

Policy History
Policy No. AR10
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: August 23, 2023

Priority and Scheduling of Registration Procedure

A. DEFINITIONS

1. **Continuing registration period:** The registration period during which all newly admitted students to the University, who were not part of the scheduled registration period can register.

2. **Declared student:** A student who has formally declared their chosen program of completion.

3. **General interest registration date:** The date which seats are available on a first-come, first served basis.

4. **Good academic standing** See “Good Academic Standing” in Procedures for Policy ST6, *Minimum Academic Standards for Programs in Which Letter Grades are Assigned*.

5. **Institutional GPA:** See “Institutional Grade Point Average” in Procedures for Policy AC4, *Student Evaluation and Grading*.

6. **Late registration date:** The date after which registration in a course requires the permission of the instructor, and may require the approval of the Dean and the University Registrar.

7. **New student:** The University classifies new students as:
 - Students who have not been previously admitted to the University per the applicant

categories defined in KPU's *Procedures in Support of the Admission Policy (Policy AR2)*; or

- Students who have been admitted to the University through KPU's re-application requirements as defined in KPU's *Procedures in Support of the Admission Policy (Policy AR2)*.

8. Scheduled registration period:

The registration period during which all continuing students and new students who have been admitted prior to the assignment of time tickets will register.

9. Time ticket:

The earliest time and date that a student can begin registering for courses in an instructional cycle.

B. PROCEDURES

Prior to the scheduling of registration and assignment of time tickets, students will be classified into one of the following groups based on credits completed. When calculating credits completed for declared students, transferable credits will be included.

Order	Description
First	Individual students or groups of students requiring priority access to courses as defined by the Provost. Priority standing of an individual or group must be renewed each semester.
Second	New students.
Third	Declared students with 90 or more credits completed and in good academic standing.
Fourth	Declared students with 60 or more credits completed and in good academic standing.
Fifth	Students with 30 or more credits completed and in good academic standing.
Sixth	Students with less than 30 credits completed and in good academic standing.
Seventh	Any other student not previously identified.

1. The registration schedule will be ordered by group. Within each group, students will be ordered by Institutional GPA and assigned a registration time ticket. The order of registration considers only completed courses/grades.

2. In the event the quantity of students receiving the same time ticket is too large for the University's systems to accommodate, the University Registrar will identify appropriate methods to distribute time tickets.

C. RELATED POLICY

Policy AC4 Student Evaluation and Grading

Policy AR2 Admission Policy

Policy ST6 Minimum Academic Standards for Programs in Which Letter Grades are Assigned