

Student Services

This legally advised procedure was reviewed as part of the regular cycle of review and compared to the model CCLC. Updates as noted. This is a 10+1. Mici 9-28-2023

Approved. Jon H./Enrollment 9-28-2023

Copy Jonathan E./SLS 9-28-2023

To Academic Senate 9-28-2023

AP 5052 OPEN ENROLLMENT

References:

Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with BP 5052 ~~titled~~ Open Enrollment and a priority system consistent with AP 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 or designee.

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 AP 5055 ~~titled~~ Enrollment Priorities and the Registered Nursing Program which requires special admissions and enrollment requirements.

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 AP 5055 ~~titled~~ Enrollment Priorities and the Registered Nursing Program which requires special admissions and enrollment requirements.

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.

Students may challenge an enrollment limitation on any of the following grounds listed above by submitting the Prerequisites Challenge Form to the Counseling Office outlining the basis for the challenge by first day of instruction for the term. The Counseling Office will notify the student in writing in a timely manner of the decision to either uphold or deny the challenge.

Office of Primary Responsibility: Office of Enrollment Services ~~Admissions and Records~~

Date Approved: September 10, 2009 *(Replaces part of College of Marin Procedure 4.0003 DP.1)*

Date Reviewed/Revised: