



**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-009-256
Title of Referral:	Update to Registration Unit Maximum
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 Registration Unit Maximum

4.Names and Titles of proponents

Cecilia Santiago-Gonzalez, Associate Vice President, Student Success

Connie Kuang, University Registrar

5.Keywords

Enrollment, unit, limit, registration, waitlist

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

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

[Referral for Update to Reg Unit Max \(1\) Erin DeRosa.docx](#)