Registration Priority Appeal Form

Return this completed petition to the Registration Office, Smith Hall Room 118.

Name: ___________________________ Student Signature: _______________________

CCSF Student ID Number: ___________ Telephone Number: ________________

Registration for (Semester): ___________________ Student Email____________________

"It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement."

"Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status." (Title 5, §58108)

**LOSS OF PRIORITY REGISTRATION:** Check One

- [ ] Academic Probation (Academic educational Plan attached)
- [ ] Progress Probation (Academic educational Plan attached)
- [ ] More than 100 degree applicable units (to be eligible for 100 unit plus appeal you must have 2.0 or higher grade point average. All subsequent units must be required by the student’s declared major and must be listed on the student’s educational plan.)

Check all that apply.

- [ ] **Extenuating Circumstances:** Evidence of extenuating circumstances such as verified cases of accident, illness, or other circumstances beyond your control. Verifiable documentation is required.

- [ ] **High-Unit Majors:** Enrollment in courses required for a high unit major or program. A copy of your current comprehensive student education plan must be attached.

- [ ] **Academic Improvement:** After the loss of registration priority, you must demonstrate significant academic improvement. Evidence of improvement is achieving a minimum GPA of 2.0 in a subsequent term.

- [ ] **DSPS Accommodation:** Your disability is verified and on file with the DSPS office. Your submitted request for reasonable accommodations were not extended in a timely manner.
**Registration Priority** City College of San Francisco students are given a registration appointment date that provides the earliest date they may register for classes. The registration date students receive is based on the student’s priority registration status. Priority registration is given to students who complete orientation, assessment, and create an educational plan. The more classes students take and complete with satisfactory grades, the more priority students will receive.

**The effects of Priority Registration changes**
Changes to priority registration are the result of new state laws and regulations affecting all California community college students. The new regulations are designed to assist students in completing their goals. Priority registration policy encourages students to work with a counselor to develop an educational plan and stay on track. CCSF will be providing services to help you succeed.

**Explanations of the process to appeal my loss of priority registration**
You may be able to appeal your loss of priority registration for the following reasons:

1. **Extenuating Circumstances** - Verified cases of accident, illness, or other circumstances beyond your control that prevented you from completing orientation, completing assessment, developing an educational plan, completing your educational goal(s) before earning 100 degree applicable units, and/or remaining in good academic standing.

2. **Lack of Timely Accommodation** - You have a verified disability and applied for, but did not receive reasonable accommodation in a timely manner.

3. **Completing Educational Goal (100 units only)** - You are close to completing your educational goal and have earned 100 degree applicable units at CCSF, and would like a one-time exemption from loss of enrollment priority.

To appeal your loss of priority registration for Lack of Timely Accommodation, go to the Disabled Students Programs and Services Office (DSPS). To appeal your loss of priority for Extenuating Circumstances and Completing Educational Goal (100 units only), please make an appointment with a counselor in advance of completing 100 degree applicable units. For all appeals, documentation is required and petition deadline dates will be observed for each term. For deadline dates for future terms, please refer to the **current class schedule**.