Hi Sarah,

Thank you so much for giving me some time at the Academic Senate Retreat today.  I wanted to make sure to give you my registration update in writing, please feel free to provide this to your Academic Senators.  These registration rules are designed to ensure students are eligible to enroll in a class, before allowing the student in that class.  I have already heard some feedback from some faculty that their students cannot register in their classes.  I would like to clarify that because a student cannot register in a class, does not necessarily mean the registration system is not working properly.  In these instances listed below, the registration rules will determine whether the student is eligible, before allowing students to register in the class:

The most common registration eligibility rules are:

* Student has no **active** program, must complete a new application.
* Registration Hold on PERC screen (Cashiers, Student Discipline, Materials fees, etc.)
* Class section built as **non-repeatable**, student has already taken and passed the class.
* Class section built as **repeatable**, student has taken the class maximum number of times already or has exhausted enrollment repeats.
* Already enrolled in same course in another section.
* Student does not meet the Pre-requisite/Co-requisite.
* Student has graduated from current academic program and no other program is listed.
* Course start date is prior to start of term
* New student with no registration date (this happens prior to open registration period)
* CAP student who does not have a signed CAP form loaded on file in Admissions.

Again, this is not an exhaustive list of registration rules, but they are the most common registration rule that are designed to determine student eligibility to register for a class.  I recognize the registration system is not perfect and If you have an example of a student who cannot register and is not part of the above registration rules, I will be happy to conduct a full registration audit for you, but PLEASE help me narrow down my troubleshooting by **including student name, ID#, section number, any screenshot of error message, etc**.  If you only give me a student name, for example “Maria Garcia” and we have multiple students named Maria Garcia, without more I will have to look in to all accounts to troubleshoot, which is impracticable.  If you have any questions or if you would like to discuss this, please feel free to contact me directly.

Thank you,

*Mark C. Liang, J.D.*

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