

FOR THE RECORD

Registrar's Office Newsletter

ISSUE IV
FALL 2009



From the Registrar's Desk

Good bye summer, hello fall. We are once again starting a new academic year. But this year will be different in a variety of ways. If summer 2009 is a sign of what the future holds, we can safely say that we will have a multitude of new policies, procedures and sometimes overwhelming challenges during this 2009-10 academic year. We can also say then that as a campus, Cal Poly Pomona will survive, and even thrive, in the challenges that lie ahead.

Rather than be discouraged by the economic woes we face, we in the Registrar's Office are motivated to creatively think of ways to go paperless and streamline as many processes as we can. As in the past year, we are hoping that this year yields a number of new online services. Through new online services, we will contribute to the campus Sustainability Initiative and at the same time realize cost savings from the elimination of printed forms or documents. We have already heard from some of you who have suggestions on how to eliminate certain paper-based processes. From the suggestions we have received, we have come up with a few new exciting features in BroncoDirect. So, keep those suggestions and comments coming. We promise to let you know as soon as new technology is in place and ready to go!

I wish you all the best during this 2009-10 academic year.

- Maria L. Martinez



Registrar's Office Hours

The Registrar's Office will follow the [Revised Operations Calendar for Employees Observing Furloughs](#). During furlough weeks, office hours are Monday through Thursday, 8a.m. to 6p.m. and closed Fridays. During non-furlough weeks, office hours are Monday through Thursday, 8a.m. to 6p.m. and Fridays, 8a.m. to 5p.m. During the quarter break, office hours are Monday through Friday, 8a.m. to 5p.m.

IMPORTANT DATES

September 17	Fall 2009 Add/Drop begins
September 24	Fall 2009 Classes begin
October 1	Fall 2009 Last day to Add
October 1	Fall 2009 Last day to Drop without receiving a "W"
October 14	CENSUS
October 14	Fall 2009 Last day to Drop without a petition
October 16	Last day to apply for Fall 2009 graduation
October 19-20	Winter 2010 Priority Registration
October 26 – November 9	Winter 2010 Registration
December 7	Winter 2010 Registration Fees Due
December 21	Winter 2010 Add/Drop begins
January 4	Winter 2010 Classes begin

Graduation Application Fee

On July 13, 2009, the *Application for Graduation* fee increased from \$40.00 to \$55.00. This fee must be paid at the Student Accounts and Cashiering Office after submitting the Graduation Application online. Students must submit a *Request for Graduation Check* form before applying for graduation. Students are strongly advised to keep copies of all their documents, such as transcripts, petitions, memos and contracts. [Deadline dates and information about the Graduation Process are viewable online.](#)

National Student Exchange Program

Informational Meeting Sessions will begin October 1st in the CLA Building 98, 3rd Floor, Financial Aid Conference Room. Please encourage you students to attend a meeting or visit the [NSE Website](#).

The Registrar's Office is committed to serving students and the campus community by providing quality service that facilitates enrollment, persistence and degree completion, while maintaining accurate academic records for the University.

CAL POLY POMONA

ALERT



New policies on:

Course Withdrawals

Incomplete Grades

Course Repeats

Executive Order 1037 goes into effect this Fall, and as this new academic policy is rolled out, it is extremely important that students and advisors alike understand the effect this will have on enrollment decisions. EO 1037 will affect course withdrawals, incomplete grades and course repeats. The basics of this new policy include:

- Undergraduate students will be limited to 28 units of recorded course withdrawals (W).
- Course withdrawals prior to Fall 2009 will not contribute to this limit
- Courses taken through Open University will not contribute to the withdrawal limit.
- Students may not re-enroll in a class in which a grade of "I" (Incomplete) is currently assigned.
- When approving an *Incomplete* grade for a student, the instructor may specify a grade to be assigned in the event that the student fails to complete the outstanding course work during the specified time frame. A copy of the students incomplete contract must be filed at the Registrar's Office.
- Undergraduate students are limited to 42 quarter units of course repetition through regular enrollment or Extended Education.
- Units of courses repeated prior to Fall 2009 that have been "forgiven" will contribute to this 42-unit limit, while units of courses repeated prior to Fall 2009 that have not been forgiven will not contribute to this limit.
- Individual courses may be repeated no more than two times (for a total of three attempts).

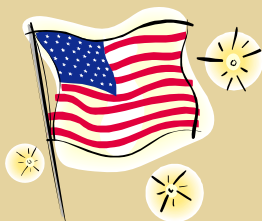
Students and advisors will be able to view the number of units of recorded course withdrawals (W grades) and course repetitions on BroncoDirect. For more information on implementation of Executive Order 1037 at Cal Poly Pomona visit the [EO 1037](#) webpage.

- Jeff Tennis, Associate Registrar

New Benefit for Veterans

The Post 9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. They must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

The Post-9/11 GI Bill became effective for training on August 1, 2009. The amount of support that an individual may qualify for depends on where they live and what type of degree they are pursuing. More information about the Post - 9/11 GI Bill can be found by going to the U.S Department of Veterans [GI Bill Website](#).



Know of any new Veterans on campus??? The Registrar's Office has two Veterans' Coordinators that can assist them with their GI Bill benefits:

A-L: Cynthia Chatfield
cmchatfield@csupomona.edu

M-Z: Leslie Corcoran
lcorcoran@csupomona.edu



Change in Forms

Welcome back to those who enjoyed time away and happy fall to all the rest! The Registrar's Office has recently updated some forms to comply with Executive Order 1037- the new policy on dropping courses, repeating courses, and incomplete grades. You can find the latest versions of these forms on our website. The titles of these forms have changed to better reflect their function.

The *Repeated Course Notification* form is now titled **Course Repetition Form** and the *Drop Petition* is now titled **Request for Class Withdrawal**.

In addition to these updated forms, we also have 18 other forms available on our website under [Forms & Services](#). In an effort to minimize waste and eliminate over printing, we are encouraging students to print these forms from our website as needed and we ask that departments encourage this, as well. If there are any questions regarding forms and latest form editions, please feel free to contact me at extension 2867 or lcorcoran@csupomona.edu.

- Leslie Corcoran, Enrollment Services Coordinator



Articulation Project Update

Welcome back to Fall Quarter! I would like to take this opportunity to thank every Department Chair for their support in the articulation project – *Thank you!*

The articulation project consists primarily of developing comprehensive articulation agreements for our 37 top-feeder community colleges. Thus far, 26 comprehensive articulation agreements have been completed. 1,125 total articulation requests were reviewed by our Chairs for 2008-2009 resulting in **861 approvals** and new course-to-course articulations – *nearly six times greater from last year!* This is a huge accomplishment for Cal Poly Pomona given the fact that in the 2007-2008 year, 182 articulation requests were processed with 152 approved new course-to-course articulations.

The articulation project is scheduled to be completed December 2009, but will continue beyond our 37 top-feeders to meet the needs of students transferring from any of the 110 California community colleges. Amongst the many benefits of course-to-course articulation between students transferring from a California community college and Cal Poly Pomona, you will notice: 1) a significant decrease in petitions, 2) decrease in registration permission numbers through satisfaction of prerequisites, 3) more graduates due to direct satisfaction of graduation requirements, and 4) a reassurance to transfer students by our publication of more course articulation agreements on [ASSIST](#), and confirmation of continued collaboration with our community college partners.

View the [2008-2009 articulation approvals and totals by Department](#). (Note: Use your CPP user name and password.)

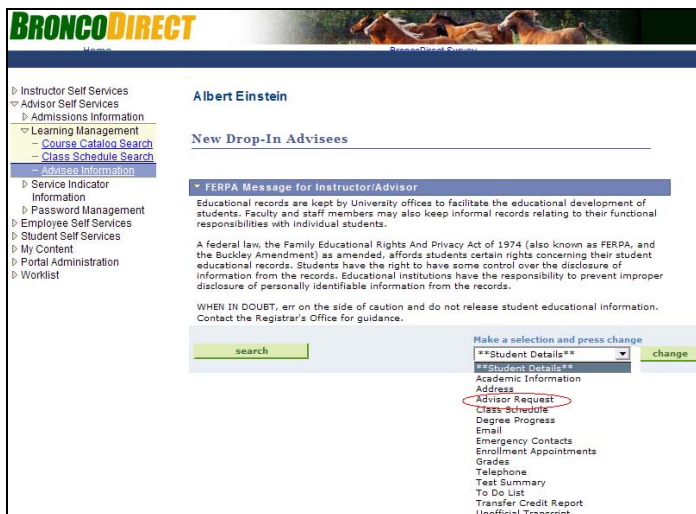
Looking forward to another articulation record breaking year in 2009-2010!

- Jose Lozano, Articulation Officer



Another Green Creation

We are excited about a recent addition to the family of online services we provide through BroncoDirect. Using the Advisor Request System, several advisors will now be able to electronically send certain types of student requests or petitions for approvals to the Registrar's Office. After the requests have been processed by the Registrar's Office, the system will automatically send emails to students, informing them of the completed transaction. Users access this system through the New Drop-In Advisees page and by selecting *Advisor Request* from the drop down list.



While in its early stages of implementation, this online service is currently applicable to highly specialized uses such as sending notifications about students passing the California test or approvals to use Advanced Placement credits for specific IGE requirements. However, anticipating that this *green* project will be a big hit, we are already scouting around for other uses of this system. In fact, we are currently developing other uses for it which we hope to also implement this fall.

As the campus intensifies its efforts to go paperless, we are confident that you'll want to utilize this technology to replace that hard copy document that you routinely send via campus mail to the Registrar's Office. So don't be surprised if your department receives an invitation from one of us to view a demo of this exciting online service. In the meantime, please note that although users of the New Drop-In Advisee Information page have access to this request system, only submissions from authorized users will be honored.

- Maria L. Martinez, Registrar

Contact Information:

Registrar's Office
3801 West Temple Avenue
Pomona, CA 91768
Building 98 (CLA Building), 2nd Floor

Website:

<http://www.dsa.csupomona.edu/registrar>

Academic Record Services

909.869.3000

Degree Progress & Evaluation Services

909.869.3290

Fax Number

909.869.6828

Office Hours:

Monday - Thursday
8:00 a.m. - 6:00 p.m.

Friday & Quarter Break
8:00 a.m. - 5:00 p.m.

Newsletter Editor: Denise Rodriguez