DATE: May 21, 2012

TO: The Academic Senate

FROM: The Committee on Instruction and Curriculum

SUBJECT: 11-12 CIC 6 revised: Proposed Revision to CSUEB Registration Policy

PURPOSE: Action by the Senate

ACTION REQUESTED: That the Academic Senate approve revisions to the CSUEB Registration Policy, to be effective immediately after signature by the President

Background: On January 26, 2010 the Academic Senate approved the CSUEB Registration Policy, which states that even in cases where changes are mandated by law, the policy revisions must be formally approved and codified through faculty governance.

On October 4, 2011 the Governor of California signed Assembly Bill No. 194 which requires that between now and January 1, 2017, priority registration be granted to foster youth or former foster youth, as defined in the bill.

On October 26, 2011 the California State University issued Coded Memo AA-2011-20, notifying campus provosts of this requirement.

The current CSUEB policy has a headcount cap of 5% of student enrollment. However, the Executive Committee was notified at its meeting on November 15, 2011, that priority registrants exceeded that cap by approximately 50 students. The inclusion of foster youth in the category could increase the number of priority registrants even higher, so this committee was asked to address both the inclusion of foster youth in the CSUEB Registration Policy, along with any other changes that might be needed to ensure that the registration policy is actually enforceable.

After extensive discussion at the CIC meeting on February 20, 2012, CIC members determined that students whose priority registration is mandated by law, including students with disabilities (as determined by Accessibility Services), veterans and former foster youth, should not be included in a 5% headcount cap as their numbers are outside the control of CSUEB. Further, CIC recommends that only students for whom priority registration is necessary to allow registration in a select group of classes that do not conflict with their participation in University Athletics or Freshman Peer Mentor activities should be given priority registration. The inclusion of these students in priority registration will be subject to a headcount cap of 3% of total student enrollment per quarter. If 3% is exceeded, the Senate Chair will be notified by PEMSA.
The remaining student groups considered by CIC, namely students active in the University Honors Program, Orientation team, and EOP Peer Mentors programs, will receive a new category of Early Registration. This Early Registration will occur after registration by Graduating Seniors and Graduating Graduate Students in the registration order. Further, Early Registration numbers will be subject to a headcount cap of 2% of total student enrollment per quarter. If 2% is exceeded, the Senate Chair will be notified by PEMSA.

Proposed Substitute Policy (11-12 CIC 6):

The CIC proposes revising the policy for *Priority Registration – updated February 20, 2012*:

A. 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, foster youth) be removed from the current 5% PR CSUEB cap calculation. These groups will continue to receive PR.

B. A separate 3% cap for other total PR, including athletes and freshman peer mentors for whom priority registration is considered a necessity. If this cap is exceeded, PEMSA will notify the Academic Senate Chair.

C. Provide the additional incentive of *Early Registration (ER)* for University Honors Program, Orientation team, and EOP Peer Mentor students, AFTER registration by graduating seniors and graduating graduate students.

D. PEMSA will notify the Academic Senate chair if the number of Early Registration students exceed 2% of total registering students.