
**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5010 ADMISSIONS

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

Admission – Any student whose age or class level is equal to grades **11 or 12** is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades **11 or 12** is eligible to attend as a special full-time student.

Any student enrolled in grades **11 or 12** may attend summer session.

Denial of Requests for Admission – If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the

Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

Claims for State Apportionment for Concurrent Enrollment – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

Also see Administrative Procedure 5011, Admissions and Concurrent Enrollment of High School and Other Young Students.

References: Education Code Sections 76000, 76001, 76002, and 76038;
Labor Code Section 3077;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Part 668.16(p);
ACCJC Accreditation Standard 2

Adopted: 3/11/04
Revised: 6/19/12
Revised: 3/17/15

Revised: 12/14/21
Revised (reference only): 7/16/24

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5010 ADMISSIONS

The Chief Instructional Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

The Director, Admissions and Records, shall establish procedures for the admission of students to Allan Hancock College.

Application Process

Individuals seeking admission must complete the online California Community College Admission Application located on the college's website. The complete admission process is outlined in the catalog, and on the District's website.

Publication of Policies and Procedures

The Director, Admissions and Records, shall be responsible for the publication of policies and procedures regarding the admission of students to Allan Hancock College. Policies and procedures are published and available to students in the catalog, and on the District's website.

Placement Process

AB 705 is a bill signed by the Governor on October 13, 2017 that took effect on January 1, 2018. The bill requires that a community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe. The placement of students into English and Math courses will be based on multiple measures.

Priority Registration

The first day of registration will be designated as "Priority Registration" day for all groups mandated by Title 5, Sections 58106, 56232, and 56026 or other relevant state regulations. The following designated registration days shall be assigned to local groups as recommended by the appropriate Councils and Committees Pathways to Decisions Manual or by the Superintendent/President and subsequently approved by the Board of Trustees.

Designated Registration Days

Subsequent to priority registration, the college will provide a designated registration period, consisting of online registration. Dates of designated registration are published on the college's website. The Director, Admissions and Records, shall be responsible for the development and implementation of detailed registration plans and procedures.

References: Education Code Section 76000

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

34 Code of Federal Regulations Section 668.16(p)

ACCJC Accreditation Standard 2

California Assembly Bill 705

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