

Policy No. & Title: **A119: FULL-TIME POST-SECONDARY STUDENTS TAKING CONTINUING EDUCATION COURSES**

Policy Sponsor: Registrar

Reference Cttee: College Council

Effective: 2012-05-16

Next Review: 2017-05

Approvals: 1979-04-23/AC-78-11; 2006-05-04/CC-05-06; 2012-05-16/CC-11-07

1. PURPOSE

To articulate conditions governing the enrolment of full-time post-secondary students in a course(s) offered by a College continuing education department.

2. DEFINITIONS

Full-time Student: An individual who is enrolled in a college program of instruction for at least 70 percent of the student contact hours for that program semester or 66 2/3 percent of the courses required in a given semester or reporting period.

Overload Status: The status of an individual who is enrolled full-time and has course hours in excess of the full student contact hours designated for a specific program semester.

Retake: To enroll in a course after one or more unsuccessful attempts.

3. POLICY

3.1. Full-time post-secondary students may enroll in courses offered through continuing education in the same way as any part-time student by meeting admission or registration requirements and by paying the appropriate fees.

3.2. Full-time post-secondary students who have a course load in a semester less than the normal full-time load may, in that same semester, take one or more courses through continuing education without payment of additional tuition fees provided all of the following conditions are met:

3.2.1. The course is classified as a post-secondary graded course.

3.2.2. The student meets prerequisite or other registration requirements.

3.2.3. The course meets the requirements for graduation in the post-secondary program in which this student is registered.

3.2.4. One of the following conditions applies:

3.2.4.1. A timetable conflict exists which cannot be resolved. A timetable conflict is deemed to exist when two or more of the student's graded courses to be undertaken within their full time program has one or more coincident hours of instructor contact. Where the required course is an elective or option, a timetable conflict is not deemed to exist if other electives or options for credits towards graduation can be taken by the student through their full-time program.

3.2.4.2. There is no additional course(s) in the program currently offered by the student's program School which will fit within the student's timetable.

3.3. The student must complete an application form, available from the Office of the Registrar, which includes approval from the program coordinator and the program chair.

3.4. Should the course hours be more than the maximum hours in the full-time program level, the student will then be in overload status and will be assessed the standard hourly tuition fee established for excess course hours consistent with the Student Fees College Policy A132: Student Fees.

3.5. The continuing education department will receive the revenue associated with this registration.

3.6. Registration of full-time students in continuing education will not affect the continuing education department's right to cancel a course or to change offering information such as term, location, date or time.

3.7. The College cannot guarantee that the desired course(s) will be available.

4. REFERENCES

College Policy

A120 [Enrollment of Full-time Students in Post-Secondary Courses](#)

A132 [Student Fees](#)

5. ATTACHMENTS

None.

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