

APPLICATION FOR REQUESTING EARLY REGISTRATION STATUS

Student groups or cohorts seeking Early Registration status may submit applications to the Student Policy Committee of the Academic Senate. The program advisor or administrator must submit a request with the following information:

Group or cohort designation	
Name of program advisor or administrator	
Campus mailing address	
Email address	
Maximum number of students in the group or program who will be participating in Early Registration each term	
Names of students who will be participating in Early Registration	[Attach separate page(s) with a preliminary list of names of students who will be participating in Early Registration. If approved for Early Registration, you will be asked by the Registrar's Office for a final list of student names and other information.]
Signature and date	

In addition, the program advisor or administrator must submit with the request a justification for granting Early Registration to the student group or cohort. The justification must include:

1. a reason or rationale indicating the need for Early Registration as a result of participation in activities in which students represent the university in an official capacity, provide vital services to the University, or need Early Registration in compliance with state or federal policy.
2. a clear identification of membership in that student group and description of the activities in which members participate, and
3. evidence that Early Registration will have a positive impact on academic progress and help alleviate scheduling difficulties inherent to their membership in that student group.

Submit application and supporting materials to:

Chair, Student Policy Committee
c/o Rosa Chavez, rosa.chavez@calstatela.edu
Office of the Vice President for Student Life

The submission deadline is 5 PM Friday, December 1, 2023.

Late applications will be returned without review.

Generally, most student clubs and organizations are not eligible for Early Registration, however a limited number of student groups will be approved for Early Registration status for one year beginning Fall term. Approved groups will be notified by the end of the 7th week of Spring term.