



*University Community (faculty, staff and students)*

SUBJECT (R*) PRIORITY REGISTRATION THROUGH DISABILITY RESOURCE CENTER	EFFECTIVE DATE (R*) December 2016	PROCEDURE NUMBER (R*) 2509.001i
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**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 undergraduate 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 may 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 in a degree-seeking program to be entitled to this service. Graduate students are not provided priority registration as an accommodation due to the cohort based nature in graduate school.

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 undergraduate 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 the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, 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 policy and implementing procedure, is contained in the University catalogue, the Disability Resource Center web site, and both the student and faculty handbooks.

**DEFINITIONS (R\*)**

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**HISTORY (R\*)**

<p><b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</b></p> <p>Division of Student Affairs Florida International University</p> <p><b>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</b></p> <p>Disability Resource Center Florida International University 11200 S.W. Eighth Street, GC 190 Miami, Florida 33199 Telephone Number (305) 348-3532</p>	<p>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 <a href="http://policies.fiu.edu/">http://policies.fiu.edu/</a>.</p> <p>For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.</p>
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**FORMS/ONLINE PROCESSES (O)**

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

**\*R = Required      \*O = Optional**