

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4	DIRECTIVE NO. E12
	ORIGINATOR Registrar	
	APPROVED BY President's Executive Committee	
TITLE REGISTRATION	EFFECTIVE DATE 2006.06.07	REPLACES 2005.05.06

POLICY

Registration consists of two steps: payment of full fees, and selection and registration in courses. Once both steps are complete, students are eligible to: attend classes, use College facilities and resources, and receive academic credit.

PROCEDURES, ROLES AND RESPONSIBILITIES

Day Programs

1. Students are encouraged, and in some cases are required, to seek academic advising for course selection from department faculty prior to registration.
2. Applicants who confirm their intention to attend, receive registration information by mail. This includes full information regarding:
 - payment of fees by the published Fees Due Date of the term:
 - elective selection, if applicable
 - registration
 - deadline dates
 - date of issuance of timetables
 - availability and scheduling of academic advising, if applicable
 - lockers, parking permits and identification cards
3. Students whose registration is incomplete by the prescribed dates may lose any priority position within a given program or course.

4. Students will be prevented from registering if:
 - admission requirements are incomplete;
 - specific academic prerequisites set by the department have not been met. Students are responsible for ensuring that they have fulfilled the published prerequisites. Failure to observe this may result in that course registration being withdrawn;
 - the course is full;
 - conditions set as a result of academic performance or disciplinary action have not been met;
 - financial debt to the College is outstanding;
 - conditions of suspension or expulsion are currently in force.

5. Students who do not pay their fees on time will be charged a late payment fee of \$100.00 and may lose their place within a given program or course.
6. Normally, the last day for registration is one week after classes begin for returning students. Registration after that date is subject to the approval of the appropriate Academic Chair.

Upon receipt of documented extenuating circumstances from the Chair/Dean, full-time underloaded students could add a course that has not yet started, from their program of study, up to audit date.

7. Students who wish to add or drop a course(s) following initial registration must see their Academic Department to update their registration if the course(s) they wish to change has not been approved for online changes via ACSIS.
8. Students must provide a written notification or complete an Official Withdrawal Form to withdraw from a program. This must be provided to the Registrar's Office.
9. Any exceptions to published policy must be approved by the Registrar in consultation with the appropriate department concerned.

Course Registrants (Individuals registered on a course-by-course basis during the day in Post-Secondary, Adult Training or Apprenticeship programs)

1. Students require written permission of the appropriate Chair to register, as course registrants, in courses offered during the day.

2. Students will be allowed to register in a maximum of three courses per term as a course registrant. Payment in full is required at the time of registration. (Students wishing to register in more than three courses in a term require the written permission of the Dean.)
3. Students will be prevented from registering if:
 - specific academic prerequisites set by the department have not been met. Students are responsible for ensuring that they have fulfilled the published prerequisites. Failure to observe this may result in that course registration being withdrawn;
 - the course is full;
 - conditions set as a result of academic performance or disciplinary action have not been met;
 - financial debt to the College is outstanding;
 - conditions of suspension or expulsion are currently in force.
4. Late registration/course section transfer to another course section is not permitted for all courses.
5. A receipt and timetable will be given, mailed or available electronically to the student along with a copy of the Refund Policy.
6. Students must provide a written request to the Registrar's Office to withdraw from a course. E-mail withdrawals are acceptable provided the e-mail message contains the registrant's name in the sender's identification field.
7. Any exceptions to published policy must be approved by the Registrar in consultation with the appropriate department concerned.

Continuing Education

1. Students must be 19 years of age or older to register in any funded courses. Students 18 years of age or less must possess an Ontario Secondary School Diploma, or equivalent, to register.
2. Students are encouraged, and in some cases are required, to seek academic advising for course selection from continuing education Coordinators.
3. Students register on a first-come, first-served basis. There are five ways to register: by ACSIS (online), by phone, fax, mail or in person. Full payment is required at time of registration.

Dates and times are published in the continuing education catalogue and in other publications.

4. Students will be prevented from registering if:
 - specific academic prerequisites set by the department have not been met. Students are responsible for ensuring that they have fulfilled the published prerequisites. Failure to observe this may result in that course registration being withdrawn;
 - the course is full;
 - conditions set as a result of academic performance or disciplinary action have not been met;
 - financial debt to the College is outstanding;
 - conditions of suspension or expulsion are currently in force.
5. Late registration and/or course section transfer to another course/section is not permitted for all courses. Where permissible, late registration and/or a transfer will be allowed up to and including the second scheduled class only. Transfer to Special Courses, from one course date to another, will be accepted up to one week prior to the start date of the course.
6. A receipt and timetable will be given or mailed to the student along with a copy of the Refund Policy. If a student registers online via ACSIS, the system provides timetable information and confirmation of payment number electronically.
7. Students may withdraw from a continuing education course by notifying the Registrar's Office by phone, in person, or fax. E-mail withdrawals are acceptable, provided the e-mail message contains the registrant's name in the sender's identification field.
8. Any exceptions to published policy must be approved by the Registrar in consultation with the appropriate department concerned.

RELATED DIRECTIVES

Course Load - E7

Changes to Original Registration - Course Drop/Add - E8

Glossary of Terms

(Original signed by)
Registrar