

Name: Erin DeRosa

Title of Referral: Update to Registration Unit Maximum

Names and Titles of proponents:

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Connie Kuang, University Registrar

Keywords: enrollment, unit limit, registration unit limit, waitlist

Is there a deadline by when this referral needs to be considered?

Yes

Justification for deadline:

Approval by the end of Spring 2026 will allow us to implement the updated registration policy for Spring 2027 registration, which begins in October 2026.

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 limits are:

Registration Timeframe	Fall/Spring Registration Limit	Summer Registration Limit	Waitlist Limit
Priority Registration	16 units	12 units	10 units, inclusive
General Registration	16 units	12 units	10 units, inclusive
Add/Drop Period	18 units	12 units	10 units, inclusive

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.

Recommended Consultation:

- Scheduling and Academic Planning
- Office of Student Success

- Registrar's Office
- Academic Programs
- Department Chairs
- Associate Deans