



OFFICE OF THE REGISTRAR
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TAMUK Priority Registration Approval Form

TAMUK Priority Registration rules requires coordinators of campus groups that want to be given priority registration to apply for priority registration in writing. Therefore, coordinators must submit a written explanation detailing why their group meets the eligibility requirements listed below to the Priority Registration Committee no later than **February 5, 2016** for the following academic year (2016-2017). Priority registration will be granted only if all three conditions below (#3) are met.

1. Name and Activity of the group: _____
2. Coordinator's Name, Title, & Phone #: _____
3. Eligibility Criteria for Category C Groups: Students participating in University Activity(s):
 - A. Student must participate in a university activity that significantly benefits the university:
 - B. Priority Registration must be necessary for the student to successfully participate in the activity:
 - C. Priority registration must be necessary to allow a sufficient number of students to participate in the activity (provide the number in the group): _____

SUBMIT WRITTEN REQUEST TO REGISTRAR. Provide a listing of students' ID and last & first names. Excel spread sheet preferred via ACCELLION to Millie Slaughter (millie@tamuk.edu) & Liza Farrell (annette.farrell@tamuk.edu).

Signature of Coordinator: _____

FOR THE USE OF THE PRIORITY REGISTRATION COMMITTEE

Date of Review: _____ Signature of Committee Chairman: _____

Approved: _____ Academic Year: _____

Disapproved: _____ Reason: _____

President: Approved: _____ Disapproved: _____ President's Initial: _____