

## **Veteran Preference in Course Scheduling Procedure**

*Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at [www.education.state.pa.us](http://www.education.state.pa.us).*

### **Definition:**

Veteran Student is an individual who:

- Has served (or is currently serving) in the United States Armed Forces, including a reserve component and National Guard;
- Was discharged or released from such service under conditions other than dishonorable; and
- Is considered an active student (enrolled in courses) at Lock Haven University.

Course Scheduling Preference is:

- Assignment to register with Lock Haven University's "priority" registration groups.
- The "priority" registration groups register one day prior to students with the same classification (SR-senior, JR-junior, SO-sophomore, FF/FR-freshman). See *sample schedule* for example of priority registration.
  - Veteran students must not have any financial or other university holds that prevent registration.
  - Veteran students must receive registration clearance from their academic advisor in order to access online registration.
  - Veteran students must meet all course requisites, if any, and all section requirements, if any, to register for a given course/section.

Student eligibility requirements:

- Must be enrolled at Lock Haven University
- Must meet the definition of veteran or active-duty serviceperson
- Must provide proof of veteran (other than dishonorable discharge) or active-duty status

Process for verifying eligibility:

- Self-identify as a veteran or active-duty serviceperson
- Provide appropriate documentation to support identification. This is likely a DD214 to show discharge status of anything other than dishonorable. However other documentation will be considered provided it clearly identifies the student and his/her United States Armed Forces service status.
- All students receive yearly email (early fall semester) regarding process to self-identify. Additional follow up is done for students who have identified through the admissions or financial aid process to ensure all veterans are contacted and given the opportunity to take advantage of the priority registration.

**Point of Contact for Course Scheduling Preference:**

Jill R. Mitchley, Registrar

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570-484-2526

Ulmer Hall 224

*Sample Registration Schedule:*

UNDG	10	90.00	300.00		11/11/2015	4:30PM	PRIORITY SR
UNDG	100	90.00	300.00	Aaa-Bie	11/12/2015	4:30PM	
UNDG	105	90.00	300.00	Bif-Cha	11/12/2015	5:00PM	
UNDG	110	90.00	300.00	Chb-Den	11/12/2015	5:30PM	
UNDG	115	90.00	300.00	Deo-Fit	11/12/2015	6:00PM	
UNDG	120	90.00	300.00	Fig-Hai	11/12/2015	6:30PM	
UNDG	125	90.00	300.00	Haj-Ing	11/12/2015	7:00PM	
UNDG	130	90.00	300.00	Inh-Kyl	11/12/2015	7:30PM	
UNDG	135	90.00	300.00	Kym-McD	11/12/2015	8:00PM	
UNDG	140	90.00	300.00	McE-Nic	11/12/2015	8:30PM	
UNDG	145	90.00	300.00	Nid-Res	11/12/2015	9:00PM	
UNDG	150	90.00	300.00	Ret-Shi	11/12/2015	9:30PM	
UNDG	155	90.00	300.00	Shj-Sur	11/12/2015	10:00PM	
UNDG	160	90.00	300.00	Sus-Wan	11/12/2015	10:30PM	
UNDG	165	90.00	300.00	Wao-Zzz	11/12/2015	11:00PM	

UNDG	20	60.00	89.50		11/16/2015	4:30PM	PRIORITY JR
UNDG	200	60.00	89.50	Aaa-Bla	11/17/2015	4:30PM	
UNDG	205	60.00	89.50	Blb-Cha	11/17/2015	5:00PM	
UNDG	210	60.00	89.50	Chb-Dez	11/17/2015	5:30PM	
UNDG	215	60.00	89.50	Dfa-Fuz	11/17/2015	6:00PM	
UNDG	220	60.00	89.50	Fva-Haz	11/17/2015	6:30PM	
UNDG	225	60.00	89.50	Hba-Jon	11/17/2015	7:00PM	
UNDG	230	60.00	89.50	Joo-Laz	11/17/2015	7:30PM	
UNDG	235	60.00	89.50	Lba-Mil	11/17/2015	8:00PM	
UNDG	240	60.00	89.50	Mim-Pen	11/17/2015	8:30PM	
UNDG	245	60.00	89.50	Peo-Rit	11/17/2015	9:00PM	
UNDG	250	60.00	89.50	Riu-Slu	11/17/2015	9:30PM	
UNDG	255	60.00	89.50	Slv-Tip	11/17/2015	10:00PM	
UNDG	260	60.00	89.50	Tiq-Whe	11/17/2015	10:30PM	
UNDG	265	60.00	89.50	Whf-Zzz	11/17/2015	11:00PM	

UNDG	30	30.00	59.50		11/19/2015	4:30PM	PRIORITY SO
UNDG	300	30.00	59.50	Aaa-Ber	11/20/2015	4:30PM	
UNDG	305	30.00	59.50	Bes-Car	11/20/2015	5:00PM	
UNDG	310	30.00	59.50	Cas-Dea	11/20/2015	5:30PM	
UNDG	315	30.00	59.50	Deb-Fis	11/20/2015	6:00PM	
UNDG	320	30.00	59.50	Fit-Gro	11/20/2015	6:30PM	

UNDG	325	30.00	59.50	Frp-Jab	11/20/2015	7:00PM
UNDG	330	30.00	59.50	Jac-Lan	11/20/2015	7:30PM
UNDG	335	30.00	59.50	Lao-Mek	11/20/2015	8:00PM
UNDG	340	30.00	59.50	Mel-Pav	11/20/2015	8:30PM
UNDG	345	30.00	59.50	Paw-Rob	11/20/2015	9:00PM
UNDG	350	30.00	59.50	Roc-Sin	11/20/2015	9:30PM
UNDG	355	30.00	59.50	Sio-Tre	11/20/2015	10:00PM
UNDG	360	30.00	59.50	Trf-Wig	11/20/2015	10:30PM
UNDG	365	30.00	59.50	Wih-Zzz	11/20/2015	11:00PM

UNDG	40	0.00	29.50		11/23/2015	4:30PM	PRIORITY FF/FR
UNDG	400	0.00	29.50	Aaa-Bow	11/24/2015	4:30PM	
UNDG	405	0.00	29.50	Box-Chu	11/24/2015	5:00PM	
UNDG	410	0.00	29.50	Chv-Dri	11/24/2015	5:30PM	
UNDG	415	0.00	29.50	Drj-Ghi	11/24/2015	6:00PM	
UNDG	420	0.00	29.50	Ghj-Het	11/24/2015	6:30PM	
UNDG	425	0.00	29.50	Heu-Kez	11/24/2015	7:00PM	
UNDG	430	0.00	29.50	Kfa-Lig	11/24/2015	7:30PM	
UNDG	435	0.00	29.50	Lih-Mil	11/24/2015	8:00PM	
UNDG	440	0.00	29.50	Mim-Per	11/24/2015	8:30PM	
UNDG	445	0.00	29.50	Pes-Ron	11/24/2015	9:00PM	
UNDG	450	0.00	29.50	Roo-Snz	11/24/2015	9:30PM	
UNDG	455	0.00	29.50	Soo-Tru	11/24/2015	10:00PM	
UNDG	460	0.00	29.50	Trv-Win	11/24/2015	10:30PM	
UNDG	465	0.00	29.50	Wio-Zzz	11/24/2015	11:00PM	