



## REGISTRATION AND COURSES POLICY

Policy Area:	Academic		
Policy Number:	REGPL_2406R_ED/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Stakeholders:	Students and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Education Council		
Approval Date:	June 6, 2024		
Effective Date:	October 1, 2024		
Replaces or New:	OC Calendar Registration and Courses; OUC Policies (2005)		
Last reviewed:	June 2024	Scheduled review date:	June 2029

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Procedures: *None*

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### 1. Policy Statement

Okanagan College is committed to ensuring that students have information to make decisions regarding their program's courses requirements and options.

### 2. Purpose

This policy informs students of institutional practices regarding course Registration at Okanagan College.

### 3. Scope and Application

This policy applies to Registration in all courses leading to a Credential.

### 4. Definitions

Add/Drop Deadline	Means the last day to add or drop a course and receive a tuition refund as specified in the Academic Schedule (see <i>Important Dates</i> ) or in program schedules or policies.
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Auditing Student	Means a student who is approved to audit a course will attend classes and may participate in class discussions, but may not write exams, submit assignments or receive a final grade or credit for the course.
Calendar	Means the official record, listing the institutional programs and courses offered during that particular instructional year, including admission and completion requirements. <a href="https://www.okanagan.bc.ca/calendar">https://www.okanagan.bc.ca/calendar</a>
Corequisite	Means a course or other requirement that a student must take at the same time as another course or requirement.
Course Schedule	Means the collection of course sections available for Registration as scheduled by the Registrar's Office.
Course Waitlist	Means the system used to manage enrollment in courses that have reached maximum capacity. When a course is full, students can add themselves to a Course Waitlist for that course.
Credential	Means a qualification awarded to recognize successful completion of a program of study.
Late Registration Period	Means the period between the first day of classes and the Add/Drop Deadline.
Registration	Means the process of selecting and enrolling in available courses.



## 10. Auditing Courses

- 10.1 A student's request to audit a course will only be considered starting in the Late Registration Period.
- 10.2 The decision to allow a student to audit a course is determined by the department that offers the course.
- 10.3 A student is not permitted to change the status of a course from audit to credit after the Add/Drop Deadline. A student is not permitted to change the status of a course from credit to audit after the last day to withdraw without academic penalty.
- 10.4 Students who are auditing courses pay reduced tuition fees. The tuition fee reduction will not apply in the following circumstances:
  - a) students who change from credit to audit status after the late Registration course period;
  - b) if the course is a studio, laboratory or practicum course;
  - c) if the course is offered on a cost recovery basis;
  - d) if the course is offered through Distance Education.

## 11. Withdrawing from Courses

- 11.1 A student who withdraws from one or more courses before the Add/Drop Deadline will have no permanent record

15. Related Acts and Regulations

*None*

16. Supporting References, Policies, Procedures and Forms

*Admissions Policy*

*Academic Schedule Policy*

*How to Register*

*Important Dates*

*Tuition and Fee payment deadlines*

*Registration dates*

*Transfer Credit Policy*

17. History / Revisions

Date	Action
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2024-06-06	Revision Approved by Education Council: <i>Registration and Courses Policy</i> (REGPL_2406R_ED/PVPA)
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2005-06-28	Approved by Board of Governors:
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