

## POLICY

<b>Policy Number:</b>	<b>9017</b>
<b>Policy Title:</b>	<b>Enrolments &amp; Withdrawals</b>
<b>Approved By:</b>	<b>Senate</b>
<b>Approval Date:</b>	<b>February 13, 2013</b>
<b>Effective Date:</b>	<b>February 13, 2013</b>
<b>Review Date:</b>	<b>October 12, 2023</b>
<b>Next Review Date:</b>	<b>October 2028</b>

### 1. Policy Statements

- 1.1. The Student will have opportunities, within reasonable limitations, to enrol into courses to accommodate their program progression, required course loads, interests, and/or preferred schedules.
- 1.2. The University provides opportunities, within reasonable limitations, for the Student to withdraw and/or make changes to their course enrolment(s) after registration.
  - 1.2.1. Withdrawals and/or changes to an enrolment do not excuse the Student from any poor academic performance and/or poor attendance with the University.
  - 1.2.2. Withdrawals and/or changes to an enrolment does not waive the Student from any financial obligations with the University.
- 1.3. The University provides support services to guide and/or assist the Student to make informed decisions regarding their enrolment(s).

### 2. Purpose

The purpose of this policy is to provide a clear framework for enrolments, including changes and withdrawals, that are initiated by both the Student or staff at the University.

### 3. Scope

This policy applies to students in preparation courses, undergraduate degree programs (and courses), and/or graduate degree programs (and courses) that have been approved by the Senate.

### 4. Definitions

- 4.1. Institutional Bodies

<b>Word/Expression</b>	<b>Definition</b>
<b>Finance</b>	The department responsible for obtaining and handling any monies on behalf of the University.
<b>Registrar</b>	The executive manager for the Registrar's Office.
<b>Registrar's Office</b>	The department that encompasses admissions, awards, transfer credits, enrolments, graduation, and records.
<b>Student</b>	The individual registered with studies at the University.
<b>University</b>	University Canada West; the encompassing of all programs and campuses.
<b>Vice President, Administration</b>	The executive manager for Finance and Administration.

#### 4.2. Curriculum

<b>Word/Expression</b>	<b>Definition</b>
<b>Credit(s)</b>	The academic value (expressed as a number of units) that is assigned to a course. The number of units is aligned with hours or tuition.
<b>Graduate</b>	Programs and/or courses at a higher education level, taken post completion of, and a higher level to, an undergraduate credential.
<b>Preparatory Course</b>	A course required at the commencement of a program (functioning as a prerequisite) but itself does not contribute towards the credential.
<b>Undergraduate</b>	Programs and/or courses at a higher education level, taken post completion of, and a higher level to, a secondary education level credential.

#### 4.3. Administration of Enrolments

<b>Word/Expression</b>	<b>Definition</b>
<b>Academic Term</b>	A defined period (of weeks) that the University uses for the planning of class schedules, deadlines, and events, as well as the delivery of its programs.
<b>Add/Drop Deadline:</b>	The date (and time) before which students may make course changes without any academic nor financial penalty.
<b>Co-requisite Requirement</b>	A condition that stipulates the Student can only enrol into the course provided they also enrol into another specified course in the same Academic Term.
<b>Course Load</b>	The total number of enrolled courses (and/or credits) for the Student in an individual Academic Term.
<b>Course Section</b>	The specific class offering for the course with a set term, schedule, mode of delivery, instructor, and (if applicable) campus and room.
<b>Course Sequence</b>	Conditions which are placed on select courses within a program to guide the Student to complete the courses in a particular order for a progressive learning structure.

<b>Cumulative Grade Point Average (CGPA)</b>	The average of grade points received from the cumulative total.
<b>Enrolment</b>	The process of the Student selecting and adding themselves to a course section.
<b>Enrolment Period</b>	A period of days/weeks with specified dates that define when the Student is permitted to enrol in an individual Academic Term.
<b>Leave of Absence</b>	An approval from the University that permits the Student absence from their studies for a period of time due to personal circumstances.
<b>Pre-requisite Requirement</b>	A condition that stipulates the Student can only enrol into the course provided they have previously achieved a level of academic success in a prior course (and/or qualification).
<b>Priority Enrolment</b>	The process(es) of providing both scheduling and enrolment precedence to students who are closer to their program completion over students who are further from their program completion.
<b>Proof of Residency</b>	Evidence that demonstrates the Student's legal status to study in Canada.
<b>Registration</b>	The process of the Student finalizing their intent and/or eligibility to commence their program or course(s).
<b>Student Portal</b>	An online platform that allows the Student access to information on their program, learning related materials, and institutional services. Also currently known as MyUCW.
<b>Tuition Fee Adjustment</b>	An amendment to the tuition fees owing due to a change in the Student's course enrolment activity in an Academic Term.
<b>Waitlist</b>	A roster for a course section (that is at its enrolment capacity) that the Student may add their name to be notified in the event that an opening becomes available.

#### 4.4. Documents

<b>Word/Expression</b>	<b>Definition</b>
<b>Confirmation of Enrolment Letter</b>	A letter that confirms the Student's enrolment in an individual Academic Term.
<b>Enrolment Agreement</b>	A contract between the Student and the University that outlines the terms, conditions, and obligations respective to both parties.
<b>Letter of Acceptance (LOA)</b>	A confirmation of acceptance into the program. International Students will use this letter when submitting a visa application to study in Canada.
<b>Official Transcript</b>	A transcript that is both issued and delivered by the University in a manner that is trusted by the receiving institution as being official. Please note that this definition is different to its usage when the University is the receiving institution.
<b>Registration Consent Form</b>	A form that confirms the Applicant's intent to register for an upcoming Academic Term.

<b>Transcript</b>	A subset of the Student Record that reports the complete enrolment history and the accumulation of grades and credits within the University (typically towards earning a credential).
-------------------	---

## **5. Principles**

- 5.1. The Student may only request to enrol, withdraw, and/or make a change to their enrolment(s) through the official procedures.
- 5.2. The submission of a request to either enrol, withdraw, and/or make a change to their enrolment(s) is not guaranteed to be approved.
  - 5.2.1. Each request to either enrol, withdraw, and/or make a change to their enrolment(s) is independent and will be reviewed as per the policy and corresponding procedures in place at the time the request is submitted.
- 5.3. The University defines a full-time study load as;
  - a) a minimum of three (3) courses equivalent to nine (9) credits in an individual Academic Term;  
or,
  - b) a minimum of one (1) English-language preparatory course in an individual Academic Term.
- 5.4. The transcript notations for changes to enrolments are under the authority of the Registrar's Office and only to be assigned by the Registrar and/or their designate(s).
- 5.5. The University reserves the right to restrict course enrolments due to operational requirements.
  - 5.5.1. The University will endeavour to minimise the impact, where reasonable, of any restriction that may be experienced by the Student.
- 5.6. The University reserves the right to impose an academic penalty for withdrawals and/or changes to an enrolment.
- 5.7. The University reserves the right to impose a financial penalty for withdrawals and/or changes to an enrolment.

## **6. Applicable Legislation**

Not applicable.

## **7. Related Policies**

<b>Policy Number</b>	<b>Policy Title</b>
3001	Student Tuition Refunds
9007	Admissions
9014	Student Rights and Responsibilities
9023	Academic Standing

**8. Associated Procedure(s)**

<b>Procedure Number</b>	<b>Procedure Title</b>
9017p	Enrolments & Withdrawals Procedures