Print clearly and legibly – Return petition and documentation to Enrollment Services to be forwarded to the Academic Standards Committee for review. Approval grants an earlier registration date only and does not guarantee courses.

Name: ___________________________ Student ID #: ___________________________

Contact Phone #: ___________________________ Term: ___________________________

MSJC Email: ___________________________@student.msjc.edu

The California State Legislature requires colleges to adopt registration priorities based on factors such as number of units completed, academic standing, and other considerations. Students who have lost priority registration may appeal to have it reinstated based on documented circumstances beyond their control. The law reads:

Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment 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 accident, illness or other circumstances beyond the control of the student. Districts may exempt from the 100 unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority registration status.” (Title 5, §8108)

I am requesting a reinstatement of my priority registration this semester for the following reason(s):

☐ Extenuating Circumstances:
   Approval is based on evidence of extenuating circumstances, such as verified cases of accident, illness, or other circumstances beyond your control. You must provide documentation, which may include medical documents, death certificates, etc. Attach documentation, a written statement, and copy of your Student Education Plan.

☐ Necessary accommodation per Disabled Students Programs and Services (DSPS):
   Attach a written statement, verification from DSPS, and copy of your Student Education Plan.

☐ Enrollment in courses required for a high unit major or program:
   High unit majors generally include preparation for transfer programs in Allied Health, Architecture, Computer Information Science, Engineering, Mathematics and Sciences or other high unit majors. Attach a written statement and copy of your Comprehensive Student Education Plan.

☐ Exemption from 100 unit limit based on prior credit: Attach a written statement and copy of your Student Education Plan.

☐ Academic and / or progress improvement:
   Students who lose their priority enrollment due to academic or progress probation must demonstrate significant academic improvement to appeal the loss of priority registration status. Evidence of such improvement is defined as achieving no less than the minimum GPA (2.0) and progress standard (no less than 50%) for the term or terms. Attach a written statement and copy of your Student Education Plan.

Student's Signature: ___________________________ Date: ___________________________

OFFICE USE:

□ Approved □ Denied □ Deferred

Current Registration Date and Time: ___________________________

New Registration Date & Time: ___________________________

Academic Standards Committee: ___________________________
Comments: ___________________________
Date: ___________________________

LOSS OF PRIORITY REGISTRATION APPEAL FORM

San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583
Phone: (951) 487-3215
Fax: (951) 654-6738

Menifee Valley Campus
28237 La Piedra Rd.
Menifee, CA 92584
Phone: (951) 639-215
Fax: (951) 672-6548

Temecula Education Complex
27447 Enterprise Circle West
Temecula, CA 92590
Phone: (951) 308-1039
Fax: (951) 693-5309

San Gorgonio Pass Campus
3144 W. Westward Ave.
Banning, CA 92220
Phone: (951) 922-1327
Fax: (951) 922-1408