

AP 5052 Open Enrollment

Reference:

Title 5, Sections 58106, 58108

All courses of the District shall be open to enrollment in accordance with a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Vice President for Academic Services and President of Academic Senate.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 5055 and programs in RN/LVN, EMT, Paramedic.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in Administrative Procedure 5055.

Any student who does not meet the prerequisite or co-requisite or who is not permitted to enroll in a class due to a limitation on enrollment, may file a student petition to challenge the requirements. The grounds for challenge as specified in Section 55210(f) of Title 5 include the following:

Prerequisite or co-requisite has not been established in accordance with the district policy.

The prerequisite or co-requisite is in violation of Title 5.

The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.

The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.

Students who wish to challenge a prerequisite or co-requisite or any limitations on enrollment should:

Submit a student petition which spells out the grounds for challenge along with any evidence in support of the challenge, to the Matriculation Director. The student shall be allowed to remain in class or, if the student is not enrolled in the class but space is available at the time the challenge is filed, the College shall reserve a seat for the student until the challenge is resolved.

The Matriculation Director will submit the petition to the Division Chairperson who will review it and resolve the challenge in no more than five working days. If the challenge is upheld, or the College fails to resolve the challenge within the five-day period, the student will be allowed to remain in the course. If no space was available in the course when the challenge was filed, the student shall be permitted to enroll for the subsequent term.

If the challenge is denied by the Division Chairperson, the student may appeal that decision to the Admission, Registration, and Petitions Committee.

Upon resolution of the challenge, the Division Chairperson shall forward the student petition and all attachments to the Chief Admissions and Records Officer for institutional approval and filing in the student's permanent record.

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whatever offered and maintained by Imperial

Community College District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code commencing with Section 51820 (Board of Trustees Resolution No. 10665).

Any student who does not meet the prerequisite or co-requisite or who is not permitted to enroll in a class due to a limitation on enrollment, may file a student petition to challenge the requirements. The grounds for challenge as specified in Section 55210(f) of Title 5 include the following:

The prerequisite or co-requisite has not been established in accordance with the district policy.

The prerequisite or co-requisite is in violation of Title 5.

The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.

The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.