CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-007-178

Modification to the Priority Registration Approval Process

Academic Affairs Committee		Date:	02 April 2018
Executive Committee Received and Forwarded		Date:	04 April 2018
Academic Senate		Date:	11 April 2018 First Reading

Background

Action Requested: Change the Priority Registration Policy (AA-009-156) recommendation #4 to state "In addition to the approved applications under Categories A-D, no more than 2.5% of the student body of CPP should be available for priority registration under Categories E, F, and G of the policy. If there is a significant rise in this percentage, the Registrar's office may consult with the Academic Affairs Committee about the situation."

Potential Impact of Requested Change: Based on current enrollment numbers of 28,894 students, no more than 647 students in Categories E, F, and G will be eligible to receive priority registration. In the most recent priority registration review process, 3,447 applications were approved with 3,249 applications approved in Categories A-D and 198 applications approved in Categories E-G.

Background and Justification for Action Requested: The current Priority Registration Policy recommendation #4 states "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."

However, recommendation #2.2.3 also states "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." In the most recent priority registration review process, 3,249 applications were approved for Categories A-D, which is roughly 13% of the student body.

With approvals from Categories A-D already exceeding the 10% recommended maximum, the Academic Affairs Committee has very little ability to approve any applications submitted under categories E, F, and G. These categories allow students to participate in "significant university service", "represent the university team in a noteworthy extracurricular activity", and programs where students are "required by external scholarship granting agencies or donors to meet degree milestones." Activities under Categories E, F, and G directly contribute to the university's mission by cultivating success through a diverse culture of experiential learning, discovery, and innovation. The current policy essentially prevents students under Categories E, F, and G from being fully considered for priority registration. This results in the denial of priority registration for some well-qualified students who require priority registration in order to meet the requirements for participation in those activities.

The proposed change will allow applications from students who participate in activities under Categories E, F, and G to be fully considered for priority registration.

Recommended Resources: This referral was proposed after extensive discussions with the Academic Senate Chair, Julie Shen, and the Academic Affairs Committee Chair, Dr. Faye Wachs.

Attached documents include

Priority_Registration_Report_12.07.17, which includes Priority Registration numbers by quarter (page 2); and
AA-009-156_Report_Second_Reading_10.26.16, which is the current Priority Registration Policy.

Attachment 1:
https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/378662697/priority_registration_report_12.07.17.pdf

Attachment 2:
https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/378662697/aa-009-156_report_second_reading_10.26.16.doc

Resources Consulted
Sep Eskandari, Interim AVP for Academic Planning
Julie Shen, Chair of the Academic Senate
Dr. Jeff , Chair of the Academic Affairs Committee when the poicy was re-written

Discussion:

The committee agreed that an arbitrary 10% goal was unnecessary. The committee cautioned against the expectation that this would make it easier to receive priority registration, as the standards will be strictly enforced. The committee felt, that though many programs are wonderful and could benefit from priority registration, strictly enforcing the standards ensures that priority registration continues to have meaning.

Recommendation:

The Academic Senate recommends the minor modification of the existing policy for Priority Registration:

The Academic Senate recommends the adoption of the following policy for Priority Registration (changes highlighted in yellow):

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 AS-2596-167-AA.

 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 AS-2596-167-AA.

 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.

Meeting with individual faculty, or holding office hours, is not considered a high priority justification, as both are potentially flexible.

Justifications must include a clear explanation of why explicit time slots are necessary for the activity, such as use of lab space or equipment not available at alternate times. This must be reflected the schedules submitted.

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	• 2-year and 4-year pledge • Honors college	• 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	• Disability resource center • EOP • Veterans • Foster Youth	• As long as the regulation requires, subject to status validation
C	Student Athletes	• Intercollegiate Athletics	• As long as the active athlete status is maintained
D	Students serving on Senate committees	• ASI cabinet and senate members	• During active service or six quarters (four semesters), whichever smaller
E	Students who are a part of significant university service	• Housing Services Resident Advisors • Orientation Leaders	• During active service or six quarters (four semesters), whichever smaller
F	Students who represent the university team in a noteworthy extracurricular activity	• Rose Float Team Lead • Music Ensembles • Engineering Teams (SAE, ASCE, Baja) • ACM Programming Team	• During active service or six quarters (four semesters), whichever smaller

		• Collegiate Cyber Defense Team (CCDC)	
G	Students who are required by external scholarship granting agencies or donors to meet degree milestones	• McNair Scholarship • Scholarship for Service • SEES • Similar scholarships	• 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.~~