

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

F17-4, University Policy, Priority Registration

Rescinds and Replaces: F14-1

Legislative History:

At its meeting of December 11, 2017, the Academic Senate approved the following policy recommendation presented by Senator Sullivan-Green for the Curriculum and Research Committee. Senate Bill 412, passed on September 21, 2016, defines the California Promise program and legislates the requirement of priority registration for California Promise students. This program is available to freshman and to transfer students with an associate degree for transfer. It facilitates four-year graduation for freshman and two-year graduation for transfer students with commitments on the part of the university and the student. One such commitment on the university side is priority registration. This policy integrates the priority registration for students in the California Promise program into the registration for all students by class level in order to balance the requirement to give priority registration to students in the California Promise program with the need to maintain access to classes for all students.

**Approved and signed by
President Mary A. Papazian
On December 20, 2017.**

Whereas, Senate Bill 412 prompted review of the student registration categories defined in F14-1 to accommodate California Promise; and

Whereas, It is the intention that priority registration also be reserved for students whose extracurricular duties, as defined below, could interfere with their enrollment opportunities; and

Whereas, It is the intention to clarify approval and oversight of student organizations receiving priority registration, in part due to S17-4 which redefines the Student Success Committee's membership and charge; therefore be it

Resolved: That SJSU adopt the following related to Priority Registration.

Approved: April 3, 2017
Vote: 11-0-0
Present: Kaufman (Chair), Walters, Yao, Simpson, Miller, Wilson, Nash, Perea, Mendoza, Spica, Sen, Bruck (non-voting)
Financial impact: None
Workload impact: Initial work will be needed by enrollment services to adapt the registration process to account for students in California Promise program. Continued workload will be needed by the Office of Student and Faculty Success to ensure the list of students enrolled in the California Promise program are accurate.

Approved: November 27, 2017
Vote: 14-0-0
Present: Bullen, Busick, Gill, Grindstaff (non-voting), Hospidales, Kim, Khan, Sullivan-Green, Nash, Manzo, Sen, Trousdale, Walters, Wilson, Yao
Absent: Hill, Kinney, Ng, Simpson
Financial impact: None
Workload impact: No change from previous vote.

University Policy Priority Registration

1.0 Scheduling of Registration

Students shall be allowed to register in the following order:

- Group 1: Specific Priority Categories (see 2.0 below)
- Group 2a: Graduating seniors (bachelors-level students who have a graduation application on file with an anticipated graduation date for the current or next semester) in the California Promise program
- Group 2b: Remaining 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 3: Graduate students
- Group 4a: Seniors in the California Promise program
- Group 4b: Remaining seniors
- Group 5: Second baccalaureate students
- Group 6a: Juniors in the California Promise program
- Group 6b: Remaining juniors
- Group 7a: Sophomores and continuing freshman in the California Promise program
- Group 7b: Remaining sophomores and continuing freshman

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

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

2.0 Categories of Group 1: Specific Priority Students

2.1 Category A includes:

- 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.
- 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:

- 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.

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:

- Accessible Education Center (AEC) students
- AEC note takers
- Associated Students Board of Directors
- Student Fairness Committee
- NCAA Athletics
- Guardian Scholars
- Reciprocal Exchange students
- Veterans (as per Cal. Educ. Code §66025.8)
- Students serving on Academic 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

2.2 Category B includes:

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.

3.0 Approval and Management of Priority Registration for Student Organizations

3.1 The Office for Student and Faculty Success (SFS) will review and approve applications from student organizations seeking priority registration. Approval will typically be granted for five years. The Office for Student and Faculty Success will be required to provide justification for denial or for approval of shorter terms.

- 3.2 The Office for Student and Faculty Success and the Registrar's Office will maintain records of student organizations with priority registration, including:
- Contact information for the faculty/staff member responsible for overseeing the organization's roster and student progress
 - Approved estimated number of students receiving priority registration for each group
 - Historical data on the number of students who actually received priority registration through the organization each semester
- 3.3 All student organization coordinators who apply for priority registration are responsible for:
- Maintaining an accurate roster of students eligible for priority registration and providing names and SJSU ID numbers to the Registrar by the required deadline for granting priority registration.
 - Reporting changes in the organization duties/mission that may affect eligibility for priority registration and/or the number of students eligible for priority registration through the organization to the Office of Student and Faculty Success.
 - Applying/Renewing priority registration no less than one semester prior to the desired start/expiration of the organization's priority registration.