

 ASSINIBOINE COMMUNITY COLLEGE	# Pages	Number
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Policies and Procedures	Originator Vice-President, Academic	
Title Students with Registration Restrictions	Effective Date July 1, 2008	Replaces New

Purpose:

To outline a policy and procedure for dealing with students who have registration restrictions.

Policy:

In cases where a student has a registration restriction, the Admissions and Registration Department cannot process any transactions for that student until the restriction has been removed. Transactions include the issuance of final grade reports/transcripts and graduation documents, and registration and admissions processing (i.e. student will not be able to register for any additional courses at Assiniboine Community College.)

A student file may have a registration restriction for several reasons, including, but not limited to, the following:

- a) outstanding funds owed to the college
- b) cheques submitted with non-sufficient funds
- c) denied credit cards
- d) outstanding library material
- e) outstanding college equipment and/or resources
- f) outstanding distance education material
- g) academic suspension
- h) disciplinary suspension

Procedure:

1. It is the responsibility of the Manager of the Department requesting the registration restriction to notify the Registrar of the details of the situation: name and student number of the student, what has caused the registration restriction to be applied (e.g. that the student has not returned college equipment, owes funds, etc.), and what action the student must take to have the registration restriction removed.
2. The student who has a registration restriction will receive notification from the Registrar, including information on the registration restriction and what action the student must take to have the registration restriction removed.
3. When the student has taken the necessary action to have the registration restriction removed, it is the responsibility of the Manager of the Department to notify the Registrar that this has occurred.

4. Once the registration restriction has been removed, the student will then be eligible to obtain final grade reports/transcripts and graduation documents, and will once again be permitted to register for courses at Assiniboine Community College.

Date

President