

Procedure Title:	Registration and Withdrawal
Procedure ID:	OP 5-503A
Manual Classification:	Student Services/Registrar
Linked to Policy:	5-503 Registration and Withdrawal
Approved by Senior Management Team (SMT):	June 18, 2025
Effective Date:	July 1, 2025
Next Review Date:	July 1, 2028
Contacts for Procedure Interpretation:	Registrar

1.0 - Purpose

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

2.0 - Definitions and Acronyms

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.

3.0 - Guiding Principles

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

4.0 - Scope

The Registration and Withdrawal Policy applies to all full and part-time post-secondary students.

This operating procedure does not include students enrolled in Continuing Education, Contract Training or real estate education programs.

5.0 – General Principles

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,
- The 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.

Students must pay full fees no later than the deadline listed on their Letter of Acceptance or Tuition Fee Notification.

Students with a reduced course load, but who meet the full-time threshold will be subject to full-time tuition fees with no deductions.

Students are permitted to take one or two additional courses above the maximum prescribed courses/hours in a given program and semester, subject to additional tuition fees.

Students are permitted to repeat a course taken previously, subject to additional tuition fees.

5.2 – Pre-requisites and Co-requisites

Where a course has a specified pre-requisite, the pre-requisite course must be successfully completed prior to taking the course in question.

Where a co-requisite is specified, the co-requisite course must be successfully completed prior to, or be taken at the same time as the course in question.

Students may request a waiver of pre-requisites or co-requisites in exceptional circumstances to the Dean or designate.

A student who requests such a waiver is responsible to ensure that they are adequately prepared to proceed with the level of study required in the course. Inadequate preparation is not

a basis for appeal of a final grade in a course for which a student requested a waiver of a prerequisite or co-requisite.

Successful completion of a course without having achieved a passing grade in a prerequisite or co-requisite course does not negate the requirement to complete the prerequisite or co-requisite course as part of the program of study.

Students are responsible for ensuring they have completed the published pre-requisites and co-requisites for their courses. Students who do not meet the requisite(s) for a course may be withdrawn from the impacted courses.

5.3 – Full-Time Program Registration

Students who are in a post-secondary program, in good academic standing, and have paid full-times fees by the appropriate deadline will be automatically registered in mandatory courses by the Office of the Registrar.

Students are responsible for registering in elective choices using the Student Information System or by requesting registration to the Office of the Registrar.

The final date for registration in a full-time program of study will be the 5th (fifth) college business day, except where approval has been granted by the Dean or Designate.

Part-time students may apply to become full-time using the Upper Semester Application Form.

5.4 – Part-Time Program Registration

Fleming College offers a variety of programs which have been designated as Part-Time. Part-Time programs are clearly indicated on the program webpage, with prescribed courses in each semester level.

Students who are in a designated post-secondary part-time program, in good academic standing, and have paid required fees by the appropriate deadline will be automatically registered in mandatory courses by the Office of the Registrar.

Students are responsible for registering in elective choices using the Student Information System or by requesting registration in the Office of the Registrar.

The final date for registration in a designated part-time program of study will be the 5th college business day, except where approval has been granted by the Dean or Designate.

Students may apply to the full-time version of the same program using the Upper Semester Application Form.

5.5 – Part-Time Course Registration

Students may register in one or more individual courses which are part of their program of study to be listed as a part-time student by completing the Part-Time Registration form available on MyCampus.

Students will be registered into the requested course on a first-come, first-served basis subject to course and seat availability, and completion of required requisite courses.

Students will be required to pay the required course tuition fees following registration.

The final date for registration in a full-time program of study will be the 5th college business day, except where approval has been granted by the Dean or Designate.

For courses of less than 8 weeks duration, the 5th college business day from the start of classes in that semester will be the final date for registration.

5.6 – Program Withdrawals

Students may withdraw from a program of study at any time by completing and submitting the applicable withdrawal form to the Office of the Registrar.

Withdrawals requested before the final date for registration in a given semester:

- All courses will be removed from the student record for the semester.
- A refund of tuition fees paid for the current and any future terms, less the applicable non-refundable deposit or administration fee.

Withdrawals after the final date for registration, but before the final third of the semester:

- All courses will receive a Withdrawn (W) designation on the Official Student Transcript.
- No refund of tuition fees paid for the current term. A refund in full for tuition fees paid for a future term of study.

Withdrawals during the final third of the semester:

- All courses will receive a Withdrawn - Fail (WF) designation on the Official Student Transcript.
- No refund of tuition fees paid for the current term. A refund in full for tuition fees paid for a future term of study.

In cases where a withdrawal is requested after the final date for registration but before the last day of a course due to a Study Permit denial, a refund of the tuition fees paid for the current term less an administrative fee will apply.

In extenuating circumstances, a request to back date a withdrawal can be made through Counselling and Accessible Education Services with appropriate documentation. Approval is required from the Registrar or designate prior to processing a back dated withdrawal.

If a student wishes to resume studies following a withdrawal, they can apply to a future term of study in Semester 1 using the Ontario College Application Service or to an upper semester of study using the Upper Semester Application Form.

5.7 – Course Drops

Students may drop a course(s) from their timetable at any time in the Student Information System or by completing the Course Drop Form.

Course drops requested before the final date for registration in a given semester:

- Will be removed from the student record for the semester.
- Course drops where a student remains full-time will not receive a refund.
- Course drops where a student is moved from full-time to part-time may result in a refund of the difference between the full-time tuition paid and part-time tuition charged.

Course drops after the final date for registration, but before the final third of the semester:

- All courses will receive a Withdrew (W) designation on the Official Student Transcript.
- No refund of tuition fees paid for the current term. A refund in full for tuition fees paid for a future term of study.

Course drops during the final third of the semester:

- All courses will receive a Withdrew - Fail (WF) designation on the Official Student Transcript.
- No refund of tuition fees paid for the current term. A refund in full for tuition fees paid for a future term of study.

In extenuating circumstances a request to back date a course drop can be made through Counselling and Accessible Education Services with appropriate documentation. Approval is required from the Registrar or designate prior to processing a back dated withdrawal.

5.8 Eligibility for a Credential

To graduate from an Ontario College Credential program, a student must:

- Successfully complete all required courses and the prescribed number of electives by evaluation, exemption or PLAR.
- Complete a minimum of 25% of the number of prescribed courses in a program through study at Fleming College.
- Complete all requirements for a program within 5 years of beginning the program.

Students can request an extension of the 5 years to complete approval through the Office of the Registrar. Cases will be considered on an individual basis by the Dean/Principal.

6.0 - Related Documents

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

History of Amendments/Reviews

Date Approved	Approved By	List of Approved Amendments / Review
June 28, 2017	ELT	
June 18, 2025		Changed series and department owner from Academic Affairs, to Student Services/Registrar. Formerly 2-201B, Registration and Withdrawal. FT/PT defined, clarified responsibility on co/pre req waivers. Added language around mid-semester withdrawals due to loss of international student status.