



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: REGISTRATION

Procedure No.	AC-103-PR	Division	Academics
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	AC-103	Effective Date:	March 9, 2011 (R3)

PROCEDURE

1.0 Date of Registration

Learners will register in person on the date and at the time and place prescribed and publicized by the College. Registration for continuous intake programs will be scheduled on a continuous basis, and learners will be admitted as vacancies occur.

2.0 Late Registration

With permission, late registration may sometimes be acceptable, up to two weeks after the official registration date.

3.0 Admission to Classes

Learners will not be admitted to a class until they have satisfied the regulations regarding entrance and complied with the General College Regulations.

4.0 Course Load

The number of courses constituting a normal semester workload for a learner is specified in the outline for each program as published in the College Calendar.

5.0 Extended Course Loads

Learners who wish to register for extra courses must make application to the program administrator or designate.

6.0 Repeating Courses

With the permission of the program administrator or designate, learners may repeat any course for which a passing grade has previously been awarded.* The original passing grade will remain on the transcript and a second entry will be recorded with the new grade. The highest mark attained will be used in the calculation of the GPA.

* Space limitations and other considerations will determine approval.

7.0 Independent Studies

When required courses are not available in a particular semester, full-time learners may make application to the Campus Administrator to register for such courses through independent study. Applications must be processed within two weeks from the commencement of the term.

Access to courses through Independent Study may be permitted when resources are available and with the permission of the Campus Administrator and the Coordinator (where applicable) in consultation with the faculty. Strategies to ensure adherence to course requirements may be documented in contract format to be signed by the learner, the course instructor, the Campus Administrator and the Program Coordinator (where applicable). A sample contract is attached at the end of the policy.

8.0 Change of Registration

8.1 Adding Courses

The last date for adding courses is two weeks from the commencement of the semester (one week from the commencement of the intersession/summer session) in which that course begins. In extenuating circumstances, in the normal semester the two-week period may be extended. Learners must complete the appropriate registration change form. Changes must be approved by the Campus Administrator or designate.

8.2 Withdrawing from Courses

Courses may be dropped without academic prejudice up to the end of the eighth week from the scheduled date of registration for a semester (or the end of the second week in the intersession/summer session). Courses dropped after this date are recorded as “Dropped/Fail” and will have a zero mark entered on the academic record for the course or courses dropped unless, in extenuating circumstances, the learner has received the written permission of the Campus Administrator to drop a course without penalty. Learners are required to complete the appropriate registration change form which must be approved by the instructors concerned and by the Campus Administrator or designate.

8.3 Withdrawing from the College

Registered learners who wish to withdraw from the College will be invited to discuss the situation with the appropriate Learner Services official. The withdrawal form must be completed and signed by the appropriate faculty and the Campus Administrator.

8.4 Transfer Process for Engineering Technology (First Year)

If a learner wishes to change his/her original program choice, he/she MUST request a program transfer and complete the appropriate form (Request to Transfer Form) which is available through the Registrar's Office.

Applicants cannot request a change in program prior to entry into the first year. A request to transfer does not guarantee entry into one's alternate, “new” program choice. Program transfer will be granted only if sufficient space is available. The following conditions apply:

- 1) The Request to Transfer Form must be received at the Registrar's Office by February 15.
- 2) Transfers are granted based on (a) space availability and (b) the learner's weighted average at the end of semester one. In cases where the learner has been exempted from courses in the first semester, the mark(s) obtained by the learner at another postsecondary institution or high school will be used in calculating the weighted average.

8.5 Lateral Transfer

Learners wishing to change their program of studies must apply for lateral transfer.

8.6 Lateral Transfer from one Program to Another at the Same Campus

- Applications for Lateral Transfer are available from the Registrar’s Office. Learners must discuss their request with the Counsellor and the Campus Administrator and receive written approval.
- Lateral transfer may be granted if there is space available and the appropriate counselling processes have been followed.

8.7 Lateral Transfer from one Campus to Another in the Same or Different Program

- Learners must discuss their request with the Counsellor and the Campus Administrator and receive written approval.
- Applications for lateral transfer will be available from the Registrar’s office.
- As certain programs are offered using different instructional methodology at the various campuses, transfer may be limited to the end of given semesters.
- The campus Registrar’s agent will contact the Campus Administrator at the receiving campus to determine space availability and appropriate transfer time frame.

Approval History	
Approved by President	May 30, 1997
Revision 1	April 26, 2000
Revision 2	September 12, 2007
Revision 3	March 9, 2011
Next Review	March 2014