

ADMINISTRATIVE OPERATING PROCEDURE: Registration and Withdrawal

Procedure ID:	#OP 2-201B
Approved by Executive Leaders Team:	<i>Original: May 30, 2017</i>
Revision Date(s):	--
Effective Date:	September 1, 2017
Next Review Date:	2020
Monitoring Responsibility:	TBD
Linked to a College Policy:	#2-201B, <i>Registration and Withdrawal</i>

Policy Statement

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.

Definitions/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.

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.

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.

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

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

Operating Procedure**1.0 Full-and Part-time Status****1.1 Full Time Status**

- 1.1.1 A student is considered to be a full-time student if officially enrolled in at least 66 2/3 percent of the courses, or if the student is enrolled in at least 70% of the hours prescribed for the semester in the student's current program.
- 1.1.2 Students must pay full fees on or before the tenth day of the registration period. Students wishing to exceed the normal course load will pay additional fees.

- 1.1.3 All returning students should be in “Good” academic status to continue in their program.
- 1.1.4 Students are responsible for ensuring that they have fulfilled the published prerequisites. Students who do not meet the prerequisite(s) for a program may have the program registration withdrawn;

1.2 Part-time Status

- 1.2.1 A student who is registered in less than 66 2/3 percent of the courses, or less than 70% of the hours prescribed for the program in the current semester, will be considered to be a part-time student.
- 1.2.2 Students enrolled in courses offered as part of a full-time program are allowed to register in a maximum of three courses per term.
- 1.2.3 Payment in full is required at the time of registration.

2.0 Course Registration Requirements

2.1 Full-Time Registration

- 2.1.1 Students who are in a post-secondary program, in good academic standing, and have paid full times fees are registered in mandatory courses by the Records Specialists.
- 2.1.2 Students are responsible for registering in elective choices using either the Evolve Student Information System Student Centre or by requesting registration in the Office of the Registrar.
- 2.1.3 Students may register in extra courses. Additional fees will be charged.

2.2 Prerequisites / co-requisites

- 2.2.1 Where a prerequisite is specified, the prerequisite must be successfully completed prior to taking the course in question.
- 2.2.2 Where a co-requisite is specified, the co-requisite must be successfully completed prior to or taken at the same time as the course in question.
- 2.2.3 Prerequisites and co-requisites may be waived with the permission of the Dean or Principal or Academic Chair.
- 2.2.4 Student requisite waivers should be submitted via email to the Records Specialist responsible for the program area.

2.3 Final date for Registration

- 2.3.1 The last date for registration will be the 5th college business day from the start of formal classes in that semester for courses of less than 8 weeks in duration.
- 2.3.2 The last date for registration may also be the 10th college business day from the start of formal classes in that semester for courses of greater than 7 weeks in duration.
- 2.3.3 Exceptions must be approved in writing by the Dean/Principal.
- 2.3.4 Any courses dropped within the allotted registration timeframe will not be recorded on the students' official record.

3.0 Course and/or Program Withdrawals

3.1 Course Withdrawal(s)

- 3.1.1 The student will drop the course using the Evolve Student Information Student Centre or by contacting the Office of the Registrar.
- 3.1.2 Courses dropped during the registration period for the course will be removed from the Student Record.

- 3.1.3 Students who withdraw from a course prior to the start of the final third of that course will receive a "W" (withdrew) designation.
- 3.1.4 Students who withdraw from a course after the start of the final third of that course will receive a "WF" (withdrew failing) designation.

3.2 Program Withdrawals

- 3.2.1 To officially withdraw from a program, a student must complete the applicable withdrawal form. This form is submitted to the Office of the Registrar.
- 3.2.2 Students withdrawing from the College before the final date for registration in a semester.
 - 3.2.2.1 All courses in the semester are dropped and removed from the student record.
 - 3.2.2.2 A partial refund may apply.
- 3.2.3 Students officially withdrawing from the College after the final date for registration for that semester and before the final third of the semester
 - 3.2.3.1 All courses will have a designation of (W) Withdrew assigned.
 - 3.2.3.2 Courses will be listed on the Official Student Transcript
 - 3.2.3.3 No refund will apply.
- 3.2.4 Students officially withdraw from the college during the final third of the semester
 - 3.2.4.1 All courses will have the designation (WF) Withdrew Failing assigned.
 - 3.2.4.2 Courses will be listed on the Official Student Transcript.
 - 3.2.4.3 No refund will apply.
- 3.2.5 In situations where the student withdrawal is due to extenuating circumstances the withdrawal may be back dated. Approval is required from the Registrar or designate.

4.0 Eligibility for Diploma or Certificate

- 4.1 To graduate from all certificate and diploma programs offered by the College, a student must:
 - 4.1.1 Successfully complete all courses within a program either by evaluation, exemption or PLAR.
 - 4.1.2 Earn a minimum of 25% of the required program course-load through study with Fleming College.
 - 4.1.3 Normally complete all requirements within five years. Students taking longer than five years to complete all requirements will be considered on an individual basis by the Dean/Principal.

Related Documents

- College Policy #2-201B, *Registration and Withdrawal*
- College Policy # 2-219, *Academic Appeals and Administrative Operating Procedure*
- College Policy #5-506, *Student Rights and Responsibilities*
- College Policy #3-310, *Freedom of Information and Protection of Privacy Act*
- Guidelines for Professional Practice for Students and Faculty

Appendices

- N/A

Summary of Amendments/Reviews:

Section(s)	Date	Comments
New format	June 2017	Elements that formed the original Academic Regulations Policy were separated into distinct policies and operating procedures • ELT approval of operating procedure (May 30, 2017 meeting)