

*University Community (faculty, staff and students)*

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R)</b>	<b>PROCEDURE NUMBER</b>
PRIORITY REGISTRATION THROUGH DISABILITY RESOURCE CENTER	December 2004	2509.001i

**PROCEDURE STATEMENT (R)**

Disability Resource Center (“DRC”) offers advanced registration to allow students with disabilities an opportunity to select their classes early so that classes can be arranged at a time and in a location best suited to meet the students’ needs and to provide DRC sufficient information and time to arrange for appropriate classroom accommodations, auxiliary aids, and services.

The Registration Office will assign an advanced registration appointment for students registered with DRC. DRC will notify the students of their appointment date by email. Students must provide an email address in order to be notified of their advanced appointment date. DRC will also assist students in registering if they are physically unable to register themselves or otherwise need assistance due to a disability.

Fees/Charges: No fee for this service, however, students are of course responsible for paying their own tuition expense and other costs associated with registration.

Permits/identification Required: Student must be currently registered with DRC to be entitled to the service.

Records Management: The Office of Registration will maintain all records of course(s) students are enrolled in.

Exemptions: In instances where the student’s disability prevents him or her from completing registration, DRC will provide assistance as necessary.

Policy Violations: In the event a student fails to comply with this procedure, DRC will notify the student of the requirements necessary to bring him or her into compliance. If after appropriate notification, the student still fails to meet the requirements, DRC will cease providing this service.

**REASON FOR PROCEDURE (O\*)**

To enable students with disabilities to register early for courses, early registration helps ensure that students are able to get courses at times and in locations which best meet their needs.

**RELATED INFORMATION (O\*)**

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which gives an abbreviated version of this procedure, is contained in the University catalogue, DRC website and the student handbook. A more detailed description is contained in the Disabled Student Services Guide.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Student Affairs  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Disability Resource Center  
Florida International University  
11200 S.W. Eighth Street, GC 190  
Miami, Florida 33199  
Telephone Number (305) 348-3532

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

**R\*=Required    O\*=Optional**