

REGISTRATION AND SCHEDULING COMMITTEE

Functions

To evaluate present procedures, policies, and guidelines used in registration and scheduling of classes and to recommend changes in existing procedures. To evaluate and recommend new concepts in registration and scheduling.

Membership

The committee is appointed by the President and reports to the Provost and Vice President for Academic Affairs or designee. The committee elects its own chair.

One representative from Student Affairs, nominated by the Vice President for Student Affairs

One representative from each instructional college, nominated by the college deans after consultation with the respective Academic Senate College caucus

One representative from the Administration and Finance department, nominated by the Vice President, Administration and Finance

One staff representative appointed by the President

Two students nominated by the President of the ASI (one student to be member of the Board of Directors and nominated annually)

Representative from Instructional Department Heads Council

The following are designated as ex officio voting members:

Assistant Vice Provost, Systems and Resource Management

Registrar

Manager, University Scheduling

The following is designated as an ex officio nonvoting member:

Director, Information Services Infrastructure, or designee

Terms of office shall be two years, unless otherwise specified.

Meetings

On call of the chair.

Revised October 2001

Revised September 2002

Editorial revision (title changes) September 2008 & September 2009