Policy	#4-09
Approved By:	Education Council
Effective Date:	June 1, 2020
Date of Approval:	March 13, 2020
Previous Version Approval Date(s):	April 5, 2019 June 2012
Date to be Reviewed:	March 2025
Administrator Responsible:	Vice President, Students & Community Engagement

REGISTRATION POLICY

POLICY STATEMENT

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

PURPOSE STATEMENT

The purpose of this policy is to provide students admitted to programs of study with the expectations and process related to registering in courses.

SCOPE & APPLICATION

This policy applies to all students admitted to NIC credentialed programs or learning pathways (e.g. Adult Basic Education, University Transfer).

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 Academic Schedule and Deadlines (Key Dates) and published on NIC's website.

3. NIC will establish priority registration dates for term-based, open enrolment programs. Details for priority registration are outlined in Appendix A of this policy.

4. To ensure student success and community access to its courses, NIC may limit the number of courses in which a student may register per term and the number of times a student is premitted to repeat a course.

5. To ensure student success, NIC requires students to meet individual course prerequisites/corequisites, and will establish timelines and processes for providing proof. Procedures on how to meet prerequisites/corequisites including mature student registration are outlined in Appendix A of this policy.

6. Students must pay full fees by the deadline published in the Key Dates to maintain their course and/or program registration. Tuition refund timelines and procedures are identified in the Tuition, Fees and Refunds Policy #4-04 and International Tuition, Fees and Refunds Policy #4-18.

7. Students may register to audit a credit course but may not displace a student enrolling for credit. Therefore, students will normally be permitted to register to audit a credit course only during the add/drop period and only when a waitlist does not exist for the course.

8. Students are responsible for the accuracy of their course registration. 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 ensuring their registered courses do not conflict within their timetable.

10. The Office of the Registrar may deregister students who:
    - do not meet conditional admission requirements by the deadline outlined in their conditional acceptance.
    - do not meet course prerequisites/corequisites by the deadline published.
    - do not pay required fees by the deadline published.
    - miss any classes during the add/drop period without prior notification to the instructor (no show).

11. Students who have not been registered in the previous academic year or wish to change their program of study will need to reapply and be readmitted to the College prior to registering in accordance with Policy #3-22 Program and Course Credentials.

12. NIC 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.

Audit Student
A student who registers to audit a credit course will not be required to complete course work, assignments and exams. An Audit Grade (AUD) appears on the student transcript but does not count as credit towards a credential, is not included in Grade Point Average (GPA) calculation, and cannot be used as a prerequisite.

Continuous Entry/Exit
These courses are self-paced. Students regularly attend NIC for instruction, but proceed through course material at their own pace, subject to completion deadlines.

Continuing Student
A student who was registered in the previous academic year and who will be given priority registration status in order to register in the next academic year.

Corequisite
A corequisite is a requirement to be registered in two specific courses at the same time in order to be eligible to enroll in that course, unless the corequisite course has been taken previously.

Credentialed program
A program for which a Board of Governors-approved certificate, diploma, or degree is granted once all program requirements are met.

De-registration
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/corequisites, 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 NIC.

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 Immigration, Refugees and Citizenship Canada for international students studying in Canada.

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

Learning Pathways
Learning pathways refer to academic preparation programs such as Adult Basic Education, English Language and University Studies.

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.

Mature Student
A student who is 23 years of age or older in the calendar year they will be studying and declares their status during the registration process in order to waive prerequisites for an eligible course. This option is not available to International Students. Other restrictions may apply and are outlined in the procedures (Appendix A) of this policy.

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 enrolling in 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.

Returning Student
A student who has not been registered in the previous academic year will be considered a returning student and must reapply to the college. Returning students will not be given priority registration in the year of readmission.

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. Tuition excludes lab fees, ancillary fees or student union fees.

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 published in the Key Dates.

Withdraw
A withdraw represents a cancelled registration (normally without a refund) but will not result in academic penalty on the student record. Withdrawal and refund timelines are published in the Key Dates.

LIMITATIONS

This policy does not apply to:
- Non-credit Continuing Education courses
- Elder College courses
- Apprenticeship courses

PROCEDURES

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

CROSS REFERENCE:

NIC Policy #1-01 Freedom of Information and Protection of Privacy
NIC Policy #3-12 Instructional Key Dates
NIC Policy #3-22 Program and Course Credentials
NIC Policy #3-37 Academic Standing and Progression
NIC Policy #4-04 Tuition, Fees and Refunds
NIC Policy #4-17 Admission Policy
NIC Policy #4-18 International Tuition, Fees and Refunds

Appendix A
Procedures

It is the student's responsibility to be aware of registration rules as set out in this policy and procedures below.

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.

        1.1.1   Applicants will be advised in their letter of invitation of the deposit amount, if any, and timelines within which to pay prior to registering.

        1.1.2   Continuing students will be advised in writing (normally by email) of deposit payment deadlines and any other pertinent information prior to registering.

        1.1.3   Students who are financially sponsored may be eligible for deposit and fee deferrals. Students may seek additional information through Student Services about deferral eligibility.

    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 Key Dates and will be published on the website. Priority registration dates will be established in the following order:

    - **Continuing Students**
      NIC 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 to which their priority registration applies.

    - **New Students**
      New students will be eligible to register two weeks after the continuing student registration start date.

    - **Returning Student**
      A student who has not been registered in the previous academic year will be considered a returning student and must reapply to the college. Returning students will not be given priority registration in the year of readmission.

    1.4 Students may register online 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 admitted to programs that are not considered limited entry programs may register in up to six courses in one academic term. Students wishing to register in more than six courses will be required to see an educational advisor and receive department chair approval.

1.6 Students wishing to register by proxy must provide the College with written permission, including the student's signature. Forms are available on the NIC website. A student's proxy must register in person and will be required to provide photo ID at the time of registration.

1.7 Students can register in a course up to two times, excluding withdrawals. Department chair permission is required if the student is registering for a third time.

1.8 The last day to register in the term will be published in the Key Dates. After this date, qualified students may register in a course only with written permission from the course instructor, or if the program is considered limited entry, only with written permission from 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 published in the Key Dates.

2.2 Students may be placed on a waitlist in one (1) section of a course as long as:
- the course section is not restricted to a limited entry program.
- the student is not registered or waitlisted in another section of 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 either registered automatically or be contacted and provided a timeline within which to claim the seat.

2.3.1 Students who are waitlisted are responsible for checking their NIC email, their waitlist status on their online account and their telephone messages.

2.3.2 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.

2.3.3 Students will not be automatically registered from the waitlist if the waitlisted course is in conflict with a registered course, or if the student has any restrictions on their record. The student must resolve issues prior to claiming the seat.

2.4 For courses starting in Fall and Winter terms (or Spring 14-week term), 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 (7-week 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/Corequisites**

    3.1 Stated prerequisites/corequisites for courses must be met by timelines published in the Key Dates.

    3.2 All course prerequisites/corequisites will be listed with course descriptions on the NIC website.

    3.3 Proof of prerequisites can be met by submitting official transcripts, successful assessment placement results or a declaration of mature student status (see #5 below) to the Office of the Registrar. Where appropriate, students may also discuss and obtain a prerequisite waiver form from an Educational Advisor. Prerequisite waivers require instructor approval.

    3.4 Proof of corequisites are met by registering in the appropriate corequisite course. In some cases, students may have satisfied the corequisite in a previous term or through another institution in which case official transcripts can be submitted to the Office of the Registrar.

4. **Auditing a Course**

    4.1 Students may choose to register in a course with the status of audit. This will appear on the student's transcript as an audit grade (AUD) but it is not included in Grade Point Average (GPA) calculations and cannot be used as a prerequisite/corequisite.

    4.2 Students may register in a course with audit status only during the add/drop period, provided there is space available.

    4.3 Audit students may not change their status from audit to credit. Credit students may only change their status from credit to audit during the add/drop period.

    4.4 Audit students pay all applicable tuition and fees.

    4.3 Audit students are not required to meet the course prerequisites.

    4.4 Opportunities for student evaluation will be established between the instructor and the audit student at the beginning of the course.

5. **Mature Student Registration**

    5.1 Mature students (students who will be 23 years of age or older in the calendar year they will be studying), who believe they have reasonable potential for success based on previous work experience or other criteria, may declare as a mature student in order to waive a prerequisite in identified credit courses listed in programs under 5.4 below. Students choosing this option will be held to all of the same academic standards, policies and academic deadline dates as those students who have met the prerequisites.

5.2 Students wishing to declare as a mature student for the purpose of waiving prerequisites are strongly encouraged to meet with an educational advisor before registering.

5.3 Students wishing to declare as a mature student must self-identify prior to the published deadline to meet prerequisites. The Office of the Registrar will not assume mature student status if it is not declared. Students may only be considered qualified for a course as a mature student after the Mature Student Declaration form (available on the NIC website and in Student Services) is completed and signed.

5.4 Mature student status is limited to two courses per term and is limited to the programs listed below:

All first year courses with secondary school prerequisites in the following programs:
- Business
- Fine Arts
- University Transfer Arts: Social Sciences, English, Humanities
- Tourism

After successful completion of ABT 020, all courses within the Applied Business Technology programs listed below:
- Office Assistant 1 Certificate
- Administrative Assistant Certificate
- Computing Accounting Assistant Certificate

6. De-Registration and No Show

6.1 The Office of the Registrar may de-register students for not meeting course prerequisites/corequisites according to timelines stated in the Key Dates.

6.2 The Office of the Registrar may de-register students from courses or programs when fees are not paid in full, sponsorship confirmation has not been submitted or there is no approved tuition and fee deferral by the deadline. Deadlines to pay full tuition and fees will be stated in the student's letter of invitation or published in the Key Dates.

6.3 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 de-registration for no show. 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 de-register the student.

6.4 Students enrolled in distance courses are expected to contact their instructor. Instructions and timelines will be provided in writing through NIC email upon registration. Failure to contact the instructor within timelines provided may result in de-registration.

6.5 Limited entry programs may have established program-specific attendance expectations. Where such expectations exist, students will be provided with guidelines in writing either before classes begin or on the first day of class. Failure to comply may result in de-registration.

6.6 The Office of the Registrar will notify all de-registered students of their de-registration for reasons including, but not limited to, unmet prerequisites/corequisites, unpaid tuition and fees or no show.

7. Withdrawing from a course

7.1 Students may withdraw from a course without academic penalty within the established timelines published in the Key Dates. Students may withdraw online through myNIC or in person at Student Services. Students withdrawing in person must complete a Student Withdrawal Form or provide written notification, including their signature, indicating they wish to withdraw from a specific course or program.

7.2 Students with a documented medical reason for withdrawing after the published 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. Such withdrawal will have no impact on the student's grade point average or transcript. There is no appeal for medical withdrawal rulings.

7.3 Guidelines and timelines to receive refunds for withdrawal are outlined in the Tuition, Fees and Refunds Policy #4-04 and International Tuition, Fees and Refunds Policy #4-18.