TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 7: Registration Order
PURPOSE: Approval of the Senate
ACTION REQUESTED: That the Senate approve the updated policy on registration order, upon the signature of the President, effective academic year 2018-19

BACKGROUND INFORMATION:
By 15-16 ASCD 10, CIC was asked to update numerous policies for the semester Catalog. At its meeting on October 3, 2016, the Committee voted unanimously to recommend changing the word “quarter” to “semester” throughout the policy. References to PEMSA were changed to “Registrar” and some typos involving numbers were corrected. This policy updates 14-15 CIC 42.
PROPOSED POLICY: Registration Policy

History:
11-12 CIC 3
11-12 CIC 6, May 21, 2012; Senate approved 6/5/12; President approved 9/14/12
14-15 CIC 42: Senate approved 6/2/15; President approved 7/2/15
16-17 CIC 7

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 semester. The Senate Chair will be notified when the total approaches or exceeds that cap of 3% of headcount in any quarter semester.

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 Registration Policy 2 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 semester. **PEMSA The Registrar** 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 100 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 semester. **PEMSA The Registrar** 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 semester in which they work (or the quarter semester following the work, if the work is performed after their normal registration period).
   - EOP Peer Mentor students only for the quarter semester in which they work (or the quarter semester 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.

57. **Seniors**

68. **Juniors**

79. **Sophomores**

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

911. **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.