



Title	<b>Indigenous Education Enrolment</b>
Policy No.	D.3.10
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Students & Community Development
Last Revised/Replaces	May 2008
Effective Date	April 5, 2017

**Procedure for Reserving and Releasing Indigenous Seats**

1. Students are encouraged to self-identify during the application process and/or through the Registrar’s Office or Indigenous Education & Community Engagement (IECE) Department.
2. All programs and courses reserve two seats for Indigenous Students. The limit on seating is a minimum not a maximum.
3. To help increase access and engagement of these students, the Registrar’s Office will work closely with IECE Department to ensure that seats are held and time is given for students to access band funding.
4. Reserved seats not in use need to be released by the Registrar’s Office with enough time to fill seats with non-Indigenous students. Reserved seats are held for a specified period of time before the program commences. The Registrar’s Office, in consultation with the IECE, will release seats earlier where the seats do not look as though they will fill.
5. Indigenous students on waitlists will be given priority access to any seats that become available in a program.

**Timelines for program registration**

6. If an Indigenous student declines a reserved seat before the established deadline, the seat may be filled by the next eligible Indigenous student.
7. For programs that require a submission of a portfolio, or an audition, seats will be reserved until the submission deadline or audition date.

**Timelines for course registration**

8. Registration for Indigenous students into all courses will be scheduled two days before other students are allowed to register.
9. The IECE Department will invite students to the early registration session.
10. For Continuing Studies courses, two seats will be held for Indigenous students until two weeks prior to the course start date.

**Funding**

11. When an Indigenous student is accepted, the IECE Department must be notified.

12. The IECE Department will support and follow-up with the students to ensure the process for funding is underway.
13. Additional time is often required for Indigenous students to secure funding. The College will exercise flexibility around tuition and fee payments, including tuition deposits/commitment deadlines where applicable, provided all admission requirements have been satisfied by the applicant..
14. Admissions Clerks should not withdraw Indigenous from programs or courses until they have confirmed with the IECE Department that the student is not receiving funding. The IECE Department will follow up with these students and will notify the Associate Registrar, the Admissions Supervisors, and the Admissions Clerk on status of student funding.

**RELATED POLICY**

Refer to D.3.10 Indigenous Education Enrolment Policy.