

# 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 and Institutional Effectiveness

Contact Office: Registrar's Office

Frequency of Review: Biennially

Date of Last Review: March 2025

#### **A. PURPOSE**

The purpose of this policy is to comply with §23.1-904(C) of the *Code of Virginia* regarding the implementation of registration accommodations for military students.

#### **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 other students with the 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 arrange for early registration. To demonstrate eligibility for priority course registration, students must submit proof of military-related status, including 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 receive an email from the University Registrar informing them of their early registration time-ticket and 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)**: A SCHEV committee that implements and monitors military-related education policies and facilitates communication regarding military education. The committee comprises 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**: War Department Adjutant General's Office.

**E. REFERENCES**

[Code of Virginia §23.1-904\(C\)](#)

[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

**Revision 4**: Policy Committee, March 27, 2025

**G. NEXT REVIEW DATE: Spring 2027**