

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Selective Service System Registration**

**Regulation and Procedure  
Number: URP: 05.260**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

The University is required by law to verify that new male employees, who are required to register, have registered with Selective Service under the requirements established by the federal government and administered through the Selective Service System.

## **APPLICABILITY**

This policy is applicable to TWU Student Employees, Faculty, and Staff.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. General Guidelines**

- A. Males who are between the ages of 18 and 25 years (inclusive) are required to furnish proof of either selective service registration or exemption for selective service as a condition of state employment. This policy is not applicable to new male employees who are 26 and older.
- B. Additional information regarding selective service registration may be found on the Selective Service System. A list of individuals who must register for selective service and individuals exempt from selective service registration may be found on the Who Needs to Register page.
- C. This policy applies to all male employees (regular and temporary) of Texas Woman's University regardless of title or source of funding with a hire date after September 1, 1999.
- D.

## II. Onboarding Process and Employment Offers

- A. During the TWU onboarding process, only those newly hired male employees between the ages of 18 through 25 (inclusive) must either agree for TWU to verify the Selective Service Verification registration on the online or paper application or attach a copy of proof of registration or exemption.
- B. No offers of employment may be made without appropriate verification of Selective Service registration or exemption in accordance with this policy as applicable. Current male employees that were hired under the age requirements at the time of hire and later reach age 18, must provide the appropriate verification of Selective Service registration or exemption in accordance with this policy. The Office of Human Resources will verify proof of Selective Service registration.
- C. Employment offers will be withdrawn if registration of Selective Service cannot be verified by the Office of Human Resources within five business days of hire date.

### REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

### REFERENCES

Compilation of the Military Selective Service Act; (50 U.S.C. App. 451 et seq.)

Texas Government Code; Title 6; Subtitle b. State Chapter 651. General provisions

[Selective Service System](#)

[Selective Service System Who Needs to Register](#)

### FORMS AND TOOLS

None

**Publication Date:**

**Next Review:**