

## **Learner credit registration procedure**

### **Parent policy**

Learner Credit Registration Policy #500-1-17

### **Purpose**

This procedure provides a framework to ensure that learners' course registrations, cancellations and withdrawals are applied consistently and equitably.

### **Scope**

This procedure applies to all Bow Valley College employees and learners.

This procedure applies to all credit registrations regardless of method (for example, individual and cohort registrations facilitated by the college and online self-registrations made by learners).

### **Compliance**

Learners, employees, educational partners and contractors are responsible for knowing, understanding, and complying with Bow Valley College procedures to the extent that procedures relate to their study or work at or with the College.

### **Procedures**

#### **1. General**

- 1.1. The Office of the Registrar is responsible for providing information to learners about registration processes, deadlines, withdrawals, and other general information related to learner registrations.
- 1.2. Learners are responsible for the accuracy of their course registrations.
- 1.3. Learners will be held responsible for fees incurred and/or academic consequences resulting from their failure to adhere to published deadline dates associated with course registration.
- 1.4. The Registrar or Registrar's designate has the authority to make exceptions under these guidelines, where allowed in this Policy or Procedure, or where unique or extraordinary situations warrant. Such decisions will usually be made in consultation with the learner's Dean or designate.

#### **2. Registration Criteria**

- 2.1. Learners with active suspensions of their records are not allowed to register in courses or be placed on course waitlists.
- 2.2. Learners must meet individual course prerequisites and co-requisites by the course start date in order to maintain their registration. Learners may pre-register without prerequisites and/or co-requisites, but will be de-registered if prerequisites are not met in advance of the start of the course or there is not a concurrent registration in the co-requisite course.
- 2.3. Learners cannot register in a course that is an antirequisite to another course in which they are currently registered. Learners may not register for a course or an antirequisite for which they have previously received credit except for the purpose of achieving a higher grade.
- 2.4. Learners cannot register in courses which have conflicting schedules.
- 2.5. Learners will be allowed to register in the following priority sequence:
  - 2.5.1. Continuing learners
  - 2.5.2. New learners
  - 2.5.3. Open Studies/Unclassified learners
  - 2.5.4. Learners who wish to audit a course

- 2.6. The Office of the Registrar will maintain a schedule of registration dates for learners, based on the above priority.
- 2.7. Learners may add courses up to the Drop Deadline for those courses. In some cases, such as continuous entry courses, clinical placements, work experiences or practicums, the academic department that is responsible for delivering the course may set a registration deadline prior to the Drop Deadline to ensure an appropriate number of registrations.

### **3. Status**

- 3.1. To be considered full-time, learners in post-secondary programs must be registered in
  - 3.1.1. a minimum of nine credits per term, or
  - 3.1.2. a non-credit co-operative education work placement, or
  - 3.1.3. a practicum, clinical or preceptorship.
- 3.2. Full-time status for non-post-secondary programs is determined on a program-by-program basis and is established through the approval of the Dean and the Director of Enrolment Services and Registrar. Office of the Registrar will maintain a list of the minimum loads for full-time status for these programs.
- 3.3. Learners who want to take an overload (more than 100% of a full course load per term) must request approval from their Dean or designate prior to registration in additional courses.
- 3.4. Learners with disabilities may qualify for a reduced course load. These learners carry a lower credit load as defined by their funder or Learner Success Services in order to be considered full-time.

### **4. Registration cancellations, drops and withdrawals**

- 4.1. Bow Valley College has the right to cancel courses and learner registrations due to low registration numbers or other operational issues. Bow Valley College will strive to provide learners with adequate notice of cancellations and, where possible, will make alternate arrangements for learners whose registrations are cancelled.
- 4.2. The Office of the Registrar may either suspend the registration of or deregister from courses learners who:
  - 4.2.1. do not meet the conditions of their program acceptance;
  - 4.2.2. do not meet prerequisite, or co-requisite requirements;
  - 4.2.3. do not pay required fees by the deadline posted;
  - 4.2.4. are deemed to be a no-show because they did not attend classes during the period up to the Drop Deadline without prior notification to the instructor;
  - 4.2.5. have not complied with a program's attendance policy (see Attendance Policy and Procedure #500-1-10
  - 4.2.6. have violated Bow Valley College policies; and/or
  - 4.2.7. have been suspended or withdrawn from studies for academic or non-academic reasons.
- 4.3. It is the responsibility of the Office of the Registrar and Enrolment Services to set the Drop and Withdrawal Deadlines for college courses. The Drop Deadline is normally set at 6 to 8 business days from the start of the term for courses that follow the standard term dates and at 12.5% of the length of the course for other courses. The Withdrawal Deadline is set at approximately three months from the start of the term for courses that follow the standard term dates and approximately 75% of the length of the course for other courses. These deadlines for courses that follow the standard term lengths are published in the annual Academic Schedule.
- 4.4. Courses dropped up to and including the Drop Deadline will not appear on learner transcripts.
- 4.5. Withdrawal from courses after the Drop Deadline and by the Withdrawal Deadline will result in a W grade on the learner's transcripts.

- 4.6. Withdrawal from courses after the Withdrawal Deadline will result in a grade as per the Bow Valley College Grading Policy.
- 4.7. It is the responsibility of learners to promptly notify the Office of the Registrar of their intent to withdraw from a course through the required means. The effective date for the withdrawal is taken as the date the notice is received from the learner. In situations where the regulations of a learner's funding apply, the withdrawal date may be determined by the funder's regulations. For learners who are funded by Alberta Works, the withdrawal date shall be taken as the last date of attendance.

## **5. Waitlists**

- 5.1. Where demand warrants, Bow Valley College may maintain waitlists for courses. Waitlists will be maintained so as to provide opportunity for registration in the order in which learners were added to the waitlist.
- 5.2. Learners must meet all applicable registration criteria in order to be waitlisted for a course.
- 5.3. Learners added to waitlists are not guaranteed a spot in that course.
- 5.4. To provide for expedient filling of course offerings, waitlisting processes are turned off and waitlists are closed prior to class start (normally the day before class start) so that learners can immediately register in available spots and not have to wait while a spot is held for a waitlisted learner's decision. Learners who cannot be accommodated in a class will be dropped from the waitlist at that point and all registrations from that point on will be on a first-come, first-registered basis.
- 5.5. Waitlists are only applicable for each specific course section and do not carry over to following terms.
- 5.6. The Office of the Registrar will notify learners once a waitlist space is available; learners must confirm their registration within established timeframes of the space becoming available.

## **6. Auditing courses**

- 6.1. Learners who wish to attend courses regularly but do not want to take part in examinations or assessments (including group work and assignments) or receive credit may request to take a course for audit purposes.
- 6.2. Registration to audit requires permission of the Coordinator responsible for the course. Credit registrations are given preference over applications to audit. Auditing may not be permitted in certain courses.
- 6.3. Learners are not permitted to change course registration status from credit to audit, or audit to credit, after the Drop Deadline.
- 6.4. Learners requesting to audit regular credit courses are required to pay the full tuition and course material fees as set out by the Board of Governors. Learners seeking to audit courses must meet all registration and fee deadlines that apply to regular registrations.
- 6.5. Audit registrations receive a transcript notation distinguishing them as such, as per the Bow Valley College Grading Policy.

## **7. Repeating courses**

- 7.1. Learners are allowed to attempt a course to a maximum of three (3) times regardless of whether the learner successfully received credit for the course in a previous attempt. Learners will require approval from their Dean or designate to attempt courses beyond this limit. This limitation does not apply to learners in English Language Learning and foundational programs. Guidelines related to repeating courses as outlined in the Academic Continuance and Graduation Policy and Procedures supersede this.

**8. Extensions**

- 8.1. Learners may request course extensions to provide them with more time to submit required work or complete tests due to personal or academic reasons. Learners may request an extension of one (1) or two (2) months.
- 8.2. Requests for extensions should be directed to the Office of the Registrar, but will be subject to approval by the Dean or designate of the academic department that is responsible for delivering the course.
- 8.3. Extensions are subject to the standard fee as published in the annual schedule of learner fees.
- 8.4. If a learner does not complete all course elements by their extension end date, a grade will be issued based on the completed portions.
- 8.5. Academic departments may provide additional course extensions when learners face issues related to course access. This may include technical issues with online delivery, issues with onsite course availability, or delays in receiving textbooks or other learning materials.

**Definitions****Annual Schedule of Deadlines for Tuition and Fees:**

The annual schedule of learner deadlines which states when Tuition, Mandatory, Third Party, and other fees are due. The schedule also includes the Drop and Withdrawal Deadlines for each term.

**Cancellation:**

Removal from registration in a course prior to that course's drop deadline.

**Drop deadline:**

The deadline by which learners must drop registration in a course in order for that course not to appear on their transcripts.

**Full course load:**

For learners in Bow Valley College career programs, the Full Course Load is calculated by taking the total number of credits required to complete the program divided by the number of terms the program is normally offered over.

**Learner:**

A person who is currently registered in a credit or non-credit course or program of studies at the College or is an applicant. For the purposes of this document, "learner" shall be used synonymously for applicants and learners.

**Requisites:****Prerequisite:**

A course that a learner must pass or other condition that must be met before registering in a more advanced course.

**Co-requisite:**

A course that a learner must be registered in at the same time as another course.

**Suspend registration:**

To restrict a learner from attending or participating in courses, college services and activities for a period of time.

**Withdrawal:**

Removal from registration in a course after that course's Drop Deadline but prior to the end of the course.

**Withdrawal deadline:**

The deadline by which learners must withdraw in order to receive a "W" (Withdrawal) grade.

## Data sheet

### Responsible officer

Director of Enrolment Services and Registrar

### Relevant dates

|                      |   |
|----------------------|---|
| Approved             | Executive Team: EXT20190205-01  |
| Effective            | April 29, 2015  |
| Next review          | April, 2024   |
|                      |   |
| Modification history | <ul style="list-style-type: none"> <li>• February 5, 2019</li> <li>• Rebranded 2021</li> <li>• Policy Committee reviewed and updated numbering format January 2022</li> </ul> |
| Verified by          | Office of the President, March 2022*  |

### Related policy

Policy #500-1-17: Learner Credit Registration Policy

### Associated policy(ies), procedure(s), and guideline(s)

### Related legislation