Division for Student Affairs
Approved By:

Policy Number: SA.08.002
Effective Date: 5/16/11

Policy on Priority Registration for Students with Disabilities

PURPOSE:
To ~~assure~~ ensure ~~equal~~ equitable access to educational programs for continuing CSU ~~alifornia State University~~ Channel Islands (CI) students with documented disabilities by facilitating accommodation requests in a timely manner.

BACKGROUND:
~~California State University Channel Islands (~~CI~~)~~ is committed to equitable ~~equal~~ educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act ~~(ADA)~~ of 1990, as Amended (ADAA)~~.~~.

Executive Order 926: The California State University Policy on Disability Support and Accommodations.

CSU Coded Memorandum (AA-2014-08~~2009-27~~): Policy for the Provision of Accommodations and Support Services to Students with Disabilities.

POLICY:
Accountability:
Disability Resource Programs (DRP), Records ~~&and~~ Registration ~~University Registrar~~

Applicability:
All c~~C~~urrent CI s~~S~~tudents ~~-~~ with a documented disability and registered with DRP

Definition(s):
Priority Registration – Assignment to the first available registration appointment time period for continuing student advance registration.

Continuing Students: Students who have previously enrolled and completed CI coursework

New Students: First semester freshm~~ea~~n or incoming transfer students who have not previously enrolled in or completed ~~-~~CI coursework.

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Text:
To be eligible to receive priority registration, the student must be registered with ~~the Disability Resource Programs~~ DRP and have a disability-related need, ~~-~~which meets one or more of the following criteria:

1. The student requires accommodations that are time intensive for ~~Disability Resource Programs~~DRP to implement, such as converting required texts and instructional materials into alternative formats or securing Sign Language interpreters.
2. The student has a physical or mobility impairment that requires the need to schedule classes in accessible locations and, when possible, in close proximity to one another.
3. The student has extraordinary class scheduling needs due to health restrictions, extensive therapy/medical treatment (~~such as~~ e.g., chemotherapy, renal dialysis, etc.) ~~-~~or the need to administer medications at specific times.~~,~~
4. The student has a disability~~--~~related circumstance that DRP deems appropriate for priority registration.

All priority registration requests are reviewed and approved by a designated DRP staff member. Eligibility for priority registration may be~~will be~~ periodically re-evaluated by DRP staff and prior approval does not constitute automatic entitlement to continued eligibility.

~~Disability Resource Programs~~DRP is not authorized to grant priority registration based on consideration of graduation time limitation, financial need, ~~sponsorship~~and sponsorship by programs such as Worker's Compensation, Department of Rehabilitation, Veterans benefits, private insurance, etc.

Students **must** be in good standing with the University in order to utilize priority registration. This means that there can be no holds on the student's account from areas~~such as~~as, but not limited to: ~~a~~ Financial Aid, ~~Judicial Affairs~~Student Conduct & Community Responsibility, Housing &~~and~~ Residential Education, or Academic Advising. If there is a hold, registration will be suspended until the student resolves the situation.

Priority registration does not exempt students from meeting general registration or the requirements of the University or their major (e.g., prerequisites~~.~~).

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With the exception of highly specialized accommodation needs, ~~First semester freshman and incoming transfer students~~ new students are not eligible for priority registration due to the requirement for all incoming students to receive academic advising during Island View Orientation or Transfer Student Advising Workshops prior to registration.

Examples of highly specialized accommodation needs include: Extraordinary class scheduling needs due to medical treatments or mobility limitations, American Sign Language, captioning services or circumstances deemed exceptional by the designated DRP staff.

EXHIBIT(S):
None