Priority Registration Policy and Procedure

Document Number: ACSP-0009 **Date Published(sys):** 8/14/2025

General Description

Policy Summary:

The University recognizes that there may be times when a qualified student with a disability may need additional control over their course schedule. This policy, in accordance with the Americans with Disabilities Act of 1990, establishes that exceptions to standard registration dates and rules can be made on a case-by-case basis as a reasonable accommodation.

Purpose:

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act stipulate that reasonable and appropriate modifications to an academic program or activity should be made provided the individual requesting such modifications can indicate the presence of disability-related rationale that limits a major life activity.

Scope:

This policy covers all Trinity University students.

Policy Content

Introduction

Priority registration allows students to register for courses earlier than the scheduled time period set for the general student body. Priority registration eligibility is based solely on disability-related criteria.

Qualifications

Students may be granted priority registration if they have a disability. Qualifications include but aren't limited to one of the following modifications:

1. Pre-arranged course services, such as texts in alternative formats or interpreter services;

2. Their course schedule to be carefully planned due to the severity of side effects of medication, or how their condition may affect them more significantly during specific times of the day;
3. Classes to be scheduled so they do not impose geographical constraints due to mobility, speed, and/or endurance;
4. Classes to be relocated due to accessibility concerns;
5. Extensive therapy or other medical treatment or intervention which significantly impacts scheduling flexibility (such as chemotherapy, renal dialysis, etc.); or
6. Other disability-related purposes deemed appropriate by SAS.

Student Responsibilities

- The student must register with Student Accessibility Services by following the appropriate procedures.

- The student must provide Student Accessibility Services with appropriate documentation validating the request for priority registration.

- The student is solely responsible for checking their registration window (day and time) and communicating any concerns to Student Accessibility Services.

- The student should meet with their advisor during the priority registration period to discuss the course schedule for the following semester.

- **Students who have outstanding university charges (e.g., tuition, fees, parking tickets) will not be eligible to receive priority registration and must follow all reasonable requirements set by the university prior to receiving registration privileges.**

Student Accessibility Services Responsibilities

- Student Accessibility Services must verify that a student who requests priority registration is eligible to receive this accommodation.

- Student Accessibility Services must inform the Registrar's Office of the students who will need priority registration at least two (2) weeks before registration for the rest of the student body begins.

- Student Accessibility Services will contact the student's adviser to inform him/her that the student is eligible for priority registration and will be contacting him/her shortly to arrange a time for advisement.

The student will be copied on any communication to ensure the student knows to contact their adviser to arrange this meeting.

Parameters and Disclaimers

All requests for priority registration are reviewed and evaluated by Student Accessibility Services. Eligibility for priority registration will be periodically re-evaluated, and prior approval does not constitute automatic entitlement for on-going eligibility.

Consideration of graduation time limitations, financial need, or sponsorship by programs such as the Department of Assistive and Rehabilitative Services are not justification for priority registration.

Student Accessibility Services reserves the right to consider any and all reasonable modifications in addition to or in lieu of priority registration.

Performance Evaluation

Consequences of Policy Violation:

A student who does not request a priority registration as a reasonable accommodation must follow the standard registration policies and dates as established by the university.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Reasonable Modification	Students approved for accommodations are held to the same standards as their peers and must continue to meet all course objectives and expectations as set by their instructors in the syllabus. "Reasonable and appropriate" refers to the nature of an accommodation, adjustment, and modification made that reflects the student's ability to still meet the course objectives and expectations.

Related Documents

Related Content:

For Trinity University's current course registration policies and important dates, please click here.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	8/12/2025 12:45 PM	Pamela Mota
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Vice President Approval:

Name:	Title:
Megan Mustain	Provost and Vice President for Academic Affairs