



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## Priority Registration

### Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: Academic Affairs

### 1. Purpose

Certain populations are identified as requiring priority registration to ensure timely program completion and/or compliance with state/federal law.

### 2. Scope

All Commonwealth University of Pennsylvania (CU) students

### 3. Definitions, Roles and Responsibilities

#### 3.1. Definitions

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

3.1.2. **Honors Students:** Students who are members of the CU Honors Program in good standing

3.1.3. **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

3.1.4. **ROTC Students:** Students on contract for commissioning within a CU ROTC program



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- 3.1.5. **In-Season Athletes:** Students who are official members of a varsity intercollegiate sports team at CU. Student athletes may receive priority registration for a semester in which they will be competing in their traditional or championship season.
- 3.1.6. **ACT 101 Students:** Students enrolled in a CU ACT 101 program
- 3.1.7. **TRIO SSS Students:** Students enrolled in a CU TRIO SSS program
- 3.1.8. **Students with Disabilities:** Students registered with University Disability Services and approved for priority scheduling as a reasonable accommodation in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act
- 3.1.9. **Board of Governors Students:** Students enrolled in a CU Board of Governors program
- 3.1.10. **Priority Senior/Junior/Sophomore/Freshman:** Student who has earned equivalent credits and is also identified as an In-Season Athlete, Honors, ROTC, TRIO SSS, or Board of Governors student

3.2. **Roles and Responsibilities**

- 3.2.1. Academic Affairs; Registrar's Office; Office of the Provost

**4. Policy**

- 4.1. Registration opens up first for:  
Active military and veterans as well as students with disabilities who are approved for this accommodation,  
then Graduate students,  
then all Priority Seniors,  
then all seniors,  
then all Priority juniors,  
then all juniors,  
then all Priority sophomores,  
then all sophomores,  
then all Priority freshmen,  
then all freshmen.
- 4.2. Once the window for registration opens for a particular student, that window will remain open.
- 4.3. Students are limited to registering for a maximum of 16 credit hours during the first round of registration.



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- 4.4. Exception: Incoming first-year and transfer students cannot register on their own or change schedules after orientation unless they are released by faculty/academic advisor/or other appropriate person as identified in the CBA.

**5. Compliance and Enforcement**

- 5.1. This policy will be reviewed every five years by the responsible Senate Committee

**6. Additional Information**

**6.1. Supporting Documents**

- 6.1.1. [Include title of supporting documentation here.] [\[Link\]](#)

**6.2. History**

- 6.2.1. [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]

- 6.2.2. Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

- 6.2.3. Revised - [Date of Revision]

- 6.2.4. Next Review Date - [Date of Revision]

**6.3. Related Policies - [\[Reference related policies\]](#)**

**6.4. Contacts for Additional Information and Reporting**

Office of the Provost  
Commonwealth University  
viceprovost@commonwealthu.edu  
570-389-3803