

# REGISTRATION AND RECORDS



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## New or Returning Students

A new or returning student is one who has either never attended Medicine Hat College or who is returning after an absence of one semester or more. You will need to pay a registration deposit to secure your classes and to enable you to register. If you are accepted into a quota program (for example, Nursing), you need to pay the deposit within four weeks of receiving your acceptance letter. The registration deposit, which is non-refundable, is credited towards your tuition.

## Continuing Students

A continuing student is one who has had continuous registration in the same program from one semester to another. Continuing students do not need to pay a registration deposit before they can register for courses.

## Selecting Your Courses

If you require academic advice to select your courses you should contact the appropriate Academic Advisor. Contact 403.529.3819.

If you need information about how to register or deadlines for add/drop or payment of tuition and fees contact Registration Services at 403.529.3844.

As a student, you are responsible for the accuracy and completeness of your own registration and you need to be aware of prerequisite courses and grades required for prerequisites. As a student, you are responsible for the fees for courses in which you are registered. Registration is incomplete until all fees have been paid in full and is subject to cancellation unless fees have been paid by the final deadlines for each semester.

## Registering For Your Courses

### How to Register

After you are accepted and have paid your registration deposit, you will receive an e-mail with instructions on how to register.

Registration begins in late April/early May. Registrations are not accepted after the last day to add classes.

## Registration Status

A registered student is one who has been entered into courses, has been assessed fees, and has paid fees by the published deadline dates.

### Full-Time Student

A full-time student is registered in a minimum of nine credits per study period. A study period is defined by the standard Medicine Hat College terms of Fall (September to December), Winter (January to April). Only three credits are required per month for Spring (May and June) and Summer (July and August) to be considered full-time. Credit loads are assigned to the semester in which they start.

### Part-Time Student

A part-time student is registered in fewer than nine credits in Winter or Fall semesters.

### Audit

You may register for audit up until the last day to add or drop courses for each semester. An AU is recorded on your transcript for each course that you audit. If you do not attend regularly as an audit student, you may be switched to a "W" status in the class.

Please note that an audit student is permitted to register and to attend classes on the understanding that participation in the class is at the discretion of the faculty. Not all classes are open to audit. You may not normally, for example, audit practicum or lab courses or programs where these occur, such as Drama, Dance, Criminal Justice, Early Learning and Child Care, Power Engineering, Nursing, Therapist Assistant, Visual Communications, Physical Activity Classes, Science labs, and Education courses. Where space and/or equipment is limited in a class, a credit student will have preference over an audit student and a credit course will not be offered if there are insufficient numbers of credit students.

Audit students pay half of the cost of taking the course for credit.

## Course Loads

The usual course load for a full-time student during Fall and Winter terms is five courses per semester. Although some programs require you to take more than five courses per semester, normally you are not advised to take six or more courses in a semester unless your high school average in five Grade 12 matriculation subjects is 80% or higher, your grade point average at Medicine Hat College is 3.0 or higher, or you have been given consent by the appropriate Dean or Program Coordinator. It needs to be stressed, however, that heavy course loads are a common cause of poor academic performance.

In Spring and Summer sessions, you may register in a maximum of two courses per session, keeping in mind that two courses per session is extremely demanding.

## Changes in Registration

If you are considering changes in registration (adding & dropping or withdrawing from a course), ask specific questions about whether the changes will affect your progress in your program or affect transferability to receiving institutions (if you are in a university transfer program). You should also note that if dropping courses or withdrawal results in a semester load of less than 60% of a course load, your eligibility for student financial aid may be affected. Please note, as well, that nonattendance at classes for which you have paid is not accepted as notice of dropping or withdrawing from a class.

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## **Adding or Dropping a Course**

To add or drop a course, submit an Add/Drop form to the Registration Desk in Student Services before or on the last day to Add or Drop, as indicated in the Academic Schedule. Failure to complete the appropriate form will affect your transcript and academic status.

If you are in a program that has **on-line** registration, you can add or drop courses online.

If you **drop** a course(s) before the drop date, you will receive a refund, less any registration deposit and the course will not appear on your transcript.

## **Voluntary Withdrawal from a Course**

You may withdraw from classes after the Drop deadline and before or on the last day for withdrawal, as indicated in the Academic Schedule. The course will appear on your transcript with a "W" beside it. The "W" is not calculated in your grade point average.

To initiate withdrawal from a course, you will need to complete a Withdrawal form (available online or from the Registration Desk) and to bring it to the Registration Desk. Documentation of reasons for the withdrawal is not necessary. No refund is given for course withdrawals.

## **Complete Withdrawal from the College**

If you wish to withdraw from the College, you must initiate the process by completing a Withdrawal form (available at the Registration Desk or on the web site). If your withdrawal is related to compassionate reasons such as illness or domestic affliction, you may want to speak with a Medicine Hat College Counsellor. If you initiate the process after the Drop date, a "W" will be recorded on your transcript for all courses in which you were registered.

## **Late Withdrawal for Medical or Compassionate Reasons**

If you completely withdraw after the withdrawal date for medically documented or compassionate reasons or for severe domestic affliction, you will be assigned a "W" on your transcript. Requests for late or compassionate withdrawal must be initiated by the student and must be accompanied by appropriate documentation; if requesting a late withdrawal for medical reasons, the documentation needs to include date and time of illness, general nature of the illness, and how this has affected studies.

## **Required Withdrawal from Courses**

If you lack the required prerequisite courses or grades for a particular course, you will be withdrawn from the course.

## **Required Withdrawal from the College**

You may be required to withdraw from the College if you have a very unsatisfactory academic standing (as outlined under Probation and Dismissal in the Academic Regulations and Policies section of the calendar); or, if you commit repeated instances of academic dishonesty; or, if you engage in seriously disruptive or disturbing behavior inside or outside the classroom.

## **Change in Registration for College Preparation Courses**

The College reserves the right to alter your placement in College Preparation courses within the first five weeks of the fall and winter semesters, upon the recommendation of the instructor.

## **Student Records**

In general, your file, records, and test results are maintained for internal use. They are confidential and can only be accessed by individuals and organizations external to the College under special circumstances.

With the exception of specific public information (that is, name, confirmation of attendance at the College, confirmation of graduation), information is not released to third parties. Personal information may be released with your written permission or in the case of emergency.

Relevant information may be released to appropriate government agencies upon request.

International students must maintain valid immigration documents to live and study in Canada. Copies of registration, change of registration, or withdrawal forms of international students may be forwarded to the relevant Canadian immigration office.

It is the student's responsibility to ensure that immigration and legal documents are current and maintained and that any documentation submitted for immigration purposes meets requirements as indicated and is accurate and complete. It is also the student's responsibility to understand and be compliant with all immigration requirements, recognizing that this information is subject to change and that the most accurate, up-to-date information is found on the Immigration, Refugee and Citizenship Canada (IRCC) website: [www.cic.gc.ca](http://www.cic.gc.ca).