

Norco College Registration Policy

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

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:
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