

# FOR THE RECORD

## Registrar's Office Newsletter

ISSUE III  
SPRING 2009



### From the Registrar's Desk

We have once again reached the half-way mark of the academic year. Although tempered by the current economic crisis that has permeated all aspects of our lives, both on and off campus, the spring quarter always brings excitement to the campus as we prepare to celebrate the graduation of thousands of our students. As you make your end-of-the-year plans, don't hesitate to let us know how we can assist you with your planning needs.

The Registrar's Office was involved in many, many activities in the fall and winter quarters. To start off, we were busy implementing the *wait listing* feature in the registration system. Then there was the initiative to establish course articulation agreements between Cal Poly Pomona and the 37 top-feeder California community colleges. Under the aegis of the Enrollment Management Advisory Council (EMAC), we also developed a new coding strategy for academic petitions to eliminate students' need for permission numbers when their transfer course has been approved to satisfy course prerequisites. Indeed the Registrar's Office made several advancements in the area of using technology over these last two quarters that enable us to more efficiently respond to the needs of the campus community. To our campus partners who contributed to the success of our projects, I would like to extend my "thank you".

This edition will highlight some of the changes that have occurred in the operation of the Registrar's Office. If you have questions or wish to provide feedback to any of these items, contact me at *mlmartinez* or the Associate Registrar, Jeff Tennis, at *jstennis*.

- Maria L. Martinez

#### NEW PROCEDURE FOR RD GRADE CHANGES

Effective winter 2009, there is a new process for faculty requesting and submitting RD Grade Changes. Please visit the Registrar's RD Grade Change webpage at <http://www.dsa.csupomona.edu/registrar/rdgradechange.asp> for detailed instructions.

### IMPORTANT DATES

March 24	Spring 09 Add/Drop Begins
March 30	Spring 09 Classes Begin
April 7	Spring 09 Last Day to Add
April 7	Spring 09 Last Day to Drop without receiving a "W"
April 20	CENSUS
April 20	Last Day to Drop without a petition
April 24	Last Day to apply for Spring 09 graduation
April 23 – 24	Summer 09 Priority Registration
April 27 – May 8	Summer 09 Registration
May 11 – 12	Fall 09 Priority Registration
May 15 – 29	Fall 09 Registration
June 8	Summer 09 Registration Fees Due
June 16	Summer 09 Add/Drop Begins
June 22	Summer 09 Classes Begin

### NEW CODING STRATEGY FOR PETITIONS

A new coding strategy for petitions has been developed for *transfer courses*. This procedure not only saves processing time, but helps with pre-requisites. The transfer is coded as **TRN PETN (Approved by Petition)** and appears under the *Transfer Course Detail* section of the Transfer Credit Report.

15	Accepted	i	2000 SPR	BUS 14A	TRN PETN			
					MAT 114			

**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.**



## COMMENCEMENT NEWS



Spring has returned to Cal Poly! The rose garden is blooming, there are baby ducklings paddling in the ponds, and students have a million questions and concerns about commencement. Well, here are a few things everyone should know regarding Commencement 2009:

- **DEADLINE TO APPLY FOR SPRING 2009 GRADUATION IS APRIL 24<sup>TH</sup>!!!**
- Commencement 2009 will be held over 3 days - June 12, 13 & 14.
- Students who have graduated in summer 08, fall 08, winter 09 and spring 09 candidates are eligible to participate in the June commencement ceremonies.
- Students who are within 8 units of completing degree requirements after spring quarter may request to participate in the June commencement ceremonies. Please direct them to the Registrar's Office for more details and requirements.
- Students may order all of the commencement regalia at the annual Bronco Bookstore Grad Fair April 28<sup>th</sup> & 29<sup>th</sup>.
- Honors cords are available for undergraduate students who have earned an overall GPA of at least 3.50. They will be distributed to all qualifying students at the Registrar's Office beginning Tuesday, May 26, 2009.
- Embossed Diploma covers will be distributed to all participating students at Commencement. Diplomas are mailed directly to students' homes within 8-10 weeks after the last date of the quarter in which they are graduating.
- More detailed information about commencement can be found at: <http://www.csupomona.edu/~commencement/>

- Leslie Corcoran, Enrollment Services Coordinator

### *Transforming the Graduation Check*

Over the last three months, the Evaluations Unit has been bustling with exciting activities as it changes the method in which graduation checks are processed for undergraduate students.

Major by major, the Registrar along with the team of evaluators have been meeting with academic department administrators and faculty advisors to discuss this change and identify ways to further ensure the reliability of the DPR. In collaboration with the academic departments, we are pleased to report a very positive response to this change and the smooth transition from the 'old grad check method' to the new.

The goal of the Evaluations Unit is to transition the graduation check processing of all the undergraduate majors by December 2009. For details on the graduation check process, visit the Registrar's Office website at <http://www.dsa.csupomona.edu/registrar/graduation.asp>.

Thank you to all our campus partners for supporting us in this transition!

### **MINORS NOW APPEAR ON DPR**

Academic Minor Disciplines have been added to the Degree Progress Report. Once a student's Minor Contract is received and processed at the Registrar's Office, the minor appears on the DPR. Requirements are listed right after the *Major* requirements and just before the *Courses Not Used* sections of the DPR. Students wishing to see their minor requirements in the DPR are advised to submit their Minor Contracts early.



### **National Student Exchange**

We are still looking for applicants for the 2009-2010 year for the National Student Exchange Program. The National Student Exchange gives our eligible students access to the resources of nearly 200 member colleges and universities in 48 states, 3 U.S. territories, the District of Columbia, and 6 Canadian provinces.

Our students can participate for up to one academic year. For some students, it will be their first time away from our area and their first time in a residence hall. Since the majority of our students are in-state residents, it is a great benefit for them to have exposure to other areas of the country and other academic settings. The program also allows students to study out-of-state less expensively. With NSE, students never pay out-of-state tuition fees.

We appreciate your assistance in getting the word out about this fine opportunity for our students. Please visit the NSE webpage at [http://www.dsa.csupomona.edu/registrar/NSE\\_.asp](http://www.dsa.csupomona.edu/registrar/NSE_.asp) and have any interested students contact Cynthia Chatfield in the Registrar's Office for further information.

### What is Articulation Anyway?

When the word “articulation” is used in education, it often has different meanings and connotations, depending on the setting. Articulation, for the purposes of Transfer Credit, refers specifically to **course articulation** – that is, the process of developing a formal, bilateral, written agreement that identifies courses (or sequences of courses) on a “sending” campus that are comparable to, or acceptable in lieu of, specific course requirements at a “receiving” campus. (Cal Poly Pomona is the “receiving” campus and the California community colleges, for the most part, are the “sending” campus.)

Successful completion of an articulated course assures the student and the faculty that the student has taken the appropriate course, received the necessary instruction and preparation, and that similar outcomes can be assured, enabling progression to the next level of instruction at Cal Poly Pomona.

In the past year, 740 articulation requests have been processed and sent for review to various department chairs. So far, 480 course articulation agreements have been approved (that's 65%). These new agreements will create a smoother registration process, produce a more complete degree audit and overall improve the quality of the transfer student experience at Cal Poly Pomona. (Please visit [www.assist.org](http://www.assist.org) to view the articulation agreements.)

Thank you for your continued support in the area of Articulation.

- Jose Lozano, Articulation Officer



### WAIT LISTING

As of winter 09 quarter, students are able to wait list for closed classes during the registration period. With this new feature in BroncoDirect, students no longer need to monitor seat availability in closed classes they want.

#### *Basic facts about Wait Listing:*

- Available for all scheduled class sections (except those requiring instructor approval)
- Open during the registration period and the Add/Drop period
- Fee bills are adjusted to reflect any additional enrollment acquired through wait listing

#### *How it works:*

Students will be given the option during registration to put their names on a wait list if the class they want is closed. In order to wait list for a class, the student must meet all of the requisite requirements for the course. Once a seat becomes available in the class, students are transferred from the wait list into an enrolled status in the class, provided that: there are no time conflicts with other courses on their schedule, there is no enrollment in another section of the same course, prerequisites are met or are in progress. Once a student is enrolled in a course from the waitlist, they will receive an email notification.

When a student adds their name to a wait list they can instantly view their position number on the wait list. The wait listed class will appear on their schedule in BroncoDirect with the status of “waiting” along with the position number on the list. Students may remove their names from the waitlist at any time. If a student is in the number one spot on the wait list but has a time conflict or some other such error that prevents their enrollment into the class, they will remain on the waitlist but will be skipped over until the problem is resolved.

For more information, please visit our Wait Listing FAQs at <http://www.dsa.csupomona.edu/registrar/waitlist.asp> on the Registrar's Office website.

- Leslie Corcoran, Enrollment Services Coordinator

#### 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*