Section Four—Students/Instructional Services

Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates

Employ the Process of Mutual Agreement

Policies: None
Procedures: None
Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies:
(1) **4A2**, Student Responsibilities *(includes Policies 4A2A through 4A2G)*
(2) **4A3**, Matriculation *(includes Policies 4A3A through 4A3G)*
(3) **4A4**, Prerequisites, Corequisites, and Advisories on
Recommended Preparation *(includes Policies 4A4A through 4A4E)*
(4) **4A6**, Admission to Impacted Programs *(includes Policies 4A6A through 4A6K)*
(5) **4A8**, Instructional and Other Materials *(includes Policies 4A8A through 4A8D)*
(6) **4A9**, Instructional and Other Materials *(includes Policies 4A9A through 4A9D)*
(7) **4B1**, Educational Programs *(includes Policies 4B1A through 4B1D1)*
(8) **4B3**, Distance Education
(9) **4B5**, Program Review
(10) **4B7**, Articulation *(includes Policies 4B7A through 4B7C)*
(11) **4B9**, Student field trips, excursions, transportation
     *(includes Policies 4B9A through 4B9C)*
Rely Primarily Upon the Advice and Judgment (continued)

(12) **4B9A**, (re: guest/visitors) *(includes Policies 4B9A1 through 4B9A7)*
(13) **4B9B** (re: guest/visitors)
(14) **4B10**, Controversial Issues in Curriculum *(includes Policies 4B10A through 4B10C)*
(15) **4C**, Academic Regulations *(includes Policies 4C1 through 4C7)*
(16) **4D**, Minimum Graduation Requirements *(includes Policies 4D1 through 4D1G)*

**Procedures:** None

**Appendices:** None
Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students Instructional

Governance Process: Share as Information Only
Reason for Revision: To Establish District Procedure

See Attached
Order of student registration is, in part, mandated by California legislation.

**Order of Priority Registration**

*First-term Students’ Day 9 priority registration requires completion of assessment, orientation, and counseling/advising.* Continuing Students’ Day 3-7 priority registration requires completion of assessment, orientation, and counseling/advising plus the completion of a Student Educational Plan. **Priorities 1-5 require completion of assessment, orientation, and counseling/advising plus the completion of an abbreviated Student Educational Plan.**

<table>
<thead>
<tr>
<th>Day</th>
<th>Priority</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Priority 1</td>
<td>Active-duty Military; Veterans; Foster Youth*; Former Foster Youth**; DSPS; EOPS; CalWORKS</td>
<td></td>
</tr>
<tr>
<td>Day Priority 2</td>
<td>Honors Students, Presidential Scholars, Dean’s List, Student Athletes *** Students who have successfully completed a student success course</td>
<td></td>
</tr>
<tr>
<td>Day Priority 3-7</td>
<td>Continuing Students (excluding students on academic standing probation 2) with less than 100 units earned (excluding units in basic English, math, or English as a Second Language)</td>
<td></td>
</tr>
<tr>
<td>Day Priority 8-4</td>
<td>Graduating high school seniors in the KCCD service area</td>
<td></td>
</tr>
<tr>
<td>Day Priority 9-5</td>
<td>First-term students not included above</td>
<td></td>
</tr>
<tr>
<td>Day Priority 10-Open Registration</td>
<td>Open registration. Registration is open to all potential students</td>
<td></td>
</tr>
</tbody>
</table>

*Foster youth—a person who is currently in foster care
**Former foster youth—a person who is an emancipated foster youth and who is up to 24 years of age
***Student groups noted for registration in Day 2-3 Priority 2 are special populations designated by the colleges
Priority Registration Appeal

@

Last Name                              First Name                                  Middle Initial                             Student ID Number

@email.COLLEGE.edu,   Student Phone Number

Student Email,                                                                 Semester   Year___________________

Appeal process requirements:

• Only students with 100+ units completed at a Kern Community College District College may appeal.
• Appeals must be submitted no later than 10 working days prior to the first day of priority registration.
• A copy of the student’s current Student Education Plan (SEP) must be attached.
• Appeals will be considered for extenuating circumstances only
• If the appeal is granted, the appeal does not guarantee enrollment in specific courses
• The appeal is term specific and, if granted, permits registration on Day 3 of priority registration.

Please check one or more of the options below:

☐ This is my last community college semester, and I need specific courses to graduate or transfer. List the specific courses required to complete graduation or transfer:

____________________________________________________________________________________________________________________________________________________________________________________________________________________

☐ The course I need is only offered once per year. List the name of the course:

____________________________________________________________________________________________________________________________________________________________________________________________________________________

☐ I must register in a specific course that is part of a required sequence. List the name of the course:

____________________________________________________________________________________________________________________________________________________________________________________________________________________

☐ I must register in a specific course that is required for my employment.

Job Title:                                  Employer:

____________________________________________________________________________________________________________________________________________________________________________________________________________________

☐ Other (list the specific reason & name of courses):

____________________________________________________________________________________________________________________________________________________________________________________________________________________
Explain your request:

Write a detailed descriptive statement explaining why it is important you be granted priority registration. Be complete and thorough.

Student Signature     Date

FOR OFFICIAL USE ONLY:

☐ Approved      ☐ Denied

College VP or Student Services (or designee) Signature          Date

Date/initials student notified          Date/initials priority entered
### Kern Community College District
#### Priority Registration Procedures
##### Bakersfield College

**Order of Priority Registration**

First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.

<table>
<thead>
<tr>
<th>Day 1-3</th>
<th>Veterans, Foster Youth* or Former Foster Youth**, DSPS, EOPS, Presidential Scholars, Dean’s List, Student Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 4-13</td>
<td>Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2) Prior Year Graduates of High Schools in the District</td>
</tr>
<tr>
<td>Day 14</td>
<td>New Students not Included Above</td>
</tr>
<tr>
<td>Day 15</td>
<td>Open Registration</td>
</tr>
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Approved by Chancellor’s Cabinet 2/28/12
Kern Community College District  
Priority Registration Procedures  

Cerro Coso Community College

**Order of Priority Registration**

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<table>
<thead>
<tr>
<th>Day 1-2</th>
<th>Veterans, Foster Youth* or Former Foster Youth**, DSPS, EOPS</th>
</tr>
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<tbody>
<tr>
<td>Day 3</td>
<td>Honor Students</td>
</tr>
<tr>
<td>Day 4-10</td>
<td>Continuing Students with less than 100 Units Attempted (excluding students on academic standing probation 2) Prior Year Graduates of High Schools in the District</td>
</tr>
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<td>Day 11-14</td>
<td>New Students not Included Above</td>
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### Kern Community College District
#### Priority Registration Procedures

**Porterville College**

**Order of Priority Registration**
First-term priority registration includes assessment, orientation, and counseling/advising; continuing priority registration includes the completion of a Student Educational Plan.

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<td>Day 3</td>
<td>Student Athletes</td>
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<tr>
<td>Day 4-10</td>
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