

Policy No. & Title: **A120: ENROLLMENT OF FULL-TIME STUDENTS IN POST-SECONDARY COURSES**

Policy Sponsor: Registrar

Reference Cttee: College Council

Effective: 2013 04 17

Next Review: 2018 04 17

Approvals: 1987 10 22/SA-87-04, 1996 12 11/CC-96-03, 2003 09 24/CC-03-01,
2013 04 17/CC-12-07

1. PURPOSE

The purpose of this policy is to establish the principles of and a procedure for full-time students to register in post-secondary courses.

2. DEFINITIONS

A full-time student is 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.

3. THE POLICY

3.1. Principles

Full-time post-secondary students may enroll in any College post-secondary course (including courses in a program other than the program in which they are registered) provided that all of the following conditions are met:

- 3.1.1.** A student has successfully completed the pre-requisite courses, or their equivalents, and is currently enrolled in the co-requisite courses, if any, as specified in the course information distributed to students in accordance with current College policies concerning the distribution of such information;
- 3.1.2.** A place is available in the course without detriment to students registered in and proceeding normally in the program with which the course is normally associated, such determination to be made by the Chair of the School offering the Course;
- 3.1.3.** Enrollment takes place not later than the deadline for course enrollment for the term. The Chair of the School offering the courses may establish earlier deadlines for specific courses; and

3.1.4. Payment of any additional fees, or arrangement to pay such fees, has been made in accordance with current College policies concerning student fees.

3.2. Responsibilities

3.2.1. Students are responsible for providing such evidence as may be required to satisfy the Chair of the School offering the course that pre-requisite and co-requisite requirements have been or are being met.

3.3. Course Enrollment Procedures

3.3.1. A student may amend their record of course enrollment through the course verification process in accordance with the schedule for the semester. The enrollment must include sufficient courses to constitute a full-time course load.

3.3.2. A student who registers for a post-secondary program-semester on a full-time basis is enrolled automatically in each of the courses normally required for the program level, provided the student:

- Does not officially withdraw from the program within ten days of the commencement of the semester,
- Does not change their status from full-time to part-time; and
- Continues to satisfy conditions specified in section 3.1.

3.3.3. At the end of the term, in accordance with College policy A112: Course Grade System, the student will receive a grade or notation for each course recorded on the student record.

3.3.4. Enrollment in courses offered through the Continuing Education must be in accordance with College policy A119: Full-Time Post-Secondary Students Taking Continuing Education Courses.

3.3.5. Changes to a student's course enrollment outside the Course Enrollment Schedule are subject to the appropriate appeal process.

3.4. Course Enrollment Schedule

3.4.1. Last date for a student to withdraw from courses with no record of enrollment will be 10 business days from the course start date of a semester as established in the Full-Time Post-Secondary Academic Calendar.

3.4.2. Last date for a student to withdraw from courses with no academic penalty is a College-established date representing 70% of the total course duration calculated from the course start date to the course end date, and is stated in the Full-Time Post-Secondary Academic Calendar.

3.4.3. In the case of collaborative programs or degrees or in exceptional circumstances (e.g., approved exceptions to the academic calendar; short duration courses), the Registrar may adjust the above dates as appropriate.

3.5. Reserved Right

Notwithstanding all of the above provisions, the College reserves the right to deny enrollment in course. The recommendation to deny enrollment is made by the Chair of the School offering the course and requires approval by the Senior Vice-President, Academic.

4. REFERENCES

College Policies

[A102: Post-Secondary Academic Calendar](#)

[A112: Course Grade System](#)

[A119: Full-Time Post-Secondary Students Taking Continuing Education Courses](#)

5. ATTACHMENTS

None

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