

ARTICLE VI

STUDENT MATRICULATION

8600. STATEMENT OF PHILOSOPHY. The Los Angeles Community College District is committed to serving individuals of all ages who can profit from instruction, and to providing open access to educational programs. In implementing matriculation, the District reaffirms the nondiscrimination policy of Board Rule 1202.

Matriculation is a process that brings college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. This agreement is to be implemented by means of the student educational plan.

5 C.C.R. section 55502

Adopted 11-18-87

Amended 06-26-91

8601. STUDENT RESPONSIBILITIES. The student is required under this agreement with the college to:

- A. Express at least a broad educational intent upon admission.
- B. Declare a specific goal no later than the term after which student completes 15 semester units of degree applicable credit coursework;
- C. Diligently attend class and complete assigned coursework;
- D. Complete courses and maintain progress toward an educational goal; and
- E. Cooperate in the development of a student educational plan with the assistance of counseling services within 90 days after declaring his/her specific educational goal.

If a student fails to fulfill the responsibilities listed in this section, the college may suspend or terminate matriculation services; provided, however, that the college will not terminate any services to which a student is otherwise entitled.

Title 5, CAC, Section 55530 (d)

Adopted 06-26-91

8602. EXEMPTIONS. Colleges may exempt any student from participation in orientation, assessment, counseling or advisement who has completed an associate degree or higher.

Colleges shall consider each of the following criteria in evaluating whether a student shall be exempted from participating in any part of the matriculation process, but may only exempt the student if two or more criteria are applicable:

- A. The student has enrolled only in evening classes;
- B. The student has enrolled in fewer than 6 units of coursework;
- C. The student is undecided about his or her educational goals; or
- D. The student does not intend to earn a degree or certificate.

Any student exempted in accordance with this section shall be notified that he or she is exempted from participating in all or part of the matriculation process under the applicable exemption and shall be given an opportunity to choose whether or not to participate.

Title 5, CAC, Section 55532

Adopted 06-26-91
Amended 10-20-99

8603. LIMITATIONS ON ENROLLMENT. All courses shall be open to enrollment in accordance with a priority system established by the Chancellor and consistent with Title 5, Sections 58106 and 58108.

Enrollment in specific courses or programs may be limited as follows:

- (a) Enrollment may be limited to students meeting prerequisites and corequisites established pursuant to Title 5, sections 55200-55202 and Board Rule 8605.

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Amended 06-23-99
Amended 01-24-07

- (b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:
- 1) limiting enrollment to a “first-come, first-served” basis or using the following nonevaluative selection techniques: Students shall be separated into three priority groups – DSPS and EOP&S students (highest priority), regular students (medium priority) and special K-12 admits (lowest priority). Within each group, students will be assigned registration priority based on the current semester’s unit enrollment at the college and the cumulative units completed at the college.
 - 2) limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
 - 3) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
 - 4) limiting enrollment in one or more sections of course 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; or
 - 5) with respect to students on probation or subject to dismissal, consistent with the provisions of Title 5, sections 55754-55755 and Board Rule 8200 et seq., students may be limited to enrollment in a total number of units or to selected courses, or required to follow a prescribed educational plan.
- c) A student may challenge an enrollment limitation on any of the following grounds:
- 1) the enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

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- 2) the District is not following its policy on enrollment limitations; or
- 3) the basis upon which the District has established an enrollment limitation does not in fact exist.
- d) The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the enrollment limitation shall be waived with respect to that particular student.
- e) In the case of a challenge under Subsection c of this Board Rule, the college where the challenge is initiated shall, upon completion of the challenge, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, California Code of Regulations, section 59300 et seq. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5, California Code of Regulations, section 59328(b) that the District and the student attempt to informally resolve the complaint.

Title 5, C.C.R., Section 58106

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 Amended 04-14-99
 Amended 06-23-99
 Amended 01-24-07

8604. VALIDATING PREREQUISITES. Colleges shall ensure that course prerequisites are properly validated pursuant to Title 5, Section 55201 and Board Rule 8605.

Title 5, CAC, Section 55201 and Board Rule 8605

Adopted 06-26-91
 Amended 09-03-03

8605. PREREQUISITES, COREQUISITES AND ADVISORIES

The District Policy on Prerequisites, Corequisites and Advisories provides for the establishment, review and challenge of prerequisites, corequisites and advisories on recommended preparation for enrollment pursuant to Sections 66700 and 70901 of the Education Code and Sections 55200-55202 of Title 5. The policies rules and regulations have been outlined in a comprehensive document entitled "Los Angeles Community College District Policy on Prerequisites, Corequisites and Advisories" based on the Model Policy document provided by the Board of Governors of the California Community Colleges.

Adopted 08-31-94

College Policies and Procedures.

- a. The Colleges shall provide information in the Catalogue and Schedule of Classes on the definitions of prerequisites, corequisites and advisories as well as limitations on enrollment pursuant to Section 55200(a-f) of Title 5. Information should also be provided on the procedures for challenging the prerequisites or corequisites, and the right of students to choose a course without meeting the advisory.
- b. The Colleges shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll, but who provides satisfactory evidence, may seek entry into the class according to a challenge process as required and according to the provisions of Section 55201(f) of Title 5 and Section I.B. 1-3 of the District Policy.

In the case of a challenge because the student believes that the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner, the college shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 53900) of chapter 10 of Title 5, CCR. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to Title 5, section 59327.

- c. The District and Colleges Curriculum Committees, established pursuant to Section 55002(a)(1) of Title 5, shall:
 - 1) Establish prerequisites, corequisites and advisories on recommended preparation and limitations on enrollment pursuant to Sections 55002, 55201, and 58106 of Title 5 and Section I.C.3 (1-4) and II.C of the District Policy.
 - 2) Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness outlined in Section 55201(b)(1) of Title 5 and Sections II.A.1(a-g) of the District Policy.

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- 3) Provide for a review of each prerequisite, corequisite, or advisory at least every six (6) years pursuant to Section 55201(b)(3) of Title 5 and Section I.D. of the District Policy. Any prerequisite or corequisite that is successfully challenged under subsections (1), (2) or (3) of Section 55201(f) of Title 5 shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.
 - 4) Provide for a review of each limitation on enrollment at least every six years pursuant to Section II.C of the District Policy.
- d. The Colleges shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions except those for which he or she has a pending challenge or for which further information is needed before final determination is possible or whether the student has met the condition pursuant to Section 55202(g) of Title 5 and Section I.E. of the District Policy.
 - e. The Colleges shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55201(b)(2) of Title 5.

Prerequisite Defined: Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Corequisites Defined: Corequisites means a condition of enrollment consisting of what course a student is required to simultaneously take in order to enroll in another course.

Advisory Defined: Advisory means a condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course or educational program.

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