



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Division of Student Affairs**

**Approved By:** Erika D. Beck  
President

**Policy Number:** SA.08.002

**Effective Date:** 10/17/16

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

### **PURPOSE:**

To ensure equitable access to educational programs for continuing CSU Channel Islands (CI) students with documented disabilities by facilitating accommodation requests in a timely manner.

### **BACKGROUND:**

CI is committed to equitable 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 of 1990, as Amended (ADAA).

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

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

### **POLICY:**

#### **Accountability:**

Disability Resource Programs (DRP), Records & Registration

#### **Applicability:**

All current CI 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.

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

New Students: First semester freshmen 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 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 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 (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 periodically re-evaluated by DRP staff and prior approval does not constitute automatic entitlement to continued eligibility.

DRP is not authorized to grant priority registration based on consideration of graduation time limitation, financial need, 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 as, but not limited to: Financial Aid, Student Conduct & Community Responsibility, Housing & 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).

With the exception of highly specialized accommodation needs, 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.



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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