



Admissions & Records  
**Petition for Priority Registration**

Student #

ID#:	@									Date of Birth:		Semester and Year:		
------	---	--	--	--	--	--	--	--	--	----------------	--	--------------------	--	--

Legal Name:			
-------------	--	--	--

Last		First		Middle	
------	--	-------	--	--------	--

Address:					
Street and Apt			City	State	Zip

Phone: ( )	Email:	Previous Name(s):
------------	--------	-------------------

Year: _____
Semester: _____ Fall
Spring
Summer

<b>Reason for Petition</b>	
<input type="checkbox"/>	Extenuating Circumstance
<input type="checkbox"/>	High Unit Major _____
<input type="checkbox"/>	Missed Deadline to Complete Assessment, Orientation, and/or Ed Plan.
<input type="checkbox"/>	Other: (Explain): _____
Note: Verifiable Documentation must be submitted for any reasons above.	

**Student Explanation** (State your reason for requesting an exemption in as much detail as possible and attach required documentation.)

---

---

---

---

---

---

---

---

---

---

I declare under penalty of perjury that all information on this form is true and correct.

_____	_____
Student Signature	Date

**Priority Group Verification**

- |                                       |  |                                |                                     |
|---------------------------------------|--|--------------------------------|-------------------------------------|
| <input type="checkbox"/> EOPS         | <input type="checkbox"/> Veterans      | <input type="checkbox"/> DSS   | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Foster Youth | <input type="checkbox"/> CARE/CALWORKS | <input type="checkbox"/> Other |                                     |

_____	_____
Signature	Date

**OFFICE USE ONLY**

**Decision:**  Approved                       Denied                      New Appointment Time: \_\_\_\_\_

**Registrar Comments:**

---

---

---

First Name:

Last Name:

Received By: _____	Processed By: _____	Student Copy Mailed By: _____
Date Received: _____	Date Processed: _____	Date Student Copy Mailed: _____



## Petition for Priority Registration

### NEW Students **MUST**:

Submit an online admissions application **AND**

1. Complete the **assessment testing** for Math and/or English **AND**
2. Attend an **orientation** session **AND**
3. Complete a **one semester education plan** in the orientation session.
  - These three requirements must be completed in order to obtain the earliest registration appointment available for NEW students.
  - Not having met these requirements will result in a later registration appointment.

### RETURNING students **MUST**:

Submit an online admissions application **AND**

1. Complete the assessment testing/orientation/ed-plan **AND**
2. Have completed 75% or more of their Cypress **AND** Fullerton units with A,B,C,CR,P grades **AND**
3. Have not recently been on probation at Cypress **OR** Fullerton for two consecutive semesters **OR**
4. Have not been recently dismissed by Cypress **OR** Fullerton **AND**
5. Have not earned more than 100 degree-applicable units at Cypress **AND** Fullerton.
  - These five requirements must be completed in order to obtain the earliest registration appointment available for **RETURNING** students.
  - Not having met these requirements will result in a later registration appointment.
  - Basic skills (Math/English/ESL) are excluded from the 100 degree-applicable units.

### Continuing students **MUST**:

1. Be in good academic and/or progress standing **AND**
2. Have completed 75% or more of their Cypress **AND** Fullerton units with A-B-C-CR-P grades **AND**
3. Have not earned more than 100 degree-applicable units at Cypress **AND** Fullerton.
  - Not having met these three requirements will result in a later registration appointment
  - Basic Skills (Math/English/ESL) are excluded from the 100 degree-applicable units.

## APPEALING the LOSS of PRIORITY STATUS

This petition is a formal request for an exemption to Registration Enrollment procedures/Title 5 Ed Code 58108. A student may appeal the loss of priority enrollment due to extenuating circumstances. Extenuating circumstances are verifiable cases of illness, accident or other conditions beyond the student's control. As prescribed by FERPA (Family Educational Rights and Privacy Act), all information submitted in this petition will remain strictly confidential. All petitions will be reviewed by the Registrar, and a notification will be sent within 7 business days upon receipt.

I declare under penalty of perjury that all information on this form is true and correct.

---

Student Signature

---

Date