REQUEST FOR GROUP PRIORITY REGISTRATION CONSIDERATION

CRITERIA FOR EVALUATING REGISTRATION PRIORITIES (NOTE: Requests for Priority Registration are limited to Priority Group 2 or 3)

1. The student group is identified through legislation or regulatory provision as being entitled to priority registration.
2. The student group must participate in a college-sanctioned activity that significantly contributes to the mission and strategic priorities of the college.
3. Priority registration is necessary for the student group to maintain eligibility for the college-sanctioned activity.
4. Priority registration has been identified as a strategy to improve access and success for a particular student group.
5. Priority registration is utilized as a means of recognizing or rewarding a particular student group as a result of service or achievement.

NOTE: Cohort/learning community groups are exempt from applying for this process.

ALL STUDENTS MUST MAINTAIN GOOD ACADEMIC STANDING AND BE FULLY MATRICULATED

General Information (All Sections must be completed)

Name of Program: HEP
Program Director or Faculty Advisor Name: Eric Becerra
Program Director or Faculty Advisor Email: ebecerra@hartnell.edu
Program Director or Faculty Advisor Daytime Phone #: 831-770-7077
Potential # of students in this priority group: 88

Please indicate below which criteria(s) your request meets:

(Please place an X in the box below that corresponds with the Criteria for Evaluating Registration Priorities shown above)

1 2 3 4 ☒ 5

You MUST attach a written explanation and any documentation that justifies your Request for Group Priority Registration. Your application will not be reviewed without this requirement being met.

Office Use Only

Received by VPSA Office: Date: ________________
Comments: __________________________________________

Reviewed by SALT: Approved/Disapproved Date: ________________
Comments: __________________________________________

Reviewed by Student Affairs Council Approved/Disapproved Date: ________________
Comments: __________________________________________

Reviewed by College Planning Council Approved/Disapproved Date: ________________
Comments: __________________________________________

Semester Request for Priority Group is in Effect: Semester: Priority Group # Assigned:
## Current Priority Groups as of Fall 2015

| Priority 1 | • Foster Youth  
• Veterans  
• Extended Opportunity Program and Services (EOPS)  
• Disabled Student Programs and Services (DSPS)  
• CalWorks Program |
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<td>All students must be in good academic standing, good program standing, and fully matriculated</td>
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| Priority 2 | • Student Athletes – Since Sports Counseling Center opened in 1987  
• TRIO Program - Since Summer 2011  
• DSPS Note takers – Since Fall 2011 |
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| Priority 3 | • Continuing & First Time Students  
  o Continuing Students who have 32.0 – 60.9 units completed at Hartnell.  
  o Continuing Students who have 15.0 – 31.9 units completed at Hartnell.  
  o Continuing Students who have 61.0 – 99.9 units completed at Hartnell.  
  o Continuing Students who have .1 – 14.9 units completed at Hartnell.  
  o Continuing and First Time Students who have 0.00 - .29 units completed at Hartnell.  
  o Continuing Students who have 100+ units completed at Hartnell. |
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| Priority 4 | • Continuing students who have lost their priority eligibility  
• Non-Matriculated New & Returning Students |

| Priority 5 | • Concurrent Enrollment (K-12) Students |

### Procedures for Filing the Request for Group Priority Registration Consideration:

1. Complete the attached form in its entirety. (Incomplete forms will be returned unprocessed)

2. Provide sufficient supporting documentation attached to your request form.

3. Submit the completed form and documentation no later than September 1\textsuperscript{st} to the Office of the Vice President of Student Affairs for consideration for the following Fall semester priority registration.

4. You will be notified of the outcome of your request by the VP of Student Affairs once all of the shared governance committees have made their final decision.
REQUEST FOR GROUP PRIORITY REGISTRATION CONSIDERATION

I am requesting Priority Registration (Priority 2) for New HEP graduates. Every year the HEP serves 125 students whom are seeking to complete a high school equivalency. HEP has 2 Government Performance and Results Act (GPRA) Goals to achieve each academic year. GPRA Goal 1: 70% graduation rate, GPRA Goal 2: 80% of graduates will continue into higher education, technical/vocational training, improved employment or military. These goals are assessed every year. Success data is provided to the Department of Education via an annual performance report, typically due between mid-November and mid-December. We have consistently fallen short of achieving GPRA Goal 2. In some instances, the APR has been due on or before the day Spring registration opens for new students. Consequently, the APR was submitted without having an opportunity to tabulate Spring enrollment. Gaining Priority Registration for our New HEP graduates will ensure that we maximize our ability to report Spring enrollment, thus having a direct impact on our achievement of GPRA goal 2. The majority of our students (70%) are monolingual Spanish speakers and typically enroll in ESL courses, thus core Math and English courses will not be greatly impacted. I hope the committee will agree that granting Priority Registration to new HEP graduates can have a profound impact on the success of our program, while having a minimal impact on the availability of core courses for the general student population. Thank you ahead of time for your consideration.

Attentively,

Eric Becerra
Hartnell HEP Director