Durham College Policy and Procedure

TYPE: Academic
TITLE: Registration
NO.: ACAD-109
RESPONSIBILITY: Executive Vice President, Academic + Associate Vice President, Academic (Enrolment and International Education)
APPROVED BY: Durham College Leadership Team
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1. Introduction

Durham College offers course and programs in full-time post-secondary, apprenticeship, corporate training and part-time and professional studies. Completion of the registration process permits students to attend classes, use college facilities as well as receive academic credits and college credentials. Registration is a vital business process at Durham College and its efficient and effective practice promotes a positive student experience.

2. Purpose

This policy provides the framework by which all students enroll in courses at Durham College.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. Before students can register for courses, they are required to commit to enrolment at Durham College by making a fee payment before the prescribed deadline. Students whose registration is incomplete by the fee payment deadline may lose their priority position within a program.

4.2. Students will select courses, add or drop courses or change programs within published timeframes. Exceptional consideration requires the written permission of the relevant Executive Dean/Dean or designate.

4.3. Students are responsible for ensuring they are registered in the appropriate courses.

4.4. Post-secondary students who are in an overload registration status will be levied additional tuition fees based upon the number of additional course hours they are taking.

4.5. Post-secondary students who are in an underload registration status such that their registration status classification changes from full-time to part-time in a semester will have their fees re-assessed.

4.6. Post-secondary students with a permanent disability/exceptionality registered through the Access and Support Centre (ASC) may be eligible to register as full-time students while taking a reduced course load, as a learning accommodation.

4.7. Post-secondary students may register to audit a credit course. Audit courses will not revert to course credit at any time.

4.8. Registration may be prevented in situations such as, but not limited to, failure to meet prescribed admission requirements or course prerequisites, outstanding debts to the College, academic standing or ongoing documented conduct matters.

4.9. Durham College retains the right to modify or cancel any course, program of study, fee, schedule or campus location, upon notification to affected students.

5. Procedure

5.1. Registration for Full-time Post-Secondary Students

5.1.1. Following fee payment to Durham College, students will be eligible to register online using the student portal. Dates and times for registration periods will be published in advance of the registration period.

5.2. Adding and Dropping Courses for Full-time Post-Secondary Students

5.2.1. Students may choose to add courses up until Day 5 of the semester. Should a student add courses above and beyond their program's maximum semester hours, additional tuition fees may be assessed. In exceptional circumstances, the relevant Executive Dean/Dean may grant special permission for a student to register up until Day 10 of a semester.

5.2.2. Students may choose to drop courses up until Day 10 of the semester. Should a student's course load fall below their program's minimum semester hours, they may no longer have a full-time registration status and may have their fees reassessed for partial refund.

5.2.3. After Day 10, students may drop courses until four (4) weeks into a semester without academic penalty.

5.2.4. Students are not permitted to drop courses within the last four (4) weeks of a semester.

5.2.5. Changes to student fees as a result of adding or dropping courses will be reconciled after Day 10. Students will be notified of any reassessments to their fees through DC mail.

5.3. Registration for Part-time Post-Secondary Students

    5.3.1. Post-secondary students in part-time registration status will be eligible to register for post-secondary courses online using the student portal, by phone or in person at Strategic Enrolment Services (SES). Dates and times for part-time post-secondary student registration will be published in advance.

    5.3.2. Part-time post-secondary students are required to provide full fee payment and the Course Reference Number (CRN) at the time of registration.

    5.3.3. The last day for part-time post-secondary students to register in courses is Day 5.

5.4. Apprenticeship Programs

    5.4.1. Students will receive approval to enrol in an apprenticeship program by the Ministry of Labour, Training and Skills Development.

    5.4.2. Student registration may be completed by either the student or the employer sponsor.

    5.4.3. Registration can be requested online or by telephone using the Apprenticeship Hotline. Registration will be processed after fee payment and confirmation of ministry approval.

5.5. Courses in the Centre for Professional and Part-time Learning (PPL)

    5.5.1. Students can register for post-secondary and general interest courses offered by PPL, according to published dates.

    5.5.2. Student registration can be completed online through the Durham College website, in person or by telephone.

    5.5.3. Full fee payment is required at the time of registration.

5.6. Courses and Seminars taken through Corporate Training Services (CTS)

    5.6.1. Students must register for CTS courses and seminars according to deadlines published on the CTS website.

    5.6.2. Registration for courses and seminars can be completed through the CTS website or in person at the CTS office.

    5.6.3. Full fee payment is required at the time of registration.

5.7. Seminars and Workshops taken through the Centre for Integrated Justice Studies (CIJS)

    5.7.1. CIJS courses are open to students, DC alumni and the general public.

    5.7.2. Registration information for seminars and workshops offered through the Centre for Integrated Justice Studies in the School of Justice and Emergency Services is published on the DC website.

    5.7.3. Registration can be completed by telephone.

    5.7.4. Full fee payment is required at the time of registration.

5.8. Auditing a Course – Post-Secondary Students

    5.8.1. Students choosing to audit a post-secondary course must declare their intent at the time of registration, by completing a Request to Audit a Course form.

    5.8.2. Courses may not be available for auditing if they are fully enrolled with students registered to receive course credit.

    5.8.3. Students are not permitted to register to audit a course that conflicts with their existing schedule of courses in that semester.

    5.8.4. Students auditing a course are not eligible to have their course work evaluated or graded. Audited courses cannot revert to course credit at any time.

6. Roles and responsibilities

6.1. It is the responsibility of the Vice-President, Academic to ensure this policy is fully implemented.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to implement this policy may negatively impact student satisfaction and progression.

Failure to accurately reflect the registration status of a student may have a negative impact on funding levels provided by the provincial government to the student and to Durham College. External reporting of data may also be inaccurate.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Student Request to Audit a Course Form