Early Course Registration for Military-Related Students - Interim

Policy Type: Board of Visitors
Responsible Office: Military Student Services, Strategic Enrollment Management
Initial Policy Approved: 05/05/2014

Policy Statement and Purpose

In order to recognize the unique needs of members of the armed forces, this policy was created to provide early course registration accommodations for continuing students who are veterans, active-duty military, reservists, National Guard and US Coast Guard.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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Who Should Know This Policy

All university members are responsible for knowing this policy and familiarizing themselves with its contents and provisions.
Definitions

Early Registration Accommodation

Accommodations that allow the students outlined in the statement and purpose to register earlier than the general student population. The link to the appropriate time is http://www.enrollment.vcu.edu/rar/index.html

Veteran

Virginia Code § 23-7.4, "Veteran" means an individual who has served in the active military, naval or air service and who was discharged or released therefrom under conditions other than dishonorable.

Contacts

Military Student Services (MSS) officially interprets this policy. For questions or concerns, please contact the Military Students at 804-828-6563, 1015 Floyd Ave, Harris Hall room 322, Box 842536, Richmond, Virginia 23284-2538, www.militaryservices.vcu.edu

Procedures

Procedures are mandatory actions to establish required actions and processes to comply with a policy, support compliance with applicable laws and regulations, and mitigate risk. To receive services and accommodations as defined by Virginia Code § 23-7.4, each student must show that he or she is a veteran, active-duty military, reservist, member of the National Guard, or member of the US Coast Guard by providing appropriate documentation. This benefit is available to continuing degree seeking students who are taking courses in their degree programs after their first semester at VCU. Students may self-identify on the MCV and Monroe Park campuses at any time during their enrollment at VCU by contacting the Military Student Services. Times of registration for each semester are indicated on the VCU calendar. The link is http://www.enrollment.vcu.edu/rar/index.html

Steps to receiving early registration accommodations:

- **Step 1** Contact Military Student Services. MSS staff are trained and experienced in addressing issues that challenge veteran, active-duty military, reservist, member of the National Guard, or member of the US Coast Guard students on a daily basis. MSS activates early registration, in Banner, for eligible students.

- **Step 2** Provide appropriate documentation to MSS for review. For information about acceptable documentation, please contact MSS.

- **Step 3** A MSS staff member will review all documentation and activate registration in the Banner Student System which allows the student to register using eServices.
• **Step 4** All eligible students will receive an email about the date of early registration approximately two weeks prior to the early registration date. The students can register on this day or any time after the assigned date. The link to the assigned date is http://www.enrollment.vcu.edu/rar/index.html

• **Step 5** Contact MSS if you are having difficulty with the advance registration process.

### Forms
None

### Related Documents
Virginia Code § 23-7.4, “Veteran” means an individual who has served in the active military, naval or air service and who was discharged or released therefrom under conditions other than dishonorable.

Virginia Code § 23-9.2:3.7 C, C. The governing boards of each public institution of higher education shall, in accordance with guidelines developed by the State Council of Higher Education for Virginia, implement policies that recognize the scheduling difficulties and obligations encountered by active duty members of the United States armed forces.

VCU link for time of registration: http://www.enrollment.vcu.edu/rar/index.html

### Revision History
None – New Policy

### FAQs

1. **Can a dependent or spouse benefit from early registration?**
   
   No, only students outlined in the Policy and Purpose are eligible for early registration.

2. **What is early registration?**
   
   Early registration occurs before the general population of VCU students register.

3. **Why is early registration being given to students outlined in the policy and purpose?**
   
   Active-duty military and Coast Guard members have current responsibilities for national defense that affect their educational progress. Individual reservists and National Guard members have monthly obligations to the military that may affect their ability to plan and pace their educational pursuits.
Students outlined in the policy and purpose may be adversely affected by education benefit restrictions and the course registration schedule.

4. **How does a student become eligible to receive early registration accommodations?**

To become eligible, a student must provide proof of their military service to the office of MSS.