

Procedure Name:	ADMISSION AND REGISTRATION	
Approved By:	Board of Governors	
Approval Date:	Feb 24, 2017	
Next Scheduled Renewal Date:	November 13, 2020	
Procedure Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-009P	

## ADMISSION AND REGISTRATION PROCEDURE

### 1.00 PURPOSE

- 1.1 This procedure outlines the steps to be taken by students to access programs and courses at Coast Mountain College. These procedures are to be modified and approved by EdCo in consultation with the Registrar's Office as operationally required.

### 2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see: [Education Council Policy and Procedures Definitions.](#)

### 3.00 PROCEDURES

- 3.1 Setting Admission requirements:
- a) All curriculum documentation must include admission requirements to be approved by Education Council.
  - b) Admission requirements must be developed on academic grounds to encourage student success rather than limit or increase enrolment.
  - c) Program areas must adhere to requirements established by accrediting bodies and partner institutions to ensure transferability and recognition.
- 3.2 Applications submitted to incorrect programs will be changed to reflect the correct admission term and program.
- 3.3 Applications will be valid for one year from the program start date; applications can be extended where waitlists are lengthy. Competitive programs require applicants to reapply for each specific intake.
- 3.4 The Registrar's Office communicates all official notifications to students, including missing requirements, waitlist status, and acceptance information.
- 3.5 Cluster recommends and Dean approves the number of offers for specific programs where applicable.
- 3.6 Cluster recommends and Dean approves the reserve seating for specific student populations in individual courses. Reserve seats can be released within 30 days of the course start date in consultation with the program coordinator(s).

- 3.7 Registration into course sections is done on a first-come, first-served basis for qualified students. A non-refundable commitment fee must be submitted to reserve a spot in a program/course at the time of registration. Commitment fees will be applied to tuition should a student attend.
  - 3.8 For students registering in overload (i.e., more than 100% course-load based on the program outline), students must have permission from the program coordinator or academic head and must have a previous term GPA of no less than 3.0 for overload consideration. The Registrar in consultation with the Dean will grant overload permission. This decision is not subject to appeal.
  - 3.9 Conditional Acceptance will be revoked if conditions are not met by deadlines outlined in the acceptance letter.
  - 3.10 Admission appeals can be submitted to request a waiver of Admission requirements. These appeals will be reviewed by the Program Dean and the Registrar in consultation with the Program Coordinator and Admission Office. The College will make every effort to make a decision on admission appeals within 10 business days of receipt.
  - 3.11 Program Coordinators will notify relevant faculty about students admitted through the appeal process.
  - 3.12 Permission of instructor can only be used by the instructor teaching the class or designate and should be granted to students who have a strong likelihood of success.
  - 3.13 Persons over 65 and auditing students must wait until the first week of classes for registration to ensure no fee-paying or credit-seeking students are displaced. Cohorts of contracted auditing students may register in advance of the first week of class to guarantee a seat in the course.
- 4.00 DUAL CREDIT PROGRAMS
- 4.1 Students must be enrolled in a BC high school at the appropriate level for the subject.
  - 4.2 Dual credit students must meet non-academic and academic requirements, where applicable.
  - 4.3 Written confirmation must be provided by the school district.
  - 4.4 Students must sign a release of information for grades to be submitted to the school district.
  - 4.5 Students interested in academic courses must meet with the Instructor or Program Coordinator for approval to attend.
  - 4.6 Points 4.1-4.5 apply to subsequent term registrations.
- 5.00 RELATED POLICIES AND PROCEDURES
- 5.1 [EDU-009, Admissions and Registration Policy](#)
- 6.00 SUPPORTING DOCUMENTS
- 6.1 [Admissions Appeal Form](#)
  - 6.2 [Dual Credit Transition Plan Form](#)
  - 6.3 [Permission of Instructor](#)

6.4 [Release of Student Information](#)

7.00 HISTORY

<b>Created/Revised/ Reviewed</b>	<b>Date</b>	<b>Author's Name and Role</b>	<b>Approved By</b>
Created			