



PROCEDURES

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

1. To register in courses, a student must have completed the admission process for a course and/or program, or have received permission to register for courses where there is no formal admissions process, such as in Continuing Studies.
2. Students are responsible for:
 - a. the accuracy of their registration at VCC.
 - b. determining if their selected courses will meet requirements for graduation at VCC or transfer to another institution (if required to meet the student's future educational goals).
 - c. paying all required fees by the published deadlines.
 - d. withdrawing from courses by published deadlines. If a student fails to do so, they are responsible for all outstanding fees and the resulting grade.
 - e. ensuring that the appropriate Registration Area has their current mailing and e-mail address and phone numbers on file at all times.
3. If pre-requisites are not met before the course start date, the student must withdraw from the course or may be withdrawn. The Registration Area must have proof of relevant course pre-requisites on file for each registered student.
4. Students registering as insert students must contact the Department Leader for their program. The Department Leader will forward in writing the appropriate information, including the courses the student is to be registered in, to the Registration Area. If a program has been discontinued or undergone revision, a returning student will need to apply to the revised version of the program prior to registration.
5. The following guidelines apply to individuals registering as Auditing Students:
 - a. A completed Audit Request Form must be approved by the Department and submitted to the Registrar's Office at the time of registration.
 - i. A student who has already registered in a course and wishes to switch to audit status must submit an approved Audit Request Form to the Registrar's Office prior to the course start date.
 - b. A student cannot register as an auditor until two weeks prior to the course start date provided an empty seat is available.

- c. A student can only register as an auditor once in a specific course. Exceptions may be made on an individual basis provided the student provides supporting documentation.
 - d. Audited courses will appear on a student's transcript with a grade of R.
6. Students may occasionally wish to register in additional courses beyond what their program calls for within a given term. After consultation with the Department Leader and the Registration Area, students may be permitted to register in additional courses as an overload. The determination will be based on a student's past academic performance to ensure they are reasonably assured of being successful.
 7. Students who have not been registered in a course for a period of 12 consecutive months will have their academic status changed to "inactive", and will need to contact the Registration Area to re-activate their account prior to registering for courses.

RELATED POLICY

Refer to C.1.6 Registration Policy