BOV Policy #09 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 (2026)
Approval Date:	May 8, 2026
Responsible Office:	University Registrar and Enrollment Management
Responsible Executive:	Vice President for Operations and Chief Strategist for Institutional Effectiveness
Applies to:	Military 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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CONTACTS:

The University Registrar and Enrollment Management Office officially interprets this policy. The Vice President for Operations and Chief Strategist for Institutional Effectiveness 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 Enrollment Management Office.

PRIORITY COURSE REGISTRATION

Norfolk State University enacts this policy consistent with the Code of Virginia 23.1-940(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").

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)

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.

   • Students must select courses in Self-Service in accordance with their academic plan and degree requirements.
   • After selecting courses, students must submit their proposed schedule through Self-Service for advisor review and approval.
   • Academic advisors or departmental advisors will review the proposed schedule within the same platform and either approve or deny the course selections.
   • Registration is not considered complete or finalized until the advisor has approved the schedule in Self-Service.
   • Once approved, the student is responsible for completing any remaining registration steps within the system before published deadlines.
   • At the conclusion of the priority registration period, students who have not completed registration must register during the regular registration period with the general student population.
   • All registration activities must comply with the University's published academic calendar and registration deadlines. The Office of the Registrar processes registrations in accordance with institutional policies and established procedures.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

EDUCATION AND COMPLIANCE:

The University Registrar and Enrollment Management Office will partner with the University's Military Services and Veterans Affairs Office to develop appropriate materials to educate students on active duty and/or reserve status, and academic advisors on the benefits and requirements outlined in this policy. These materials shall be updated annually, and be readily accessible on the University Registrar's website, within the Military Services and

Veterans Affairs Office, and by academic advisors who counsel military students. Annually, the University Registrar shall survey students on active duty and reserve status to assess the degree to which priority course registration was afforded to these students. The results of this survey shall be communicated to the Vice President for Operations and Chief Strategist for Institutional Effectiveness and be accompanied by recommendations on how to mitigate any deficiencies related to the administration of this policy.

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PUBLICATION:
This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board of Visitors, Division of Academic Affairs, Enrollment Management Office, Military Programs, Veterans Affairs, and University Registrar webpages; any other related webpages, student handbooks, University catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE:

- Next Scheduled Review: Dec 2028
- Approved by, Date: BOV March 19, 2021; BOV May 8, 2026
- Revision History: February 21, 2014; March 17, 2016; September 15, 2017; December 11, 2020; May 8, 2026
- Supersedes: None

RELATED DOCUMENTS:

NONE

FORMS

There are no forms associated with this policy.