

Policy Number: LODS Policy 3.00  
Department: Disability Services  
Subject: Early Course Registration  
Date: July 19, 2010  
Policy for: Office of Disability Services-Lancaster Campus  
Procedure for: Office of Disability Services-Lancaster Campus  
Authorized by: Walt Collins  
Issued by: Office of Disability Services

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I. Policy

All students registered with the Office of Disability Services (ODS) are encouraged to register for classes as early as possible. The ODS will send a reminder e-mail via Blackboard to all students with a registered disability. This e-mail will encourage students to meet with their advisors as early as possible to schedule classes. Registering as early as possible aids in allowing students to schedule classes during preferred times of the day and in the most accessible areas of campus. In addition, it may allow students to schedule needed breaks between classes.

II. Procedure

Early registration occurs in March and October. Students will be e-mailed via Blackboard and reminded to meet with their advisor for registration for the following semester. The student is responsible for checking Blackboard for this and other messages sent from the ODS. It is also the student's responsibility to make the appointment and meet with his/her advisor. Once the student has met with his/her advisor, the advisor will give the student two copies of the Advisement Form. The student must turn in the pink copy of his/her Advisement Form to the Admissions Office prior to entering his/her schedule into the computer via VIP. Once the Admissions Office has this copy the student is responsible for using the white copy of the Advisement Form to enter his/her classes into the VIP system. The Admissions Office will provide the student with instructions on how to enter classes if necessary. The student is responsible for ensuring that any holds that prevent registration are removed so that the registration process can be completed.