



REQUEST TO REGISTER IN A CONESTOGA DEGREE COURSE PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Associate Vice President, Marketing, Enrolment Management & Registrar

Reference Code: D5 V3

Effective Date 6/11/2008

PROCEDURE STATEMENT:

Registration for courses delivered in degree programs will be considered on an individual basis for those who are able to demonstrate appropriate academic documentation. This procedure is limited by the availability of spaces within the identified course/s and by the successful completion of any pre-requisite course/s or equivalent.

SCOPE:

This procedure applies to those wishing to register for, a course delivered in a Conestoga degree program (BScN excluded), who have not been formally admitted to that degree program. This includes applicants from other Conestoga programs, applicants from other recognized post-secondary institutions, as well as applicants not currently registered in any post-secondary programs. All applicants must meet the degree program's admission requirements or equivalent or obtain approval from the Chair.

This procedure also applies to those wishing to register for, a degree level breadth elective course delivered by the School of Liberal Studies, who has not been formally admitted into a Conestoga degree program. Such applicants must meet the minimum degree program admission requirements or obtain approval from the Chair accompanied by appropriate documentation/rationale.

Note:

Students who have withdrawn or been discontinued in a Conestoga degree program should refer to the Re-admission Procedure.

Due to the applied delivery of courses in degree programs, audit status may not be approved.

DEFINITIONS:

Academic Team

- Heads of schools, program heads, program coordinators and faculty members who are responsible for the academic content and delivery.

Cohort

- An intake of group of students registered in a specified program of study with a defined start and completion date.

Official Transcript

- An official academic record produced by the Office of the Registrar which includes all courses with a formal assessment taken by a student. The official transcript details a student's permanent academic record and bears the official seal and signature of the Office of the Registrar.

RESPONSIBILITIES:

Academic Team

- Assess the documentation and make a determination.
- Complete and forward decision and all documentation to the Credit Transfer Officer.

Applicant

- Complete and submit the Request to Register in a Conestoga Degree Course Form with all required documentation. (Official transcripts, proof of admission requirements, citizenship documentation/VISA information/status.
- Complete the registration process upon receipt of approval before attending classes.

Credit Transfer Officer/Student Pathways Officer

- Ensure documentation for each request is complete and forwards to the appropriate Academic Team.
- Communicate decision to the applicant in a timely manner.
- Communicate decision and forward documentation to the Records Officer.

Program Chair

- Approve/deny request for registration into Conestoga degree courses.
- Forward documentation to the Credit Transfer Officer

Records Officer

- Ensure documentation is in place prior to the processing of the registration.
- Communicate the registration process to the applicant.

Procedure

1. Applicant submits the Request to Register in a Conestoga Degree Course Form along with the appropriate supporting documentation to the Credit Transfer Officer. The supporting documentation must include:
 - a) Proof of admission requirements, course outline/syllabus/official transcripts
 - b) An approved Letter of Permission (LOP) from their home institution if the plan is to transfer the course credits to their home institution.
- 2) The Credit Transfer Officer forwards completed documentation to the appropriate Academic Team responsible for the related degree program or breadth elective course for review.
- 3) The Academic Team reviews the request by:
 - a) assessing the supporting documentation;
 - b) communicating with the applicant to clarify information provided and/or determine eligibility if required.
 - c) the Academic Team makes a recommendation to accept/not accept to the Chair.
- 4) The Program Chair reviews and approves/denies the request and forwards all documentation to the Credit Transfer Officer.
 - a) If approved, the Credit Transfer Officer will inform the applicant of the decision by email and forward documentation to the Records Officer.
 - (1) The Records Officer will confirm the fees and complete the course registration process with the applicant.
 - (a) The applicant is not permitted to attend classes until such time as the registration and payment processes have been completed. Upon completion of the registration process, the applicant is registered as a part time non-cohort student
 - (2) The student is accountable to fulfill all the requirements of the course(s) taken as specified for full-time students in the degree program and is required to comply with the policies and procedures as stated on the Conestoga website and in the Program Handbook for that degree program.
 - b) If denied, the Program Chair must provide reasons to the Credit Transfer Officer who will communicate the decision to the applicant.

REFERENCES:

Admission Policy
 PEQAB Handbook for Ontario Colleges 2010
 Program Handbook
 Re-admission Procedure
 Program Handbook
 Request to Register in a Conestoga Degree Course Form
 Student Guide

REVISION LOG:

Revision Date	Summary of Changes
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6/11/2008	Academic Coordinating Committee – Approved
8/12/2009	Revised to reflect new administrative titles
1/11/2011	DMC/AF – reviewed proposed revisions
4/26/2011	DMC/AF – revisions approved
1/21/2015	Academic Forum
2/13/2015	Policy and Procedure Committee
2/18/2015	Academic Coordinating Committee