



## **Early Registration Priority**

### **Purpose**

The primary purpose of priority registration at Stephen F. Austin State University is to ensure that students with special scheduling circumstances have an opportunity to make adequate progress through their curricula toward graduation.

### **Persons Affected**

This policy applies to all students.

### **Policy**

Generally, the criteria for approval to register early may include scheduling constraints related to academic programs or university related activities that cause students to travel away from campus.

### **Procedures**

Written requests for priority registration may be submitted by appropriate faculty or staff affiliated with student groups. A one-page rationale requesting special status should be sent to the office of the provost and executive vice president for academic affairs. Requests will be considered on a case-by-case basis by the Deans Council.

The registrar will maintain a current list of those groups of students who have priority registration.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Educ. Code § 51.983

### **Responsible Executive**

Provost and Executive Vice President for Academic Affairs  
Senior Vice President for Enrollment and Student Engagement

### **Forms**

None

### **Revision History**



**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

Handbook of  
Operating Procedures

Policy Number: 04-107  
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September 1, 2023 (original)  
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Educational Policy