



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

ACADEMIC SENATE

<http://www.csueastbay.edu/senate>

510-885-3671

COMMITTEE ON INSTRUCTION AND CURRICULUM

22-23 CIC 27

Monday, February 6 , 2023

TO: The Academic Senate

FROM: Committee on Instruction and Curriculum (CIC)

SUBJECT: 22-23 CIC 27: Amendment to the Registration Policy for Welcome Center Advisors

PURPOSE: Approval by the Academic Senate

ACTION REQUESTED: That Academic Senate approve the proposed policy amendment below, upon signature of the president, effective summer 2023.

BACKGROUND INFORMATION:

CIC received a request to consider adding Welcome Center Student Ambassadors to the [Registration Policy](#). Katie Avila, Director of Outreach, provided the following justification.

The Welcome Center plays a crucial role in the enrollment strategy for the University. Our Student Ambassadors staff the Welcome Center providing daily campus tours for prospective students and their families, group tours for local high schools and community colleges, and application and pre-enrollment support through presentations, chat and email, drop-ins, and phone calls. With a small team, we have had trouble managing the tour capacity for our campus, which has the potential to directly impact our enrollment.

We are asking for priority registration for the Student Ambassadors so we can provide more tours and increase the capacity of the Welcome Center. Due to class scheduling conflicts, we are unable to provide tours on certain days of the week. To provide better customer service and increase the staff of the center, we would like to offer these students priority registration. The staff typically has about 15 students but we're hoping to get up to 20 students at full capacity.

The proposed amendments to the registration policy are highlighted in red below. Other pending amendments from 22-23 CIC 24 are highlighted in yellow.

POLICY AMENDMENTS:

4. Early Registration (a) with no cap as required by AB 2881 and (b) subject to a headcount cap of 2% of total student enrollment per semester. The Registrar will notify the Senate Chair if the 2% cap is exceeded for programs listed in Section 4b below.

Section 4a

- Students who are parents¹ or who are pregnant (AB 2882 requires the CSU to grant priority registration to student parents.)

Section 4b

- All students in good standing in the University Honors Program, excluding freshmen.
- Orientation Team students who are full participants in orientation sessions with freshmen and transfer students, and other responsibilities as required of the orientation team, and only for the semester in which they work (or the semester following the work, if the work is performed after their normal registration period).
- EOP Peer Mentor students only for the semester in which they work (or the semester following the work, if the work is performed after their normal registration period).
- Pioneers for Change students **only for the semester in which they work** (or the semester following the work, if the work is performed after their normal registration period).
- **Welcome Center Student Ambassadors only for the semester in which they work (or the semester following the work, if the work is performed after their normal registration period.)**
(limited to 30 annually)

¹ AB 2881 defines student parent as “a student who has a child or children under 18 years of age who will receive more than half of their support from that student.”