



UNDERGRADUATE REGISTRATION PROCEDURE

Procedure Type:	Academic	Initially Approved:	September 18, 2019
Procedure Sponsor:	Dean of Students	Last Revised:	January 17, 2024
Administrative Responsibility:	Registrar's Office	Review Scheduled:	January 2029
Approver:	General Faculties Council		

A. PROCEDURES

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, Undergraduate Studies.

2. REGISTRATION CRITERIA

- 2.1 To be eligible to register, new or returning students must pay a non-refundable confirmation deposit.
- 2.2 Students with active holds or suspensions of their records are not allowed to register in courses or be placed on course waitlists.
- 2.3 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.
- 2.4 Students cannot register in courses which have conflicting schedules.
- 2.5 Students can register in a maximum of 16.5 credits per term; students who wish to carry a heavier load must be in Good Academic Standing and have approval from the Director that is responsible for the School delivering the course.

3. REGISTRATION PRIORITY

- 3.1 AUArts will maintain a priority registration sequence to ensure that students in senior levels and specific programs have access to courses required for graduation.

- 3.2 During the priority registration period access to registration will be assigned to students based on credits earned, in the following order:
 - a. Continuing and transfer students
 - i. Students with 90 or more credits
 - ii. Students with 60 to 89 credits
 - iii. Students with 30 to 59 credits
 - iv. Students with undeclared majors
 - v. Students with up to 29 credits
 - b. New students
 - c. Exchange students
 - d. Open Studies/Unclassified students
 - e. Students who wish to audit a course
 - f. The Office of the Registrar will maintain a schedule of registration dates for students, based on the above priority.
- 3.3 Some required courses may be temporarily restricted and available for registration only to those students who have declared a major in that area.

4. REGISTRATION CANCELLATIONS, DROPS AND WITHDRAWALS

- 4.1 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.
- 4.2 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.
- 4.3 Instructors and Directors 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.
- 4.4 It is the responsibility of the Office of the Registrar to set the Drop and Withdrawal Deadlines for undergraduate courses.
 - 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.
 - c. These deadlines are published in the annual Academic Schedule.
- 4.5 Courses dropped by the Drop Deadline will not appear on student transcripts.
- 4.6 Withdrawal from courses after the Drop Deadline and by the Withdrawal Deadline will result in a W grade on the student's transcripts.
- 4.7 Withdrawal from courses after the Withdrawal Deadline will result in an F grade as per the AUArts Final Grading Procedure.
- 4.8 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.

- 4.9 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.

5. WAITLISTS

- 5.1 Where demand exceeds course capacity, course waitlists will be maintained.
- a. In order to be put on the waitlist for a course, a student must meet the course prerequisites, prerequisite restrictions, and registration restrictions.
 - b. Students who are registered in one section of a course cannot waitlist for another section of the same course in the same term.
- 5.2 Fourth year students will be given priority on the waitlist by first-come first-served sequence; all other students are added to the waitlist in a first-come first-served sequence.
- 5.3 When a space becomes available, a student will be notified through their AUArts email. Students have a 48-hour window within which to accept the seat and process the registration. It is the student's responsibility to monitor their AUArts email and register within this window
- a. If a student does not register within the 48-hour window, the seat will be offered to the next individual on the waitlist.
 - b. A student who misses their registration window may add their name again to the open waitlist.
- 5.4 Waitlists will be abolished the day prior to the first day of classes, providing for registration online on a first-come first-served basis during the Add/Drop period.

6. AUDITING COURSES

- 6.1 Students who wish to attend courses regularly but do not want to take part in examinations or assessments (including group work and assignments) or receive credit may request to take a course for audit purposes.
- 6.2 Registration to audit requires permission of the Director responsible for the course. Credit registrations are given preference over applications to audit. Auditing may not be permitted in certain courses.
- 6.3 Students are not permitted to change course registration status from credit to audit, or audit to credit, after the Drop Deadline.
- 6.4 Students requesting to audit regular credit courses are required to pay the full tuition and course material fees as set out by the Board of Governors. Students seeking to audit courses must meet all registration and fee deadlines that apply to regular registrations.
- 6.5 Audit registrations receive a grade of Audit (AU), as per the AUArts Final Grading Policy.

7. REPEATING COURSES

- 7.1 Students are allowed to attempt a course to a maximum of three (3) times regardless of whether the student successfully received credit for the course in a previous attempt. Students will require approval from the Associate Dean, Undergraduate Studies or designate to attempt courses beyond this limit. This limitation does not apply to Topics courses.

8. COURSE EXTENSIONS

- 8.1 Students may request course extensions to provide them with more time to submit required work or complete tests 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.
- 8.2 Course extensions must be requested prior to the final day of classes for the term.
- 8.3 Requests for extensions should be initiated by the student and directed to their instructor for initial approval, who will then obtain further approval from the Director that is responsible for School delivering the course.
- 8.4 Once approved, the instructor will enter the extension, grade to be assigned if outstanding work is not completed, and extension date.
- 8.5 Extensions will normally be offered for no more than six weeks after the final day of the term. If a student does not submit their work or an updated final grade is not submitted, the student will receive a final grade based on any completed work as specified by the instructor.
- 8.6 Extensions may be subject to a standard fee as published in the annual schedule of student fees.

B. 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.
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.
Priority registration:	The order in which access to registration is determined or how seats are reserved to ensure that students gain access to their required courses in a priority manner.
Priority Registration period:	Is from when students are assigned their time tickets up until when reserved seats are opened to all students.

Transfer student:	A student who applies credits from another accredited academic institution towards their AUArts program of study.
Withdrawal:	A student-initiated, cancelled registration without refund, which does not result in academic penalty.

C. RELATED POLICIES

- Registration Policy

D. RELATED DOCUMENTS

- Credit Tuition and Student Fees Procedure
- Course Extension Form

E. 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's Office	Dean of Students