



**ACADEMIC SENATE  
Executive Committee  
REFERRAL FORM  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	9/6/2023
To:	Academic Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AA-003-234
Title of Referral:	Priority Registration Unit Limit Update
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:  None.  For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	11/29/2023

1.Name

Erin DeRosa

2.Email

ederosa@cpp.edu

3.Title of Referral

Priority Registration Unit Limit Update

4.Names and Titles of proponents

Cecilia Santiago-Gonzalez, Assistant Vice President

Erin DeRosa, Executive Director

Connie Kuang, Registrar

5.Keywords

Priority registration, enrollment appointment, registration unit limit

6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

Yes

7.Deadline Date

02/16/24

8.Justification for deadline

An approval of the update by February, 2024 will allow us to implement the change for Fall 2024 registration, which will occur in April 2024.

9.Background

In fall 2018, the Priority Registration process (<https://academic.cpp.edu/senate/docs/aa007178sen.pdf>) was re-evaluated, and at the

time, the unit maximum was set to 15 units to allow for students to stay on track to meet their 30 units per academic year goal (see CPP Take 30 campaign: <https://www.cpp.edu/studentsuccess/take30/index.shtml>) while also ensuring that all students were able to enroll for a full load of classes. Over time, it has become clear that the 15-unit limit is adversely impacting students in majors with a high number of courses that have lab corequisites (namely STEM students):

Example 1: Attempting to enroll in 4 courses with lecture/lab co-reqs:

Lecture (3 units) + Lab (1 unit)

Lecture (3 units) + Lab (1 unit)

Lecture (3 units) + Lab (1 unit)

Lecture (3 units) + Lab (1 unit)

Total: 16 units:

Example 2: Attempting to enroll 5 courses, one with a lecture/lab co-req:

Lecture (3 units) + Lab (1 unit)

Lecture (3 units)

Lecture (3 units)

Lecture (3 units)

Lecture (3 units)

Total: 16 units

The 15-unit limit has caused students to have to drop required courses, or hope that they can get into them later during general registration or during their add/drop appointment.

Proposed referral:

Increase the priority registration unit limit to 16 units. This aligns with the unit limits for all general registration unit limits (except graduating seniors).

Registration Group	Current Unit Limit	Proposed Limit
Priority Registration	15	16
PBAC Students	16	16
Graduating Seniors	18	18
Seniors	16	16
Juniors	16	16
Sophomores	16	16
Freshmen	16	16
Add/Drop Period	18	18

## 10. Recommended Resources

Registrar's Office

Office of Student Success, Equity & Innovation

Academic Programs

## 11. Attachments