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 students 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 students will register for full-time programs at the beginning of each semester including Intersession. Students 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 students at the beginning of each subsequent semester.

3. **PROCEDURE**

The Vice President, Academic Programs & Delivery 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
- **Revision 1** November 4, 2016