

1 **SAN JOSÉ STATE UNIVERSITY**  
2 **Academic Senate**  
3 **Instruction and Student Affairs Committee**  
4 **March 18, 2024**  
5 **First Reading**  
6

**AS 1868**

7 **POLICY RECOMMENDATION**  
8 **Amendment B to University Policy F17-4, Priority Registration**

9 **Amends: F17-4**

10  
11 **Whereas,** California Education Code §66025.9 was updated to include Homeless  
12 and Former Homeless Youth as a population to be granted priority  
13 registration; and  
14

15 **Whereas,** The previous policy was unclear that all members or former members of  
16 the US armed forces and state reserves, not just those affiliated with the  
17 Veterans Resource Center, are to be granted priority registration (Cal.  
18 Educ. Code §66025.8); and

19 **Whereas,** Further clarification of the criteria used by Undergraduate Education to  
20 approve eligible student groups/organizations is needed; be it therefore

21 **Resolved:** That F17-4 be amended to accommodate homeless/former homeless  
22 youth within the priority registration structure; and be it further

23 **Resolved:** That the process by which registered student organizations or other  
24 university-recognized sponsoring organizations apply for and receive  
25 approval for priority registration be clarified as noted below.  
26

27 **Approved:** March 4, 2024

28 **Vote:** 12-0-0

29 **Present:** Ravisha Mathur, Kelly Masegian, Romey Sabalius, Gilles Muller, Soma Sen, Lisa  
30 Giampaolo, Julian Vogel, Estevan Guzman, Diya Doshi, Sarab Multani, Melinda  
31 Jackson (non-voting), Jon Tucker, Samuel Brown

32 **Absent:** Laura Sullivan-Green, Eric Rollerson, Greg Wolcott

33 **Financial Impact:** None anticipated.

34 **Workload Impact:** Additional workload in the Undergraduate Education and Registrar's office in  
35 processing and tracking category registrations.

# University Policy

## Priority Registration

### 1.0 Scheduling of Registration Groups

Students shall be allowed to register in the following order:

- Group 1: Specific Priority Students (see 2.0 below). **Students with priority registration on the first day(s) of registration will be organized by class level.**
- Group 2: Graduating ~~seniors~~ **students** (Undergraduate- and graduate-level students who have a graduation application on file with an anticipated graduation date for the current or next term)
  - Group 2a: Graduating ~~seniors~~ **group 2 students** in the California Promise program
  - Group 2b: Graduating ~~seniors~~ **group 2 students** identified as student parents
  - Group 2c: Remaining graduating students
- Group 3: Graduate students
  - Group 3a: Graduate students identified as student parents
  - Group 3b: Remaining graduate students
- Group 4: Seniors
  - Group 4a: Seniors in the California Promise program
  - Group 4b: Seniors identified as student parents
  - Group 4c: Remaining seniors
- Group 5: Second baccalaureate students
- Group 6: Juniors
  - Group 6a: Juniors in the California Promise program
  - Group 6b: Juniors identified as student parents
  - Group 6c: Remaining juniors
- Group 7: Sophomores and continuing first-year
  - Group 7a: Sophomores and continuing first-year in the California Promise program
  - Group 7b: Sophomores and continuing first-year identified as student parents
  - Group 7c: Remaining sophomores and continuing first-year

Students in Groups 2-7 will register on the basis of rotating alphabetical cycles within each group.

70 Note: First year students' registration is based on orientation. Incoming transfer  
71 students have a registration date dependent on when they matriculate and/or attend  
72 orientation.

## 73 **2.0 Categories of Group 1: Specific Priority Students**

74  
75 Students in Group 1 are those whose participation in an activity or their designation  
76 within a special group poses significant restrictions on their ability to register for  
77 courses.

### 78 2.1 Category A includes:

79 Students who are required by external agencies such as the National  
80 Collegiate Athletic Association (NCAA), or by law, to receive priority.

- 81 • This category excludes students covered by the California Promise  
82 program or who are identified as student parents unless they fall  
83 under another group with required priority registration. Priority  
84 registration for students in the California Promise program or who are  
85 identified as student parents is addressed in the registration  
86 scheduling as outlined in Section 1.0.

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

- 91 • The sponsoring organization is acknowledged as significantly  
92 promoting the mission of the University;
- 93 • The activity has a regularly scheduled class, event, or practice  
94 offered only at specific times that conflict with classes;
- 95 • Participation at every scheduled class, event, or practice is  
96 mandatory; Mandatory meetings must be set prior to the first day of  
97 the semester.

98 The sponsoring organization must initially apply for priority registration via  
99 Undergraduate Education. They must provide a justification for the request,  
100 an estimation of the number of students affected each semester, as well as a  
101 minimum GPA threshold and progress-to-degree criteria for students to  
102 qualify, and monitor students' progress each semester.

103 2.1.1 Groups in Category A do not require regular review due to the nature  
104 of the organization's mission and activities. A review may be

105 requested if/when circumstances change. Organizations in this  
106 category that do not require regular review/renewal include:

- 107 ~~• Accessible Education Center (AEC)~~
- 108 ~~• Note: Students served and note takers are included~~
- 109 ~~• Student Fairness Committee~~
- 110 ~~• NCAA Athletics~~
- 111 ~~• Guardian Scholars~~
- 112 ~~• Campus offices that utilize students in support of student~~
- 113 ~~success, such as peer mentors, orientation leaders, and~~
- 114 ~~student success leaders~~
- 115 ~~• Reciprocal Exchange programs~~
- 116 ~~• Veterans Resource Center (as per Cal. Educ. Code~~
- 117 ~~§66025.8)~~
- 118 ~~• Academic Senate and Senate committees~~
- 119 ~~• Any recognized student organization or other university-~~
- 120 ~~recognized sponsoring organization that has a contractual~~
- 121 ~~agreement with SJSU to provide a full course load.~~

- 122 • Accessible Education Center (AEC)
- 123 • Note: Students served and note takers are included
- 124 • AS Board of Directors
- 125 • Student Fairness Committee
- 126 • NCAA Athletics
- 127 • Foster/Former Foster Youth (including Guardian Scholars) as
- 128 defined in Cal. Educ. Code §66025.9
- 129 • Homeless/Former Homeless Youth as defined in Cal. Educ. Code
- 130 §66025.9
- 131 • Reciprocal Exchange programs (e.g., incoming study abroad)
- 132 • Members or former members of the Armed Forces of the United
- 133 States or State Military Reserve as defined in Cal. Educ. Code
- 134 §66025.8 and verified by the director of the Veterans Resource
- 135 Center as defined in Cal. Educ. Code §66025.8
- 136 • Active Air Force ROTC Members
- 137 • Any recognized student organization or other university-
- 138 recognized sponsoring organization that has a contractual
- 139 agreement with SJSU to provide a full course load.

140 2.2 Category B includes:

141 Students who participate in a recognized student organization or other  
142 university-recognized sponsoring organization whose participation  
143 requires students to attend scheduled activities, but the organization's  
144 inclusion in priority registration must be reviewed and approved per

145 Section 3 below.

146 The organization's university-related activities must meet **all of** the  
147 following criteria:

- 148 • The activities require significant time contributions by the student.
- 149 • The activities are regularly scheduled classes, events, or practices  
150 offered only at specific times.
- 151 • Participation at each class, event, or practice is mandatory;
- 152 • **Mandatory meetings must be set prior to the first day of the**  
153 **semester.**

154 The sponsoring organization must apply/reapply per Section 3 below.

155  
156 2.3 Category C includes:

157 Students enrolled in an integrated package of courses that meets all of the  
158 following criteria:

- 159 • ~~Covers at least four areas of the General Education Program~~  
160 **Requires an integrated package of courses that are taken as a**  
161 **cohort;**
- 162 • Involves being part of a cohort group of students from multiple  
163 colleges; ~~and~~
- 164 • Requires enrollment together in a specified course sequence  
165 occurring over multiple semesters.

166 Priority registration will be granted to students in this category beginning with  
167 the second semester of enrollment. If significant changes are made to the  
168 package of courses, eligibility for priority registration should be reviewed.

### 169 **3.0 Approval and Management of Priority Registration for Student** 170 **Organizations** 171

172 Undergraduate Education will review and approve applications from organizations or  
173 offices seeking priority registration for their students. Groups A and C do not need to  
174 reapply unless significant changes have been made to their mission or activities.

175 3.1 Organizations or offices covered in Categories A and C must initially apply for  
176 priority registration. Review of their status must only be done if significant  
177 changes have been made to:

- 178 • Their mission or activities provided in their justification has significantly  
179 changed
- 180 • The number of students receiving priority registration via the group has

- 181 increased significantly
- 182 ● The scheduled meetings have changed
- 183 3.2 Approval will typically be granted for five years. Undergraduate Education will
- 184 be required to provide justification for denial or for approval of shorter terms.
- 185 3.3 Organizations or offices requesting priority registration must submit an
- 186 application that includes the following:
- 187 ● A summary of the organization/office and its mission
- 188 ● A justification for priority registration, including an explanation of the
- 189 schedule that impacts students' ability to register for courses
- 190 ● An estimation of the number of students who will be impacted each
- 191 semester
- 192 ● Standards that students must meet in order to remain eligible for priority
- 193 registration, including a minimum GPA and progress-to-degree criteria
- 194 3.4 Undergraduate Education and the Registrar's Office will maintain records of
- 195 student organizations with priority registration, including:
- 196 ● Contact information for the faculty/staff member(s) responsible for
- 197 overseeing the organization's roster and student eligibility.
- 198 ● Approved estimated number of students receiving priority registration
- 199 for each group
- 200 ● Historical data on the number of students who actually received priority
- 201 registration through the organization each semester
- 202 3.5 All faculty/staff member(s) who apply for priority registration for students
- 203 are responsible for:
- 204 ● Maintaining an accurate roster of students eligible for priority
- 205 registration.
- 206 ● Providing names and SJSU ID numbers to the Registrar by the
- 207 required deadline for granting priority registration.
- 208 ● Reporting changes in the organization's duties/mission that may affect
- 209 eligibility for priority registration and/or the number of students eligible
- 210 for priority registration through the organization to Undergraduate
- 211 Education.
- 212 ● Applying or reapplying for their priority registration no less than one
- 213 semester prior to the desired start/expiration of the organization's
- 214 priority registration.
- 215 3.6 Undergraduate Education has the right to review/revoke approval of
- 216 student groups'/organizations' eligibility for priority registration in
- 217 Categories B or C if circumstances related to eligibility change.