

Priority Registration Policy
Policy Number 15-23/24-APC
Academic Policies Committee

Applies to: Students, Staff

Supersedes: P15-02 October, 2015

Purpose of the Policy The purpose of this policy is to define the different types of registration considered priority registration, the student groups eligible for priority registration, and the order in which the Office of the Registrar assigned enrollment appointments. This policy reflects the students required to receive priority registration based on the California Education Code, as well as priority registration eligibility based on existing campus practices.

DEFINITIONS

Student populations:

Group 1: Graduate program and credential-program students

Group 2: Undergraduate students

The enrollment windows for students in this group are assigned by the number of units a student has completed. Enrollment windows are arranged in descending order, starting with students who have accumulated the highest number of earned, and progressing to those with fewer accrued units.

Group 3: All other unclassified graduate students and transitory students

Group 4: Students who are obligated to register after all regular students have registered based on participation in specific programs

Day one registration:

All students eligible for day one registration will be assigned an enrollment window date/time on the first day of registration regardless of the number of units earned. Students eligible for day one registration include:

Category A - Current foster youth and former foster youth and/or homeless youth and former homeless youth per Ed Code Article 3, Section 66025.9

Category B - Member or former member of the armed services per Ed Code Article 3, Section 66025.8

Category C - Students with disabilities registered with the Campus Disability Resource Center (CDRC) who would not otherwise achieve their academic goals within a reasonable period of time due to an ongoing disability

Category D - Students who participate in intercollegiate sports governed by the NCAA

Category E - Students who would not otherwise achieve their academic goals within a reasonable period of time because they participate in an ongoing, university-sanctioned activity that significantly benefits the university (See Procedures, Section B.3 for general eligibility criteria.)

Category F - Rare and extraordinary circumstance

The provost or vice president for enrollment management & student success may grant an individual student access to priority registration for a rare and extraordinary circumstance on a one-time basis.

Early registration:

Refers to registration occurring before others within their class. **Class is defined as undergraduate, credential, or graduate. Undergraduate class level is determined by the number of units: Frosh/First-year less than 30 semester units, Sophomore 30-59.9 semester units, Junior 60-89.9 semester units, Senior 90 or more semester units.** Students eligible for early registration include:

Category G - (*Undergraduate only*) Students currently approved into the California Promise program per Ed Code Title 3, Division 5, Part 40.2, Section 67434

Category H - Students with a dependent child or children younger than the age of 18 years of age who will receive more than half of their support from that student per AB 2881

Both definitions above fulfill the legislative requirements for priority registration under the California Education Code.

PROCEDURES

A. Schedule of Registration

- Enrollment windows will be assigned in the following order:
 - Group 1 (Day one registration eligible)
 - Group 2 (Day one registration eligible)
 - Group 1 (Early registration eligible)
 - Group 1
 - Group 2 Senior 90 or more semester units (Early registration eligible)
 - Group 2 Senior 90 or more semester units
 - Group 2 Junior 60-89.9 semester units (Early registration eligible)
 - Group 2 Junior 60-89.9 semester units
 - Group 2 Sophomore 30-59.9 semester units (Early registration eligible)
 - Group 2 Sophomore 30-59.9 semester units
 - Group 2 Frosh/First-year less than 30 semester units (Early registration eligible)
 - Group 2 Frosh/First-year less than 30 semester units
 - Group 3
 - Group 4

B. Eligibility Procedures for Day One Registration

1. Category A - Current foster youth and former foster youth and/or homeless youth and former homeless youth will be eligible in accordance with the CSU Priority Registration for Current or Former Foster Youth (<https://calstate.policystat.com/policy/14569419/latest/>).
2. Category B - Member or former member of the armed services will be eligible in accordance with the CSU Priority Registration for Servicemembers and Veterans (<https://calstate.policystat.com/policy/14094995/latest/>).
3. Category C - Students with documented disabilities registered with the Campus Disability Resource Center (CDRC) will be coded with the Office of the Registrar for day one registration. The CDRC shall submit a list of students in this group eligible for day one registration to the Office of the Registrar by the date set by the registrar.
4. Category D - Students with documented eligibility and participation in intercollegiate athletics will be coded with the Office of the Registrar for day one registration. The Department of Intercollegiate Athletics shall submit a list of students in this group eligible for day one registration to the Office of the Registrar by the date set by the registrar.
5. Category E - Coordinators student groups who wish to apply for day one registration on behalf of their students, including those who currently hold such status, shall apply to the Academic Policies Committee (APC) for continuation or granting of day one registration status. The APC, in consultation with the registrar and the vice president for enrollment management and student affairs, shall determine which student groups should receive day one registration. Any group that is not granted day one registration may re-apply the following year. The APC shall provide a written explanation to any student group that has been denied day one registration.

All three of the following criteria must be met in order to be granted day one registration under this category:

- The student must participate in a university-sanctioned activity that significantly benefits the university. This means that the benefits of the activity for the university as a whole are a consideration. However, participation in such an activity is a necessary but not sufficient condition for the privilege of day one registration.
 - Day one registration must be necessary for the student to successfully participate in the activity. If the student can successfully participate in the program without day one registration, then day one registration will not be granted.
 - Day one registration must be necessary to allow a sufficient number of students to participate in the activity to ensure its success.
6. Category F - The provost or vice president for enrollment management and student success may grant day one registration to a student when the student and his/her academic advisor request and document a rare, extraordinary, and unforeseen hardship that would prevent such student from graduating or progressing towards graduation. The student-supplied documentation of the hardship, along with the written request from the academic advisor, must be forwarded to the Office of the Registrar in a timely fashion to allow day one registration for the following semester. Such exceptions would be made on rare occasions, case by case, and never more than once for any student.

Related Policies:

<https://calstate.policystat.com/policy/13057384/latest>

<https://calstate.policystat.com/policy/14569419/latest/>

<https://calstate.policystat.com/policy/14094995/latest/>

History (required)

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Academic Policies Committee: 02/05/2024
Reviewed by University Senate: MM/DD/YYYY
Approved by Provost/President: MM/DD/YYYY

Template Updated: January 31, 2024