

REGISTRAR'S OFFICE

2017 FALL START OF TERM/REGISTRATION GUIDELINES FOR THE ACADEMIC DEPARTMENTS

Timetable Change Period: August 4, 2017 to September 5, 2017
The Timetable Change Period for the 2017 Fall Term is August 4, 2017 to September 5, 2017. Note: The Schools of Business, Hospitality and Tourism Timetable Change Period ends on September 12, 2017.
Student Timetables are released via ACSIS on August 4, 2017. Students are able to add, drop or change sections via ACSIS for those courses that have been activated by the academic department. If the course has not been activated for this ACSIS online service, students will be advised to contact their departments.
Beginning, September 6, 2017 all students will be referred to their department to obtain permission for timetable changes or late registration as the Timetable Change Period and Late Admission/Registration is over. It is your decision whether you wish to provide approval at this time.
Beginning September 18, 2017, any new registrations or changes to registrations require written approval by the Chair.
Students requesting Transfers of Academic Credit (Exemptions) must submit their requests through ACSIS by August 4, 2017, if they wish to <u>add</u> courses once their requests have been approved. All requests must be received by September 8, 2017 for the Fall Term. Requests will continue to be received and processed by the Registrar's Office after this date; however, they will be processed for the upcoming term, rather than the current one.
There are several items to note:
The Late Applicant Process begins on August 21, 2017. Prospective students will be directed to the Registrar's Office in C150 for information. They must apply online, and be able to pay the \$95 OCAS application fee by credit card. The \$500 Tuition Deposit Fee must also be arranged prior to program registration. Applicants must also supply proof of meeting admission requirements at time of application.
Any student who is registered in the 2017 Fall Term and has not met the prerequisite requirement for a course will see their course registration reflected as "conditionally" registered. If you see students who have courses so annotated, please ensure that you either finalize the conditional registration or drop the student from the course, as you deem appropriate, via GeneSIS. Grades for 2017 Spring activity must be entered and approved before August 30, 2017 at noon (Please note Business grades must be entered and approved by noon, August 22, 2017). Following academic grades entry, a process will be run on GeneSIS to check the prerequisites and finalize the registrations if the student has met the prerequisite requirements. Any conditional registrations that remain on August 31, 2017 will be due to students not meeting the prerequisites or the grades being still outstanding. Please note that all conditional registrations must be finalized (or dropped) by September 18, 2017.
If you are granting permission for students to take a course above their load, please note that Chair approval is required. You may access the form (Special Approval Form for Full-time Students) at http://intraweb/departments/registrar/forms.htm. This form is also used for approval for day students to take evening courses and for full-time under loaded students to take a related course, not on the program of study, within your School.
Part-time Registration for full-time day programs begins August 28, 2017. If you are granting permission for a student to register part-time, and the student has a part-time returning status on GeneSIS, you can go ahead and register the student into the courses, as long as the Student Course Load Form is completed and signed by the student acknowledging the outstanding debt. You can then put the form in the interoffice mail to your Client Service Officer. The fillable PDF form is available at: http://intraweb.ottawa.ad.algonquincollege.com/departments/registrar/documents/StudentCourseLoadForm.pdf. If you do not wish to action in this manner, please complete the form and send the student to the Registrar's Office for action.
If you are providing a substitute for a course on the program of study, please ensure that the substitute is a credit course. If it is non-credit, we are unable to register the student in the course as a substitute and as a result, that course will not count in the student's course load or classification. Be sure to identify the course from the program of study that the substitute will replace. This may impact a student's eligibility for graduation.
Students who do not have a returning status line or who are academically encumbered must obtain written permission from their department in order to return to their program. If the student has left the College for two or more consecutive terms the "Request to Return to Program" form must be completed and returned to the Registrar's Office. http://www7.algonquincollege.com/ro/Forms/RO085RequesttoReturntoProgram.pdf Upon receipt of your evaluation, we will notify the student.

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If you are referring a student to the Registrar’s Office for registration, please ensure that you provide current **written permission** for the requested action. Please use the Student Course Load form – fillable PDF- link:

intraweb.ottawa.ad.algonquincollege.com/departments/registrar/documents/StudentCourseLoadForm.pdf

Students’ timetables are available via ACSIS and on the Mobile Web.
<https://acsis.algonquincollege.com/students/>

If the student did not select their Gen Ed elective, the student should be guided to ACSIS to add their course, as the courses have been activated for this online service. The academic departments and the Registrar’s Office staff can also add the course for the students.

The Client Service Officers do not increase course section maximums. Requests to increase a full section are referred to the Scheduling team who liaise with the appropriate academic department to determine if the section may be increased.

Statistics are available on the Registrar’s Office intranet site at:
<http://intraweb/departments/registrar/statistics/stats5.htm>

U-Pass and AC Card: Starting August 7, 2017, level 1 students can send a picture (properly taken) online to card services. The link to Card Services and the online photo submission is here:
<http://www.algonquincollege.com/card-services/getting-your-card/students-woodroffe/>
Once students have been notified that their submitted photo has been accepted and have paid their tuition deposit, they will be able to pick up their U-Pass and AC Card (Algonquin College Student ID card) on campus. Meal cards and parking passes will also be available for Pick-up. Students must bring one (1) piece of government issued photo identification with them.

Dates and locations for pick-up are as follows:

Date	Location	Hours of Operation
August 21-22	E120	8:00 am – 5:00 pm
August 23	E120	8:00 am – 8:00 pm
August 24	E120	8:00 am – 5:00 pm
August 25	E120	8:00 am – 4:00 pm
August 26-27	-	Closed
August 28-30	Salon A	8:00 am – 4:00 pm
August 31	Salon A	8:00 am – 8:00 pm
September 1-3	Salon A	8:00 am – 4:00 pm
September 4	-	Closed
September 5	Salon A	8:00 am – 8:00 pm
September 6-8	Salon A	8:00 am – 4:00 pm
September 9-10	-	Closed
September 11	Salon A	8:00 am – 8:00 pm
September 12-14	Salon A	8:00 am – 4:00 pm
September 15	Salon A	8:00 am – 2:00 pm

If a student wishes to withdraw from the program in which s/he is registered, we will refer the student to the Student Success Specialist or academic department for the respective Faculty to obtain signatures prior to the Registrar’s Office processing the request for withdrawal.

Please be aware that once students have been registered, essential and discretionary timetable changes submitted by the department may cause scheduling conflicts for those students who have been registered in course sections across groups or levels.

If you have any questions, please do not hesitate to contact your Client Service Officer; or [Pauline Sawyer](#), Manager, Admissions, Registration & Records, at extension 6162; or [Nigel Parker](#), Manager International Admissions & Specialty Program Registration, at extension 5366. Thank you

