

Minnesota State University, Mankato  
University Policy

<b>Policy Name:</b> <u>Priority Registration</u>	<b>Effective Date of Last Review:</b> <u>July 1, 2019</u> <u>August 1, 2026</u>
<b>Custodian of Policy:</b> <u>Provost and Senior Vice President for Academic Affairs</u>	<b>Date of Last Review:</b> September <u>2018</u> <u>2025</u>
<b>Date of Adoption:</b> January 2005	<b>Date of Next Review:</b> September <u>2025</u> <u>2032</u>

**Commented [VJ1]:** Goals for the revision:

Include the parenting student requirement in priority registration (per state law - see System guidance on language)

Provide recourse for students: When they have legitimate need to register early, provide a mechanism for exceptions.

Define "legitimate" or "bonafide" need to register early.

Do not use priority registration as a recruiting tool.

**Commented [VJ2]:** @Jones, Brian P Should the VP SAEM become the custodian for this policy? When originally written, RAAR would have been in AA. But this policy is not academic in nature.

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## POLICY

~~Early and priority registration is available to student groups or cohorts which have been approved by the University.~~ 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 disabilities
- 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 ~~legitimate documentable and mandatory~~ scheduling constraints that are outside their control ~~due to university sanctioned events~~ may apply for priority registration. Approval will be reviewed every ~~X4~~ 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.

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**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 the parent/legal guardian of, or can claim as a dependent, a child under age 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.

**Exceptions:** This policy does not apply to Minnesota State Mankato Club Sports with the exception of handball. Regularly scheduled practices and rehearsals are not included in this policy.

## 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](#)

### Policy History

**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.

## Priority Registration Procedure Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

### Vice President's Recommendation

Signature and Date

### President's Approval

Signature and Date

# Minnesota State University, Mankato University

## Procedure

Procedure Name: Priority Registration

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

Date of Adoption: January 2005

Date of Last Review: September 2025

Effective Date of Last Review: August 1, 2026

Date of Next Review: September 2032

### **PROCEDURE**

Each fall and spring semester, The Registrar's Office of Registration and Academic Records will work with advisors, coaches, and program directors to facilitate collects lists of students who are eligible for early and priority registration.

- Students with disabilities: Early Registration—Accessibility Resources will provide a list email-eligible students with detailed directions and their window for registration of students with documented disabilities as defined above.
- Pregnant or parenting students: Students must indicate their status via the student information system or request assistance through Accessibility Resources or the Title IX Coordinator.
- Priority Registration— Students participating in University-sponsored or sanctioned events: The Registrar's Office email-eligible students with detailed directions and their window for registration. The Office of the Registrar will set priority registration dates each semester within one week of the first day of regular registration. Coaches and program directors of groups defined above will provide lists of eligible student participants.
- Military or Veteran Students: Registration and Academic Records will provide a list of eligible students.
- TRIO Student Support Services: The Director of TRIO Student Support Services will provide a list of active participants.

Students who miss the early and priority registration windows can register in their regular registration period.

**Commented [VJ3]:** Of course, this procedure will probably change with the implementation of "tags" in Workday Student, but we'll cross that bridge when we get there.

## Criteria for requesting priority registration

Other groups that engage in university-sanctioned activities may apply for priority registration if the activity has legitimate scheduling constraints outside the students' control. The program director, coach, or advisor must submit documentation of the regularly scheduled activities the create scheduling constraints that would be solved with priority registration.

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Requests must be received by the Director of Registration and Academic Records by October 1 to be eligible for the following fall semester's registration cycle. The program advisor or administrator submits a request to the Associate Vice President for Undergraduate Education with the following information:

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0. — Group or cohort name or designation

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1. — Reason for request

Evidence of need for priority registration

## Approval Process

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2. Requests must be made by October 1 to be considered for the next academic year's registration.

• The following criteria will be used to determine eligibility for priority registration:

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• The student group or activity must havehas a documented need for priority registration through participation in a university sponsored activity or program that includes mandatory participation in events with scheduling that is outside the students' control.

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• The group can demonstrate that participants' academic progress whichwould slow academic progress without registration flexibility.

• Participation or membership in the student group must be clearly defined.

0. • The student group must exhibit evidence that priority registration will have a positive impact on academic progress and help alleviate scheduling difficulties inherent to their membership in that student group.

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The Associate Vice President for Undergraduate Education Director of Registration and Academic Records (or their designee) will convene a committee to review applications for priority registration. The committee will be comprised of the roles or their delegates:

- Director of Registration and Academic Records
- Vice President of Student Affairs and Enrollment Management
- , the Director of Admissions
- , the Registrar, a Student Relations Coordinator
- Director of University Advising
- Assistant Provost for Accreditation, Assessment, and Curriculum Innovation
- A representative of the Faculty Association
- appointed member, and a representative of the Student Government
- Government appointed member.

-Notifications of approval/denial will be sent by the Director of Registration and Academic Records (or their designee) Associate Vice President of Undergraduate Education to the program advisor or administrator program director or advisor by October 30<sup>th</sup> the 2<sup>nd</sup> Friday in October.

### Criteria and process for removing priority registration for groups

Priority registration is a privilege granted to support academic success and accommodate legitimate scheduling constraints. This status may be revoked under the following conditions:

- Loss of Eligibility
  - Student is no longer actively participating in the program or activity that qualified them for priority registration (e.g., withdrawal from athletics, Honors Program, TRIO, or other approved group).
  - Student's documented scheduling constraint no longer exists.
- Failure to Provide Required Documentation
  - Student or program representative does not submit verification by the published deadline.
  - Documentation provided is incomplete or inaccurate.
- Misrepresentation or Fraud
  - Student or program representative provides false information to obtain priority registration.
- Academic or Conduct Sanctions
  - Student is under academic suspension or disciplinary action that restricts registration privileges.

#### Policy Misuse

Evidence that priority registration was used to gain advantage without meeting the stated criteria (e.g., registering early for convenience rather than necessity).

## **RATIONALE**

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- ~~Students registered with the Minnesota State Mankato Office of Accessibility Resources: The purpose of early registration is to provide an opportunity for~~ Students with disabilities require to establish 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 : The aim of granting priority registration to military members and veterans is to allow 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.
- ~~Student athletes: Priority registration allows student athletes participating in university sponsored or sanctioned events~~ require the ability to minimize conflicts occurring because of their University ~~sponsored athletic~~ obligations.
- ~~Other approved groups or cohorts : Many students are asked to represent the university as part of officially recognized university activities. Priority registration allows these approved student groups or cohorts~~ often require the ability to minimize class conflicts ~~occurring because of these University-sponsored activities caused by externally created schedules.~~

#### 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

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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

#### Procedure History

2025: Revised eligible groups to include pregnant or parenting students. Indicated the roles responsible for identifying eligible students. Updated language about how to apply and criteria for review. Added

criteria for revoking priority registration status. Moved the responsibility for the procedure to the Director of Registration and Academic Records.

Priority Registration Procedure Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

Vice President’s Recommendation

Signature and Date

President’s Approval

Signature and Date

Policy:		
Formal Review Process	Date Submitted	Date Reviewed



<del>✓ Vice President's Recommendation</del>		<del>Date</del>
<del>✓ President's Approval</del>		<del>Date</del>