HARTNELL COLLEGE
OFFICE OF VICE PRESIDENT STUDENT AFFAIRS
411 Central Ave. • Salinas, CA 93901 • Phone: 831-755-6822

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

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### General Information (All Sections must be completed)

<table>
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<tr>
<th>Name of Program:</th>
<th>Program Director or Faculty Advisor Name:</th>
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<tr>
<td>Program Director or Faculty Advisor Email:</td>
<td>Program Director or Faculty Advisor Daytime Phone #:</td>
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<td>Potential # of students in this priority group?</td>
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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)

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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.

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### Office Use Only

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<th>Received by VPSA Office:</th>
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<th>Reviewed by SALT:</th>
<th>Approved/Disapproved</th>
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<th>Semester Request for Priority Group is in Effect:</th>
<th>Semester:</th>
<th>Priority Group # Assigned:</th>
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## 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  

All students must be in good academic standing, good program standing, and fully matriculated

| Priority 2 | • Student Athletes – Since Sports Counseling Center opened in 1987  
|           | • TRIO Program - Since Summer 2011  
|           | • DSPS Note takers – Since Fall 2011  

All students must be in good academic standing, good program standing, and fully matriculated

| 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 .3 – 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.  

All students must be in good standing and fully matriculated

| Priority 4 | • Continuing students who have lost their priority eligibility  
|           | • Non-Matriculated New & Returning Students  

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

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### 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\(^{st}\) 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.