

COURSE ACCESS

EFFECTIVE DATE December 13, 2001

RESPONSIBILITY FOR IMPLEMENTATION Registrar,
Chairpersons

CROSS-REFERENCED POLICIES

Admissions Policy, Academic Schedule

POLICY STATEMENT

Grande Prairie Regional College is committed to providing education through fair and equitable access to courses to all students who register.

PROCEDURES/RULES STATEMENT

Definition: A student is an applicant who has been admitted to a program.

1. Access to courses will be based on
 - 1.1 presentation of appropriate prerequisite requirements, and
 - 1.2 availability of seats in the courses.
2. Registration access to courses will be on a first-come, first-qualified, first-served basis.
 - 2.1 Departments may reserve seating in specific course sections to serve specific program requirements.
 - 2.1.1 Requests for reserve seating in specific course sections will be proposed by the Department and approved by the appropriate Dean in consultation with the Registrar and Chairs of other affected departments.
 - 2.1.2 Reserves are normally lifted on June 15 for the upcoming academic year.
 - 2.2 The principle of first-come, first-qualified, first-served will apply to all students for whom the reserve has been established and for the remaining seats available in the class.

3. Restricted Courses
 - 3.1 Some courses are restricted to students in one program or major only (example: nursing, engineering).
 - 3.2 The Department Chair can override restriction for non-program/major students in exceptional cases.
 - 3.3 Waitlists will not be held for restricted courses.
 4. Waitlists Principles
 - 4.1 The College will permit students to waitlist in courses that have no restrictions.
 - 4.2 The College does not guarantee waitlisted registrations.
 - 4.3 Students have the right to timely information on the resolution of waitlists.
 5. Closed Courses
 - 5.1 The department chair may choose to close access to a course section based on an evaluation of current registrations/waitlists.
 - 5.2 If waitlisted students cannot be accommodated in a closed section, the department chair, on approval of the appropriate Dean, will direct the Registrar to notify students.
 6. Appeal
 - 6.1 Once a course is closed, students who require the course may apply to the department chair for permission to register in exceptional cases.
-