CALIFORNIA STATE UNIVERSITY, EAST BAY

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 policy below for order of registration.

BACKGROUND INFORMATION: A referral was sent to CIC by the Senate Chair asking that CIC meet with representatives of Planning & Enrollment Management (PEM) in order to discuss Priority Registration and Registration Order, as there seems to be a disconnect between Senate Policy and PEM implementation. Recently of note, PEM changed the order of registration priority in January, 2008 to be in compliance with the Executive Order contained in coded memo AA-2008-03. This order mandated that Veterans of the US Armed Forces receive priority registration privileges. Registration order is the purview of the Academic Senate, so this implementation should have come via a Senate change of policy to comply with the executive order, rather than PEM complying independent of Senate action. The Executive Committee of the Academic Senate has received assurances in the past from administration (most recently on January 9, 2007 when PEM implemented the Renaissance Scholars priority registration without the consent of the Senate) that “future requests for priority registration would be properly reviewed by the Academic Senate for approval.” The last change in registration order made by the Senate was in document 03-04 CIC 4.

In order to have policy reflect current implementation, this document formally adds Renaissance Scholars and US Armed Forces Veterans to the list of priority registration groups. It also formally changes priority 4 to read “advanced to candidacy” rather than a unit requirement, as the number of units vary by program (and sometimes within programs). The policy noted here does not change the registration order that was approved by the Senate in 03-04 CIC 4.

CIC discussed this document at its February 16th meeting and approved it by a vote of 8-0-0. It was approved at the meeting on March 2, 2009 to include revisions found after the Feb 16th meeting.
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 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. 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 (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
   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

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.

Rev: 06/09

* 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.