CONESTOGA
Connect Life and Learning

STUDENT ENROLMENT PROCEDURE FULL-TIME COHORT PROGRAMS

Authorizer: Vice President, Academic/Student Affairs & Human Resources

Reference Code: V1

Effective Date: 01/13/2020

PROCEDURE STATEMENT:
Students are enrolled in cohort-based programs based on acceptance of an offer of admissions and/or an academic decision promoting the student to continue in the program, the payment of fees, and confirmation of invoice, and enrolment into courses according to a specific design and delivery. Students are then eligible to access timetables, select general elective and program specific elective selections, attend classes, use College facilities and resources, and receive academic credit.

Students are informed in advance of the standards which will determine successful progression through the program of study to program completion. Students who require longer than the designed program duration to complete their studies are accountable for completing any new and/or additional courses or program requirements that may result due to changes in the program of study.

SCOPE:
This procedure applies to all students enrolled in full-time cohort programs.

DEFINITIONS:
Audit
Attending a course without obtaining credit.

Cohort Program
An intake of group of students enrolled in a specified program of study with a defined start and completion date.

Compulsory Ancillary Fees
Ancillary fees that a student is required to pay to enrol in or successfully complete any course or program of instruction. There are two types of compulsory ancillary fees:
- Program ancillary fees which are compulsory for students in applicable programs; and

- Institutional ancillary fees which are compulsory for all students.

Optional Ancillary Fees
Fees for services students may choose to access.

Course Enrolment Screen
Displays the program that the student is enrolled in and the course(s) associated with each program. It provides access to add, change and/or drop courses and is dependent upon the program dates and registration rules.

Enrolment Form
A verification of the courses in which a student is enrolled in a specific term. The form also includes the student network login ID, default password (if not already set) and the student programs, session and program level.

Late Fee
A non-refundable fee assessed to student accounts in default.

Program of Study
A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other document awarded by the board of governors

Progress Report
Compares the student's academic record against the curriculum in the program of study and shows the completed, enrolled, missed or failed courses.

Program Outcomes
Program Outcomes are statements that specify what a student is expected to know, understand or do as a result of their learning experience upon successful completion from a specific program.

Student Fee Invoice
An accounting record of charges for tuition and incidental/compulsory ancillary fees.

Student Status
- Full-time Cohort Student
  - Admitted to and enrolled in a minimum of 70 percent of the hours, or 66 2/3 percent of the courses in the current session/level of the program of study.
- Part-time Cohort Student
  - Admitted to and enrolled in a program of study and does not meet the full-time cohort student status.

Student Fee Invoice
An accounting record of charges for tuition and incidental/compulsory ancillary fees.

Student Record
A file created to store and preserve information regarding a student's admission, registration, financial, and academic history at Conestoga.

Timetable
The official product of the scheduling process, with a view from a student perspective.

Tuition Deposit
An amount that is paid as part of the student's total tuition fees for the academic year to hold a place in a program. This is a non-refundable fee.

RESPONSIBILITIES

Academic Team
- Establishes and publishes/communicates program standards.
- Informs active students of changes that are made to the program after a cohort's admit term.

Associate Registrar
- Ensures adherence to procedures, processes and timelines.
- Maintains procedures and process which ensure the accuracy and confidentiality of all student records.

Records Officer
- Follows established procedures and processes for registration ensuring accuracy and confidentiality of student records.

Director, Registrarial Services
- Interprets MTCU Binding Policy Directives and Operating Procedures.
- Ensures policies and procedures are in place and processes followed regarding enrolment/registration.

Student
- Maintains and updates personal information as required.
- Accesses program/course enrolment through the Student Portal.
- Ensures enrolment and registration enrolment is accurate.
- Ensures course prerequisites, co-requisites, and program completion criteria are met.
- Adheres to enrolment, withdrawal and payment dates.

PROCEDURE:

Enrolment

1. Students are eligible for enrolment upon confirmation of invoice(s), receipt of the deposit fee by the due date and adherence to subsequent fee due dates and the validation of study permits for international students.
2. Students have access to their enrolment report, progress report, program outcomes, and timetable through the student portal.
   a. Timetables are available approximately three-four weeks prior to the start of the term through the student portal.
      i. Students must verify their enrolment through the student portal.
   b. Students are enrolled into courses where course prerequisite and co-requisite requirements are met.
      i. Additional course fees are assessed when:
         1. a student enrols in course(s) over and above the number of courses permitted in current level of the program of study. (See Course Change below)
         2. a student chooses to register for courses(s) through part- time studies registration.
         3. a student chooses to register for courses which are not listed in their program of study.
   c. If adding courses results in a change of a student's status to full-time, fees will be recalculated and presented through the Student Portal-Financial Tab.
      i. A student may qualify for a refund when their status changes to part-time as a result of withdrawing from/dropping courses.
         1. Refunds will not be issued to students enrolled in future terms with fees outstanding.

Campus Change Request – International Students

1. Students requesting a campus change will be considered upon completion of one academic year (i.e. two semesters).
   a. Students must submit Program Application Form to request a campus change.

Course Change Request

1. Students are expected to make course changes through the student portal. If a course change cannot be completed through the student portal, the student must:
   a. Complete and submit a Course Change Request or the Non-Program Course Request through the Student Portal.
      i. Extra course fees will apply for additional courses added above the normal course load for the program/level.
      ii. Part-time students in a cohort program **must pay** for courses at the time of registration.
      iii. Students on academic probation may have additional restrictions placed on course registration, changes to enrolment and timetable access.

      iv. Adding/dropping course(s) may affect the student status (full-time/part-time). For students receiving financial aid, a status change may affect the student's financial aid entitlement. The Student Financial Services Office should be consulted for clarification.

      v. Requests for adding a course will only be processed if approved by the program coordinator/academic team.

2. A student may request to audit a course and must do so at the time of registration into the course.

    a. A student auditing a course:
      i. must register and pay fees associated with the course
      ii. is restricted solely to the role of observers in the class
      iii. may not write examinations, have course evaluations performed for them, or participate in class discussions.

    b. A credit standing is not granted for an audited course and therefore does not meet course requirements for program completion.

REFERENCES:
International Student Program Withdrawal and Refund Procedure
Program and Course Withdrawal and Refund Procedure
Student Fee Invoicing and Payment
Student Fees Policy

REVISION LOG:
Academic Forum   12/11/2019
Academic Coordinating Committee   01/13/2020