



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

SMCCCD

LOSS OF PRIORITY REGISTRATION AND/OR BOG FEE WAIVER

Admissions
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
Fax: (650) 306-3113

Admissions
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
Fax: (650) 574-6506

Admissions
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
Fax: (650) 738-4200

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOG fee waiver per regulations

Student Information

Student's ID# G: _____

Last Name _____ First Name _____ Middle _____

Mailing Address: _____

Phone Number: _____ Email: _____

Semester (please check the appropriate semester): Spring Summer Fall Year: _____

- A typed narrative of your situation with supporting document AND an approved Student Educational Plan (2 primary semesters) must be included with this appeal form.

Enrollment Priority Appeal Reasons: (check one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control of the student. (Examples of documentation are a doctor's note, accident report, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner. (Please provide an explanation in your attached narrative)

Loss of BOG Fee Waiver: (check one)

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. (Examples of documentation are doctor's note, accident report, loss of job, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline but did not receive an accommodation in a timely manner. (Please provide an explanation in your attached narrative)
- I was unable to obtain essential support services. (Please provide an explanation in your attached narrative)
- I would like to be granted special consideration as I am a student in one of these programs below (check all that apply): (Please attach the Program Verification Document for each program checked signed by the program certifying official)
 - CalWORKs EOPS DSPS/DRC Veterans
- I have not enrolled at SMCCCD for two consecutive semesters (fall/spring) since I became ineligible for my BOG Fee waiver.

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal from is void should I fail to make academic progress.

Student Signature _____ Date _____

OFFICE USE ONLY

Committee Review Date: _____

Committee Recommendation: Approved _____ Denied _____ Semester GPA _____ Cumulative GPA _____

Support Services/Follow up Recommended: _____

Loss of Enrollment Priority and/or BOG Fee Waiver Appeal Processing Instructions

LOSS OF PRIORITY REGISTRATION:

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will impact your assigned registration date for future semesters. A second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of continuing student priority registration. This will also apply to any student over 100-unit limit (excluding non-degree applicable and ESL courses). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to meet your educational goal.

LOSS OF BOARD OF GOVERNORS FEE WAIVER (BOG):

Please be aware a student that continues on a second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of the BOG Fee Waiver.

1. Complete the student information part of this appeal form and a typed narrative of your situation. (If you are Foster Youth you are exempt from this process. Please contact the Admissions and Records Office.) When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need an approved Student Educational Plan (2 primary semesters).
2. Bring this form with you to your appointment with your typed narrative and supporting documentation. If you are a CalWORKs, EOPS, DSPS/DRC, or Veteran student you **must** meet with the appropriate program Counselor.
3. If you are requesting an appeal for Academic/Progress probation due to Extenuating Circumstances such as verified illness, accident or circumstances beyond your control, or documented changes in your economic situation have your supporting documentation ready. (Supporting documentation are doctor's notes, accident report, loss of job, etc.)
4. Submit the completed Appeal form to Admissions & Records with all of the supporting documentation that is indicated on the form based on your appeal reason. Appeal Form, typed narrative, Student Education Plan (2 primary semesters), and supporting documentation. Any missing information will result in your Priority Registration/BOG Fee Waiver Appeal form being rejected.

**PROGRAM VERIFICATION DOCUMENTATION FOR
LOSS OF BOG FEE WAIVER AND LOSS OF PRIORITY REGISTRATION FORM**

STUDENT NAME: _____ STUDENT ID: _____

SEMESTER/YR: _____

This is to verify that _____ is an active participant in the program list below and they are in good program standing (Check the appropriate program):

- CalWORKs
- DSPS/DRC
- EOPS
- Veterans

I recommend the student noted above be granted special consideration for his/her appeal of the Loss of the BOGW Fee Waiver and Loss of Priority Registration for the following reason:

Justification:

Program Director/Coordinator **OR**
Program Counselor Signature

Date

*Please attach this program verification document to your Loss of Enrollment Priority
and/or Loss of BOGW Fee Waiver Appeal form.*