



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, fax or in-person to Enrollment Services on East or West Campus.

Today's Date: _____

Student Information:

Name: _____
Last Middle Initial First

Phone Number: _____ Student W#: _____ Appeal Term/Year: _____/_____/_____

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 submit an appeal to request reinstatement based on one or more of the following reasons: Extenuating Circumstances, a student with a disability applied for, but did not receive, timely reasonable accommodation, academic or progress improvement, or earning 100 or more MJC degree-applicable semester units.

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 reinstatement of my priority registration for the following reason(s): Check all that apply

- I am a Foster Youth or former Foster Youth** who should qualify for an exemption for Priority Registration. **You must provide** an official court order document must be attached to this form or on file with Enrollment Services.
- Over 100 Units (100.5 MJC degree-applicable units or above):** Enrollment in high unit major or program.
Major: _____ Estimated Graduation Date: _____
- Extenuating Circumstances:** To be considered, **you must provide verified evidence** of illness, accident, or circumstances beyond the students control. Documents such as medical documents, death certificates, court summons or military orders.
- Academic and/or Progress Improvement:** To be considered, **you must provide evidence** of improvement. By demonstrating 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:** To be considered, students with a verified disability who applied before the deadline, but did not receive an accommodation in a timely manner, **must provide documentation** which supports your claim. Documents such as statements from counselors or professionals on letterhead stationary.

*I am part of one of more of the following MJC programs: CalWORKS EOP&S DSPS Veterans

I have provided all supporting documents needed to submit this petition. I understand if no documents are provided, it may result in a denial of my appeal. I declare under penalty of perjury that all information on this form is true and correct. I also understand I have read the process, conditions and deadlines on the reverse side of form.

Student Signature: _____

Date: _____

| Office Use Only | | | |
|--|-----------------------------------|---------------------------------|---|
| Designee Signature: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Date: ____/____/____ |
| <input type="checkbox"/> Petition Committee Review | Committee Signatures: _____ | | |
| Comments: _____ | | | |
| Staff Initials: _____ | Date: ____/____/____ | Registration Level: _____ | <input type="checkbox"/> Posted <input type="checkbox"/> Student Notified |

Appeal for Priority Registration Process Instructions

LOSS OF PRIORITY REGISTRATION:

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, a student with a disability applied for, but did not receive, timely reasonable accommodation, academic or progress improvement, or earning 100 or more degree-applicable semester units. If the request is granted, it does not guarantee enrollment in specific courses.

Please note: being approved for priority registration will automatically grant BOG reinstatement. However, approved BOG appeals do not automatically grant priority registration.

Submit the completed appeal form to Enrollment Services with all the supporting documentation that is indicated on the form based on your appeal reason (Appeal form, typed narrative, comprehensive education plan, and supporting documentation). Any missing information may result in your appeal being denied.

Please note:

At this time there is **no deadline** to submit an appeal for Loss of Priority Registration.

HOWEVER, in order to receive the full benefit of your priority registration (if approved) it is highly recommended to complete the Appeal for Priority Registration by the following college established deadlines:

Spring 2017: October 17, 2016
Summer 2017: March 13, 2017
Fall 2017: April 24, 2017
Spring 2018: October 16, 2018