



REGISTRATION PROCEDURE

Procedure Type:	Academic	Initially Approved:	September 18, 2019
Procedure Sponsor:	President and CEO	Last Revised:	September 18, 2019
Administrative Responsibility:	Registrars Office	Review Scheduled:	September 2024
Approver:	President and CEO		

A. INTENT

To provide guidelines and consistency in registration practices at Alberta University of the Arts (AUArts)

B. SCOPE

In context of the Registration Policy.

C. PRINCIPLES

- 1.1 AUArts will establish priority registration for the following categories:
 - a. Year of program
 - b. Declaration of major OR admission to a competitive entry program
 - c. Exchange agreements
 - d. Transfer credits
 - e. Other education agreements including block transfer
- 1.2 Student actioned registration is optimal so that students take responsibility for their registration
- 1.3 Prerequisites are put in place to increase potential for student success and course completions

D. PROCEDURE

2. Registration Priority

- 2.1 Prior to registration students will be required to pay a non-refundable deposit, which will be applied to their tuition upon registering in courses.
- 2.2 Time tickets for students to register into courses will be assigned with the following priority:
 - a. First year students and continuing first year students will register first
 - i. They will be restricted to register in only first year courses
 - ii. First year students will be given priority based upon the date of their confirmation deposit payment
 - iii. After incoming first year students, continuing first year students will register, and be given priority based upon their GPA, with the highest GPA given priority registration

- 2.3 New incoming transfer students and exchange students will register after incoming and continuing first year students
- 2.4 Continuing students will register next, based on the following priority:
 - a. Second year students and second year courses for continuing first year students, followed by fourth year students, and then third year students
 - b. Time tickets for all continuing students within their year of study are given priority based upon cumulative GPA

3. Registration

- 3.1 Whenever possible, students should register online, using webservice.
- 3.2 Students registering in person with a registration assistant on or after the time of their time ticket will be required to present their AUArts student ID or government issued picture identification to a registration assistant.
- 3.3 In exceptional circumstances, students may request AUArts staff register them into their courses without being present. Requests for unattended registrations must be submitted to the Assistant Registrar a minimum of a week prior to registration via email to registrar@acad.ca

4. Reserved Seating

- 4.1 When registration opens, there will be a minimum 2 week window when required courses are reserved for those students who have declared a major in that area.
 - a. The number of reserved seats is based upon declarations of major submitted by April 1st.
 - b. Reserved seats will be opened for registration by all students, at minimum of two weeks after registration opens.
 - i. Except in the case of required courses for competitive entry programs,
 - ii. The date shall be published on the website and students will be notified via their AUArts email in late spring
 - iii. This is when students can access courses outside their required major courses as electives.

5. Prerequisites

- 5.1 Proof of prerequisites must be met by the first day of the semester or students will risk removal from the course.
 - a. Proof can be submitted in the form of official transcripts to the AUArts registrar's office, or successful completion of an AUArts course.
 - b. Student who do not meet pre-requisites but feel they have the required knowledge and skills to be successful can speak with the instructor and program chair regarding a pre-requisite waiver. Pre-requisite waivers are not automatic and are at the discretion of the program chair.

6. Waitlists

- 6.1 Where demand exceeds course capacity, a waitlist will be kept in Banner.
- 6.2 Students must add themselves to the waitlist through webService .

- 6.3 Students will appear on the waitlist by first come first served sequence; with the exception that to ensure access to courses for graduation:
 - a. Fourth year students will be placed at the top of waitlists
- 6.4 In order to be placed on waitlists, students must meet the course pre-requisites
- 6.5 When a space becomes available, a student will be notified through their AUArts email that they have a 48-hour window within which to accept the seat and process the registration. It is the student's responsibility to monitor their email and register within this window
 - a. If a student does not register within the 48-hour window, the spot will be offered to the next available individual on the waitlist. Students who miss their window may add their name again to the waitlist, while waitlists remain open, it will be added to the end of the waitlist.
- 6.6 Waitlists will be cleared and closed 48 hours before the add/drop deadline for a semester

7. Dropping a course

- 7.1 Students have the opportunity to drop a course until the posted deadline in the academic calendar, which is typically the end of the second week of classes in fall or winter semester
- 7.2 Students who drop before the deadline are eligible to receive a refund of their tuition, excluding non-refundable fees, as posted on the website.
- 7.3 In some exceptional circumstances, typically medical or compassionate, students may submit a request to drop a course after this deadline.
 - a. Requests for late drops must be submitted to the Office of the Registrar in writing and with documentation within 10 business days of the deadline. The Assistant Registrar will review and adjudicate all requests for late drops.
 - b. A student may appeal the decision by writing to the Registrar explaining the grounds for the appeal within 10 business days of receiving the decision from the Assistant Registrar. To be considered, appeals must contain new information or additional documentation. The decision from the Registrar is final.

8. Withdrawal from a course

- 8.1 Students have the opportunity to withdraw without academic penalty by the posted deadline in the academic calendar
- 8.2 Students who withdraw from an individual course after the drop deadline are not eligible for a refund of tuition or fees.
- 8.3 In some exceptional circumstances, typically medical or compassionate, students may submit a request for a late withdrawal within 30 calendar days of the end of the applicable semester. Such a request must be made to the Office of the Registrar in writing and include any documentation.
 - a. Students who complete all coursework will not be considered for a late withdrawal in that course.
 - b. A late withdrawal does not typically result in the refund of tuition and fees.
 - c. Exceptions to timelines, based on compelling reasons, are made on a case by case basis, and will be considered by the Registrar.

E. RELATED POLICIES

- 1000. GFC: Registration Policy

F. RELATED LEGISLATION

- Post-Secondary Learning Act

G. RELATED DOCUMENTS

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

H. REVISION HISTORY

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