



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## **Student Affairs**

**Approved By:** Richard R. Rush  
President

**Policy Number:** SA.08.001

**Effective Date:** 11/27/06

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## **Policy on Disability Related Priority Registration**

### **PURPOSE:**

To allow for required accommodations to be arranged, including ordering of alternate format texts, scheduling of interpreters, etc, students' schedules need to be finalized as far in advance as possible. For continuing students, ordinarily, registration priority is determined by class level and descending number of units earned (e.g. Seniors, then Juniors, etc).

### **BACKGROUND:**

California State University Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

Executive Order 926: The California State University Policy on Disability Support and Accommodations

CSU Coded Memorandum AA 2002-035: Policy for the Provision of Accommodations and Support Services to Students with Disabilities

### **POLICY:**

#### **Accountability:**

Coordinator, Disability Accommodations, University Registrar

#### **Applicability:**

Students with a documented disability

#### **Definition(s):**

Priority Registration – Assignment to the first available registration appointment time period for continuing student advance registration.

#### **Policy:**

To be eligible to receive priority registration, a disability-related need must exist which meets one or more of the following criteria:

1. Requires pre-arranged support services, such as taped or electronic text, large print, Braille materials, other print materials, interpreting services, real-time captioning, adaptive equipment,



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lab assistants, lab material conversions or extensive programming that are necessary for accommodation.

2. Imposes geographical constraints due to mobility speed and/or endurance.
3. Necessitates preferential seating, selection of professors with certain speech patterns or teaching styles due to communication/learning issues as verified by the DAS Coordinator on a term-by-term basis.
4. Requires extensive therapy or other medical treatment/intervention that impacts scheduling flexibility significantly (such as chemotherapy, renal dialysis, etc).

All priority registration requests are reviewed and approved by the DAS Coordinator. Eligibility for priority registration will be periodically re-evaluated and prior approval does not constitute automatic entitlement to continued eligibility.

Consideration of graduation time limitation, financial need, sponsorship by programs such as Worker's Compensation, Department of Rehabilitation, Veterans benefits, private insurance, etc, are not justification for priority registration.