



Title	Registration
Policy No.	C.1.6
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	May 30, 2018
Effective Date	February 13, 2019

CONTEXT AND PURPOSE

This policy informs students of institutional practices regarding program and course registration at Vancouver Community College (VCC, the College).

SCOPE AND LIMITS

This policy applies to all registration activity for credit and non-credit programs and courses offered by VCC. This policy does not apply to Continuing Studies non-credit courses.

STATEMENT OF POLICY PRINCIPLES

1. VCC will apply a consistent registration process that is fair, transparent, accessible, and timely for all students.
2. VCC values and promotes the principles of student success and academic progression, and is committed to working with students to achieve their educational goals.
3. VCC's registration processes are based on and promote priority registration system for individuals and groups that include, but are not limited to: Indigenous students, students with disabilities, international students and returning students.
4. VCC is committed to publishing registration information and commencing registration for classes as far in advance as possible.

DEFINITIONS

Admission: The formal process by which students are granted the opportunity to be considered a student at the College and would be eligible to register for courses. In order to be admitted, students are required to fulfill the requirements stipulated in the program they are applying to. This may include specific course completion and/or grade level completion, some with specific grades. In addition, some programs will require students to present documented evidence of having met specific requirements that may not be academic in nature but are salient to the program in which they are applying. For Continuing Studies courses, there may not necessarily be a formal admissions process and, as such, the process itself revolves around the submission of an application with required demographic data so that students can be entered into the student records system for the purposes of appropriate tracking. In such situations, students will be admitted, which serves institutional purposes of allowing the College to ensure

good record keeping and this will allow the student to register for a particular course in question.

Auditing Student: A student who is approved to audit a course will attend classes and may participate in class discussions, but will not write exams, submit assignments or receive a grade or credit for the course.

Insert Student: A student who has previously completed a portion of a VCC program and has returned to complete remaining courses in that program.

Pre-requisite: A required course that a student must have taken to ensure that they have the level of understanding and competency in order to successfully complete the course which they are registering in.

Registered Student: A person who has been recorded within the Banner Student Information System as having been placed in a seat in a full-time or part-time credit or non-credit course offered by VCC.

Registration Area: The following areas of the College are responsible for registering students into specific programs:

- Registrars' Office (RO)
- Continuing Studies (CS)
- International Education (IE)
- School of Instructor Education (SIE)

RELATED LEGISLATION & POLICIES

Legislation:

British Columbia Human Rights Code
Immigration and Refugee Protection Act

Policies:

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- C.1.1 Grading, Progression and Withdrawal
- C.1.3 Granting of Credentials
- C.2.1 International Students on Study Permits
- C.3.3 Suspension and/or Discontinuance of Programs
- D.3.5 Prior Learning Assessment and Recognition
- D.3.6.1 Flexible Admissions
- D.3.7 Tuition and Fees
- D.3.10 Indigenous Education Enrolment
- D.4.1 Students with Disabilities
- D.4.2 Student Grievance

RELATED PROCEDURES

Refer to C.1.6 Registration Procedures