

## Priority Registration

Academic Affairs

Academics / Registration

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* March 1, 2024

*Approval date:* January 10, 2024

*Schedule for Review:* Spring 2029

### Policy Summary:

This policy outlines the eligibility criteria and procedures for granting priority registration at Fort Lewis College. Priority registration allows specific student groups to register for classes on the first day and timeslot of registration, regardless of earned credit hours or class standing.

Eligible groups include students with demonstrated needs related to compliance with external regulations, accommodations, or significant institutional service. The policy also details how requests for new priority registration groups may be submitted and evaluated by the Provost.

This policy ensures clarity, fairness, and compliance in the administration of priority registration.

### Policy Statement:

Priority registration at Fort Lewis College allows designated groups of students to register for classes during the earliest registration time period, regardless of their earned credit hours or class standing.

Eligible students are granted priority registration based on specific criteria, ensuring their academic success while balancing institutional resources. The eligible groups and caps for students granted priority registration are as follows:

Cohort	Reason	Approx. Number of Students	Who maintains the list?
Students with Disabilities	Need to build a schedule that meets schedule needs as outlined in accommodations	25 (as needed each semester)	Accessibility Resources Center
Students receiving Veteran Benefits	Recognition of service to country and requirement for specific course access for VA benefits (part of Yellow Ribbon campus agreement)	75 (as needed each semester)	VA Certifying Official

Student Ambassadors	Recognition of service to Institution and need to be available during Campus Tour times	20 student max	Admission
Athletes	Recognition of service to the institution to meet need of in-season practice/competition schedules	50 student max	Athletics
Reisher Scholars	In the agreement for the program	75 student cap	Financial Aid

Requests for new priority registration groups must be submitted to the Provost's Office, accompanied by a detailed rationale. The Provost will review and approve or deny such requests in consultation with appropriate stakeholders.

This policy ensures that priority registration is granted consistently and fairly, supporting the academic success and unique needs of eligible student populations.

#### Responsibilities:

*For oversight of the policy:* Provost and Vice President for Academic Affairs

*For procedures for implementing policy:* College Registrar

*For enforcement of the policy:* Registrar's Office

#### Definitions:

**Priority Registration:** The opportunity for designated groups of students to register for classes during the earliest registration time period, regardless of their earned credit hours or class standing.

**External Regulations:** Federal, state, or programmatic mandates requiring the College to offer accommodations or scheduling flexibility (e.g., GI Bill requirements for veterans).

#### Procedures:

Each responsible office must provide a list of students for priority registration status to the Registrar's Office no later than 4 weeks before registration opens. If lists are not submitted, it will be presumed there are no students who require priority registration in that cohort for the semester.

It is the responsibility of the coordinating office/individual to verify the necessity of the priority registration for each student.

For example, if Athletics provides a list of 50 students, but 5 would have already had that registration day/time, the Registrar's Office is not responsible for monitoring the full use of the allotted spaces.

Any program or office that would like to request priority registration may submit a proposal to the Provost for consideration. Proposed groups must make a strong and compelling case that the group requires priority registration to maintain compliance with an outside agency or regulation or that the group provides a considerable and institutional-wide service to Fort Lewis College.

Requests for consideration based on the allegation that the students “must have access to register for classes they need for a timely graduation” will not be approved.

Requests for consideration are to be sent to [academicaffairs@fortlewis.edu](mailto:academicaffairs@fortlewis.edu)

Cross-Referenced Policies:

Consequences of Non-Compliance:

Review and Revision History:

Policy established for Fall 2024 registration effective March 1, 2024. Policy revised October 2024 to accommodate full cohort of Reisher Scholars.