SAN JOSÉ STATE UNIVERSITY
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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. On December 20, 2017, President Mary A. Papazian approved and signed University Policy F17-4.

At its meeting of May 8, 2023, the Academic Senate approved Amendment A to University Policy F17-4. On June 20, 2023, President Cynthia Teniente-Matson signed and approved Amendment A to University Policy F17-4. Amendment A is incorporated into University policy F17-4 below.

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 Groups

Students shall be allowed to register in the following order:

- Group 1: Specific Priority Students (see 2.0 below)
- Group 2: Graduating seniors (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 in the California Promise program
  - Group 2b: Graduating seniors 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.

Note: First year students' 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

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

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 category excludes students covered by the California Promise program or who are identified as student parents unless they fall under another group with required priority registration. Priority registration for students in the California Promise program or who are identified as student parents is addressed in the 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 classes;
- Participation at every scheduled class, event, or practice is mandatory; Mandatory meetings must be set prior to the first day of the semester.

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

2.1.1   Groups in Category A do not require regular review due to the nature of the organization's mission and activities. 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)
    - Note: Students served and note takers are included
- Student Fairness Committee

- NCAA Athletics
- Guardian Scholars
- Campus offices that utilize students in support of student success, such as peer mentors, orientation leaders, and student success leaders
- Reciprocal Exchange programs
- Veterans Resource Center (as per Cal. Educ. Code §66025.8)
- Academic Senate and Senate committees
- Any recognized student organization or other university-recognized sponsoring organization that has a contractual agreement with SJSU to provide a full course load.

2.2   Category B includes:

Students who participate in a recognized student organization or other university-recognized sponsoring organization whose participation requires students to attend scheduled activities, but the organization's inclusion in priority registration must be reviewed and approved per Section 3 below.

The organization's university-related activities must meet the following criteria:

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

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

2.3   Category C 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; and
- Requires enrollment together in a specified course sequence occurring over multiple semesters.

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

3.0 Approval and Management of Priority Registration for Student Organizations

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

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

- Their mission or activities provided in their justification has significantly changed
- The number of students receiving priority registration via the group has increased significantly
- The scheduled meetings have changed

3.2 Approval will typically be granted for five years. Undergraduate Education will be required to provide justification for denial or for approval of shorter terms.

3.3 Organizations or offices requesting priority registration must submit an application that includes the following:

- A summary of the organization/office and its mission
- A justification for priority registration, including an explanation of the schedule that impacts students' ability to register for courses
- An estimation of the number of students who will be impacted each semester
- Standards that students must meet in order to remain eligible for priority registration, including a minimum GPA and progress-to-degree criteria

3.4 Undergraduate Education and the Registrar's Office will maintain records of student organizations with priority registration, including:

- Contact information for the faculty/staff member(s) responsible for overseeing the organization's roster and student eligibility.

- 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

3.5 All faculty/staff member(s) who apply for priority registration for students are responsible for:

- Maintaining an accurate roster of students eligible for priority registration.
- 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 Undergraduate Education.
- Applying or reapplying for their priority registration no less than one semester prior to the desired start/expiration of the organization's priority registration.