

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-009-156

POLICY FOR PRIORITY REGISTRATION

Academic Affairs Committee

Date: 19 October 2016

Executive Committee
Received and Forwarded

Date: 19 October 2016

Academic Senate

Date: 26 October 2016
First Reading

Background

The current policy that outlines the process for priority registration (AS -1197-012/AA, Process for Adding or Deleting Groups from the Priority Registration List) only vaguely defines the criteria for priority registration and, moreover, the process is cumbersome and suffers from several procedural as well as timeline shortcomings. In its current implementation, the process does not provide adequate time for the Academic Affairs Committee to evaluate the merit of all the requests and, in addition, it does not allow adequate time for the Registrar's office to process the approved requests in a timely manner. With this referral, the Executive Committee of the Academic Senate charges the Academic Affairs Committee to review and update the policy for student priority registration.

The Current Policy (AS-1197-012/AA) is:

1. Order of Registration: The Academic Senate recommends the following order of registration:

- a. Students in the Priority Registration group as defined in recommendation 2.
- b. New Freshmen and transfer students who attended Orientation and/or Summer Bridge.
- c. Graduating seniors with 170 units or more. When degree audit is implemented, a graduating senior will be redefined as a student within 20 units of graduation.
- d. All other new and continuing students according to a rotation based on the last three digits of their Student ID Number.

2. New Priority Registration Policy

For the purposes of this report, Priority Registration is defined as the two-day time period that precedes the standard pre-registration process each term.

2.1. Access to Priority Registration is not automatic for any student. Priority Registration is valid only for one quarter at a time, not for the entire academic year.

2.2. Application for priority registration may be requested by the Director/Chair/Responsible Person (for example the Director of Athletics, President of ASI, etc.) for serious and compelling reasons, which must be accompanied by specific documentation/justification for each student requesting priority registration. Such requests must also meet all three of the following criteria (current policy) for each student: (All students within a group must be individually listed)

2.2.1. Each student will be participating in activities that advance the academic or institutional goals of the University, AND

2.2.2. need it in order to participate in the activity for the term specified, AND

2.2.3. will not be receiving it as a reward or as a substitute for pay.

2.3. Requests for priority registration must be received in the Academic Senate Office by 5:00 pm on the due date listed in 2.6 below for each term. Late applications will NOT be accepted. Only formal written requests will be considered. Personal appearances will be by request of the Committee.

2.4. The Academic Affairs Committee will consider all requests for priority registration in a single meeting each quarter.

2.5. The Director/Chair/Responsible Person will be notified of the committee's decision no less than 8 working days prior to the beginning of the priority registration period. It is the responsibility of the Director/Chair/Responsible Person to notify the students of the decision. Staff from the Academic Senate Office will provide the Registrar's Office with approved lists each quarter.

2.6. Deadlines for applications for priority registration must be made by the date specified below (This date is approximately four (4) weeks prior to the beginning of priority registration each quarter.)

- 1st working day in October for Winter Quarter
- 1st working day in April for Summer Quarter
- 1st working day in May for Fall Quarter
- 5th Working day in January for Spring Quarter

3. During the priority registration period and/or the pre-registration period, students are limited to a maximum of 16 units. All students will be eligible to register for additional units during the late registration period.

Resources Consulted

Kathleen Street, Interim Vice President of Student Affairs
Maria Martinez, Registrar
S. Terri Gomez, Interim Associate Vice President for Student Success

Discussion

This referral was worked on in conjunction with "AA-005-145: Update Process for Registration Appointment" due to their inherent interrelationship.

Policies regarding priority registration from other CSU campuses were reviewed. Discussion with the Registrar highlighted technical limitations and functionality of the current PeopleSoft system with respect to implementing priority registration strategies.

Recommendation

The Academic Affairs Committee recommends the adoption of the following policy:

1. **Order of Registration:** The Academic Senate recommends the following order of registration:
 - a. Students in the Priority Registration Categories as defined in Section 2.2 below.
 - b. Order of registration for rest of the students as defined in AA-005-145.

2. **Priority Registration Policy**

For the purposes of this report, "Priority Registration" is defined as the two-day time period that precedes "Initial Registration" each term as identified in AA-005-145.

- 2.1. Access to Priority Registration is not automatic for any student. Priority Registration is valid only for one academic term at a time, not for the entire academic year.
- 2.2. All priority registration requests must also meet all three of the following criteria:
 - 2.2.1 Each student meets their respective category description in the table below, AND
 - 2.2.2 needs priority registration to participate in the activity for the academic term specified, AND
 - 2.2.3 will not be receiving priority registration as a reward or as a substitute for pay.

Application for priority registration may be requested by the Director/Chair/Responsible Person (such as the Director of Athletics, President of ASI, and etc.) for serious and compelling reasons via the Request for Priority Registration form, which must be accompanied by specific documentation/justification for each student requesting priority registration. All students within a group must be individually listed. The Director/Chair/Responsible Person shall justify criteria 2.2.1-2.2.3. Providing a sample class or activity schedule is not sufficient, it shall be accompanied by relevant justification.

Priority registration group will be categorized as follows:

Category	Description	Example	Max Limit
A	Students for whom the University needs to provide priority registration to fulfil the graduation timeline or pathway	<ul style="list-style-type: none"> • 2-year and 4-year pledge • Honors college 	<ul style="list-style-type: none"> • Six quarters (four semesters) for 2-year pledge and honors college • 12 quarters (eight semesters) for 4-year pledge
B	Students for whom the University needs to provide priority registration to comply with federal or state regulation	<ul style="list-style-type: none"> • Disability resource center • EOP • Veterans • Foster Youth 	<ul style="list-style-type: none"> • As long as the regulation requires, subject to status validation
C	Student Athletes	<ul style="list-style-type: none"> • Intercollegiate Athletics 	<ul style="list-style-type: none"> • As long as the active athlete status is maintained
D	Students serving on Senate committees	<ul style="list-style-type: none"> • ASI cabinet and senate members 	<ul style="list-style-type: none"> • During active service or six quarters (four semesters), whichever smaller
E	Students who are a part of significant university service	<ul style="list-style-type: none"> • Housing Services Resident Advisors • Orientation Leaders 	<ul style="list-style-type: none"> • During active service or six quarters (four semesters), whichever smaller
F	Students who represent the university team in a noteworthy extracurricular activity	<ul style="list-style-type: none"> • Rose Float Team Lead • Music Ensembles • Engineering Teams (SAE, ASCE, Baja) • ACM Programming Team • Collegiate Cyber Defense Team (CCDC) 	<ul style="list-style-type: none"> • During active service or six quarters (four semesters), whichever smaller
G	Students who are required by external scholarship granting agencies or donors to meet degree milestones	<ul style="list-style-type: none"> • McNair Scholarship • Scholarship for Service • SEES • Similar scholarships 	<ul style="list-style-type: none"> • Duration required by the scholarship grantee or six quarters (four semesters), whichever smaller

The examples above are given for demonstration purpose only. It doesn't guarantee priority registration for any category.

Request for Priority Registration forms for Categories A-D in the table above will normally be approved and do not require regular review by the Academic Affairs Committee each academic term. A review/audit may be requested by the Academic Affairs Committee at any time.

Request for Priority Registration forms for Categories E-G will be reviewed and either approved or denied by the Academic Affairs Committee based on criteria 2.2.1-2.2.3 as well as the completeness of the application. The Academic Affairs Committee will consider these requests for priority registration in a single meeting each academic term. Personal appearances may be requested by the Academic Affairs Committee for parties making requests from Categories E-G.

- 2.3 Requests for priority registration must be received in the Academic Senate office by 5:00 pm on the due date listed in 2.5 below for each term. Late applications will not be accepted. Only complete formal written requests as detailed in Section 2.2 will be considered.
- 2.4 The Director/Chair/Responsible Person will be notified of the committee's decision no less than 8 working days prior to the beginning of the priority registration period. It is the responsibility of the Director/Chair/Responsible Person to notify the students of the decision. Staff from the Academic Senate Office will provide the Registrar's Office with approved lists each academic term.
- 2.5 Deadlines for applications for priority registration must be made by the date specified below (This date is approximately four (4) weeks prior to the beginning of priority registration each quarter)
- 1st working day in October for Winter Quarter
 - 1st working day in April for Summer Quarter
 - 1st working day in May for Fall Quarter
 - 5th working day in January for Spring Quarter

For the semester calendar the following dates will apply:

- 1st working day in October for Spring Semester
 - 1st working day in March for Summer Semester
 - 1st working day in April for Fall Semester
3. During the priority registration period students are limited to a maximum of 16 quarter units (14 semester units). All students will be eligible to register for additional units during the subsequent registration periods.
4. The intention that no more than 10% of the student body of CPP be available for priority registration under this policy. If there is a significant rise in this percentage, the Registrar's office may consult with the Academic Affairs Committee about the situation.

Request for Priority Registration

This form must be completed EACH academic term for which priority registration is requested and must accompany the list of students (and their Bronco ID number) for whom priority registration is being requested.

Term (circle one): Fall Winter Spring Summer

Year:

Program / Division Name:

Program / Division Director Name:..... Title:.....

Program / Division Director Email:..... Phone:.....

Program / Division Director Signature:.....

Name	Bronco ID (incorrect or incomplete IDs may result in denial of the request)	Category (as per AA-009-156)	How many prior terms of priority registration received

Please replicate the table above on a separate sheet and attach if you have more students than the space provided above.

Please provide justification for requesting the priority registration for the students above on the next page.

Request for Priority Registration (Contd.)

Please provide the following information as mandated by AS-XXXX-XXX/AA

1. Justification on how the students meet the category description, AND
2. How they need it to participate in the activity for the term specified, AND
3. Confirmation that they will not be receiving it as a reward or as a substitute for pay.

Signature of Program/ Division Director

Please print Program/ Division Director name and date