

Procedures for Priority Registration

Each semester, prior to the start of registration, an official, who has responsibility for students who are potentially eligible for priority registration (e.g., Director or Department Chair), will secure an application for priority registration from the Registrar's Office. The application will include a list of students who are recommended and a rationale for their need for priority registration. Completed applications must be returned to the Registrar's Office for approval thirty days prior to registration to accommodate academic advising and student notification.

The Vice President for Student Affairs and the Associate Provost will approve and/or deny each application and submit to the Registrar a list of students approved and/or denied for priority registration. The Registrar will then make the necessary adjustments.

Each applicant will be notified by the Registrar's Office of the decision within seven days of the application date.