



Priority Registration Appeal

The completed form with ALL required documents should be submitted to the Admissions & Records Office.

Last Name: _____ First Name: _____ ID#: _____

Address: _____ Contact Phone: _____

RCCD Student Email Address: _____ Home College Location: _____

Students who have lost priority registration and have been moved to open registration may appeal to have it reinstated based on verifiable evidence of factors outside their control. 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, illnesses 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, §58108)

Registration Appeal Term: _____ Year: _____ Major: _____

Attach the following required documents. *(These may be accessed in WebAdvisor).*

- (1) Student Ed Plan (SEP) or Academic Review
- (2) Unofficial Transcript

Reasons for Appeal (check all applicable):

- Continuing Student who attended the previous term
- Significant improvement in academic record within the last major term
- Disability: applied for, but did not receive reasonable accommodation in a timely manner (DSS will be contacted). Attach statement and include any necessary documents to support your appeal.
- Have/will be applying for graduation or transferring during the following term: _____
- Other extenuating circumstances: attach statement and include any necessary documents to support your appeal.

If you are within twelve (12) units of completing your academic goal at RCCD, list the course(s) you plan to take during the intended term:

Courses	

I understand that by submitting this form I am NOT guaranteed an earlier registration date. I also understand that this is a one-time exception; if approved, a new registration appointment is for the intended term only. Subsequent appeals will not be considered at any of the three colleges at RCCD. I confirm that all of the information I have presented above is true and accurate.

Student Signature: _____ Date: _____

FOR OFFICE USE

- _____ XROI Attached
- _____ STRK Prior Successful Appeal
- _____ ATRT Acad. Stand.
- _____ Student Contacted

Approved _____
Denied _____

Reason: _____

DATE STAMP



A&R STAFF

Director, Enrollment Services (or designee)