

Policy History
<b>Policy No.</b> AR10
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> December 15, 2014

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## Priority and Scheduling of Registration Policy

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### A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University (KPU) commits to ensuring that students have equitable access to course offerings and recognizes that establishing a rational approach to the order in which students register is therefore necessary.

The purpose of this policy is to define the order in which students will be scheduled for registration and the principles that support the order.

### B. SCOPE AND LIMITS

This policy applies to KPU students enrolled in Senate-approved curriculum where a need to provide a sequence to registration exists. This policy does not apply to students enrolling in courses or programs outside the jurisdiction of Senate, including Continuing / Professional Studies or Apprenticeship programs.

### C. STATEMENT OF POLICY PRINCIPLES

The following principles are valued equally:

1. KPU is committed to creating a positive experience for new students by providing first priority access to courses.
2. KPU recognizes the importance of earlier access to courses for students as they near credential completion.
3. KPU supports academic exploration before a student focusses on a credential for graduation.
4. Once a student identifies a specific academic goal, transfer credit should be considered in calculating nearness to graduation.
5. KPU values academic achievement; therefore, students in good academic standing will receive higher-priority access to courses.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

*AC4 Student Evaluation and Grading*

## **F. RELATED PROCEDURES**

Refer to *Procedures in Support of the Priority and Scheduling of Registration, AR10 (C30)*.