**Priority Registration Process Review Committee**

Background: In fall 2017, Craig Seal and Olivia Rosas were selected to co-chair a committee that would review the current priority registration process and outline recommendations aimed at meeting students’ needs with the ultimate goal of timely graduation.

Committee Members:

Craig Seal – Co Chair

Olivia Rosas – Co Chair

Amy Braceros – Office of the Registrar

Bea Larez – Office of the Registrar

Ed Mendoza – Advising and Academic Services

Deborah Parsons – College of Social and Behavioral Sciences

Rueyling Chuang – College of Arts and Letters

Kimberley Cousins – College of Natural Sciences

Jing Zhang – Jack Brown College of Business and Public Administration

Michael Salvador - PDC

Erika Gutierrez and Christine - ASI

Recommendations:

1. The first recommendation is to remove the word “priority”. The new process will be called “Registration Appointments”
2. The first set of registration appointments will be assigned to the following mandated groups (formerly priority I):
3. Veterans
4. Students with Disabilities
5. Designated Note Takers for Students with Disabilities
6. Foster Youth
7. Athletes

*Note – all other students will be NMPG – non-mandatory priority group).*

1. The remaining course registration (enrollment date) appointments will be assigned by students’ academic level as follows:

1A Seniors 135+ units, Graduate students (with priority\* but NMPG)

1B Seniors 135+ units, Graduate Students (without priority and NMPG)

2A Juniors 90-134.9 units, Credentials, PBAC (with priority\* but NMPG)

2B Juniors 90-134.9 units, Credentials, PBAC (without priority and NMPG)

3A Sophomores 45-89.9 units (with priority\* but NMPG)

3B Sophomores (without priority and NMPG)

4A First-Year/Freshman 0-44.9 units (with priority\* but NMPG)

4B First-Year/Freshman (without priority)

1. Transitory and over 60 students
2. Open enrollment
   1. Additional units beyond 17 (i.e. Seniors can enroll in 19.5 units)
   2. Overloads
3. Establish a standing Priority Registration Advisory Committee, made up of one representative from Student Affairs, one from Academic Affairs Administration, one from the Faculty, and one ASI representative to make recommendations if new groups should be added or current groups should be removed from the list. Recommendations require ¾ majority and would need to then seek consultation with Academic Affairs Council, Division of Student Affairs, ASI, and Faculty Senate.

Notes:

\*With priority = (Formerly Priority I). This will include special groups e.g. cohorts, STEM, etc. (in order of priority list, see appendix).

NMPG = Non-Mandated Priority Group

A = By order of student group and number of units earned

B= By number of units earned

Groups register in order, as determined by class level, then priority level, then number of accumulated units.

Timeline:

Winter 2018 and Spring 2018 – Finalize document

2018-19 – Meet with campus groups/constituents

Finalize communication plan and roll-out process

Information campaign for new students and current students

Finalize registration process, testing, etc.

Spring 2019 – Launch new registration process (fall students registering for winter)

Once committee finalizes recommendations, next steps would be to present to Cabinet, Faculty Senate, ASI, GI 2025, Informed Enrollment Management sub-committee, Transparent Policies & Procedures sub-committee, and Administrative Council.

**Appendix – Current Priority Registration List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Priority | Why is the priority necessary | | What is required | | Suggested Actions |
| Who? | Why? | Units | GPA |
| Priority One | Established 1984 (CAR) |  |  |  |  |
| Disabled Students | Gov | Mandated |  |  | No Changes |
| Active/Former US Armed Forces | Gov | Mandated |  |  | No Changes |
| Foster Youth | Gov | Mandated |  |  | No Changes |
| Seniors with Grad Check for term | Registrar | GI 2025 |  |  |  |
| PAES | FA/Andrea Cowser |  |  |  |  |
| 1st Year EOP | EOP/Veronica Amerson | Retention |  |  |  |
| Athletes | Morgan Walker |  |  |  |  |
| Housing Students | John Yaun |  |  |  |  |
| Student Ambassadors | Alex Spencer, Kathryn Robinson |  |  |  |  |
| 4 Year Pledge | AAS/Ed Mendoza | Class Scheduling |  |  |  |
| California Promise (2 Year) | SB412 | Mandated |  |  | No Changes |
| California Promise (4 Year) | SB412 | Mandated |  |  | No Changes |
| 2014 Freshmen Cohort | Registrar | GI 2025 |  |  |  |
| 2016 Transfer Cohort | Registrar | GI 2025 |  |  |  |
| Note Takers | SSD/Susan Schaffer | Law Suit |  |  |  |
| Honors Program Students | David Marshall |  |  |  |  |
| Alumni Scholars | FA/Roseanna Ruiz |  |  |  |  |
| SOAR Student Leaders (Fall ’14) | Megan Huston, Avi Rodriguez |  |  |  |  |
| Student Union/ASI Officers | Dacia Woods, Susan Avery |  |  |  |  |
| ~~MASS Program (Winter ’14)~~ | Kim Cousins |  |  |  |  |
| STEM Scholars (Fall 17) | Kim Cousins |  |  |  |  |
| AVID | AVID Advisor |  |  |  |  |
| Teacher Pathway Program | Patrick Nicholson |  |  |  |  |
| ~~PRISM Grant Scholars (Winter ‘14)~~ | Rolland Tripp |  |  |  |  |
| GREEK Judicial Council (Winter ‘16) | Fred McCall |  |  |  |  |
| NOYCE Scholars (Spring ‘17) | Sarah Zayas, Jeremy Aiken |  |  |  |  |
|  |  |  |  |  |  |
| Priority II: Seniors, Classified Graduate Students | Established 1984 (CAR) |  |  |  |  |
|  |  |  |  |  |  |
| Priority III: Juniors, Classified post-baccalaureates and or credential students, 2nd bachelor students | Established 1984 (CAR) |  |  |  |  |
|  |  |  |  |  |  |
| Priority IV: Sophomores and Freshmen | Established 1984 (CAR) |  |  |  |  |
|  |  |  |  |  |  |
| Priority V: Unclassified post-baccalaureate, Transitory student | Established 1984 (CAR) |  |  |  |  |