
**Kern Community College District
Administrative Procedure
Chapter 5 – Student Services**

AP 5052 Open Enrollment

References:

Title 5 Sections 51006, 58106, and 58108

Note: This procedure is legally advised.

All courses of the District shall be open to enrollment in accordance with BP 5052 – Open Enrollment and a priority system consistent with AP 5055 Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the College President or designee.

No student is required to confer or consult with designated college personnel or required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 Enrollment Priorities.

Students are not required to participate in any pre-registration activities not uniformly required. Registration procedures may not be implemented that result in restricting enrollment to a specialized clientele, except as provided for in AP 5055 Enrollment Priorities.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures; or
- The basis for the limitation does not in fact exist.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five (5) years, or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

Limitations on Enrollment in Courses or Programs

Enrollment may be limited by the College President or designee to students meeting validated prerequisites and co-requisites established by the Curriculum Committee. (See Title 5, Section 55003.)

Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.

Enrollment will be permitted on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.

Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.

Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.

The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll.

Students may challenge an enrollment limitation on the grounds that: the limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or the basis upon which the District has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of demonstrating that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that student. In the case of a challenge under this policy, the District shall, upon completion of the challenge procedure, advise the student that he/she/they may file a formal complaint for unlawful discrimination. Challenges are submitted in writing to the Chief Instructional Officer or designee for official consideration.