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## Policy Name

4.4280 Registration Priority

## Purpose and Scope

This policy defines student roles for registration priority during course registration periods.

## Responsibilities

Title or Role	Definition and What They are Responsible For
<b>Registrar</b>	Maintains and enforces this policy. Receives exceptions to the policy.
<b>Senior Vice President of Academic Affairs and Provost</b>	Serves as approval for policy and assists with reviewing exceptions to the policy.
<b>Senior Leadership Team</b>	Serves as final approval for policy and assists with reviewing exceptions to the policy.

## Policy

Continuing students are grouped into registration priority categories at Alvernia University for the purpose of assigning registration times during the two pre-registration weeks each academic year. The Registration groupings, in order of priority are as follows:

Student Group/Population	Earned Credits
Senior Athletes, Honors, Veterans	90+
Seniors	90+
Junior Athletes, Honors, Veterans	60-89
Juniors	60-89
Sophomore Athletes, Honors, Veterans	30-59
Sophomores	30-59
Freshmen Athletes, Honors, Veterans	0-29
Freshmen	0-29

## Policy Procedure

In September and January of each academic year, the Registrar will post the date and time of registration on the Registrar webpage for the Student Group/Population categories set forth in this policy.

## Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

## Policy Review

The Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia Portal.

## References and Related Policies

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this policy.

### References

N/A

### Related Policies

N/A

## Exhibits

This section contains any forms or exhibits referenced by this policy.

[Policy and Procedure Exception Form](#)

## Document Review Log

Date Reviewed		Description of Changes
5/15/2024		SLT Approved