



BOV Policy # 09 (2014) Priority Course Registration for Military-Related Students

Policy Title:	Priority Course Registration for Military-Related Students
Policy Type:	Board of Visitors
Policy No.:	BOV Policy # 09 (2014)
Approval Date:	February 21, 2014
Responsible Offices:	University Registrar and Enrollment Management Office
Responsible Executive:	Vice President for Students Affairs and Enrollment Management
Applies to:	Students

POLICY STATEMENT

Norfolk State University (“NSU”) recognizes the important contributions of active duty military members and reservists and is committed to their academic success. NSU recognizes the potential for delayed degree attainment due to scheduling difficulties and obligations encountered by active duty members of the United States armed forces. NSU expands its current commitment to serving the military community by providing enhanced services and reasonable accommodations that reduce the administrative burden of registration and course scheduling for active duty military members and reservists who are completing undergraduate and graduate degrees.

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CONTACT(S)

The University Registrar and Enrollment Management Office officially interprets this policy. The Associate Vice President for Enrollment Management is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the University Registrar or Enrollment Management Office.



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PRIORITY COURSE REGISTRATION

Norfolk State University, enacts this policy consistent with the [Code of Virginia § 23-9.2:3.7 C](#) and State Council of Higher Education for Virginia's ("SCHEV") guidelines by offering priority course registration for degree-seeking active duty military and reservists (hereinafter "military members"). Priority registration permits these students to register after receiving the appropriate academic advising and/or academic clearance from their respective academic department or advisor in accordance with their degree completion requirements outlined on the Education Plan or Academic Evaluation ("EVAL").

The Director of the Virginia Beach Higher Education Center serves as the SCHEV Military Education Advisory Committee (MEAC) liaison and is responsible for recommendations to modify this policy in the spirit of offering mechanisms to reduce bureaucracy for military students and support their expedited degree completion to the extent possible.

To benefit from this policy, a student must do the following:

1. Inform the student's advisor, departmental representative or University Registrar official that the student is an active duty military member.
2. Upon request for visual review of documentation, the student shall provide evidence to the advisor, departmental representative or Registrar official of the student's qualification by producing the appropriate current military-issued identification.
3. At least one week prior to the registration period, the student shall schedule a meeting or communicate via email with the academic advisor or departmental representative to review the EVAL, current course progress and discuss plans for the upcoming semester toward degree completion.
4. Determine the established dates for registration. Dates vary annually according to the University's specific fall, spring or summer term. Dates for registration may be found in the Registration booklet or online in the academic calendar (Registration booklets may be obtained within the academic department, at the Office of the Registrar located in the Student Services Center or obtained online at www.nsu.edu/registrar).

Utilize one of the following methods to secure registration: (a) within one week before the beginning of the registration period through the first day of classes, secure a signed Course Registration Worksheet (located in the Registration Booklet) and submit the signed worksheet to the University Registrar; or (b) at any time within the week before the beginning of the registration period, secure a list of approved classes for the upcoming semester from the advisor or departmental advisor. The student should ask the advisor or departmental advisor to send the approval and list of courses to the student's NSU email address and registrar@nsu.edu for processing.



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5. If the student registers in person, a copy of the Registration Statement confirming enrollment will be provided. If the student registers online, a confirmation email will be sent to the student's email address. Also, a secure statement can be obtained through MyNSU.
6. **IMPORTANT NOTE:** The student must resolve any holds related to registration, graduation, academic probation, suspension, disciplinary, or financial with the appropriate NSU office prior to participation in priority registration.
7. Changes to the student's class schedule may be made by the student at any time up to the last date of registration. If changes in courses (not course meeting times) are required, the military member must secure approval to make those adjustments necessary to meet requirements for degree completion. If changes are needed in meeting times, the military member may make those requests within the academic department, via email to www.nsu.edu/registrar or visit the University Registrar in-person.
8. Military member enrollment in classes that reach capacity one week before registration will be handled on a case-by-case basis with an official from the Office of the Registrar and a departmental advisor via email. Prior to the beginning of classes, it is the military member's responsibility to communicate class schedule conflicts, including closed or cancelled classes, to the advisor or department offering the class and the Registrar. An email request to registrar@nsu.edu from the course instructor, academic department, or Enrollment Management Office is sufficient to override the course cap if there are available seats in the classroom. No student currently enrolled in a class will be removed to provide space for a military member. However, during the drop/add and class cancellation period, military members will receive priority placement in course openings that become available. Requests for priority placements must be provided to the Registrar in writing prior to the first day of classes.
9. On a case-by-case basis, if scheduling conflicts cannot be resolved, there are extenuating circumstances and the military member has exercised all measures according to this policy, the Enrollment Management Office may make the necessary accommodations and overrides. Concerns or requests to schedule an appointment should be directed to em@nsu.edu, via phone (757) 823-8679 or visit the Enrollment Management Office on the main campus.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office, in conjunction with the Registrar and academic Deans, will make every effort to:



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1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval. References to the procedures to utilize priority registration shall be available in the Registration Booklet located at www.nsu.edu/registrar and in printed format at the Registrar's Office. The required procedures will be placed in the online catalogs;
2. Submit the policy to the President's Office for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the web pages of the University Registrar, Veteran Affairs, the Virginia Beach Higher Education Center, and the TransferMation Center; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Responsible staff will be trained in the application of this policy through instructional memoranda and staff meetings.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: September 2020
- Approved date: March 17, 2016; September 15, 2017
- Revision History: February 21, 2014
- Supersedes: *None*

RELATED DOCUMENTS

- [State Council of Higher Education for Virginia Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions \(2013\)](#)

FORMS

There are no forms associated with this policy.