

1 **Early Registration Policy**

2 **PRINCIPLE**

3 The goal of Early registration for students is to enhance the University’s ability to attract, retain, and
4 graduate specific groups or cohorts of students in a timely manner. Such student groups or cohorts
5 typically participate in activities in which students represent the University in an official capacity,
6 provide vital services to the university, need Early registration in compliance with State or Federal
7 Policy, or are granted early registration by the University. In order to promote student participation
8 in such activities and accommodate State and Federal Policies, the University shall allow approved
9 groups to register in advance of the regular registration period.

10 **DEFINITIONS**

11 Registration in advance of the regular registration period consists of two types of Early registration.
12 Students approved for registration on the first day of registration are granted Priority registration (in
13 compliance with State or Federal Policy or as granted by the University). Students approved for
14 registration at the beginning of their assigned registration period are granted Early registration (for
15 participating in activities in which students represent the university in an official capacity or provide
16 vital services to the university).

17 **POLICY**

18 The following student groups or cohorts are granted Priority registration in compliance with State or
19 Federal Policy or as granted by the University:

- 20 1. Students registered with the Office for Students with Disabilities*
- 21 2. Members of the military, national guard, veterans and their dependents*
- 22 3. Students who are former foster youth and/or wards of the state*
- 23 4. Students in EOP in their first year and in their second fall term*
- 24 5. Elected officers of the Associated Students Inc. (ASI)
- 25 6. Student athletes
- 26 7. Students in the Honors College
- 27 8. OFFICE FOR STUDENTS WITH DISABILITIES SERVICE PROVIDERS (NOTETAKERS)

28
29 *In compliance with State or Federal Policy. Note Title V policy for EOP students only mandates early
30 registration in the first year.

31 Other student groups or cohorts may only apply for Early registration status. The program advisor or
32 administrator must submit a request to the Student Policy Committee of the Academic Senate. The
33 Committee reviews requests from groups seeking Early registration and sets review eligibility
34 timelines for these additional groups. The committee makes recommendations to the Vice
35 President for Student Life and the Provost and Vice President for Academic Affairs (“Provost”) who
36 acts in coordination with the Registrar. Upon approval of Early registration:

- 37 1. Notification is sent from the Vice President for Student Life and the Provost to the Registrar.
38 2. The list of students eligible for Priority or Early registration is documented by the appropriate
39 department or program administrator, and the list is submitted to the Registrar a minimum
40 of one month prior to the start of the next term's registration period.
41 3. Students on this documented list are allowed to register during the designated period prior
42 the start of the regular registration period.
43 4. Priority or Early registration begins with the students' second term of full-time study.
44 5. The Registrar shall provide an annual report to the Student Policy Committee on the number
45 of student groups and students who are eligible for and who have utilized Priority or Early
46 registration. This data will be used to help determine continued authorization of a group's
47 eligibility for Early registration.
48 6. The committee will consult with a group's advisor or administrator before discontinuing its
49 Early registration authorization.
50 7. Additional requests for Early registration are to be reviewed annually by the Student Policy
51 Committee.
52 8. The Vice President for Student Life and the Provost will provide a report to the Enrollment
53 Management Implementation Team on an annual basis.

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