



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Approved By: Academic Senate
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Approved By: Richard Yao, President
TBD

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Policy on Priority and Scheduling of Registration

Drafted by: Student Academic Policies and Procedures, 2022-2023

PURPOSE:

To update campus policy and procedures to reflect updated guidelines from the Chancellor's Office ([Priority Registration Policy 2/21/2023](#)) and legislation (Ed Code 66023.5), which requires priority registration for students with a dependent child or children younger than the age of 18.

This policy defines categories of priority groups for purposes of assigning enrollment appointments to continuing students for priority registration. The categories define tiers of priority, with some groups receiving a higher priority than others.

BACKGROUND:

Pursuant to California's Education Code, the following articles dictate which special populations of students must be granted priority registration:

1. Current foster youth and former foster youth and/or homeless youth and former homeless youth per [Ed Code Article 3, Section 66025.9](#).
2. Veterans and current members of the armed services per [Ed Code Article 3, Section 66025.8](#).
3. Students currently approved into the California Promise program per [Ed Code Title 3, Division 5, Part 40.2, Section 67434](#).
4. Students with a dependent child or children younger than the age of 18 years of age who will receive more than half of their support from that student per Ed Code 66023.5

Additionally, pursuant to CSUCI policy SA.08.003, students with a disability-related need will receive priority registration. CSUCI also grants priority registration to select student populations participating in student success programs that advance university initiatives.

CSU policy allows each campus to choose whether priority registration means the student registers prior to all other students, or whether the student registers prior to all other students within their class (first-year, sophomore, junior, senior, and graduate).

POLICY:

Accountability:

Registrar's Office. Priority registration shall be reviewed at least every three years by the Registrar's Office to evaluate the percentages of students receiving priority registration.

Applicability:

Applies only to currently enrolled students for continuing student registration. New student registration occurs during the new student onboarding process.

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:

Continuing students shall be allowed to register in the following order:

Group 1:

Continuing students who are required to receive priority registration by external agencies, by law, or by University exception. Students in Group 1 may be adjusted as new legislation is passed. Students in this category include, but are not limited to:

- Students with disabilities and registered with Disability Accommodation and Support Services, 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 and current members of the United States Armed Forces who are registered with the 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)
- Students with a dependent child or children younger than 18 years of age who will receive more than half of their support from that student (per Ed Code 66027.81)
- Individual student requests for one-time access to priority registration for rare and extraordinary circumstance will be reviewed by a cross-divisional team of appropriate stakeholders (e.g. Registrar's office, Academic Advising, Student Success and Equity Initiatives, and a faculty-at-large representative).

Group 2: Graduating Students

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

Group 3: Academic Level Priority –students participating in a pledge program and students in programs that benefit student success and advance university initiatives at CSU Channel Islands. Approval of Academic Level Priority for additional student populations will be reviewed by a cross-divisional team of appropriate stakeholders (e.g. Registrar's Office, Academic Advising, SASEI, and a faculty-at-large representative). Students in this category include, but are not limited to:

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- Pledge Program Students (e.g. California Promise)
- President's Scholars
- Educational Opportunity Program (EOP)

Group 4: All other undergraduate students, Master's degree students, Credential and Pre-Credential students—Appointments days and times for this group are assigned by the number of units that a student has completed. Appointments are set in descending order so that the students with the most completed units are first, followed by those with the least completed units follow.

Group 5: 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).