

	Office of the Registrar
	Student Records - Registration
	Effective Date: Academic Year 2012/13
Process Title: Part Time Studies (Day Courses) – Doon Campus Coordinator Information	

Part Time Studies (Day Courses) Registration Process

The process allows a student to register in courses that are normally part of a full-time program without being admitted or registered into that program.

- Students cannot graduate from Part-time Studies.

The program area is responsible for ensuring that capacities have been reviewed and seats released for part time studies prior to the first day of the semester.

Registration opens through the Student Portal on the *first day of classes*. Please be advised that:

- Space may be limited.
- Not all courses are available through Part-time Studies.
- Prerequisites/co requisites if applicable must be met.
- Registration does not guarantee acceptance or readmission into a full-time program.

Individuals may consider becoming a Part-time Studies (Day Courses) student for one of the following reasons:

- To obtain credit for missed courses.
- To obtain credit for specific courses to apply to future post-secondary studies or to meet employment requirements.
- To explore program-related courses prior to applying to a college program.
- To study courses for personal interest or to improve workplace skills.

If the student cannot register through the portal, they will need to meet with the Program Coordinator. The Program Coordinator reviews the course add(s) to ensure that the course(s) are available to Part-time Studies, a timetable conflict does not exist and prerequisites (if applicable) are met prior to signing the Part Time Studies (Day Courses) Registration Form.

Student must present completed form to the Records Officer for processing. Approval does not guarantee space or registration in the course(s) and registrations are processed on a first come first served basis.

- Students are expected to pay fees by cash or credit card at the time of registration.