

Policy History
Policy No. AR10
Approving Jurisdiction: Senate
Administrative Responsibility: Vice President Students
Effective Date: August 23, 2023 – May 31, 2025

Priority and Scheduling of Registration Procedure

This version is valid until May 31, 2025.
[See section 2 for version effective on June 1, 2025.](#)

A. DEFINITIONS

1. **Continuing registration period:** The registration period during which all newly admitted students to the University, who were not part of the scheduled registration period can register.

2. **Declared student:** A student who has formally declared their chosen program of completion.

3. **General interest registration date:** The date which seats are available on a first-come, first served basis.

4. **Good academic standing** See “Good Academic Standing” in Procedures for Policy ST6, *Minimum Academic Standards for Programs in Which Letter Grades are Assigned*.

5. **Institutional GPA:** See “Institutional Grade Point Average” in Procedures for Policy AC4, *Student Evaluation and Grading*.

6. **Late registration date:** The date after which registration in a course

requires the permission of the instructor, and may require the approval of the Dean and the University Registrar.

7. New student:

The University classifies new students as:

- Students who have not been previously admitted to the University per the applicant categories defined in KPU's *Procedures in Support of the Admission Policy (Policy AR2)*; or
- Students who have been admitted to the University through KPU's re-application requirements as defined in KPU's *Procedures in Support of the Admission Policy (Policy AR2)*.

8. Scheduled registration period:

The registration period during which all continuing students and new students who have been admitted prior to the assignment of time tickets will register.

9. Time ticket:

The earliest time and date that a student can begin registering for courses in an instructional cycle.

B. PROCEDURES

Prior to the scheduling of registration and assignment of time tickets, students will be classified into one of the following groups based on credits completed. When calculating credits completed for declared students, transferable credits will be included.

Order	Description
First	Individual students or groups of students requiring priority access to courses as defined by the Provost. Priority standing of an individual or group must be renewed each semester.
Second	New students.
Third	Declared students with 90 or more credits completed and in good academic standing.

Fourth	Declared students with 60 or more credits completed and in good academic standing.
Fifth	Students with 30 or more credits completed and in good academic standing.
Sixth	Students with less than 30 credits completed and in good academic standing.
Seventh	Any other student not previously identified.

1. The registration schedule will be ordered by group. Within each group, students will be ordered by Institutional GPA and assigned a registration time ticket. The order of registration considers only completed courses/grades.
2. In the event the quantity of students receiving the same time ticket is too large for the University's systems to accommodate, the University Registrar will identify appropriate methods to distribute time tickets.

C. RELATED POLICY

Policy AC4 Student Evaluation and Grading

Policy AR2 Admission Policy

Policy ST6 Minimum Academic Standards for Programs in Which Letter Grades are Assigned

Policy History
Policy No. AR10
Approving Jurisdiction: Senate
Administrative Responsibility: Vice President Students
Effective Date: June 1, 2025

Priority and Scheduling of Registration Procedure

A. DEFINITIONS

1. **Declared student:** A student who has formally declared their chosen program of completion.

2. **Good academic standing** See “Good Academic Standing” in Procedures for Policy ST6, Academic Standing.

3. **Institutional GPA:** See “Institutional Grade Point Average” in Procedures for Policy AC4, Student Evaluation and Grading.

4. **Late admitted student:** New students who are admitted after the assignment of time tickets.

5. **New student:** The University classifies new students as:
 - Students who have not been previously admitted to the University per the applicant categories defined in KPU’s Procedures in Support of the Admission Policy (Policy AR2); or
 - Students who have been admitted to the University through KPU’s re-application requirements as defined in KPU’s Procedures in Support of the Admission Policy (Policy AR2).

6. **Registration period:** Generally commences 8 weeks prior to the start of an instructional cycle and continues until end of the add/drop period. Students will be assigned a time ticket within the registration period.
7. **Time ticket:** The earliest time and date that a student can begin registering for courses in an instructional cycle. Also referred to as registration date and time.
8. **Undeclared student:** A student who is admitted into a Faculty, with no declared program of study.

B. PROCEDURES

Prior to the scheduling of registration and assignment of time tickets, students will be classified into one of the following groups based on credits earned.

Order	Description
First	Individual students or groups of students requiring priority access to courses as defined by the Provost. Priority standing of an individual or group must be renewed each semester.
Second	New students in all academic levels admitted prior to the assignment of time tickets. New students will be assigned by date of admission.
Third	Declared students with 90 or more credits and in good academic standing. Post-Baccalaureate programs: Students with 19 or more credits and in good academic standing. Graduate programs: Students with 22 or more graduate-level credits and in good academic standing.
Fourth	Declared students with 60 or more credits and in good academic standing. Post-Baccalaureate programs: Students with less than 19 credits and in good academic standing. Graduate programs: Students with less than 22 graduate-level credits and in good academic standing.

Fifth	Declared students with between 30-59 institutional credits and in good academic standing. Undeclared students with 30 or more institutional credits and in good academic standing.
Sixth	Declared students with less than 30 institutional credits and in good academic standing. Undeclared students with less than 30 institutional credits and in good academic standing.
Seventh	Students not in good academic standing, and any other student not previously identified.
Eighth	Late admitted students.

1. The registration schedule will be ordered by group. Within groups 3-7, students will be ordered by Institutional GPA. The order of registration considers only completed courses with grades.
2. After three consecutive terms of non-enrolment, students will no longer receive a time ticket and must re-apply for admission to KPU.
3. In the event the quantity of students receiving the same time ticket is too large for the University's systems to accommodate, the University Registrar will identify appropriate methods to distribute time tickets.

C. RELATED POLICY

Policy AC4 Student Evaluation and Grading
 Policy AR2 Admission Policy
 Policy ST6 Academic Standing