



ADMINISTRATIVE PROCEDURE

TITLE: Enrollment Priorities

ADMINISTRATIVE PROCEDURE # 5055

RELATED TO POLICY # 5055 ENROLLMENT PRIORITIES

- A. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 Prerequisites and Co-requisites.)
- B. Enrollment may be limited due to the following:
- Special Admissions programs, such as Nursing, Dental, EMS, Apprenticeship
- C. Priority Registration is based upon the number of earned credits a student has achieved prior to registration dates. Earned credit does not include courses that have not been graded.
1. Veterans Priority Registration:
The priority registration for veterans will be effective on the Friday of the sixth week of term.
 2. Priority Registration:
Registration for a new term starts during seventh week of term. The college has four levels of priority registration. The start date of these levels is determined by the Director of Registration and is published in the Academic Catalog and on the Umpqua Community College Web site as follows:
 - a. Level 1: ≥ 45 earned credit hours
 - b. Level 2: ≥ 30 earned credit hours
 - c. Level 3: ≥ 15 earned credit hours
 - d. Level 4: \geq Open Registration
 3. These registration priorities apply to all courses offered during all registration periods.

REFERENCES:

ORS 350.270 (Active duty military and veterans priority)

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 2/10/2021 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: