



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: REGISTRATION

Policy No.	AC-103	Division	Academics
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	AC-103-PR	Effective Date	February 1, 2022 (R2)

1. PURPOSE AND SCOPE

The purpose of this policy is to establish standard registration dates for all programs and to describe the procedures that govern all registration related issues. This policy will also make provisions for students gaining access into out of sequence programs in which the initial registration process may occur at any time other than the beginning of a semester.

2. POLICY

It is the policy of this College that all students will register online for full-time programs prior to the beginning of each semester including Intersession. Students accessing out of sequence programs will be admitted and will engage in the initial registration process at any time during a semester but will be required to register online with all other students prior to the beginning of each subsequent semester.

3. PROCEDURE

The Vice President, Academic shall ensure procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	May 30, 1997
Reviewed	April 26, 2000
Reviewed	September 12, 2007
Reviewed	March 9, 2011
Revision 1	November 4, 2016
Revision 2	February 1, 2022