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.

BACKGROUND INFORMATION: On October 30, 2009, the Academic Senate Chair was notified by PEMSA that the numbers of students eligible for Priority Registration in Winter 2010 exceeded the cap of 500 by a large margin, 765. The largest percentage increases occurred in the categories of Athletics and the Honors Program.

As a result of this notification, CIC was charged with revisiting the Priority Registration policy. CIC recommends the following changes to our current Priority Registration policy, superseding 2008-09 CIC 22 and 08-09 BEC 7:

1) Regarding the priority registration cap of 500 students, CIC members questioned the wisdom of asserting a raw number that is supposed to be reflective of a percentage. The prior registration cap policy stated, “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.” CIC recommends dropping the raw number cap of 500, and increasing the cap of priority registration students to 5% of headcount. Deliberations by CIC members resulted in a recommendation to increase the percentage of headcount as a recognition that our campus and student profile has changed since 1996, with greater numbers of students with disabilities, veterans, and a greater commitment to student athletes with the move to Division II. The Senate Chair should continue to be notified when the priority cap is exceeded so that the Academic Senate can monitor this policy.

2) CIC recommends that Freshman be excluded from the categories of Athletics and Honors students eligible for Priority Registration, for two reasons: a) this would keep the numbers of students allowed priority registration close to the 5% of headcount (measured at Fall 2009), and b) Freshman are generally not in competition for the same classes as student of higher rank, due to the Freshman clusters, and have multiple opportunities to secure required courses. CIC members also noted that Freshman students have special registration help and advising through the Office of General Education and the FYE Program.

3) CIC also recommends that the Academic Senate Chair continue to monitor compliance with this policy by the various program directors responsible for identifying students qualifying for priority registration.
The following suggested changes in policy were unanimously approved by CIC on January 4, 2010:

**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.

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 Freshman, (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, **excluding Freshman**

* 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.
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.