



ADMISSIONS AND REGISTRATION

#4-09

Approved:	April 26, 1995	by: Education Management Committee
Revised:	November 30, 1996	by: Board of Governors
Revised:	April 12, 2005	by: Education Council
Revised:	May 20, 2005	by: Education Council
Effective:	May 20, 2005	
Under Revision:	January 2012	

Revised NIC Policy #4-09 will constitute a major revision to the Admission and Registration policy. Admission been removed from NIC Policy #4-09 to separate it from Registration and as a result, has been assigned a new number: NIC Policy #4-17. On December 16, 2011 Education Council approved a motion to support the separation of Admission from NIC Policy #4-09. Education Council approved NIC Policy #4-17 Admission effective January 1, 2012 and in doing so, rescinded Policy #4-09 with the exception to Guidelines #4 through #6 related to Registration until such time that the Registration Policy is revised.

4. REGISTRATION

4.1 Responsibilities

The College provides registration instructions to students; however, students are expected to be knowledgeable about and responsible for their registration. It is the student's responsibility to register in appropriate courses and programs that meet their personal and career needs. Acceptance of the College's Registration Data Form indicates approval by the student of all courses and programs listed on the document.

Students may only commit to and register in one (1) program.

The *Freedom of Information and Protection of Privacy Act* requires applicants to sign a release should they desire a third party to register on their behalf.

Students taking courses for credit have priority over audit students. Please see North Island College Audit Students Policy #4-06.

4.2 New Student Registration

The College assigns registration times for new students according to students' "qualified date and time" to comply with the principle of "first applied, first qualified, and first registered." In the case of two (2) applicants with identical qualified date and times, the College will use the application date and time to break the tie.

Students who have a documented disability, require external specialized services or equipment or improved facility access, and are working with a faculty member from Services for Students with Disabilities, will be allowed to register on the first day of new student registration to allow for timely access to supports. Services for Students with Disabilities Faculty will forward a list of names to the registration office at least three (3) weeks prior to the beginning of new student registration so that appointments can be set and students notified.

4.3 Continuing Student Registration

North Island College to the best of its ability assists students who are performing satisfactorily and progressing toward their education goals to complete their programs in the shortest feasible time.

4.3.1 Priority Registration

North Island College gives priority registration to successful continuing college students (enrolled at any Campus or College Centre during the previous academic year) pursuing further studies in their declared program area.

(Students taking courses with end dates beyond the normal academic terms will not be disadvantaged.) The College assigns registration times for successful continuing students according to the following weighted formula:

$$RP = (50\% \text{ of GPA})(50\% \text{ of TCV})$$

Where:

RP	=	registration priority.
GPA	=	students most recent cumulative grade point average.
TCV	=	total credit value earned by the student from all courses included in GPA.

4.3.2 Developmental Students

The College considers students in Developmental Programs such as Adult Basic Education (including fundamental, intermediate, advanced and provincial levels) and English as a Second Language as continuing students in College programs upon acceptance to their program area.

4.3.3 Changing a Program

Continuing students who change their program must apply and qualify for the new program. The “qualified date and time” for these students is the date and time the College declares them as qualified for their new program.

4.3.4 Previous Students

Individuals who were students at North Island College but did not attend in the previous academic year must re-apply by completing a re-application form and resubmitting their documentation (if required) and are considered new students.

4.3.5 Disabled Students

Upon the recommendation of faculty members with Services for Students with Disabilities, continuing students with a workload of at least 40% may, due to their disabilities, may be given the equivalent of an 80% course load for purposes of calculating their priority registration.

4.4 Available Seats in Courses (Wait Listing)

For a variety of reasons, space in courses and programs may become available after the “appointment registration period”. At the student’s request, the College will place qualified applicants on a “wait list” for courses that are full. In order to ensure reasonable access to courses for the majority of students, students may wait list for one (1) section per course in the same semester at one (1) Campus. Students already registered in a course may not wait list for another section of the same course.

The College will develop clear guidelines for wait listing and make these available to students. In addition, the College will make wait list information available to students as soon as the class is full. Students may add, drop or change courses until the date posted in the College calendar depending on course availability.

4.5 Open Registration Period

After the last day of the wait list process, students may register for any remaining available spaces on a “first come, first served” basis until classes begin. The College posts the start of the open registration period on the College web site and at College Campuses and Centres. The end of the open registration period is the last working day before the start of classes. In addition, the College makes information available to students concerning course and seat vacancies.

4.6 Registration after the start of classes

4.6.1 Registration in Courses

Qualified students may register in a course until the end of the first week of instruction for that course. After this date, qualified students may register in a course only if they have the written permission of the course instructor.

4.6.2 Registration in Programs

Qualified students may register in full time programs such as, but not limited to, trades, vocational, health and human services, within the first two (2) weeks of classes with the written permission of the instructor. After the first two (2) full weeks of classes, a qualified student may register in a full-time program with the written permission of the instructor and the instructional Dean.

5. AUDIT STATUS

See North Island College Audit Students Policy #4-06.

6. WITHDRAWING FROM A COURSE WITHOUT ACADEMIC PENALTY

6.1 Withdrawal before the Deadline

Students must officially withdraw from any course(s) before the official College deadline to avoid academic penalty. The College establishes this deadline for scheduled courses in the College "Key Dates" document. For all other courses, the last day to withdraw to avoid academic penalty is the mid point of the course. A form for withdrawal is available at all College Campuses.

6.2 Withdrawal for Non Payment of Fees

Students who do not pay their fees by the College deadline (see calendar "Key Dates") will be withdrawn.

6.3 Medical Withdrawal

The College will allow students to avoid academic penalty who withdraw for medical reasons after the official College deadline (see calendar "Key Dates"). Students must submit a request in writing with official documentation from a medical physician or registered mental health practitioner to a Regional Administrator for approval. Such withdrawal will have no impact on the students' grade point average or transcript. There is no appeal for medical withdrawal rulings.