AA11 REGISTRATION

Classification: Academic Affairs
Responsible Authority: Registrar
Executive Sponsor: Senior Vice President, Academic
Approval Authority: Algonquin College Executive Team
Date First Approved: 1995-07-19
Date Last Reviewed: 2016-06-29
Mandatory Review Date: 2021-06-29

PURPOSE
To document the registration process

SCOPE
All students

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Academic Administrator</td>
<td>Chair, Academic Manager, Course Chair, or Dean</td>
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<tr>
<td>ACSIS</td>
<td>Algonquin College Student Information System (also referred to as the Student Portal)</td>
</tr>
<tr>
<td>Course Registrants</td>
<td>Students registered on a course-by-course basis in a full-time postsecondary, adult training or apprenticeship program</td>
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</tbody>
</table>

POLICY
1. Registration is the official process of selecting specific courses and having enrolment confirmed. Registration consists of two steps; the payment of full fees or fees deposit and the selection and registration in courses. Upon completion of each step, students are eligible to attend classes, use College facilities and resources, and receive academic credit.

Full-time Programs

2. Applicants who confirm their intention to attend receive the following registration information electronically, via the Algonquin College Student Information System (ACSIS):
   a. Fee information and the published due date(s) for payment of fees or fees deposit for the term;
   b. selection of electives, if applicable;
   c. registration deadline dates;
d. date for timetable release;
e. lockers, parking permits and identification cards.

3. Students whose registration is incomplete by the Fees Deposit Due Date may lose their priority position within their program.

4. Students may not register if:
   4.1 admission requirements are incomplete;
   4.2 specific academic prerequisites set by the department have not been met. Students are responsible for ensuring that they have fulfilled the published prerequisites. Students who do not meet the prerequisite(s) for a program may have the program registration withdrawn;
   4.3 the program is full;
   4.4 conditions set as a result of academic performance or disciplinary action have not been met;
   4.5 financial debt to the College is outstanding;
   4.6 conditions of suspension or expulsion are currently in effect.

5. Level 1 students who do not pay their fees or fees deposit by the published due date may lose their priority position within their program. All students are charged a late payment fee if their full fees are not paid by the fees balance due date.

6. Students are encouraged, and in some cases required, to apply for academic advising for course selection from department staff prior to registration.

7. 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 Academic Administrator.

8. Students who wish to add or drop a course(s) following initial registration must see their Program Coordinator to update their registration if the course(s) they wish to change has not been approved for online changes via ACSIS.

9. Students who wish to withdraw from their program must present written notification or complete an Official Withdrawal Form to the Registrar.

10. Any exceptions to this policy must be approved by the Registrar in consultation with the appropriate department.

**Course Registrants in Full-time Programs**

11. Students require written permission from the appropriate Academic Administrator to register, as course registrants, in courses offered as part of a full-time program.

12. Students are 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 appropriate Academic Administrator.

13. Students may not register in courses if:

13.1 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;

13.2 the course is full;

13.3 conditions set as a result of academic performance or disciplinary action have not been met;

13.4 a financial debt to the College is outstanding;

13.5 conditions of suspension or expulsion are currently in force.

14. Late registration or course section transfer to another course section is not permitted for all courses.

15. Students must provide a written request or a completed withdrawal form to the Registrar’s Office to withdraw from a course.

16. Any exceptions to this policy must be approved by the Registrar in consultation with the appropriate department.

Course Registrants in Other Than Full-time Programs

17. Students must be 19 years of age or older to register in a funded course. Students 18 years of age or younger may register in a funded course if they have an Ontario Secondary School Diploma, or equivalent.

18. Students are encouraged, and in some cases are required, to seek academic advising for course selection from Continuing Education Coordinators.

19. Full payment is required at the time of registration. Dates and times for registration are published on the College website, in the continuing education catalogue, and in other publications.

20. Students may not register if:

20.1 specific academic prerequisites set by the department have not been met. Students are responsible for ensuring that they have fulfilled the published prerequisites. Students who do not meet the prerequisite for a course may have that course registration withdrawn;

20.2 the course is full;
20.3 conditions set as a result of academic performance or disciplinary action have not been met;

20.4 financial debt to the College is outstanding;

20.5 conditions of suspension or expulsion are currently in force.

21. 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.

22. Students must provide a written request or a completed withdrawal form to the Registrar’s Office to withdraw from a course.

23. Any exceptions to this policy must be approved by the Registrar in consultation with the appropriate Academic Administrator.

**PROCEDURE**

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td><strong>Full-time Programs</strong></td>
<td></td>
</tr>
<tr>
<td>1. Confirm intention to attend College by the due date.</td>
<td>Applicant</td>
</tr>
<tr>
<td>2. Pay fees by the fees deposit due date.</td>
<td>Applicant</td>
</tr>
<tr>
<td>3. Seek academic advising if courses are to be selected or if it is required by the Department.</td>
<td>Applicant</td>
</tr>
<tr>
<td>4. Change course registration on ACSIS, if necessary, following initial registration. Should a course(s) not be approved for online changes, see the Program Coordinator.</td>
<td>Student Program Coordinator</td>
</tr>
<tr>
<td>5. Complete an Official Withdrawal Form or written notification to the Registrar if withdrawing from their program.</td>
<td>Student</td>
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<tr>
<td><strong>Course Registrants in a Full-time Program</strong></td>
<td></td>
</tr>
<tr>
<td>6. Receive written permission to register as a course registrant in courses offered as part of a full-time program from Academic Administrator responsible for the course(s).</td>
<td>Student</td>
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<tr>
<td>7. Register at the Registrar’s Office and pay fees at the time of registration.</td>
<td>Student</td>
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<tr>
<td>8. Provide a receipt to the student.</td>
<td>Registrar’s Office</td>
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</tbody>
</table>
9. If withdrawing from a course, notify the Registrar’s Office by phone, in person, or fax. E-mail withdrawals are acceptable if the e-mail message contains the registrant’s full name and student number in the sender’s identification field and is sent from the email address noted in the student’s record.

**Course Registrants in other than Full-time Programs**

10. Seek academic advising for course selection from continuing education Coordinators.

11. Register, on a first-come, first-served basis, for course(s) in one of the following ways:
   - by ACSIS (online),
   - by phone,
   - by fax,
   - by mail, or
   - in person.

12. Provide a receipt to the student. If the student registers online via ACSIS, the system provides timetable information and confirmation of payment number electronically.

13. If withdrawing from a course, notify the Registrar’s Office by phone, in person, or fax. Email withdrawal requests are acceptable if the email contains the registrant’s full name and student number in the sender’s identification field and is sent from the email address noted in the student’s record.

**SUPPORTING DOCUMENTATION**

- Appendix 1   Registrar’s Office Forms

**RELATED POLICIES**

- AA08   Course Load
- AA12   Changes to Original Registration - Course Drop/Add

**RELATED MATERIALS**

- None
Forms associated with this policy are found here:
http://www.algonquincollege.com/RegistrarsOffice/forms/forms.htm