

## 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 the OAS secure file [transfer link](#).

6. **IMPORTANT** information about the deadlines and timeframe for Priority Registration can be found [online](#) or in the chart below:

Term	Semester	Semester Dates	Campus or Online	Accommodation Request Due to OAS By	Email Confirmation of Registration Date/Time Sent to Student On
Fall	November	11/04/19 - 2/23/20	Online	9/2/19	9/18/19
Spring	January	1/13/20 - 5/04/20	Campus	9/30/19	10/14/19
	January	1/13/20 - 4/19/20	Online	11/11/19	11/27/19
	January	1/13/20 - 3/29/20	Online	11/11/19	11/27/19
	April	4/13/20 - 6/28/20	Online	2/10/20	2/26/20
Summer	May	5/16/20 - 8/30/20	Campus	1/6/20	1/21/20
	May	5/18/20 - 8/23/20	Online	3/16/20	04/01/20
	July	7/13/20 - 10/18/20	Online	5/11/20	5/27/20
	July	7/13/20 - 9/27/20	Online	5/11/20	5/27/20
Fall	September	9/2/20- 12/15/20	Campus	2/24/20	3/9/20
	September	9/14/20 - 12/20/20	Online	7/13/20	7/29/20
	October	10/05/20 - 12/20/20	Online	8/3/20	8/19/20
	November	11/02/20 - 2/21/21	Online	8/31/20	9/16/20

7. Because OAS provides the Registrar’s office with a list of approved students prior to the next semester/term course selection period, adherence to the deadlines is necessary to ensure the accommodation is processed in a timely manner.

8. **Please note: a request for Priority Registration only needs to be made ONE TIME through OAS. An approval remains in place for the student’s remaining academic time at Simmons.**

## What happens once I submit my request to OAS:

1. After a student submits a REQUEST form, OAS will review the information and determine the student's eligibility to receive the accommodation.
2. OAS will submit a list of approved students to the Registrar's Office on a rolling basis authorizing students to utilize the Priority Registration accommodation.
3. OAS students will receive an email from the Registrars Office indicating prior to the next semester's course selection timeframe indicating the date/time they are eligible to begin self-registering
4. Students will register for their courses via AARC and must follow all steps to self-register. OAS recommends familiarizing with the registration process so there are no delays or questions during the registration process.
5. **IMPORTANT:** Account holds, prerequisites, meetings with advisors must all be managed and taken care of by the student prior to the established priority registration date. OAS and the Registrar's Office are not responsible to life holds and bypass any mandated requirements prior to registration.

Office of Accessibility Services / Simmons University

PRIORITY REGISTRATION REQUEST

- All requests for Priority Registration must be submitted digitally through our secure file [transfer link](#) **four weeks prior** to the start of an advisement period for next semester or term course selection.
- 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.
- 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#: \_\_\_\_\_

Simmons Email: \_\_\_\_\_

Please note the Registrar’s office will notify you with your DAY ONE priority registration date & time.

**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: \_\_\_\_\_

form: August 2019