
Registration Priority

Policy Number:	E-2.11
Category:	Education
Effective Date:	June 1, 2020
Approval Process:	Administrative
Approval Date:	April 9, 2020
Date Last Reviewed:	New

POLICY

The College seeks to ensure that students have equitable access to courses. This policy establishes a rational approach to the order in which students register.

The College intends to enable students to complete their program in a timely fashion and recognizes that course choice is decreased as students near program completion. Therefore, the order of registration will prioritize credits earned as a proxy for nearness to graduation. Credits earned includes transfer and prior learning assessment credits received. Further, this will intentionally result in continuing students being able to enroll before new students.

The College recognizes as an institution devoted to access, that neither academic performance nor full- or part-time status should impact the order of registration.

Finally, to encourage applicants to complete the intake process as quickly as possible, the order of registration may reflect the date an applicant qualified for admission.

PURPOSE

The purpose of this policy is to define the order in which students will be scheduled for registration and the principles that support the order.

SCOPE

This policy applies to registration in any program under the jurisdiction of Education Council where a need to sequence student's registration exists.

This policy does not apply to students in Continuing Education, Work Force Training, or apprenticeship courses. This policy does not impact or supersede the order of admission.

PROCEDURE

The schedule of registration will be set by the Registrar following these general procedures:

- a. The schedule of registration will be available to students approximately two weeks prior to the start of registration.

- b. Where possible, the Registrar will publish starting date of registration for each of the four groups identified in the order of registration.
- c. Registration schedules will be assigned to all eligible to register students. An eligible to register student must have been admitted or conditionally admitted prior to the assignment date.
- d. In the event a single group of students exceeds the service level capacity of the college, the Registrar will group students randomly.

The order of registration will be:

1. **Pre-registration students**

Unique or special students or groups of students that need early registration. This may include access services students reliant on adapted materials or dual credit students who need coordinated schedules with their high-school program. Individual students and groups of students must be confirmed in June of each new academic year by the Vice-President Academic & Research.

2. **Continuing (eligible) students**

This group may be grouped by credits earned as:

- a. Students who have earned 45 or more credits; and then
- b. Students who have earned 30 or more and less than 45 credits; and then
- c. Students who have earned 0 to less than 30 credits (may include developmental and vocational students transitioning to credit-based programs).

3. **New students**

Re-admitted students are included in this group for their initial semester of re-admission. All students in this group are organized by date of qualification (oldest date to newest).

Late registration

All new or re-admitted students that were not admitted prior to the setting of the registration schedule.

DEFINITIONS

Academic performance: Academic monitoring or standing and/or grade point average.

Eligible program: A program subject to approval from Education Council.

Eligible course: A course subject to approval from Education Council.

Eligible student: A student who is not currently required to withdraw and has been admitted.

Continuing students: Students who have attended the College in an Education Council approved program/course in the previous 12 months.

New students: Students who have been admitted to the current academic year and have not yet attended.

Re-admitted students: Students who have not attended the College in an Education Council approved program/course in the previous 12 months, and have been authorized to return.

STAKEHOLDERS

Students
Deans
Support Staff
Faculty
Education Council

RELATED POLICIES AND REFERENCES

E-1.03 Admissions – Entrance Requirements

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	February 2020	Registrar	College Policy Committee

Next Scheduled Review Date

April 2025