

Policy and Procedures Manual

Policy	#4-09
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Administrator Responsible:	VP SESP

REGISTRATION POLICY**POLICY STATEMENT**

North Island College students must be registered for course(s) prior to attending classes.

PURPOSE STATEMENT

North Island College will apply a consistent registration process for students who are admitted to a program of study.

PRINCIPLES

1. To be eligible to register in courses, students must be admitted to a program of study.
2. All registration timelines, including timelines to add-drop and withdraw without academic penalty, will be published in the Schedule and Deadlines and posted on North Island College's website.
3. North Island College will establish priority registration dates for term-based, open enrollment programs. Priority registration dates will be based on whether a student is considered a continuing student.
4. To ensure student success and maximum community access to its courses, North Island College allows students, without special permission, to repeat a course a maximum of two (2) times regardless of whether the student successfully completed the course. This limitation does not apply to English as a Second Language, Adult Special Education, or fundamental and intermediate Adult Basic Education courses.
5. Students must meet individual course prerequisites by the deadline posted in the Schedule and Deadlines to maintain their course registration. Students provide proof of having the course prerequisite either by submitting an official transcript, by North Island College assessment, or by instructor permission. Students who believe they have the knowledge to be successful in a course without formal proof of prerequisites should be referred to the Mature Student Status policy #4-16 where applicable.
6. Students must pay full fees by the deadline posted in the Schedule and Deadlines to maintain their course and/or program registration. Tuition refund timelines and procedures are identified in the Fees and Refund policy #4-04. International students will be required to pay fees by the deadline

established by North Island College International and posted on the North Island College International website.

7. Students registered in courses for credit have registration priority over audit students (refer to NIC Audit policy #4-06).
8. Students are responsible for the accuracy of registering in courses that meet their personal, educational and career needs. Students will be held responsible for fees incurred and/or academic consequences resulting from their failure to adhere to published deadline dates associated with course registration.
9. Students are responsible for registering in courses that do not create a conflict within their timetable.
10. The Office of the Registrar may deregister students who:
 - do not meet prerequisites by the deadline posted;
 - do not pay required fees by the deadline posted; and/or
 - miss any classes during the add-drop period without prior notification to the instructor and who are then deemed to be no show.
11. North Island College will uphold the principles of privacy in accordance with the *BC Freedom of Information and Protection of Privacy Act*.

DEFINITIONS

Add-Drop period

A timeframe starting from the first day of classes up to the last day to register within which students may continue to add and drop classes without academic or financial penalty.

Continuous Entry/Exit

These courses are self-paced. Students regularly attend North Island College for instruction, but proceed through course material at their own pace, subject to completion deadlines.

Continuing Student

A student who was registered in a program in the previous academic year. Students who have taken more than two terms off (excluding Spring/Summer) will not be considered a continuing student and will be required to re-apply to the College.

Credentialed program

A program for which a certificate, diploma, or degree is granted once all program requirements are met.

Deregistration

When the Office of the Registrar cancels a student's registration in a course or courses, it is typically for reasons related to unmet prerequisites, unpaid fees, or no show.

Domestic Student

A student in possession of documentation that confirms their legal status as a Canadian citizen, a permanent resident, or a convention refugee.

Deposit

A non-refundable fee that is applied to tuition and is due at or prior to registration. Payment of the deposit affirms the student's intent to attend the College.

Distance Courses

A course where curriculum is delivered through one or more types of media, including, but not limited to online and paper-based. Some components may be offered on campus.

International Student

A student who is not a domestic student and meets the guidelines established by Citizenship and Immigration Canada for international students studying in Canada.

Letter of Invitation

A letter that an applicant receives when qualified in a program of study and space is available.

Limited Entry Program

A program of study with a limited number of seats per intake.

No Show

A student registered in a scheduled class who does not attend the first class and/or is absent from any other subsequent class during the add-drop period without informing the instructor prior to their absence. When non-attendance is determined, the student may be deregistered from the course for no show.

Prerequisite

A prerequisite is a requirement that must be met before taking a course or program.

Proxy

A person who has been designated in writing by a student to register or do business on the student's behalf.

Priority Registration

A student who is a continuing student in a program of study may be eligible to register in advance of others.

Schedule and Deadlines

Dates set for each academic year that establish important deadlines and defines the timelines for the instructional year.

Scheduled Courses

Curriculum is delivered at scheduled times and the student and instructor are normally interacting face to face either at the same location or at different locations and mediated through technology.

Tuition

The cost of a course or program.

Waitlist

Where demand exceeds course capacity, an eligible student may be placed on a waitlist for that course. If space becomes available, waitlisted students will be provided an opportunity to claim the seat by registering in the course within a specific time period. Waitlists are managed up to a specific date posted in the Schedule and Deadlines.

Withdraw

A withdraw represents a cancelled registration without refund, but will not result in academic penalty on the student record. Withdrawal timelines are posted in the Schedule and Deadlines.

LIMITATIONS

This policy applies to:

- all credit courses or courses within a credentialed program

This policy does not apply to:

- Non-credit Continuing Education courses
- Elder College courses
- Apprenticeship level courses

PROCEDURES

North Island College will post procedures outlining the implementation of this policy on the College website. These procedures are also included as Appendix A to this policy.

CROSS REFERENCE:

Academic (Instructional) Schedule Policy #3-12

Admission Policy #4-17

Fees and Refunds Policy #4-04

Freedom of Information and Protection of Privacy Policy #1-01

International Education Tuition and Refund Policy #3-23

Mature Student Status Policy #4-16

Student Audit Policy #4-06

Appendix A Procedures

1. Registration

- 1.1 Prior to registering, students may be required to pay a non-refundable deposit which will be applied to their tuition upon registering in courses. Applicants will be advised in their letter of invitation the deposit amount, if any, and timelines within which to pay prior to registering. Students who are financially sponsored may be eligible for fee deferrals. Students should be referred to Student Services to confirm eligibility requirements.
- 1.2 Students invited to a limited entry program will be required to register in courses specific to their program of study or, depending on the program of study, may be registered automatically once commitment to the program is confirmed.
- 1.3 For students admitted to programs that are not considered limited entry, dates for registration will be set as part of the Schedule and Deadlines and will be posted on the website. Priority registration dates will be established in the following order:
 - **Continuing Students**
North Island College provides an opportunity for priority registration to continuing students. Continuing students will register two weeks in advance of new students. To be eligible for this status, a student must be registered in the previous academic year. Students who have taken more than two terms off (excluding Spring/Summer) will not be considered a continuing student and will be required to re-apply to the College.
 - **New Students**
New students will be eligible to register two weeks following continuing student registration.
- 1.4 Students may register online (NIC Connect) or in person for most courses and programs. Students registering in person will be required to provide their student card, or photo ID.
- 1.5 Students wishing to register by proxy must provide the College with written permission, including the student's signature. Forms are available on the NORTH ISLAND COLLEGE website. A student's proxy must register in person and will be required to provide photo ID at time of registration.
- 1.6 For programs other than English as a Second Language, Adult Special Education, and fundamental and intermediate Adult Basic Education, students may register and repeat a course up to a maximum of two (2) times. This does not include withdrawals. Students who wish to register for a course a third time, must obtain written permission from the relevant Department Chair. Students who register for a course for a third or subsequent time without permission will be deregistered by the Office of the Registrar.
- 1.7 The last day to register in the term will be posted in the Schedule and Deadlines. After this date, qualified students may register in a course only with the written permission from the course instructor, or if the program is considered limited entry, only with the written permission of the instructor and Department Chair.

2. Waitlist for Courses

2.1 Where demand exceeds course capacity, a waitlist will be kept by the Office of the Registrar until the deadline posted in the Schedule and Deadlines.

2.2 Students may be placed on a waitlist in one (1) section of a course as long as:

- the course is not restricted to a limited entry program.
- the student is not registered in another section for the same course.
- the student is not waitlisted in another section for the same course.
- the section is not a lab.

2.3 When a seat becomes available in a waitlisted course, the first waitlisted student will be contacted and provided a timeline within which to claim the seat.

- Students will be contacted by telephone or electronically to be advised they have a seat and will be provided with a deadline to register.
- Students who are waitlisted are responsible for checking telephone messages, electronic messages, or their waitlist status on their online account (NIC Connect).
- If a student is offered a seat, but does not claim it by registering within the timelines provided, the student will be removed from the waitlist and the seat will be offered to the next waitlisted student.

2.4 For courses starting in Fall and Winter terms, the waitlist period will end and be cleared five business days from the start of classes in the new term. The remaining add-drop period will be open to qualified, first-come, first-served registrations up to the last day to register.

2.5 For courses starting in Spring and Summer terms, the waitlist period will end and be cleared three business days from the start of classes in the new term. The remaining add-drop period will be open to qualified, first come, first served registrations up to the last day to register.

3. Prerequisites

3.1 Stated prerequisites for courses must be met by timelines posted in the Schedule and Deadlines.

3.2 All course prerequisites will be listed with course descriptions on the College's website. Unless otherwise stated, a minimum grade of C must be obtained to meet the prerequisite.

3.3 Proof of prerequisites can be met by submitting official transcripts, successful assessment placement results, or a declaration of mature student status where applicable (see Policy #4-16). Where appropriate, students may also discuss and obtain prerequisite waivers from instructors.

4. De-Registration and No Show

4.1 The Office of the Registrar may deregister students for not meeting course prerequisites according to timelines stated in the Schedule and Deadlines.

4.2 The Office of the Registrar may deregister students from courses or a program when fees are not paid in full, sponsorship confirmation has not been submitted, or there is no approved fee

- deferral by the fee deadline. Deadlines to pay full fees will be stated in the student's letter of invitation and posted in the Schedule and Deadlines.
- 4.3 It is the student's responsibility to inform the instructor if they will be absent from the first class and/or any subsequent classes during the add-drop period to avoid deregistration for no show (non-attendance). Instructors will take attendance during the add-drop period to determine no show. When no show is determined, the instructor will advise the Office of the Registrar to deregister the student.
 - 4.4 Students enrolled in distance courses will be provided instructions and timelines in writing regarding contacting their instructor. Failure to contact the instructor within timelines provided may result in deregistration.
 - 4.5 Limited entry programs may have established program-specific attendance expectations. Where such exist, students will be provided guidelines in writing either before classes begin or on the first day of class. Failure to comply may result in deregistration.
 - 4.6 The Office of the Registrar will notify all deregistered students of their deregistration for reasons including, but not limited to, unmet prerequisites, unpaid fees, or no show.

5. Withdrawing from a course

- 5.1 Students have the opportunity to withdraw from a course without academic penalty within the established timelines posted in the Schedule and Deadlines. Students must complete a withdrawal form or provide written notification (including their signature) indicating they wish to withdraw from a specific course or program and submit to the Office of the Registrar.
- 5.2 Students with a documented medical reason for withdrawing after the posted deadline may be approved to withdraw without academic penalty. Students must submit a request in writing with official documentation from a registered medical practitioner to the Assistant Registrar for consideration of approval. Such withdrawal will have no impact on the student's grade point average or transcript. There is no appeal for medical withdrawal rulings.
- 5.3 Students registered in continuous entry/exit Adult Basic Education courses are expected to make contact once per week with their instructor. Failure to do so for three consecutive weeks will result in students being automatically withdrawn.
- 5.4 Guidelines and timelines to receive refunds for withdrawal are outlined in the Fees and Refund Policy #4-04.