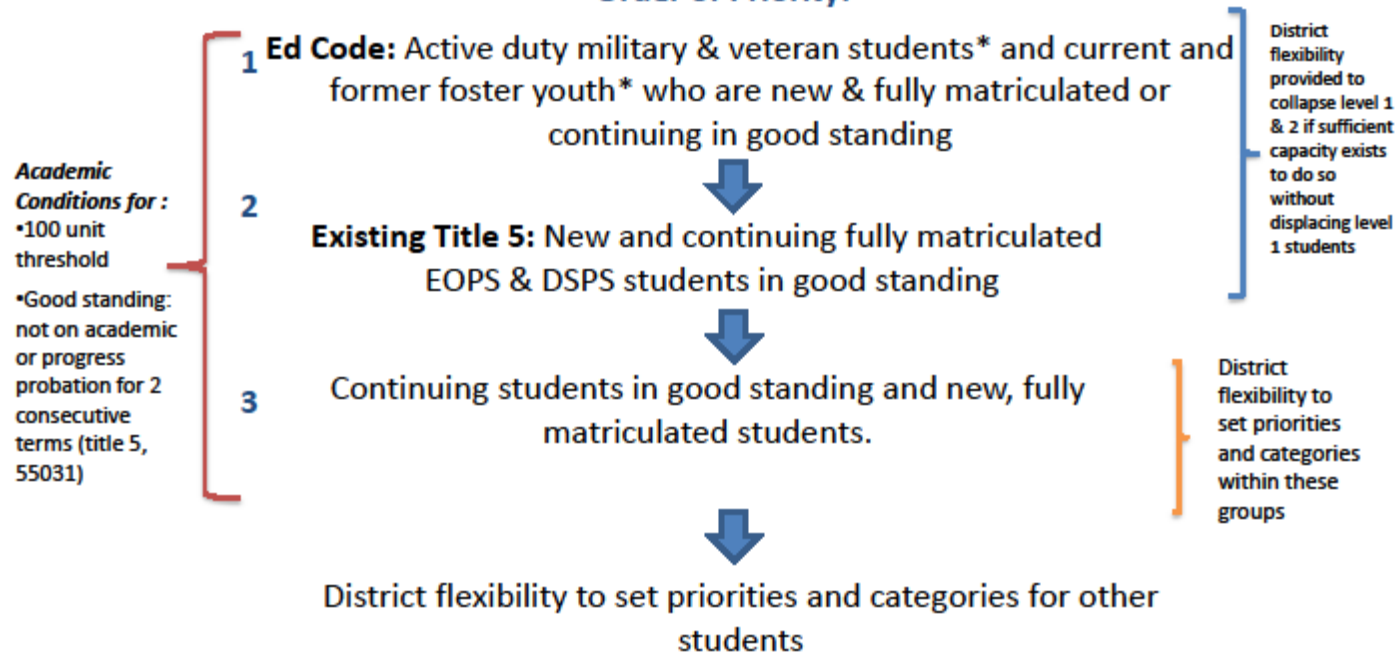
- ECS 76001 requires the assignment of low priority enrollment to K-12 students concurrently enrolled, except those in approved middle college or early college programs and who are enrolling in courses that are required for the student's middle college high school requirements per Education Code Section 11300.

Title 5, § 58108

Enrollment Priorities

Priority Enrollment Concept in the Proposed Title 5, Section 58108 Regulation

Order of Priority:



**Education Code section 66025.8 requires community college to grant priority enrollment to any member or former member of the Armed Forces of the United States within four years of leaving active duty. EC 66025.9 requires priority enrollment for current and former foster youth up to, and including, age 24.*

Adding and Dropping Classes

- Title 5, Section 55007
 - A community college district may not permit enrollment in two or more sections of the same course during the same term unless there is no overlap in scheduled meeting dates.
 - Districts may not permit a student to enroll in two or more courses where the meeting times of the classes overlap, unless the district established in attendance accounting specific procedures.

Permitting overlapping class times

- The student must provide a sound justification and mere scheduling convenience is not sound justification.
- Appropriate district official approves the overlap.
- The college maintains documentation describing the justification and how the student made up the missed contact hours as result of the overlap during the same week under the supervision of the instructor for the course.

No Shows

- Title 5, Section 58004 requires districts to clear their roles of students who are identified as:
 - A no show OR
 - Not actively participating as of census
 - Except in the case of extenuating circumstances (verified cases of accidents, illness or other circumstances beyond the student's control).
- The “drop date” shall be the end of business of the day immediately preceding the census day.

Drops & Withdrawals

- Title 5, Section 55024 authorizes districts to establish policies for dropping and withdrawals.
 - Permits no W be recorded on the student's transcript if the drop occurs up to the 30% point (**Beware of the GAP – see Title 5, Section 58161—Not eligible for FTES if no W is recorded**)
 - Requires a W be recorded for drops that occur between the drop without a W deadline and the withdrawal deadline.
 - Withdrawal deadline is established as the end of the 14th week of the semester or 75% point of a short term class unless otherwise stipulated in by the governing board.

Rules for a “W”

- Not counted in grade point average
- Counted toward progress probation/dismissal
- Requires governing board policies be published in catalog
- Defines exclusions
- Permits retroactive withdrawal in the event of extenuating circumstances after consultation with the instructor
- Districts shall provide for intervention in the event of multiple withdrawals
- District policy shall establish the number of withdrawals a student may receive (not to exceed 3). Petition for an exception may be permitted.

Refunds

- Title 5, Section 58508 permits refunding of the enrollment fees paid if the drop occurs during the first two weeks of the semester or 10% point of a short term class.
- Districts may retain up to \$10.00 per semester for the cost of processing the refund.
- Districts shall not refund any enrollment fee paid by the drops or withdrawals made after the first two weeks of instruction or after the 10% point of a short term class, unless
 - The program change resulted due to action by the district to cancel or reschedule a class OR
 - The student was dropped due to not meeting the prerequisite.

Assessment

- Districts are required to provide assessment services to all non-exempt students to identify which entry level basic skills courses are most appropriate.
- Colleges may not use one single instrument for placement, but rather must use multiple measures.
- Test instruments must be approved by the CCCCCO.
- Districts may use an instrument or process to determine admission to impacted programs such as nursing and allied health programs if it predicts the likelihood of success.

(Title 5, Sections 55502, 55520, 55521, 55524)

Prerequisites

- Colleges may adopt and enforce prerequisites, corequisites, and advisories if the governing board adopts policies that ensure:
 - They are necessary and appropriate
 - Specify the level of scrutiny required
 - Are based on content review
 - Are established only on the basis data collected using sound research methods.
 - Reviewed every 6 years
 - Process for student to challenge the prerequisite

Questions

