



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## **Student Affairs**

**Approved By:** Richard R. Rush  
President

**Policy Number:** SA.08.002

**Effective Date:** 5/16/11

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## **Policy on Priority Registration for Students with Disabilities**

### **PURPOSE:**

To assure equal access to educational programs for continuing CI students with documented disabilities by facilitating accommodation requests in a timely manner.

### **BACKGROUND:**

California State University Channel Islands is committed to 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.

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

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

### **POLICY:**

#### **Accountability:**

Disability Resource Programs (DRP), University Registrar

#### **Applicability:**

Students 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.

#### **Text:**

To be eligible to receive priority registration, the student must be registered with the Disability Resource Programs 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 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.



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3. The student has extraordinary class scheduling needs due to health restrictions, extensive therapy/medical treatment (such as 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 will be periodically re-evaluated and prior approval does not constitute automatic entitlement to continued eligibility.

Disability Resource Programs is not authorized to grant priority registration based on consideration of graduation time limitation, financial need, 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 students account such as a Financial Aid, Judicial Affairs, Housing and Residential 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.).

First semester freshman and incoming transfer 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.