

# University Policies

<b>Policy Name:</b> Priority Registration	<b>Effective Date:</b> July 1, 2008 for Spring Term 2008-2009
<b>Custodian of Policy:</b> Vice President for Academic and Student Affairs	<b>Last Review:</b> January, 2005
	<b>Next Review:</b> September, 2013

## Policy:

As some students, groups, programs, or teams are impacted by schedules or other constraints outside their control, those groups or individuals demonstrating circumstances resulting in a need for priority registration will be allowed to register in a pre-determined order in advance of the regular registration period. This procedure only applies to students registering for their second term while they are full time (12 credits or more) in their first term. The policy is tailored to allow students to have access to general education and lower division (100-200) courses, many of which have multiple sections, so that students can have access to the sections that allow them to attend class and meet their obligations in representing the university. Designated students may use priority registration until they have earned 64 credits. However, in cases where a need for priority registration can be demonstrated beyond this 64-credit threshold, an appeal process is available.

## Procedures:

The following groups/individuals would be allowed priority registration prior to the regular registration timeframe:

- 1) Students with documented physical or mental challenges which require special attention in the scheduling process would obtain documentation from the Disability Services Office. These students would be allowed a one-week priority registration time frame prior to the start of regular registration. This is consistent with current university practice.
- 2) Students who routinely represent the institution in official, university-sponsored events, activities, or competitions, such that their availability for practices or appearance at said events, activities, or competitions is ensured and/or where missed class time could be minimized as a result of priority scheduling. These students will have a 24-36 hour priority registration timeframe prior to the start of regular registration.

This category would include groups such as student-athletes, forensics students, theatre students, and music students. Student groups wishing priority registration status would need to submit a request, and provide the following information:

- a. Group designation
- b. Reason for request
- c. Evidence of need for priority registration

The requests would be submitted to a committee comprised of a representative from the Registrar's Office, a Faculty Association faculty member, a student member, and a representative from the Division of Academic and Student Affairs. This committee would make a recommendation to the Vice President for Academic and Student Affairs or her/his designee. The Vice President for Academic and Student Affairs or her/his designee would act upon the recommendation and notify the Registrar.

The list of students eligible for priority registration would be documented by the appropriate department or program, and the list would be supplied to the Registrar by the appropriate department or program a minimum of one month prior to the start of the next term's registration period. Students on this documented list would be allowed to register during the designated period prior to the start of the regular pre-registration period.

## **Policy Rationale:**

Many Minnesota State University, Mankato students are asked to represent the university at officially-recognized university activities. Students, who are representing the university, while choosing to take part in these university-sponsored activities, rarely have any control over when these university-sponsored activities occur. These students often find that there is a conflict between these university-sponsored activities and their class schedules. In an attempt to alleviate these conflicts, provide adequate support services for these students, and ensure that these students miss as little class time as possible, this policy is proposed.

The proposal for priority registration would be an "open system," available for any student or group of students demonstrating special circumstances leading to a need for priority registration. The key elements in determining whether a student or group of students may be eligible for priority registration:

- whether or not that student or group of students is representing the university at or as part of officially-recognized university activities;
- whether or not that officially-recognized university activity constrains the student's ability to attend classes at different times of the day or week;
- whether or not the university has control over the time periods in which the activities take place (i.e. practices, performances, games)

**Policy: Priority Registration**

<b>Policy: Priority Registration</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
MSUAASF Meet and Confer	February 13, 2008	April 9, 2008
Faculty Association Meet and Confer	February 13, 2008	March 20, 2008
Classified Meet and Confer	February 13, 2008	April 10, 2008
MSSA Meet and Confer	February 13, 2008	March 26, 2008
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>