



Procedures Manual

Number: AC-111

Office of Primary Responsibility: Registrar

Effective Date: Autumn 2019

Student Registration Procedure

Purpose:

In support of an All-Inclusive Pricing Model, the goal of this procedure is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution and to increase retention.

Procedures:

Students must be registered according to the following schedule:

16 week courses	Registration must be completed the day before the term begins
1 st 8-week Term	Registration must be completed the day before the 1 st 8-week term begins
2 nd 8-week Term	Registration must be completed the day before the 2 nd 8-week term begins

Courses with a start date other than listed above must have registration completed the day before the course begins.