Alberta University of the Arts

REGISTRATION PROCEDURE			
Procedure Type:	Academic	**Initially Approved:**	September 18, 2019
Procedure Sponsor:	Vice President Academic and Provost	**Last Revised:**	November 18, 2020
Administrative Responsibility:	Registrars Office	**Review Scheduled:**	September 2025
Approver:	President and CEO		

A. PROCEDURES

1. Eligibility to Register

1.1 To be eligible to register:
   a. a new or returning student must pay a non-refundable confirmation deposit.
1.2 Deposits will be applied to tuition and fees.
1.3 Students register online, using webService.

2. Registration Priority

2.1 During the priority registration period access to registration will be assigned to students based on credits earned as indicated on the AUArts transcript, and cumulative GPA, in the following order:
   a. New students and continuing students who have:
      i. 0-24 credits,
      ii. 25-30 credits.
   b. Continuing students and new incoming transfer students with,
      i. 90 or more credits,
      ii. 60 to 89 credits,
      iii. 31 to 59 credits.
2.2 There will be a random priority registration assignment in the case of a tie with students who have the same number of credits and cumulative GPA.
2.3 Open studies students including incoming visiting and exchange students access registration starting on the date identified in the Academic Schedule.

3. Registration Limitations

3.1 Registration Restrictions: When registration opens, there will be a minimum two-week window when some required courses are temporarily restricted and available for registration only to those students who have declared a major in that area.
3.2 The registration system will be configured such that a student is unable to:
   a. register in classes that overlap time periods or create time conflicts,

b. register in multiple sections of a single course in a term.

3.3 A student may be restricted from registration because of a hold placed on their registration privileges related to outstanding financial obligations to AUArts. Registration hold information is available to a student on webService.

4. Prerequisite Courses & Prerequisite Restrictions

4.1 Prerequisites including prerequisite courses and prerequisite restrictions are defined in the Academic Calendar where applicable and must generally be met by the first day of the term or students will risk being deregistered from the course.

a. Prerequisite course(s) and prerequisite restriction(s) are defined in the Academic Calendar for each course where applicable and are in place to restrict access to the course to students based on previously successfully completed courses and/or admitted degree, major, year of study etc.

b. Students who do not meet prerequisites but feel they have the required knowledge and skills to be successful can request a prerequisite waiver by submitting a Prerequisite Waiver Request form. Students do not receive course credit for a waived course prerequisite(s). Prerequisite waivers are not automatic and are at the discretion of the program Chair.

5. Waitlists

5.1 Where demand exceeds course capacity, a course waitlist will be maintained.

a. In order to access the waitlist, a student must meet the course prerequisites, prerequisite restrictions, and registration restrictions (which are in place for the first two weeks of the registration period).

b. Students must add themselves to the waitlist through webService.

c. Waitlists are restricted such that a student registered in one section of a course cannot waitlist for another section of the same course in the same term.

5.2 Fourth year students will be given priority on the waitlist by first-come first-served sequence; all other students are added to the waitlist in a first-come first-served sequence.

5.3 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 AUArts email and register within this window

a. If a student does not register within the 48-hour window, the seat will be offered to the next individual on the waitlist.

b. A student who misses their registration window may add their name again to the open waitlist.

5.4 Waitlists will be closed 72 hours (weekdays) before the add/drop deadline and cleared 24 hours before the add/drop deadline each term, providing for registration on a first-come first-served basis in the final day of add/drop.

6. Deregistering from (dropping) a course

6.1 A student can deregister from a course on webService until the add/drop deadline posted in the Academic Schedule (Dates and Deadlines).

6.2 A student who deregisters before the deadline is eligible to receive a refund of their tuition, excluding non-refundable fees, as posted on the website.

7. Withdrawal from a course

7.1 A student who withdraws from one or more individual courses after the drop deadline but by the withdrawal deadline posted in the Academic Schedule:
   a. is not eligible for a refund of tuition or fees,
   b. may do so without academic penalty,
   c. will be assigned a 'W' grade.

7.2 In some extenuating circumstances, typically medical or compassionate, a student may request a withdrawal with cause, following the withdrawal deadline but before the end of the last day of classes. Such a request must be submitted to the Registrar and include related documentation. A student who is granted a withdrawal with cause:
   a. is not eligible for a refund of tuition or fees,
   b. may do so without academic penalty,
   c. will be assigned a 'WC' grade.

8. Withdrawal from the University

8.1 A student who officially withdraws from the University by the stated deadline may be eligible for a refund of some tuitio006E and/or fees.

9. Leave of Absence

9.1 Although students are expected to maintain continuous registration (excluding spring/summer),
   a. a continuing student experiencing personal extenuating circumstances may request a leave of absence for one or two terms (fall and/or winter), or
   b. a new student admitted to AUArts, prior to the end of the add/drop deadline, may consult with the Admissions unit to request a deferral of admission to a future term.

B. RELATED POLICIES AND PROCEDURES

- Registration Policy
- No-show Procedure
- Third-attempt Procedure
- Credit Tuition and Student Fees Procedure

C. REVISION HISTORY

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