



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: REGISTRATION

<b>Policy No.</b>	AC-103	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	AC-103-PR	<b>Effective Date:</b>	March 9, 2011

### 1. PURPOSE AND SCOPE

The purpose of this policy is to establish standard registration dates for all programs and to describe the procedures that govern all registration related issues. This policy will also make provisions for learners gaining access into continuous intake programs in which the initial registration process may occur at any time other than the beginning of a semester.

### 2. POLICY

It is the policy of this College that all learners will register for full-time programs at the beginning of each semester including Intersession. Learners accessing "continuous intake" programs will be admitted and will engage in the initial registration process at any time during a semester but will be required to register with all other learners at the beginning of each subsequent semester.

### 3. PROCEDURE

The Vice-President of Academic and Learner Services shall ensure procedures are developed and implemented in accordance with this policy.

#### Approval History

Approved by President	May 30, 1997
Reviewed	April 26, 2000
Reviewed	September 12, 2007
Reviewed	March 9, 2011
Next Review	March 2014