



COMMITTEE ON INSTRUCTION AND CURRICULUM

14-15 CIC 42
May 21, 2015

TO: The Academic Senate

FROM: The Committee on Instruction and Curriculum (CIC)

SUBJECT: 14-15 CIC 42: Priority Registration and Registration

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Senate approve the changes to the Registration Order Policy, effective upon the President's approval

BACKGROUND INFORMATION:

In 2014, the state passed a law (AB 386) that demands that entirely online courses (that is, courses without any in-person meetings) be open to registration to all students CSU-wide. The Chancellor's Office is permitting calendar alignment, meaning that only quarter-system students may enroll in quarter campus offerings. The Committee on Instruction and Curriculum was concerned that students from other campuses, if permitted the same registration priority as CSUEB students, might take slots intended for local students, particularly since prerequisites are not clearly enforceable. At its meeting on April 6, CIC indicated that AB 386 students would be permitted to enroll during Open University periods. Late in May, the Committee Chair was informed by the Registrar that the system-wide practice, if not rule, is to allow AB 386 students to enroll prior to the beginning of the term. For the sake of specificity, CIC recommends expressly adding AB 386 to the registration order policy, as **noted in red** in the attached recommended policy.

The suggested changes in policy were approved by a majority CIC email vote on May 21, 2015.



Registration Policy

History:

11-12 CIC 3

11-12 CIC 6, May 21, 2012; Senate approved 6/5/15; President approved 9/14/12

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Priority Registration and Registration Order priorities remain the purview of the Academic Senate. Changes to this policy, even changes mandated by law or executive order, must be formally approved and codified through faculty governance in a timely manner.

Groups that are currently mandated to receive Priority Registration (PR) due to policies outside of CSUEB (students with disabilities as determined by Accessibility Services, veterans, and foster youth) will receive PR, but will not be included in the calculation of percentage of students receiving PR.

Priority registration for other groups has a cap of 3% of student enrollment (by headcount) of the most recent Fall quarter. The Senate Chair will be notified when the total approaches or exceeds that cap of 3% of headcount in any quarter.

Early Registration (ER) will be provided as an incentive for students in the University Honors Program, Orientation Team members and EOP Peer Mentor students, AFTER registration by graduating seniors and graduating graduate students.

It shall be the responsibility of the University Registrar to administer the CSUEB program of Priority Registration and Early Registration subject to this policy. In the event that more eligible requests are received than can be accommodated under this policy, the University Registrar may apportion the allocations appropriately and notify the Senate Chair as noted. The University Registrar shall prepare a brief annual report to the Academic Senate summarizing the categories and numbers of students accorded the privilege of Priority Registration and Early Registration during the preceding year and, where appropriate, may recommend changes to this policy.

Upon approval by the Senate **and ratification by the President**, the order of registration will be:

1. Priority Registration without cap:

- Students with disabilities who have demonstrable need as identified by Accessibility Services
- Foster youths and former foster youths, including Renaissance Scholars, as defined by law. (Education Code Section 66025.9 requires the CSU to grant priority for registration for enrollment for any foster youth or former foster youth.)
- Veterans of the US Armed Forces who are registered with the Veterans Affairs Coordinator. (Education Code Section 66025.8 requires the CSU to grant priority

for registration for enrollment for any member or former member of the Armed Forces for any academic term within two years of leaving active duty.)

2. Priority Registration subject to a headcount cap of 3% of student enrollment per quarter. PEMSA will notify the Senate Chair if the 2% cap is exceeded.

- Student athletes on an NCAA squad list, excluding Freshmen, identified by the Director of Athletics.
- CSUEB Freshman Peer Mentors, identified by the Peer Mentor Director.

3. Graduating Students

- Undergraduate students who have filed a candidacy for degree and have completed 150 or more units; and
- Master's and doctoral students who have filed a candidacy for degree and/or have been advanced to candidacy by the faculty of the graduate program.

4. Early Registration subject to a headcount cap of 2% of total student enrollment per quarter. PEMSA will notify the Senate Chair if the 2% cap is exceeded.

- All students in good standing in the University Honors Program, excluding freshmen.
- Orientation Team students who are full participants in orientation sessions with freshmen and transfer students, and other responsibilities as required of the orientation team, and only for the quarter in which they work (or the quarter following the work, if the work is performed after their normal registration period).
- EOP Peer Mentor students only for the quarter in which they work (or the quarter following the work, if the work is performed after their normal registration period).

5. Freshmen

6. Post Baccalaureate Credential Students; Graduate Students in doctoral programs; and Conditionally Classified/Classified Graduate Students in master's programs.

5. Seniors

6. Juniors

7. Sophomores

8. Second Baccalaureate, Post Baccalaureate Certificate Program, and Unclassified Post Baccalaureate Students

9. **AB 386 Students (online students from other CSU Campuses)**

Registration Blocks

1. Students may not enroll in two different classes in the same time period
2. Students may not enroll in two or more sections of the same class
3. Nothing in these policies should preclude a student from being placed on waiting lists, technology permitting.