

## **C.06 Registration**

Academic Matters

*Nunavut Arctic College*

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### **Nunavut Arctic College Registration**

#### **POLICY**

Nunavut Arctic College requires that individuals who participate in a course and/or program be registered. Registration consists of a series of required procedures which clearly identify the relationship of the College and the student for the period of time covered by the registration.

#### **PROCEDURE**

1. Students are personally responsible for completeness of forms and documents submitted to the College for registration.
2. In the process of registering with the College, the student agrees to follow the Policies and Procedures of the College. Policies and Procedures are subject to change and it is the student's responsibility to be aware of any changes which affect any part of their student life while registered.
3. Students must have an official letter of acceptance from the College to register as a full time student.
4. New and returning students must register on the date and at the time specified in their official letter of acceptance.
5. To be registered, students must complete all registration procedures, including payment of fees associated with registration.
6. Approval for late registration must be made in writing to the Registrar (or Dean designate). The decision will be conveyed to the student by the Registrar (or Dean or designate) within two (2) days of receipt of request for late registration.
7. Registration dates and procedures for part-time students are available from the Registrar's Office and will be detailed in the continuing education calendar.
8. Students are responsible for personally notifying the Registrar (or Dean or designate) of any changes in address, phone number or any other information which occurs during application and registration, though to completion of the Program or activity.