



## ADMINISTRATIVE PROCEDURE

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**TITLE: Voter Registration & Information**

**ADMINISTRATIVE PROCEDURE # 5610** *(was 740AP Student Voter Registration)*

**RELATED TO POLICY # 5610**

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1. Information on voter registration shall be emailed to each student a minimum of once an academic year and shall include: links to online voter registration; the location of voter registration cards on campus; where completed cards can be submitted; voter registration deadlines; and voter registration events. The same information shall be provided to college employees through approved methods of distribution.
2. A direct link to the Secretary of State's online voter registration shall be maintained on the College's internet website. Voter registration forms shall be available in the areas where registration, financial aid, and advising services are provided, as well as the campus store.
3. Upon request, the ASUCC Leadership Team shall be granted access to student orientation programs and campus welcome events for the purposes of non-partisan voter registration and education.
4. Upon request, the ASUCC Leadership Team shall be provided with an official class schedule and a list of professional contact information for college faculty, which may be used for the purpose of seeking faculty approval for the ASUCC Leadership Team to provide nonpartisan voter registration classroom presentations. Classroom access is by permission of the instructor teaching the class, and shall be limited to the first five minutes of a class period.
5. ASUCC Leadership Team, student groups, and individual students shall be granted the opportunity to provide nonpartisan voter registration and education services throughout the academic term in any non-reserved public space on the college's property, provided that the nonpartisan voter registration services conform to the rules of conduct and rules for reserving space at the college. Voter registration and education services may include, but are not limited to: tabling, phone-banking, meetings, trainings and educational forums.

**Reference:**

Oregon State Senate Bill 951 (2007) and Senate Bill 1586 (2016)

**RESPONSIBILITY:**

The Dean of Student Services is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 1/21/2020 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**