



**52/AS/24/UEPC**  
**Suspension of the Two Pass Registration system**

**Be it resolved:** The Two-Pass Registration System be suspended: and be it further

**Resolved:** This suspension takes effect when the President signs this resolution; and be it further

**Resolved:** The new One-Pass system will allow students to enroll in a maximum of 15 units and provide a waitlisting option. After the initial registration period, all continuing students will have the opportunity to register for up to 18 units during the open enrollment period.

**Resolved:** This resolution will replace SPEMI/15/AS/15/UEPC; and be it further

**Resolved:** The Single Pass system will be jointly reviewed by the University Educational Policies Committee (UEPC) and the Vice President for Enrollment Management in the Spring of 2027.

**Rationale:** The Two Pass registration system was designed during a time of enrollment pressure. Our campus was exceeding our target enrollment, and this measure was put in place to curtail enrollment. We have a different problem now with the low FTES projected for the foreseeable future.

Two Pass registration system was also a way to ensure that athletes could enroll in 12 units, as it was designed before athletes, or student parents had priority registration. (In 2012, a new NCAA eligibility rule required student athletes to be enrolled in 12 that counted toward their degree.) Now, both groups have priority registration within their class groups. (If they are seniors, they are the first seniors to register.) So, we no longer need the Two-Pass System to be fair to student parents or to ensure that athletes are in compliance with NCAA eligibility rules.

The Two-Pass System is chaotic for some. The Enrollment fields thousands of calls from students confused about their two registration dates. In addition, some students would inadvertently forget to return to complete their registration during their second pass appointment which negatively impacted their ability to register for courses and for departments to accurately assess demand.

The Two-Pass system does not allow for some students who register for 4- or 5-unit classes to enroll in 12 units on their first pass. Then, the courses needed to meet their degree requirements and full-time status for financial aid are not available during the second pass.

The Two-Pass system did not allow for wait lists during the first pass. In turn, departments did not know early on if they needed more sections. By allowing wait lists during a one-pass system, departments can gauge where enrollment is robust and thus be better able to add needed sections sooner, which could also increase FTES.

However, some students in lower class standings (sophomores and freshmen) benefitted from the Two-Pass system, which limited the maximum allowable units to 12 during the first pass. This restriction may have resulted in increased availability of high-demand courses for these students. Additionally, the 12-unit cap may have prevented some students from over-registering while deciding which courses were needed or wanted, thus creating more opportunities for lower-class students to secure spots in their desired courses.

Given the benefits observed and concerns regarding students' inability to enroll in a full-time course load when taking 4-5 unit courses under the 12-unit limit, it was decided to implement a One-Pass system with a 15-unit maximum, rather than the previously considered 18 units. This adjustment aims to address both the need for sufficient registration options and the ability for students to register in a full-time status. All students would then be able to register for a maximum of 18 units during the open enrollment period.

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### **SPEMI/15/AS/15/UEPC - Two-Pass Registration System**

**Be it resolved:** That the Two-Pass Registration System be continued; and be it further

**Resolved:** The Two-Pass Registration System allows students to register for 12 units during the first pass registration and includes appointment times for individual students; and be it further

**Resolved:** The first pass priority registration will be followed by a second pass priority registration period that includes appointment times for all eligible individual students, to be followed by an open registration period; and be it further

**Resolved:** A joint review by the University Educational Policies Committee (UEPC) and the Vice President of Enrollment and Student Affairs will be conducted during Fall 2020.

**Rationale:** The UEPC recommends continuing the Two-Pass Registration System as it is currently implemented. Based on the review of available data on the Two-Pass Registration System, there is no evidence to suggest that any group of students is systematically disadvantaged by the current Two-Pass Registration System. The data do not suggest any relative disadvantage for students based on their registration priority. Registration priority is based on classification and number of units. While individual students may experience challenges in adjusting their personal, work, and academic schedules to accommodate course availability, there are no groups of students who are systematically disadvantaged by the Two-Pass Registration System. It was the consensus of the UEPC that enough data has been collected to respond to President Sheley's concern: Are freshmen and sophomores, even if satisfied, disadvantaged by the current system? There is no indication that freshmen or sophomores are disadvantaged. There is no indication that upper classmen are making seats unavailable to lower classmen. The data show that with the exception of Biology, there are open seats in all GE areas after the open registration period. Further analysis also shows open seats in major's courses. Due to changing conditions in both enrollment and budget, the Two-Pass Registration System Policy will be reviewed in 2020 to determine if student needs are being met.

# Policy

The Two-Pass Registration System allows students to register for 12 units during the first pass of registration, which will include appointment times for individual students. The first pass priority registration will be followed by a second pass priority registration period that includes appointment times for all eligible individual students, to be followed by an open registration period. A joint review by the University Educational Policies Committee and the Vice President of Enrollment and Student Affairs will be conducted during Fall 2020 to determine if student needs are being met.

**Related Policies and Procedures:** Replaces 9/AS/14/UEPC

**Review Period:** 4 years

**Review History:** Approved by the Academic Senate on December 8, 2015. Approved by President Joseph Sheley on February 15, 2016.

*Strategic Planning, Enrollment Management, & Innovation Division has the primary responsibility for this policy.*

**Approved by the Academic Senate on October 8, 2024**  
**Approved by President Britt Rios-Ellis on October 29, 2024**