



Policy Name: Priority Registration

Custodian of Policy: Vice President for Student Affairs and Enrollment Management

Date of Adoption: January 2005

Date of Next Review: September 2032

POLICY

Minnesota State University, Mankato ensures equitable access to course registration for students who require accommodations due to documented disabilities, pregnancy or parenting status, and other legitimate scheduling constraints related to mandatory involvement in university-sanctioned activities. This policy aligns with Minnesota Statute §135A.1582, Title IX, and Minnesota State System guidance.

The following populations are eligible for early and priority registration:

Early Registration

- Students with documented disabilities for which early registration is an approved accommodation

Priority Registration

- Pregnant and parenting students
- Students involved in University-sponsored or -sanctioned activities
- Active, military, and veteran students
- TRIO Student Support Services students

Student groups with documentable and mandatory scheduling constraints that are outside their control may apply for priority registration. Approval will be reviewed every 4 years and each time this policy is reviewed.

Definitions

Early Registration: Access to register for courses five (5) business days before the general registration period.

Priority Registration: Access to register for courses two (2) business days before the general registration period.

Pregnant or Parenting Student: A student who is pregnant or who is the parent or legal guardian of, or can claim as a dependent, a child under the age of 18 (§135A.1582).

Documented Disability: A physical or mental impairment that substantially limits one or more major life activities, verified through Accessibility Resources.

Students with Disabilities: Students registered with Accessibility Resources who demonstrate a disability-related need for early registration to allow sufficient time to secure courses that meet accessibility needs (e.g., classroom location, schedule adjustments).

University-sponsored or sanctioned activities: Activities in which Minnesota State Mankato students serve as official representatives of the university, such as NCAA athletic competitions and presentations and performances involving theater, music, dance or speech and debate when such activities are requirements for the students in those activities.

Limitations:

- Regularly scheduled practices and rehearsals are not included in this policy.
- Priority registration does not extend to dependents of military members.

Rationale:

- Students with disabilities may require a class schedule that will accommodate their physical and academic needs.
- Pregnant or parenting students require a class schedule that accommodates their physical needs and the needs of their dependent children.
- Active, military, or veteran students require greater ability to make progress toward degree requirements during their often-intermittent periods of university study and to lessen the delay in receiving any Federal or State benefits earned. The Department of Veterans Affairs considers Priority Registration a benefit to active military/veterans.
- Students participating in university-sponsored or -sanctioned events may require the ability to minimize conflicts occurring because of their University obligations.
- Other approved groups or cohorts may require the ability to minimize class conflicts caused by externally created schedules.

History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

Revisions Made:

2025: Moved responsibility (custodianship) to the Vice President for Student Affairs and Enrollment Management to reflect with current university structure. Aligned policy with State of Minnesota statute. Revised eligible groups to include pregnant or parenting students. Added definitions of eligible student groups.

References:

Microsoft Copilot. (2025, November 18). Conversation about drafting a university policy on early and priority registration for students with disabilities and special populations. Retrieved from <https://copilot.microsoft.com>

Minnesota State Board Policy 1B.4 – Access and Accommodation for Individuals with Disabilities

Minnesota Statute §135A.1582 – Protections for Pregnant and Parenting Students

Minnesota State University, Mankato Early and Priority Registration Policy

System Procedure 1B.1.3 – Access and Modifications for Pregnant and Parenting Students

University of Minnesota Advising Toolkit – Early Registration Guide for Pregnant and Parenting Students

Vice President's Recommendation

President's Approval