



Simmons University Office of Accessibility Services

## Priority Registration as an Accommodation

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**Priority Registration** (the ability to register for classes before the general registration period) is an academic accommodation that may be granted to a student with a diagnosis or disability who meets one or more of the qualifying criteria listed below. A student is not deemed eligible for this accommodation based solely on their status as a person with a disability.

**The purpose of Priority Registration is to address diagnosis-related needs which:**

- Require classes to be housed in mobility-accessible locations.
- Impose constraints on mobility, speed, or endurance.
- Impose severe physical or cognitive restrictions as verified by a detailed physician or medical report.
- Necessitate extensive and ongoing treatment interventions that significantly impact scheduling flexibility.
- Require accommodations and services that call for significant planning and time on the part of OAS.

Personal conflicts, work conflicts, or personal preference without diagnosis impact are NOT acceptable criteria for applying for Priority Registration and will not be considered by OAS when establishing a student's eligibility for this accommodation.

**How to Request Priority Registration:**

1. The student must [register](#) with the Office of Accessibility Services (OAS).
2. The student must read the information contained in this guide and complete and submit the [Accommodation Request Form](#). On the Accommodation Request Form, the student must list Priority Registration as one of their accommodation requests and include a personal rationale for receiving the Priority Registration based on the qualifying criteria listed above and as connected to the student's documentation on file with OAS. Please include this statement under the question, "How will the accommodations requested above support your learning at Simmons University?"

Documentation and the Accommodation Request Form must be submitted to OAS in a timely fashion in order for it to be evaluated by the OAS staff, who will determine if the request for accommodations is reasonable and appropriate.

The Priority Registration accommodation requires the OAS to provide the Registrar's Office with a list of approved students before course selection times for the next semester are announced to the general study body; therefore, timely submission of documentation and



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requests is necessary to ensure the accommodation is processed with adequate time to be applied for the next course registration period. Documentation and the Accommodation Request Form must be submitted to OAS two weeks prior to the start of a general registration period in order for an eligible student to receive Priority Registration in that registration period.

**Please note that a request for Priority Registration only needs to be made ONE TIME through OAS. Approval for Priority Registration remains in place for the student's remaining academic enrollment at Simmons University.**

### **What Happens Once a Student Submits a Request for Priority Registration to OAS?**

1. After a student submits the Accommodation Request Form to request Priority Registration, OAS reviews the student's documentation on file and the student's personal rationale to determine the student's eligibility to receive the accommodation.
2. The student receives a decision from OAS by email following the review of their documentation and request form.
3. OAS submits the list of students approved to use the Priority Registration accommodation to the Registrar's Office.
4. Approved students receive an email from the Registrar's Office indicating the date and time they are eligible to begin self-registering for courses.
5. Students registers for their courses via AARC and must follow all steps to self-register. OAS recommends becoming familiar with the registration process prior to the date of registration so there are no delays or questions during the registration process.

### **IMPORTANT:**

Account holds, prerequisites, and meetings with advisors must all be managed and addressed by the student prior to the established Priority Registration date. OAS and the Registrar's Office are not responsible for lifting holds or bypassing any mandated requirements prior to registration for students approved for Priority Registration. If you have any concerns regarding your Priority Registration date and time, please email the [Registrar's Office](#) and copy [access@simmons.edu](mailto:access@simmons.edu).