



REGISTRATION POLICY

Policy Type:	Academic	Initially Approved:	September 18, 2019
Policy Sponsor:	President and CEO	Last Revised:	September 18, 2019
Primary Contact:	Registrar's Office	Review Scheduled:	September 2024
Approver:	President and CEO		

A. INTENT

The intent of this policy is to ensure consistent and fair registration practices at Alberta University of the Arts (AUArts).

B. SCOPE

This policy applies to all undergraduate students admitted to a program of study at the Alberta University of the Arts.

This policy does not apply to graduate students, ArtStream students, Dual Credit students, Continuing education students

This policy will apply to registrations in Fall, Winter, Spring, and Summer semesters at AUArts.

C. POLICY STATEMENT

1. Principles

- 1.1 To be eligible to register into courses, students must first be admitted to a program of study.
- 1.2 All registration timelines, including add-drop and withdrawal dates (set in accordance with the academic date setting procedure), will be published and available on the AUArts website and in the academic calendar.
- 1.3 AUArts will establish priority registration in accordance with the Registration Procedure.
- 1.4 Registration priority will be transparent and publically available to the students. Registration priority will be administered by a combination of time ticket assignment, course restrictions and reserved seating in courses.
- 1.5 Students must provide proof of prerequisites by the first day of the semester or will risk removal from the course.
- 1.6 AUArts will maximize registrations and ensure safety in the classroom by cancelling student registrations for students who no-show, according to the 1000.01.01 No-Show procedure.

- 1.7 AUArts will support student success by adhering to the 1000.01.02.01 Third-Attempt procedure.
- 1.8 Students are responsible for the accuracy of their registration and ensuring program progression.
- 1.9 Students will be held responsible for fees incurred and/or academic consequences resulting from registrations.
- 1.10 No student shall have access to registration prior to paying the confirmation deposit. The confirmation deposit will be applied to tuition. The confirmation deposit cannot be waived or deferred.
- 1.11 The timetable and academic calendar will be posted a minimum of one week prior to the registration period and every attempt will be made to post both the timetable and the calendar one month prior to the registration period.
 - a. The timetable is subject to changes before, during and after the registration period, right up until the add/drop deadline for the semester.
 - b. Academic Faculty and Registrar's Office staff will make every effort to keep a stable timetable and take due diligence to notify students of any changes that may impact them.
- 1.12 The Office of the Registrar may de-register students who:
 - a. Do not meet the pre-requisites by the first day of the semester;
 - b. Do not pay the required fees by the posted deadline;
 - c. Are determined to be a no-show;
 - d. Have outstanding student conduct sanctions to complete; and/or
 - e. Have been academically withdrawn from AUArts.

D. DEFINITIONS

Add-drop period:	The timeframe between when registration opens up to the last day to register.
De-registration:	When the Office of the Registrar cancels students' registration in a course or courses.
Confirmation deposit:	A non-refundable fee that is applied to tuition and is due prior to registration. Payment of the deposit affirms the student's intent to attend AUArts.
Continuing Students:	Students who are in their second or more academic year with AUArts.
No-show:	A registered student who does not present themselves to their instructor by the end of day of the second meeting of a class according to the 1000.01.01 No-Show Procedure.
Pre-requisite:	A requirement that must be met before taking a course.
Priority registration:	The order in which access to registration is determined or how seats are reserved to ensure that students gain access to their required courses in a priority manner.
Priority Registration period:	Is from when students are assigned their time tickets up until when reserved seats are opened to all students.

Transfer student: A student who applies credits from another accredited academic institution towards their AUArts program of study.

Withdrawal: A student-initiated, cancelled registration without refund, which does not result in academic penalty. Deadlines are posted in the academic calendar.

E. RELATED LEGISLATION

- Post-Secondary Learning Act

F. RELATED DOCUMENTS

- 100. Board of Governors: Code of Conduct
- 1000. GFC: Registration Procedure
- 1000. GFC: No-show Procedure
- 1000. GFC: Third-attempt Procedure

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)