

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:	2021-06-09
Mandatory Review Date:	2026-06-09

PURPOSE

To document the registration process.

SCOPE

All students

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Academic Chair, Academic Manager, Course Chair, Associate Chair, Dean, Testing Services Manager or designated decision-maker
ACSIS	Algonquin College Student Information System (also referred to as the Student Portal)
OSAP	Ontario Student Assistance Program (provincial student loan program)
Course Registrants	Students registered on a course-by-course basis in a full-time postsecondary, adult training or apprenticeship program
Encumbrance	A student information system notice that prevents registration activity until issue resolution; it may be applied for academic, conduct, security or financial reasons.

POLICY

1. Registration is the official process of selecting specific courses and having enrolment confirmed. Registration consists of two steps:
 - 1.1. the payment of full fees, fees deferral (OSAP students), receipt of sponsorship letter or fees deposit; and
 - 1.2. the selection and registration in courses.

Upon completion of each step and upon the start of the term of study, students are eligible to attend classes, use College facilities and resources, and receive academic credit for successfully completed courses.

Full-time Programs

1. Students must complete all admission requirements prior to registration.
2. Returning Students and Applicants who confirm their intention to attend receive the following registration information electronically:
 - 2.1. Fee information and the published due date(s) for payment of fees or fees deposit for the term
 - 2.2. selection of electives, if applicable;
 - 2.3. registration deadline dates;
 - 2.4. date for timetable release;
 - 2.5. lockers, parking permits and identification cards.
3. Students who do not pay their deposit nor defer their deposit by the Fees Deposit Due Date may lose their priority position within their program.
4. Students may not be registered if one or more of the following apply:
 - 4.1 student is on academic probation, as defined in AA14 Grading System;
 - 4.2 student has not met the specific academic prerequisites to proceed to the next level of study, which could further result in program registration withdrawal;
 - 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 student record has an active encumbrance for academic, conduct, security, or financial reasons; for example, money is owed to the College; or
 - 4.6 conditions of suspension or expulsion are currently in effect.
5. Level 1 students must pay their fees, complete a fee deferral (OSAP students), submit a sponsorship letter or pay their fee deposit by the published due date to keep their priority position in their confirmed program of study. Late payment fees are applied to all student accounts full fees are not paid by the balance of fees due date.
6. Students are encouraged, and in some cases required, to apply for academic advising for course selection from the Academic Administrator or designate prior to registration.
7. Normally, the last day for registration is one week after classes begin for 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 can do so through the Student Portal (ACSIS), unless the course has not been approved by the academic department for online changes via ACSIS. If the student is unable to add/drop/transfer in ACSIS, the student must see their Academic Administrator.

9. Students who wish to withdraw from their program must present written notification to the Registrar's Office. Non-attendance does not constitute a withdrawal.
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 registering by course must pay all related fees in full prior to or at the time of registration.
13. Students are allowed to register in a maximum of three courses per term as a Course Registrant. Students wishing to register in more than three courses in a term require the written permission of the appropriate Academic Administrator.
14. Students may not be registered if one or more of the following apply:
 - 14.1. student is on academic probation, as defined in AA14 Grading System;
 - 14.2. student has not met the specific academic prerequisites to proceed to the next level of study, which could further result in program registration withdrawal;
 - 14.3. the program is full;
 - 14.4. conditions set as a result of academic performance or disciplinary action have not been met;
 - 14.5. student record has an active encumbrance for academic, conduct, security, or financial reasons; for example, money is owed to the College; or
 - 14.6. conditions of suspension or expulsion are currently in effect.
15. Late registration or course section transfer to another course section is not permitted for all courses.
16. Students must provide a written request to the Registrar's Office to withdraw from a course. Non-attendance does not constitute a withdrawal.
17. Any exceptions to this policy must be approved by the Registrar in consultation with the Academic Administrator

Course Registrants in Other Than Full-time Programs

18. 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.
19. Students are encouraged, and in some cases are required, to seek academic advising for course selection from Academic Department.

20. Full payment is required at the time of registration. Dates and times for registration are published on the College website.
21. Students may not be registered if one or more of the following apply:
 - 21.1. student is on academic probation, as defined in AA14 Grading System;
 - 21.2. student has not met the specific academic prerequisites to proceed to the next level of study, which could further result in program registration withdrawal;
 - 21.3. the program is full;
 - 21.4. conditions set as a result of academic performance or disciplinary action have not been met;
 - 21.5. student record has an active encumbrance for academic, conduct, security, or financial reasons; for example, money is owed to the College; or
 - 21.6. conditions of suspension or expulsion are currently in effect.
22. 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.
23. Students must notify the Registrar's Office to withdraw from a course. Non-attendance does not constitute a withdrawal.
24. Any exceptions to this policy must be approved by the Registrar in consultation with the appropriate Academic Administrator.

PROCEDURE

Action

Responsibility

Full-time Programs

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| 1. Confirm intention to attend College by the due date. | Applicant |
| 2. Pay fees, fees deferral (OSAP students), ensures receipt of sponsorship letter or fees deposit by the fees deposit due date. | Applicant |
| 3. Seek academic advising if courses are to be selected or if it is required by the Department. | Applicant |
| 4. Change course registration on ACSIS, if necessary, following initial registration. Should a course(s) not be approved for online changes, see the Academic Administrator or designate. | Student
Academic Administrator |
| 5. Provide written notification to the Registrar's Office if withdrawing from a program. | Student |

Course Registrants in a Full-time Program

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| 6. | Receive written permission to register as a course registrant in courses offered as part of a full-time program from Academic Administrator. | Student |
| 7. | Payment of fees are required at the time of registration. Payment receipts are available through the Student Portal (ACSIS). | Student |
| 8. | Provide written notification to the Registrar's Office if withdrawing from a program. | Student |

Course Registrants in other than Full-time Programs

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| 9. | Seek academic advising for course selection from Academic department | Student |
| 10. | Course registration is on a first-come, first-served basis. | Student |
| 11. | Provide written notification to the Registrar's Office if withdrawing from a course. | Student |

SUPPORTING DOCUMENTATION

[Minister's Binding Policy Directive on Tuition and Ancillary Fees](#)

RELATED POLICIES

AA08 Course Load
AA12 Changes to Original Registration - Course Drop/Add
AA14 Grading Systems

RELATED MATERIALS

None