

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**F09-1, Policy Recommendation, Scheduling of Advance Registration
and Priority Registration**

**Legislative History: Rescinds S97-1, and F06-5, Amends section 2 of
S73-4**

At its meeting of October 12, 2009, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Instruction and Student Affairs Committee.

Action by University President: Approved by President Jon Whitmore

Date: 10/21/2009

Effective Date: Fall 2010

**Policy Recommendation
Scheduling of Advance Registration and Priority Registration**

- Whereas: The significant number of student groups who currently have priority registration limits the effectiveness of granting priority registration; and
- Whereas: The categories of students receiving priority registration in S97-1 were too inclusive and lacked sufficient specificity, thus leading to inconsistencies in the granting of priority registration; therefore be it
- Resolved That the attached document entitled "Scheduling of advance registration and priority registration" be adopted **effective Fall 2010**.

Scheduling of Advance Registration and Priority Registration

1.0 Scheduling of Advance Registration

1.1 Students shall be allowed to register in the following order:

Group 1: Priority Students

Group 2: First Time Frosh (as they complete orientation, priority based on orientation date)

Group 3: Graduating Students (bachelors and graduate level students who have a graduation application on file with an anticipated graduation date for the current or next semester)

Group 4: Graduate Students

Group 5: Seniors

Group 6: Second Baccalaureate Students

Group 7: Juniors

Group 8: All other Sophomores and Continuing Frosh

(Students in Groups 3 - 8 will register on the basis of rotating alphabetical cycles within each group).

2.0 Categories of Group 1: Priority Students:

2.1 Category A

Students who would not otherwise graduate within a reasonable period of time due to an on-going disability and students who perform on-going legally mandated services for disabled students and who are not currently compensated for those services. The DRC will determine which students are to be included in this group.

2.2 Category B

Students who would not otherwise graduate within a reasonable period of time because they participate in an on-going, university sanctioned activity that meets all of the following criteria:

- a. the activity significantly benefits the University
- b. the activity has a regularly scheduled class, events or practice only offered at specific times
- c. participation at the class, events or practice is mandatory

2.3 Category C

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

- a. covers at least four areas of the General Education Program
- b. involves being part of a cohort group of students from multiple colleges
- c. requires enrollment together in a specified course sequence over multiple semesters.

Priority registration will be granted to students in this category beginning with the second semester of enrollment.

2.4 Category D

Students who are required by external agencies, such as the National Collegiate Athletic Association or scholarship agencies/donors, to meet progress toward degree milestones more rigorous than those of the institution and/or whose benefits/eligibility to participate expire based on time limitations of less than 6 years. Students who are part of any group that has a contractual agreement with SJSU to provide a full course load, such as exchange students and certain grant programs.

3.0 Implementation – Approval and Continuing Approval

- 3.1 The Disability Resource Center will review Category A students each semester and provide an updated list.
- 3.2 Coordinators of all groups in Category B, C, and D who wish to apply for Priority Registration on behalf of their group of students, including those that currently hold such status, shall apply to the Student Success Committee for continuation or granting of priority registration status.

Priority registration for groups of students in these categories shall be awarded for 5 years. The coordinator of a group seeking new approval for Priority Registration must submit an application at least one full semester prior to the requested implementation date. The coordinator of each currently approved group is responsible for resubmitting an application for continuing approval at least one full semester prior to the expiration of the previous granting of priority registration.

- 3.3 The Student Success Committee shall determine which category each applicant group qualifies for and shall notify the coordinator of the group regarding the granting, extending, or denying of Priority Registration. Applications for Fall Priority Registration must be received by the Chair of the Student Success Committee no later than April 1. Applications for Spring Priority Registration must be received by the Chair of the Student Success Committee no later than September 1.

4.0 Submission of student names and SJSU ID Numbers to the Registrar's Office

Submission of student names and SJSU ID numbers to the Registrar's Office for groups of students receiving priority registration is the responsibility of the coordinator of the group. Each coordinator is responsible for contacting the Registrar's Office for submission deadlines.

Approved: 10/5/09

Vote: 11-0-0

Present: Eric Armendariz, Megan Baker, Stephen Branz (non-voting), Karin Brown, Victor Culatta, Caroline Fee, Stacy Gleixner, James Lee, Nam Nguyen, Lizzie Orr, Eloise Stiglitz, Marian Sofish

Absent: Bill Campsey, Mo Han, Elizabeth McGee, Rob Montross, Wiggys Siversten

Financial Impact: none

Workload Impact: none