

## REGISTRATION AND SCHEDULING COMMITTEE

### **Function**

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 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, who serves as an Associate/Assistant Dean, department head/chair or department faculty scheduler, 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)

One representative from Instructional Department Heads Council, nominated by the Chair of IDHC

One representative from University Advising, nominated by the Assistant Vice Provost of University Advising

### **The following are designated as ex officio voting members**

Registrar

Associate Registrar – Systems

Associate Registrar – Curriculum, Catalog and Scheduling

### **The following is designated as an ex officio nonvoting member**

Director, Applications and Information Systems, 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  
Removed the staff rep appointed by the President - September 2010  
Title changes September 2011, May 2012  
Editorial changes November 2014  
Revised November 2015