

# PRIORITY REGISTRATION

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Enrollment priority is the process used to determine the order in which students will have the opportunity to register for classes. Recognizing that each college serves a unique student population that may have differing needs, the development of specific registration priorities for some student groups will be done at the college level in accordance with District procedures. The Coast Community College District is committed to the philosophy that all students should have fair and equitable access to courses and programs within the resources of each college and in accordance with State Education Code, Title 5 provisions, and guidelines adopted by the Board of Governors. Further, the District believes that students should be able to progress toward their stated educational objective in a timely manner. The primary mission of the District colleges is to provide degree, certificate, and transfer programs. Therefore, priority is extended to matriculated students who have demonstrated satisfactory academic progress toward their declared educational objectives in these areas.

Effective Fall 2014 registration and forward, the registration priority will be according to the framework of Administrative Procedure (AP) 5055. Board Policies and Administrative Procedures are available on the Board Policy section of the Coast Community College District (CCCD) website at [www.cccd.edu](http://www.cccd.edu) (<https://www.cccd.edu/>). Please contact Admissions and Records Office for additional information.

## Important Things to Remember:

- Only students who complete orientation, have a Student Education Plan (SEP) on file and have Math and English placement will be eligible for priority registration
- Once students have completed 100 or more units, they will lose their registration priority
- Students must remain in good academic standing to receive priority registration each semester

## Tips to Keep in Mind:

- Don't take unnecessary courses (courses not on your approved Student Education Plan). Adding these units to your records will increase your chances of losing registration priority and/or losing financial aid.
- Do your best to keep your grade point average (GPA) at 2.0 or higher. Seek help from the Student Success Center, if you feel you are falling behind.
- If you haven't already done so, make an appointment with a counselor for a Student Education Plan (SEP).