



MEMORANDUM
Office of the President

February 10, 2012

TO: Michael K. Mahoney
Chair, Academic Senate

FROM: Leroy M. Morishita
President

A handwritten signature in black ink that reads "Leroy M. Morishita".

SUBJECT: Academic Senate Action Items

The following action item passed by the Academic Senate on February 7, 2012 is approved:

Senate #	Action Items
11-12 CIC 4	Priority Registration and Registration Order

cc: James Houpis, Provost and Vice President, Academic Affairs
Linda Dalton, Vice President, Planning, Enrollment Management and Student Affairs

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

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.