



Eastern Kentucky University

Policy and Regulation Library

Academic Regulation: 4.1.12ACR

Responsible Office(s): Office of the Provost

Effective: January 20, 2011

Next Review Date: Fall 2030

Academic Regulation: 4.1.12ACR

Course Registration

Statement

The University recognizes the importance of facilitating the timely progress toward degree completion for certain students whose progress toward graduation might be hampered by unavoidable scheduling conflicts. EKU also has an obligation to comply with external regulations and rules. The University acknowledges the need to make a reasonable accommodation for certain populations of students who, for example, have traditionally encountered difficulty establishing academic schedules that also accommodate their special needs.

Entities Affected

- Students
- Academic Advisors (Faculty and EKU Staff)
- Office of the Registrar
- Center for Student Accessibility
- Intercollegiate Athletics
- Office of Military and Veterans Affairs
- Departments

Background

The University recognizes that allowing certain students to register before the general student population will:

- Increase the likelihood of retention for those students;
- Increase the likelihood of satisfying course sequencing requirements for these students in a timely manner;
- Reduce the need for students to overload courses in certain semesters;
- Reduce the occurrence of registering for excessive free electives just to maintain full-time student status;

- Begin advising for these students earlier;
- Reduce the University's (scholarships) and students' (tuition fees) expenditures on summer courses and taking courses during a fifth or subsequent year of enrollment;
- Allow the University staff members who serve these students to utilize their time and resources more prudently;
- Increase the likelihood of these students meeting financial aid requirements that may otherwise be adversely affected by course withdrawals, incompletes, and failing grades;
- Be a retention and recruitment tool at no cost to the University.

The Office of the Provost, in consultation with the Registrar, is responsible for developing and maintaining procedures related to course registration, including timelines and registration groupings of designated populations.

Procedures

Prior to the Registration Period

Prior to the registration period in a semester, the Office of the Registrar will create a current, accurate list of students who are eligible for registering before the general student.

The Office of the Registrar will take the necessary steps to create and publish the registration sequence according to the defined timeline.

Registration Period

Eastern Kentucky University students register for classes in the following order:

Group 1: Graduates and continuing Seniors with 90 or More Hours Completed

Group 2: Selected Students with Specific Disabilities, Honors Program Students, Student-Athletes, Spirit Group Members, and Veterans and Members of Military Service, and Other Designated Populations

Group 3: Rising Seniors with at Least 90 Hours of Combined In-Progress and Earned Coursework and Post Baccalaureates

Group 4: Juniors and Rising Juniors with at Least 60 Hours of Combined In-Progress and Earned Coursework

Group 5: Sophomores and Rising Sophomores with at Least 30 Hours of Combined In-Progress and Earned Coursework

Group 6: Freshmen with 29 or Fewer Earned Credit and/or In-Progress Credit Hours

Group 7: All Remaining Student Types

The timeline for registration is:

1. Group 1 registers one University business day (24 hours) before Group 2
 2. Group 2 registers one University business day (24 hours) before Group 3
- The remaining groups (3-7) register 2-3 University business days

Definitions

- **Honors Program Students:** Members of the Eastern Kentucky University Honors Program who are in good standing.
- Other Designated Populations: Student cohorts identified by official ECU campus partners and selected for purposes of retention and student success.
- **Selected Students with Specific Disabilities:** Students who are registered with the Center for Student Accessibility and whose specific disability would create scheduling difficulties. See Appendix A for additional information.
- **Spirit Groups:** Eastern Kentucky University cheerleading team, dance team, marching band, and pep band
- **Student Athletes:** Students who participate in intercollegiate sports governed by the NCAA and sponsored by the Intercollegiate Athletics Department
- **Veterans and Members of Military Service:** Veterans, active duty military, and drilling Guard/Reserve members

Responsibilities

- Athletics Department
 - Inform affected students of Regulation 4.1.12
 - Respond to requests from the Office of the Registrar in a timely manner.
- Center for Student Accessibility
 - Inform affected students of Regulation 4.1.12
 - Respond to requests from the Office of the Registrar in a timely manner.
- Honors Program
 - Inform affected students of Regulation 4.1.12
 - Respond to requests from the Office of the Registrar in a timely manner.
- Office of the Registrar
 - Collaborate with Responsible Offices to create accurate lists each semester of eligible
 - Ensure compliance with the regulation and its procedures

- School of Music
 - Inform affected students of Regulation 4.1.12
 - Respond to requests from the Office of the Registrar in a timely manner.
- Office of Military and Veterans Affairs
 - Inform affected students of Regulation 4.1.12

Respond to requests from the Office of the Registrar in a timely manner.

Regulation Adoption Review and Approval
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Regulation Revised

DATE

August 27, 2025
 October 18, 2024
 January 20, 2011
 January 12, 2011
 November 1m 2010
 October 21, 2010

ENTITY

University Counsel
 University Counsel
 President
 Provost Council
 Faculty Senate
 Council on Academic
 Affairs

ACTION

Editorial Revision
 Editorial Revision
 Adopted
 Approved
 Approved
 Approved

Regulation Issued

DATE

May 7, 2009
 May 4, 2009
 December 3, 2008
 October 30, 2007

ENTITY

President
 Faculty Senate
 Provost Council
 Student Senate

ACTION

Adopted
 Approved
 Approved
 Approved