

# Priority Registration Procedure

The purpose of this procedure is to define the guidelines for students, staff, and faculty to follow with regard to a priority registration accommodation.

For the purposes of this policy, priority registration shall be defined as: Permitting a student with less than 60 earned hours to enroll beginning with the first day of the registration period for the upcoming semester.

1. Priority registration allows eligible students early access to the registration system.
2. Priority registration is considered a reasonable accommodation for students with disabilities as illustrated by the following examples:
  - a. Individuals with a mobility disability which prevents them from getting from class to class in a timely fashion,
  - b. Students with a chronic health condition who need to carefully schedule classes around medication schedules,
  - c. Students undergoing periodic medical treatments (for example, chemotherapy or dialysis) which preclude class attendance at certain times or certain days.
3. Students seeking a priority registration accommodation must register with the Office of Disability Services (DS) and complete an intake interview with the Director of DS/designee. The Director of DS/designee will review and evaluate each request on a case-by-case basis. Supporting documentation may be required.
4. The Director of DS/designee will evaluate the student's request in terms of the impact of the disability and demands of the student's proposed schedule for that semester.
5. The Director of DS/designee will verify the student's eligibility for a priority registration accommodation in a notification letter sent electronically to appropriate advisors/departments, department heads and the student prior to the first day of the priority registration period.
6. Priority registration does not override any institutional or department policy (for example, the need for academic advisement or removal of holds), and does not expedite admission to a new program or re-admission to the University.

