

Priority Registration is for students who enroll in Cabrillo College for the purpose of a degree or certificate attainment, transfer to a four-year college or university, or career advancement. Priority is given in the following order for students who have completed orientation, assessment, developed a student education plan and are in good academic standing (defined in Ed Code section 55031):

1. Priority for registration for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term (Ed Code Section 66025.8) and to any former foster youth (Ed Code Section 66025.9).
2. Students receiving services through Disabled Student Programs and Services (DSP&S) or Extended Opportunities Programs and Services (EOPS), and CalWORKS/WIA.<sup>i</sup>
3. Continuing students who have declared a major and who have completed assessment, orientation, and developed a comprehensive student education plan, and are in good academic standing, by November 1<sup>st</sup> for spring registration, by April 1<sup>st</sup> for fall registration, and March 1<sup>st</sup> for summer registration. Cabrillo breaks this group down into smaller segments by completed Cabrillo units to allow those students closer to completing degrees or transfer requirements a better chance at completing their requirements and to manage the load on our registration system.
  - Continuing students with 30+ earned Cabrillo units
  - Continuing students with 1-29 earned Cabrillo units
4. New students from a Santa Cruz County high school who have declared a major and participated in Running Start (completing assessment, orientation, and an initial one-semester student education plan or a two-year comprehensive education plan).
5. New students and re-entering students who have declared a major and completed assessment, orientation, and developed a student education plan.
6. Concurrent high school students, who have completed assessment, orientation and have the required paperwork signed and on file with the Admissions and Records Office.
7. New students who do not have a declared major and have not completed assessment, orientation, and the education planning process.
8. The last groups eligible to register are students who are placed on academic progress dismissal or probation for more than two semesters and/or those students who have earned 100 units of degree applicable semester units at Cabrillo. These students are not eligible for priority registration and will lose access to the Board of Governors (BOG) Fee Waiver (SB 1456, Student Success Act of 2012). The 100-unit limit does not include units in English as a Second Language or basic skills courses as defined in section 55000 of Ed Code. Student on academic progress dismissal may not be eligible to register; they must see a counselor to determine if they are eligible for any specific semester.



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Cabrillo College exempts students enrolled in the high-unit majors listed below from the 100 unit earned limit; these students will not lose enrollment priority or the BOG fee waiver if they earn more than 100 units and are making satisfactory progress toward their degree:

Astronomy: A.S. for transfer  
Biology: A.S. and A.S. for transfer  
Business: A.S. for transfer  
Chemistry: A.A. and A.S. for transfer  
Computer Science: A.A. and A.S. for transfer  
Dental Hygiene: A.S.  
Engineering: A.S. and A.S. for transfer  
General Science (Science/General): A.A. and A.S. for transfer  
Geology: A.S. for transfer  
Mathematics: A.S. for transfer (not the AS-T)  
Nursing: A.S.  
Physics: A.S. for transfer  
Radiologic Technology: A.S.

Registration dates and times are assigned by the Admissions and Records Office based on this established Enrollment Priorities list and the units completed at Cabrillo College. Student registration dates and times will be communicated using the student's email address listed in the college's student information system (Colleague) and can additionally be found by logging into WebAdvisor. Units earned at other colleges and universities, and from AP, Military, CLEP, etc. will not be considered in determining registration priorities.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. [See AP 4260 Pre-requisites and Co-requisites.] For adding or dropping courses after the initial registration period, see AP 5075.

If a student loses their priority registration or BOG fee waiver based on exceeding the 100-unit limit, being placed on academic progress dismissal for any extenuating circumstances as defined by Title 5 section 58108 (verifiable accident, illness or other circumstances beyond the control of the student), the student may appeal to have priority registration or the BOG fee waiver reinstated. Also, students on academic progress dismissal who demonstrate significant academic improvement may appeal to regain their priority registration (see Title 5 Section 55031). The appeals process is as follows:

- Complete the Appeal Petition form and submit it to Admissions and Records,
- Provide a written statement as to why registration priority and/or BOG fee waiver should be reinstated,
- Provide documentation as to the extenuating circumstance or significant academic improvement, and
- Provide completed academic progress report form; including signatures from instructors.

Complete appeals will be reviewed within five business days of receipt and a decision will be communicated to the student using the email address listed in our student information system



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(Colleague). Appeals committee consists of: Vice President of Student Services (chair), Dean of Counseling and Educational Support Services, Director of Enrollment Services, Director of Counseling, one faculty appointed by Faculty Senate, and one student appointed by Associate Students of Cabrillo College.

*References: Title 5 Section 58108; Education Code Section 66025.8; SB 1456 Student Success Act of 2012*

Approved by Student Services Council December 19, 2012  
Reviewed by Faculty Senate and Student Senate

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<sup>1</sup> Cabrillo follows the flexibility offered in section 58108 and combines groups one and two and gives them the first registration priority.