CALIFORNIA STATE UNIVERSITY, EAST BAY

DESIGNATION CODE: 08-09   BEC 7
DATE SUBMITTED: April 7, 2009

TO: The Academic Senate

FROM: The Executive Committee of the Academic Senate

SUBJECT: Priority Registration & Registration Order

PURPOSE   Action by the Senate

ACTION
REQUESTED: That the Academic Senate Approve 08-09 CIC 22, Priority Registration, as
              amended by this document, with the modifications highlighted below

BACKGROUND
INFORMATION: At its meeting on March 10th, the Executive Committee reviewed and discussed 08-09 CIC 22, which responds to a referral to the committee to review the current practices for Priority Registration and Registration Order, and to provide the information on one document, so that the information is easily accessible. CIC did not propose to change the status quo, but did clarify some important issues. Several items came to light during the ExCom discussion that the committee felt needed to be addressed. ExCom asked that a draft BEC be provided for the meeting on April 7th and the approval of 08-09 CIC 22 for the Senate agenda was postponed to that meeting. The proposed Executive Committee changes are highlighted.

The category of "registration worker" is an antiquated category left over from the days when registration was done in the gym with people sitting at tables. This is no longer done, so this category is eliminated. As this category has been used by Student Affairs to compensate their orientation workers, two new categories were added to clarify and adequately reflect these workers. Although in the past the students receiving priority reg were required to be "otherwise uncompensated" (98-99 CIC 10), the VP of Student Affairs noted to ExCom that orientation workers now receive $100- for their services, which is very little considering the number of hours that they work and the essential service that they provide. Dr Redmond added that she was unsure that she could obtain the number of workers that were needed without the added incentive of priority registration.

In response to ExCom questions about Vets, it was noted by PEM that the impact to priority registration at this time is 50 students who are within the requirement of the 2 year discharge period (vs 200 at this time who are currently receiving priority registration as vets without limit to when they served in the military).

It was the opinion of ExCom that our first priority should be to our degree program students. In addition, the Chancellor's Office has indicated that students seeking a Second Baccalaureate are a lower admission priority than students seeking a first Baccalaureate or graduate degree. It was for that reason that Second Baccalaureate, Post Baccalaureate Certificate Program, and Unclassified Post Baccalaureate Students were placed as #8 in registration order.

At its meeting on April 7th ExCom voted to place on the Senate agenda both 08-09 CIC 22 and this finalized BEC, which proposes modifications to the current policy.

REGISTRATION POLICY

Priority Registration and Registration Order priorities remain the purview of the Academic Senate. Changes to this policy in priorities, 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 current cap of 500 students, approved by President Rees in 1996, which was about 4% of student enrollment (head count) at the time it was recommended. The Senate Chair will be notified when the total approaches or exceeds that cap of 500 students 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. (95-96 BEC 8)

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 **(only in the term(s) of their sports season),** approximately 140 per term, identified by the Director of Athletics

    c. Registration workers who perform ten hours **per quarter** of uncompensated service related to registration. Students are named by the academic departments and student affairs units. On average, 10 students are named by academic departments and 30 students are named by student affairs units involved in new student orientation and EOP. *(this category is removed and 2 new categories are added below (f & g), which have more accurate descriptions)*

    C Renaissance Scholars. Approximately 28 per term, who are named by the Coordinator of the Renaissance Scholars Program.

    D Veterans of the US Armed Forces who are registered with the Veterans Affairs Coordinator[*] (This is in accord with Education Code Section 66025.8, which 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.) CSUEB grants priority to veterans who are registered with our Veterans Affairs Coordinator without regard to the limitation on date 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

    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

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[*] Note: All but 2 of the CSU campuses have extended this benefit to all veterans, as it is labor-intensive to do otherwise. At this time the total at CSUEB is 180.

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; and Graduate Students in ~~students in credential programs,~~ doctoral programs;, and Conditionally Classified/Classified Graduate Students in masters programs.

5   Seniors, ~~Second Baccalaureate and Unclassified Post Baccalaureate Students~~

6   Juniors

7   Sophomores

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

Registration Blocks

As approved in 94-95 CIC 3:
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.