



**Policy Title:**

Policy on Undergraduate Summer Registration on Campus

**Responsible Executive(s):**

Dean of the College

**Responsible Office(s):**

Office of the Dean of the College

**Contact(s):**

Please direct questions concerning this policy to [summerprograms@princeton.edu](mailto:summerprograms@princeton.edu), or Maria Papadakis, Associate Director for Project Planning and Administration at [mpapadak@princeton.edu](mailto:mpapadak@princeton.edu) or 609-258-4469.

**Effective Date:** 01/12/24; updated: 06/03/24; last updated: 02/06/25.

**I. Policy Statement**

Actively-enrolled Princeton University undergraduates as well as undergraduates from other universities participating in a qualifying on-campus summer activity for more than 14 consecutive days must be **centrally registered** to receive campus-wide safety announcements and other critical communications, to obtain access to campus resources, and to secure on-campus housing and food (excluding students in continuous housing).

**II. Who Is Affected by this Policy**

Princeton undergraduates and non-Princeton (visiting) undergraduate students.

Academic and administrative units that provide stipends to undergraduate interns through a [University-approved internship program](#), host their rising seniors conducting senior thesis research, enroll students into credit-bearing summer courses, hire Princeton student workers, or hire visiting undergraduates as casual hourly employees.

**III. Definitions**

On-campus summer activity: Undergraduates may participate in one (or more) of the following activities: **undergraduate internship program, senior thesis research, credit-bearing summer course offered at Princeton or a neighboring institution, hourly work, or continuous housing residents**. Students may not be classified as volunteers. A student's **primary activity** is that which constitutes their most important time commitment.

#### IV. Summer Registration Processes

There are three processes used to register an on-campus summer undergraduate student, depending on a student's primary activity and enrollment status (see Appendix A for a summary):

1. The [Summer Registration Portal \(SRP\)](#) is used to centrally register the following students:
  - a. Actively enrolled Princeton and non-Princeton (visiting) undergraduate students participating in an **approved on-campus University-sponsored internship program**.
  - b. **Rising seniors** conducting senior thesis research on campus with a faculty adviser.
  - c. Princeton undergraduates taking **credit-bearing course(s) at a neighboring institution**.
  - d. **Princeton undergraduate student workers** hired to work on campus.
  - e. Princeton undergraduates **living in continuous housing**.
2. **The Office of the Registrar** matriculates and centrally registers Princeton and visiting undergraduates taking a **Princeton credit-bearing summer course**.
3. **Human Resources** centrally registers undergraduate students hired as **casual hourly employees**; this group may include visiting undergraduates and/or Princeton undergraduates who are not actively enrolled, including students on a leave of absence or withdrawn from the University.

Students can only be registered through ONE of the three processes outlined above (i.e. Summer Registration Portal, Registrar, or HR). For example, a visiting undergraduate hired as a casual hourly employee through HR may not also be registered as a special summer student through the Summer Registration Portal.

#### V. Roles & Responsibilities

Academic and administrative units hosting undergraduates on campus during the summer are responsible for registering their undergraduates through the appropriate registration processes outlined in Section IV.

Unit managers are responsible for i) assigning the Primary Registration Contact(s) (PRC) for the on-campus summer activity(ies) administered through their unit (see Appendix A for typical PRC assignments based on student activity) and for ii) annually updating the central PRC directory in December.

Primary Registration Contacts are responsible for i) collecting student information for the purposes of summer registration, and ii) registering students through one of the three registration processes listed in Section IV.

## VI. Summer Registration Portal (SRP)

In January, new and returning PRCs tasked with registering students through the SRP will receive communications regarding the upcoming summer registration cycle, invitations to training opportunities, and access to the Summer Registration Portal in PeopleSoft.

The Summer Registration Portal is open for submissions from mid-March to late April. PRCs are encouraged to submit student information, including on campus housing needs, as early as possible to ensure timely service provisioning before the start of summer. Late submissions may result in delays in processing student services.

### Appendix A: On-Campus Summer Undergraduate Registration Matrix

Student activity / student status	Primary Registration Contact (PRC)	Process for actively enrolled Princeton undergraduates	Process for actively enrolled non-Princeton (visiting) undergraduates
Intern receiving a stipend	Internship Program Coordinator, or as assigned by unit manager	SRP (IV.1a)	SRP (IV.1a)

<b>Senior thesis researcher</b>	Undergraduate Administrator of student's home department, or as assigned by unit manager	SRP (IV.1b)	N/A
<b>Student taking Princeton credit-bearing course</b>	Summer Course Program Administrator, or as assigned by unit manager	Registrar's matriculation process (IV.2)	Registrar's matriculation process (IV.2)
<b>Student taking credit-bearing course at neighboring institution and living on campus</b>	Summer Course Program Administrator, or as assigned by unit manager	SRP (IV.1c)	N/A
<b>Student worker receiving hourly pay</b>	PRC assigned by unit manager	SRP (IV.1d) (and hired through Student Employment)	N/A
<b>Student residing in Continuous Housing (<u>and not taking part in one of the above activities</u>)</b>	Continuous Housing Program Administrator	SRP (IV.1e)	N/A
<b>Casual hourly employee</b>	PRC assigned by unit manager	N/A <sup>1</sup>	Registered and hired through HR <sup>2</sup> (IV.3)

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<sup>1</sup> Princeton undergraduates who take a leave of absence, withdraw from the University, or have recently graduated do not hold an active student enrollment status and should be hired through HR as casual hourly employees. Only actively enrolled undergraduates can be hired as student workers through Student Employment.

<sup>2</sup> Units hosting visiting undergraduates hired as casual hourly employees register their students through HR and work with Conference and Event Services directly for housing and food needs.