

Learner credit registration policy

Policy statement

To provide for effective access to the Bow Valley College's courses and to maintain accurate learner records, learners must be formally registered in courses in which they wish to participate. Their course registrations must meet appropriate criteria and learners' registration status must be kept up to date.

Purpose

This policy provides a framework to ensure that registrations, cancellations and withdrawals of learners are applied consistently and equitably.

Scope

This policy applies to all registrations in credit courses at Bow Valley College. This policy applies to both admitted and unclassified learners.

This policy does not apply to non-credit courses. This policy does not apply to learners' status in programs.

Principal objectives

1. Responsibilities of the learner: Learners have the responsibility to ensure they are registered in the correct courses and provide notice of withdrawal from courses.
2. Responsibilities of the College: Bow Valley College has the responsibility to implement this policy in a fair and equitable manner; provide fair and equitable access to registration services; ensure processes and transactions related to learner registrations are handled in a timely and accurate fashion; and, communicate with learners in a timely and transparent manner.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

Definitions of common terms may be found in Policy #100.

Data sheet

Accountable officer

Vice President, College Services

Responsible officer

Registrar and Director, Enrolment Services.

Approval

See “Development Framework” for approvers of policy, procedures, and guidelines.

Contact area

Office of the Registrar and Enrolment Services

Relevant dates

Approved	Executive Team: 20190205-04 Board of Governors: BOG20150429-4
Effective	April 29, 2015
Next Review	February 2022
Modification History	<ul style="list-style-type: none"> Rebranded 2021
Verified by	Office of the President, March 2022*

Associated policy(ies)

500-1-5 Academic Continuance and Graduation Policy and Procedure
 500-1-10 Attendance
 500-1-6 Grading Policy
 500-1-12 Learner Appeals
 500-1-1 Learner Code of Conduct Policy
 500-1-11 Learner Financial Accounts Policy & Procedure
 500-1-8 Prior Learning Assessment & Recognition
 500-1-9 Transfer Credit Request

Directly related procedure(s)