

ENROLLMENT PRIORITIES

Under the new priority enrollment regulations, “priority registration dates” will be assigned to active-duty military and recently discharged veterans, current and former foster youth, students in Student Accessibility Services (SAS) Program, Extended Opportunity Programs & Services (EOP&S), and CalWORKs. By July 1, 2023, all colleges shall give priority enrollment to a student parent. A student parent is “a student who has a child or children under 18 years of age who will receive more than half of their support from that student.” Ed Code Section 66025.81 (<https://protect-us.mimecast.com/s/T4obC5yMg7TW08O6F8E1Bj/?domain=leginfo.legislature.ca.gov>) and Ed Code Section 66025.81 (b) (<https://protect-us.mimecast.com/s/T4obC5yMg7TW08O6F8E1Bj/?domain=leginfo.legislature.ca.gov>).

These student groups are permitted to enroll before the rest of the student population. Accordingly, under the new mandates, students must maintain satisfactory academic progress in order to maintain priority registration eligibility.

Students (continuing, new, and returning) will be granted an early enrollment priority upon completion of the following core services: assessment, orientation, and educational plan. These students must also be in good academic standing and have not completed more than 100-degree applicable units.

Students who are on academic or progress probation for two consecutive terms will lose ability to register early over those students who are in good standing. Students who can demonstrate that the unsatisfactory academic standing is based on extenuating circumstances may appeal.

Students who have completed 100-degree applicable units (not including units in basic skills English, Math or English as a Second Language) or more will lose their registration priority.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Affairs or designee will determine the appeal at his/her sole discretion.

The Enrollment Priority Appeal Form is available in the Admission and Records Office at each college.

Steps to Successful Registration and Enrollment

To register and enroll in courses at San José City College, follow these steps. Not only are the steps required, but they are designed to support students in having a successful academic experience.

- 1. Application:** All students new to San José City College, as well as those who have missed two or more consecutive semesters, must submit a completed application online. Applications for the Spring and Summer semesters are accepted beginning in early October, and for the Fall semester in early November.
- 2. Assessment:** To have waivers applied for English and Math placement using your high school cumulative Grade Point Average (GPA), go to Self-Service select Academics and click SJCC ENGL/ MATH Placement. English as a Second Language students can make an appointment with the ESL Department at 408-288-3719.

Additionally, under certain circumstances, students may use AP test scores, EAP scores for placement and other multiple measures. Students submitting transcripts or AP/EAP must submit these to Admissions & Records Office.

- 3. Online Orientation:** Complete the online orientation at <https://sso.comevo.com/sjcc/launch/3202> (<https://sso.comevo.com/sjcc/launch/3202/>). For the in-person orientation schedule, contact Counseling at 408-288-3750.
- 4. Educational Plan:** All new students are expected to complete an initial individual educational plan with the assistance of a counselor prior to registering for classes. Please visit the counseling department during drop-in hours. As part of the educational planning process, all students must state a specific educational goal no later than upon completion of 15 units of course work.
- 5. Registration:** Registration is set up on a priority system (see Enrollment Priority) and may be completed online or in the Admissions & Records Office. Students who enroll in courses must pay appropriate fees (see FEES section). Students are considered officially enrolled when all fees have been paid in full. Those students receiving the California College Promise Grant (formerly BOG waiver) must also pay the \$21 Student Health fee, \$2 Representation fee, and \$5 Student Activity fee (\$28 total) by the end of the second week of each semester. If fees are not paid, there may be a HOLD placed on student records and students will not be able to enroll in classes for the following term (fall or spring semester or summer session).

The Eco Pass fee will be charged automatically upon student enrollment.

Students enrolled half-time or more (6.0 units or more): \$11.00 per semester

Students enrolled less than half-time (less than 6.0 units): \$6.50 per semester

- 6. Counseling:** All students are expected to schedule an appointment with a counselor at least once each semester or as needed, to review, update and expand their initial educational plan.
- 7. Attendance & Successful completion of classes:** All students are expected to attend their classes regularly, complete assigned coursework on time, and complete their courses each semester. Students are also expected to maintain regular progress towards their educational goal.

Failure of a student to fulfill the responsibilities listed above may result in loss of priority registration and the suspension or termination of college services.

Student Success & Support Program Exemption Requirements

The San José Evergreen Community College District requires all students to fully participate in each college's Student Success & Support Program services. A student may be exempt from the Orientation, Assessment, and/or Counseling/Advisement component of the Student Success & Support Program if one or more of the following exemption criteria are met.

New students may be exempted from the Orientation, and/or the Counseling components if they:

- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

New students may be exempted from the Assessment component if they:

- Enroll in open curriculum classes only¹.
- Enroll in non-AA applicable courses other than pre-collegiate basic skills. Enroll in apprenticeship courses only.
- Possess an Associate, Baccalaureate, or other college degrees.
- Previously completed reading, writing, and/or math coursework successfully (with a C grade or better).

This may be used for placement purposes in lieu of the corresponding assessment test(s).

To have waivers applied for English and Math placement using your high school cumulative Grade Point Average (GPA), go to MyWeb and select "Self-Guided Placement" on the Student Menu. English as a Second Language students can make an appointment with the Assessment Center at 408-288-3170.

Other exemptions maybe considered based on multiple measures. Please consult with an SJCC counselor.

¹ An Open Curriculum class is one that has no prerequisites of any kind. However, some courses such as READ 350 may require that Assessment results be on file prior to the first day of class. Courses with prerequisites require assessment unless student meets one of the bullets in item #5 under Assessment and Advisement Information.