

## LEARNER CREDIT REGISTRATION POLICY

### Policy Statement

To provide for effective access to the Bow Valley College's courses and to maintain accurate learner records, learners must be formally registered in courses in which they wish to participate. Their course registrations must meet appropriate criteria and learners' registration status must be kept up to date.

### Purpose

This policy provides a framework to ensure that registrations, cancellations and withdrawals of learners are applied consistently and equitably.

### Scope

This policy applies to all registrations in credit courses at Bow Valley College. This policy applies to both admitted and unclassified learners.

This policy does not apply to non-credit courses. This policy does not apply to learners' status in programs.

### Principal Objectives

1. Responsibilities of the learner: Learners have the responsibility to ensure they are registered in the correct courses and provide notice of withdrawal from courses.
2. Responsibilities of the College: Bow Valley College has the responsibility to implement this policy in a fair and equitable manner; provide fair and equitable access to registration services; ensure processes and transactions related to learner registrations are handled in a timely and accurate fashion; and, communicate with learners in a timely and transparent manner.

### Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College. Non-compliance may create risk for the College and will be addressed accordingly with reference to disciplinary measures considered in the Code of Conduct.

### Definitions

Definitions of common terms may be found in Policy #100.

**DATA SHEET**

**Accountable Officer**

Vice President, College Services

**Responsible Officer**

Registrar and Director, Enrolment Services.

**Approval**

See “Development Framework” for approvers of policy, procedures, and guidelines.

**Contact Area**

Office of the Registrar and Enrolment Services

**Relevant Dates**

<b>Approved</b>	<b>April 29, 2015</b>
<b>Effective</b>	<b>April 29, 2015</b>
<b>Next Review</b>	<b>April 2018</b>
<b>Modification History</b>	

**Associated Policy(ies)**

- 500-1-5 Academic Continuance and Graduation Policy and Procedure
- 500-1-10 Attendance
- 500-1-6 Grading Policy
- 500-1-12 Learner Appeals
- 500-1-1 Learner Code of Conduct Policy
- 500-1-11 Learner Financial Accounts Policy & Procedure
- 500-1-8 Prior Learning Assessment & Recognition
- 500-1-9 Transfer Credit Request

**Directly Related Procedure(s)**