

<b>Policy Title:</b>	Registration and Withdrawal
<b>Policy ID:</b>	5-503
<b>Manual Classification:</b>	Student Services/Registrar
<b>Approved by Board of Governors (BoG):</b>	June 25, 2025
<b>Effective Date:</b>	July 1, 2025
<b>Next Policy Review Date:</b>	July 1, 2028
<b>Contacts for Policy Interpretation:</b>	Registrar

## 1.0 - Policy Overview

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Registration is the official process of selecting specific courses and having enrolment confirmed based on necessary fee payment, meeting course and program eligibility requirements, and course space availability.

For eligible students, registration requires the completion of payment of necessary fees and the subsequent selection and enrolment in courses. Upon completion of these steps eligible students are able to attend classes, use College facilities and resources, and receive academic credit if academic requirements are met.

Withdrawal is a student status that occurs when a student is no longer enrolled in a course or program that was previously in progress.

## 2.0 - Purpose

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The purpose of the Registration and Withdrawal policy is to describe registered student statuses, and basic requirements of course registration, graduation and withdrawal.

## 3.0 - Definitions and Acronyms

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**Academic Year:** The annual Academic Year occurs from September through to August. A period of study for two successive academic terms normally reflects an academic year for study purposes.

**Co-requisite:** A term used to describe a course that has to be completed concurrently with another course.

**Ontario College Credential:** Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma or Ontario College Graduate Certificate

**Pre-requisite:** A term used to describe a specific course that a student must successfully complete before registering in another course.

**Prior Learning Assessment (PLAR):** A process that gives the student an opportunity to obtain academic credit for one or more courses in a certificate or diploma. The student is required to demonstrate that they have acquired the necessary skills and knowledge according to the PLAR policy.

**Term/Semester:** Reflects a period of study in the academic year which is normally about fifteen (15) weeks – Fall, Winter, Spring

**Withdrawal:** A student status that occurs when a student is no longer enrolled in a course or program that was previously in progress.

#### **4.0 - Scope**

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The Registration and Withdrawal Policy applies to all students, excluding Real Estate Education program learners – covered by OP 5-503C.

#### **5.0 – General Principles**

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##### **5.1 – Full and Part-Time Status**

A student is a full-time student if:

- They are officially enrolled in at least 66 2/3 percent of the courses in a prescribed program and semester level, or,
- They student is enrolled in at least 70% of the hours in a prescribed program and semester level.

A student who does not meet one of the above conditions is a part-time student.

##### **5.2 – Course Registration Requirements**

Each program of studies prescribes the number and types of courses required to complete a specific credential.

A student is entitled to receive instruction up to the maximum number of courses/hours of instruction as set out in the official program curriculum for each semester of the program, subject to the appropriate tuition and ancillary fees.

Students will not be registered into courses or programs of study if they have an outstanding balance owed to the College from a previous term/semester.

##### **5.3 – Course/Program Withdrawal**

A student may choose with withdraw from a particular course or program of study at any time, with notification to the Office of the Registrar as outlined in the appropriate operating procedure.

#### **6.0 - Related Documents**

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- OP 5-503A Registration and Withdrawal
- OP 5-503B ConEd Registration and Withdrawal
- OP 5-503C Real Estate Education Program Registration and Withdrawal

#### **History of Amendments/Reviews**

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<b>Date Approved</b>	<b>Approved By</b>	<b>List of Approved Amendments / Review</b>
June 28, 2017	Board of Governors	NEW

June 25, 2025	Board of Governors	Changed series and department owner from Academic Affairs, to Student Services/Registrar. Formerly 2-201B, Registration and Withdrawal. Edited language around PT/FT definition.
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