

**AA12****Changes to Original Registration: Course Add/Drop**

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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**PURPOSE**

To establish the process that allows students to drop or add a course after original registration is complete and to encourage students to do so in consultation with their Academic Advisor.

**SCOPE**

All students

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Administrator	Program Chair, Academic Chair, Academic Manager, Course Chair, Associate Chair, Dean, Testing Services Manager or designated decision-maker
ACSIS	Algonquin College Student Portal
Course Drop/Add	The process of changing a student's original registration
Original Registration	The first or initial program or course registration for each term.
Overload	Registration in more than 100% of the Program of Study's full-time course load.

**POLICY**

1. Students may make changes to their original registration. Some changes require Academic Administrator approval such as dropping a course, adding a course or changing a section. This approval may be provided by the academic department in advance by designating courses for online self-service via ACSIS, via the Registrar's Office or by directing students to contact the academic department.
2. It is the student's responsibility to be aware of the impact that dropping or adding a course can have on their program of study, course load and student status.

*Changes to original registration may impact a student's course load, fees, financial aid, academic standing or study permit status. Students are encouraged to contact their academic advisor, Academic Department, the Registrar's Office and/or the International Education Centre for information related to changes to original registration.*

3. A student whose status changes to full-time, part-time or overload as a result of a modifications to the original registration may have their tuition and ancillary fees adjusted according to the published fee schedule.
4. Students registered in a full-time program will be required to pay additional course fees if they add an online monthly intake course after the first ten (10) working days of a term.

Withdrawing from a course or program may impact a student's academic record or transcript as follows:

5. If a course is officially dropped within the first third of the course duration, all reference to the course is removed from the student's academic record.
6. If a student withdraws from a program within the first third of the term duration, a "W" (indicating Withdrawal) is recorded for each course on the student's transcript.
7. If a course is officially dropped within the second third of the course duration, a "W" (indicating withdrawal) is recorded for the course on the student's transcript.
8. If a course is officially dropped after two-thirds of a course duration are completed, a grade of "F" is assigned to the course on the student's transcript.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Encourage students to consult with their Academic Advisor if considering dropping or adding a course.	Academic Administrator
International students are encouraged to contact the International Education Centre for study permit advice prior to reducing course load to understand any impact on status in Canada.	International Student
2. Obtain approval from the Academic Administrator to drop a course, add a course or change a course section online where the course is activated for online service in the academic department.	Student
3. Check if student status changes as a result of changes made to original registration and adjust fees if indicated.	Registrar's Office

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| 4. | Check if status change has an impact on fees, financial aid or other funding, as applicable. | Student            |
| 5. | Adjust the student's transcript accordingly based on the timing of a course being dropped.   | Registrar's Office |

**SUPPORTING DOCUMENTATION**

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

**RELATED POLICIES**

AA08 Course Load  
AA11 Registration  
AA14 Grading Systems

**RELATED MATERIALS**

None