

Priority Registration at California Community Colleges

How to get it. How to keep it.

Changes to priority registration throughout the California Community Colleges system will help you get the courses you need to meet your educational goals. Priority registration will be given to students who complete orientation, assessment for course placement, and either work with a counselor to develop an education plan or have put classes into Student Planning on WebAdvisor. You must also succeed in your classes and stay on track. Cabrillo College will be providing services to help.

Cabrillo College’s Registration Priorities

Priority registration is designated specifically for students who enroll in Cabrillo College for the purpose of a degree or certificate attainment, transfer to a four-year college or university, or career advancement. Therefore, new students who have completed orientation and assessment, developed an education plan, declared a major and maintained good academic standing will be granted higher priority for registration.

The Admissions & Records Office notifies students of their registration dates and times by e-mail. The information is also available to students via WebAdvisor.

Priority Groups

- A. Veterans, foster youth (and former foster youth), students in the following programs: Extended Opportunity Program and Services (EOPS), Accessibility Support Center (ASC), and CalWorks who have completed orientation, assessment, and an initial education plan.
- B. Athletes who have completed orientation, assessment, and an initial education plan.
- C. Continuing students with 30 - 99.9 Cabrillo units who have completed orientation, assessment, an education plan, declared a major, and are in good standing.
- D. Continuing students with .01 - 29 Cabrillo units (Freshman) who have completed orientation, assessment, an education plan, declared a major, and are in good standing.
- E. Santa Cruz County high schools Running Start Program– Fall Semester.
- F. New students and re-entering students who have completed orientation, assessment, an education plan, declared a major, and are in good standing.

- G. Concurrent K-12 students who have completed orientation, assessment, an education plan, declared a major, and are in good standing.
- H. Applicants within the past year who did not enroll yet who have completed orientation, assessment, an education plan, declared a major, and are in good standing.
- I. Continuing, new, and re-entering, and personal development students who did not complete orientation, assessment, an education plan, declare a major, and/or are not in good standing, and/or have completed 100 or more Cabrillo degree applicable units.
- J. Concurrent K-12 students who did not complete orientation, assessment, an education plan, declare a major, and/or are not in good standing.

Allowed Exceptions Include the Following

An exception to the 100-unit limit is made for students enrolled in the high-unit majors listed below as long as they are making satisfactory progress toward their degree:

HIGH UNIT MAJORS	
Astronomy	General Science
Biology	Geology
Business	Mathematics
Chemistry	Nursing
Computer Science	Physics
Dental Hygiene	Radiologic Technology
Engineering	

- Foster youth and former foster youth who are 24 years or less are exempt from losing registration priority based on 100 units or more or for failing to meet minimum academic standards.
- Units earned at other colleges and universities, from AP, Military, CLEP, etc., are not considered in determining registration priorities.

Priority Registration at California Community Colleges *(continued)*

Additional Issues

Students on academic or progress dismissal are not eligible to register until they have attended a “Back on Track” workshop. For more information, visit:

<http://www.cabrillo.edu/services/counseling/>

Enrollment in courses and programs are limited to students meeting properly established prerequisites and co-requisites.

Options for Appealing

If a student loses priority registration based on exceeding the 100-unit limit, for being placed on academic or progress probation for any extenuating circumstances (verifiable accident, illness or other circumstances beyond the control of the student), the student may appeal to have priority registration reinstated.

The appeals process is as follows:

- Complete and submit the Loss of Priority Registration Appeal in Cabrillo’s eForms through WebAdvisor.
- Provide a written statement on the eForm appeal as to why registration priority should be reinstated.
- Provide documentation as to the extenuating circumstance.
- Submitted appeals will be reviewed and a decision will be communicated to the student using the e-mail address listed in WebAdvisor.