



MEMO: Early Registration for Spring 2025

To: All Students

Early Registration is available for students who have special circumstances beyond their control that require them to have class during a particular day and/or time. We depend on the integrity of your request and expect that you understand the impact you will have on other students if you are allowed to register early.

The deadline for submitting the Early Registration Request Form with your supporting documentation is Friday, February 21, 2025, at 5 p.m. **We will notify you of the outcome of your request within seven business days of the submission deadline.** Late submissions and/or submissions without required supporting documentation will not be considered. Please carefully read the following instructions before clicking on the Early Registration Request form link below.

To qualify for Early Registration, you must have one of the following special circumstances and submit the required documents listed below:

- A fixed and non-flexible employment schedule that conflicts with class times
 - Required Documentation: a signed and dated letter (on business letterhead), from your employer which includes a schedule of the days and times you work and attesting that your schedule is fixed and not flexible.
- Childcare related reasons
 - Required Documentation: a signed and dated statement from you clearly outlining the circumstances that require you to have particular class days and/or times.
- Traveling more than 50 miles one way to campus (ground students only) requiring you to bundle classes on the same day to reduce travel.
 - Required Documentation: 1) a signed and dated statement from you outlining how you plan to bundle classes; 2) a PDF of a Google Map or from a similar GPS mapping system showing you live more than 50 miles from campus. Note if you are not bundling your courses to limit travel you may not be approved for early registration as simply living more than 50 miles from campus is not a reason for early registration.
- Health related reasons
 - Required Documentation: a signed and dated letter (on business letterhead) from a healthcare provider indicating and supporting your need for particular class days and/or times (ex: class time conflicts with a standing medical treatment appointment).
- Other circumstances beyond your control not listed above.
 - Required Documentation: 1) a signed and dated statement from you outlining the special circumstance, how it relates to needing classes on a particular day and/or time; 2) a signed and dated letter of support attesting to the circumstances in your statement if needed.

Requests based on instructor preference or for courses outside of a student's enrollment designation, i.e. distance or on-ground, will not be accepted.

The Early Registration Request Form may be found at this link - <https://forms.office.com/r/n57UwrGbzA>.

Decisions regarding early registration will be made on a case-by-case and on a quarterly basis. We will notify you of the outcome of your request within seven business days of the submission deadline. Students who are approved for Early Registration will be placed in eligible classes only. You will have two business days from the date of notification to review and confirm the classes are correct. You will be responsible for registering for any unapproved or ineligible classes during your scheduled registration time.