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DISABILITY SERVICES FOR STUDENTS

707.664.2677 • Fax 707-664.3330 • Dial 711 for Relay
www.sonoma.edu/dss

Priority Registration Request Form

Name: _____ Date of Request: _____

Disability: _____ SSU ID#: _____

SSU Email: _____@sonoma.edu

Related to your disability, why is Priority Registration necessary in order to provide equal access to the academic courses?
(Refer to back of form for eligibility criteria)

I understand that if eligible for Priority Registration, I must meet with an academic advisor (Major, Advising Center, or DSS) every semester and receive feedback on my proposed schedule for the upcoming semester, and that I must turn in the completed "DSS Priority Registration Academic Advising" form to DSS (Schulz 1014A) by the specified date.

I understand that if I fail to fulfill this academic advising requirement that I will forfeit my opportunity to participate in Priority Registration for that particular semester.

Student Signature

Date

FOR OFFICE USE ONLY

- Eligible for Priority Registration
- Need Additional Information
- Not Eligible for Priority Registration

Reviewed by: _____ Date: _____ Processed By: _____

Priority Registration Procedures

Purpose

The purpose of priority registration is to ensure that students with disabilities have equal access to academic courses. It is incumbent upon the student to demonstrate that he or she would be denied equal access to the curriculum without priority registration.

Eligibility

Eligibility for priority registration is based upon appropriate documentation of one's disability and is determined on a case-by-case basis by the Disability Services for Students office (DSS).

Examples where Priority Registration is a disability-related accommodation:

1. *Schedule must be arranged around medical appointments, treatment, or side-effects from medication.*
2. *A substantial amount of planning or coordination of services (Interpreting, captioning, Braille conversion, etc.) is necessary, so class schedules need to be confirmed early.*

Priority Registration will not be approved for these reasons:

1. *I think I will have a better chance of getting all my classes.*
2. *I don't want any classes on Fridays.*
3. *I have a disability.*
4. *I get anxious during registration*

When does Priority Registration Begin?

If eligible, Priority Registration will likely begin at the next registration period. The DSS office must provide Admission and Records a list of eligible students several weeks prior to registration, so students approved in the final weeks leading up to registration may not have Priority Registration until the next registration period. Eligible first year and transfer students may utilize Priority Registration in their second semester.

Are there any other requirements?

In compliance with the Sonoma State University Priority Registration Policy <http://www.sonoma.edu/uaffairs/policies/priorityregistration.htm>, students must meet with an academic advisor (Major, Advising Center, or DSS) every semester and receive feedback on their proposed schedule for the upcoming semester in order to participate in priority registration. After meeting with your academic advisor, the student shall submit the reviewed schedule to the DSS Administrative Assistant. The Administrative Assistant shall submit a list of students who are eligible to participate in priority registration to the registrar's office by a date set by the registrar.

Can I appeal a decision if I am not granted Priority Registration?

Yes, students may appeal this denial to the Director of Disability Services for Students. If not satisfied with the outcome of this appeal, one may contact the Chief Student Affairs Officer who will assess the request and advise the DSS office. If students are not satisfied with this response, they may review the campus policy on Non-Discrimination at <http://www.sonoma.edu/uaffairs/policies/discrimination.html>.