
Number:	Org-4209
Key Process:	4200 - Registration and Client Services
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Title:	Student Registration

GUIDING PRINCIPLE

The New Brunswick Community College- Special Operating Agency (NBCC-SOA), hereafter called “The Organization” is responsible for ensuring that all students are registered in programs/courses according to due process. The Organization 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 the Organization’s facilities and resources.

Students, after registering, may find it necessary to make program/plan or course changes such as add or drop courses, change from taking a course for credit to audit and vice-versa, change program/plan within a campus, the NBCC College or the Organization (internal transfer) or withdraw completely from a program/plan, campus or the NBCC College. Students who wish to make changes to their initial registration may do so according to the student registration procedure.

Deadlines for registration and for making changes after registration are indicated in the College 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 Failure to observe this may result in course registration being withdrawn.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.

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
Org-4105	Admissions	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-2305	Tuition Fees	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4209.005	Student Registration	Procedures	Provincial Management Representative		Assistant Deputy Minister

APPROVAL: *by designated authority via the Integrated Document Management System (IDMS)*

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