

## 2025-2026 Morton College Catalog Revision

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30	Registration	6/17/25	Priority Registration	Morton College Priority Registration Procedure

### Morton College Priority Registration Procedure

**I. Purpose** This procedure establishes a clear and consistent process for implementing priority registration at Morton College for eligible student populations, including military service members, veterans, student-athletes, and students with 30 or more earned credit hours. The goal is to support timely degree completion, academic planning, and compliance with applicable federal and state laws.

**II. Legal Authority** In accordance with Section 3-29.10 of the Illinois Public Community College Act (110 ILCS 805/3-29.10), Morton College provides priority enrollment to service members and veterans who meet the statutory definitions. This policy is also designed to provide academic support and scheduling stability for other priority student groups identified by the College.

### III. Definitions

- 1. Service Member:** A resident of Illinois who is a member of any component of the U.S. Armed Forces, including reserve components, or the National Guard of any state, the District of Columbia, a commonwealth, or U.S. territory, and who is eligible to receive military educational benefits.
- 2. Veteran:** A resident of Illinois who was a service member and who has received an honorable, general, or other than honorable discharge.
- 3. Student-Athlete:** A student currently rostered and eligible for participation in intercollegiate athletics, as verified by the Morton College Athletic Department.
- 4. Continuing Student with 30+ Earned Credits:** A currently enrolled Morton College student who has earned 30 or more college-level credits as recorded on the official transcript.

### IV. Procedure

- 1. Verification of Eligibility**
  - Veterans and service members must submit appropriate documentation (e.g., DD-214, proof of eligibility for VA benefits) to the Office of Admissions and Records. Eligibility must be verified prior to registration.
  - The Athletic Department will provide a roster of eligible student-athletes to the Office of Admissions and Records prior to the opening of registration. This may also be accomplished through pre-populated identifier in Colleague or other Student Information System.
  - Earned credit hours for continuing students will be automatically verified through Colleague at the time of registration.
- 2. Registration Tiers**
  - Tier 1: Verified service members and veterans
  - Tier 2: Verified student-athletes

- Tier 3: Continuing students with 30 or more earned credits

- Tier 4: All other currently enrolled and new students

3. **Registration Schedule** ○ Priority registration for Tier 1, Tier 2, and Tier 3 groups will open, at minimum, **3 business days** before general registration begins.

- Registration dates will be published in advance by the Office of Admissions and Records in coordination with Academic Advising and Student Success Coaches.

4. **Communications and Support** ○ Eligible students will receive targeted email and text communications informing them of their registration window and next steps for academic advising.

- Advisors and Success Coaches will receive updated lists of eligible priority students to ensure support is provided in advance of the registration window.

**V. Review and Oversight** This procedure will be reviewed annually by the Dean of Student Services in collaboration with the Registrar.