

**C.12.2
Registration**

Policy Name	Admission and Registration		
Policy #	C.12	Category	Student Services
Approving Jurisdiction	Board of Governors	Replaces	New
Administrative Responsibility	Student Services	Version	2025-01-16
Procedures Approved by	President	Next Review Date	TBD

See the related POLICY

Admission and Registration

DEFINITIONS

Mature Student: A student who:

- is age 20 or older;
- has not met the required academic qualifications for a particular program; and
- has been out of the K-12 school system for a minimum of one year.

Definitions Specific to this Procedure

Handling – Refers to the action taken place by the Office of the Registrar to sort and process incoming applications. The date on which a prospective student sends their application may be earlier than the date on which it is processed and sorted.

PROCEDURES

1.0 Registration – Campus Based Students

- 1.1 Students must have a letter of acceptance signed by the Registrar to register in a program as a student.
- 1.2 Students must register before attending any classes.

2.0 Registration – Community Learning Centres

- 2.1 Students can register for a Community Learning Centre program or course online, or visit their local Community Learning Centre to gain access to the online registration portal if facilities are available.

3.0 Continuing Education

- 3.1 Registration dates and procedures for people wishing to enrol in Continuing Education courses, workshops, and seminars will be available from the Continuing Education Office at each campus.

4.0 Late Registration

- 4.1 All late registrations will be managed by the Registrar in consultation with the program head or Community Adult Educator.
- 4.2 If a program has a limited number of spaces, the Registrar, in consultation with the program head, may determine a deadline for no shows and offer the space to a waitlisted applicant.
- 4.3 If a student is accepted into a program that has limited space and that has adopted a deadline for no shows, the student will be advised in their letter of acceptance of the no show deadline date and the consequences if they do not show up for class by that date.

5.0 Students with Outstanding Accounts

- 5.1 Former Aurora College students whose accounts receivable have been forwarded for collection will not be permitted to register until all accounts with the College have been paid in full. Note: Accounts receivable from former students are forwarded for collection when the individual has ceased to be an Aurora College student for 180 days. (see policy J.07 Collection of Accounts Receivable).
- 5.2 Students who owe funds from the current academic year or the previous academic year will not be permitted to register. Exceptions may be granted by the VP, Student Services in consultation with the VP, Corporate Services and Administration.
- 5.3 Students who have not received their funding prior to registration may be permitted to register if they have been approved for financial credit. (see policy J.04 Student Financial Credit)
- 5.4 Notwithstanding sections 5.1, 5.2 and 5.3, students owing a nominal amount (less than \$100.00 CAD) of money to Aurora College may be allowed to register.

- 5.5 When an employer contracts with Aurora College for seats in a course, the participants selected by the employer may be allowed to register regardless of their financial standing with the College. Participants may receive the document of recognition for this course only. No other penalties for non-payment of student accounts will be waived.

6.0 General

- 6.1 Students are responsible for submitting all completed documents required for registration.
- 6.2 To be registered, students must comply with all registration procedures, including payment of fees associated with registration. (see policy J.02 Fees)
- 6.3 Students are responsible for informing in writing the Office of the Registrar at their campus or their Community Adult Educator of any changes to their legal name. Students must provide documentation showing their former and current names (e.g. driver's licence or marriage certificate). Community Adult Educators must securely provide this information to the Registrar's Office.
- 6.4 Students are responsible for making sure the College has their current mailing address, registration status, and other pertinent information. Students must either update their online profile in the Student Information System or provide the College with this information in writing.
- 6.5 Students are allowed only two (2) registrations in a single course unless it is a repeatable course (e.g. special topics courses). Students who are unsuccessful in all attempts at a course can make an appointment with their Academic Advisor to discuss the possibility of additional registrations. The program head has the authority to approve subsequent registrations in a course.
- 6.6 A student who is registering in a program or course that is being delivered by Aurora College through an agreement with another post-secondary institution, trade organization, or other accrediting body may be required to abide by the academic policies of the organization with which the College is partnered.
- 6.7 References in this policy to Aurora College staff members in authority (e.g. Registrar, Director of Finance/CFO) may include a designee acting on their behalf.

RELATED DOCUMENTS

- J.02 Fees Policy
- J.04 Student Financial Credit Policy
- J.07 Collection of Accounts Receivable Policy