

PRIORITY REGISTRATION POLICY

Policy Name: Priority Registration	Responsible Owner: Vice-President, Academic and Provost	Effective date: June 2005
Policy number: <i>To be Announced</i>	Approval Body: Education Council	Proposed Review date: June 2025
Category: Educational	Replaces: Priority Registration (Open Enrollment) Policy (2005)	Revision date(s): June 2005 October 2020

TABLE OF CONTENTS

PURPOSE

SCOPE

DEFINITIONS

POLICY STATEMENTS

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

RELATED ACTS AND REGULATIONS

RELATED COLLECTIVE AGREEMENT CLAUSES

PURPOSE

The purpose of this policy is to set principles that guide the use of Priority Registration at Douglas College.

SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES)

- Academic Divisions
- Enrolment Services
- Students

DEFINITIONS

Grade Point Average (GPA): as defined in the [Grading Policy](#).

Priority Registration: a date and time provided to students that is earlier in the order of registration than would be otherwise assigned.

Priority Registration Groups: defined student group(s) for which Priority Registration is granted.

POLICY STATEMENTS

Priority Registration will be used to establish fair and consistent registration practices that:

- recognize student academic achievement, as reflected in student Grade Point Average (GPA)
- ensure equitable student access to courses and programs
- support students registering for courses needed to complete a program at Douglas College in a timely manner
- support enrolment management at Douglas College.



Priority Registration Groups may be created to facilitate Priority Registration; special consideration may be given to students for whom early registration is institutionally desirable.

Priority Registration will be reviewed for appropriateness and determined annually by the Vice-President's Academic Council.

Major changes to Priority Registration will be made only after broad consultation with the College community.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED DOUGLAS COLLEGE POLICIES

See [Standard Operating Procedures](#) (for internal users)

- Priority Registration

[Educational Policies](#)

- Admission Policy
- Grading Policy

RELATED ACTS AND REGULATIONS

N/A

RELATED COLLECTIVE AGREEMENT CLAUSES

N/A