



Policy AC043: Priority Scheduling

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller.

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Approved by:

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Effective Date: 07/01/2022

A. Intent

To identify and define student groups eligible for priority class registration. The policy also defines the criteria and procedure to approve other student groups for this benefit.

B. Definition(s)

Priority Class Registration: The process by which identified student groups are permitted to register for classes in advance of other students during the pre-registration period.

Reverse Transfer Program Students: Students enrolled in a degree program where the senior year (or other defined period) is completed at another institution and those credits are transferred back to Pennsylvania Western University to complete the baccalaureate degree requirements.

University Honors Students: All students who are members of the PennWest Honors Program in good standing.

Active Military and Veterans: Students who meet one of the following requirements: military members currently serving on Active Duty Service, including Active Guard or Active Reserves; military members discharged from Active Duty Service, or released from such service under conditions other than dishonorable; military members currently serving in the National Guard or Reserve Component; and military members who formerly served in the National Guard or Reserve Component with a valid Certificate of Release or Discharge from Active Duty. For special priority registration, these individuals must meet the requirements defined in PA Act 46.

ROTC Students: Students on contract for commissioning within a PennWest ROTC program.

Student Athletes: Students who are official members of a varsity sports team at PennWest.

C. Policy

The following students will receive priority registration:

- a. Active Military, Veterans, & ROTC Students
- b. Graduate Students
- c. Honors Program Students
- d. Student Athletes
- e. Student populations where priority registration is required through contract agreement with the University or legislation
- f. Students enrolled in reverse transfer programs
- g. Students registered with the Office for Students with Disabilities

Students in a priority registration group will automatically be issued a registration day and time associated with the priority registration period.

For active duty military and veteran students, documentation verifying eligibility as defined above must be submitted to the Military and Veteran Success Center for review at least one month prior to the start of the pre-registration period for that semester.

The Pennsylvania Department of Education affirms that Act 46 of 2014 requires public higher education institutions in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.

D. Procedure(s)

Other student groups or cohorts seeking priority registration status must have the program advisor or administrator submit a request to the Office of Academic Affairs containing the following information:

1. Group or cohort designation
2. Reason for request
3. Evidence of need for priority registration

Eligibility for priority registration will require that:

1. Participation or membership in the student group is clearly defined; and
2. The group exhibits evidence that priority registration will have a positive impact on academic progress and help alleviate scheduling difficulties inherent in membership in the student group.

The Senior Vice President for Academic Affairs and Provost will review requests from groups seeking priority registration and such requests must be received by the Office of the Provost by September 15 to be considered for priority registration for the next academic year.

The Senior Vice President for Academic Affairs and Provost will notify the Registrar of newly approved student groups for priority registration. The Registrar will then notify the appropriate

department or program administrator to provide a list of students eligible for priority registration a minimum of one month prior to the start of the next term's registration period. Documented student members will be eligible to register during the designated priority registration period.

E. Related policies

Reverse Transfer Policy (AC048)

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.