



COMMITTEE ON INSTRUCTION AND CURRICULUM

17-18 CIC 28
Monday, January 08, 2018

TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 17-18 CIC 28: Registration Order
PURPOSE: Information to the Senate
ACTION REQUESTED: That the Senate accept as information the updated policy on registration order, upon the signature of the President, effective academic year 2018-19

BACKGROUND INFORMATION:

The registration policy, last fully restated in [16-17 CIC 07](#), has been modified by [16-17 CIC 31](#), [16-17 CIC 56](#), [16-17 CIC 67](#), [16-17 CIC 118](#), and [17-18 CIC 06](#). The University Registrar reported to CIC that she is frequently required to forward all of these different policy documents in response to student requests. She requested that all prior policies be consolidated into one document. This document encompasses and supersedes [16-17 CIC 07](#), [16-17 CIC 31](#), [16-17 CIC 56](#), [16-17 CIC 67](#), [16-17 CIC 118](#), and [17-18 CIC 06](#).

CIC reviewed and approved this document on 1/8/18.

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

16-17 CIC 31

16-17 CIC 67

16-17 CIC 118

17-18 CIC 6

17-18 CIC 28

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

- Homeless students, as determined by criteria set forward by the Board of Trustees or their designees.
- Students who have matriculated, have been deemed eligible for the California Promise Program, and have signed the Cal State East Bay California Promise Pledge.

2. Priority Registration subject to a headcount cap of 3% of student enrollment per semester. The Registrar will notify the Senate Chair if the 3% 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.
 - Supplemental Instructors and Writing Associates, identified by the Director of SCAA (not to exceed 100).
 - Board Members of Associated Students, Incorporated, identified by the appropriate representative of ASI (not to exceed 15).
3. Graduating Students
 - Undergraduate students who have filed a candidacy for degree by the priority filing deadline and have completed 100 or more semester 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 semester. 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 semester in which they work (or the semester following the work, if the work is performed after their normal registration period).
 - EOP Peer Mentor students only for the semester in which they work (or the semester following the work, if the work is performed after their normal registration period).
 - Pioneers for Change students (limited to 30 annually).
5. Freshmen
6. Post Baccalaureate Credential Students; Graduate Students in doctoral programs; and Conditionally Classified/Classified Graduate Students in master's programs.
7. Seniors
8. Juniors

9. Sophomores

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

11. 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.