

**Clare Geisen**

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D6-10 Email Communications/Meeting Notes  
Regarding Policy/Procedure Chancellor's Cabinet  
Actions

**From:** Clare Geisen  
**Sent:** Saturday, June 09, 2012 2:29 PM  
**To:** Erika Endrijonas  
**Cc:** Riley Dwyer; Peter Sezzi; Kathy Colborn; Laurie Nelson-Nusser; cgeisen@vcccd.edu  
**Subject:** BP/AP 5010 Admissions and Concurrent Enrollment Pulled from June 19, 2012 Board Meeting Agenda

Hello, Erika,

I have pulled BP/AP 5010 Admissions and Concurrent Enrollment from the June 19, 2012 Board Meeting Agenda at the request of Academic Senate Presidents, Peter Sezzi and Riley Dwyer. Peter is taking AP 5010 to VC Academic Senate for review (as stated in DCSL on 4/12/12) and will return the AP to DCSL in September 2012. This will not interfere with what is needed for catalog completion, and Chancellor's Cabinet is aware of same.

Laurie, please track for DCSL agenda in September.

Thanks.

Clare

## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Thursday, May 31, 2012 12:50 PM  
**To:** Erika Endrijonas  
**Cc:** Laurie Nelson-Nusser  
**Subject:** BP 4227 Course Repetition Absent Substandard Academic Work

Hi Erika,

At the May 15 Policy Committee meeting, Chair Blum requested that the "C/P" in BP 4227 Course Repetition Absent Substandard Academic Work be defined, so I am making the following change: "Under special circumstances, students may repeat courses in which a C/P (Satisfactory/Pass) or better grade was earned, or regardless of whether substandard academic work has been recorded.

I need a thumbs up from you to move forward on it. We're working on the draft Board agenda today. Thanks.

*Clare*

Clare Geisen  
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District Administrative Center  
Summer Hours of Operation  
5/13/12 through 8/10/12:

**Open:**

Monday-Thursday: 7:30am-5:30pm

**Closed:**

5/28/12, Memorial Day

7/4/12, Independence Day

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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Wednesday, May 16, 2012 10:26 AM  
**To:** Erika Endrijonas; Riley Dwyer; Mary Rees  
**Cc:** Laurie Nelson-Nusser  
**Subject:** Status of BPs/APs 4025, 4100, 4225, 4227, 4230, 4235, 5010 (DCSL/DTRW)  
**Attachments:** BP 4235 Credit by Examination\_BoT Approval 5.08.12.pdf; BP 4100 Graduation Requirements for Degrees\_Certificates\_BoT Approval 5.08.12.pdf; AP 4235 Credit by Examination\_BoT Approval 5.08.12.pdf; AP 4100 Graduation Requirements for Degrees and Certificates\_BoT Approval 5.08.12.pdf

Good morning,

The following BPs/APs (attached) were approved as presented at the May 8, 2012 Board meeting. Laurie has uploaded the documents into BoardDocs; they are now active and available to the public through the District website at [www.vcccd.edu](http://www.vcccd.edu).

- BP/AP 4100 Graduation Requirements for Degrees and Certificates
- BP/AP 4235 Credit by Examination

The following BPs/APs were approved as presented at the Policy Committee meeting yesterday, May 15, 2012. We will place the items on the June 19 Board Agenda for Board approval.

- BP/AP 4025 Philosophy and Criteria for Associate Degrees and General Education
- BP/AP 4225 Course Repetition
- BP/AP 4227 Course Repetition Absent Substandard Academic Work
- BP/AP 4230 Grading and Academic Record Symbols
- BP/AP 5010 Admissions and Concurrent Enrollment

*Clare*

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District Administrative Center  
Summer Hours of Operation  
5/13/12 through 8/10/12:  
**Open:**

## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Friday, May 11, 2012 7:44 AM  
**To:** Erika Endrijonas  
**Subject:** Please give me a call regarding BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education

Good morning,

Please give me a call this morning (x5504). We are finalizing the Policy Committee Agenda, and I want to talk with you about BP/AP 4025. Just need a moment or two – seeking clarification. Thanks.

*Clare*

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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Wednesday, April 25, 2012 10:35 AM  
**To:** Kathy Colborn  
**Subject:** RE: BP/AP 5010 Admissions; AP 4230 Grading and Academic Record Symbols

Best of luck to you with your deadlines looming!

Clare  
X5504

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**From:** Kathy Colborn  
**Sent:** Wednesday, April 25, 2012 10:32 AM  
**To:** Clare Geisen  
**Cc:** Erika Endrijonas; Riley Dwyer; Laurie Nelson-Nusser  
**Subject:** RE: BP/AP 5010 Admissions; AP 4230 Grading and Academic Record Symbols

Thanks so much, Clare.

Kathy

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**From:** Clare Geisen  
**Sent:** Wednesday, April 25, 2012 10:19 AM  
**To:** Kathy Colborn  
**Cc:** Erika Endrijonas; Riley Dwyer; Laurie Nelson-Nusser  
**Subject:** BP/AP 5010 Admissions; AP 4230 Grading and Academic Record Symbols

Good morning, Kathy,

Per your request, attached are AP 4230 Grading and Academic Record Symbols and BP/AP 5010 Admissions. All were approved at Chancellor's Cabinet (4/23/12) as DCSL presented (attached) and will be forwarded to the Policy Committee in May and the Board in June. Chancellor's Cabinet is aware of the need to meet catalog deadlines, and Dr. Endrijonas was present at the meeting, so all is good to go!

Thanks.

*Clare*

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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Wednesday, April 18, 2012 4:29 PM  
**To:** Shannon Davis  
**Cc:** Erika Endrijonas; Riley Dwyer; Laurie Nelson-Nusser  
**Subject:** Re: Which APs were approved at yesterday's meeting?

Hi Shannon,

AP 4100 Graduation Requirements and AP 4235 Credit By Examination were accepted as presented today at the Policy Committee meeting and will go to the full Board in May. No changes were suggested. It's a go to use AP 4100 language to meet catalog deadlines. It has been cleared with the Chancellor. I am copying Erika and Riley as they are in charge of DCSL. I am out of the office with the flu, but Laurie can provide you with copies if you need them. Hope this helps move things along.

Clare

Sent from my iPhone

On Apr 18, 2012, at 11:51 AM, "Shannon Davis" <[sdavis@vcccd.edu](mailto:sdavis@vcccd.edu)> wrote:

That is wonderful.

*Shannon*

Shannon M. Davis, M.S.  
Articulation Officer  
Oxnard College  
4000 South Rose Ave.  
Oxnard, CA. 93033-6699

---

**From:** Clare Geisen  
**Sent:** Wednesday, April 18, 2012 11:40 AM  
**To:** Shannon Davis  
**Subject:** Re: Which APs were approved at yesterday's meeting?

Hi Shannon,

Cabinet did not meet this week, but they did approve AP 4100 to advance to Policy Committee, which is meeting today at 3:30 p.m. AP 4235 is also on the Policy Committee agenda for today. Cabinet had no changes to either AP so they are going to Policy Committee as DCSL developed them. I will email you following the meeting, and I will talk with Dr. Meznek again about the time sensitivity of AP 4100. I will be able to get back to you today around 4:30 pm. Will that work on your end? Thanks.

Clare

Sent from my iPhone

On Apr 18, 2012, at 11:19 AM, "Shannon Davis" <[sdavis@vcccd.edu](mailto:sdavis@vcccd.edu)> wrote:

Good Morning, Clare:

I know you're very busy, but when you get the chance could you please update the committee members of DCSL on which APs were approved at yesterday's meeting so those of us finalizing our catalog copy can make the necessary changes?

Thank you so much!

*Shannon*

Shannon M. Davis, M.S.  
Articulation Officer  
Oxnard College  
4000 South Rose Ave.  
Oxnard, CA. 93033-6699

## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Monday, April 16, 2012 12:39 PM  
**To:** Susan Bricker  
**Cc:** Erika Endrijonas; Riley Dwyer; Shannon Davis; Peter Sezzi  
**Subject:** AP 5013 Students in the Military -- League Version 4-12-12  
**Attachments:** AP5013StudentsInTheMilitaryLeagueVersion4-12-12.docx

Hello, Susan,

Attached is the most recent League version of AP 5013 - released by the League on April 12.

*Clare*

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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Thursday, April 12, 2012 5:40 PM  
**To:** Pam Eddinger; Richard Duran; Robin Calote; Sue Johnson; Patricia Parham  
**Cc:** James Meznec; Laurie Nelson-Nusser; Erika Endrijonas  
**Subject:** FW: AP 4100 with DCSL MC Mar 20 edits\_sent by Riley3.21.12.docx  
**Attachments:** AP 4100 with DCSL MC Mar 20 edits\_sent by Riley3.21.12.docx

This afternoon, DCSL recommended moving forward to Cabinet attached "AP 4100 Graduation Requirements for Degrees and Certificates." This AP is time sensitive as the campuses are up against catalog deadlines. Since Cabinet is not meeting until Tuesday, and we must post the Policy Committee Agenda tomorrow, please review the attached AP 4100 and let me know if you approve to advance it to Policy Committee. There were no objections in DCSL.

*Clare*

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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Wednesday, April 04, 2012 7:32 PM  
**To:** Susan Bricker  
**Cc:** Erika Endrijonas; Riley Dwyer; Peter Sezzi; Laurie Nelson-Nusser  
**Subject:** Requested BPs/APs  
**Attachments:** AP5013StudentsInTheMilitaryCCLLeagueVersion03-12.docx;  
AP5020NonresidentTuitionDCSLBricker04-04-12.docx;  
BP5020NonresidentTuitionDCSLBricker04-04-12.docx;  
BP5015ResidenceDeterminationBD.pdf;  
AP5015ResidenceDeterminationCCLLeagueVersionBricker04-04-12.docx

Hi Susan,

Per your request:

- **AP 5013 Students in the Military.** Attached is the League word version of AP 5013. I provided same to Peter Sezzi on March 21 (see below). I'm including Peter on this email so that the two of you can connect and coordinate.
- **AP 5015 Residence Determination.** Attached is the League word version for AP 5015. BP 5015 is provided for your information.
- **BP/AP 5020 Nonresident Tuition.** Attached are word copies of BP/AP 5020 as they currently appear in BoardDocs on the District website.

Note: On April 2, I received notification that the League is finalizing legal Update #20. Documents are not ready for distribution, but the following notes were provided:

- **AP 5013 Students in the Military.** This procedure was revised to reflect updates to the Education Code and the Military and Veterans Code regarding residence classification and withdrawal processes for members of the armed forces.
- **AP 5015 Residence Determination.** This procedure was revised to reflect the changes to residency determination for members of the Armed Forces as well as children of members of the Armed Forces and to clarify residency determination for students exempt from nonresident tuition.
- **AP 5020 Nonresident Tuition.** This procedure was revised to comply with Title 5 Section 54045.5 regarding students exempt from nonresident tuition.

Just let me know if you need anything else.

Clare  
x5504

**From:** Susan Bricker  
**Sent:** Friday, March 30, 2012 11:26 AM  
**To:** Laurie Nelson-Nusser  
**Subject:** RE: Additional BP/AP Revisions needed

Laurie – we also need clean, modifiable copy of the CCLC template for AP 5013, Students in the Military. I believe it was assigned to the artic officers to review, but we need to coordinate with them to be sure they use the same language in some sections that already exist in other BPs/APs.

1. Clean, modifiable copies of BP and AP 5020 (Nonresident Tuition)
2. Clean, modifiable copy of the CCLC template for AP 5015 (Residency Determination)

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**From:** Clare Geisen  
**Sent:** Wednesday, March 21, 2012 1:41 PM  
**To:** Peter Sezzi  
**Cc:** Laurie Nelson-Nusser  
**Subject:** AP 5013 Students in the Military -- League Version

See attached. The League provided a pdf; I just dropped it into a Word document.

*Clare*

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## Clare Geisen

---

**From:** Clare Geisen  
**Sent:** Tuesday, March 27, 2012 2:46 PM  
**To:** Erika Endrijonas; Riley Dwyer  
**Cc:** Shannon Davis; Laurie Nelson-Nusser  
**Subject:** AP 4235 Credit By Examination -- Status Update  
**Attachments:** AP\_4235 DRAFT-legislative\_revised 030812.docx

On Monday, March 26, 2012, Chancellor's Cabinet reviewed and approved AP 4235 Credit by Examination as presented by DCSL (attached). Upon your approval, I will notify DCSL by email of same. AP 4235 will now advance to the Policy Committee on April 18, and to the Board on May 11.

*Clare*

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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Friday, March 23, 2012 9:04 AM  
**To:** Erika Endrijonas  
**Cc:** Clare Geisen  
**Subject:** FW: latest draft of AP 4235 approved at DCSL on 3/8/12  
**Attachments:** AP\_4235 DRAFT-legislative\_revised 030812.docx

Shannon has revised AP 4235 (attached). Okay with you to take to Cabinet on Monday? Thanks.

Clare  
652-5504

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**From:** Shannon Davis  
**Sent:** Tuesday, March 13, 2012 2:36 PM  
**To:** Clare Geisen  
**Cc:** Laurie Nelson-Nusser  
**Subject:** RE: latest draft of AP 4235 approved at DCSL on 3/8/12

Thank you, Clare. I cut and pasted the information for the top from your email to my document. The date in the footer on my document is the date of the most recent DCSL approval (so we know which draft we're dealing with!)

Having the Board review/approve it in May instead of April should still be fine. Thank you for the timeline.

*Shannon*

Shannon M. Davis, M.S.  
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4000 South Rose Ave.  
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**From:** Clare Geisen  
**Sent:** Tuesday, March 13, 2012 2:11 PM  
**To:** Shannon Davis  
**Cc:** Laurie Nelson-Nusser  
**Subject:** RE: latest draft of AP 4235 - question on date on top

Hi Shannon,

Normally, we put the following information on the top of an existing procedure when it goes to the Board for information/acceptance:

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4235 CREDIT BY EXAMINATION
Number	AP 4235
Status	UP FOR REVIEW
Legal	<u>Title 5 Section 55050</u>

Adopted July 14, 2009  
Last Reviewed October 11, 2011

[Then your content would go here.]

As to the dates, we would go with the Board review dates above regardless of when DCSL recommended moving it forward. The original AP 4235 was adopted on July 14, 2009, and the version that was last reviewed by the Board went to the Board on October 11, 2011. That will cover what is needed for the Board agenda. Once you are ready with your final version, you can email it to me; we will make sure it gets on the Board agenda and will prepare the documents required to go with it. Once the Board accepts AP 4235, Laurie will go into BoardDocs and change the "Last Reviewed" date of October 11, 2011, to the new date the Board reviewed it.

I'm glad you emailed because I have a question for you, too, regarding timing for this AP. DCSL did not meet in February, and the Board held a Special Policy Committee Meeting on March 7 to address policies and procedures related to accreditation matters (which was before DCSL met in March). At this point in time, the Board Policy Committee may not meet again until April, which means AP 4235 would then go to the Board for acceptance on May 8. Will that work in terms of timing for the AP on your end? Thanks.

Clare  
X5504

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**From:** Shannon Davis  
**Sent:** Tuesday, March 13, 2012 12:58 PM  
**To:** Clare Geisen  
**Subject:** latest draft of AP 4235 - question on date on top

Good afternoon Clare:

I was preparing to send you the draft of AP4235 that we approved in DCSL (the one that was originally approved 3/31 last year) and wondered about the date that should be at the top of the document.

Currently, it shows ~~November 11, 2010~~ and then March 29, 2011. Well, March 29<sup>th</sup> should actually be March 31<sup>st</sup>, that was a typo, but what I am really asking is should I cross out or remove that date as well and list the current approval date as March 8, 2012? I'm thinking yes, that the only dates on the top should be the old approved date of ~~November 11, 2010~~ and March 8, 2012, with no reference to last year's review.

Please let me know how I should proceed.

Shannon

Shannon M. Davis, M.S.  
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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Thursday, March 15, 2012 10:45 AM  
**To:** Angelica Gonzales; ASVC Director of External Affairs; Betty Hough; Clare Geisen; Erika Endrijonas; Gloria Arevalo; Joel Diaz; Karen Engelsen; Kathy Colborn; Laurie Nelson-Nusser; Linda Loiselle; Linda Resendiz; Linda Sanders; Lori Bennett; Mary Rees; Maureen Rauchfuss; Pam Kennedy-Luna; Patricia Ewins; Peter Sezzi; Ramiro Sanchez; Riley Dwyer; Robert Cabral; Shannon Davis; Steven Turner; Susan Bricker; Victoria Lugo  
**Subject:** BP/AP 5055 Enrollment Priorities  
**Attachments:** BP 5055 Enrollment Priorities.pdf; AP 5055 Enrollment Priorities.pdf

BP 5055/AP 5055 Enrollment Priorities (attached) were approved/accepted by the Board of Trustees on March 13. Laurie Nusser has uploaded the BP/AP into BoardDocs, so they are now available to employees and the public at [http://www.vcccd.edu/board\\_of\\_trustees/policies\\_and\\_procedures.shtml](http://www.vcccd.edu/board_of_trustees/policies_and_procedures.shtml).

*Clare*

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## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Tuesday, February 28, 2012 8:30 PM  
**To:** Riley Dwyer  
**Subject:** Fwd: DCSL Agenda Items -- AP 4235 Credit By Examination and League Sample AP 5013 Students in the Military

Copying you....

Clare

Sent from my iPhone

Begin forwarded message:

**From:** Clare Geisen <[CGeisen@vcccd.edu](mailto:CGeisen@vcccd.edu)>  
**Date:** February 28, 2012 3:22:36 PM PST  
**To:** Laurie Nelson-Nusser <[lnusser@vcccd.edu](mailto:lnusser@vcccd.edu)>  
**Cc:** Erika Endrijonas <[eendrijonas@vcccd.edu](mailto:eendrijonas@vcccd.edu)>  
**Subject:** DCSL Agenda Items -- AP 4235 Credit By Examination and League Sample AP 5013 Students in the Military

Please place "AP 4235 Credit by Examination" on the March DCSL Agenda as an item for Shannon Davis, if she has not already contacted you. Shannon is going to bring in a draft AP 4235 that was recommended by DCSL in March 2011 but did not make it to Cabinet. Also, add "Community College League Sample of AP 5013 Students in the Military." I placed copies of the document on your chair, and Shannon can speak to the group about the need (or not) for this AP as she inquired about it.

On another note, I am emailing DCSL today copies of BP/AP 5055 that were recommended by Policy Committee to advance to the full Board for approval/acceptance at the March 13 Board meeting, and copies of BP/AP 4021 Program Discontinuance that were approved/accepted by the Board at the February 14, 2012 Board meeting.

Thanks.

Clare  
X5504



## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Tuesday, February 28, 2012 2:42 PM  
**To:** Shannon Davis  
**Subject:** RE: approved AP 4235

Hi Shannon,

Just want to make sure we are on the same page. I let Erika Endrijonas know that you will be bringing AP 4235 to the March DCSL meeting for re-review. Also, since I have no record or document of an "AP 5013 Students in the Military," I will bring a copy of what the Community College League of California provides as a sample for the group to determine need. Please let me know if I have missed anything. Thanks.

Clare  
X5504

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**From:** Shannon Davis  
**Sent:** Thursday, February 09, 2012 4:39 PM  
**To:** Clare Geisen  
**Subject:** FW: approved AP 4235

Hi Clare:

This is one of the Administrative Procedures that was approved in DCSL at our March 31, 2011 meeting. The posted minutes of this DCSL meeting reflect the approval of AP 4235 and its readiness to be forwarded to Chancellor's Cabinet (as do my own notes from that meeting). It is crucial that this be approved this spring so that proper credit (and consistent credit across the district) can be awarded for all of these methods of credit by exam and that this policy can be printed in our college catalogs for next year.

Thank you for your efforts to forward these missing items to Chancellor's cabinet.

*Shannon*

Shannon M. Davis, M.S.  
Articulation Officer  
Oxnard College  
4000 South Rose Ave.  
Oxnard, CA. 93033-6699

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**From:** Letrisha Mai  
**Sent:** Wednesday, February 08, 2012 1:31 PM  
**To:** Shannon Davis  
**Subject:** FW: approved AP 4235

Hi Shannon,

Found this in my mailbox.

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**From:** Shannon Davis  
**Sent:** Tuesday, April 12, 2011 10:12 AM  
**To:** Letrisha Mai  
**Subject:** approved AP 4235

Letrisha:

I just checked my DCSL docs and notes and yes, this was approved on 3/31 at DCSL and it is attached and will go to Chancellor's cabinet.

*Shannon*

Shannon M. Davis, M.S.  
Articulation Officer  
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4000 South Rose Ave.  
Oxnard, CA. 93033-6699

## Clare Geisen

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**From:** Clare Geisen  
**Sent:** Tuesday, February 28, 2012 12:57 PM  
**To:** Joel Diaz  
**Subject:** RE: DCSL: AP 5055 Enrollment Priorities

Sure. I'm going to send it out DCSL this afternoon and will copy you.

Clare  
X5504

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**From:** Joel Diaz  
**Sent:** Tuesday, February 28, 2012 12:56 PM  
**To:** Clare Geisen  
**Subject:** RE: DCSL: AP 5055 Enrollment Priorities

Clare,

Could you forward me a copy of the latest BP/AP 5055 that was forwarded to the Board?

Thank You.

Joel Diaz, Registrar  
Office of Admissions & Records  
Oxnard College  
Phone: (805) 986-5843  
Fax: (805) 986-5943  
email: [jdiaz@vcccd.edu](mailto:jdiaz@vcccd.edu)

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**From:** Clare Geisen  
**Sent:** Tuesday, February 28, 2012 12:35 PM  
**To:** Joel Diaz  
**Cc:** Kathy Colborn; Susan Bricker  
**Subject:** RE: DCSL: AP 5055 Enrollment Priorities

Hi Joel,

The Policy Committee did recommend forwarding BP/AP 5055 Enrollment Priorities to the full Board for approval/acceptance. The item is on the agenda for the March 13 Board meeting. I'll let all DCSL members know by email today.

*Clare*

Clare Geisen  
Director of Administrative Relations  
Ventura County Community College District

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---

**From:** Joel Diaz  
**Sent:** Tuesday, February 28, 2012 12:27 PM  
**To:** Clare Geisen  
**Cc:** Kathy Colborn; Susan Bricker  
**Subject:** RE: DCSL: AP 5055 Enrollment Priorities

Claire,

Has AP 5055 already been approved by the Policy Committee? I know you are probably going to report it at our next DCSL meeting but I wanted to know in advance.

Thank You.

Joel Diaz, Registrar  
Office of Admissions & Records  
Oxnard College  
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Fax: (805) 986-5943  
email: [jdiaz@vcccd.edu](mailto:jdiaz@vcccd.edu)

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**From:** Clare Geisen  
**Sent:** Tuesday, February 07, 2012 11:54 AM  
**To:** Kathy Colborn; Riley Dwyer; Patricia Ewins  
**Cc:** Angelica Gonzales; ASVC Director of External Affairs; Betty Hough; Erika Endrijonas; Gloria Arevalo; Joel Diaz; Karen Engelsen; Laurie Nelson-Nusser; Linda Loiselle; Linda Resendiz; Linda Sanders; Lori Bennett; Mary Rees; Maureen Rauchfuss; Pam Kennedy-Luna; Peter Sezzi; Ramiro Sanchez; Robert Cabral; Shannon Davis; Steven Turner; Susan Bricker; Victoria Lugo; Darlene Inda  
**Subject:** RE: DCSL: AP 5055 Enrollment Priorities

Thanks. Message received. We will not strike the language in No. 6, and I have cleared it on this end. It can advance to Policy Committee next week.

Clare  
X5504

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**From:** Kathy Colborn  
**Sent:** Tuesday, February 07, 2012 11:46 AM  
**To:** Riley Dwyer; Patricia Ewins  
**Cc:** Clare Geisen; Angelica Gonzales; ASVC Director of External Affairs; Betty Hough; Erika Endrijonas; Gloria Arevalo;

Joel Diaz; Karen Engelsen; Laurie Nelson-Nusser; Linda Loiselle; Linda Resendiz; Linda Sanders; Lori Bennett; Mary Rees; Maureen Rauchfuss; Pam Kennedy-Luna; Peter Sezzi; Ramiro Sanchez; Robert Cabral; Shannon Davis; Steven Turner; Susan Bricker; Victoria Lugo; Darlene Inda

**Subject:** RE: DCSL: AP 5055 Enrollment Priorities

Pat is correct. Continuing students have attended in one of the 2 previous "primary" terms (fall/spring, excluding summer), returning students have not attended during either of the two previous primary terms.

Kathy

Kathy Colborn, Registrar  
Office of Registration & Records  
Moorpark College  
Phone: (805) 378-1415  
Fax: (805) 378-1583  
[kcolborn@vcccd.edu](mailto:kcolborn@vcccd.edu)

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**From:** Riley Dwyer

**Sent:** Tuesday, February 07, 2012 11:41 AM

**To:** Patricia Ewins

**Cc:** Clare Geisen; Angelica Gonzales; ASVC Director of External Affairs; Betty Hough; Erika Endrijonas; Gloria Arevalo; Joel Diaz; Karen Engelsen; Kathy Colborn; Laurie Nelson-Nusser; Linda Loiselle; Linda Resendiz; Linda Sanders; Lori Bennett; Mary Rees; Maureen Rauchfuss; Pam Kennedy-Luna; Peter Sezzi; Ramiro Sanchez; Robert Cabral; Shannon Davis; Steven Turner; Susan Bricker; Victoria Lugo; Darlene Inda

**Subject:** Re: DCSL: AP 5055 Enrollment Priorities

Agreed.

Riley

On Feb 7, 2012, at 11:26 AM, "Patricia Ewins" <[PEwins@vcccd.edu](mailto:PEwins@vcccd.edu)> wrote:

I do not agree with this change. . A returning student is different than a continuing student ( see definitions) and should have lower priority.

*Pat*

<*image003.jpg*>

Patricia Ewins

Dean of Performing Arts & Student Life

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**From:** Clare Geisen

**Sent:** Tuesday, February 07, 2012 10:53 AM

**To:** Angelica Gonzales; ASVC Director of External Affairs; Betty Hough; Clare Geisen; Erika Endrijonas; Gloria Arevalo; Joel Diaz; Karen Engelsen; Kathy Colborn; Laurie Nelson-Nusser; Linda Loiselle; Linda Resendiz; Linda Sanders; Lori Bennett; Mary Rees; Maureen Rauchfuss; Pam Kennedy-Luna; Patricia Ewins; Peter Sezzi; Ramiro Sanchez; Riley Dwyer; Robert Cabral; Shannon Davis; Steven Turner; Susan Bricker; Victoria Lugo

**Cc:** Laurie Nelson-Nusser; Darlene Inda

**Subject:** DCSL: AP 5055 Enrollment Priorities

Good morning,

Since DCSL will not be meeting this week, and in an effort to advance AP 5055 Enrollment Priorities to the February Policy Committee meeting/March Board meeting, I am attaching the most recent version of AP 5055 for your review and feedback. Chancellor's Cabinet reviewed AP 5055 at its January 30 meeting and made one additional change (highlighted in yellow below) because "language in No. 2. already covers the deleted language in No. 6." Let me know if you disagree with the change. If not, I will place this on the Policy Committee agenda, which must be posted by Friday noon; otherwise, the AP will not go to the Board until April. Thanks.

**AP 5055 ENROLLMENT PRIORITIES**  
**Reviewed by Chancellor's Cabinet 1/30/12**

Title            AP 5055 ENROLLMENT PRIORITIES

Legal            Title 5 Section 58106; Education Code Section 66025.8 et. seq.

Adopted        April 14, 2009

Last

Reviewed      March 12, 2009

Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, registration appointments are given in the following order:

1. EOPS students, DSPS students, CalWORKS students, military veterans, and former foster youth as defined by statute
2. Continuing students with 45-75 units\* (waivers for majors exceeding 75 units may be requested through the Counseling Department)
3. Continuing students with 30-44 units\*
4. Continuing students with 15-29 units\*
5. Continuing students with 1-14 units\*
6. Newly matriculated students ~~and returning students with less than 76 units~~
7. New students who have not gone through matriculation
8. Open registration for all students (except "9." below), including students with 76+ units (unless granted a waiver under item 2 above)
9. Special admission high school students

\*Completed and in progress VCCCD units. Basic skills and non-transferrable units shall not be counted.

**Continuing Student:** a student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

**Primary Semesters:** fall and spring