PRIORITY COURSE REGISTRATION

POLICY NUMBER: AAPC-PRIORITYREGIS
POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE
RESPONSIBLE OFFICIAL TITLE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
RESPONSIBLE OFFICE: UNIVERSITY REGISTRAR
EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 2/25/2019
NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS 4 YEARS – 2/25/2023
SUPERSEDES POLICY: TRANSFER REGISTRATION SCHEDULE – 10/22/2012
BOARD OF REGENTS REPORTING (CHECK ONE):
☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)
☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

The purpose and intent of the Priority Course Registration process are to establish a structure and mechanism by which students are permitted to register for courses when a new semester of courses are ready and available. This process can be effectively administered and adjusted to maintain operational efficiency when meeting the needs of the university.

II. ENTITIES AFFECTED

Students, faculty, staff and administrators.

III. AUTHORITY

This is an institution-specific process. There are Best Practices from the American Association of Collegiate Registrars and Admission Officers (AACRAO) that can be used as guides.

IV. DEFINITIONS

The primary purpose of course registration is to match the student curricular needs with institutional resources. Ideally, the needs of the students would be fulfilled perfectly by the course offerings made by the institution in the given semester. The ultimate goal of course registration is the achievement of the best possible fit between the student needs and the capabilities of the institution – i.e., matching supply with demand.

Priority registration is a structured systematic approach for executing the course registration process. A secondary importance of priority registration is the effective distribution for demand on computer systems and on university personnel that support the entire registration process.

V. RESPONSIBILITIES

University Registrar in collaboration with the Academic Affairs division.

VI. PROCEDURES

Below are the key components of Priority Course Registration:

a. Establish the dates/timing to hold priority registration that best fulfill the needs of the students and the Academic Affairs community.

b. Set the parameters to establish which students are eligible, along with when these eligible students begin registering for classes. Typical considerations are that students defined as currently enrolled or active are part of the priority registration period. And then, these eligible students are placed in groups to provide a structure for which students register first, second, and so forth. An order and structure is created.

c. A registration date/time is set and assigned for each student to begin the course registration process. For planning and preparation, students are informed in a timely manner in advance of each priority registration period, so as to know the assignment of their specific registration start time.

Note: The approach is designed to widen the number of students that can register, as each time period arrives, over the designated registration time frame (e.g., day-by-day, hour-by-hour).

VII. EXCEPTIONS

There may be specifically identified student groups who are granted course registration start times earlier than the defined "standard" student groups that comprise the bulk of the student ordering. These are evaluated and approved by the Academic Affairs Council, led by the Provost.

VIII. TRAINING

Course registration training is needed for students, academic advisors, registrar staff, and others who support the process.

IX. COMMUNICATIONS

This policy and revisions to it should be communicated to the Academic Affairs division.

X. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

The guidelines and time slots are published for each Priority Registration period, as part of the class schedule information, per the decisions made for that period. This can be found at
https://inside.nku.edu/registrar/registration/registration-guide.html

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	February 25, 2019
Supersedes – Transfer Registration Schedule	October 22, 2012

PRIORITY COURSE REGISTRATION

PRESIDENTIAL APPROVAL

PRESIDENT

Signature: *A. L. Vaidya*   Date: 2/25/19

Ashish Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- [x] This policy was forwarded to the Board of Regents on the *Presidential Report (information only)*.
  Date of Board of Regents meeting at which this policy was reported: 3 / 20 / 19 .

- [ ] This policy was forwarded to the Board of Regents as a *Presidential Recommendation (consent agenda/voting item)*.

  - [ ] The Board of Regents approved this policy on _____/_____/_____.
    (Attach a copy of Board of Regents meeting minutes showing approval of policy.)

  - [ ] The Board of Regents rejected this policy on _____/_____/_____.
    (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature: *Ben Jager*   Date: 3.28.19

Print Name: Ben Jager