

7 **Policy Recommendation**  
8 **Registration Priority**  
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10 Legislative History: Rescinds F14-1, Amends Section 2 of S73-4  
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12 Whereas, Senate Bill 412 prompted review of the student registration  
13 categories defined in F14-1 to accommodate California Promise;  
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16 Whereas, It is the intention that priority registration also be reserved for  
17 students whose extracurricular duties, as defined below, could  
18 interfere with their enrollment opportunities; and  
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20 Whereas, It is the intention to clarify approval and oversight of student  
21 organizations receiving priority registration, in part due to S17-4  
22 which redefines the Student Success Committee's membership and  
23 charge; therefore be it  
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25 Resolved:

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27 **1.0 Scheduling of Registration**  
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29 Students shall be allowed to register in the following order:

- 30 • Group 1: Specific Priority Categories (see 2.0 below)
- 31 • Group 2a: Graduating seniors (bachelors-level students who have a  
32 graduation application on file with an anticipated graduation date for the  
33 current or next semester) in the California Promise program
- 34 • Group 2b: Remaining graduating students (bachelors- and graduate-level  
35 students who have a graduation application on file with an anticipated  
36 graduation date for the current or next semester)
- 37 • Group 3: Graduate students
- 38 • Group 4a: Seniors in the California Promise program
- 39 • Group 4b: Remaining seniors
- 40 • Group 5: Second baccalaureate students
- 41 • Group 6a: Juniors in the California Promise program
- 42 • Group 6b: Remaining juniors
- 43 • Group 7a: Sophomores and continuing freshman in the California Promise  
44 program
- 45 • Group 7b: Remaining sophomores and continuing freshman  
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47 Students in Groups 2-7 will register on the basis of rotating alphabetical cycles  
48 within each group.

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50 Note: First-time freshman registration is based on orientation. Incoming-transfer  
51 students have a registration date dependent on when they matriculate and/or  
52 attend orientation.

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## 54 **2.0 Categories of Group 1: Specific Priority Students**

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2.1 Category A includes:

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- Students who are required by external agencies such as the National Collegiate Athletic Association (NCAA), or by law, to receive priority. This excludes students covered by the California Promise program unless they also fall under another group with required priority registration. Priority registration for students in the California Promise program is addressed in the regular registration scheduling as outlined in Section 1.0.

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- Students whose contributions through university sanctioned activities are recognized as being so extensive that their enrollment opportunities may be compromised due to schedules mandated by the sponsoring organization. These activities must meet the following criteria:

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- The sponsoring organization is acknowledged as significantly promoting the mission of the University;
- The activity has a regularly scheduled class, event, or practice offered only at specific times that conflict with prime time classes that are offered and cannot be moved outside of prime time;
- Participation at every class, event, or practice is mandatory; mandatory meetings must be set prior to the first day of the semester.
- The sponsoring organization must apply for priority registration, establish a minimum GPA and process-to-degree criteria, and monitor students' progress each semester.

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2.1.1 Some groups in this category do not require regular review due to the nature of the organization. A review may be requested if/when circumstances change. Organizations in this category that do not require regular review/renewal include:

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- Accessible Education Center (AEC) students
- AEC note takers
- Associated Students Board of Directors
- Student Fairness Committee
- NCAA Athletics

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- 93 • Guardian Scholars
- 94 • Reciprocal Exchange students
- 95 • Veterans (as per Cal. Educ. Code §66025.8)
- 96 • Students serving on Academic Senate committees that
- 97 require student participation in order to perform essential
- 98 functions
- 99 • Students who are part of any group that has a contractual
- 100 agreement with SJSU to provide a full course load
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## 102 2.2 Category B includes:

103 Students enrolled in an integrated package of courses that meets all of

104 the following criteria:

- 105 • Covers at least four areas of the General Education Program
- 106 • Involves being part of a cohort group of students from multiple
- 107 colleges
- 108 • Requires enrollment together in a specified course sequence
- 109 over multiple semesters.

110 Priority registration will be granted to students in this category beginning

111 with the second semester of enrollment.

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## 114 3.0 Approval and Management of Priority Registration for Student

### 115 Organizations

116 3.1 The Office for Student and Faculty Success (SFS) will review and

117 approve applications from student organizations seeking priority

118 registration. Approval will typically be granted for five years. The Office

119 for Student and Faculty Success will be required to provide justification

120 for denial or for approval of shorter terms.

121 3.2 The Office for Student and Faculty Success and the Registrar's Office

122 will maintain records of student organizations with priority registration,

123 including:

- 124 • Contact information for the faculty/staff member responsible for
- 125 overseeing the organization's roster and student progress
- 126 • Approved estimated number of students receiving priority
- 127 registration for each group
- 128 • Historical data on the number of students who actually received
- 129 priority registration through the organization each semester

130 3.3 All student organization coordinators who apply for priority registration

131 are responsible for:

- 132 • Maintaining an accurate roster of students eligible for priority
- 133 registration and providing names and SJSU ID numbers to the
- 134 Registrar by the required deadline for granting priority registration.
- 135 • Reporting changes in the organization duties/mission that may
- 136 affect eligibility for priority registration and/or the number of
- 137 students eligible for priority registration through the organization to
- 138 the Office of Student and Faculty Success.

