

# SSU PRIORITY REGISTRATION POLICY

## Application Form

Section III, part A of the SSU Priority Registration Policy (cited below) requires the Coordinators/Advisors of campus groups that want to be given priority registration to apply for priority registration. Section III, part B (also cited below) lists the eligibility criteria for priority registration.

Therefore, Coordinators/Advisors of groups that want to be given priority registration must submit a written explanation to the Academic Senate Office (holmstrl@sonoma.edu) detailing why their group meets the eligibility requirements listed in Section III, part B of the SSU Priority Registration Policy. **According to Section VII of the policy, applications for priority registration for the Fall semester are due no later than the 1st Friday in March.**

### III. Implementation

A. Coordinators/Advisors of all groups in Category C who wish to apply for Priority Registration on behalf of their students, including those which currently hold such status, shall apply to the Priority Registration Committee for continuation or granting of priority registration status. The Priority Registration Committee shall then recommend to the President which groups should receive priority registration. Any group that is not granted Priority Registration may re-apply the following year. The Priority Registration Committee shall provide any group that has not been recommended for priority registration with a written explanation of why priority registration was not recommended for the group.

#### B. Eligibility Criteria

1. There are three criteria that must be met in order to be granted priority registration under Category C. First, the student must participate in a university-sanctioned activity that significantly benefits the university. This means that the benefits of the activity for the university as a whole are a consideration. However, participation in such an activity is a necessary but not sufficient condition for the privilege of priority registration.
2. Second, priority registration must be necessary for the student to successfully participate in the activity. If the student can successfully participate in the program without priority registration, priority registration will not be granted.
3. Third priority registration must be necessary to allow a sufficient number of students to participate in the activity to ensure its success.
4. Therefore, the committee that decides priority registration status has to consider three main criteria:
  - a) The significance of the activity toward the benefit of the university as a whole.
  - b) The necessity of priority registration in order to participate in the activity.
  - c) The necessity of priority registration for the activity to successfully take place.

Only if all three conditions are met will priority registration be granted.

Campus Group: \_\_\_\_\_

Coordinator/Advisor: \_\_\_\_\_

Coordinator/Advisor e-mail \_\_\_\_\_ Ph: \_\_\_\_\_

**Applications for priority registration for the Fall semester are due to the Academic Senate Office ([senate@sonoma.edu](mailto:senate@sonoma.edu)) by the first Friday in March.**

Written explanation detailing why your group meets the eligibility requirements listed in Section III, part B of the SSU Priority Registration Policy. The explanation may be written separately and attached to this form.