

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 specialized student groups.
 - 2. Conducting registration at each campus, following the Board adopted policy, these regulations, and the detailed procedures as established.
 - 3. Providing appropriate regulations for the admission of students, including nonresident and international students.
 - 4. Providing the necessary counseling and student support services as required for the enrollment and matriculation process.
 - 5. Hiring and assigning an adequate staff, including providing necessary orientation and training.

- B. The Vice President, Academic Affairs, is responsible to provide for student, staff, and community use the following:
 - 1. Establishing a schedule of classes in alignment with student needs and publish the schedule of classes and catalog.
 - 2. Providing all pertinent data for each class, such as, but not limited to, seats available, room, instructor, days and times.
 - 3. Providing all pertinent data for each instructional program, but not limited to, certificate and degree requirements, course prerequisites, curriculum updates, etc.

- C. The Vice President, Business 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 properly trained staff.

5009.2 Definitions

- A. Admissions is the process by which a student who possesses a high school diploma or the equivalent thereof is admitted to the college. 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. A student who is younger than 18 years of age must follow the admissions process outlined in Administrative Regulation 5001.
- 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 who (a) have completed orientation, assessment and placement, and have an electronic student education plan; (b) are in good standing for both academic and progress requirements; (c) have completed fewer than 100 degree applicable units; and (d) meet the criteria of the following priority groups:
 1. Level 1 Priority Group:
 - Members of the armed forces or veterans pursuant to Education Code section 66025.8;
 - Foster youth or former foster youth pursuant to Education Code section 66025.9 (exempt from A(b) above);
 - Verified Homeless Youth pursuant to Education Code section 66025.9;
 - Students who are eligible and receiving services through Disabled Student Programs and Services (DSPS);
 - Students who are eligible and receiving services through the Extended Opportunity Programs and Services (EOPS);
 - Students who are eligible and receiving services through the CalWORKs program.

2. Level 2 Priority Group:
 - Students who have completed and are participating in the first year of Long Beach College Promise.
 3. Level 3 Priority Group:
 - Students who are a student athlete;
 - Students who will serve as an Associated Student Body executive during the term for which registration is occurring;
 - Students who are in good standing in the Honors Program;
 - Students who are serving as note-takers for DSPS;
 - Students who are participating in the second year of Long Beach College Promise and are in good standing.
 - Students who are participating in the first year of Viking Advantage.
 4. Level 4 Priority Group:
 - Continuing Students who have completed less than 100 units at Long Beach City College, ranked in descending order by units completed.
 - Students who are participating in the second year of Viking Advantage.
 5. Level 5 Priority Group:
 - New students to Long Beach City College.
- B. Students who do not meet the criteria above for priority registration will be able to register during the open registration period.
- C. 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 (foundational) skills courses or special classes as defined in Title 5, section 55023; or

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 the Director of Enrollment Services or their designee who shall make the final determination of status.

5009.7 Appeal Process

- A. A written appeal for priority registration may be made to the Executive 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 Executive Dean of Enrollment Services or designee upon review of the appeal shall be final.

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