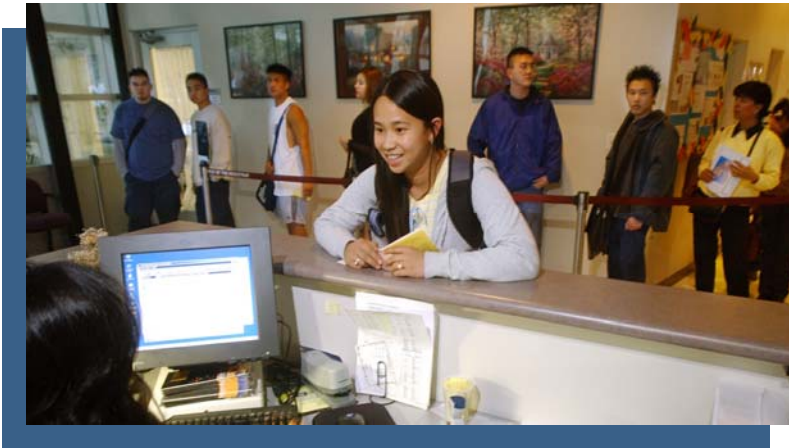


# FOR THE RECORD

## Registrar's Office Newsletter

ISSUE 1  
WINTER/SPRING 2008



### From the Registrar's Desk

Welcome to the first edition of *For the Record*, the Registrar's Office Quarterly Newsletter. This newsletter contains important news and friendly reminders about the various activities and processes of the department. It is our way of keeping the campus community in the know. By doing so, we are hoping to provide our students a rewarding and hassle-free experience at Cal Poly Pomona—from the first time they register for classes through the day they receive that much awaited diploma. So happy reading and again, welcome to *For the Record*.

-Maria L. Martinez



### Watch for the NEW...

No longer will students have to stop by the Registrar's Office to pick up or go online to download a hard copy of a Graduation Application form, then turn around and wait in long lines to submit their paperwork. At their leisure and in the comfort of their home, looking forward to life after college while having a cup of coffee, students will soon be able to apply for graduation through BroncoDirect 24/7.

This new technology will also include an email to students confirming the receipt of their graduation application, along with links to web pages that provide essential information about the graduation process. With this process performed electronically, students will no longer have to worry about double-checking that their graduation application is on file.

We are looking forward to this new service. Keep a look out...

-by Delia Leon

### BroncoDirect Tips

When students register for classes that they have previously taken, they receive a message in BroncoDirect that says "You have already taken this class." This message is for information only and not related to the number of units that students have used under the grade forgiveness policy.



### IMPORTANT DATES

<b>Feb 29</b>	Last Day to apply for Winter '08 graduation
<b>March 17</b>	Spring '08 Fee Bills due
<b>March 17 – 21</b>	Winter '08 Finals
<b>March 25</b>	Spring '08 Add/Drop begins
<b>March 26</b>	Winter '08 Grades due @ 6am
<b>April 1</b>	Spring '08 Classes begin
<b>April 7</b>	Spring '08 Last day to Add Spring '08 Last day to Drop without receiving a "W"
<b>April 11</b>	Last Day to apply for Spring '08 graduation
<b>April 21</b>	CENSUS – Spring '08 Last Day to Drop without a petition
<b>April 24 – 25</b>	Summer '08 Priority Registration
<b>April 28 – May 9</b>	Summer '08 Registration
<b>May 12 – 13</b>	Fall '08 Priority Registration
<b>May 16 – 30</b>	Fall '08 Registration

### VETERANS

Senate Bill 272 has recently been passed and provides certain members and former members of the United States Armed Forces with "priority enrollment." Please refer veterans to the Registrar's Office and ask them to speak with a Veterans Coordinator to see if this is something that may affect their registration period. Contact information is as follows:

- A-L: Cynthia Chatfield  
[cmchatfield@csupomona.edu](mailto:cmchatfield@csupomona.edu)
- M-Z: Leslie Corcoran  
[llcorcoran@csupomona.edu](mailto:llcorcoran@csupomona.edu)

*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

## Permission Numbers

### *Granting Students Access to Classes*

Each quarter, we are faced with confusion and complications related to the use of permission numbers. In an effort to clarify this aspect of registration and to assist our students and instructors in achieving a smoother registration, we have put together the following tips for permission numbers.

- Permission numbers are only valid through the last day of add/drop (which is the 5<sup>th</sup> day of the quarter). If a student receives or uses a permission number after the add/drop period (and this might mean 12:01 a.m. the day after add/drop), then the permission is already ineffective. So, issuing or having students attempt to use permission numbers after the deadline to add classes frustrates students and gives them the impression that the system is simply not working.
- Not all permission numbers work the same way. What the numbers override is based on who issues them.
  - *Issued by class instructors – overrides seat capacity only*  
These numbers are generated by the Registrar's Office and are usually available through the class roster one week before the add/drop period.
  - *Issued by the department – overrides requisites, career level & instructor consent*  
Generated internally by department coordinators.

A common scenario that occurs each quarter is when a student receives a permission number to override class limit from an instructor. When the student applies the permission number he/she may still receive an error message. The error message will tell the student that the requisites are not met for this course. The student then believes that the permission number is not valid because it didn't grant them access to the class. They will then go to their instructor who will often issue a new permission number or direct the student to the Registrar's Office. The real problem is that the student did not have the correct type of permission number, or is in need of a second permission number for requisites from the department.

To ensure a successful registration, please assign permission numbers only during the add/drop period and instruct the student to apply them ASAP. Encourage students to pay close attention to the type of enrollment error they receive so that they may seek the appropriate type of permission number. When in doubt, don't hesitate to give us a call!

-by Leslie Corcoran

## NATIONAL STUDENT EXCHANGE PROGRAM

Do you know any students that have wanted to travel across the country but weren't able to afford it, or didn't have a reason for going? If the answer is yes, I invite you to have them explore the possibility of becoming involved in the National Student Exchange program, where they can choose from more than 175 schools within the United States, Guam and Puerto Rico. Also, they never have to pay out of state fees. They can participate for a single term, or up to a full academic year.

For more information, please have them come by the Registrar's Office and ask for me, Cynthia Chatfield, email me at [cmchatfield@csupomona.edu](mailto:cmchatfield@csupomona.edu) or call me at (909) 869-2101. We are now accepting applications for the 2008-2009 academic year, so please encourage your students to contact me as soon as possible, because the deadline is quickly approaching.

-by Cynthia Chatfield



## Imaging Unit Surpasses One Million Mark!

The Enrollment Technology and Resources' Imaging Unit has serviced the campus since September 1999 in providing verification and imaging in a multitude of student records through the use of a valuable tool known as STARRS Singularity. This project is vital to faculty and staff in accessing student records from their desktop.

Through the process of this system, this unit has surpassed their one million mark in scanning documents of a sensitive and confidential nature.

We are very honored and proud to have achieved this as we continue to move forward and help provide outstanding service as representatives of Cal Poly Pomona.

For access to STARRS Singularity, print and complete the *User Account Request Form*, found on the Enrollment Technology and Resources website and forward it to the Registrar's Office with the appropriate signatures.

-by David Razo

### 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