



March 24, 2025

Memo on updating Palo Verde College registration, enrollment and application processes for fall 2025 incarcerated students

Effective today, we will adopt new processes for registering, enrolling and processing applications for incarcerated students for the fall 2025 academic term.

1. **Holding registration forms:** Currently, we are working on developing best practices for scheduling in-person courses at Ironwood State Prison and Canvas-based courses at other CDCR partners' sites. We will offer these modalities for fall 2025, but we will not be scheduling and registering students until April. **Given this, rather than returning completed registration forms to incarcerated students after Admissions and Records (A&R) has registered them for paper correspondence courses, we will hold them.** A&R will register students and establish internal waitlists to track demands. Once we have formalized the process for scheduling the in-person classes at ISP and the Canvas courses for other sites, we will review all registrations and move students accordingly. If seats open in the paper correspondence sections, we will use the waitlists to fill those sections. After this process is completed, we will send registration notices to the incarcerated students. We hope this will reduce confusion for the students.
2. **Overload petitions:** A&R and Counseling should no longer automatically approve overload petitions for incarcerated students. Currently, students must petition if they would like to register for 19 units. Moving forward, we will lower this to 18 units for fall and summer terms. We will establish a limit for summer term. Students who wish to take more will have to complete a revised petition that will need information and signatures from their PSCE's and Counselor. We will hold all petitions until after all other registrations for incarcerated students have been completed. As soon as we identify an overload request, this will be shared with Counseling. The Counselor

will review to determine which classes up to 18 are best for the students. Students can be granted overload if there are available seats.

3. **New student application processing:** A&R will no longer accept incomplete applications for new students, nor will they process applications along with registration materials. If any area of the application is blank, it will be returned to the student for them to complete, this includes the sections about residency, program of study, etc. Additionally, to allow students to receive counseling and to be placed on an appropriate educational plan, new student applications will not be processed with registration cards. Once a new student application is processed, the appropriate counselor and advisor will be notified. Counseling will then work with the student to develop an educational plan. Once there is an educational plan in place, the student may register for courses during the new registration cycle. This will reduce the likelihood of students taking courses that do not fit into their educational plan.

All new processes will be reflected in the 2025-26 Catalog which applies to the Fall 2025 academic term.