

Registration and Enrolment – Post-Secondary Programs

Responsible Authority:	Office the Registrar – Registration and Enrolment
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PURPOSE

To document the process by which students register for courses at the college.

SCOPE

All students and applicants.

POLICY

1. General

- 1.1. Enrolment is the process of paying fees and registering for specific courses. On completion of both steps students are eligible to attend classes, use applicable college facilities and resources, and receive academic credit.
- 1.2. Students who do not pay their fees on time will be charged a late payment fee and may lose their position within their program.
- 1.3. The last day to register for courses is the fifth business day after the start of term. Registration after that date is subject to the consent of the academic centre and the approval of the Office of the Registrar.
- 1.4. Any exceptions to the above policies must be approved by the Office of the Registrar in consultation with the appropriate academic centre.

2. New Applicants

- 2.1. To be eligible to register, applicants must have accepted their Offer of Acceptance to attend the college with Ontariocolleges.ca or via the GBC International Online Application System (OAS) and paid their deposit.
- 2.2. Applicants who accept their offer will receive a registration information package containing the following:
 - Registration letter containing information on important dates, placement testing, OSAP (domestic students), STU-VIEW, registration dates and student e-mail;
 - Invoice outlining program fees and due dates,
 - Program specific information, if applicable.
- 2.3. When the registration time period opens, students are responsible for selecting and registering for their courses through STU-VIEW. Choice of registration schedule is based on first come first served basis once registration for a program begins.

3. Enrolment Eligibility

3.1. Students may register only if all of the following conditions have been met:

- A. Specific academic prerequisites set by the academic department have been met. Students are responsible for ensuring that they have fulfilled the published prerequisites. Students who do not meet the prerequisite(s) for registration may be withdrawn.
- B. Conditions set as a result of academic performance or disciplinary action have been met.
- C. There are no academic or administrative holds on the student record (example: advising holds).
- D. No outstanding financial balance to the college is outstanding.
- E. Conditions of suspension or expulsion have been cleared.

4. Enrolment Status (as determined by course load)

4.1. In order to be considered a full-time student, an individual must be enrolled in a college program of instruction for at least 70 percent of the student contact hours or 66 2/3 percent of the courses required for the program of instruction in a given semester or reporting period. A student is granted advanced standing or an exemption from a course is not considered to be enrolled in the course.

4.2. For the purposes of admissions/registration activity and status within the college academic framework, students recognized by the college as having a disability, shall be considered full-time students if they meet all of the following criteria:

- A. Are registered with George Brown College Accessible Learning Services.
- B. Have met entrance requirements for the full-time program.
- C. Have met with a representative from Accessible Learning Services to outline appropriate, attainable goals and timelines with respect to program mapping.
- D. Are registered in a minimum of 40% of the program course load within any one semester.

4.3. All students should be aware that full-time enrolment status with George Brown College may differ from the Ontario Student Assistance Program's (OSAP) definition of full-time enrolment status [see Definitions]

4.4. Students who fall below the full-time course load requirements as defined in section 4.1 or 4.2 are considered part-time students and access to college resources, benefits and facilities may be affected.

4.5. An academic department may require that a student take a reduced course load as a condition of a probationary status.

5. Adding Courses to Existing Registration

Students are required to consult with their academic coordinator if they wish to take additional courses. Permission may be granted depending on a student's academic standing [See definitions], equitable access to course offerings, and space availability. Additional tuition fees may apply.

5.1. Auditing Courses

Students have an option to audit courses, subject to the following conditions:

- Registration priority is given to students taking the course for credit.
- Granted when a student formally elects to waive a credit, by choosing not to be evaluated
- Permission from the program chair is required for registration with audit status, before the last day to add a course. Class size restrictions, space constraints, possible legal restrictions, and safety factors must be considered before permission is granted.
- Regular tuition fees will apply
- Once granted a student cannot revert to receiving credit for a course

5.1.1. Priority Registration

When registering in a program or enrolling in courses, students In Good Standing and students who are progressing in their post-secondary program to meet program requirements shall have priority registration over students repeating courses or students not enrolled in the post-secondary program to which the course belongs.

6. Changes in International Student Fee Status to domestic fee status

In certain very specific circumstances, and in line with Ontario government policy, international students can request a change from international student fee status to domestic. For fee changes to be approved and take effect, all required documentation must be submitted prior to the start of term/program. If documents are received partway through a semester, changes can only be made to future terms and not retroactively. Where changes to federal legislation regarding immigration and refugee status are in conflict with the fee exemption eligibility requirements described in this document, federal legislation is to take precedence. Please refer to the International Withdrawal Policy on the GBC International webpages for current eligible categories of individuals exempt from paying international tuition fees.

Students must provide documentation of status by submitting the documents to the Office of the Registrar.

Documentation for changes to International Student Fee Status may include:

- Landed immigrant or citizenship papers
- A valid Permanent Resident Card
- A Minister's Letter that stipulates that the student has met all preliminary requirements for permanent resident status.
- Convention refugee document
- A copy of a marriage certificate if a student or applicant becomes married to a Canadian citizen, permanent resident or convention refugee. This must be accompanied by a copy of their spouse's status document (passport, birth certificate, PR card). Upon submission of these documents, students will be eligible for domestic fees in their next semester of study.

7. Dropping Courses and Withdrawing from a Program

Please refer to the Important Dates document posted on the college website for deadline dates. For additional information please refer to the Course Drop and Program Withdrawal Policy.