CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-008-256

Update to Priority Registration Window Guidelines

Academic Affairs Committee — Date: October 1st, 2026

Executive Committee
Received and Forwarded — Date: October 5th, 2026

Background

1. Name: Erin DeRosa
2. Email: ederosa@cpp.edu
3. Title of Referral: Update to Priority Registration Window Guidelines
4. Names and Titles of proponents:
    a. Cecilia Santiago-Gonzalez, Associate Vice President, Student Success
    b. Connie Kuang, University Registrar
5. Keywords: Priority, registration, enrollment, unit, limit, window
6. Is there a deadline by when this referral needs to be considered by the Academic Senate? Yes
7. Deadline Date: 5/30/2026
8. Justification for deadline: Approval by the end of Spring 2026 will ensure that the updated registration policy can be implemented in time for Spring 2027 registration, which begins in October 2026.
9. Background: Per Senate Policy 1455, priority registration occurs on the first two days before the start of the general registration period. During their designated priority registration window, eligible students may enroll in up to 16 units. Once that priority window closes, students must wait until their assigned general registration window by class level opens to make any changes to their schedule.

    Under the current structure, a gap exists between the close of a student's priority registration window and the opening of their general registration window. This gap may negatively impact students who are waiting for new course sections to open or who need to adjust their schedules due to changing circumstances, including work or family Responsibilities. Example of how a student may be impacted by current policy:

    - Example 1: A junior with a documented disability qualifies for priority registration. The student enrolls in three courses during the priority window and is waiting for a department to open an additional section required for their major. The new section opens after the priority window closes but before the student's general registration time. Because of the gap in access, the student must wait until their general registration window opens to enroll. By then, the course may already be full, limiting the benefit of priority registration.
    - Example 2: A sophomore who is a parenting student uses priority registration to enroll in four courses that align with their childcare schedule. After the priority window closes, their childcare provider changes availability, requiring the student to shift one course to a different time of day. Although an open section that fits into the new schedule is available, the student cannot make the change until their general registration window begins. During that delay, the section may fill, leaving the student with limited options and potentially disrupting their academic progress.

- Example 3: A student with priority registration enrolls in a full schedule during their priority window. After the window closes, but before their general registration time begins, one of their enrolled course sections is canceled by the department. While other sections may still have open seats, the student cannot enroll in a replacement course until their general registration window opens. In the interim, those available seats may fill, making it more difficult for the student to remain enrolled full-time, which can impact their financial aid eligibility.

In each of these situations, the current structure restricts students' ability to respond to course availability or life changes, even though they have been granted priority registration to support their success.

Recommendation: We propose that once a student's priority registration window opens, it remains open through the duration of their general registration window. In other words, there would no longer be a gap between the priority and general registration periods for those students. Maintaining continuous registration window access would ensure that students with priority registration are able to adjust their schedules as needed throughout the registration cycle. It would reduce the likelihood that students miss newly opened sections simply because of timing gaps, and it would limit the need for manual registration interventions currently handled by the Registrar's Office. This approach also supports the university's efforts to distribute registration activity more evenly across the registration period, helping to reduce system strain.

Equally importantly, this change would also improve the timeliness and accuracy of course demand data. When priority students are unable to adjust their schedule during the gap period, enrollment patterns may not fully reflect actual student demand. Allowing continuous enrollment access would provide a clearer picture of interest in newly opened sections and shifting student needs, giving departments more reliable information.

10. Recommended Resources
    Recommended Consultation:
    - Scheduling Office
    - Office of Student Success
    - Registrar's Office
    - Academic Programs
11. Attachments – N/A

Discussion

Although the Academic Affairs Committee received this referral in March 2026, committee review was delayed during the Spring 2026 term due to a heavy referral agenda that required extensive consultation and deliberation. Following an initial discussion on this referral at our

meeting on September 23rd, 2026, the committee engaged in a period of consultation and discussion, in which we received feedback from Dr. Erin DeRosa (AVP of University Advising and Career Development), Dr. Cecilia Santiago-González (Associate Provost of Student Success), Connie Kuang (University Registrar), Dr. Jenelle Pitt-Parker (Dean, College of Education and Integrative Studies), and the chairs of 19 departments. These include:

- Aerospace Engineering;
- Chemicals and Material Engineering;
- Chemistry and Biochemistry;
- Civil Engineering;
- Communication;
- Computer Information Systems;
- Early Childhood Studies;
- Economics;
- Education;
- Electrical and Computer Engineering;
- Electromechanical Engineering Technology;
- English and Modern Languages;
- Hospitality Management;
- Industrial and Manufacturing Engineering;
- International Business and Marketing;
- Kinesiology and Health Promotion;
- Mechanical Engineering;
- Music;
- Theater and New Dance.

During this consultation period, the committee received messages of strong support for the referral's proposed changes to close the gap between priority registration and general registration windows. Two departments raised objections regarding the proposed policy adjustments, citing concerns about the potential disadvantage to graduating seniors and students who require a specific course to remain on track but do not qualify for priority status. All 17 other departments supported the changes.

As Connie Kuang, Dr. DeRosa, and Dr. Santiago-González shared:

> Each term we see many students who are impacted by the gap in the enrollment windows between priority registration and general registration. It is difficult to quantify the impact because students do not always come forward to request support for themselves, but in general, every senior, junior, sophomore and freshmen student who has priority registration could be impacted by the current policy. In fact, given that some students receive priority registration due to their ability or parenting status, the current process causes significant institutional barriers for those who need support most. In consultation with last year's Academic Senate, and in anticipation of this referral moving forward, we

piloted this approach. Students responded extremely positively, and the pilot appeared to reduce the number of requests for staff to manually register students. We also didn't see any negative downstream impacts on enrollment or other processes.

We also surveyed registration practices at several CSU campuses, including Fullerton, Long Beach, San Jose, Dominguez Hills, San Bernardino, Northridge, and Chico. These campuses generally allow priority students to continue registering through the end of the general registration or the add/drop period.

Creating a continuous enrollment window for students who have priority registration will help to eliminate administrative barriers and streamline the registration process, improving the experience for students and freeing up time for faculty and staff.

As CEIS Dean Pitt-Parker shared:

Given that enrollment and scheduling are fluid and shaped by multiple factors throughout the registration cycle, it makes sense to afford students the greatest possible opportunity to secure the courses they need.

I support the recommendation that, once a student's priority registration window opens, it remains open through the duration of the general registration window. This approach would provide students with greater flexibility to adjust their schedules as course availability and circumstances change.

When students are unable to register for the courses they need, the effects can extend well beyond a single registration cycle. Course access can affect students' academic progress, persistence, time to degree, and ultimately degree completion. These outcomes also influence key student success measures at the program, department, college, and university levels. Reducing avoidable registration barriers is therefore an important step toward supporting students in maintaining steady progress toward their educational goals. This step, as I see it, also supports our system goals around affordability more broadly.

Recommendation

It is the recommendation of the Academic Affairs Committee to approve the referral's proposal of closing the priority registration window gap.