

TYPE:	Academic
TITLE:	Registration
NO.:	ACAD-109
RESPONSIBILITY:	Executive Vice President, Academic and Associate Vice President, Academic (Enrolment and International Education)
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	November 2023
REVISED DATE(S):	
REVIEW DATE:	November 2026

1. Introduction

Durham College (DC) offers courses and programs in [full-time post-secondary](#), part-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 and earn academic credits and college credentials. Registration is a vital business process at DC and its efficient and effective practice promotes a positive student experience.

2. Purpose

This policy provides the framework by which all students enrol in courses at DC.

3. Definitions

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

4. Policy statements

- 4.1. Students are required to commit to enrolment at Durham College by making a fee payment before a 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. Full-time 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 may 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. DC retains the right to modify or cancel any course, program of study, fee, delivery format, 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 DC, 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/Associate 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.
- 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 their DC Mail accounts.
- 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 the Office of the Registrar (RO). Dates and times for part-time post-secondary student registration will be published in advance.
 - 5.3.2. 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, Immigration, Training and Skills Development.
 - 5.4.2. Fee payment for registration may be completed by either the student or the employer sponsor.
 - 5.4.3. Registration can be requested online. Registration will be processed at the time of 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 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 taken through Corporate Training Services (CTS)
 - 5.6.1. Students must register for CTS public courses according to deadlines published on the CTS website.
 - 5.6.2. Registration for courses 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 are published on the College's website.

5.7.3. 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, available through the Office of the Registrar (RO).

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.

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

6. Roles and responsibilities

6.1. It is the responsibility of the Executive Vice-President, Academic and Associate Vice President, Academic (Enrolment and International Education) to ensure this policy and procedure is fully implemented.

7. Accessibility for Ontarians with Disabilities Act considerations

7.1. 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 Multi-Year Accessibility Plan.

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 the College. External reporting of data may also be inaccurate.

9. Related forms, legislation or external resources

- Add/Drop Courses form
- Student Request to Audit a Course form