



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1455**

PRIORITY REGISTRATION

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 in 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	<ul style="list-style-type: none"> • 2-year and 4-year pledge • Honors college 	<ul style="list-style-type: none"> • Four semesters for 2-year pledge and honors college • Eight semesters for 4-year pledge
B	Students for whom the University needs to provide priority registration to comply with federal or state regulation	<ul style="list-style-type: none"> • Disability resource center • EOP • Veterans • Foster Youth 	<ul style="list-style-type: none"> • As long as the regulation requires, subject to status validation
C	Student Athletes	<ul style="list-style-type: none"> • Intercollegiate Athletics 	<ul style="list-style-type: none"> • As long as the active athlete status is maintained
D	Students serving on Senate committees	<ul style="list-style-type: none"> • ASI cabinet and senate members 	<ul style="list-style-type: none"> • During active service or four semesters, whichever smaller
E	Students who are a part of significant university service	<ul style="list-style-type: none"> • Housing Services Resident Advisors • Orientation Leaders 	<ul style="list-style-type: none"> • During active service or four semesters, whichever smaller
F	Students who represent the university team in a noteworthy extracurricular activity	<ul style="list-style-type: none"> • Rose Float Team Lead • Music Ensembles • Engineering Teams (SAE, ASCE, Baja) • ACM Programming Team • Collegiate Cyber Defense Team (CCDC) 	<ul style="list-style-type: none"> • During active service or four semesters, whichever smaller
G	Students who are required by external scholarship granting agencies or donors to meet degree milestones	<ul style="list-style-type: none"> • McNair Scholarship • Scholarship for Service • SEES • Similar scholarships 	<ul style="list-style-type: none"> • Duration required by the scholarship grantee or four semesters, whichever smaller

The examples above are given for demonstration purpose only. It does not 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 are determined by the Academic Senate Office in accordance with the priority registration period defined in the academic calendar. The deadline will be approximately four (4) weeks prior to the beginning of prior registration.

3. Maximum Unit for Priority Registration

During the priority registration period students are limited to a maximum of 16 semester units. All students will be eligible to register for additional units during the subsequent registration periods.