

REGISTRATION

Eligibility

To be eligible to register and maintain registered status, a student:

- must be admitted to VCC and registering as a new or continuing student, or have received permission to register for courses.
 - A new student must pay a non-refundable deposit to confirm their acceptance of an offer of admission before they can register for the first time.
 - A continuing student must have active academic status. Academic status is changed to inactive if a student has not been registered in a course for a period of 12 consecutive months.
- must meet the published prerequisite requirements for each course in which they wish to register. Prerequisites are shown in each course description.
- must register within the published dates and deadlines.
- must pay their required fee instalment by the due date. Fee deferrals (late payments) must be approved by the Student Accounts Office (<https://www.vcc.ca/applying/registration-services/fees-and-payments/>) before the payment due date.

Note: Students registering for programs and courses offered by Continuing Studies should refer to the Continuing Studies Registration (<https://continuingstudies.vcc.ca/registration/howtocourseMain.jsp>) page.

How to Register

For many VCC programs, students are registered into their required courses by the Admissions & Registration team in the Registrar's Office. For other programs, students register themselves into pre-determined courses. In some cases, students register themselves into courses they choose, provided they meet the prerequisite requirements.

The following pages provide information on how to self-register:

- How to Register in Courses (<https://www.vcc.ca/applying/registration-services/admissions-and-registration/registering-in-courses/how-to-register-in-courses/>)
- How to Register in Apprentice Courses (<https://www.vcc.ca/applying/apply-now/apprentice/>)

Program Enrolment Types

Open Enrolment

Seats in open enrolment programs are filled on a first-come, first-served basis. Admission to an open enrolment program does not guarantee registration into specific courses.

Limited Enrolment

The number of seats available in limited enrolment programs are set for each intake. In general, for each student admitted, seats in all required courses are guaranteed. Limited enrolment programs may fill on a first-come, first-served basis, or through selective entry.

Self-Paced

In self-paced programs and courses, students register in courses they meet the prerequisites for. Students complete at their own pace, and may not be registering at the same times of year as most students.

Auditing, Repeating, or Withdrawing from Courses

Auditing a Course

A student who is approved to audit a course will attend classes and may participate in class discussions, but will not write exams, submit assignments, or receive a grade or credit for the course. Full tuition fees apply to audited courses. Please contact the Registrar's Office to learn about requesting audit status and when you can register.

Repeating a Course

A student may repeat a course once. This applies to all registrations, whether the course was successfully completed or not. The relevant Dean can approve additional repeats on the recommendation of the relevant Progression Committee. In consultation with the instructor, the Department Leader will prepare a written agreement detailing any special considerations or conditions, and provide a copy for the student. A copy is kept in the Student Academic File.

Withdrawing from a Course

Students may voluntarily withdraw from a course prior to the withdrawal deadline for a term/instructional cycle and receive a grade of 'W' on their record. A 'W' is not calculated into a student's GPA.

After the voluntary withdrawal deadline, students may request a course withdrawal under extenuating circumstances. Extenuating circumstances include events or situations that are typically beyond a student's control. Students are expected to provide documentation in support of any request made on the basis of extenuating circumstances. Requests to avoid failing or low grades will not be accepted. The policy and procedures for withdrawal under extenuating circumstances are outlined in Policy 311: Tuition and Fee Refund (<https://www.vcc.ca/about/governance-policies/policies/policies/policy-index/tuition-and-fee-refund.html>).