

SOLANO COMMUNITY COLLEGE DISTRICT

OPEN ENROLLMENT IN COURSES

6020

PROCEDURES

All courses of the District shall be open to enrollment in accordance with Board Policy 6020 titled Open Enrollment, Board Policy 5055 titled Enrollment Priorities and a priority system consistent with Administrative Procedures 5055 titled Enrollment Priorities. 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 Chief Instructional Officer.

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 Procedures 5055 titled Enrollment Priorities and Athletics, Registered Nursing, and Certified Nursing Assistant programs.

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 Procedures 5055 titled Enrollment Priorities and Athletics, Registered Nursing, and Certified Nursing Assistant programs.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures;
- The basis for the limitation does not in fact exist.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, significant academic improvement or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. To appeal, students should complete an Appeal Petition and attach supporting documentation. Students may visit Admissions & Records to obtain an Appeal Petition or access it online via Admissions & Records.

Linked to Governing Board Policy 6020, *Open Enrollment in Courses* and Governing Board Policy 5055, *Enrollment Priorities*

REFERENCES/

AUTHORITY: Title 5 Sections 51006, 58106, 58108

Adopted: September 26, 2016