

## **Priority Registration Accommodation Instructions**

Follow these instructions to properly use your accommodation of Priority Registration:

1. Make sure that your academic advisor has received your Accommodation Verification Letter (AVL) for this current academic year for priority registration. If you are not sure this has been done, follow the steps below:
  - a. Contact Disability Resources at [disability@drexel.edu](mailto:disability@drexel.edu) or stop by during walk in hours (Monday – Friday, 1p.m.-2p.m.) and ask if your AVL for priority registration has been send to your academic advisor
  - b. Contact your academic advisor and ask them if they have received your AVL for priority registration
2. Fill out the Priority Registration Planner each quarter/term and email it to your academic advisor at least one week before the registration period opens.

## **Priority Registration Planner Instructions**

- This planner can be used to provide your academic advisor with the courses you need scheduled for the upcoming term
- Fill your courses in the planner in order of importance, beginning with # 1
- Provide two sections or time options for each course along with their specific CRN number
  - Note: If your first section option is not available, your advisor may place you in your second section option