REINSTATEMENT OF PRIORITY REGISTRATION REQUEST FORM

Please print clearly and legibly - Return completed request and proper documentation to the college Admissions & Records Office.

The California State Legislature requires colleges to adopt registration priorities based on factors such as number of units completed, grade point average, and other considerations. Students who have lost priority registration 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 90 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)

① Student Information:
NAME ________________________________ STUDENT ID # ______________________
CONTACT PHONE # ____________________ TERM ______________________
LOS RIOS GMAIL _________________@apps.losrios.edu COLLEGE_____________________

② Reinstatement Reason:
I am requesting reinstatement of my priority registration in the Los Rios Community College District for the above term for the following reason. Check all that apply.

☐ Extenuating Circumstances
Approval is based on evidence of extenuating circumstances, such as verified cases of accident, illness, 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 letterhead paper, etc.

☐ I have a disability and applied for but did not receive a timely, reasonable accommodation. Attach a written statement that describes your situation; and documentation from DSPS verifying the situation.

☐ Enrollment in courses required for a high unit major/program
High unit majors/programs generally include preparation for transfer programs in Allied Health, Architecture, CIS, Engineering, Math and Sciences, Medicine, or other areas. You must have a student educational plan detailing one of the listed high unit programs. Attach a copy of your current student education plan.

☐ Academic and/or progress improvement
Students who lose their priority enrollment due to academic or progress probation or dismissal 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 (no less than a 2.0 GPA) and progress standard (completion of more than half the attempted units) for the most recent term. Attach copy of Los Rios transcript.

Student’s Signature: ___________________________ Date: ________

► OFFICE USE:
☐ Approved ☐ Denied Administrator Signature: ___________________________ Date: ________

4/2014
Reinstatement of Priority Registration Request Form Instructions

PURPOSE
The reinstatement of priority registration request form gives students an opportunity to request to have their priority registration reinstated for one of the reasons listed on the front of this form. Students who have completed over 90 degree-applicable units, or have two consecutive terms of probation/dismissal may use this form to request priority registration eligibility once each term. New, non-matriculated students who do not have access to priority registration because they have not completed the Steps to Success are not eligible to appeal.

INSTRUCTIONS

➢ Please read the paragraph above regarding the purpose of this form.

➢ Fully complete section ①. Be sure to include the term for which you are requesting reinstatement of your priority registration. The college is the Los Rios College at which you are requesting reinstatement of your priority registration eligibility.

➢ Check any boxes in section ② which apply to your situation. Forms without necessary documentation may not be accepted at the college Admissions and Records Office. A copy of your current educational plan and unofficial transcript are available through your eServices account.

➢ Sign the bottom of the form and submit to your college’s Admissions and Records Office.

PLEASE NOTE

➢ Processing times may vary depending on college workload. If you know that you will not be eligible for priority registration for the upcoming term, you are encouraged to complete this form as early as possible.

➢ Please contact your college Admissions and Records Office if you have any questions.

You will be notified by e-mail of action taken
approximately 10 business days after you have submitted your reinstatement request.