Appeal for Loss of Priority Registration

EMAILED FORMS MUST BE SUBMITTED WITH YOUR MJC STUDENT EMAIL, OTHERWISE THEY WILL NOT BE PROCESSED. Submit completed form by email to MJCESeForms@mjc.edu or in-person to Enrollment Services on East Campus for consideration by the Petitions Committee.

Today's Date: ______________________

Student Information
First Name: ___________________________ Middle Initial: _______ Last Name: ___________________________
Student ID: _______ Student Email: ________________________@student.yosemite.edu
Phone: ___________________________ Major: ___________________________

Semester of Appeal: ☐ FA □ SP □ SU

The California State Legislature per Title 5 Section 58108, requires colleges to adopt registration priorities based on factors such as units completed, academic standing, and other consideration. Students who have lost priority registration may appeal to have it reinstated based on Extenuating Circumstances, or where a student with a disability applied for, but did not receive, timely reasonable accommodation. Students may also appeal their loss of priority registration status based on academic or progress improvement, or earning 100 or more degree-applicable semester units.

Please Note: Important Information Regarding MJC’s Appeal for Loss of Priority Registration
- Documents that must be included with this form are: 1) A copy of the Comprehensive Educational Plan (within 1 year) and 2) A typed narrative of your situation.
- The request is specific and if granted, permits registration at same level obtained prior to losing priority.
- If the request is granted, it does not guarantee enrollment in specific courses.
- Please note this process is for loss of priority registration ONLY and is not an appeal for Financial Aid.
- Requests must be submitted no later than the college established deadline.

I am requesting a one-time reinstatement of my priority registration for the following reason(s): Check all that apply

☐ Extenuating Circumstances: Extenuating Circumstances are defined as verified illness, accident, or circumstances beyond the students control. You must provide verifying documentation.

☐ Over 100 Units (100.5 or above): Enrollment in high unit major or program. ONLY degree-applicable courses.

☐ Academic and/or Progress Improvement: Evidence of such improvement may be demonstrated by successful completion of 12 semester units with at least a 3.0 GPA; 18 units with at least a 2.5 GPA; or 24 units with at least a 2.0 GPA.

☐ Verified Disability: Approval is based on students with a verified disability who applied before the deadline, but did not receive an accommodation in a timely manner.

I declare under penalty of perjury that all information on this form is true and correct. I also understand I have read the process and conditions on this form.

Student Signature: ___________________________ Date: ___________________________

COMMITTEE ACTION:
Reviewed by: ___________________________ ☐ Approved ☐ Denied Date: _____/_____/_____
Reviewed by: ___________________________ ☐ Approved ☐ Denied Date: _____/_____/_____

Comments: _______________________________________________________________________________________

Database: ☐ Posted: ☐ Student Notified: ☐ Date Processed: _____/_____/_____ Staff Initials: ____________________________