



Number:	NBCC-9209
Key Process:	9200 - Registration and Client Services
Edition:	2010-09-07
Effective:	2010-09-03
Title:	Student Registration

GUIDING PRINCIPLE

The New Brunswick Community College, hereinafter called NBCC, is responsible for ensuring that all students are registered in programs/courses according to due process. NBCC is also responsible for ensuring that registered students are offered adequate opportunity to make informed decisions about their learning.

POLICY STATEMENT

The registration process consists of two steps: payment of required fees in accordance with the tuition policy and registration in program/plan and courses according to the registration procedure. Once both these steps are completed, registered students are eligible to attend classes, and use NBCC's facilities and resources.

After registering, students may find it necessary to make program/plan or course changes, such as adding or dropping courses, changing from taking a course for credit to audit, and vice-versa, changing program/plan within a campus, NBCC (internal transfer), or withdrawing completely from a program/plan, campus, or NBCC. Students who wish to make changes to their initial registration may do so according to the student registration procedure.

Deadlines for registering, and for making changes after registration are indicated in the NBCC Calendar for each admit term. Students may add/drop courses or change program/plan (including internal transfers) until the end of the second full week of classes.

Students whose status changes as a result of a change in the initial registration will have the tuition fees adjusted as per the tuition fee policy.

Students are responsible for ensuring that they have fulfilled the published admission or

conditional admission requirements. Failure to observe this may result in course registration being withdrawn.

Students are responsible for the accuracy and completeness of information including:

- checking the accuracy of their information upon registration, and ensuring the Registrar's office has proof of admission requirements on file (final high school and/or postsecondary transcripts, proof of prerequisite completion);
- ensuring that fees are paid by published deadlines;
- ensuring the Registrar's office has their current address and telephone numbers on file at all times.

Students receiving financial aid should be advised to consult with Student Services or an advisor before making any program or course changes during or after registration since this may affect their eligibility to continue receiving financial aid.