



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Admissions and Registration
<i>AP Number:</i>	AP 3.10.01
<i>Adoption Date:</i>	4/17/01
<i>Schedule for Review & Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title & No.:</i>	Admissions and Registration, BP 3.10
<i>Legal Reference:</i>	Arizona Revised Statute (A.R.S.) § 15-232; § 15-234; §15-1805.01; A.R.S. § 15-1821.01; 8 CFR Part 214
<i>Cross Reference:</i>	Equal Educational Opportunity, BP 3.05; Limited Enrollment (Selective Admissions), BP 3.22

PURPOSE

To provide guidance for College employees on the Admissions and Registration standards for students. The Provost delegates to the Assistant Vice Chancellor (AVC) for Enrollment Management and Student Affairs responsibility for the implementation of this Administrative Procedure (AP).

Admission to Pima Community College is open to all who want to continue their learning. No person shall be denied admission to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression. The College follows Arizona Revised Statute (A.R.S.) A.R.S. § 15-1805.01 (Admissions, enrollments, community colleges); § 15-1821 (Special admission of students under age eighteen; enrollment information; reports); § 15-1821.01 (Dual enrollment information).

SECTION 1: Admission to the College

- 1.1 Admission to the College does not guarantee admission to a specified program of study, nor registration in all courses offered by the College.
- 1.2 The College shall follow the criteria for “Selective/Special Admissions Programs” as defined by the program of study. The current, required criteria can be obtained from the Academic Department, are listed on the program webpage, and can be found in the College Catalog for the academic year the student had first registered in classes.

SECTION 2: Credit Course Registration

- 2.1 A student is officially registered when arrangements for payment of tuition and fees are made.
- 2.2 The College may limit the number of credit hours a student is permitted to register for based on Standards of Academic Progress.
- 2.3 The College shall follow the “Standards of Academic Progress” as defined by the Academic Standards Committee and listed in the College Catalog. See AP 3.30.01 Academic Standing Policy.
- 2.4 The College may establish course prerequisite and corequisite requirements that a student must meet prior to registration.

SECTION 3: Admission and Registration of Credit Students Under Age Eighteen

- 3.1 Students under the age of eighteen shall be admitted to the College and register for courses under guidelines set by A.R.S. § 15-1821.
- 3.2 The College may limit the number of credit hours a student under the age of eighteen is permitted to register under guidelines set by A.R.S. § 15-1821.
- 3.3 The College will make a determination for enrollment based on factors set forth in the *Underage Student Enrollment Application & Agreement*.

SECTION 4: Admission and Registration of Dual Enrollment Students

- 4.1 Dual Enrollment students shall be admitted to the College under guidelines set by A.R.S. § 15-1821.01.

SECTION 5: Admission and Registration of International Students

- 5.1 International students shall be admitted to the College under guidelines set by 8 CFR Part 214: Nonimmigrant Classes.
- 5.2 Primary responsibility for admitting, registering and monitoring international students at the College falls under the Center for International Education and Global Engagement (CIEGE).

SECTION 6: Admission and Registration of Adult Basic Education

- 6.1 A student shall be admitted to the College under guidelines set by A.R.S. § 15-232 if the student qualifies for adult basic education classes.
- 6.2 Primary responsibility for admitting, registering and monitoring adult education students at the College falls under the Adult Basic Education for College and Career (ABECC) department.

SECTION 7: Admission and Registration of Continuing and Community Education Students

- 7.1 Students taking continuing or community education courses and who do not intend to pursue a degree or certificate at the College, are classified as Continuing or Community Education and considered non-degree seeking.
- 7.2 A student is officially registered when arrangements for payment of tuition and fees are made.
- 7.3 Youth between the ages of 4 and 17 may be registered for community education courses by their parent or guardian.
- 7.4 Primary responsibility for admitting, registering and monitoring continuing and community education students at the College falls under the Continuing Education department.

SECTION 8: Student Classification

Pima Community College students will be classified using the following criteria:

Full-Time Student

Students enrolled for 12 or more credit hours for the fall, spring or summer semesters will be classified as full-time students.

Part-Time Student

Students enrolled for less than 12 credit hours during fall, spring or summer semesters will be classified as part-time students.

Freshman

Students who have less than 30 semester credit hours will be considered freshmen.

Sophomore

Students who have earned 30 or more semester credit hours will be considered sophomores.