CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-009-256

Update to Registration Unit Maximum

Academic Affairs Committee — Date: October 2nd, 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 Registration Unit Maximum
4. Names and Titles of proponents:
    a. Cecilia Santiago-Gonzalez, Associate Vice President, Student Success
    b. Connie Kuang, University Registrar
5. Keywords: Enrollment, unit, limit, registration, waitlist
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: Under current senate policy, students are limited in the total number of units they may register for and waitlist during each registration period. The current registration unit limits are in the attachment.

    Currently, waitlisted units count toward the overall registration unit maximum. For example, during general registration, a student who enrolls in four 3-unit courses (12 units) can only waitlist one additional 3- or 4-unit course before reaching the 16-unit cap. This structure creates several challenges across campus. For students, it limits their ability to waitlist for needed courses and reduces flexibility in building a workable schedule. For departments, it restricts access to accurate, real-time course demand data, making it more difficult to adjust sections or respond strategically to enrollment needs. It also creates an unnecessary administrative burden for departments, Office of Student Success, and the Registrar's Office, as students frequently submit petitions to exceed unit caps when they are simply trying to secure appropriate enrollment or waitlist options.

    After surveying other CSU campuses, CPP is only one of the few CSUs who count waitlisted units against the overall registration limits. Examples of how the existing policy impacts students:

    - Example 1: A first-year student who enrolls in four 3-unit courses (12 units) during general registration, but their goal is to enroll in 15 units and may want to waitlist two additional 3-unit courses in case one fills. However, because waitlisted units count toward the 16-unit cap, the student can only waitlist one additional course before reaching the maximum. If neither waitlisted option clears, the student may be left under-enrolled and scrambling during add/drop.
    - Example 2: A transfer student who needs a specific major-required course that has filled may enroll in 15 units to stay on track but cannot waitlist the required 4-unit course without exceeding the cap. This forces the student to choose between

maintaining full-time progress in available courses or positioning themselves to enroll in the course they need.

- Example 3: A senior attempting to secure a final required course may enroll in a full 16-unit schedule to protect progress toward graduation but is unable to waitlist an alternative section without submitting a petition. This adds stress for the student and administrative workload for departments and the Registrar's Office, even though the student may never exceed the enrollment cap if the waitlist clears.

Recommendation: After consultation with department chairs, associate deans, and campus partners, we piloted this approach during Spring 2026 registration. The pilot did not result in any identified negative impacts.

We are proposing a permanent policy change so that students may waitlist up to 10 units in addition to the 16- or 18-unit registration limit. This adjustment increases flexibility for students, improves the accuracy of course demand data, and reduces unnecessary administrative workload.

10. Recommended Resources

    Recommended Consultation:

    - Scheduling Office
    - Office of Student Success
    - Registrar's Office
    - Academic Programs
    - Department Chairs
    - Associate Deans

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 21 departments. These include:

- Accounting;
- 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;
- Urban and Regional Planning.

During this consultation period, the committee received messages of strong support for the referral's proposed changes to "introduce a permanent policy change that would allow students to waitlist up to 10 units in addition to the 16- or 18-unit registration limit." Two departments raised objections regarding the proposed policy adjustments, citing concerns about the potential that it may "encourage students to join numerous waitlists without a strong intention to enroll [which] could inflate apparent demand, make waitlist positions less meaningful, and complicate enrollment and schedule planning." As Dr. Henry Xue (Chair, Department of Mechanical Engineering) further shared, for large departments and programs that offer multiple sections for a required course, "this could encourage students to use the waitlist unit to choose instructors."

All 19 other departments supported the changes. As Dr. Linchi Kwok (Chair, Department of Hospitality Management) shared, departments "rely heavily on enrollment and waitlist information when deciding whether we need to add, cancel, or adjust sections. Allowing students greater flexibility to waitlist could provide us with better information about unmet course demand while also reducing unnecessary petitions." Along these lines, Dr. Kwok shared two additional questions:

(1) If students can waitlist up to 10 additional units, they may place themselves on multiple alternative courses or sections simultaneously. Will departments have a way to distinguish unique unmet student demand from duplicated demand created by the same students appearing on several waitlists? That information could be helpful when chairs use waitlist numbers to make scheduling and resource-allocation decisions.
(2) How would the proposed additional 10 waitlist units interact with the existing enrollment unit cap? For example, students currently need approval to exceed the regular unit limit and enroll in up to 21 units in a semester. If a student is already enrolled in 18 units and is also waitlisted for an additional course, what happens when the student reaches the top of

the waitlist and a seat becomes available? Would the student be skipped because adding the course would exceed the permitted enrollment limit, or would some other process apply? I think it would be helpful for students and advisors to understand how the proposed waitlist allowance would interact with existing enrollment-unit limits and overload approval procedures.

The committee also received a question from the Department of Urban and Regional Planning:

(3) I know that there will be a max of 10 units for waitlisted courses. Is there any mechanism that once students are successfully added to one of the waitlist course(s), then they are notified and asked to check their cart/registration status and update their waitlist status for other courses?

In response to the questions raised, campus leaders provided the following clarifications:

(1) Unmet Demand and Waitlist Messaging: Dr. Santiago-González noted that waitlists must be interpreted carefully to distinguish overall positions from unique students, which would be helpful for departments to distinguish between the total number of waitlist positions and the number of unique students waiting for a course or section. This would provide a clearer picture of unmet demand and help inform scheduling and resource decisions. She expressed interest in collaborating with Academic Programs, Enrollment Management, and department chairs to develop reporting dashboards that would provide this information, as well as to improve waitlist messaging and other practices to clarify enrollment eligibility for students.

(2) Interaction with Unit Limits: Dr. Santiago-González clarified that the proposed waitlist expansion does not automatically authorize students to exceed standard enrollment unit caps. Students seeking unit overloads would still be required to submit a petition during the add/drop period, which is then processed automatically once approved. For example, if a student is enrolled in 18 units and is waitlisted for an additional course, the student would submit a petition identifying the waitlisted course and anticipated total unit load. If a seat becomes available during add/drop and the petition is approved, the system would allow the student to enroll up to the approved unit limit. She added that clear guidance for students and advisors will be important, so they understand how these two processes work together.

(3) Automated Removal from Alternative Waitlists: Jessica Wagoner (Senior AVP for Enrollment Management and Services) explained that while the standard waitlist process does not currently remove students from other waitlists when they enroll in a course, the Waitlist Wizard is a custom system modification and optional tool that students can use to find an open section in a course for which they are waitlisted. When the Wizard successfully enrolls a student, it removes them from that course's waitlist. She noted that they can investigate whether a similar custom process can be developed for students who

add themselves to waitlists, so that when they are successfully enrolled in one waitlisted course, they are also removed from any other waitlists.

Finally, as Connie Kuang, Dr. DeRosa and Dr. Santiago-González shared in their collective response, the Spring 2026 pilot demonstrated improved schedule flexibility for students, allowing them to register in a full load of classes, while waitlisting in courses that they still hoped to take. This increase in waitlisted units not only afforded students flexibility in their schedules, but also provided departments with critical information about course demand. This practice brings CPP in line with practices at several other CSU campuses, such as Cal State Fullerton, San Jose State, Chico State, and Cal State San Bernardino, where waitlisted units are excluded from the enrollment unit limit.

Recommendation

It is the recommendation of the Academic Affairs Committee to approve the referral's proposal of raising the waitlist cap so that students may waitlist up to 10 units in addition to the 16- or 18-unit registration limit.