



# Lincoln University

LEARN. LIBERATE. LEAD.

[www.lincoln.edu](http://www.lincoln.edu)

## Office of Veterans Affairs

1570 Baltimore Pike  
Lincoln University, PA 19352-0999

484-365-7757 phone  
484-365-7971 fax  
[veterans@lincoln.edu](mailto:veterans@lincoln.edu)

## Procedure/Standard Number 2020-01 Priority Registration

### For Course Scheduling Preference for Student Veterans

**History:** In May 2014, the Pennsylvania General Assembly enacted the Higher Education Course Scheduling Preference for Veteran Student (Act 46), which requires public institutions of higher learning in PA to provide veterans students with preference in course scheduling.

**Key Words/Categories:** Preference, Registration, Scheduling

**Additional References:** [Commonwealth Act 46 of 2014](#)

---

*\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)*

---

#### I. Introduction

- A. Lincoln University is committed to providing student veterans with course scheduling preference by designating a day(s) prior to the first day of priority registration for the general population. A registration schedule will be produce by the Office of the Registrar and published on the university website(s) and all registration mediums.

#### II. Definitions

- A. **Veteran-** An individual who served in the United States Armed Forces (military, naval, or air service), including a reserve component or the United States National Guard and commissioned corps of the public Health Service or National Oceanic and Atmospheric Administration, and who has been discharged or released from service under conditions other than dishonorable. Note: All references to veterans in this document included covered individuals as defined in Section II.B.

#### B. Covered Individual

1. An individual (typically a spouse or child) listed as a dependent in the Defense Enrollment Eligibility Reporting System (DEERS).
2. An individual (typically a spouse or child) using benefits under U.S.C Chapters 33 and/or 35, relating to the Marine Gunnery Sergeant Davis Fry Scholarship and/or other survivor and dependents benefits, who lives in the Commonwealth of Pennsylvania (regardless of his/her formal state of residence) and enrolls in a State System or affiliate university.
3. An individual (typically a spouse or child) that can provide evidences they are a dependent of a military service member to include veterans or retirees.

### III. Eligibility

- A. Pursuant to [Procedure- Standard Number 2018-01](#) documentation outline, the Office of Veterans Affairs verifies a covered individual's status and submits a roster to the Office of the Registrar indicating eligibility for priority registration.
  - i. The Office of the Registrar is responsible for ensuring the covered individuals are marked in the appropriate student information system(s) to allow such registration as indicated by the registration schedule.
- B. A covered individual will continue to receive priority registration each semester.

### IV. Process

- A. Covered individuals must meet all university requirements to select courses through the registration system. This includes but is not limited to new student orientation, placement testing, and obtaining financial clearance.
  - i. Students must schedule an appointment with their academic advisor to ensure they are aligned with degree progression. This meeting is mandatory and is to be scheduled well in advance by the student for maximization of this benefit.

### V. Reporting

- A. Non-compliance may be reported to the Pennsylvania Department of Education by submitting a [Higher Education Student Complaint form](#).

### VI. Effective Date

Retroactively effective for terms beginning after May 14, 2014.