



DATE: October 14, 2021

TO: Talia Bettcher, Chair
Academic Senate

FROM: *T. Ford-Baxter/RC*
Tiffanie Ford-Baxter, Chair
Student Policy Committee

CC: O. Villalpando, R. Chavez

SUBJECT: **Proposed Policy Modification for Chapter V of the Faculty Handbook: Early Registration**

During Fall 2021, the Student Policy Committee received a request from the Honors College Associate Director to revise the Early Registration Policy section on the Honors College. The proposed revisions clarify who within the Honors College Program qualifies for early registration and update the college name to reflect its display in the Campus Academic Advisement Reports.

A review of policy revealed that priority and early registration, two distinct mechanisms, were referred to collectively as early registration throughout the policy. The committee believes revising the document to reflect the appropriate terms will make the policy clearer.

The proposed modifications:

- Line 1:** Added “priority and” to clarify that priority and early or two distinct registration types.
- Line 4:** Added “priority and” to clarify that priority and early or two distinct registration types.
- Line 11:** Removed a sentence that refers to both early and priority registration as early registration.
- Line 25:** Added “active” to establish that only students active in the Honors College Program receive early registration, along with adding “Program” to reflect the name used in the Campus Academic Advisement Reports.
- Line 27:** Removed “early” and added “priority” to reflect the correct registration mechanism.
- Line 35:** Removed “or” and added “and” to clarify that both lists should be sent to the Registrar.
- Line 42:** Removed “or” and added “and” to clarify that the Registrar sends a report for both registration groups.
- Line 47-48:** Removed a sentence referencing the Enrollment Management Implementation Team, which no longer exists.

1 **PRIORITY AND Early Registration Policy**

2 (Senate: 10/21/14, 9/20/16, 10/23/18; President: 12/2/14, 10/3/16, 11/27/18)

3 **PRINCIPLE**

4 The goal of PRIORITY AND early registration for students is to enhance the University’s ability to attract, retain, and
5 graduate specific groups or cohorts of students in a timely manner. Such student groups or cohorts typically participate
6 in activities in which students represent the University in an official capacity, provide vital services to the University, need
7 early registration in compliance with State or Federal Policy, or are granted early registration by the University. In order
8 to promote student participation in such activities and accommodate State and Federal Policies, the University shall
9 allow approved groups to register in advance of the regular registration period.

10 **DEFINITIONS**

11 Registration in advance of the regular registration period consists of two types of early registration. Students approved
12 for registration on the first day of registration are granted priority registration (in compliance with State or Federal Policy
13 or as granted by the University). Students approved for registration at the beginning of their assigned registration period
14 are granted early registration (for participating in activities in which students represent the university in an official
15 capacity or provide vital services to the University).

16 **POLICY**

17 The following student groups or cohorts are granted priority registration in compliance with State or Federal Policy or as
18 granted by the University:

- 19 1. Students registered with the Office for Students with Disabilities*
- 20 2. Members of the military, national guard, veterans and their dependents*
- 21 3. Students who are former foster youth and/or wards of the state*
- 22 4. Students in EOP in their first year and in their second fall term*
- 23 5. Elected officers of the Associated Students Inc. (ASI)
- 24 6. Student athletes
- 25 7. Students ACTIVE in the Honors College PROGRAM
- 26 8. Office for Students with Disabilities service providers (notetakers)

27 *In compliance with State or Federal Policy. Note Title V policy for EOP students only mandates PRIORITY early
28 registration in the first year.

29 Other student groups or cohorts may only apply for early registration status. The program advisor or administrator must
30 submit a request to the Student Policy Committee of the Academic Senate. The Committee reviews requests from
31 groups seeking early registration and sets review eligibility timelines for these additional groups. The committee makes
32 recommendations to the Vice President for Student Life and the Provost and Vice President for Academic Affairs
33 (“Provost”) who acts in coordination with the Registrar. Upon approval of early registration:

- 34 1. Notification is sent from the Vice President for Student Life and the Provost to the Registrar.
- 35 2. The list of students eligible for priority or AND early registration is documented by the appropriate department
36 or program administrator, and the list is submitted to the Registrar a minimum of one month prior to the start of
37 the next term’s registration period.
- 38 3. Students on this documented list are allowed to register during the designated period prior the start of the
39 regular registration period.

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4. Priority or Early registration begins with the students' second term of full-time study.
 5. The Registrar shall provide an annual report to the Student Policy Committee on the number of student groups and students who are eligible for and who have utilized priority or AND early registration. This data will be used to help determine continued authorization of a group's eligibility for early registration.
 6. The committee will consult with a group's advisor or administrator before discontinuing its early registration authorization.
 7. Additional requests for Early registration are to be reviewed annually by the Student Policy Committee.
 8. The Vice President for Student Life and the Provost will provide a report to the Enrollment Management Implementation Team on an annual basis.