**ENROLLMENT PRIORITIES PETITION**

**Instructions: Complete and submit this petition with attached documentation to Admissions or any Higher Education Center.**

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Name (Last) (First) Student ID Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address Telephone Number

**DOCUMENTS toBE attached to THIS FORM:**

**• TYPED NARRATIVE OF YOUR SITUATION REGARDING ENROLLMENT PRIORITIES**

**• CURRENT STUDENT EDUCATION PLAN (SEP)**

**Enrollment priority shall be lost at the first registration opportunity after the student:**

Placed on academic or progress probation for two consecutive terms; or

 Earned 100 or more degree applicable semester units or

**Extenuating circumstances**:

Extenuating circumstances: Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.. Examples of documentation include: medical records, police reports, court documents, etc.

**Students with Disabilities**: Academic Accommodations

Students with a disability had applied for, but did not receive reasonable accommodation in a timely manner.

Examples of documentation include: Academic Accommodations form,

 **Students with a disability** who are authorized for priority enrollment:

Students with a disability who are authorized for priority enrollment as a DSS authorized academic accommodation and are making progress towards their academic goal. Examples of documentation include: Accommodations form,

**Students who have demonstrated significant academic improvement**:

Students who have demonstrated significant academic improvement defined as achieving no less than the minimum grade point average and progress standards. Examples of documentation include: Transcript which shows academic improvement in a minimum of two semesters.

**Student who are enrolled in High Unit Majors or units in categores listed below:**

Student who are enrolled in High Unit Majors or have accumulated units from Advanced Placement, 2+2 or Credit by Examination.

**Honor Students**:

Honors Students who have no other available opportunity for honor addendums, based on their academic goal. Examples of documentation include: Honors addendum contracts for the completion of at least 15 semester units and Student Education Plan. (Conflict in work or class schedule is not a valid reason not enrolling in an honors addendum)

**Final semester before degree certificate and/or transfer completion**:

Student is within his/her final semester of degree, certificate and/or transfer completion. Student must fill out chart of courses which are needed. Student Education Plan, updated transcript must show only the remaining classes before graduation.

|  |  |
| --- | --- |
| **Course Number** | **Course Name** |
|  |  |
|  |  |
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Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

Petition and Documentation received by Staff person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Routed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Return to Admissions within two weeks)
2. Approved Denied NO ACTION Committee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Results scanned/emailed to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Enrollment Priorities Petition routing information***:

All petitions are turned directly into the Admissions and Records Office. Admissions and Records will route petition to the appropriate department/discipline for review. Admissions will notify the student of the outcome after receiving the petition from the department within two weeks.

Extenuating Circumstances Admissions and Records

Students with Disabilities: - Academic Accommodations Disability Support Services

Students with Disabilities: - Significant academic improvement Disability Support Services

High Unit Majors : Petition Committee

Honor students: Honors Coordinator

Final Semester before degree Petition Committee