



ASUN Operating Procedure – 4013

Operating Procedure Synopsis

Title: Voter Registration Process

Approval Date/Revision Date(s):

Review Date(s): 3/2018, 4/2019, 3/2020, 3/2021

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Director for Student Support and Engagement

A. Purpose and Scope

The purpose of the Voter Registration Process to educate students on the importance of exercising their right to vote.

B. Definitions

N/A

C. Procedures

In compliance with the 1988 Higher Education Act, Arkansas State University-Newport has implemented the following voter registration procedures:

*** Offer Voter Registration Forms at Enrollment and Class Registration**

Provide paper voter registration forms to each degree- or certificate-seeking student who attends campus in person. Additionally, the Arkansas Voter Registration link is emailed to all students to download in an effort to ensure all students have an equal opportunity to register to vote, whether on campus or online only.

*** Provide College Events Access for Voter Registration**

Secretary of State and/or county voter registration personnel are invited to attend campus-wide Community Resource Fairs, so they can spend time registering voters.

*** Encourage Faculty to Invite Groups to Speak to Classes**

Voter Registration groups can address classes regarding the importance of voter registration. More importantly, they have the opportunity to pass out and collect voter registration forms. ASUN faculty are encouraged to facilitate and set aside class time to assist with this process.

*** Hold Voter Registration Campus Event**

Establish and promote a campus-wide voter registration event, partnering with History faculty to assist with the process.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Additionally, any ASUN student who is interested in obtaining voter registration forms can pick one up in the Director for Student Support and Engagement's Office and/or their campus' Financial Aid Office, along with information on where to submit or mail in forms.

D. Related Information
