



Appeal for Loss of Priority Registration

Submit completed form by email to mjcESEforms@mjc.edu, fax, in-person or mail to Enrollment Services. Requests sent from a personal email Must have a copy of the students ID attached or it will NOT be processed.

Today's Date: _____

Appeal Term: Summer & Fall Spring Year: _____

Student Information

Last Name: _____ MI: _____ First Name: _____

Student ID: w _____ Birthdate: _____ Phone Number: _____

Students who have lost priority registration may submit an appeal to request reinstatement based on one or more of the following reasons: Extenuating Circumstances, a student with a disability applied for, but did not receive, timely reasonable accommodation, academic or progress improvement, or earning 100 or more MJC degree-applicable semester units.

Important information regarding MJC's Appeal for Loss of Priority Registration

You will receive an email response indicating the outcome of your petition. Please note that, in order to receive priority registration for the next semester, your petition must be submitted between:

Summer 2026 & Fall 2026: Starting March 23, 2026 – April 24, 2026 | **Spring 2027:** Starting October 5, 2026 – November 6, 2026

Documentation must include:

- Copy of Comprehensive Education Plan (within 1 year)
- Typed / written statement
- Supporting documentation

Select ALL that apply:

Over 100 units (100.5 MJC degree-applicable units or above): Enrollment in high unit major or program.

Major: _____ Estimated Graduation Date: _____

Extenuating Circumstances: To be considered, you must provide verified evidence of illness, accident or circumstances beyond the students control. Documents such as medical documents, death certificates, court summons or military orders.

Academic and/or Progress Improvement: To be considered, you must provide verified evidence or illness, accident or circumstances beyond the students control. Documents such as medical documents, death certificates, court summons or military orders.

Verified Disability: To be considered, students with a verified disability who applied before deadline, but did not receive an accommodation in a timely manner, must provide documentation which supports your claim. Documents such as statements from counselors or professionals on letterhead stationary.

I belong to one or more of the following MJC Programs: Homeless/Foster Youth CalWORKS EOP&S ASC Veterans Student Parent Rising Scholar

I have provided all supporting documents needed to submit this petition I understand if no documents are provided, it may result in a denial of my petition. I also understand that I have read the information on the reverse die of the form.

Student Signature: _____ Date: _____

Office Use Only				
Designee Signature: _____	Approved	Semester: Summer & Fall Spring	Denied	No Action
Petition Committee Review	Committee Signatures: _____			
Staff Initials: _____	Date: _____	Registration Level: _____	Rec. via stdnt email:	Posted:

Appeal for Priority Registration Process Instructions

Loss of Priority Registration:

The California State Legislature per Title 5 Section 58108, requires colleges to adopt registration priorities based on factors such as units completed, academic standing, and other consideration. Students who have lost priority registration may appeal to have it reinstated based on Extenuating Circumstances, a student with a disability applied for, but did not receive, timely reasonable accommodation, academic or progress improvement, or earning 100 or more MJC degree-applicable semester units. If the request is granted, it does not guarantee enrollment in specific courses.

Please note: being approved for priority registration will automatically grant CCPG reinstatement. However, approved CCPG appeals do not automatically grant priority registration.

Submit the completed appeal form to Enrollment Services with all the supporting documentation that is indicated on the form based on your appeal reason (Appeal form, typed narrative, comprehensive education plan, and supporting documentation). Any missing information may result in your appeal being denied.

Appeal Process

1. Complete the front of this appeal form-choose which circumstances you are appealing.
2. Include a typed statement explaining your situation.
3. Include any documentation to verify your circumstances such as a doctor's note, job loss document, etc.
4. Include an Educational Plan (within 1 year).
5. Submit this form and your supporting documentation to the Enrollment Services Office.
6. You will be notified of the results via email after Registration dates have been posted.

Please note: If approved, your priority level will be reinstated at same level, prior to losing priority. Approval does not guarantee enrollment in specific courses.