

Early Registration Process and Application Form

Eastern Kentucky University
Center for Student Accessibility
361 Whitlock Building, CPO 66
Richmond, KY 40475
859.622.2933

EARLY REGISTRATION REQUEST PROCESS

The ECU CSA is offering a process to students who are registered with CSA to apply for consideration of the accommodation of early registration. If approved, students will be eligible to register for classes each semester starting on the date of registration for “**designated populations.**” Check the Colonel Compass Registration and Advising Dates calendar at this link: <http://colonelscompass.eku.edu/registration-advising-dates> to find the designated populations registration date.

DEADLINE: Complete the Early Registration Request Form (page 3) and return it to the CSA for consideration. The deadline for the fall semester is February 20th of each year. The deadline for the spring semester is September 23rd of each year.

Read pages 1 and 2 to help you decide if you qualify for the accommodation of early registration.

1. Read the specific criteria that defines the need for early registration and the instances when early registration would be approved by the CSA. Determine your need for early registration and if that need fits the eligibility.
2. If requested, a CSA staff member can discuss the need for early registration with you.
3. Complete the Early Registration Request Form and return it to the CSA Office.
4. If needed, a CSA staff member will discuss the need for early registration with you.
5. You will receive email notice regarding your request as soon as possible.
6. If you are approved, you will be provided a RAC number by your advisor that allows you to register on the early registration date for “designated populations” as listed in the advising calendar.
7. Once you have been approved by the CSA for Early Registration, you will automatically remain on the list until your graduation, unless you are not enrolled for a semester. In this case, you will need to reapply.

Eligibility for Early Registration for Accessibility

Determining eligibility is will be based on documentation for assessing reasonable accommodation. Decisions for Early Registration will be considered on an individual basis by the CSA and take the following into account:

Considerations:

1. The severity of the diagnosis and its direct impact on accessing an appropriate course schedule.
2. The functional limitations as they relate to establishing a course schedule.
3. The measures the student has taken to develop a reasonable and manageable course schedule.
4. The fixed variables that the student has to manage that are imposed by the impairment or disorder that are in direct conflict with a course schedule.
5. The type of class schedule would provide access while best supporting the student's abilities, allowing the least amount of adverse impact, and equalizing the opportunity for success.
6. Is Early Registration necessary to provide the accommodated schedule based on the courses needed for this particular semester?

KEEP IN MIND:

- Student class schedules which do not provide the needed physical access and/or do not help compensate for health challenges often result in courses which are dropped or withdrawn. Students experiencing these challenges are urged to apply for Early Registration.
- Students whose stringent class schedules pose an undue burden upon the student's ability to succeed are also encouraged to apply for Early Registration.
- In regard to CSA students, where a need for scheduling efficient use of interpreting services and/or note taking services are warranted, early registration may be appropriate.

Examples:

- A student with Cystic Fibrosis, Fibromyalgia, Multiple Sclerosis, Muscular Dystrophy or other chronic health conditions may benefit from classes 2 or 3 days per week in order to rest, receive medical treatments, manage frequent medical appointments and prevent hospitalizations.
- A student with severe and frequent migraine headaches may require afternoon classes due to a history of debilitating pain in the morning.
- A student who requests digital books from publishers (digital books) may have a need to register early so that an early book list can be formed and subsequent requests for digital books made to the CSA.
- A student with a rare autoimmune bone disease requires a T/R schedule due to difficulty getting out of bed and walking to classes on a daily basis. Rest is needed on the days between classes.
- A student with a visual impairment requires all web classes due to not driving and not living in Richmond.
- A student with severe anxiety and/or social phobia requires auditorium classes for isolated seating; or in smaller capacity classes utilizes the support of a close friend who also registers for the same courses in order to protect therapeutic goal progress made and prevent regression of symptoms.

Eastern Kentucky University
Center for Student Accessibility
Request for Early Registration for Accessibility
Whitlock Building, Room 361
521 Lancaster Ave, Richmond, KY 40475
859.622.2933

Received date:

Approved by: (CSA)

Early Registration Request Form

Return completed form to Center for Student Accessibility. The deadline to be considered for the Fall semester is February 20th of each year. The deadline to be considered for the Spring semester is September 23th of each year.

NAME (first, middle, last) _____ Date: _____

ID Number _____ Date of Birth: _____

Address: _____

City/ST/Zip Code: _____

Phone: _____ EKU Advisor: _____

Major _____ CSA Contact: _____

Learning Difference/Diagnosis:

What physical barriers or other difficulties do you foresee with specific classes or locations of classes that may prevent you from obtaining academic success? _____

Describe the impact of your disability upon accessing an appropriate class schedule? _____

Briefly describe the kind of class schedule that is needed to support your ability to succeed with your current functional limitations? _____

Please return this form to the CSA, WHITLOCK Building, Room 361. If you have questions please call us at 859.622.2933. Thank you.
