



## REGISTRATION AND COURSES POLICY

Policy Area:	Academic		
Policy Number:	REGPL_2406R_ED/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Stakeholders:	Students and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Education Council		
Approval Date:	June 6, 2024		
Effective Date:	October 1, 2024		
Replaces or New:	OC Calendar Registration and Courses; OUC Policies (2005)		
Last reviewed:	June 2024	Scheduled review date:	June 2029

---

Procedures: *None*

---

### 1. Policy Statement

Okanagan College is committed to ensuring that students have information to make decisions regarding their program's courses requirements and options.

### 2. Purpose

This policy informs students of institutional practices regarding course Registration at Okanagan College.

### 3. Scope and Application

This policy applies to Registration in all courses leading to a Credential.

### 4. Definitions

**Add/Drop Deadline** Means the last day to add or drop a course and receive a tuition refund as specified in the Academic Schedule (see *Important Dates*) or in program schedules or policies.

<b>Auditing Student</b>	Means a student who is approved to audit a course will attend classes and may participate in class discussions, but may not write exams, submit assignments or receive a final grade or credit for the course.
<b>Calendar</b>	Means the official record, listing the institutional programs and courses offered during that particular instructional year, including admission and completion requirements. <a href="https://www.okanagan.bc.ca/calendar">https://www.okanagan.bc.ca/calendar</a>
<b>Corequisite</b>	Means a course or other requirement that a student must take at the same time as another course or requirement.
<b>Course Schedule</b>	Means the collection of course sections available for Registration as scheduled by the Registrar's Office.
<b>Course Waitlist</b>	Means the system used to manage enrollment in courses that have reached maximum capacity. When a course is full, students can add themselves to a Course Waitlist for that course.
<b>Credential</b>	Means a qualification awarded to recognize successful completion of a program of study.
<b>Late Registration Period</b>	Means the period between the first day of classes and the Add/Drop Deadline.
<b>Registration</b>	Means the process of selecting and enrolling in available courses.
<b>Prerequisite</b>	Means a course or other requirement necessary for Registration into a specific course.
<b>Program Outline</b>	Means the required and elective courses needed to successfully complete a program as published in the Calendar.

## 5. Student Responsibilities:

- 5.1 Student responsibilities include:
- the accuracy of their Registration;
  - determining if their selected courses will meet requirements for graduation or transfer to another institution;
  - paying all required fees by the published deadlines; and
  - withdrawing from courses by published deadlines. If a student fails to do so, they are responsible for all outstanding fees and the resulting grade.

## 6. Fee Payment

- 6.1 Students are responsible for payment of all fees owing on their student record.
- 6.2 Students can only pay according to accepted payment methods in effect for the term into which they are registered.

- 6.3 The courses in which a student is registered as of the Add/Drop Deadline date constitute that student's official Registration for the semester and financial obligation to Okanagan College. Any exceptions must be approved by the Registrar or designate.
- 6.4 In certain circumstances, the College reserves the right to place a student on financial hold. When a student has been placed on financial hold, no subsequent Registration activity will be allowed, no statement of grades or transcripts of academic record will be issued, nor will a credential be issued. The student will not be eligible to register in any future courses until the financial hold is removed. The financial hold will be removed when the outstanding balance, including all interest penalties, is paid in full.

## 7. Course Registration

- 7.1 A student must be registered in the course to attend the course.
- 7.2 A student wishing to enrol in more than 18 credits in the fall or winter term or 12 credits over the two summer sessions must have written approval from the appropriate Dean, Director or designate.
- 7.3 Maximum Registration does not apply when Program Outlines require a higher number of credits to be enrolled in per term i.e. Engineering Technology programs.
- 7.4 A student cannot register in multiple sections of the same course in the same term.

## 8. Course Prerequisites and Corequisite

- 8.1 At the time of Registration, a student is required to meet or be registered in Prerequisites and/or Corequisite requirements as stated in the *Calendar*.
- 8.2 The Department Chair has the authority to waive a Prerequisite and/or Corequisite requirements.
- 8.3 A student who does not meet these requirements within the administrative timelines set by the Registrar's Office may be de-registered from the course.
- 8.4 A student who presents a letter of permission from another institution is deemed to have satisfied all Prerequisite and/or Corequisite requirements.

## 9. Course Waitlists

- 9.1 The College reserves the right to manage its Course Waitlists to best serve and respond to the needs of students.
- 9.2 A student will be allowed to move from a Course Waitlist into a course, upon the availability of space, in a sequential manner.
- 9.3 A student cannot register and waitlist in multiple sections of the same course in the same term.
- 9.4 The Registrar, Dean, Director or designate is authorized to allow pre-emption of Course Waitlists in the event of the following circumstances:
  - a) when a student, in their last year of studies, requires a specific course to satisfy graduation requirements and it avoids unnecessarily prolonging their studies.
  - b) if the College bears responsibility for the student not being able to register in a course(s).
- 9.5 For circumstances other than a) and b) above, the Registrar will make an assessment in consultation with the appropriate Dean, Director or designate.

## 10. Auditing Courses

- 10.1 A student's request to audit a course will only be considered starting in the Late Registration Period.
- 10.2 The decision to allow a student to audit a course is determined by the department that offers the course.
- 10.3 A student is not permitted to change the status of a course from audit to credit after the Add/Drop Deadline. A student is not permitted to change the status of a course from credit to audit after the last day to withdraw without academic penalty.
- 10.4 Students who are auditing courses pay reduced tuition fees. The tuition fee reduction will not apply in the following circumstances:
  - a) students who change from credit to audit status after the late Registration course period;
  - b) if the course is a studio, laboratory or practicum course;
  - c) if the course is offered on a cost recovery basis;
  - d) if the course is offered through Distance Education.

## 11. Withdrawing from Courses

- 11.1 A student who withdraws from one or more courses before the Add/Drop Deadline will have no permanent record made of their Registration in those courses.
- 11.2 A student may withdraw from one or more courses at any time after the Add/Drop Deadline until the last day to withdraw without academic penalty. Withdrawal standing will not be included in calculating a student's grade average but will be indicated on the student's permanent record.

## 12. Withdrawing Due to Unforeseen Circumstances

- 12.1 After the Add/Drop Deadline, a student must request special permission to withdraw due to unforeseen circumstances beyond their control if they are seeking to withdraw without academic penalty and requesting consideration of a tuition refund.
- 12.2 In general, a withdrawal due to unforeseen circumstances is a withdrawal from all courses in which the student is registered. Exceptions will be considered by the Registrar.
- 12.3 Such requests should be submitted in writing to the Registrar's Office and be accompanied by supporting documentation.

## 13. Course Repeats

- 13.1 Students are generally permitted two attempts per course. Any additional attempts must be approved by a Dean, Director or designate. A course is considered to have been attempted when a final grade has been assigned to it including an audit grade, or the student withdrew by the last day to withdraw from a course without academic penalty date (see 11.2 and 12.1).

## 14. Course Cancellation

- 14.1 The appearance of a course in the Course Schedule does not guarantee that it will be offered.
- 14.2 If the College cancels a course, all students in that course will be de-registered and appropriate refunds applied.

**15. Related Acts and Regulations**

*None*

**16. Supporting References, Policies, Procedures and Forms**

*Admissions Policy*

*Academic Schedule Policy*

*How to Register*

*Important Dates*

*Tuition and Fee payment deadlines*

*Registration dates*

*Transfer Credit Policy*

**17. History / Revisions**

Date	Action
2024-06-06	Revision Approved by Education Council: <i>Registration and Courses Policy (REGPL_2406R_ED/PVPA)</i>
2005-06-28	Approved by Board of Governors: <i>Adoption of OUC Policies: OC Calendar Registration and Courses</i>