



Procedure Name: Priority Registration

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

Date of Adoption: January 2005

Date of Next Review: September 2032

PROCEDURE

Each fall and spring semester, the Office of Registration and Academic Records collects lists of students who are eligible for early and priority registration.

- Students with disabilities: Accessibility Resources will provide a list of students for whom early registration is an approved accommodation.
- 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.
- Students participating in University-sponsored or sanctioned events: 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.

[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 that create scheduling constraints that would be solved with priority registration.

Requests must be received by the Director of Registration and Academic Records by October 1 to be eligible for the following fall semester registration cycle.

Approval Process

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

- The student group or activity has a documented need for priority registration that includes mandatory participation in events with scheduling that is outside the students' control.
- The group can demonstrate that participants' academic progress would slow without registration flexibility.
- Participation or membership in the student group must be clearly defined.
- The student group must exhibit evidence that priority registration will alleviate scheduling difficulties inherent to their membership in that student group.

The 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
- Assistant Vice President for Enrollment Management
- Director of University Advising
- Assistant Provost for Accreditation, Assessment, and Curriculum Innovation
- A representative of the Faculty Association
- A representative of the Student Government

Notifications of approval/denial will be sent by the Director of Registration and Academic Records (or their designee) to the program director or advisor by October 30. Approval will be reviewed every four years and each time this policy is reviewed.

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 early or priority registration (e.g., withdrawal from athletics, 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).

History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

Revisions Made:

Enter revisions here.

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