

UNDERGRADUATE REGISTRATION POLICY
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Policy Type:	Academic	Initially Approved:	September 18, 2019
Policy Sponsor:	Dean of Students	Last Revised:	January 17, 2024
Primary Contact:	Registrar's Office	Review Scheduled:	January 2029
Approver:	General Faculties Council		

A. INTENT

This policy provides a framework to ensure that registrations, cancellations and withdrawals of students in courses at Alberta University of the Arts (AUArts) are applied consistently and equitably.

B. SCOPE

This policy applies to all students in undergraduate courses at the Alberta University of the Arts.

This policy does not apply to students in graduate courses or non-credit (Continuing education) courses.

This policy applies only to students' statuses in courses; it does not apply to their program status.

C. POLICY STATEMENT

1. PRINCIPLES

- 1.1 Students have the responsibility to ensure they are registered in the correct courses and provide notice of drops and withdrawals from courses to the Office of the Registrar.
- 1.2 AUArts has the responsibility to implement this policy in a fair and equitable manner; provide fair and equitable access to registration services; ensure processes and transactions related to student registrations are handled in a timely and accurate fashion; and, communicate with students in a timely manner using plain language.

D. RELATED LEGISLATION

- Post-Secondary Learning Act

E. RELATED DOCUMENTS

- Code of Conduct
- Registration Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
01/17/2024	Updates and revisions	All	Registrar	Dean of Students