Loss of Priority Registration Appeal Form

This form is to be completed by the student, and returned to the counseling department
Please print clearly, using blue or black ink

Student’s Full Name: ____________________________
Last Name: ____________________________
First Name: ____________________________
MI: ____________________________

AHC Student ID Number: H__________________________
Phone: ____________________________

AHC Email Address: ____________________________________@my.hancockcollege.edu Semester for Appeal __________

I had priority registration from the following program Please Circle: EOPS, LAP, CalWORKs, Veteran/Active Duty, CAN, MESA, ATHLETE, LAP Note Takers. (Inaccurate reporting may delay your appeal process).

The California State Legislature requires colleges to adopt enrollment priorities based on factors such as number of units completed, academic standing, and other considerations. Students who have lost priority enrollment and have been moved to open registration may appeal to have it reinstated based on verifiable evidence of factors outside their control. The law reads:

“Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accident, illnesses or other circumstances beyond the control of the student. Districts may exempt from the 100 unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority registration status.” (Title 5, §58108)

I am requesting a one-term reinstatement of my priority registration for the following reason(s):

☐ Extenuating Circumstances
   Approval is based on evidence of extenuating circumstances, such as verified cases of accident, illnesses, or other circumstances beyond your control. You must provide documentation, which may include such items as medical documents, death certificates, newspaper articles, statements from professionals on official letterhead.

☐ I have a disability and require priority enrollment as a disability related accommodation
   Contact Learning Assistance Program (LAP) for an appointment with a Learning Specialist to review your request PRIOR to submitting this appeal form. You must attach a letter of verification signed by an AHC LAP staff member.

☐ Enrollment in courses required for a high unit major or program.
   High unit majors and programs generally include, but are not limited to, STEM (Science, Technology, Engineering and Mathematics) fields. You must attach a Comprehensive Education Plan detailing one of the listed high unit programs.

☐ Academic and/or progress improvement
   Students who lose their priority enrollment due to academic or progress probation must demonstrate significant academic improvement to appeal the loss of priority registration status. Evidence of such improvement is defined as achieving no less than the minimum GPA (2.0) and progress standard (less than 50%) for the term or terms or a current work in progress demonstrating satisfactory progress and improvement.

Optional: You may write a detailed descriptive statement explaining why it is important for you to be granted priority registration. Attach your statement to this appeal form.

Student’s Signature ____________________________ Date ____________________________

For office use only:

☐ Approved  ☐ Denied

Department Designee Printed Name & Signature ____________________________

Date/initials student notified: ____________________________ Date/initials priority entered: ____________________________
Frequently Asked Questions (FAQs)

What is Priority Registration?
- Priority registration is the first five days of registration for each term.

Why did I lose my priority registration status?
- Students lose their priority registration status if they are placed on academic or progress probation for two consecutive terms or they have completed more than 100 units at Allan Hancock College. The 100 unit limit does not include units earned in English as Second Language (ESL) or basic skills courses (500-level coursework).

When do I need to submit the appeal?
- Appeals must be submitted no later than three working days prior to the first day of priority registration. See the online Academic Calendar for priority registration dates.

Who and Where do I submit the appeal to?
- Submit appeal with appropriate documentation to the Counseling Department.

How will I know the result of my appeal?
- You will be contacted through your Hancock email regarding the status of your appeal.

If my appeal is granted, do I regain priority registration for just one semester?
- Yes, priority registration appeals are term and year specific. For example, if you file an appeal for priority registration for a fall semester and your appeal is approved you regain priority registration for that fall semester only. If you intend to register for any additional terms and want to appeal for priority registration, you would be required to file another “loss of priority registration appeal”.

If my appeal is granted, am I guaranteed enrollment in the courses I need/want?
- No, this appeal does not guarantee enrollment in specific courses.

What is my option if my appeal is denied?
- If your appeal is denied, your best option is register on the first day of open registration. See the online Academic Calendar for open registration dates.