



CONCORDIA
UNIVERSITY OF EDMONTON

Registration

4.0 REGISTRATION

The Registrar's Office oversees the registration of new, continuing, and returning students in all programs. Registration Advisors assist students throughout the year with academic planning. Students with questions regarding registration or program planning are encouraged to speak with a Registration Advisor at Student & Enrolment Services. Advising is available on a drop-in basis.

- 4.1 Registration Procedures**
 - 4.1.1 New Students
 - 4.1.2 Returning Students
 - 4.1.3 Open Studies Students
 - 4.1.4 Spring and Summer Sessions
- 4.2 Registration Regulations**
 - 4.2.1 Course Load
 - 4.2.2 Prerequisites and Corequisites
 - 4.2.3 Repeating a Course
- 4.3 Changing Registration**
 - 4.3.1 Registration Deposit
 - 4.3.2 Adding, Dropping, and Withdrawing from Courses
 - 4.3.3 Discontinuing Studies
- 4.4 Special Registration Requests**
 - 4.4.1 Auditing Courses
 - 4.4.2 Course Challenge
 - 4.4.3 Applying Credits Earned Elsewhere
 - A. Visiting Student Permission
 - B. International Exchange Programs

4.1 REGISTRATION PROCEDURES

4.1.1 NEW STUDENTS

Admissions informs students of their acceptance and the steps necessary to complete their registration.

All students are responsible for registering in courses using the Online Course Selector in *Online Services for Students*. The appropriate *Registration Deposit*, section 5.2, must be paid at the time of registration. Online resources and Registration Advisors are available to assist students with course selection and program planning.

4.1.2 RETURNING STUDENTS

Readmission is not automatic. Refer to *Returning Student Readmission*, section 3.7, for requirements.

Students must provide official transcripts from all other post-secondary institutions that they have attended and must pay the appropriate *Registration Deposit*, section 5.2, before they may register in courses.

The *Statute of Limitations*, section 9.1.1, contains information regarding the Calendar and program requirements for returning students.

4.1.3 OPEN STUDIES STUDENTS

Open Studies students may normally register in a maximum of nine credits per semester, to a lifetime maximum of 30 earned credits in the Open Studies program at Concordia University of Edmonton. Students that in the previous Fall or Winter semester have earned a term GPA of 3.0 or higher in at least 9 credits may register in a maximum of 15 credits.

Once the lifetime maximum of 30 credits have been earned, Open Studies students must apply to a degree program to continue at Concordia University of Edmonton. Degree-bound students are encouraged to meet with a Registration Advisor prior to registration to ensure that they choose courses that apply toward their future degree program. Students who have already earned post-secondary credentials and wish to register in Open Studies are limited by the course load regulations for program students as given in section 4.2.1.

Students may register only in those courses that have been

designated for Open Studies, as determined by the Registrar.

Students in the Open Studies program must maintain satisfactory academic standing as defined in *Academic Standing*, section 9.3.4.

4.1.4 SPRING AND SUMMER SESSIONS

Concordia University of Edmonton offers university-level credit courses during the spring and summer months, normally from May to August. Important dates for students registered in Spring and Summer Session courses are published in the *Academic Schedule*, section 2.0.

New and returning students may apply by submitting an *Application Form* online. Continuing students may add Spring and Summer Sessions courses to their schedule; a separate application is not required. Students must pay the non-refundable *Registration Deposit*, section 5.2, before they may register in courses.

Each six-week session is comprised of two three-week terms. The majority of courses are scheduled each day of the week, from Monday to Friday. A three-credit course normally takes one term (three weeks) to complete. However, a three-credit course offered part-time in the evenings, takes one session (six weeks) to complete. A six-credit course normally takes one session (six weeks) to complete.

Due to the intense nature of these sessions, students may take a maximum of 4.5 credits per term and a maximum of 6 credits per session.

The Bachelor of Environmental Health (After-Degree) program (section 11.2) and select Graduate Studies programs (section 13.0) continue through the Spring and Summer sessions.

4.2 REGISTRATION REGULATIONS

4.2.1 COURSE LOAD

The normal full course load for undergraduate programs is 30 credits total for the Fall/Winter Session. *Course Overload Approval* request to register in more than 16.5 credits per semester must be submitted to the Registrar, who determines the outcome of such requests in consultation with the relevant Dean.

Applicants requesting permission to carry a course overload must normally have a Grade Point Average of 3.5 or greater.

For information regarding full-time and part-time status for student loan purposes, please refer to *Financial Aid*, section 6.0. For information regarding course load for scholarship purposes, please refer to *Undergraduate Awards*, section 7.0.

4.2.2 PREREQUISITES AND COREQUISITES

Students must meet all prerequisite requirements before beginning a course. Students must meet all corequisite requirements either before beginning a course or through simultaneous registration that results in an acceptable grade. Unless otherwise stated, D is the minimum grade acceptable in prerequisite and corequisite courses.

Approved equivalent courses may be used to satisfy the stated prerequisite and corequisite requirements. Students are responsible for withdrawing from courses for which they do not have the prerequisites.

STUDENTS ARE RESPONSIBLE FOR THE COMPLETENESS AND ACCURACY OF THEIR OWN REGISTRATION.

Degree credit may be withheld for courses when the prerequisite or corequisite requirements have not been met.

In exceptional circumstances a student may request a waiver for one or more prerequisites from the Dean of the Faculty which offers the course.

All prerequisite waivers are granted at the discretion of the Dean of the Faculty which offers the course.*

Prerequisite waivers are not normally granted for more than one stated prerequisite per course.

Prerequisite waivers are not granted to students who are not in satisfactory academic standing.

The onus is on the student to provide a convincing argument for a prerequisite waiver. Receiving a waiver is a rare occurrence and rationale may include:

- student has sufficient background (ex. work experience) to succeed in the course.
- student has completed previous course work that may be considered in place of the stated prerequisites.

There is no appeal process if the request for a prerequisite waiver is not granted. A completed *Prerequisite Waiver Request* does not guarantee that the student will be enrolled in the course. Enrolment is subject to availability.

Where a prerequisite waiver is granted a student assumes full responsibility for being sufficiently prepared for success in the course.

4.2.3 REPEATING A COURSE

Students may repeat any course once whether they received a passing grade, a failing grade, or a WF (withdrew failing).

Students repeating courses in which they achieved passing grades do not receive additional credit for the repeated courses.

Provided the second grade is a passing grade, it will be used in the calculation of the Grade Point Average for graduation, whether it is higher or lower than the first grade. However, the mark from the initial course remains on the transcript.

4.3 CHANGING REGISTRATION

4.3.1 REGISTRATION DEPOSIT

A *Registration Deposit* (section 5.2) must be paid at the time of registration and is a non-refundable payment towards the Education Fee. The Registration Deposit confirms the student's place in his/her course(s). Students are responsible for dropping or withdrawing from their course(s) according to the deadlines listed in the *Academic Schedule*, section 2.0.

Non-payment of fees and/or non-attendance do not constitute official withdrawal from Concordia University of Edmonton.

4.3.2 ADDING, DROPPING, AND WITHDRAWING FROM COURSES

All changes to course registration must be approved by the Registrar. Students wishing to add, drop, or withdraw from courses may do so online using the Online Course Selector in *Online Services for Students*, or with a Registration Advisor in Student & Enrolment Services within the deadlines published in the *Academic Schedule*, section 2.0.

Dropping a course means that the course does not appear on a student's permanent record. Withdrawing from a course by the specified deadlines means that a mark of W (Withdrew with Permission) appears on a student's record. The mark of W is not included when computing the Grade Point Average.

The mark of WF (Withdrew Failing) is normally recorded

on students' transcripts for courses dropped after the deadline for course withdrawals. WF is counted as a grade of F in the calculation of Grade Point Averages for Concordia University of Edmonton admission, readmission, and graduation. Students may not take a WF after the last day of lectures.

Under unusual circumstances, a written appeal may be made to the Registrar who, after consultation with the instructor, may change the mark to W (Withdrew with Permission).

4.3.3 COURSE CONFLICT

Students will normally be prevented from enrolling in courses for which there is a scheduling conflict. In exceptional circumstances a student may obtain a conflict override from the Dean of their Faculty or program.

A scheduling conflict consists of two courses, or portions of courses (lecture, lab or seminar) which are fully or partially (one minute or more) offered at the same time. One example is lecture in Course A is at the same time, or partially overlaps with seminar in Course B.

All conflict overrides are granted at the discretion of the Dean of the Faculty the student is registered in. Conflict overrides are not normally granted for conflicts of more than one hour per week. Conflict overrides are not granted to students who are not in satisfactory academic standing. The onus is on the student to provide a convincing argument for a conflict override. Information on the evaluations in each course must be provided (for example, so that a student is not expected to write two exams at the same time.) Rationale may include:

- student has consistently demonstrated exceptional academic ability with a full load and is likely to succeed
- student has a reasonable prospect of graduating at the end of the academic year if the override is granted
- student has completed one of the courses before successfully and is retaking it to improve their grade
- the lectures for one of the courses are recorded and posted online, or the student has obtained permission from one of the instructors to record the missed lectures; or
- the conflict is manageable because of special accommodations provided by the instructor or because the course is in some way exceptional
- There is no appeal process if the request for a conflict override is not granted by the Dean of the Faculty.

A completed conflict override form does not guarantee that the student will be enrolled in the course. Enrolment is subject to availability.

4.3.4 DISCONTINUING STUDIES

Students who decide to discontinue their studies at Concordia University of Edmonton must complete a *Program Withdrawal Form* with a Registration Advisor in Student & Enrolment Services. Withdrawal from studies at Concordia University of Edmonton is effective on the date the completed documentation is received by the Registrar's Office.

Non-payment of fees and/or non-attendance do not constitute official withdrawal from Concordia University of Edmonton.

Students who drop out without completing official procedures are not eligible to receive refunds or recommendations. If official documentation is not completed by the last day for withdrawing from courses (*Academic Schedule*, section 2.0) each course in which the student remains registered is assigned a grade of F.

Students who, after the normal deadline for withdrawal, are

unable to complete a course or courses, or who must discontinue their studies at Concordia University of Edmonton because of serious illness, family difficulty, or circumstances beyond their control, may appeal to the Registrar for permission for late withdrawal through the *Appeal of Decisions by the Offices of Student & Enrolment Services*, section 9.6. Students granted permission for late withdrawal are given a mark of W (Withdrawn with Permission) for courses included in the appeals.

4.4 SPECIAL REGISTRATION REQUESTS

4.4.1 AUDITING COURSES

Students who wish to audit courses must receive written permission from the instructor(s) and the Registrar. Permission to audit courses and the conditions of attendance and participation are at the discretion of instructors.

Students do not receive academic credit for audited courses. Official transcripts are issued with the designation AU (audit) recorded in the place of course grades.

Students may change courses from audit to credit, or from credit to audit, according to the dates indicated in the *Academic Schedule*, section 2.0.

4.4.2 COURSE CHALLENGE

Any student enrolled in a Concordia University of Edmonton degree program may apply to take a challenge examination. Students may obtain up to a maximum of 12 credits through course challenges. Credit received through a challenge may not be used to fulfil part of the residency requirement.

Students may not challenge:

- a 400-level course;
- a course for which they have been granted transfer credit;
- a course from which they have been exempted;
- a course which they have previously challenged, withdrawn from, passed, failed, or audited;
- a course for which they have not successfully completed the prerequisites; or
- a course which is considered to be equivalent.

Students submit an application for a course challenge through the Registrar's Office in Student & Enrolment Services. The application will be accepted or rejected within two weeks of the application; the examination must be completed within four weeks of acceptance. Two weeks after applying, students should contact the Registrar's Office to find out whether the challenge has been accepted, and if so, which instructor will administer it. Students are

then responsible for contacting the instructor to obtain the course syllabus, to ascertain the requirements to be met for the challenge, and to determine the dates by which those requirements are to be met. Students may contact the Registrar's Office eight working days after the completion of the challenge to learn the result.

A fee is assessed for each challenge at the time of application (section 5.1) and is refundable only if the challenge is rejected. Students may withdraw, without refund, before taking the examination; a grade of W (withdrawn) will then be recorded on their transcript. The result of a challenge examination will be recorded as a Credit (CR) or No-credit (NC) on students' transcripts. Students may not appeal the results of a course challenge.

4.4.3 APPLYING CREDITS EARNED ELSEWHERE

A. VISITING STUDENT PERMISSION

Concordia University of Edmonton degree students may, in the course of their education, apply credits earned elsewhere. They must, however, request permission from the Registrar before registering in courses for credit at other institutions. To apply for visiting student permission, students must be in satisfactory academic standing.

Request forms are available online (<http://concordia.ab.ca/printable-forms/>) or at Student & Enrolment Services and take at least two weeks to process. Permission to use the credits earned at another university toward the student's Concordia University of Edmonton degree may be granted on an individual basis.

Care must be taken to satisfy Concordia University of Edmonton's residency requirements, while gaining the benefit of applying credits earned elsewhere.

B. INTERNATIONAL EXCHANGE PROGRAMS

Concordia University of Edmonton's students may enrich their education by participating in student exchange programs that have been especially established by Concordia University of Edmonton with universities in other countries. Please refer to the following website for a current list of eligible institutions: <http://international.concordia.ab.ca/partner-universities>.

Concordia University of Edmonton students who are interested in studying abroad through an international exchange program and applying the credits earned toward their Concordia University of Edmonton degree program should first consult with an Admissions Advisor. Refer to *International Exchange Student Admission*, Section 3.10. Transfer credit arrangements, including an *Outbound Undergraduate Student Exchange Permission Form*, must be approved in advance.