TO: The Academic Senate

FROM: Committee on Instruction and Curriculum

SUBJECT: Priority Registration and Registration Order

PURPOSE: For Action by the Senate

ACTION REQUESTED: That the Senate approve the changes to the Priority Registration Policy in order to conform to AB 194

BACKGROUND INFORMATION: On January 26, 2010, the Academic Senate changes to the Registration Policy. Since that time, Assembly Bill No. 194 regarding priority registration for foster youth and former foster youth was passed, adding Section 66025.9 to the Education Code. The Chancellor’s Office has issued AA-2011-20, requiring implementation of the bill, to provide priority enrollment to current and former foster youths.

CSUEB currently provides priority registration to Renaissance Scholars, which currently has approximately 50 students enrolled. This program is not mandatory, so does not include all foster youths and former foster youths, but has seen increased enrollment in the recent past. The change to Section 1 (C) below would extend priority registration to include all current and former foster youths, as defined by AB 194.
REGISTRATION POLICY

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.

Priority registration has a cap of 5% 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 5% of headcount in any quarter.

It shall be the responsibility of the University Registrar to administer the CSUEB program of Priority 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 during the preceding year and, where appropriate, may recommend changes to this policy.

Upon approval by the Senate, the order of registration will be:

1. **Priority Registration.** All subcategories have equal priority. Priority registration is determined on a quarter-by-quarter basis.
   - A Students with disabilities, who are identified by the Director of the Student Disability Resource Center as “students with demonstrable need.”
   - B Student athletes on an NCAA squad list, excluding Freshmen, identified by the Director of Athletics.
   - C 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.) If this number exceeds 50 the Senate Chair will be notified in writing.
   - D 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.) If this number exceeds 200 the Senate Chair will be notified in writing.
   - E All students in good standing in the University Honors Program, excluding Freshmen.
   - F EOP students who volunteer to work in the EOP orientation sessions and other assigned responsibilities, 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). The number of students in this category is 10 on average. These names are submitted to PEM by the Director of EOP. If the number exceeds 15, the Senate Chair will be notified in writing.
   - G East Bay orientation team students who are full participants in orientation sessions with frosh 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). The number of students in this category is 40 on average. These names are submitted to PEM by the Director of Student Life & Leadership (SLLP). If the number exceeds 50, the Senate Chair will be notified in writing.

2. Graduating Seniors – undergraduate students who have filed a candidacy for degree and have completed 150 or more units; and

Graduating Graduate Students – masters and doctoral students who have filed a candidacy for degree and/or have been advanced to candidacy by the faculty of the graduate program.

3. Freshmen

4. Post Baccalaureate Credential Students; Graduate Students in doctoral programs; and Conditionally Classified/Classified Graduate Students in masters programs.

5. Seniors

6. Juniors

7. Sophomores


**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.