

# Norco College Registration Policy

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## **EFFECTIVE FALL 2015**

The Norco College Registration Workgroup reconvened in Fall 2015 to review the Registration Policy established in 2009. The workgroup reviewed the Priority/Early Registration Groups I-III and revisions were made specific to Early Registration Group III. Additionally, a fourth group was added with defined criteria referred to as Early Registration Group IV. Students granted in Group IV are allowed to register during the first four to five days of general student registration period. Specific registration dates are included in the annual Admissions and Records Timeline.

According to *Administrative Procedure 5056: Registration Priorities*, priority/early registration is defined as follows:

Students eligible for and receiving priority and early registration will be allowed to enroll in a maximum of thirteen (13) units for spring and fall terms, and seven (7) units for winter and summer terms (unless otherwise stated) during the priority/early registration period.

### **Group I**

Students required by Title 5 and Education Code to be given priority registration

- Students in this group will be coded in the system and allowed priority registration throughout the District

**This group includes: *Veterans, Foster Youth, DSP&S (DRC), EOPS, and CalWORKs***

### **Group II**

Students who must be enrolled in a minimum of twelve (12) units in the spring and fall terms in order to remain in an established RCCD program, and where specific time restrictions are imposed by the program. Students in a grant-funded program where early registration is an eligibility requirement from the grantor.

- Students in this group will be coded in the system and allowed priority registration throughout the District

**This group includes: *Athletes, President and Vice President of Associated Students, and the Student Trustee***

### **Group III**

Campus Registration Committees will be established and charged with determining eligibility criteria for other groups seeking early registration. Groups granted early registration by a campus committee are eligible for courses offered through that campus only, or one of its designated sites.

## **Norco College Registration Workgroup Recommendations for Group III and IV**

### **Group III**

Norco College programs meeting at least **three** of the following criteria are eligible for Group III Early Registration:

1. Students regulated by Federal, State, county, or grant-based requirements;
2. Students must take 12 units or a prescribed minimum number of units combined with limited course selections;
3. Students have time restrictions that are imposed by the program; or
4. Students who are economically or educationally disadvantaged and/or belong to a program or initiative designed to address disproportionately impacted groups.

- Students in this group will be coded in the system and allowed early registration access for courses offered at Norco College only

**This group includes: Puente, Student Support Services (SSS and SSS-RISE), The Talented Tenth Program (T3p), and Norco College Community Scholars**

Special programs, including those meeting Group II eligibility, may be exempt from the existing Group III criteria as approved by the Registration Workgroup. Currently, the Associated Students of Norco College (ASNC) was granted Group III Early Registration access as ASNC students are an integral part of the shared governance process. Early registration allows our student leaders the ability to organize their academic responsibilities while maintaining high levels of shared governance participation in an effort to represent the student body effectively.

### **Group IV**

Norco College programs meeting **all** of the following criteria are eligible for Group IV Early Registration:

1. Serves first time college students who are recent graduates from a local feeder high school
  2. Students belonging in a college recognized intervention
  3. Students have time restrictions that are imposed by the program
- Students may enroll in up to 18 units during fall/spring

**This group includes: Summer Advantage Program**

## **Process for changes to Norco College Early Registration Group III and IV**

The existing workgroup proposes the following recommendations:

1. Changes and/or additions to Group III and IV will be reviewed and voted by the Registration Workgroup. The composition of the Registration Workgroup will be as follows:

- (1) District Enrollment Management Representative- Faculty, (1) Career Technical Education Faculty, (1) Student Services Administrative Assistant, (1) Admissions and Records staff, (1) ASNC President or designee, (1) Dean of Instruction, (1) Dean of Student Services, (1) Dean of Admissions & Records (Chair).
2. Norco College groups are required to complete the Early Registration Application Form to be submitted to the Dean of Admissions & Records by the established deadline for review and consideration for inclusion in Early Registration Group III or IV.
  3. The Dean of Admissions & Records will electronically disseminate the submitted Early Registration Application Form(s) to the Registration Workgroup for review with a specified deadline to cast a vote. Each member will electronically approve, deny, or request to discuss the application. If discussion is necessary, a meeting will be held at the soonest available time. The program lead may be invited to address the workgroup if clarification is needed. The workgroup's decision will be determined by the designated deadline; the program lead will be notified with a decision by the workgroup chair.
  4. The Registration Workgroup will reconvene annually in spring to review the Registration Policy and revise as necessary.