

**ADMINISTRATIVE PROCEDURE 5052 OPEN ENROLLMENT**

- A. All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites.
- B. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. allied health programs.)
- C. Students are required to meet prerequisites, co-requisites, and advisories on recommended preparation. Students have the option of challenging such prerequisites, co-requisites, and advisories on recommended preparation. Challenge forms are available upon request. Prerequisites, co-requisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.
- D. Students can challenge prerequisites and co-requisites for one of the following six (6) reasons:
  - 1. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
  - 2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, the student would be delayed by a semester or more in attaining the degree or certificate specified in the Student Educational Plan.
  - 3. The student can demonstrate that he/she does not pose a threat to others of the student's self in a course with a prerequisite established to protect health and safety.
  - 4. The student does not believe that the prerequisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
  - 5. The sudden believes that the prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
  - 6. The student will be subject to undue delay in attaining the goal in the student's educational plan because the prerequisite or co-requisite course has not been made reasonably available.
- E. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment, e.g. allied health programs.
- F. A student may challenge an enrollment limitation on any of the following grounds:
  - 1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  - 2. The District is not following its enrollment procedures; or
  - 3. The basis for the limitation does not in fact exist.

## References:

Title 5 Sections 51006, 58106, and 58108

Approved by the Chancellor: February 19, 2013