

ORDER OF REGISTRATION

Approval Authority	President
Responsible Executive	Provost and Vice President, Academic
Related Policies / Legislation	Board policy direction Board and Senate Relationships (BPD-235) Credentials (64) <i>University Act, s. 27 (2)(r)</i>

DEFINITIONS

In this policy, the following definitions apply:

Continuing student: a person who was admitted to a credit program in a prior semester and is eligible to register for more courses.

New student: a person who has been admitted to a credit program for the first time and is now eligible to register for courses in the program or a student who has been re-admitted under the Re-admission policy.

Full-time Equivalent Term (FTET): An integer value based on a block of fifteen earned credits. A student who had 37 earned credits would have completed two FTETs and be in the third full-time equivalent term.

General studies: A method of grouping students who have diverse goals that are not specified as a program requirement, but there is a common admission requirement.

Programs: Degree, associate degree, diploma and certificate programs as defined in the Graduation Awards policy.

POLICY

The order for registration will attempt to give students who are in longer programs of study, have fewer choices in meeting program requirements or have shown higher academic achievement a better chance of getting the courses they need.

REGULATIONS

Students will be scheduled for registration in the following order:

- First: Continuing students in degree programs.
- Second: New students in degree programs.
- Third: Continuing students admitted to associate degree, diploma, certificate and Engineering Transfer.
- Fourth: New students admitted to associate degree, diploma, certificate and Engineering Transfer.
- Fifth: Continuing students in general studies, except those who have completed at least two semesters at UFV and have a cumulative GPA that is less than 2.0 and

the most recent term GPA that is less than 2.0.

Sixth: New students in general studies.

Seventh: Continuing students in general studies who have completed at least two semesters at UFV and have a cumulative GPA that is less than 2.0 and the most recent term GPA that is less than 2.0.

Programs that in which all courses are closed to non-program students may be removed from the above registration order.

Note:

- 1) Continuing students within each group of programs will be sorted first on the full-time equivalent term (FTET) and then the overall number of grade points earned at UFV. Credits and grade points exclude transfer credits.

For new students the order is based on the date of a completed application.

- 2) An exemption to the above guidelines would require the approval of the Undergraduate Education Committee or Graduate Studies Committee, e.g., disabled students or athletes.
- 3) Students who apply under the readmission policy will be considered to be new students for registration for their first term.
- 4) For Fall semester, new students admitted or readmitted to general studies may request registration ahead of FTET 1 and after FTET 2 in the fifth group if they meet one of the following criteria:
 - a. Students who have not completed post-secondary courses and whose grade point average from secondary school is 3.5 or higher (based on the Ministry of Education grading scale) calculated on the following 16 credits:
 - i. English 12, plus the three highest grades achieved in provincially examinable four-credit grade 12 courses.
 - b. Students who have completed post-secondary courses with a cumulative grade point average of 3.5, or greater (minimum 18 credits), or minimum 3.5 grade point average (minimum 12 credits) for the last semester completed.
 - i. These students will maintain this registration order for the winter term.
 - ii. The grade point average is based on the report of grades or transcript available to the student at the time the request is submitted.
- 5) Within each group, continuing students with 0 credits will be ordered as follows:
 - a. Students who have not yet earned a GPA, in order of the date of the completed application.
 - b. Students who have attempted credits and earned a 0 GPA, according to the date of the completed application.
- 6) This order of registration is based on the assumption that admission to degree programs is at least at the second year.