

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5052**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Open Enrollment

Revision Date: 11/09; April 24, 2014

Responsible Office: Enrollment Services

Reference: BP 5055; Title 5 Sections 51006, 58106 and 58108

All courses offered by the District shall be open to enrollment in accordance with Board Policy 5055 and a priority system consistent with AP 5055 titled 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 institution.

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 AP 5011, AP 5012, and AP 5055.

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 as provided for in Administrative Procedure 5055.

Challenge of Enrollment Limitations

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

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

Students wishing to challenge enrollment limitations should contact Counseling Services.