



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	2/25/2026
To:	Academic Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AA-008-256
Title of Referral:	Update to Priority Registration Window Guidelines
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: 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:	4/7/2026

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

Cecilia Santiago-Gonzalez, Associate Vice President, Student Success

Connie Kuang, University Registrar

5.Keywords

Priority, registration, enrollment, unit, limit, window

6.Is there a deadline 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

[Referral for Priority Reg Erin DeRosa.docx](#)