

**CHAPTER 2: BOARD OF TRUSTEES
ADMINISTRATIVE PROCEDURE NO.: 5610**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: **Voter Registration**

Adoption Date:

Review Date:

Revision Date: **November 2009; May 8, 2014; December 4, 2019**

Responsible Area: **Vice President, Student Services**

Responsible Office: **Admissions and Records**

Policy Reference: **20 U.S. Code Section 1094(a)(23)(A); 34 CFR Section 668.14(d)(1)**

The College conducts the following activities to comply with federal law regarding voter registration:

- A. Voter registration materials are made available to students enrolled in a degree or certificate program and who are physically in attendance at the college.
- B. Forms are widely available to students at the college in the library, Student Center, the Lodges, Counseling, and Student Support Programs offices.
- C. Voter registration information is available on the College's online registration system.
- D. The College designates a contact person to be contacted by the Secretary of State for distribution of voter registration cards.
- E. Off-campus organizations desiring to conduct voter registration for students shall follow the Free Speech (see Administrative Procedure 3900) and facility request processes.