

Priority Registration Policy

I. Purpose

The purpose of this policy is to define the registration order and process at Fresno State. Priority 1 and 2 registration applications will remain the purview of the *AVP of Enrollment Management* with the advisory of the [Strategic Enrollment Management Committee \(SEMC\)](#).

II. Definitions

- A. [Strategic Enrollment Management Committee \(SEMC\)](#) consists of the following members: AVP for Strategic Enrollment (chair), University Registrar, AVP Office of Institutional Effectiveness, Dean of Undergraduate Studies, Director of Housing, Director of Financial Aid, AVP Student Success Services, Director of University Outreach & Special Programs, Director of Admissions, Director of Recruitment, Dean of Graduate Studies, Office of Budget & Resource Planning, Director of Brand Strategy and Marketing, University Diversity Officer, AVP Student Financials, one Faculty Representative, and ASI President or designee. Other committee members may be designated by the AVP for Enrollment Management.
- B. *Priority 1 Registration* will be defined in two ways:
 - 1. Federally mandated groups that require priority registration by law and cannot limit the number of students participating in their program.
 - 2. Campus priority groups that, as determined by the SEMC Committee, need specific student schedules, support the university-wide mission, and can limit the number of participating students.
- C. *Priority 2 Registration* is defined as campus groups, determined by the SEMC committee, that do not require special schedules for students to participate in campus activities or programs and can limit the number of participating students.
 - 1. Participating campus groups and student headcount limitations will be determined by the SEMC Committee during the application review process.
- D. *Returning student* is defined as a previous Fresno State student that left and is now being admitted back to the university.

III. Responsibilities

- A. *University Registrar* – It shall be the responsibility of the University Registrar to administer the Fresno State policy of Priority Registration, set and communicate term deadline dates, and prepare a brief annual report to the SEMC Committee summarizing the categories and numbers of students afforded the privilege of Priority Registration during the preceding year and, where appropriate, may recommend changes to this policy.
 - 1. Will review approved group numbers each term and contact groups that are over the approved amount.

B. *Priority 1 and 2 Registration Groups* – It shall be the responsibility of the respective priority registration groups to update student information each term by the deadline even if there is no headcount limit. and complete an application to receive priority registration.

1. If approved, groups will reapply every two years to keep their priority registration status or risk all respective students becoming ineligible for priority registration.

C. *Strategic Enrollment Management Committee (SEMC)*– It shall be the responsibility of the SEMC to communicate group selection decisions and student headcount limits (if any) based on criteria outlined on the [webpage](#) for Priority Registration.

IV. Registration Order (see **Table 1**)

- A. Priority 1 Registration groups’ appointments on the first day of registration, along with graduate and returning students.
- B. Priority 2 Registration groups will receive an earlier appointment on their scheduled date/time based on a student’s academic level.

Table 1. *Groups listed below in order of daily appointment schedule.*

Day 1	Day 2	Day 3	Day 4	Day 5
1. All Priority 1 Groups	1. Priority 2 Registration	1. Priority 2 Registration	1. Priority 2 Registration	1. Priority 2 Registration
2. Graduate Students	Seniors	Juniors	Sophomores	Freshmen
3. Returning Students	2. Seniors	2. Juniors	2. Sophomores	2. Freshmen

C. The above registration order is for continuing students. New students should follow the regular schedule by attending new student orientation. Requests for priority registration for new students outside of the regular orientation schedule should be reviewed and determined by the SEMC.

V. Continuous Renewal

This policy shall be reviewed periodically from its implementation date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary.

Recommended by the Academic Senate

Approved by the President

September 8, 2025

September 10, 2025