



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Approved By: Academic Senate
May 9, 2017

Policy Number: SP 16-10

Effective Date: Fall 2019

Page 1 of 3

Policy on Priority and Scheduling of Registration

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PURPOSE:

To establish a registration policy and create categories of priority groups for purposes of assigning enrollment appointments for advance registration. The categories will create tiers of priority, with some groups receiving a higher priority than others.

BACKGROUND:

There is no policy outlining registration priorities at CSU Channel Islands. The only current campus policy that addresses priority registration is SA.08.001, Policy on Priority Registration for Students with Disabilities. In practice, Enrollment Management has given priority registration for certain groups based on legislation, presidential order and for historical reasons. As the student population grows, it has become necessary to outline and be transparent with registration priorities at Channel Islands.

POLICY:

Accountability:

Enrollment Management

Applicability:

Applies only to currently enrolled students for continuing student registration. New student registration is determined based upon attendance at Orientation.

Definition(s):

Priority registration: an earlier appointment day or time than regular continuing students, new students, or students in the same class level.

Student: Currently enrolled continuing student.

Policy Text:

Students shall be allowed to register in the following order:

Group 1: Priority Students - continuing students who will register on the first available day. It is the intention that no more than 10% of full time equivalent students (FTES) receive priority registration.



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Page 2 of 3

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Category A:

Students who are required to receive priority registration by external agencies, by law or by University exception. Students in Category A may be adjusted as new legislation is passed. Groups in this category include, but are not limited to:

- Students with disabilities and registered with Disability Resource Center, who would not otherwise achieve their academic goals within a reasonable time due to an on-going disability (per CSU Executive Order 926 and Coded Memo AA-2014-08)
- Veterans who are registered with the Veterans Affairs Program Coordinator and VA Certifying Official (per Cal. Educ. Code section 66025.8)
- Foster youth or former foster youth (per Cal. Educ. Code section 66025.9 and CSU Coded Memo AA-2011-20)
- Rare and extraordinary circumstance – The Provost or AVP for Enrollment Management may grant to an individual student access to priority registration for a rare and extraordinary circumstance on a one-time basis.

Category B:

Students who have historically received priority registration at Channel Islands. Category B students may receive priority registration, provided that no more than 10% of the FTES at CSU Channel Islands are in Group 1. The students in Category B are subject to review in order to keep the percentage of students in Group 1 near the 10% threshold. Students in this category include, but are not limited to:

- President's Scholars
- Educational Opportunity Program (EOP)
- Student Success Services (SSS)

Group 2: Graduating Students – continuing students who will register immediately after priority students

- Undergraduates who have applied to graduate by the filing deadline and are within 18 units of completing their bachelor's degree.



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Page 3 of 3

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- Master's students who have applied to graduate by the filing deadline and have advanced to candidacy.

Group 3: Pledge Program Students – students who are participating in a California Promise pledge program will receive the first available enrollment time for their student level. For example, a sophomore participating in a pledge program will receive the first available appointment time on the first day sophomores are scheduled to register.

Group 4: All other undergraduate students – Appointments days and times for this group are assigned by the number of units a student has completed. Appointments are set in descending order so that the students with the greatest number of completed units are first, and the least number of completed units follow.

Group 5: Post Baccalaureate Credential and Pre-requisite Credential Students; Graduate Students; Second Baccalaureate; and transitory students.

Group 6: Students who are obligated to register after all regular students have registered based on participation in specific programs (e.g. Over 60 Program) or due to not meeting other campus policy requirements (e.g. probationary students who do not receive advisement by the specified deadline, students who attend an alternate orientation session).