FOR THE RECORD

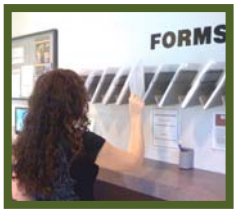
Registrar's Office Newsletter
Cal Poly Pomona

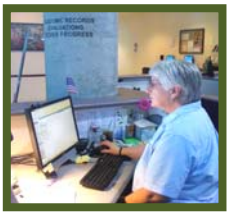
ISSUE V
FALL 2010

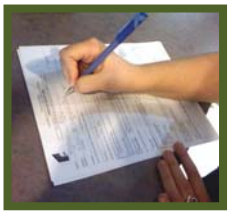
IMPORTANT DATES

September 13	Fall 2010 Add/Drop begins
September 23	Fall 2010 Classes begin
September 29	Fall 2010 Last day to Add
September 29	Fall 2010 Last day to Drop without receiving a "W"
October 13	CENSUS
October 13	Fall 2010 Last day to Drop without a petition
October 15	Last day to apply for Fall 2010 graduation
October 18 – 19	Winter 2011 Priority Registration
October 25 – November 19	Winter 2011 Registration
December 6 – 10	Fall 2010 Final Exams
December 13	Winter 2011 Registration Fees Due
December 15	Fall 2010 Grades Due at 6am
December 20	Winter 2011 Add/Drop begins
January 3	Winter 2011 Classes begin

The Registrar's Office is committed to serving students and the campus community by providing quality service that facilitates enrollment, persistence and degree completion, while maintaining accurate academic records for the University.







From the Registrar's Desk

I'm sure many of you will agree when I say, "I don't believe the fall quarter is already here!" Personally, I didn't feel much of the summer as I have been extremely busy over the last few months. It seems just a few weeks ago that I was busy working on commencement-related activities. Yet, here we are welcoming the fall quarter again.

This 2010-11 academic year, the Registrar's Office staff will be contributing to the CSU Graduation Initiative that is in almost everyone's minds. Through our efforts in improving the registration process, streamlining the evaluations process, establishing more course articulation agreements between CPP, community colleges and other CSU campuses, and further enhancing the Degree Progress Report, we hope to make a difference in the graduation rate of Cal Poly Pomona.

I appreciate the support and cooperation we have received from many of you. Most especially, I appreciate the 'pats on the back' and kind gestures that oil the engine of the Registrar's Office.

Here's wishing you all the best this 2010-11 academic year.

- Maria L. Martinez

DO YOU HAVE A FRESHMAN IN YOUR LIFE?
One who requires Math and/or English Remediation?

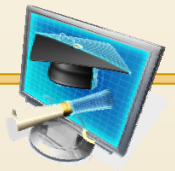
Students who require remediation in English and/or Math must comply with the CSU Executive Order (EO 665). You may wonder how to best assist these students in complying with this Executive Order. Here are some important points to know about the policy:

- Remediation requirements are determined by a student's ELM (Math) and EPT (English) scores.
- Students are required to register for their first level of remediation in their first quarter of attendance at Cal Poly Pomona. Failure to do so will result in the disenrollment from fall classes.
- All remedial classes must be completed with a minimum grade of "C".
- Students who do not complete their remediation by the end of their first year (which includes the summer quarter) will be placed on Administrative Leave of Absence (LOA).
- Students placed on Administrative LOA may return to Cal Poly Pomona upon successful completion of their Area A2 (English) and/or Area B4 (Math) General Education requirements. They have one year to satisfy these requirements.
- Students may petition for an extension of their EO 665 timeline. For details, go to the Academics Programs website.

For more information, visit the Registrar's Office website and FAQs page.

- Leslie Corcoran, Enrollment Services Coordinator

NEW GRADUATION CHECK PROCESS



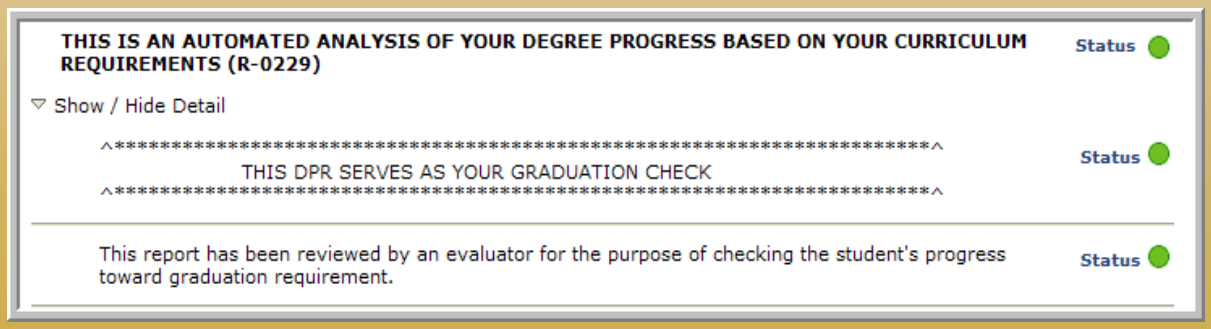
Graduation Checks (also known as "grad checks") for all **undergraduate students** are now done automatically. Students no longer need to complete a *Request for Graduation Check* form. Graduation Checks of students with the highest number of units earned are processed first. Once the graduation check has been completed, the students Degree Progress Report (DPR) will read, "THIS DPR SERVES AS YOUR GRADUATION CHECK."

Likewise, with the exception of students in the Masters of Arts in Education program, **graduate students** no longer need to complete a *Request for Graduation Check* form. Upon receiving copies of students' approved Program of Study or "Contract," the Registrar's Office will incorporate their course lists into the Degree Progress Report and complete their Graduation Check.

To ensure a timely graduation, students should review their DPR frequently and meet with their advisors. Advisors are strongly encouraged to contact the evaluator assigned to their major/program immediately if they have questions regarding a student's DPR.

- Questions regarding General Education, or other University requirements (e.g., GPA, residency units, lower/upper division units) should be directed to the student's Evaluator.
- Questions regarding major core and support courses should be directed to the student's Academic Advisor (in the student's major).

- Delia Leon, Lead Evaluator



assist : The Next Generation Project

For some time (since at least 1995), the ASSIST website has been operating behind the scenes on a system with outdated technology that allows minimal functionality.

ASSIST: Next Generation is a project hosted by the ASSIST Coordination site, which is located on the campus of UC, Irvine. The project's main goal is to identify things that will enhance the functionality of the www.assist.org website and also to allow for more efficient maintenance of the articulation agreements.

Since April 2010, the ASSIST Coordination site has been hosting high level Work Group Sessions with various stakeholders within the ASSIST community (Transfer Counselors, Articulation Officers, Admissions Evaluators, Technical Staff and Students). The Work Group has generated an amazing amount of ideas, 300+ to be exact. Although there is no guarantee that all of the new ideas will make it into the Next Generation ASSIST, new key features will be included where possible, and the remaining ideas will be referenced when enhancements are considered in future phases of the Next Generation Project. Rest assured…all key features that currently exist on www.assist.org will find a home in the new and improved ASSIST. I welcome any ideas you may have that will improve the ASSIST website.

Coming Soon!

Articulation agreements for:

- Community College of the Air Force
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CSU, San Bernardino
- UC, Irvine

We will continue developing articulation agreements for the remaining 72 California community colleges.

- Jose Lozano, Articulation Officer
(909) 869-2994
jllozano@csupomona.edu

Friendly FERPA Reminders

As a faculty or staff member with access to student educational records, you have a legal responsibility to protect these records. Your 'legitimate educational interest' to these records dictates the type and amount of access you have been granted to specific student information. For example, individuals who provide academic advisement to students have the Advisor Role in BroncoDirect; instructors have the Instructor Role, etc.

Directory information at Cal Poly Pomona includes:

- Student's Name
- Major field of study
- Participation in officially recognized sports/activities
- Weight and height of athletic team members
- Dates of attendance
- Full or part time status
- Degrees and awards received
- E-mail address
- Most recent or previous college/university/agency attended

REQUESTS FOR NON-DIRECTORY INFORMATION: If a student is authorizing release of his/her non-directory information, he/she must first complete a Confidentiality Release Form. This form must be signed by the student and filed in the Registrar's Office. Once filed, this release is valid until the student notifies the campus of its termination.

NON-DISCLOSURE OF INFORMATION: FERPA provides students the right to non-disclosure of their directory information. In other words, they may request that their directory information NOT be released. To do this, students must complete the Confidentiality Request Form available in the Registrar's Office. If non-disclosure of information has been requested by a student, his/her record will be noted in BroncoDirect by the symbol shown above.

Other Reminders

- ALWAYS verify identity of student or other individual requesting information
- ALWAYS store confidential student information securely
- DO NOT publicly post BroncoNumbers with grades or any other education record
- DO NOT share restricted information electronically, such as SSN, grades and details about the student's enrollment that will compromise the student's privacy/security.

WHEN IN DOUBT, DON'T GIVE IT OUT!

If you have questions, visit the Registrar's Office website or contact the Registrar's Office at (909) 869-3000.

CalWORKs
California Work Opportunity and Responsibility to Kids
Cal Poly Pomona

Beginning July 1, the Registrar's office began assisting CalWorks recipients by completing required forms from the Department of Social Services. CalWORKS (California Work Opportunity and Responsibility to Kids program) is a welfare program that provides cash aid, employment services, and other benefits to needy families. Please refer students that need assistance or have questions to either:

- Cynthia Chatfield, (909) 869-2101, cmchatfield@csupomona.edu
- Jeffrey Tennis, (909) 869-3289, jstennis@csupomona.edu

Contact Information for VETERANS

If you have any new Veterans here on campus that are not quite sure where to go to get assistance with their GI Bill benefits, please refer them to the Veteran's Website or the Registrar's Office. We have two Veteran's Coordinators that will be happy to assist them:

- **A-L**: Cynthia Chatfield, cmchatfield@csupomona.edu
- **M-Z**: Leslie Corcoran, llcorcoran@csupomona.edu

Contact Information:

Registrar's Office
3801 West Temple Avenue
Pomona, CA 91768
Building 98 (CLA Building), 2nd Floor

Website:
http://www.dsa.csupomona.edu/registrar

Academic Record Services
909.869.3000

Degree Progress & Evaluation Services
909.869.3290

Fax Number
909.869.6828

Office Hours:

Monday - Thursday
8:00 a.m. - 6:00 p.m.
Friday & Quarter Break
8:00 a.m. - 5:00 p.m.

Newsletter Editor: Denise Rodriguez