

1 SAN JOSÉ STATE UNIVERSITY  
2 Instruction and Student Affairs Committee  
3 May 8, 2023  
4 Final Reading

AS 1854

5 **POLICY RECOMMENDATION**  
6 **AMENDMENT A TO F17-4, University Policy, Priority Registration**

7 **Legislative History:**

8 Whereas, California Bill AB-2881 requires that campuses of the California State  
9 University system grant priority registration to student parents, and

10 Whereas, The previous policy lacked clarity on the criteria utilized to evaluate  
11 registered student organizations or other university-recognized sponsoring  
12 organizations who are requesting priority registration and require regular  
13 review, and

14 Whereas, Priority Registration is now managed by Undergraduate Education and the  
15 Registrar's Office; therefore, be it

16 Resolved: That F17-4 be amended to accommodate student parents within the  
17 priority registration structure; and be it further

18 Resolved: That the process by which registered student organizations or other  
19 university-recognized sponsoring organizations apply for and receive  
20 approval for priority registration be clarified as noted below.

21 Approved: May 1, 2023

22 Vote: 11-0-0

23 Present: Sullivan-Green (Chair), Chen, Chuang, Jackson (non-voting), Khan,  
24 Leisenring (non-voting), Masegian, Mathur, Pinnell, Rollerson, Sen,  
25 Treseler, Wolcott

26 Absent: Chadwick, Jaiswal, Muller, Sheta

27 Financial Impact: None

28 Workload Impact: Offices within Student Affairs and Academic Affairs will be required  
29 to establish the parameters by which student parents are identified  
30 and to actively manage the list each term. Additionally,  
31 Undergraduate Education may have to adjust their process by  
32 which they review and approve registered student organizations or  
33 other university-recognized sponsoring organizations' requests for  
34 priority registration.

35 **University Policy**  
36 **Priority Registration**

37 **1.0 Scheduling of Registration Groups**

38 Students shall be allowed to register in the following order:

- 39 • Group 1: Specific Priority Students (see 2.0 below)
- 40 • Group 2: Graduating seniors (Undergraduate- and graduate-level students  
41 who have a graduation application on file with an anticipated graduation  
42 date for the current or next term)
  - 43 ▪ Group 2a: Graduating seniors in the California Promise program
  - 44 ▪ Group 2b: Graduating seniors identified as student parents
  - 45 ▪ Group 2c: Remaining graduating students
- 46 • Group 3: Graduate students
  - 47 ▪ Group 3a: Graduate students identified as student parents
  - 48 ▪ Group 3b: Remaining graduate students
- 49 • Group 4: Seniors
  - 50 ▪ Group 4a: Seniors in the California Promise program
  - 51 ▪ Group 4b: Seniors identified as student parents
  - 52 ▪ Group 4c: Remaining seniors
- 53 • Group 5: Second baccalaureate students
- 54 • Group 6: Juniors
  - 55 ▪ Group 6a: Juniors in the California Promise program
  - 56 ▪ Group 6b: Juniors identified as student parents
  - 57 ▪ Group 6c: Remaining juniors
- 58 • Group 7: Sophomores and continuing first-year
  - 59 ▪ Group 7a: Sophomores and continuing first-year in the California  
60 Promise program
  - 61 ▪ Group 7b: Sophomores and continuing first-year identified as  
62 student parents
  - 63 ▪ Group 7c: Remaining sophomores and continuing first-year

64 Students in Groups 2-7 will register on the basis of rotating alphabetical cycles  
65 within each group.

66 Note: First year students' registration is based on orientation. Incoming transfer  
67 students have a registration date dependent on when they matriculate and/or  
68 attend orientation.

## 69 2.0 Categories of Group 1: Specific Priority Students

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

### 73 2.1 Category A includes:

74 Students who are required by external agencies such as the National  
75 Collegiate Athletic Association (NCAA), or by law, to receive priority.

- 76 • This category excludes students covered by the California Promise  
77 program or who are identified as student parents unless they fall  
78 under another group with required priority registration. Priority  
79 registration for students in the California Promise program or who  
80 are identified as student parents is addressed in the registration  
81 scheduling as outlined in Section 1.0.

82 Students whose contributions through university-sanctioned activities are  
83 recognized as being so extensive that their enrollment opportunities may  
84 be compromised due to schedules mandated by the sponsoring  
85 organization. These activities must meet the following criteria:

- 86 • The sponsoring organization is acknowledged as significantly  
87 promoting the mission of the University;
- 88 • The activity has a regularly scheduled class, event, or practice  
89 offered only at specific times that conflict with classes;
- 90 • Participation at every scheduled class, event, or practice is  
91 mandatory; Mandatory meetings must be set prior to the first day of  
92 the semester.

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

98 2.1.1 Groups in Category A do not require regular review due to the  
99 nature of the organization's mission and activities. A review may be  
100 requested if/when circumstances change. Organizations in this  
101 category that do not require regular review/renewal include:

- 102 • Accessible Education Center (AEC)
  - 103 • Note: Students served and note takers are included
- 104 • Student Fairness Committee
- 105 • NCAA Athletics

- 106 • Guardian Scholars
- 107 • Campus offices that utilize students in support of student
- 108 success, such as peer mentors, orientation leaders, and
- 109 student success leaders
- 110 • Reciprocal Exchange programs
- 111 • Veterans Resource Center (as per Cal. Educ. Code
- 112 §66025.8)
- 113 • Academic Senate and Senate committees
- 114 • Any recognized student organization or other university-
- 115 recognized sponsoring organization that has a contractual
- 116 agreement with SJSU to provide a full course load.

117 2.2 Category B includes:

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

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

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

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

132 2.3 Category C includes:

133 Students enrolled in an integrated package of courses that meets all of the  
134 following criteria:

- 135 • Covers at least four areas of the General Education Program;
- 136 • Involves being part of a cohort group of students from multiple
- 137 colleges; and
- 138 • Requires enrollment together in a specified course sequence
- 139 occurring over multiple semesters.

140 Priority registration will be granted to students in this category beginning  
141 with the second semester of enrollment. If significant changes are made to

142 the package of courses, eligibility for priority registration should be  
143 reviewed.

144 **3.0 Approval and Management of Priority Registration for Student**  
145 **Organizations**

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

150 3.1 Organizations or offices covered in Categories A and C must initially apply  
151 for priority registration. Review of their status must only be done if  
152 significant changes have been made to:

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

158 3.2 Approval will typically be granted for five years. Undergraduate Education  
159 will be required to provide justification for denial or for approval of shorter  
160 terms.

161 3.3 Organizations or offices requesting priority registration must submit an  
162 application that includes the following:

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

171 3.4 Undergraduate Education and the Registrar's Office will maintain records  
172 of student organizations with priority registration, including:

- 173 • Contact information for the faculty/staff member(s) responsible for  
174 overseeing the organization's roster and student eligibility.
- 175 • Approved estimated number of students receiving priority registration  
176 for each group
- 177 • Historical data on the number of students who actually received priority  
178 registration through the organization each semester

- 179 3.5 All faculty/staff member(s) who apply for priority registration for students  
180 are responsible for:
- 181 • Maintaining an accurate roster of students eligible for priority  
182 registration.
  - 183 • Providing names and SJSU ID numbers to the Registrar by the  
184 required deadline for granting priority registration.
  - 185 • Reporting changes in the organization duties/mission that may affect  
186 eligibility for priority registration and/or the number of students eligible  
187 for priority registration through the organization to Undergraduate  
188 Education.
  - 189 • Applying or reapplying for their priority registration no less than one  
190 semester prior to the desired start/expiration of the organization's  
191 priority registration.