5009. ADMINISTRATIVE REGULATIONS ON REGISTRATION

5009.1 Responsibilities

A. The Vice President, Student Support Services, is responsible for the following:

1. Establishing procedures for registration for the Long Beach Community College District, ensuring that no procedures are used that result in restricting enrollment to a specialized clientele.

2. Conducting registration at each campus, following the Board adopted policy, these regulations, and the detailed procedures as established.

3. Ensuring that proper facilities are available and properly equipped.

4. Providing appropriate regulations for the admission of students, including nonresident and International students.

5. Providing the necessary counseling and student support services as required for the enrollment and matriculation process.

6. Hiring and assigning an adequate staff, including providing necessary orientation and training.

B. The Vice President, Academic Affairs, is responsible for the following:

1. Establishing a schedule of classes with updates as required and making available for student, staff and community use.

2. Providing all pertinent data for each class, such as, but not limited to, seats available, room, instructor, days and times.

C. The Vice President, Administrative Services, is responsible for the following:

1. Establishing procedures for the collection of tuition and fees that may be required for enrollment in a class, including the assignment of a properly trained staff.

2. Providing the necessary data processing support services for registration.
5009.2 Definitions

A. Admissions is the process by which a student is admitted to the college and possesses a high school diploma or the equivalent thereof. A student who does not possess a high school diploma may be admitted on provisional status and be required to complete activities and classes aligned with Long Beach City College’s student success programs in order to demonstrate scholastic achievement.

B. Registration is the process by which a student is enrolled into one or more classes of instruction. Students must complete the established registration procedure in order to be legally enrolled in a class and/or the college. Registration is not considered complete until students attend the class.

5009.3 Registration Priority

A. Students will be given registration priority based upon the following priority groups:

1. Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9; and who are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;

2. Students who have completed orientation, assessment, and developed student education plans and are participating in the first year of Promise Pathways, are a student athlete, or will serve as an Associated Student Government executive during the term for which registration is occurring;

3. Students who have completed orientation, assessment, and developed student education plans and are continuing students at Long Beach City College in the following order:

   a. Students who have completed 45 to 100 units.
   b. Students who have completed 30 to 44.9 units.
   c. Students who have completed 15 to 29.9 units.
   d. Students who have completed 00 to 14.9 units.
4. New students to Long Beach City College who have completed orientation, assessment, and developed student education plans;

5. New or continuing students who have not completed orientation, assessment, or developed student education plans;

6. Students who have completed one hundred (100) degree-applicable units or more at Long Beach City College, not including ESL and Basic Skills units; or who are placed on academic or progress probation or any combination thereof for two consecutive terms;

7. Students who are concurrently enrolled in high school.

B. The registration priority specified above shall be lost at the first registration opportunity after a student:

1. Is placed on academic or progress probation or any combination thereof as defined in Title 5, section 55031 for two consecutive terms; or

2. Has earned one hundred (100) or more degree-applicable semester units at Long Beach City College. The 100-unit limit does not include units earned through credit by examination, advanced placement (AP), International Baccalaureate (IB) or other similar program; or for non-degree applicable English as a Second Language or basic skills courses or special classes as defined in Title 5, section 55023.

3. Is placed on disciplinary probation for any violation of the Student Code of Conduct.

5009.4 Accessibility

Any phase of registration which is conducted prior to the first day of classes, on one or both of the main campuses, must include access to classes on the other main campus and the extension and satellite classes. That is, a student registering at the Liberal Arts Campus must have access to Pacific Coast Campus, Extension and Satellite classes as well. The same holds in reverse for Pacific Coast Campus registrants.

With respect to accessibility to off-campus sites and facilities, no student shall be required to make any special effort, not required of all students, to register in any class, and once enrolled, all students must have equal access to the site.
5009.5 Limitations

Nothing in these regulations shall be deemed to impose obligations to enroll students beyond facility limitations or beyond teacher, class and/or unit loads as established by Academic Affairs.

5009.6 Residence

The resident status of each student shall be determined at the time of admission to the college based on the California Education Code. Students will be classified as residents or nonresidents depending on their status as of the Residence Determination Date. Those students who have been classified as nonresidents may appeal their classification to Director of Enrollment Services or their designee who shall make the final determination of status.

5009.7 Appeal Process

A. A written appeal may be made to the Dean of Enrollment Services through the Admissions and Records Office. The appeal must be based upon a current student education plan and demonstrate either:

1. That an error was made in applying the priority registration process to the student’s academic record;

2. That the student is enrolled in a high-unit major program, is in good academic standing, and is making consistent progress in completing the related student education plan;

3. That an extenuating circumstance, such as cases of accidents, illnesses or other circumstances beyond the control of the student, impeded the student from remaining in good academic standing or in completing a student education plan within 100 units;

4. That the student has made significant academic progress or improvement and would be able to complete his or her student education plan during the effected term if an exemption is granted.

B. The decision of the Dean of Enrollment Services or designee upon review of the appeal shall be final.

Revised: May 11, 2012; April 23, 2013

Long Beach Community College District