



POLICY WITH RESPECT TO REGISTRATION FOR COURSES

POLICY NUMBER	
TITLE OF THE POLICY:	Registration for Courses
DATE OF ADOPTION:	October 2008
COUNCIL RESOLUTION NUMBER:	
SUPERCEEDS:	New
DATE OF IMPLEMENTATION:	October 2008
PROJECTED DATE OF REVISION:	October 2009
PURPOSE OF THE POLICY:	To define the registration process with a view to maximizing class enrolment and to increasing the likelihood that students are able to enrol in their desired courses.
REVISION NUMBER:	Draft for Comment
ACCOUNTABILITY:	This policy is under the responsibility of the Registrar who is accountable for its implementation.
ASSOCIATED PROCEDURES:	Occurrence Report SOP
RELATED POLICY(IES):	Policy with respect to Extending Maximum Class Enrolment Policy with respect to Tuition and Fees
Attachments	Online Reservation Waitlist Process Diagram Spring 2009 Online Registration Process

1. Authority

The strategic plan of The College of The Bahamas 2007 sets as a goal that “registration will be effective [and] efficient...” Management of the registration process falls under the direct prevue of the Registrar.

2. Terminology/Definition

- 2.1.** Course Registration Unit (CRU) – A course registration unit is a count of one occupied seat (generally also equal to 3 credits) in any given course section. If there are twenty-five students in one course section, the CRU count is 25. If one student is taking 4 courses, his enrolment accounts for 4 CRU's.
- 2.2.** Current student – a student meeting one or more of the following criteria:
 - 2.2.1.** currently enrolled in courses at The College.
 - 2.2.2.** not currently enrolled but was enrolled in one or both of the immediate past Fall or Spring term.
- 2.3.** New student – a student enrolled or registering for courses for the first time at the College.
- 2.4.** Returning student – a student meeting one or more of the following criteria:
 - 2.4.1.** previously enrolled in courses at The College more than one year prior and now returning to continue studies at The College.
 - 2.4.2.** a College of The Bahamas graduate accepted to start another programme of study at The College.
- 2.5.** Registration – Describes the multi step process by which a student (i) is advised for courses, (ii) is authorized for online course reservation, (iii) reserve course(s), and (iv) confirms the course(s) reservation. These steps are completed in the order presented. Typically, there are three Registration periods defined for each term, (i) Early registration, (ii) New student registration and (iii) Late registration.
- 2.6.** Advisement – process by which students discuss their academic status and course enrolment schedule with their assigned faculty advisor.
- 2.7.** Course Reservation – the act of selecting, and thereby, reserving a course section during the active registration period. This will normally be completed by students using the online system.
- 2.8.** Course Confirmation – reserved courses are confirmed when one of the following conditions are met:
 - 2.8.1.** courses are paid for prior to expiration of advertized duration
 - 2.8.2.** sponsor agreement identifying the student are processed by the Business Office
 - 2.8.3.** scholarship funds or their equivalent, as defined by the Business Office, are received by the Business Office.
 - 2.8.4.** a deferred payment plan with receipt of initial payment in the student's name has been approved by the Business Office.
- 2.9.** Late Registration/Drop and Add – during the late registration/drop and add period students can reserve and confirm courses as defined above with the following stipulations:
 - 2.9.1.** current students who did not register during the early registration period will be charged a late registration fee of \$150.00.
 - 2.9.2.** current students who completed their registration during the early registration period and seek to modify their registration will be charged a drop and add fee for each form submitted to the Business Office. The fee is described in the current tuition and fee schedule.
 - 2.9.3.** new students registering or modifying their schedule will not be charged a late registration fee.

- 2.10. Waitlist – electronic list managed by the online registration software of students waiting for an available space in a course. A separate waitlist is kept for each course. Students must opt to add themselves to the waitlist.
- 2.11. Pending – when a space becomes available in a course that has students on the waitlist, the status of the first student on the list is changed to ‘pending’ and that student is notified by email of the space availability. The duration of the pending status will be advertised and is determined by the Registrar. Students must opt to reserve the space in the class upon receipt of email notification.

3. **Registration Status and Priority**

- 3.1. Course reservations are valid until confirmed or canceled as per the conditions defined in the policy. CRU’s cannot be reserved if courses are at their maximum enrolment count.
- 3.2. Confirmed courses cannot be dropped unless dropped by the student either manually or online.
- 3.3. Waitlisted students will remain in the waitlist queue until one of the following conditions are satisfied:
 - 3.3.1. A space becomes available in the course at which point the status of the student at the top of the waitlist will be changed to ‘pending’.
 - 3.3.2. The end of the registration period is reached, at which point all waitlisted and pending students will be removed from the waitlist queue.
 - 3.3.3. The end of the registration period is reached, at which point all unconfirmed reservations will be cancelled. Cancellation at this time supersedes the advertised reservation duration.

4. **Advisement Period**

- 4.1. In the Fall and Spring terms the advisement period will begin on the first school day after the published ‘last day to withdraw without academic penalty’.
- 4.2. The advisement schedule for each term will be published in the current academic calendar.
- 4.3. The advisement period will end as per the schedule below:
 - 4.3.1. Fall term – last day of classes in the preceding Spring term
 - 4.3.2. Spring term – last day of classes in the preceding Fall term
 - 4.3.3. Summer term – last day of classes in the Spring term
- 4.4. Advisement will occur during the late registration period of all terms.

5. **Authorization Period**

- 5.1. Authorization is an integral function of the computerized registration and therefore no manual option exist for this step. Students will be authorized to reserve courses online using one of the following methods:
 - 5.1.1. the assigned advisor will authorize their advisees using the online software, or
 - 5.1.2. the advising school chair will authorize the student using the online software.

6. Course Reservation Period

- 6.1. All students will reserve courses using the online registration software.
- 6.2. Manual course reservations will only occur under the following conditions:
 - 6.2.1. During the late registration period, and
 - 6.2.2. for students who have technical issues with the online reservation process that cannot be resolved via the published help mechanisms. These instances must be documented using the Occurrence Defect Report as defined in the Occurrence Report SOP.

7. Course Confirmation

- 7.1. Reserved CRU's are confirmed upon payment. Payment completes the registration process.
- 7.2. Reserved CRU's not confirmed by payment will be automatically released for other students as per the schedule provided below. If a cancellation falls on a day when the College is closed then all unconfirmed reservations will be cancelled on the next working day.

Courses reserved on...	If not confirmed will be cancelled on...
Monday	Monday of the following week
Tuesday	Tuesday of the following week
Wednesday	Wednesday of the following week
Thursday	Thursday of the following week
Friday	Friday of the following week
Saturday	Monday of the following week
Sunday	Monday of the following week

- 7.3. The end of the registration period is reached, at which point all unconfirmed reservations will be cancelled. Cancellation at his time supersedes the advertised reservation duration.

8. Implementation

The Registrar will determine what administrative procedures will be used to implement the policy and announce the policy to The College community, post both the policy and procedures on The College's website and publish both the policy and related procedures in The College catalogue and in the Student Handbook.

9. Related Policy Impact

- 9.1. The Policy with respect to Extending Maximum Class Enrolment was written to accommodate the waitlist and pending behavior described in this policy.
- 9.2. The Policy with respect to Tuition and Fees describes the dollar value of the tuition and fees. This policy describes the application of those fees.