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 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.)
   - Homeless students, as determined by criteria set forward by the Board of Trustees or their designees.

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 and have completed 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 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.

APENDIX A

California Promise at Cal State East Bay

The California Promise is a program established through California Senate Bill 412 to facilitate graduation for transfer students who have completed an Associate Degree for Transfer. The California Promise program is open to California residents for purposes of in-state tuition eligibility.

Eligibility

Beginning Fall Semester, 2018, students eligible to join the California Promise Program must be:

- incoming transfers with an Associate Degree for Transfer relevant to their admitted major, and
- participants must be California residents for purposes of in-state tuition eligibility.

Program Requirements

Once enrolled in the California Promise program, students must sign a pledge which states they will satisfy the requirements for continued enrollment in the Program.

- Successfully complete 30 units towards the degree every academic year (including Winter and/or Summer Sessions).
- Complete the degree program within two years for transfer students, beginning with the first term of enrollment.
- Maintain good academic standing, including a CSUEB GPA of 2.0 or above.
- Complete all required courses on the first attempt with the minimum grade requirements for the major
• Complete a California Promise advising workshop and associated workshop requirements
• Remain in the admitted major. (Students who change majors must receive approval from the California Promise advisor in the college of the new major, verifying that the change of major will allow the student to graduate in two years from their first term of enrollment as a transfer student.)
• Register for classes during the assigned California Promise priority registration window (within the first 24 hours of the registration appointment) and pay fees by the required deadlines.

Benefits of participating in the California Promise Program
• Advising specific to graduating in two years.
• Early registration time
• On-time completion of the degree can save the student money.

Applying to Cal State East Bay’s California Promise Program
Messages will be sent to the student’s MyCSUEB account in May. Eligible incoming students (California residents admitted as a transfer with a verified Associate Degree for Transfer degree relevant to their admitted major) will receive a message in their MyCSUEB account after the Intent to Enroll deadline, sometime in the month of May. This will contain a link to submit the application to the California Promise program. Submission of application does not guarantee admission to the program. Applicants must have earned the Associate Degree for Transfer degree no later than at the time of admission.

Questions
For questions not addressed here, please contact the California Promise Advisor at californiapromise@csueastbay.edu