

Policy and Procedures Manual



Policy #:	3-03
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Registration Policy
Effective Date:	May 15, 2019
Revision Date:	
Approved by:	Policy Committee

REGISTRATION POLICY

POLICY STATEMENT

Valemount College students must be registered for course(s) prior to attending classes.

PURPOSE STATEMENT

Valemount College will apply a consistent registration process for students who are admitted to a program of study.

GUIDELINES

1. To be eligible to register in courses, students must be admitted to a program of study.
2. All registration timelines, including timelines to add-drop and withdraw without academic penalty, will be published in the Schedule and Deadlines and posted on Valemount College's website.
3. To ensure student success and maximum community access to its courses, Valemount College allows students, without special permission, to repeat a course a maximum of two (2) times regardless of whether the student successfully completed the course.
4. Students must meet individual course prerequisites by the deadline posted in the Schedule and Deadlines to maintain their course registration. Students provide proof of having the course prerequisite either by submitting an official transcript, through a Valemount College assessment, or by Instructor permission. Students who believe they have the knowledge to be successful in a course without formal proof of prerequisites should refer to the Mature Student Status Policy #3-08.
5. Students must pay full fees by the deadline posted in the Schedule and Deadlines to maintain their course and/or program registration. Tuition refund timelines and procedures are identified in the Fees and Refund Policy #3-01.
6. Students registered in courses for credit have registration priority over audit students. (refer to Student Audit policy #4-02).
7. Students are responsible for the accuracy of registering in courses that meet their personal, educational and career needs. Students 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.

8. Students are responsible for registering in courses that do not create a conflict within their timetable.

9. Valemount College may de-register students who:

- do not meet prerequisites by the deadline posted;
- do not pay required fees by the deadline posted; and/or
- miss classes during the add-drop period without prior notification to the Instructor and who are then deemed to be “no-show”.

LIMITATIONS

This policy applies to:

- all credit courses or courses within a credentialed program deemed as Class A by the Private Training Institutions Branch.

This policy does not apply to:

- Non-credit Continuing Education courses
- Edutourism Programs and Courses
- All non-Class A Programs

Valemount College will post procedures outlining the implementation of this policy on the College website. These procedures are also included as Appendix F to this policy.

REFERENCES

Appendix F – Procedures for Registration, De-registration, Prerequisites, Waitlists and Withdrawals

Freedom of Information and Protection of Privacy Policy #1-01

Fees and Refunds Policy #3-01

Mature Student Status Policy #3-08

Student Audit Policy #3-02