


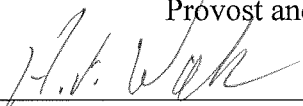
EDINBORO UNIVERSITY OF PENNSYLVANIA

PRIORITY REGISTRATION

Policy No. A073
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Supersedes Policy No. A073, Dated 10/17/2014

Recommended for Approval By: 
Michael J. Hannan, Ph.D.
Provost and Vice President for Academic Affairs

Approved By:  on 1/9/2017
H. Fred Walker, Ph.D., President Effective Date

Review Date: As Required

INTENT

The policy identifies and defines student groups eligible for priority class registration. The policy also defines the criteria and process to approve other student groups for this benefit.

POLICY

Priority class registration is defined in the following three tiers.

The following students (Tier 1) will receive priority registration above all other students, beginning at 6:00 AM on the first day of registration:

- 1) Students registered with the Office for Students with Disabilities
- 2) University Honors Students
- 3) Graduate Level Students
- 4) Paid deposit new freshmen and transfer students (for the upcoming semester)

The following students (Tier 2) will receive priority registration 24 hours in advance of their cohort:

- 5) Adult students registered with the Office of Transfer and Adult Student Services for priority registration
- 6) Student Athletes
- 7) Veterans

The following students (Tier 3) will receive priority registration 12 hours in advance of their cohort:

- 8) Music students
- 9) SGA Members

- 10) Student Trustee to the Edinboro University Council of Trustees
- 11) University Senate Members
- 12) Contracted ROTC Cadets
- 13) Living-Learning Scholars
- 14) Students in Theatre Productions

DEFINITIONS

The following student groups are granted priority:

Students registered with the Office for Students with Disabilities. Students with documented disabilities are provided an opportunity 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.

University Honors Students. This includes all students who are members of the University Honors Program in good standing. Honors classes are scheduled each semester and Honors students are required to participate in these special sections and need priority so as to enable their schedule to accommodate them. This priority is also recognized as a benefit for participation in this program.

Veterans. Veterans and members of the military who are eligible for special priority registration need to meet the following requirements as defined in PA Act 46:

- a) The student has served, or is currently serving, in the United States Armed Forces, including a reserve component and National Guard.
- b) The student was discharged or released from such service under conditions other than dishonorable.
- c) The student has been admitted to Edinboro University.
- d) The student resides in Pennsylvania while enrolled at Edinboro University.

Documentation verifying the above eligibility must be submitted to the Veterans Success Center for review at least one month before the start of the pre-registration date before the student's starting semester. This will ensure processing for priority registration. Required documentation is defined as follows.

Military Members currently serving on Active Duty Service (including Active Guard or Active Reserves):

- A copy of the military orders which verify:
 - Active duty military status or activation of reservist/guard member; and
 - Work location/duty station; and
- Copy of military identification card issued by the U.S. military.

Military Members Discharged from Active Duty Service:

- DD-214 Member 4 "Certificate of Release or Discharge from Active Duty"

Military Members currently serving in the National Guard or Reserve Component:

- DD-214 Service 7 "Certificate of Release or Discharge from Active Duty"; or
- Copy of military identification card issued by the U.S. Military.

Military Members who formerly served in the National Guard or Reserve Component:

- DD-214 Member 4 "Certificate of Release or Discharge from Active Duty"; or
- DD-214 Service 7 "Certificate of Release or Discharge from Active Duty"; or
- NGB-22 "National Guard Report of Separation and Record of Service"

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.

The Pennsylvania Department of Education states that Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.

Adult Students registered with the Office of Transfer and Adult Student Services for priority registration. Many adult students must schedule their classes around other major life responsibilities such as children and employment. In order to take advantage of the early registration process, adult students must be registered and approved for priority registration through the Office of Transfer and Adult Student Services.

Other officially recognized University groups and programs. Other student groups recognized for priority registration include student athletes, SGA members and University Senate representatives; music students enrolled in ensembles or applied lessons, students in theatre productions, scholars in residence hall living-learning communities, ROTC students on contract and the student member of the University Council of Trustees. Many students are asked to represent the University at, or regularly participate in, officially-recognized activities. These students often find that there is a conflict between these activities and their class schedules; priority registration allows these students some ability to reduce these conflicts.

ELIGIBILITY AND PROCESS FOR APPROVAL OF ADDITIONAL STUDENT GROUPS

Other student groups or cohorts seeking priority registration status must have the program advisor or administrator submit a request to the Provost and Vice President for Academic Affairs (VPAA) containing the following information:

- 1) Group or cohort designation
- 2) Reason for request
- 3) Evidence of need for priority registration

Eligibility for priority registration will require that:

- 1) Participation or membership in the student group is clearly defined; and
- 2) The student group exhibits evidence that priority registration will have a positive impact on academic progress and help alleviate scheduling difficulties inherent in membership in the student group.

The Provost reviews requests from groups seeking priority registration and such requests must be received by the Office of the Provost/VPAA by September 15 to be considered for priority registration for the next academic year. The Provost/VPAA will notify the Registrar of newly approved student groups for priority registration. The Registrar will then notify the appropriate department or program administrator to provide a list of students eligible for priority registration a minimum of one month prior to the start of the next term's registration period. Documented student members will be eligible to register during the designated priority registration period.

RELATED

Higher Education Course Scheduling Preference for Veteran Students Act (Act 46 of 2014)