

Process for Requesting Priority Registration

Priority Registration (ability to register for classes early before the regularly assigned time) is an academic accommodation that may be granted to a student with a disability who meets one or more of the qualifying criteria listed below. It is not granted based solely on a student's status as a person with a disability.

In order to be considered for priority registration, a disability-related need must exist which:

- Requires classes to be housed in accessible locations.
- Imposes geographical constraints due to mobility speed and/or endurance.
- Imposes physical or cognitive restrictions due to fatigue, medication side effects or sustained concentration verified by a physician or medical report.
- Necessitates extensive therapy or other medical treatment/intervention, which significantly impacts scheduling flexibility (e.g. chemotherapy, physical therapy, renal dialysis, etc.).
- Personal/work conflicts or preference without diagnosis impact are NOT criteria.

How to Request / Processing of Request:

1. A student must first establish their status as a person with a disability by submitting documentation (medical, neuropsychological, psychoeducational, etc.) to Office of Accessibility Services. See the HOW TO BEGIN of the OAS website.
2. Documentation must be submitted to OAS in a timely fashion in order for it to be evaluated by the OAS staff, who will then determine if the request for accommodations are reasonable and appropriate.
3. If a student wishes to be considered as a candidate for priority registration, it is their responsibility to make the request known to the OAS office by submitting the **Priority Registration Request** form.
4. The **Priority Registration Request** form must include a personal rationale (why do I need this accommodation for equal access?) for receiving this accommodation based on the qualifying criteria listed above and as connected to the student's documentation on file in OAS.
5. All requests for Priority Registration must be submitted digitally through our secure file transfer link: <https://xfer.simmons.edu/envelope/OAS> **four weeks prior** to the start of an advisement period for next semester or term course selection.
6. OAS must provide the Registrar's office with a list of approved students four weeks prior to the start of an advisement period for next semester or term course selection. As such, if a student is outside of the four week window the accommodation cannot be met until the following semester/course selection cycle.
7. **IMPORTANT NOTE:** A Request for Priority Registration only needs to be made ONCE through OAS. An approval will remain in place for the student's remaining academic time at Simmons.
8. Please complete Priority Registration Request form on following page.

PRIORITY REGISTRATION REQUEST

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3. **IMPORTANT NOTE:** A Request for Priority Registration only needs to be made ONCE through OAS. An approval will remain in place for the student’s remaining academic time at Simmons.

Name:	Request Date:
Student ID#:	Cell#:
Simmons E-mail:	Please note the Registrar’s office will notify you with your DAY ONE priority registration date & time (times may span morning – evening hours)

IMPORTANT:

- The space below **MUST** be fully completed including the reason(s) you are a candidate for **Priority Registration**.
 - Examples include: *extended time for testing/spread out course schedule, cognitive diagnosis, medication management/treatments, etc.*
- You **MUST** plan to meet with your academic advisor to review your next semester courses and for lifting your hold **BEFORE** the first day of registration in order to use the accommodation of Priority Registration. OAS does not work with academic advisors to ensure course selection and appointment times.

Please explain the disability-related reason(s) WHY you are seeking this accommodation:

Student signature: _____

Date signed: _____

OAS staff signature: _____

Date received in OAS: _____