

Richard Bland College
Veterans Affairs Office
Policy for Military-Related Priority Registration

Students who are actively serving the United States of America in any capacity may seek priority registration from the Office of the Registrar. Active duty and other military personnel may find scheduling courses difficult given the nature of their individual military commitments and schedule. Priority Registration enables military-related students to plan and schedule courses in a way that will work best for their goal of seeking a degree. Priority Registration allows students on active military duty to schedule their classes in advance if they have documentation to support the necessity of priority registration. Priority Registration can occur any time prior to classes beginning in the regular terms. It may consist of early registration as well as course and capacity overrides with proper permissions. Military-related students who may need Priority Registration should take the following steps:

1. Make an appointment with the Registrar or appropriate staff member.
2. Bring appropriate documentation (military ID card, activation or related military orders) to establish military-related status.
3. Once established, the Registrar or appropriate personnel will work in conjunction with the assigned Academic Advisor to prepare a schedule that will most effectively serve to meet the needs of the student in progress toward degree.
4. If students have a major Academic Hold, we will seek to resolve those holds prior to priority registration but holds related to the honor court, behavior infractions, outstanding financial debt or academic suspension must be cleared by the student prior to registration.

RBC Priority Registration occurs for sophomores and freshmen each term. Those dates are set and approved by senior staff each year. Military-related students may seek priority registration prior to, during, and leading up to the last day to add a course in the regular term. If extenuating circumstances exist, the student may seek approval from the faculty member and the Dean of Faculty to enroll after the last day to add a course.

These registration and other military-related policies will be made available to students via the RBC website and paper brochures. Faculty and staff will have access to this information via orientations, workshops, and College email.