Priority Registration Policy and Procedure

Priority registration allows students to register for courses earlier than the scheduled time period set for the general student body. Priority registration eligibility is based solely on disability-related criteria. Students may be granted priority registration if they have a disability which requires one of the following modifications:

1. Pre-arranged course services, such as texts in alternative formats or interpreter services;
2. Their course schedule to be carefully planned due to fatigue, the side effects of medication, or how their condition may affect them more significantly during specific times of the day;
3. Classes to be scheduled so they do not impose geographical constraints due to mobility, speed, and/or endurance;
4. Classes to be relocated due to accessibility concerns;
5. Extensive therapy or other medical treatment or intervention which significantly impacts scheduling flexibility (such as chemotherapy, renal dialysis, etc.); or
6. Other disability-related purposes deemed appropriate by DSS.

All requests for priority registration are reviewed and evaluated by DSS. Eligibility for priority registration will be periodically re-evaluated, and prior approval does not constitute automatic entitlement for on-going eligibility.

Consideration of graduation time limitations, financial need, or sponsorship by programs such as the Department of Assistive and Rehabilitative Services are not justification for priority registration.

Student Responsibilities

1. Register with DSS by following the appropriate procedures.
2. Provide DSS with appropriate documentation validating the request for priority registration.
3. Once approved for priority registration, the student should log into TigerPAWS to view his/her registration day and time.
4. Meet with the student’s adviser during the priority registration period to register for courses.
Note: Students who have outstanding university charges (e.g., tuition, fees, parking tickets) will not be eligible to receive priority registration.

DSS Responsibilities

1. Verify that a student who requests priority registration is eligible to receive this accommodation.

2. Inform the Registrar’s Office of the students who will need priority registration two (2) weeks before registration for the rest of the student body begins.

3. Contact the student’s adviser to inform him/her that the student is eligible for priority registration and will be contacting him/her shortly to arrange a time for advisement. Copy the student on the email to ensure the student knows to contact his/her adviser to arrange this meeting.