

# Christopher Newport University

## **Policy: Priority Registration for Active Duty Military, Reservists and National Guard Members**

**Policy Number: 9035**

Executive Oversight: Vice President for Enrollment & Student Success  
Contact Office: Registrar's Office  
Frequency of Review: Biennially  
Date of Last Review: January 2022

### **A. PURPOSE**

Christopher Newport University recognizes the unique needs of military students and provides registration accommodations in compliance with §23.1-904C of the *Code of Virginia*.

### **B. POLICY STATEMENT**

Christopher Newport University (CNU) shall extend priority registration to all active duty military members, reservists, veterans as defined by *Virginia Code* §23.1-500, and Virginia National Guard members and in accordance with the guidelines adopted by the State Council of Higher Education for Virginia.

### **C. PROCEDURES**

Christopher Newport University allows active-duty military members, reservists, veterans as defined by *Virginia Code* §23.1-500, and Virginia National Guard members to register for courses prior to those non-military students with their same class standing.

Military students who do not utilize educational benefits through the U.S. Department of Veterans Affairs must contact the Office of the Registrar to provide evidence of their military status and to arrange for early registration. To demonstrate eligibility for priority course registration, a student must submit proof of military-related status to include a state or federal government-issued photo ID combined with one of the following: DD Form 214, DD Form 256, WD AGO, or official military orders.

Military students are informed of their early registration time-ticket with an email from the University Registrar instructing them to review their priority registration time-ticket via CNU Live.

## **D. DEFINITIONS**

**DD Form 214**: Certificate of release or discharge from active duty.

**DD Form 256**: Certificate of honorable discharge.

**Military Education Advisory Committee (MEAC)**: Implements and monitors military-related education policies and facilitates communication regarding military education. The Committee is comprised of representatives from two- and four-year public institutions with liaisons from various interested state and military-related agencies.

**Veteran**: An individual who has served on active duty in the Armed Forces of the United States and who was discharged or released from such service under conditions other than dishonorable.

**WD AGO**: Enlistment record.

## **E. REFERENCES**

*Code of Virginia* §23.1-904C

SCHEV Guidelines, July 16, 2013

## **F. APPROVAL AND REVISIONS**

**Approved By**: Board of Visitors, February 28, 2014

**Revision 1**: Policy Committee, October 12, 2017

**Revision 2**: Policy Committee, October 23, 2019

**Revision 3**: Policy Committee, January 12, 2022

## **G. NEXT REVIEW DATE: Spring 2024**