

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-005-145

UPDATE PROCESS FOR REGISTRATION APPOINTMENTS

Academic Affairs Committee

Date: 12 October 2016

Executive Committee  
Received and Forwarded

Date: 19 October 2016

Academic Senate

Date: 26 October 2016  
First Reading  
09 November 2016  
Second Reading

## **Background**

In 2010, in reaction to the budget situation, the Academic Senate approved a registration appointment process (AS-2361-011/AA) with four registration periods. During both initial registration periods, appointments are assigned by class standing. During the add/drop period, all appointments start at the same time.

Three pieces of information have been received that recommend an update to the Process for Assigning Registration Appointments. The budget situation has improved. The associate deans report that they deny only a small percentage of petitions to register for up to 20 units during add/drop. The Office of the Chancellor Common Management System requires all campuses to stagger registration appointments during all registration periods.

The current policy is:

There shall be four registration periods per quarter undergraduate students.

1. Priority registration for approved groups – students shall be limited to enrollment in 14 units; Four Year Pledge students shall be limited to 18 units.
2. First stage initial registration for all students – students shall be limited to enrollment in 14 units. This period shall last for a minimum of 6 days.
3. Second stage initial registration for all students – students shall be limited to enrollment in 18 units. This period shall last for a minimum of 6 days, subsequent to the first stage initial registration.
4. Add/drop for all students – students shall be limited to enrollment in 22 units. This period shall start a minimum of four days before the quarter starts and extend through the first five days of instruction (the first four days in quarters without instruction on Fridays).

There will be two registration periods each quarter for postbaccalaureate students.

1. Initial registration – students shall be limited to 18 units. The period will run concurrent with the first and second stages of initial registration for undergraduate students.
2. Add/drop – students shall be limited to 22 units. This period shall start a minimum of four days before the quarter starts and extend through the first five days of instruction (the first four days in quarters without instruction on Friday).

Registration appointments will be assigned as follows:

1. During the first stage initial registration period, appointments will be assigned by class standing. Graduating seniors (those within 20 units of completing a major program) will be given appointments that begin after those for postbaccalaureate students and before those for other seniors.

2. During the second stage initial registration period, all students will be given registration appointments for the entire registration period.
3. During add/drop, graduating seniors will be given registration appointments that begin before those of all other students. All other students will be given appointments for the remaining duration of that registration period.

### **Resources Consulted**

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

### **Discussion**

The Academic Affairs Committee worked on this referral in conjunction with “AA-009-156: Policy for Priority Registration” due to their inherent interrelationship.

Given the three points presented above in the background, the policy may be revised to relax the respective unit levels. This will greatly reduce the number of petitions that are being filed and be consistent with non-budget constrained operating years. In addition, semester conversion unit levels can be adopted at this time.

### **Recommendation**

The Academic Affairs Committee recommends adopting the following updated registration appointment process:

There shall be four registration periods per academic term for the all students:

<b>Registration Period</b>	<b>Enrollment Limit</b>
<b>Priority Registration</b>	
As per AA-009-156	16 quarter units (14 semester units)
<b>Initial Registration (min 5 days) in the following order</b>	
New freshmen and transfer students who attended Orientation and/or Summer Bridge.	20 quarter units (18 semester units)
Seniors who have applied for graduation and are within 20 units of completing their degree program	20 quarter units (18 semester units)
Graduate students	20 quarter units (18 semester units)
All other new and continuing students	20 quarter units (18 semester units)

according to units to degree completion	
<b>Registration (min 5 days)</b>	20 quarter units (18 semester units)
<b>Add/Drop</b> (shall start a minimum of four days before the term starts and extend through the first five days of instruction (first four days of summer term))	20 quarter units (18 semester units)

Students who wish to register for more than 20 quarter units (18 semester units) must receive the permission of their department chair and the lead authority in the Office of Academic Programs.