

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-003-189

Priority Registration Deadline Change

Academic Affairs Committee

Date: 09/10/2018

Executive Committee  
Received and Forwarded

Date: 11/28/2018

Academic Senate

Date: 12/05/2018  
First Reading  
01/30/2019  
Second Reading

## **Background**

**Background:** Spring 2019 Priority Registration date was October 17-19, 2018. Per Policy, application deadline should have been October 1, 2018 but that did not give sponsors enough time to receive decision, appeal decision if necessary, and get their students entered into PeopleSoft by the required date. I recommend that the wording be changed so the Academic Senate Office can set the deadline date in accordance with the academic calendar (see attachment 1)

## **Attachment 1 – Policy Change Wording**

- 2.5 Deadlines for applications for priority registration are determined by the Academic Senate Office in accordance with the priority registration period defined in the academic calendar. The deadline will be approximately four (4) weeks prior to the beginning of 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~~

## **Recommended Resources:**

**Recommended Resources:** Academic Senate Office  
Academic Affairs Committee

## **Attachment 1:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/441879396/policy\\_change.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/441879396/policy_change.pdf)

## **Resources Consulted**

Sep Eskandari, Interim AVP for Academic Planning  
Terri Gomez, AVP Student Success  
CPP Chairs  
CPP Deans  
CPP Associate Deans

**Discussion:**

Given that we are the committee tasked with these decisions, we also routinely face a tight timeline. We concur with the following changes to ensure that the groups applying and those considering applications have sufficient time to meet deadlines.

**Recommendation:**

The Academic Affairs Committee recommends the following change to section 2.5 of the Priority Registration Policy:

- 2.5 Deadlines for applications for priority registration are determined by the Academic Senate Office in accordance with the priority registration period defined in the academic calendar. The deadline will be approximately four (4) weeks prior to the beginning of priority registration.