

REGISTRATION AND RECORDS



REGISTRATION

It is important to understand the terms and timelines associated with your registration. MHC Registration Services is here to support you on your academic journey, with services such as course registration, payments, schedules, and much more.

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.

New Students

A new student is one who has never attended Medicine Hat College. 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.

Returning Students

A returning student is one who is returning to Medicine Hat College after an absence of one semester or more. As with new students, 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.

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. 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.

Selecting Your Courses

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

If you require academic advice to select your courses, please contact an Academic Advisor. Main Campus - contact 403.529.3819 or info@mhc.ab.ca. Brooks Campus - contact 403.362.1682 or brooksinfo@mhc.ab.ca.

Registering For Your Courses

Registration for the upcoming academic year begins in late April/early May.

How to Register

Instructions on how to register in your courses will be sent to your mymhc.ca email account. Registrations are not accepted after the last day to add classes.

For more information about how to register or associated deadlines please contact Registration Services at 403.529.3844 or registration@mhc.ab.ca.

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

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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.

Adding a Course

Students can add courses to their schedule online through the student dashboard, or by submitting an Add/Drop form to Registration services, on or before the add deadline as indicated in the academic schedule. The form can be found on the college website - mhc.ab.ca/forms.

Dropping a Course

Students can drop a course online through the student dashboard, or by submitting an Add/Drop form to Registration services, on or before the drop deadline, as indicated in the Academic Schedule. If you drop a course(s) before the deadline, you will receive a refund, less any registration deposit and the course will not appear on your transcript.

Please note: Non-attendance of classes is not accepted as notice of dropping or withdrawing from a class. Failure to complete the appropriate process will affect your transcript and academic status.

Required Drop from Courses

Students may withdraw from courses on or before the withdrawal deadline, as indicated in the Academic Schedule. The course will be issued a "W" grade and appear on your transcript however, the "W" grade is not calculated in your grade point average. To initiate a withdrawal from a course, you will need to complete a withdrawal form and submit it to Registration Services. This form can be found on the college website - mhc.ab.ca/forms. Please note: No refunds are given for course withdrawals.

Withdrawal from the College

Students may withdraw from the College by completing a withdrawal form and submitting it to Registration Services, on or before the withdrawal deadline, as indicated in the Academic Schedule. This form can be found on the college website - mhc.ab.ca/forms.

Please note: If you initiate the withdrawal process after the drop deadline for the semester, 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 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

A student may be required to withdraw from a course or the College due to 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.

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Records

Every student at Medicine Hat College has a student record that is maintained by the Records area within Registration Services. This record contains documentation from your initial application to graduation. Records staff process information on student academic records, such as final grades, academic standing, honour roll status, applying to graduate and name/address changes. Records also handles the creation of parchments, grade statements and unofficial transcripts.

Student Records Management

In general, your file, records, and test results are maintained for internal use. As per the Freedom of Information and Protection of Privacy Act, all records 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. You can find more information on the Medicine Hat College FOIP policy on the MHC website www.mhc.ab.ca.

Additional Records policy information can be found in the calendar section titled Academic Regulations and Policies as well as the MHC website www.mhc.ca.

International Student Records Requirements

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.