



GRADUATE STUDIES REGISTRATION PROCEDURE

Procedure Type:	Academic	Initially Approved:	February 24, 2025
Procedure Sponsor:	Associate Dean: Research, Internationalization and Graduate Studies	Last Revised:	February 24, 2025
Responsible Unit:	Registrar's Office	Review Scheduled:	February 2030
Approver:	General Faculties Council		

A. PURPOSE

This document outlines the procedure for registration into courses for students pursuing a Masters-level graduate program at Alberta University of the Arts (AUArts)

B. GENERAL

1. GENERAL

- 1.1. The Office of the Registrar is responsible for providing information to students about registration processes, deadlines, withdrawals, and other general information related to student registrations.
- 1.2. Students are responsible for the accuracy of their course registrations.
- 1.3. Students will be held responsible for fees incurred and/or academic consequences resulting from their failure to adhere to published deadline dates associated with course registration.
- 1.4. The Registrar or Registrar's designate has the authority to make exceptions under these guidelines, where allowed in this Policy or Procedure, or where unique or extraordinary situations warrant. Such decisions will usually be made in consultation with the Associate Dean, Research, Internationalization and Graduate Studies (AD:RIGS).

2. REGISTRATION CRITERIA

- 2.1 To be eligible to register, new or returning students must pay a non-refundable confirmation deposit.
- 2.2 Upon admission to the program and payment of the confirmation deposit, graduate students are automatically enrolled in their required classes, except for electives.
- 2.3 Students with active holds or suspensions of their records are not allowed to register in courses.
- 2.4 Students must meet individual course prerequisites by the course start date in order to maintain their registration. Students may pre-register without

prerequisites but will be de-registered if prerequisites are not met in advance of the start of the course.

- 2.5 Students can register in a maximum of 12 credits per term; students who wish to carry a heavier load must be in Good Academic Standing and have approval from the Associate Dean: Research, Internationalization and Graduate Studies (AD:RIGS).

3. REGISTRATION CANCELLATIONS, DROPS AND WITHDRAWALS

- 3.1 AUArts has the right to cancel courses and student registrations due to low registration numbers or other operational issues. AUArts will strive to provide students with adequate notice of cancellations and, where possible, will make alternate arrangements for students whose registrations are cancelled.
- 3.2 The Office of the Registrar may either suspend the registration of or deregister from courses students who:
 - a) do not meet the conditions of their program acceptance;
 - b) do not meet prerequisite requirements;
 - c) do not pay required fees by the deadline posted;
 - d) have violated AUArts policies; and/or
 - e) have been suspended or withdrawn from studies for academic or non-academic reasons.
- 3.3 Instructors and AD:RIGS may request the deregistration of students who
 - a) are deemed to be a no-show because they did not attend the first meeting of a class without notification to the instructor prior to the end of that class; and/or
 - b) do not follow the course's attendance requirements.
- 3.4 It is the responsibility of the Office of the Registrar to set the Drop and Withdrawal Deadlines for graduate courses. These deadlines are published in the annual Academic Schedule.
 - a) The Drop Deadline is normally set at 6 to 8 business days from the start of classes for the Fall and Winter terms.
 - b) The Withdrawal Deadline is set at approximately three months from the start of classes for the Fall and Winter terms.
- 3.5 Courses dropped by the Drop Deadline will not appear on student transcripts.
- 3.6 Withdrawal from courses after the Drop Deadline and by the Withdrawal Deadline will result in a W grade on the student's transcripts.
- 3.7 Withdrawal from courses after the Withdrawal Deadline will result in an F grade as per the AUArts Final Grading Procedure.
- 3.8 In some extenuating circumstances, typically medical or compassionate, a student may request a withdrawal with cause, normally following the withdrawal deadline but before the end of the last day of classes. Such a request must be submitted to the Registrar and include related documentation. A student who is granted a withdrawal with cause:
 - a) is not eligible for a refund of tuition or fees,
 - b) may do so without academic penalty,
 - c) will be assigned a W grade as per the AUArts Final Grading Procedure.
- 3.9 It is the responsibility of students to promptly notify the Office of the Registrar of their intent to withdraw from a course through the required means. The effective date for the withdrawal is taken as the date the notice is received from the student.

4. AUDITING COURSES

- 4.1 To facilitate the acquisition of skills or knowledge in additional disciplines, graduate students may have the option to audit graduate or undergraduate courses, with permission of their Principal Supervisor and the instructor of the course they wish to audit, and with the approval of the Associate Dean responsible for the course.
- 4.2 Audits are subject to safety requirements, facility availability, and faculty workload.
- 4.3 Students may either informally audit a portion of a course or formally audit a full course; in the case of a full audit, the student will be registered as per the process in the Undergraduate Registration Procedure.
- 4.4 Auditing students are required to complete all Health and Safety orientation and/or training required for participation in the course. Course audit fees for graduate students are included in their graduate program tuition fee. Any additional cost for field trips, materials or incidental expenses are the responsibility of the student.

5. ELECTIVES

- 5.1 Students may propose Elective study in consultation with their Principal Supervisor with the approval of AD:RIGS. Details on each program's electives will be published in the Academic Calendar.

6. COURSE EXTENSIONS

- 6.1 Students may request course extensions to provide them with more time to submit required work due to extenuating circumstances. Students should have completed the majority of work required for their course and have a passing grade in order to be considered.
- 6.2 Course extensions must be requested before the end of the final meeting of the class for the term and be approved by their instructor and Principal Supervisor.
- 6.3 Once approved, the instructor will enter the extension, grade to be assigned if outstanding work is not completed, and extension date.
- 6.4 In the case of an interruption in the availability of an instructor the AD:RIGS will arrange for an alternative member of faculty to grade any submitted work.

C. DEFINITIONS

Add-drop period:	The timeframe between when registration opens to the last day to register.
De-registration:	When the Office of the Registrar cancels students' registration in a course or courses.
Confirmation deposit:	A non-refundable fee that is applied to tuition and is due prior to registration. Payment of the deposit affirms the student's intent to attend AUArts.

- Continuing Students:** Students who are in their second or more academic year with AUArts.
- Good Academic Standing:** To be in Good Academic Standing a graduate student must maintain a term GPA of at least 3.00.
- No-show:** A registered student who does not present themselves to their instructor by the end of the first meeting of the term for a class.
- Pre-requisite:** A requirement that must be met before taking a course.
- Withdrawal:** A student-initiated, cancelled registration without refund, which does not result in academic penalty.

D. RELATED POLICIES

- Registration Policy

E. RELATED DOCUMENTS

- Credit Tuition and Student Fees Procedure
- Course Extension Form

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/24/2025	New Procedure	All	AD, RIGS; Registrar; University Secretary	AD, RIGS