

## Guidelines for Determining Eligibility for Priority Registration Status

(Revised)

Date Proposed: May 10, 2006 (revised December 5, 2013)

Date Recommended by CAPC: May 10, 2006 (December 5, 2013)

Date Approved by Provost: June 6, 2006 (January 8, 2014)

The following guidelines determine eligibility for priority registration status. Being eligible for priority registration does not guarantee that a group will receive the privilege. (Note: The Provost is the individual responsible for awarding priority registration privileges.)

Priority registration is limited to a cohort of students that meet at least one of the following criteria:

1. Students with a documented disability on file with the Office of Services for Students with Disabilities for their entire career.
2. Academic Development Program (ADP) students in their first academic year.
3. Student athletes and the students who are actively engaged in athletics as support personnel, if they must be present during all practices, which includes the marching band and color guard.
4. Students who are concurrently taking at least 6 on-campus credits while completing a clinical practicum (internship, field experience) that requires student participation at specified times for a significant part of most days of the week. The practicum must be part of the program's required course work. The program must require that the student complete the practicum and all relevant work by a specified time in their academic progression.
5. Students who have a specific set of 2 or more courses, each of which meets at only one time during the semester, and each of which must be taken in a specific order to make satisfactory progress towards graduation. If the student may take the courses in an alternate sequence, or select from different sections of a given course, they are not eligible under this stipulation.
6. Students engaged in the study abroad program, during the semester that they are abroad.
7. 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.

### **The eligible students will be further subdivided in two categories:**

Enhanced Priority (EP)-These students, those that meet criteria 1,2 and 3, schedule before any other students the university. They are granted this privilege because they have the most critical needs. They would have 48 hours to schedule their classes. Criteria 1 through 3.

Priority Scheduling (PS)- These students, who meet criteria 4, 5, 6, and 7, would priority schedule by class standing, and would have 24 hours to schedule before the other members of their class.

The requestor(s) of priority registration must clearly and convincingly demonstrate that no means exist of completing their program of study in a timely manner, other than priority registration. Priority Registration cannot be used as an incentive to join a program or group, and is not intended simply to be a reward for joining a program or group.

One faculty member will be designated as the Program Supervisor for each program/activity. The Program Supervisor shall maintain the names of those students who are eligible for priority registration, and insure that the list is accurate each semester. The Director of Athletics shall be considered the supervisor of record for all students involved in athletics. During the Program Review process, the Program Supervisor must submit justification for maintaining priority registration. The Provost may revoke the privilege if he/she feels that there is no longer justification for it.

**Implementation (Effective with the next registration cycle):**

In implementing this change, the *current* priority scheduling population would be divided up as follows:

**Enhanced Priority**

ADP

Athletes Fall Events (EP for Fall Scheduling)

Athletes Winter Events (EP for Fall and Spring)

Athletes Spring Events (EP for Spring Scheduling)

Athletic Team Trainers and Managers (EP for the season of their Sports)

Students with Disabilities

**Priority Scheduling (PS) by Class Standing**

Honors Program

Off-Season Athletes

Pre-Med/PPD

Respiratory Therapy

Study Abroad (when they need to register for their returning term)

ROTC

University Ambassadors

Veterans