

Registration

In order for a student to register, they must be admitted to Kwantlen Polytechnic University or be a continuing student. A continuing student is defined as someone that has been registered in at least one of the preceding three semesters. A student that is not enrolled for three consecutive semesters must re-apply for admission. A student must reference the University Calendar to ensure they meet the published prerequisite requirements for each course in which they register.

HOW TO REGISTER

In **Online Self-Service**, students can add, change or drop courses in the Registration section, which is found under the Student Menu. When registering online, it is the student's responsibility to review their registration record for accuracy and completeness. Please note, some students may not be able to access online registration due to their program of study.

Detailed instructions about registration dates and deadlines, registering and the academic timetable are available in the **Registration Guide at kpu.ca/registration**.

ELIGIBILITY

Registration Times

Students are assigned a registration date and time before registration begins. On or after the assigned registration date and time, students may register in **Online Self-Service**. The assignment of registration dates and times to students is governed by Policy AR.10, Priority and Scheduling of Registration. All KPU Policies may be viewed at kpu.ca/policies

COURSE SELECTION

Course selection should be made in conjunction with the program requirements that are listed in the University Calendar. Students should select courses based on their program requirements, academic goals, and interest in the subject matter. Students must ensure they meet all requisites for the courses in which they register. Students should use the published Course Timetable, noting the day, time, location and instructor for each section to construct a conflict-free timetable for themselves. If necessary, contact an Academic Advisor.

Course Load

A full course load is normally 15 credits per semester although this may differ by program; refer to specific programs to determine the credit count. If a student is studying in a program that normally requires 15 credits per semester but wants to overload and enroll in more than 15 credits, they must have an average of B or higher, as well obtain permission from the Registrar. A course overload will normally not be considered for a student in their first semester at KPU.

Student Status

A student who is enrolled in 9 or more credit hours is considered to be full-time. A student who is enrolled in fewer than 9 credit hours is considered to be part-time.

Note: the minimum full-time course load for students in receipt of government student loan may be higher than 9 credit hours in some cases. Please contact Student Awards and Financial Assistance (SAFA) for more information: kpu.ca/awards

PREREQUISITES AND COREQUISITES

Students are required to meet the published course requisite requirements (prerequisites and/or corequisites) in order to register. A prerequisite course that is in progress in a current term will be recognized for registration in the following term. However, in the event a requisite grade is not achieved for the course in progress, the student will be de-registered from the course that is in need of the prerequisite. De-registration will also occur if a registration error is discovered, such that a student is registered in a course without having the prerequisites. In this case, the student will be automatically de-registered from the course in order to correct the error.

Unless otherwise stated, the minimum grade necessary to meet a requisite is a 'C'.

REGISTRATION DEADLINES

Students must register according to the dates found in the Academic Schedule of the University Calendar. Registration continues to the end of the first week of classes, known as the add/drop period. Switching of sections or courses is not permitted after this time without obtaining the necessary approval through submitting a completed and signed **Permission to Register** form. This form must be submitted to Student Enrolment Services. Attending a course does not constitute registration and is not a basis for approval of late registration. Students must be registered in a course to receive a grade.

WAITLISTS FOR COURSES

Most undergraduate courses offer the ability for students to place themselves on a course waitlist when a section is full. Students may place themselves on waitlists for more than one course but they may not be listed on multiple waitlists for the same course.

Since seat offers for waitlisted courses are made through email notification to the KPU email account, students are responsible for checking their KPU email frequently. The time duration for taking up the seat offer is short and the offer must be acted upon quickly.

No cost is incurred for remaining on a waitlist, nor does it count towards registration. Students will not be removed from a waitlist due to lack of payment.