

# University Policies

<b>Policy Name:</b> Priority Registration	<b>Effective Date:</b>
<b>Custodian of Policy:</b> Vice President for Academic and Student Affairs	<b>Last Review:</b> January 2005
	<b>Next Review:</b> September 2018

## FORMAL REVIEW

### Policy

In order to accommodate student groups impacted by schedules or other constraints outside their control, approved groups will be allowed to register in advance of the regular registration period. 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 while accommodating their specific obligations or circumstances which would otherwise hinder timely academic progress. Priority registration begins during the second term of full-time study (12 credits or more). 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 through the Registrar's Office.

### Procedures

The following student groups or cohorts are allowed priority registration prior to the regular registration timeframe:

- 1) Officially recognized University programs: Programs such as student-athletes, forensic students, theatre students, and music students. A 24-48 hour priority registration timeframe prior to the start of regular registration is granted for eligible students participating in university-sponsored programs.
- 2) Students registered with the Minnesota State Mankato Office of Disability Services: Students with documented disabilities which require special attention in the scheduling process obtain authorization from the Office of Disability Services. These students are allowed a one-week priority registration time frame prior to the start of regular registration.
- 3) Military members and veterans: Determination of students eligible for priority registration is made through the use of VA educational benefits, verified by the certifying official in the Office of the Registrar. Those students otherwise eligible under this category, but not currently using VA education benefits must self-identify to the certifying official and provide proof of current military membership or veteran status (this policy excludes dependents of veterans and military members). A 24-48 hour priority registration timeframe prior to the start of regular registration is granted for eligible military members and veterans.
- 4) Additional eligibility for priority registration: Other student groups or cohorts seeking priority registration status need to have the program advisor or administrator submit a request with the following information:
  1. Group or cohort designation
  2. Reason for request
  3. Evidence of need for priority registration

The following criteria will be used to determine eligibility for priority registration:

- 1) The student group must have a documented need for priority registration through participation in a university sponsored activity or program which would slow academic progress without registration flexibility.
- 2) Participation or membership in the student group must be clearly defined.
- 3) The student group must exhibit evidence that priority registration will have a positive impact on academic progress and help alleviate scheduling difficulties inherent to their membership in that student group.

Requests are submitted to the Assistant Vice President of Academic Affairs for Undergraduate Studies and International Education, who then convenes a committee comprised of the Associate Vice President of Student Affairs and Enrollment Management, the Director of Admissions, the Registrar, a Student Relations Coordinator, a Faculty Association appointed member, and a MSSA appointed member. ~~a representative from the Registrar's Office, a Faculty Association faculty member, a student member, and a representative from Student Affairs.~~ The committee reviews requests from groups seeking priority registration and sets review eligibility timelines for these additional groups. Requests must be submitted by October 1 to be considered for the next academic year's registration. The committee makes recommendations to the Assistant Vice President who acts in coordination with the Registrar. Upon approval of priority registration:

- 1) Notification is sent from the Assistant Vice President to the Registrar.
- 2) The list of students eligible for priority registration is documented by the appropriate department or program administrator, and the list is supplied to the Registrar a minimum of one month prior to the start of the next term's registration period.
- 3) Students on this documented list are allowed to register during the designated period prior to the start of the regular pre-registration period.

## Rationale

Officially-recognized University programs: 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 activities occur. These students often find that there is a conflict between these university-sponsored activities and their class schedules.

Military members and veterans: Military members and veterans face unique obstacles that can often delay their pursuit of higher education. These obstacles may include involuntary mobilizations for overseas tours of duty, required military training, and disaster relief. In addition these students often fund their university education through the use of earned federal and state benefits which expire after a limited amount of time. Further, long delays in processing these benefits often cause hardships for these students. The aim of granting priority registration to military members and veterans is to allow greater ability to make progress toward their degree requirements during their often intermittent periods of university study and to lessen the delay in receiving the benefits they have earned.

Students registered with the Minnesota State Mankato Office of Disability Services: A third purpose of Priority Registration is to provide an opportunity for students with disabilities to establish a class schedule that will accommodate their physical and academic needs. Some students require time between classes due to mobility limitations or testing accommodations. Others may need a balance in the types of classes or additional time to secure specific academic accommodations (sign language interpreters, textbooks in alternative format, note-taking services.) Priority registration provides an opportunity for students with disabilities to secure a class schedule that minimizes the limitations of their disability.

Other identifiable groups or cohorts: Additionally the priority registration policy allows for other identifiable groups of students participating in university-sponsored activities or programs whose academic progress may be limited due to circumstances outside of their control to apply for priority registration based upon criteria outlined in procedure four.