5009. ADMINISTRATIVE REGULATIONS ON REGISTRATION

5009.1 Responsibilities

A. The Vice President, Student 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 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 providing sufficient printed copies 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. Registration is the process by which a student is enrolled into one or more classes of instruction. This process will include the determination of eligibility for admission to the college for non-continuing students, such determination to be based on the Long Beach Community College District admission policies with regard to residents of the District, foreign, and out-of-state students. 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.

B. Mail registration is a subsystem of registration which provides for the selection of classes by mail for those eligible students as established by the college.

C. Open registration is a subsystem of registration which follows mail registration and provides for the enrollment of all students who meet the admissions requirements for the college.

D. Late registration is an extension of open registration which provides for the late enrollment of students and for program changes for those students who have already completed registration.

5009.3 Registration Priority

Continuing students shall be given registration priority over new and returning students during mail registration. Open and late registration are on a first-come, first-served basis and there is no priority during these phases of registration. Special registration assistance may be given to disabled or disadvantaged students as defined by statute only for the purpose of equalizing educational opportunity.

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 registration or admission to the college if such admission has been done in advance of registration. 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 the Dean of Admissions who shall make the final determination of status. Nonresidents may be reclassified as residents upon proper proof of status and financial independence.