

## ORDER OF REGISTRATION

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Provost and Vice President, Academic
<b>Related Policies / Legislation</b>	Grading System (101) Admission (80) <i>University Act, s. 27 (2)(r)</i>

### PURPOSE

To establish a registration time ordering system that ensures consistent and equitable access to courses for students across programs and years of study and that supports the University of the Fraser Valley's (UFV) strategic enrolment plan.

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### SCOPE

This policy applies to the assignment of registration times for all students, except non-credit students in Continuing Education.

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### DEFINITIONS

In this policy, the following definitions apply:

**Credit:** The unit value placed on a course.

**Cumulative grade point average (CGPA):** A numerical average of grades based on all courses taken at UFV within a particular level of study (e.g. preparatory, undergraduate, graduate level).

**New student:** a person newly admitted to UFV, has never attempted UFV courses and does not have transfer credit from another post-secondary institution.

**Year of study:** A year of study is normally considered 30 credits, including transfer, completed and enrolled courses. Therefore, first year is 0 - 30 credits, second year is 31 – 60 credits, third year is 61 – 90 credits and fourth year is 91 credits and above.

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### POLICY

UFV's registration order establishes fair and consistent registration practices that support students registering for courses needed to complete their programs. The order of registration is guided by UFV's Strategic Enrollment Management plan, including institutional goals to improve student retention and the overall student experience.

The assignment of registration times is based on giving first priority to students who are new to UFV and in their first year of post-secondary studies, and then in relation to students' progression toward program completion. Where possible, some recognition of their achievement as measured by the CGPA

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may be used to more finely sort students within available registration appointment slots.

The University Registrar has responsibility for implementing this Policy.

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## REGULATIONS

Students will be provided access to registration using the following criteria:

- 1) Those identified by the University as requiring early access to registration to select courses. Priority standing of an individual or group must be renewed each semester with the University Registrar. The Registrar will publish the principles that are used to determine priority standing at <https://www.ufv.ca/admissions/registration/registration-order/>.
- 2) New students (first time registrant at UFV with no post-secondary transfer credit). Post-secondary credit earned while enrolled in a secondary school program (e.g. Advanced Placement) is not considered in the first 2 semesters of registration for new students.
- 3) Students completing their first year of studies (0 - 30 credits transferred, completed and enrolled) and those in ESL and UUP only programs.
- 4) Students in their fourth year of studies (having completed or are currently enrolled in 91 or more credits, including transferred, completed and enrolled).
- 5) Students in their third year of studies (having completed or are currently enrolled in 61 to 90 credits, including transferred, completed and enrolled).
  - 5a) Students admitted to a second or subsequent undergraduate degree program will be defaulted to 61 credits for their first semester of registration.
- 6) Students in their second year of studies (having completed or are currently enrolled in 31 to 60 credits, including transferred, completed and enrolled).
- 7) Students will be ranked within each category by their credits completed and enrolled, including transfer credits. When considering transfer credits, degree seeking students eligible for more than 60 credits will be limited to 61 (i.e. third year of studies, category 5) for their first semester of registration. Additional credits may be considered once they have been applied to their degree.
- 8) Graduate students are provided access to registration at the opening of the registration period.
- 9) Students in Applied and Technical Studies are provided access to registration at the opening of their registration period.