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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