

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

**F14-1, University Policy, Scheduling of Advance
Registration and Priority Registration**

Legislative History:

Rescinds F11-3 and F09-1

Amends Section 2 of S73-4

At its meeting of October 13, 2014, the Academic Senate approved the following policy recommendation presented by Senator Frazier for the Instruction and Student Affairs Committee. This policy replaces University policies F11-3 and F09-1. F09-1 was a general policy limiting the numbers of students receiving priority registration (previously excessive, undermining the usefulness of priority registration). F11-3, an amendment to F09-1, added an annual review mandate. The current policy combines and modifies elements of F11-3 and F09-1 and rescinds both of those. Most essentially, this policy expands on a category of priority registration students (Category A) making renewal of their priority registration status easier.

Action by University President:

**Approved by President
Mohammad Qayoumi
on October 20, 2014**

**University Policy:
Scheduling of Advance Registration and Priority Registration**

Resolved: **1.0 Scheduling of Advance Registration**

Students shall be allowed to register in the following order:

- Group 1: Priority Students (see 2.0 below)
- 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 are required by external agencies such as the National Collegiate Athletic Association, or by law, to receive priority. Students whose contributions to the university are recognized as being so extensive that their graduation would be postponed by the amount of time spent on their extracurricular duties. Students serving on Senate committees that require student participation in order to perform essential functions. Students who are part of any group that has a contractual agreement with SJSU to provide a full course load. Groups in this category include

- Accessible Education Center (AEC) students
- AEC note takers
- Associated Students Board of Directors
- Student Fairness Committee
- NCAA Athletics
- Equal Opportunity Program (EOP) Students
- Guardian Scholars
- Honors at Entrance students
- Reciprocal Exchange students
- Veterans (as per Cal. Educ. Code §66025.8)

This category does not require regular review by the Student Success Committee, though review may be requested if/when circumstances change.

2.2 Category B:

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

- the activity significantly benefits the University;
- the activity has a regularly scheduled class, event or practice offered only at specific times that conflict with a vast majority of prime time classes that are offered (i.e. 9:00 – 3:00)

Monday through Thursday) and cannot be moved outside of prime time;

- participation at every class, event or practice is mandatory; the sponsoring organization must establish a minimum GPA and progress to degree criteria and monitor it each semester; mandatory meetings must be set prior to the first day of the semester.

2.3 Category C:

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

- covers at least four areas of the General Education Program
- involves being part of a cohort group of students from multiple colleges
- 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 scholarship granting agencies/donors to meet progress toward degree milestones that are more rigorous than those of the institution and/or whose benefits/eligibility to participate expire based on time limitations of less than 6 years.

3.0 Implementation – Approval and Continuing Approval

- 3.1 It is the intention that no more than 10% of the FTES of SJSU be available for priority registration under the policy.
- 3.2 The Accessible Education Center will review AEC students and note takers in Category A each semester and provide an updated list.
- 3.3 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 normally shall be awarded for periods of up to five years. The Student

Success Committee may authorize priority registration for a shorter time period, and when doing so, will provide written justification describing concerns.

In the case of an application for *continuing approval*, the coordinator of each currently approved group is responsible for resubmitting such an application at least one full semester prior to the expiration of the previous granting of priority registration.

In the case of an application for *new approval*, the coordinator of a group seeking such approval must submit an application at least one full semester prior to the requested implementation date.

- 3.4 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.
- 3.5 An increase of more than 10% of the original number of approved students approved for priority registration will automatically require a statement of justification submitted to the Student Success Committee no later than April 1 for fall semester and no later than September 1 for spring semester registration.

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.

Rationale: The Student Success Committee is the body that oversees and decides on priority registration. The Committee currently reviews applications for priority registration from all categories of students, even those that must receive priority registration anyway, by law (such as Cal. Educ. Code §66025.8) or for some other reason. To free up Committee time for legitimate application reviews, therefore, it is proposed (in section 2.1) to streamline the renewals to those receiving "automatic" priority registration.

The Student Success Committee would also like to reserve the right (in section 3.2) to provide priority registration authorization for periods of less than five years in some cases, in order to “stagger” the number of applications received in a given year and monitor the applying groups’ compliance with priority registration rules.

Approved: September 22, 2014
Vote: 11-0-1
Present: Amante, Branz (non-voting), Brooks, Culatta, Daniels, Feist, Frazier (chair), Goyal, Hernandez, Kress, Sofish, Sullivan-Green, Walters
Absent: Bruck (non-voting), Campsey, Crump, Vijaywargia
Financial impact: None
Workload impact: Reduction of workload for the Student Success Committee due to streamlining of Category A and staggering of priority registration.