Priority and Early Registration Policy

APM 406

1. Purpose
	1. The purpose of this policy is to define the registration order and process at Fresno State. Priority and Early Group registration applications will remain the purview of the *AVP of Enrollment Management* with the advisory of the *Strategic Enrollment Management Committee (SEMC)*.
2. Definitions
	1. *Strategic Enrollment Management Committee* consists of the following members: AVP Enrollment Management (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 & Recruitment, Dean of the Division of Research and Graduate Studies, Office of Budget & Resource Planning, Director of Brand Strategy and Marketing, University Diversity Officer, AVP Student Financials and one Faculty Representative. Other committee members may be designated by the AVP for Enrollment Management.
	2. *Priority Registration* will be defined in two ways:
3. Federally mandated groups that require priority registration by law and cannot limit the number of students participating in their program.
4. 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.
	1. *Early 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.
		* Participating campus groups and student headcount limitations will be determined by the SEMC Committee during the application review process.
5. Responsibilities:
	1. *University Registrar* – It shall be the responsibility of the University Registrar to administer the Fresno State policy of Priority Registration and Early 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 and Early Registration during the preceding year and, where appropriate, may recommend changes to this policy.
* Each term, will review approved group numbers each term and contact groups that are over the approved amount.
	1. *Priority and early registration groups* – It shall be the responsibility of the respective priority and early registration groups to update student information each term by the deadline even if there is no headcount limit. and complete an application in order to receive priority/early registration.
* If approved, groups will reapply every two years to keep their priority or early registration status or risk all respective students becoming ineligible for early or priority registration.
	1. *Strategic Enrollment Management Committee–* It shall be the responsibility of the SEMC to communicate group selection decisions and student headcount limits (if any).
1. Registration Order (see **Table 1.**):
2. Priority Registration groups’ appointments on the first day of registration, along with graduate and returning students.
3. Early Group registration groups will receive an early 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 Registration Groups
2. Graduate Students
3. Returning Students
 | 1. Early Registration Seniors
2. Seniors
 | 1. Early Registration Juniors
2. Juniors
 | 1. Early Registration Sophomores
2. Sophomores
 | 1. Early Registration Freshmen
2. Freshmen
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1. The above registration order is for continuing students. New students should follow the regular schedule by attending new student orientation. Requests for new students outside of the regular orientation schedule should be reviewed and determined by the SEMC.
2. 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.