

# PRIORITY REGISTRATION DETERMINATION

## HOW TO READ PRIORITY NUMBERS

Example: If Priority Number is **070459**

- First two digits (**07**) are the Priority Group number explained in the table below.
- Next three digits (**045**) are the units completed as of the prior term, plus current term enrollment.
- Last digit (**9**) is a random digit.

**Note:** Only course units completed at Chabot College or Las Positas College are considered in determining student priority numbers.

**HOW COURSE "ADD" PRIORITY IS DETERMINED:** Only the **last 4 digits** of the priority number are considered by an instructor at the beginning of each course when determining "add" priority for additional students. The "add" priority number for new and returning will be zero for their initial semester of enrollment.

**HOW REGISTRATION PRIORITY IS DETERMINED:** Continuing (currently enrolled) students are assigned a registration priority number each semester prior to the start of the registration period for the next term. Registration appointment dates are based on the student's priority within the following groups:

## REGISTRATION PRIORITY GROUPS FOR CONTINUING STUDENTS

CONTINUING (Currently Enrolled)	Completed Student Educational Plan (SEP)	MATRICULATION COMPONENTS		
		Completed Assessment**	Completed Orientation**	Completed Counseling**
<b>1st Priority - Group 07:</b> Those who have completed a Student Education Plan (SEP) PLUS the assessment, orientation and counseling components of the matriculation process	✓	✓	✓	✓
<b>2nd Priority - Group 05:</b> Those who have completed or are automatically qualified for exemption* from the matriculation process (assessment, orientation, and counseling)		✓	✓	✓
<b>3rd Priority - Group 03:</b> Those who have completed 2 of the 3 matriculation components (assessment, orientation, and counseling)		<b>COMPLETED ANY TWO OF THREE MATRICULATION COMPONENTS</b>		
<b>4th Priority - Group 00:</b> Continuing students who do not fall under the previous three categories.	(All remaining students who are not in the above priority groups)			
<p>* Students with an AA degree or higher are EXEMPT from the Matriculation process and are considered to have completed all three matriculation components.</p> <p>** All components must be completed <u>at least two weeks</u> PRIOR to the start of the registration process.</p>				

### PLEASE NOTE:

- Some students may qualify for exemption from certain matriculation components by completing a **Request to Review Priority Registration Status** with a counselor.
- Students must be registered in at least one course past the "NGR" deadline each semester to maintain priority registration status as a continuing student.

# REQUEST TO REVIEW PRIORITY REGISTRATION STATUS

<b>NAME:</b>		<b>STUDENT ID NUMBER:</b>	
<b>PHONE:</b>	<b>E-MAIL:</b>		<b>PRIORITY NUMBER:</b>

To **request exemption** from **orientation** and/or **assessment**, complete appropriate sections below. Changes to your **priority registration status** will be effective for the **next** registration term.

**A.** I am requesting **EXEMPTION** from **ORIENTATION** because:

I have completed at least 15 semester units;	Total Units Completed:
AND I have completed a Student Ed Plan with a counselor;	Date of SEP:
AND I have an overall grade point average of 2.0 or higher.	
OR	I have documented evidence of completion of orientation at another college.

**B.** I am requesting **EXEMPTION** from **ASSESSMENT** because:

I have successfully completed English & Math courses.
Highest English course completed: _____ <small>[Indicate Course Number + Course Title]</small> Example: English 1A Reading and Composition Completed at: _____
Highest Math course completed: _____ <small>[Indicate Course Number + Course Title]</small> Example: Math 65 Elementary Algebra Completed at: _____
<b>NOTE:</b> If courses were not completed at Chabot or Las Positas are transcripts on file? <input type="checkbox"/> Yes <input type="checkbox"/> No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Matriculation components completed:

<input type="checkbox"/> Orientation	Date: _____
<input type="checkbox"/> Assessment	Date: _____
<input type="checkbox"/> Counseling	Date: _____
<input type="checkbox"/> Student Ed Plan	Date: _____

Action taken: \_\_\_\_\_ Reviewed by: \_\_\_\_\_