RECRUITMENT, ADMISSIONS AND REGISTRATION POLICY AND PROCEDURES

THE MICO UNIVERSITY COLLEGE

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A.   THE POLICY

1.   OVERVIEW

The Mico University College is the premiere teaching institution in the island and seeks to attract persons with the potential, disposition and aptitude to achieve excellence in their field of study. It is therefore the policy of the University College to recruit and admit students on the basis of merit and ability and to allow for their continuous enrolment until they have achieved the requisite standard for graduation.

The University College's matriculation requirements are overseen by the Academic Board through its subcommittee, the Matriculation Board. Once a student has met the matriculation requirements they will be eligible for admission. The admission and registration process is administered by the Office of the Registrar, as established in the Statues and Ordinances of the University College but operationalized by the Admissions Department of the University College.

The admission of a student indicates formal enrolment, and at this stage the student's record is established, indicating the programme being pursued and the progress of the student through to graduation. To maintain the record the student will required to register each semester, therefore the registration for a programme and its courses shall be the responsibility of each student. Registration implies being entered for course(s) and to write examinations. Registration is not finalized until the student has completed his/her financial clearance and the requisite phases in course selection process on the Student Management System (SMS).   Registration is opened at the start of each semester/term. The Mico University College's academic year is comprised of 2 semesters and a summer session. Semester 1 starts in August/September, Semester 2 in January and the Summer Session in May. All new and continuing students shall be required to register each semester for courses and examinations during the stipulated period designated for Registration.

2.   PURPOSE

The purpose of this policy is to establish a framework for managing student recruitment, matriculation and admission, as well as, registration for enrolment to the Mico University College's programmes/courses and to conform to the legal dictates of the Scheme of Arrangement.

3.   SCOPE

The policy is applicable to all students admitted to the University College, as well as, persons administering the processes including the personnel in the Bursary, the Faculties and/or Schools and in particular the Office of the Registrar, Admissions Unit. The Admissions Unit shall have operational oversight of the procedures that emanate from this policy.

4.   DEFINITIONS

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Application	The process by which an individual advises of their credentials to seek entry to the University College. The application shall be evaluated to determine whether the criteria for admission have been met.
Admission	The enrolment of a student to the University College and the start of the student's record, to include the academic programme being pursued. For admission to occur the student's application and support documentation are reviewed and the information screened to determine eligibility for entry to the University College.
Matriculation	The formal process of entering the University College by having the requisite credentials including academic qualifications.
	The matriculation requirements may differ between programmes.
	At The Mico a student may have the minimum qualification to enter the institution, but may need other qualifications to enter a specific programme. Where a student has not met the matriculation requirement for a specific programme, the student may be directed to another programme.
Matriculated Student	Has applied, met the matriculation requirements, and has been accepted and enrolled in a degree programme of the University College during the semester for which he/she has been admitted.
Enrolment	The act of registering in a Programme/Course
	The total number of students properly registered at the institution.
Registration:	The official process of enrolment into a specific Programme / Course. The process must be repeated each semester to ensure continuous enrolment.
Recruitment:	The process of attracting suitable candidates to study at The Mico. The recruitment process includes advising of the requirements for the programme / course, interviewing and/or otherwise screening and then selecting applicants.
Transcript:	A student's academic record. The report consists of the courses done, the grades received, and the time in which the courses were completed.
Withdrawal:	Process by which a student is officially removed from courses being pursued. The student has the responsibility to notify the institution of his/her intention to withdraw. The institution may ask a student to withdraw in writing.

Good Financial Standing   Is an account that is current in terms of the requisite fees being paid within the requisite time.

5.   POLICY CONTENT AND GUIDELINES

The University College is aware of the importance of admitting applicants to a programme suited to their ability and aspirations. The process of registering students to a programme of study is more than the initial application and offer of place; there must be continuous registration in order to maintain enrolment.

5.1.   Recruitment and Admissions

Recruitment and admissions activities will be carried out in partnership between various entities within the institution, in accordance with this Policy. The different aspects of recruitment and admissions are therefore shared between the Academic Schools, the Faculties, and the Registry.   The University College shall provide information, which is:
   i)   appropriate pre-entry information to support prospective students,
   ii)   Accurate, with sufficient details to make informed decisions including the – structure, duration, modes of assessment, and costs
   iii)   Transparent and disseminated through multiple channels including the Website, prospectuses, brochures, open days etc.
   iv)   Timely, as information on each stage of the process will be provided to students.

5.2.   Matriculation and Admissions Guidelines

Persons who apply to the University College must have the requisite credentials including meeting the requisite academic criteria. The University College, however reserves the right to admit students who have met other criteria.

5.2.1.   Minimum Requirements for Matriculation

Students wishing to enter a degree programme at the University College must meet the Matriculation Requirements as set out below:

i)   Age
      Applicants shall be at least 17 years of age.

ii)   Academic requirements
      Applicants are required to satisfy the relevant University College's minimum entrance requirements for matriculation, as well as, the Programme requirements

      a)   The University College's entrance requirements: Qualification in High School subjects i.e. passes in at least 5 subjects at Level 2 of the National Qualification Framework of Jamaica (NQF-J) as at **Appendix I**, which is equivalent to CSEC and C/NVQ II. The 5 subjects at Level 2 of the NQF-J must include English Language and Mathematics. [CSEC subjects are

offered at the School of Continuing Studies at The Mico]. Where candidates do not have passes in CSEC or C/NVQ II but have equivalent certifications, the equivalency will be verified through the University College, and, where necessary, assistance will be sought from the University Council of Jamaica (UCJ). In all cases the certification will have to be approved by the institution's Academic Board.

b) The Programme Requirements: Among the 5 CSEC or C/NVQ II subjects, there must be passes at Grades 1 and 2 in the area of study. There might be additional requirements, such as passes in other CSEC or C/NVQ II subjects to demonstrate a general mastery of areas required as pre-requisites – e.g. Biology for Special Education. The Programme Requirements will vary from programme to programme and within the programme itself as the programme evolves to meet the needs of the learner. Details of the Programme requirement shall be available through the Faculties.

All applications must be accompanied by certified copies of certification as evidence of the qualifications received.

iii) Other requirements

In addition to academic qualifications the University College will consider whether the applicant is otherwise suitable to complete their chosen course. Consideration shall be given to those candidates who are involved in social activities including school clubs, church involvement, community activities, etc.

In general, the applicant shall be of good character, have sound values and be of good moral standing. The University College will therefore review and consider the recommendations from persons known to the students, as supporting evidence.

5.2.2. Advanced Standing

Students may be considered for Advanced Standing if their credentials are above the minimum requirements in respect of their academic qualifications and/or prior learning qualifications in the area selected for study.

A. Academic Qualifications Credentials

A student seeking Advanced Standing based on qualifications must have qualifications from an accredited institution above the minimum requirements. Advanced Standing is synonymous with Transfer of Credit, and is the granting of exemptions from courses, usually undertaken at another institution. These exemptions may be with or without credit.

- With Credit: the credit weight of the course to be taken is applied to the course or group of courses successfully completed by the student. The student will therefore be required to

complete fewer courses overall to complete the programme. The student may reduce the number of courses by a few courses or by a year or two.

- Without Credit: the exemption does not reduce the number of courses that must be completed, but the student will have the opportunity to take another course in its place. The student will be required to complete the same number of subjects overall.

The qualifications that merit consideration for Advanced Standing may include:

      a)   CAPE Units 1 and 2 (Advanced Level – 'A-Level') in subject area

      b)   Teaching Diploma

      c)   Content Diploma

      d)   Associate Degree

      e)   Bachelors, Masters and Doctoral Degrees

      f)   Other qualifications approved by the Academic Board.

All applications must be accompanied by certified copies of certification as evidence of the qualifications received.

B.   <u>Prior Learning Credentials</u>

A Student may seek Advanced Standing to the University College, having gained valuable knowledge and skills through a range of personal, professional, vocational and community contexts. Applicants will therefore be accepted, who, when assessed, can demonstrate the relevant knowledge and skills and will be given credit for these competencies when evaluated against a given set of standards, competencies, or learning outcomes. The University College will accommodate no more than 10% of its matriculated students as applicants seeking entry due to prior learning.

Applicants may be assessed by way of

- Challenge Examination,
- Assessment on the job
- Submission of a Portfolio,
- Any other assessment strategy

In all cases, applicants will be interviewed and will be required to provide information and evidence to indicate their experience to include but not limited to:

a)   References, preferably from the last places of employment relevant to the programme of study

b)   Complete record of employment and personal history, highlighting points relevant to the application and programme of study

c)   Indication of any achievements in terms of Honours/Awards, Exhibitions and/or Research and Publications.

d)   Portfolio of learning experiences in relation to the programme to be pursued

e)   Any other official documentation as evidence of experience.

5.2.3. Non-matriculated Student

The University College reserves the right to accept applicants who may not have satisfied all the matriculation requirements. The decision to accept such a student shall be based on the discretion of the University College. The University College however, shall ensure that while the student is enrolled at the institution all the matriculation requirements are met before the student completes the 1st year of the programme.

Matriculation into the University College does not guarantee matriculation into a particular specialization, which will necessitate the applicant satisfying the requirements specific to the individual programme in addition to the general matriculation requirements. The applicant may be directed to other programmes commensurate with his/her entry qualifications. Should the applicant be unable to matriculate into any programme he/she cannot matriculate into the University College.

5.2.4. Documents required with Application

All applications must be accompanied by –
- a) A certified passport size photograph
- b) Two recent letters of reference from:
    - Teacher, - Principal, - Pastor, - Doctor, - Police above the rank of Sergeant, - JP
- c) Certified copies of all certification to be used for matriculation

5.2.5. Selection

All applications received will be acknowledged.

Applicants will be accepted to the University College based on
- Credentials including academic qualifications evidenced by certification and transcripts, as well as, Prior Learning documentation including portfolio information (where applicable)
- Information in the application along with recommendations
- Interviews
- Programme Offerings

5.2.6. Offer for Admission

The University College shall assess the information provided in the application, as well as the supporting documentation and shall determine whether to make an offer for admission. The offer made shall be conditional (if additional information is required), or unconditional, when the decision is final. Therefore the information provided by the Applicant must be true and complete. An offer whether it be conditional or unconditional shall be made in good faith taking into account information supplied by the Applicant.

If the Applicant provides additional information after the University College has received the application and has made an offer, the offer may be amended or in exceptional circumstances, withdrawn. Should it come to the attention of the University College that information provided by the Applicant is neither true nor complete; the University College reserves the right to withdraw its offer. The University College also reserves the right to correct errors made in its communication of decisions and offers.

5.2.7.   Acceptance

Once an Offer of Admission has been made, the Applicant should accept the Offer within the prescribed deadline, by completing the "Acceptance of Offer Form".   However, if the Applicant is unable to take up the offer, the Applicant should advise the University College's Registrar in writing and make arrangements for deferment.

5.2.8.   Deferred Entry

Deferred entry is a postponement of enrolment.   A prospective student may apply for deferred entry while still at school or he/she may request deferred entry after submitting an application to the University College.   In either case the prospective student must have met the conditions for admission. The application for deferred entry must be made through the Office of the Registrar and shall be valid for only one year. If the offer is not taken up before the time expires the student will have to reapply.

5.2.9.   Other Requirements for New Students

Once a prospective student has accepted the offer of Admission, the University College will have additional requirements that must be met:

1.   Tests

All new students will be required to sit the following tests:
- Psychometric test
- Mathematics and English Language Tests (if required)

These tests are designed to find out more about the prospective students and their challenges and therefore to devise strategies for strengthening weaknesses.

2.   Medical Requirements

The University College requires all new students to submit an immunization card indicating that they have received the necessary vaccinations in compliance with the Health Regulations of the island. The student will also be required to undergo a medical examination by the University College Doctor and to submit to the required laboratory tests.

Where a student has a "medical condition or impairment", and require accommodation, the student will be required to submit a current medical certificate (provided by an appropriately licensed/credentialed professional, appropriate to the nature of the medical condition/

impairment) indicating the limitations they would encounter, as well as, the accommodations that would be required. The medical certificate must be provided at the time of application.

3. Adequate Funds to cover Fees

Applicants are expected to have sufficient funds to pay Tuition Fees for Programmes/Courses, as well as Boarding Fees (i.e. living expenses for residential students) during their period of study. If the student is not paying in full they are required to provide details of funding arrangements to the Bursary. Students shall also be required to submit a completed "Financial Status Form" obtained from the Bursary and have discussions with the Bursary regarding their arrangements to honour their financial obligations to the University College.

4. Student Identification

In order to be recognized as a student of the University College, the prospective student must obtain from the Students Affairs Department an official Mico identification card, which bears his/her photograph and official registration number. This picture identification cannot be issued until the prospective student has completed enrolment. The identification card remains the property of the University College, must be worn at all times while on University College premises to gain entry to the Lectures/classes, Library, Health Centre, Hostel/Hall of Residence, the Dining Room and areas for examinations.   The card must be visible and must be shown to any authorised officer of the University College including security personnel on request.

The ID card **MUST** be returned to the Admissions Section of the Registrar's Office if a student withdraws or is expelled from the University College. If the ID card has been damaged or lost, it must be reported immediately to the Registrar's Office. A replacement Identification Card shall be required and there is a charge for its replacement, which must be paid at the Bursary. The student will be issued a replacement ID card on presentation of the receipt for payment of the replacement cost, as well as the damaged ID (where applicable).

5.2.10.   Student Contract

All students will be required to sign a Student Contract with the University College at the time of Registration. The Contract governs the relationship between the student and the University College for the duration of the student's tenure at the institution. The Contract shall apply following acceptance of the student and an offer of a place at The Mico. The offer letter and the Financial Information Form are to be read with the Contract. The student agrees to abide by the terms and conditions of the Contract, as well as, the regulations that govern the Halls of Residence (where applicable).

5.2.11.   School of Continuing Studies

The School of Continuing Studies provides programmes/courses for secondary, post-secondary and continuing studies, through a variety of modalities. A student desirous in entering the School must provide evidence to indicate that they –

    i)   Have met the pre-requisites for the programme/course

    ii)   Have paid the requisite fees

    iii) Have met the registration timelines.

5.3.   Data Protection

By signing the application form and accepting an offer of place at the University College, applicants give their permission to the institution to process their personal data for the purposes of selection and admission. The information on the application will form a key part of the individual student's records and shall be treated in strict confidence.

Processing of any student information/data shall be in accordance with the requirements of the Data Management Policy of the University College.   Hence, the University College may disclose appropriate personal data, including sensitive personal data, to third parties, where there is legitimate need or obligation, during or after a student's period of study. This may include but is not limited to the disclosure of relevant and appropriate information for statistical purposes, for the University College's purposes; for external organisations associated with the provision of various Programmes; external organisations associated with the provision of the University College's services to its students (such as IT or resource providers); government bodies; sponsors and those requesting references.

5.4.   Student Registration

The University College must keep adequate records of its student population. Students (new and continuing) are therefore required to ensure that the formal process of registration is completed before they will be considered as bona-fide students of the institution, eligible to attend classes, be assessed and have the assessment grades posted.

Students are required to register for courses within the stated registration period at the start of the semester or seek permission to register outside of the registration period. In order to "Register" students must ensure that they –

    i)   Have financial clearance from the Bursary, and

    ii)   Complete all the stages of the course selection process online.

The Registration process will not be completed unless financial clearance and course selection are followed through to the end.

Financial Clearance

In order to receive financial clearance, a student must liaise with the Bursary and show that they have met the financial criteria for registration. The student shall ensure that –

    i)   there are no previous balances; therefore all outstanding balances must be paid off by the student prior to being allowed to register

ii)   the tuition fee for the semester is paid in full, by the middle of the semester.   The institution, however will accept payment of at least sums comparable to the Miscellaneous Fee, along with a Commitment Letter / Scholarship Details, from an approved Lending Institution / Scholarship Sponsor. For students doing one or two courses or the summer session, the tuition fees shall be paid in full at the start of the semester.

Course Selection Online

The institution has implemented a Student Management System (SMS) to better manage its student records. The system allows students to select their courses based on scheduling. There are four stages in the Course Selection Process. A student must complete all stages to be fully registered.   If a student is unable to complete the Course Selection due to clashes on the time-table, the student is obliged to report the matter to the Dean of the Faculty.

If a student fails to register for a semester, the student cannot register for that semester after the late registration period has been closed.

5.4.1.   Registration for New Students

Successful applicants shall receive an offer of acceptance from the University College outlining the requirements for the registration process. Once the offer has been accepted, the applicant is expected to make all the necessary arrangements to register. The following documents shall be required.

- Fee Payment Authorization (i.e. Bank Voucher / Receipt from the Accounts Dept.)
- Acceptance Letter
- Proof of medical examination by University College's doctor or approved physician
- Proof of enrolment in the University College's approved Personal Health Insurance
- Proof of having paid Accident Insurance
- Completed Financial Status Form
- TRN Card
- Preliminary Registration Print-out

Once a new student has the requisite forms, they are to
1. Submit to the Bursary / Accounts Department and obtain financial clearance, if suitable financial arrangements for the semester have been made
2. Receive instructions regarding the activation of their Student Management System (SMS) account from the Student Affairs Department
3. Submit their signed copy of the Student Contract to the Student Affairs Department
4. Take their ID Picture and receive their ID number
5. Activate their SMS and e-mail accounts
6. Select their courses online after they have met with their Faculty and have been advised as to the courses they are to take.

7. Make the necessary arrangement for Orientation.

5.4.2. Registration for Continuing Students

All continuing students shall be required to register within the stipulated registration period. The stipulated registration dates and deadlines shall be posted. Failure to register within this period will result in the student's ineligibility to attend classes and to receive grades; and will compromise the students' right to sit Examinations.

Students will be required to register for the courses in compliance with their academic standing. In order to Register, students must ensure that they –
1. Have financial clearance from the Bursary / Accounts Department
2. Select their courses online depending on the courses they are required to do.

Students who have to be away from classes for whatever reason are required to formally advise the institution through the Registrar in order to maintain their registered status. If a continuing student does not register by the month after the requisite period for registration or remains unregistered beyond any approved leave period, the student shall be considered to have withdrawn from the University College and must apply for re-admission.

5.4.3. Registration Restrictions

Courses are sequenced to ensure that they are integrated and build students' cumulative knowledge to achieve the overarching objective of the programme. Courses must be taken in sequence because the concepts introduced and skills acquired at one level are needed to successfully work at the next higher level. If a student fails a Year one course, that course must be added to the course load for Year 2 and so on up to Year 4. A student in Year 1 shall not be permitted to register for courses in Year 3.

5.4.4. Registration to Re-sit an Examination / Re-submit coursework

Students must register to re-sit any examination or to resubmit any coursework. The student must contact the Examinations Department and complete the necessary re-sit/resubmission form, and pay the necessary re-sit/resubmission fee at the Bursary, before being allowed to register. The student will be required to register at least 4 weeks prior to the start of the Examination Period.

5.4.5. Full Time/Part Time Registration

Students are required to register for every course they intend to pursue. A full time student shall not take less than 5 courses (15 credits), or more than 7 courses (21 credits) each semester (excluding summer). If student are to take more than 7 courses they will require prior approval from the Dean. A course load of at least fifteen credits per semester is regarded as full-time.

A part-time student shall not be allowed to register for more than 4 courses (12 credits) each semester (inclusive of the summer session); but shall not register for less than 3 courses (9 credits) in any one semester (inclusive of the summer session).

Students, who wish to register for less than 2 courses (6 credits) in any one semester or 6 courses (18 credits) for the academic year inclusive of the summer session, will be required to receive a special dispensation from the Registrar in consultation with the Dean of the Faculty.

5.4.6.   Late Registration

The Registration Period will vary from semester to semester and from year to year. Registration will be permitted at the start of the semester normally up to the second week of Semesters I and 2. However after the close of the Registration Period, late Registration will be accommodated for a period not exceeding two additional weeks, with the payment of a Late Registration Fee. The institution will only accommodate Registration after the period for late Registration, with the written permission of the Registrar.

There will be absolutely no registration prior to or during the week before final examinations. Failure to comply with registration deadlines will result in the student being ineligible to attend classes and receiving grades, and being excluded from sitting examinations.

5.4.7.   Change of Registration

New students who wish to change their registration, i.e. to change their programme, will be permitted to do so during the registration period, using the Change of Registration Form. The Dean of the Faculty from which a student is to be transferred and Dean of the Faculty to which the student is to be transferred, shall both authorize the transfer. The new information shall be submitted to the Registry for adjustment of the Student Records Database.

5.5.   Facilitating Students

The University College shall be mindful of its responsibility to create an atmosphere that stimulates all students and shall have mechanisms for student engagement. The University College must therefore emphasise it responsibility not only with regular students, but with students from different environments and with different capabilities.

5.5.1.   International Students

The Mico University College, in keeping with its mission to offer its services globally, opens its doors to students from the region and the wider international community, and guarantees the following:

- An academic community and a learning atmosphere free from racial, political, gender, religious, cultural or any other form of discrimination
- Residence as enjoyed by the general student population.
- Access to all facilities and privileges as enjoyed by the general student population.

Once an international student is admitted by the University College they are expected to commit themselves to full compliance with all rules and regulations governing student life.

An international student is a student who is not a Jamaican citizen, by birth, adoption or descent. The student must provide the necessary documentation to indicate their citizenship.
A student is considered Jamaican if the student –
i)   Is born in Jamaica. Proof of citizenship, a Birth certificate
ii) Is non-Jamaican but legally adopted in Jamaica. Proof of citizenship, Adoption Certificate
iii) Is born outside of Jamaica to parents (mother or father or both) who are citizens of Jamaica at the time of birth. Proof of citizenship, Certificate of citizenship

The Government of Jamaica requires that foreign students studying on the island have a student visa in accordance with the requirements of the Immigrations Department. Students will be required to obtain an extension of stay within the first semester.   In addition, these students will require:

- A valid Passport, with the necessary visas (No visa is required for Commonwealth students)
- An acceptance letter from the institution
- A medical certificate indicating that the student is in good health
- A financial plan to adequately maintain the student throughout his/her stay
- A valid passport for at least six months after entry
- A valid open one-year return ticket to country of origin

Foreign students of Jamaican parent(s) are eligible for naturalized status and may contact the Passport Immigration and Citizenship Agency for their direction. All international students will be facilitated by the Registry and therefore new students are advised to contact the Admissions and Registration Unit on arrival on campus or as soon as possible thereafter.

5.5.2.   Student with Disabilities

The Mico University College is committed to creating and maintaining an environment in which all students can learn and work to their fullest potential. The University College will therefore ensure a supportive environment for students with impairments or medical conditions by providing reasonable accommodations to students who have the proper supporting documentation. The University College will make every effort to promote the independence of students with impairments and to identify the tools they will require to accomplish their educational and career goals.

A student with a disability requesting accommodations, auxiliary aids, and services must inform the University College in writing and obtain approval. The student with a condition that might rise to the level of a disability must provide appropriate, comprehensive and current documentation that outlines the need for specific accommodations. The documentation provided must identify the diagnosed condition, present evidence of the condition's impact on a major life activity, and provide

a history of previously used accommodations and services. The documentation / medical certificate must be provided by a duly licensed/credentialed professional, appropriate to the nature of the medical condition/impairment.   The medical certificate must be provided at the time of application. The student will also be required to provide his/her own basic equipment to assist with his/her functionality (hearing aids, tape recorders, specialized computers etc.)

Accommodations will be made in the following ways:
- Peer note takers
- Scribes / Readers for examinations
- Extended time on quizzes and examinations
- Quiet/separate test setting
- Sign language and other modes of interpreting / Interpreters
- Modified access to websites
- Physical accessibility
- Materials in alternative formats (e.g. audio, large print, Braille)
- Specialized equipment in the Library
- Auxiliary aids and services

5.6.   Registration in relation to Credit Transfer/Exemption/Limit

5.6.1.   The Transfer of Credits

Students, who transfer from another tertiary level institution, may register with the University College and will be required to submit, in advance, transcripts of all previous work done at the tertiary level. **The original transcripts shall be sent directly from the institution at which the work was completed.**

In order to transfer, the following will be required:
The student shall
- Meet all the admission and matriculation requirements for the programme in which she/he intends to enrol.
- Be in good standing at the institution last attended.
- Have an official transcript sent directly from that institution under seal.
- Provide, along with the application for exemption, the course outline/s of course/s taken as well as grading scheme.

The University College shall review all the documentation submitted by the student and assure itself that:
- the course(s) for which the transfer of credits being sought:
  - Is(are) equal in credit hours and academic level.
  - Has corresponding grade(s) which is(are) not lower than 60%

- the number of years that has elapsed since the student's achievement of the qualification is not more than five.
- the qualification awarded to the student is in keeping with the student's intended course of study.
- any exemption requested by the student is relevant to the course being offered.

This information shall be evaluated by a qualified assessor in collaboration with the Head of Department in which the student is applying. A minimum of 50% of the credit load of the programme shall be taken at The Mico University College for certification to be awarded by the institution.

NB: Any course that has already been used for matriculation purposes shall not qualify for further exemption.

5.6.2.   Credits or Exemptions

A student who has more than the minimum entry requirements and wishes to register in the Degree Programme, may request exemption on the strength of relevant courses done, in an accredited tertiary level programme, over and above the entry requirements.

The student may be granted **exemption with credit** for a course in his/her programme if he/she can present evidence that the content of a particular course has already been covered at a comparable level, with similar credit weighting at an accredited institution, within the last five years. The student would have had to attain a grade that is not lower than 60%. The request for **exemption with credit** shall be in writing to the Dean of the Faculty within the Registration Period. The Dean shall consult with the relevant Head of Department in making the decision. If the requirement for **exemption with credit** is fulfilled, the student shall be awarded the same grade acquired at the institution of transfer.

If however, exemption is granted **without credit** (i.e. if the Dean and Head of Department are not satisfied that the content of the course offered at the accredited institution is equivalent to the course offered at The Mico), and the course is a required course for the programme, the student shall be required to register for that course. If however, the course is an elective, then the student shall be required to register for another course to ensure that he/she has the required number of credits for certification from The Mico. Both the course for which exemption has been granted and the additional course will be shown on the student's transcript.

The application for exemption shall be accompanied by the following:
- A certified copy of the student's academic transcript
- The course syllabus with a list of topics covered, aims and objectives, contact hours, texts and references, and methods of assessment/grading criteria or evidence of content covered.

The maximum number of credit exemptions is nine credits (9) per year.

It should be noted that if a student is granted Advanced Standing based on academic qualifications from another tertiary level institution then <u>no additional exemptions</u> can be granted, based on those qualifications. In other words, none of the courses within that academic qualification are eligible for exemption as they would already have been used for matriculation. The student has the option of redoing the course(s) already completed or substituting other courses within the discipline, following discussion with the relevant Head of Department.

5.6.3.   Credit by Examination (Challenge Exam)

Within limits, the University College allows students the opportunity to receive credit for courses without attending the class based on prior learning, including demonstration by way of a Challenge Examination. A student may request to earn credit or demonstrate proficiency in a course for which the student has not previously enrolled and will be required to pay for any assessment of their competencies including, as appropriate, an examination fee.

Application for a Challenge Examination must be made to the Registrar's Office during the Registration Period, but no later than two weeks after the regular Registration Period. The examination shall be sat within four weeks (4) from the start of the semester.

The student is eligible to sit for a Challenge Examination only in a course in which s/he has not yet registered and is required to pass the Challenge Examination with a minimum of 60-64% for undergraduates and 70% for graduates, to satisfy the Faculty Board that s/he is competent in this area to qualify for the exemption. No letter grade will be given for the course challenged, but the exemption will reduce the number of credits the student has to gain to be eligible for graduation. (The result of the challenge will be listed as Pass/Fail and will not be used to calculate GPA).

5.6.4.   Credit Limit / Course Load

A standard course load shall be 21 credit hours (7 courses) each semester. An undergraduate student registered for fifteen (15) or more credit hours each semester in the day or evening, or a combination thereof, is considered to be a full-time student. A course load of more than twenty one (21) credit hours (7 courses) in a semester (excluding summer) is considered an overload. Permission to register for additional credits must be approved by the Dean. A course load of less than fifteen (15) credit hours during the regular semester must be approved by the Dean. During the summer session a course load of more than twelve (12) credits or less than nine (9) must also be approved.

In no case may a student be registered for or receive credit for twenty-four (24) credit hours or more each semester without approval from the Dean of the Faculty.

5.6.5.   Course Overload

Permission to register for more courses that the standard credit load is usually restricted to students with a GPA of 3.1 and above, or all A's in their area of specialization. An additional course may be added during the summer, with permission, if the addition of that course means the student will be eligible for graduation that year. Under normal circumstances, a full time student shall complete the degree programme in not less than three and not more than six (6) years inclusive of the summer session, depending on the entry level of the student; and a part-time student shall complete the degree programme in not less than five years and not more than seven (7) years inclusive of the summer sessions depending on the level of entry of the student.

5.6.6.   Course Qualification

Some courses will require students to either complete or be concurrently enrolled in certain other courses, or possess some particular qualification or level of study.

A.   Pre-Requisites

If a course is to be a prerequisite for a second course, the prerequisite must be met before the start of the second course. If the second course is completed before the pre-requisite, the grade for the second course will be voided. The courses and any required pre-requisites shall be outlined in the course descriptions in the Student Handbook. The Faculty Office shall also have the information relating to pre-requisites of the courses within the Faculty.

B.   Co-Requisite

If a course is a co-requisite for a second course, both courses must be completed in the same semester. The courses and any co-requisites for the course shall be outlined in the course descriptions in the Student Handbook. The Faculty Office shall also have the information relating to co-requisites of the courses within the Faculty.

5.6.7.   Course Time Conflicts

Registering for two classes that meet at the same time or overlapping times is not permitted except as a temporary measure while timetable adjustments are being made. By the end of the first two weeks of classes, students must eliminate time conflicts from their schedules.

5.6.8.   Change of Faculty / Status

A student who wishes to transfer from one faculty to another shall apply in writing to the Dean of the relevant faculty. The Dean of the Faculty **to which** a student is to be transferred and Dean of the Faculty **from which** the student is being transferred, shall both authorize the transfer after review of the matriculation requirements for the desired programme /student's Progress Report. The written application shall be filed no later than two weeks after the beginning of classes. Students may request from the Dean credit for courses already completed in another Faculty if these courses are relevant to the new area of study. The request shall be submitted to the Registry for approval and update of the students' records. A student may request a transfer from part-time to full-time

status or vice versa. This transfer must be done before the start of the academic year and must be approved by the Registrar, who shall notify the Bursary.

5.7. Auditing a Course

5.7.1. Auditors

Course(s) pursued for self-edification, and not for the purpose of obtaining credit(s) toward a specific Degree, are regarded as course(s) being audited. A student who has been admitted to the University College may be permitted to enrol in credit courses on a non-credit basis and shall be regarded as an auditor. Admission to the course shall be dependent on space, resource availability and permission from the lecturer of the course. Audit requests, approved by the lecturer, must be submitted to the Registrar's Office. Tuition and related fees must be paid before class attendance is permitted.

A student, however, may not change his or her status from credit to audit or vice versa during the semester, when the course in being delivered. Credit may not be earned in courses taken as an auditor except by re-enrolment for credit in and completion of the course with a satisfactory grade. The student must attend classes regularly or he/she may be dropped from the course. Fees for enrolment as an auditor are the same as fees for enrolment for credit. The auditor is not required to complete assigned coursework, or take examinations and is not awarded a grade or credit for the course. Audited courses shall not be counted as part of the normal course load. To have audited courses listed on his/her transcript, the student must have attended a minimum of 75% of the classes.

5.7.2. Visiting Students

A Visiting Student status is typically intended to accommodate students who are not students for The Mico, who are typically from overseas and who wish to do some courses at the institution, usually for one academic year.

A Visiting Student will not be required to matriculate into the programme of study as it is presumed that he/she has matriculated at their home institution. The student, however, will be required to register for the courses to be taken. The student will not be regarded as a student of The Mico and will not be listed as such in the records of the institution. He/sher, therefore will not be awarded a degree or any other qualification for the year of study; a transcript however, may be provided on request and payment.

A Visiting Student will be required to pay the requisite tuition and other fees and will have access to all the University College facilities.

5.8.   Add / Drop

The University College allocates a period of time after the Registration period, when students are permitted to alter courses for which they were registered, i.e. to add new courses to their slate or registered courses or to remove courses from their slate of registered courses.

5.8.1.   Add/Drop Period

The Add/Drop Period shall be predetermined each semester and shall not extend beyond a three week period after the period of registration. The period and the last date for "Add/Drop" will be posted on notice boards around the campus and on the University College's website. During the "Add/Drop" Period there is no penalty for adding and/or dropping courses. Requests for Course changes after the period of registration shall be made to the Dean of the Faculty in writing. Classes missed during this period shall not be counted as absences for the purposes of compliance with the attendance policy. The attendance record of the student to date shall be submitted with the request for the "Add/Drop" to the Dean.   Only on the approval of the Dean shall the Add/Drop request become official. This approval shall be passed to the Registrar's Office to be included in the Student's records on the SMS.

Failure to attend classes or merely giving notice to lecturers of one's absence shall not be considered an official withdrawal from a course. If a student fails to officially withdraw from a course during the designated time, the student will be liable for course fees and the course will appear on his/her transcript with a failing grade. A student shall not be allowed to join a class after the first three weeks have passed without special permission from the Dean in consultation with the Head of the Department in which the course is offered. The student will be responsible for all work that has been covered in the course to date.

5.8.2.   Financial changes as a result of Add/Drop

Should a student's account be overpaid, the excess will be refunded upon request at the end of the semester, to the Sponsor, or credited to the student's account or refunded (where applicable). Requests shall be made in writing to the Accounts Department. The request should include the student's identification number, and a copy of the payment voucher which should be attached to the request before submission.

5.9.   De-Registration

Students who have not completed payment of tuition or other fees within the prescribed period shall be de-registered. Once de-registered, the student will not be eligible to attend classes, receive grades or to use the University College's facilities such as the library and computer labs etc.   De-registered students would be required to re-do the semester.

5.10. Student Record

5.10.1. Hold on a Student's Record

Academic or administrative departments may place a hold on a student's record which will restrict the student from performing certain actions until the hold is resolved and removed.

Types of Hold on a Student's Record

The types of hold that can be placed on a student's record shall include but is not restricted to the following:

- Academic—placed and removed by the appropriate Dean's Office
- Administrative—placed and removed by the Registrar's Office
- Disciplinary—placed and removed by Academic Board under advisement
- Financial—placed and removed by offices such as the Library, and/or Office of the Bursar
- Health—placed and removed by University College Health Services

Most "holds" shall prevent the release of the student's academic transcript until the obligation has been resolved. All financial obligations must be satisfied before the student can register for another semester. Students who have a "hold" placed on their academic record during the registration process may not be able to enrol in the same courses in which they had originally registered**.**   A hold that remains on a student's record at the deadline for Fee Payment will result in the student being dropped from all of his/her classes.

To remove a "hold" on a student's record, the student shall pay the debt owed, correct the scholastic deficiency or be cleared by the Registrar's Office.

Resolving a Hold on a Record

To resolve a hold on a student's record, the student must contact the department that placed the hold to discuss the conditions of its removal. If the student is not a current student, contact shall be made with the University Registrar who will direct the student's query to the appropriate office to resolve the hold.

5.11. Registration for Repeated Courses

Student must register for any course being done, whether it is a course being repeated, or coursework is being re-submitted or there is a re-sitting of the examination.

5.11.1. Repeating a Course

Students must receive a passing grade (A-C range) in each course to progress satisfactorily and remain in the programme. A grade of 40-49% for a course will qualify the student to re-sit the examination portion of the course or to re-submit portion(s) of the coursework. A grade below 40% means that the student will have to repeat the course. The repetition will not however eliminate the previous grade from the student's record.

A failed course may be repeated twice. If the course is an elective, the student may attempt a different course. If the course is in the student's specialization and the student fails the course on the second attempt, the student may be put on Academic Probation. All grades obtained will appear on the student's transcript. A student may not repeat a course in which a grade of C or higher has been earned. The grading scheme shall be posted in the Examination Section of the Student's Handbook and on the website.

STUDENTS FAILING MORE THAN TWO COURSES IN A SEMESTER WILL BE INELIGIBLE TO PROGRESS AND WILL BE PUT ON ACADEMIC PROBATION.

If the student's course load is less than twelve credits, the student may, at the discretion of the respective Head of Department, be allowed to make up the credits by doing one or two general courses from the following year's offerings. The courses should not have prerequisites.

5.11.2. Incompletes

Students are expected to complete work for classes prior to the end of the semester. If a student has been doing work of satisfactory quality but is unable to complete a small portion of the course requirements (i.e. a lab assignment or term paper) because of an illness or other serious problems, then the student has the option of requesting an "Incomplete" in the course. The student in this instance would not be required to re-register for an incomplete course. While it is the student's responsibility to speak to the Lecturer in order to request an "Incomplete", it is entirely up to the Lecturer whether or not the rationale given by the student has met the criteria.

The student will need to complete the requisite form (available at the Registrar's Office). The form should then be taken to the lecturer for approval. Once approved, the form is returned to the Registrar's Office where it is stamped. A copy of the stamped form is given to the student and another to the lecturer. The Registrar's copy is put on the student's file.

The coursework, for which an "Incomplete" grade has been assigned, should be completed and submitted as soon as possible. An "Incomplete" grade is intended to be only an interim course grade assigned by the Lecturer. A student may obtain credit for a course in which his/her grade is "I" only by completing the outstanding coursework in a satisfactory manner by the end of the second week of classes of the student's next semester of enrolment. [In the case of the practical areas, students may have to do the requisite coursework with the next group of students.] If the student fails to submit the outstanding coursework within the prescribed time, the "Incomplete" will automatically be changed to a grade of "F" for the course.

5.11.3. Re-sitting an Examination / Re-submitting a Coursework Piece

Where the entire course is not being redone, but only some aspect of the course i.e. the examination, or a piece of coursework, a student will have to register to re-sit the examination or to

re-submit the coursework piece.   In both cases, the student will be required to contact the Examinations Department and complete the necessary re-sit/re-submission form, and pay the necessary re-sit/re-submission fee at the Bursary, before being allowed to register. In both cases, the student will be required to register at least 4 weeks prior to the start of the Examination period. For the re-submission of a course work piece, the piece must be submitted before the end of the Examination Period.

5.12. Academic Standing

Academic Standing refers to the standard of achievement students obtain, based on grades earned for at least 3 courses not including non-credit or Pass/Fail courses. **Continued enrolment at The Mico University College shall depend on the student's ability to maintain satisfactory academic progress toward attaining a degree.**

The University College expects each student to maintain a level of academic achievement consistent with the University College's standards and to make reasonable progress toward the completion of his/her course of study.   At the end of each semester, the University College through its Examination Boards, reviews the academic semester record of students and the Dean of the relevant Faculty advises the student as necessary. The University College measures this ability by the student's grade point average (GPA) and the number of courses for which a passing grade is received.   The University College reserves the right to make a determination as to a student's Academic Standing and to refuse registration entirely or to a certain number of courses, if the student is deemed to be unable to profit from further study, or if he/she has failed.

The University College may
   i)   Allow a student to progress, taking the requisite number of courses and not being encumbered with taking any additional courses, due to failure or unsuccessful completion. (**Satisfactory progression**)
   ii)   Allow a student to progress, taking the requisite number of courses with a warning to improve performance and/or to re-do any failed or outstanding courses (**Academic Warning**)
   iii) Allow a student to progress with reduced workload, to provide an academic space for improved performance and/re-do any failed or outstanding courses (**Academic Probation**)
   iv)   Require a student to repeat a year to improve grades (**Repeat a year**)
   v)   Require a student to withdraw as the student is deemed to be unable to achieve the requisite academic standard (**Academic Dismissal**)

5.13. Absence from the University College

5.13.1.   Leave of Absence

A student who is unable to register in any one semester and has to be away from his/her academic programme at the University College for a period not exceeding one year, is required to apply for Leave of Absence (LOA). Applications for Leave of Absence (LOA) shall be in writing or on the

requisite form, signed and dated by the applicant and submitted to the Registrar's Office by the end of the third week of the relevant semester. If the leave is for the academic year, this submission should be made by the end of the third week of Semester 1. In all cases, the reason for the leave must be given. Requests for LOA citing medical reasons must be accompanied by medical certification acceptable to the University College. Requests based on compassionate, financial or work-related grounds are also considered.

Leave of absence normally shall be granted for no more than one academic year. Leave of absence may be extended beyond the academic year, in extra ordinary circumstances, but shall not exceed an additional year. The extended period shall be granted on the approval of The Registrar, at the written request of the student. The student will be deemed to have withdrawn, if the student remains unregistered beyond the approved leave period without prior notification. Students whose leave expires will be required to request permission to resume. If the leave of absence expires, and there is no permission to resume, the student will be deemed to have withdrawn from the institution.

5.13.2.   Withdrawal from the University College

The University College shall consider students who have not registered for a period of at least an academic year to have withdrawn from the institution.

Students through their own volition may withdraw from the institution. Students who fail to withdraw formally, but do not attend classes, will be assigned grades of "F" for each course for which they have registered.

Extenuating circumstances:

There may be many reasons for a student to request withdrawal from classes, including, but not limited to, sudden hospitalization, death in the family, personal or family crisis, and unanticipated and unavoidable changes in employment. Avoidance of an undesirable grade does **not** justify withdrawal.

1.   Voluntary Withdrawal

A Voluntary Withdrawal is when a student decides to officially discontinue their studies. The withdrawal indicates that a student has dropped or will drop all courses for a given semester. Withdrawing from the University College differs from dropping one or several classes within a given semester. As long as a student has registered for at least one class, he or she will be considered registered for that semester.

 A withdrawal is done in consultation with the HOD and Dean of the respective faculty. Depending on the date of withdrawal, the student may be entitled to some pro-rated refund of tuition. The student will need to discuss this with the Bursar. A statement regarding the withdrawal shall be added to the student's transcript.

2.   Withdrawal on Medical Grounds

Withdrawal for medical reasons is generally acceptable in respect of unforeseeable illnesses or injuries that have interfered with the student's ability to complete specific course(s). Withdrawal from the institution on medical grounds is acceptable in respect of acute or severe illnesses or injuries that incapacitate the student. Medical withdrawal includes both physical health and mental health difficulties. A student may request and be considered for a compassionate withdrawal when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care for a seriously ill child or spouse, or a death in the student's immediate family) prevent the student from continuing in classes.

Medical documentation may be presented on leaving but is mandatory upon resumption of studies. A student who becomes pregnant and whose health and safety and that of the foetus may be compromised by the rigour of her programme of studies will be counselled to take a *Leave of Absence*. If the student chooses not to accept the advice given after the counsel, The Mico University College will not accept liability for any injury or complications that might result.

3.   Mandatory Withdrawal

The University College's medical doctor and the Guidance Counsellor may recommend that the Academic Board require a student to withdraw from the University College:

- on the basis of unsuitability for the practice of the profession to which his/her programme of study leads;
- where there is reason to believe that the student poses a threat to himself/herself;
- if the student's actions/behaviour interferes with the welfare of other members of the University College;
- if the student's actions/behaviour interferes with the education process of the institution.

The student will be required to be professionally evaluated by a physician, psychologist or psychiatrist approved by the University College. The following actions may be taken:

- After consultation, the student may be placed on a regime of medication and/or therapy and allowed to resume studies.
- The student may be asked to apply for *Leave of Absence* for a semester in order to participate in further therapy.
- The student may be asked to withdraw if it appears that he/she will not be able to complete the course of study. Such a student may apply for re-entry to the institution at a later date.

4.   Refunds as a result of withdrawals

Students who withdraw formally from the University College may be eligible to receive refunds of tuition fees. The Mico University College's policy for the refund of tuition provides a percentage refund based on the dates of withdrawal. (For further information on this, please check the Financial Information Section of the Student's Handbook).

5.14. General Rules Governing Admission and Registration

1. A candidate for a degree, diploma or certificate in any School/Faculty must comply with the conditions and meet the selection criteria set out by the University College. The University College has the right to refuse admission to any student, should it consider it to be in the best interest of the University College to do so.

2. Students are required, on admission, to register by signing the official registration form. Every semester they must renew their registration and pay the prescribed fee, as long as they continue to be students of the University College; provided that they have not been refused permission to renew their registration for any year of study because they fail to satisfy the prescribed minimum requirements of study.

3. Students are responsible for their registration. They are required to select their courses online each semester and to report any timetable clashes to their Dean.

4. The Graduate School may refuse to admit any student to a post-graduate course of study in any subject if the standard of proficiency which the student has previously attained is not, in the opinion of the School, sufficiently high.

5. Students of any other tertiary institution, who desire to be admitted to the University College, must produce a evidence satisfactory to the University College, as to their qualification. They must also provide documentation from their institution as to their conduct.

6. Students may not be admitted to any course in any subject until their credentials have been approved by the Academic Board of the University College. Such credentials may be modified only with the permission of the Academic Board.

7. The Academic Board may refuse permission for any student to renew registration in any School/Faculty if they are deemed to be unable to profit from further study, or if they have failed based on the University College's Academic Standing.

5.15. Rights of the University College

The University College reserves the right to make variations to courses including scheduling, entry requirements and methods of delivery and to discontinue or combine courses, both before and after the student's admissions, if such action is reasonably considered necessary by the University College. Should the student wish to withdraw in these circumstances and enrol in another institution, the University College shall assist as far as possible.

The University College reserves the right to reschedule courses from one semester to the next; to withdraw courses or parts of course where there is insufficient demand; to charge a fee to cover aspects such as study visits and learning materials and to vary modes of delivery.   The offer to the applicant and the acceptance of a place at The Mico University College will be subject to this condition. The General College Regulations and the Academic Regulations are contained in the Students' Handbook and on The Mico website.

6.   ROLES AND RESPONSIBILITIES

a)   The Academic Board

The Academic Board shall have the overall responsibility to –

    i)   Determine the qualification for admission to the various titles, degrees and distinctions and other awards offered by the University College with the exception of Honorary Degrees,

    ii)   Determine the certification and/or the conditions of the various titles, degrees and distinctions and other awards

    iii)   Receive from the Department of Student Affairs, admissions / registration / graduation data to drive the academic planning process.

    iv)   Review and approve policies, procedures, regulations in relation to student admissions and registration

b)   The Matriculation Board

The Matriculation Board is a sub-committee of the Academic Board and shall:

    i)   Determine the requirements for matriculation

    ii)   Recommend Matriculation Regulations to Academic Board

    iii)   Make recommendations to the Academic Board and implement decisions of the Academic Board

    iv)   Review the credentials of matriculating students to verify that the criteria set are met

    v)   Choose the Chief Matriculant

c)   Schools and Faculties

The Academic Schools (the Graduate School and School of Continuing Studies) and the Faculties are integral in the recruitment and admission of students to their particular entity/unit and hence shall be responsible to:

    i)   Determine the selection criteria and setting up transparent assessment processes in accordance with the requirements of the Matriculation Board.

    ii)   Make academic decisions in relation to prior learning etc. with respect to individual applicants in collaboration with the Registrar.

    iii)   Provide accurate and relevant information to prospective students relating the programme / courses offered by the School and/or Faculty.

iv) Communicate with applicants during the admissions process to provide information about elements of the procedure including the format of interviews and the nature of any assessment or selection practices, and to respond to queries.

v) Ensure admissions procedures are fair, consistently applied and compliant with University College's Admissions Policy.

d) The Registrar

The Registrar has the responsibility for the recruitment and admissions processes and to direct and coordinate the registration activities of the University College. The Registrar shall:

i) Oversee the University College's recruitment, admissions and registration processes.

ii) Consult and collaborate with other officials in the institution including the Schools and Faculties to devise registration schedules and procedures and to ensure that the students have adequate support systems with respect to admission and registration.

iii) Develop policies and practices for registration management; monitor developments in technology and maintain technological systems to support registration and record keeping functions.

iv) Have the final approval of registration, transfers etc.

v) Provide oversight for the Admissions, Registration, Financial clearance and credit arrangements.

vi) Provide oversight for the administration of leave of absence, deferrals and withdrawals

vii) Ensure that the Registry staff involved in the processes are trained, familiar with the policies and procedures and are professional.

e) The Bursar

The Bursar shall

i) Consult with other officials in the institution to determine fees and charges and make recommendations to the Board of Directors through the Executive Management Committee.

ii) See to the creation and maintenance of Students' accounts

iii) Manage the fee payment activities during the registration period.

f) The Dean and the Faculty

The Dean, and by extension the Faculty, has the responsibility to

i) Ensure that students are properly registered in the course / programme

ii) Ensure that students' credit requirements for the programme are maintained

iii) Authorize, as required, Transfers, Add/Drop

iv) Manage the students' records on the Student Management System, and ensure that students are well advised with respect to progression and registration.

v) Ensure that the Registrar Office is kept informed of activities for approval and for the students' records.

g) The Accounts Department

The Accounts Department has the responsibility to
- i) Keep updated students' accounting records and enter on a timely basis the information in the accounting system
- ii) Process students not in good financial standing, ensuring adequate arrangements are in place with supporting documents
- iii) Recommend registration through the issue of the Registration Authorization Form and de-registration as necessary.

h) The Admissions Department

The Admissions Department shall
- i) have overall responsibility for the admissions process;
- ii) respond to applicants and prepare offer or denial letters;
- iii) arrange for the screening of applicants;
- iv) have overall responsibility for the registration process;
- v) liaise with Faculties to admit students to various programmes;
- vi) maintain all students records

i) The Recruitment Officer

The Recruitment Officer must liaise with the Schools and Faculties in the recruitment efforts, and therefore shall:
- i) Establish and maintain partnerships with secondary and tertiary institutions across the island
- ii) Provide information regarding admissions requirements and programme benefits to prospective students in collaboration with the Schools / Faculties
- iii) Manage, coordinate and organize recruitment efforts (including workshops, retreats recruitment fairs, "Open House" as appropriate); and arrange visits and tours for prospective students and parents.
- iv) Provide multi-campus support during registration, special events and campus tours.

j) The Student

The Student shall
- i) Ensure their familiarity with the rules and regulations governing the registration process
- ii) Ensure their compliance with the policies, rules and regulations and apply the procedures and processes

7. REFERENCES

a) The Mico University College Statutes
b) The Mico University College Ordinances
c) Students' Handbook
d) Prior Learning Policy
e) Records Management Policy

B. PROCEDURES

1. Introduction

The Admissions and Registration Procedure is to ensure the efficient processing of applications for admitting new students who have met the academic and other criteria for admission, as well as, readmitting those students who have met the criteria for continuing in their programme of study. The registration process extends beyond admissions and continues throughout the programme and involves a number of steps.

2. Detailed Procedures

2.1. Application

Applicants must register for programmes where they can be accommodated. Registration has to be formalized to provide students with consistent, valid and predictable processes with defined outcomes. It also provides the University College with enrolment figures and examination through-put information.

2.1.1. Process for Applicants

	Action	Responsible Person
1.	- Complete and submit Application Form	Applicant
	- Include certified copies of Certificates / Transcripts / Recommendations as evidence of qualifications and character	
	- Indicate choice of programme.	
2.	On receipt of Application,	Admissions Officer
	- Process to ensure completeness and that all the required documents are attached.	
	- Acknowledge within 10 days of receipt by mail (electronic or otherwise).	

2.1.2. Processing of Applications

	Action	Responsible Person
1.	Sort Applications by Faculty	Admissions Officer
2.	Review Application to determine whether	Asst. Reg. Admissions
	~ The criteria (academic and otherwise) have been met.	
	~ The certifications agree with the information provided and are authentic (as best as possible).	
3.	Departments advise Admissions of entry quota	Deans
4.	Advise Applicant regarding Math/English Proficiency and Psychometric tests	Asst. Reg. Admissions
5.	Contact applicant and schedule for interviews	Admissions Officer
6.	Administer psychometric tests	Mico CARE Centre

7.   Administer Math / English Proficiency tests

Math/English Dept. & Registry

8.   **Review Application to determine whether**
   ~   **The certification / transcripts allows for entry into the Department**
      (with credit or without credit)

Department

9.   Conduct interviews to determine suitability for programme and with respect to funding.

HODs and Faculty

10. Select students

Departments

11. Determine whether the applicant needs academic counselling

Head of Department

12. ~   Return the file to the Admissions Department with recommendation.
   ~   Submit list of selected students to the Matriculation Board

Head of Department

13. Advise applicant of the recommendation of Department, which may have :
   ~   An offer being made unconditionally
   ~   An offer being made with some conditionality; or
   ~   The application rejected

Asst. Reg. Admissions

14. **Make Offer of Acceptance by way of letter.**
   The letter of offer for a place in the institution shall have as enclosures, details about :
   ~   General registration requirements and dress code
   ~   Payment requirements
   ~   Orientation requirements
   ~   Uniform patterns
   The applicant shall be advised that the offer is preliminary until ratified by the Matriculation Board. The Matriculation Board shall advise students if there is disagreement with the recommendation from the Department

Asst. Reg. Admission

15. Review the list of selected applicants and advise the Admissions Department, if there are any disagreements and therefore changes to the recommendations.

Matriculation Board

16. Inform the Department and the prospective students of any change to the previous advice.

Admissions Dept.

17. Advise student of selection. If persons do not have an electronic account, applicants must contact the Admissions Department to make arrangement to collect packages

Admissions Depart.

2.1.3. Acceptance of Offer

	Action	Responsible Person
1.	Return the completed Acceptance / Rejection Slip indicating acceptance / non-acceptance	Applicant
2.	Ensure that the other requirements are met	Applicant

~ Complete medical and obtain the appropriate slip indicating that medical was done
~ Make a deposit of requisite fees at the appropriate financial institution
~ Obtain the official Mico ID Card, with picture taken by Mico Personnel and with registration number.
~ Sign Student Contract.

2.2. Registration

2.2.1. Registration of New Students

All prospective new students shall be required to have the following documents before registration.

- Picture identification
- Payment Voucher
- Proof of medical examination by University College's doctor or approved physician
- Proof of enrolment in the University College's approved Personal Health Insurance
- Proof of having paid Accident Insurance
- TRN Card
- Preliminary Registration Print-out

	Action	Responsible Person
1.	Present to the Accounting Clerk	Prospective Student

~ Acceptance of Offer Slip
~ Identification
~ Payment voucher / Proof of payment
~ Proof of medical
~ Proof of payment for insurance (Health and Accident)
If not paying in full – Complete Financial Status Form and submit with supporting documents e.g. Commitment Letter

	Action	Responsible Person
2.	• Enter information in the system	Accounting Clerk

- Issue to the Prospective Student a Registration Authorization Form when satisfied that
  - student has paid in full and on time or
  - adequate financial arrangements are in place for the semester/academic year
    [The Prospective Student will be required to complete the Financial Status Form and have the agreement authorized by the Bursar]

If the Prospective Student is compliant with all requirements issue **financial clearance,** and refer him/her to the Student Affairs Dept.

If the Prospective Student fails to meet the payment requirements in terms of amount and time, the processing of that Prospective Student for registration will come to an end. The person may be referred to the Registrar.

3.	Ensure that the Prospective Student completes the requisite Health Form correctly.	Agent of Health Ins. / Registration Clerk
4.	Take Form to the Registration Clerk at the assigned area	Prospective Student
5.	∼ Issue ID number to student ∼ Place student in a 'House', ∼ Issue the Aeorion Student Management System Activation sheet for online registration.	Registration Clerk
6.	Student must have the Registration Authorization Sheet (student copy) ∼ Sign up for Health Card ∼ Take photograph for ID	Student
7.	Guide student in activating The Mico student email address and student account	Registration Clerk
8.	Select courses online (either in the computer lab or on their personal devices).	Student

The Student will be taken through Orientation sessions for
- **The institution**
- **The respective Faculty**
- **The Halls of Residence.**

2.2.2. Registration of Continuing Students

	Action	Responsible Person
1.	Pick-up from the Examinations Department, promotion package, which contains - Promotion / Repeat Letter - Fee sheet - Bank Voucher - Uniform pattern	Continuing Student
2.	Make adequate financial provision for the semester/academic year by: - Paying to the institution bankers the requisite fees within the prescribed times or - Ensuring suitable financial arrangements to be stated in completing the Financial Status Form that has been duly authorized.	Continuing Student

3.	Present to the Accounting Clerk - Promotion Letter - Evidence of financial arrangements (i.e. Receipt or authorized Financial Status Form)	Continuing Student
4.	Receive from Faculty written notification of courses to be taken during the semester i.e. new courses, as well as, course to be repeated, resubmission of coursework, and re-sit of any examinations. N.B. There is an additional cost for the re-submission of course work and/or re-do of a course or re-sit of an examination.	Student Repeating / Placed on probation
5.	• Enter information in the system • Issue to student a Registration Authorization Form when satisfied that - student has paid in full and on time or - adequate financial arrangements are in place for the semester/academic year [The student will be required to complete the Financial Status Form and the agreement authorized by the Bursar] If the Continuing Student is compliant with all requirements issue **financial clearance,** and refer the student to Student Affairs. If the student fails to meet the payment requirements in terms of amount and time, the processing of that student for registration will come to an end. The student may be referred to the Registrar.	Accounting Clerk
6.	Select courses online (either in the computer lab or on their personal devices).	Continuing Student
7.	~ Generate a list of students who have not met their financial obligations to the institution by the middle of the semester. ~ Allow the students two weeks in which to make good. ~ Implement de-registration for those who have not complied.	Bursar

2.2.3. Challenge Exams

1.	Make a request in writing to the Dean of the Faculty in which the course is offered, using the requisite form. The request shall be made during the Registration Period, but no later than two weeks after the period.	Student requesting Challenge Exam
2.	Advise the Examinations Department and require the student to liaise with the Examinations Department regarding the payment of fees.	Dean
3.	Submit application to the Examination Department, ensuring that all the requisite fees pertaining to the Challenge Exam are paid.	Student requesting Challenge Exam

4.   Confirm that the requisite fees pertaining to the Challenge Exam have been paid and advise the Lecturer in the course, requesting from the Head of Department the necessary examination.   Examinations Dept.

5.   Create Examination   Head of Department

6.   Make arrangements for the hosting of the examination and advise student, with respect to location and duration of examination. The examination should be sat within four (4) weeks from the start of the semester.   Examinations Dept

The regular Examination procedures shall apply.

Any student sitting a Challenge Examination must pass the examination with a minimum of 60-64% for undergraduates and 70% for graduates to satisfy the Faculty Board that s/he is competent in this area to qualify for the exemption. No letter grade shall be given for the course challenged, but the exemption will reduce the number of credits the student has to gain to be eligible for graduation. (The result of the challenge will be listed as Pass/Fail and will not be used to calculate GPA).

2.2.4. Withdrawal on Medical / Compassionate grounds

1.   Make a request in writing to the Registrar by completing and submitting a Withdrawal Form along with the appropriate documentation.   Student seeking to withdraw on medical / compassionate grounds

     The appropriate documentation for medical withdrawal shall include

- A letter from the student indicating
  - The date of the last class
  - The anticipated date of return
- A letter from the licensed medical practitioner specifying
  - The date of onset of the illness
  - The dates under professional care
  - The general nature of the medical condition and the reason it prevented the student from completing the programme of study

2.
- Furnish the College Doctor with the medical information   Registrar
- Inform the Faculty of the withdrawal

Students who wish to resume their course of study within two years of their departure from the programme will not be required to apply for re-admission to the institution. However, students who wish resume their studies outside of the two year period would be required to re-apply, as follows:

1.
- Apply for re-entry as per Registration for Continuing Student   Student seeking re-entry
- Submit along with application, medical documentation attesting

to a satisfactory state of health.

2. Furnish the College Doctor with the medical information   Registrar

3. • Review the medical information   College Doctor

   • Examine the student as required

   • Recommend approval of re-entry request as determined by the review and examination/or not.

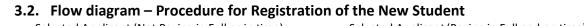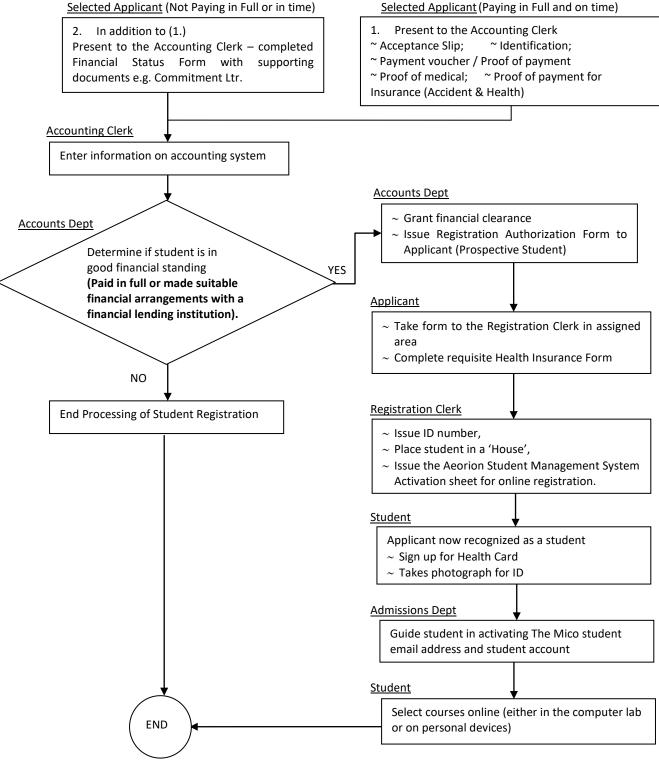   • Advise Registrar accordingly

4. Inform student of the decision   Registrar

3. Flow diagrams
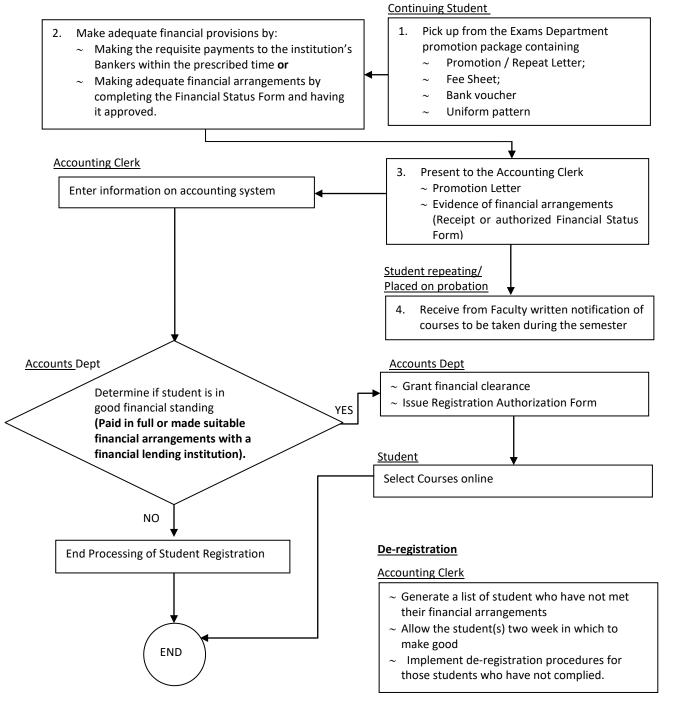
3.1. Procedure for selection of an Applicant

Applicant

Pay Application Fee at the Admissions Dept. and collect Application Form

Complete and submit Application Form with support documents and choice of programme

Admissions Officer

Vet application to ensure completeness and advise on schedule of tests

Administer English and Psychometric tests (not for selection purposes)

Process Applications to verify information and send applications to the Academic Dept, for short listing

Academic Dept.

~ Process applications
~ Conduct interview
~ Decide on students to be selected
i) Return Application of selected Applicants to Admissions Dept.
ii) Advise Matriculation Board

NO   YES

Matriculation Board

Review list of selected students with recommendations

NO   YES

Admissions Dept

Advise applicant of recommendation: **Not selected**

Admissions Dept

Advise applicant of recommendation in Acceptance Letter with selection was **unconditional or with conditionality.** Letter to be part of Acceptance Package.

Selected Applicant

- Return completed Acceptance / Rejection Slip
- Make deposit of fees at requisite nank and receive voucher
- Complete medical exam at College Doctor
- Complete insurance form

END

3.2. Flow diagram – Procedure for Registration of the New Student

Selected Applicant (Not Paying in Full or in time)

2. In addition to (1.)
Present to the Accounting Clerk – completed Financial Status Form with supporting documents e.g. Commitment Ltr.

Selected Applicant (Paying in Full and on time)

1. Present to the Accounting Clerk
~ Acceptance Slip;   ~ Identification;
~ Payment voucher / Proof of payment
~ Proof of medical;   ~ Proof of payment for Insurance (Accident & Health)

Accounting Clerk

Enter information on accounting system

Accounts Dept

Determine if student is in good financial standing **(Paid in full or made suitable financial arrangements with a financial lending institution).**

YES

NO

Accounts Dept

~ Grant financial clearance
~ Issue Registration Authorization Form to Applicant (Prospective Student)

Applicant

~ Take form to the Registration Clerk in assigned area
~ Complete requisite Health Insurance Form

End Processing of Student Registration

Registration Clerk

~ Issue ID number,
~ Place student in a 'House',
~ Issue the Aeorion Student Management System Activation sheet for online registration.

Student

Applicant now recognized as a student
~ Sign up for Health Card
~ Takes photograph for ID

Admissions Dept

Guide student in activating The Mico student email address and student account

Student

Select courses online (either in the computer lab or on personal devices)

END

3.3. Procedure for Registration of the Continuing Student

Continuing Student

2. Make adequate financial provisions by:
   ~ Making the requisite payments to the institution's Bankers within the prescribed time **or**
   ~ Making adequate financial arrangements by completing the Financial Status Form and having it approved.

1. Pick up from the Exams Department promotion package containing
   ~ Promotion / Repeat Letter;
   ~ Fee Sheet;
   ~ Bank voucher
   ~ Uniform pattern

Accounting Clerk

Enter information on accounting system

3. Present to the Accounting Clerk
   ~ Promotion Letter
   ~ Evidence of financial arrangements (Receipt or authorized Financial Status Form)

Student repeating/
Placed on probation

4. Receive from Faculty written notification of courses to be taken during the semester

Accounts Dept

Determine if student is in good financial standing **(Paid in full or made suitable financial arrangements with a financial lending institution).**

YES

Accounts Dept

~ Grant financial clearance
~ Issue Registration Authorization Form

Student

Select Courses online

NO

End Processing of Student Registration

END

De-registration

Accounting Clerk

~ Generate a list of student who have not met their financial arrangements
~ Allow the student(s) two week in which to make good
~ Implement de-registration procedures for those students who have not complied.

C.   APPENDICES

Appendix I – National Qualifications Framework of Jamaica (NQF-J)

JAMAICAN TERTIARY EDUCATION SECTORS					
LEVELS	GENERAL EDUCATION	TECHNICAL & VOCATIONAL	OCCUPATIONAL DEGREES	ACADEMIC EDUCATION	LIFELONG LEARNING
8		C/NVQ 8	Applied Doctorate	Doctoral Degree	PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
7		C/NVQ 7	Applied Doctorate	Masters Degree	PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
6		C/NVQ 6	Occupational Masters	Post Graduate Certificate / Diploma	PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
5		C/NVQ 5	Occupational Bachelors	Bachelors Degree	PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
4	Associate Degree	C/NVQ 4	Occupational Associates	Associate Degree/ Advanced Diploma	PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
3	CAPE (Upper Secondary)	C/NVQ 3		Diploma	PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
2	CSEC (Upper Secondary/ Sch. Leaving)	C/NVQ 2			PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
1	Certificate (Lower Secondary)	C/NVQ 1			PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
--	Access 2				
--	Access 1				

Appendix II – Evaluation of Student Applicants' Credentials / Transfer of Credit

The Mico University College

<u>**FOR INTERNAL USE ONLY**</u>

EVALUATION OF STUDENT APPLICANTS' CREDENTIALS
FOR ADVANCE STANDING / TRANSFER OF CREDIT

*To be completed for every student who has credentials in excess of the basic matriculation requirements
by the Officer of the University College evaluating the student*
(Please attach to this Form when submitting, all relevant Academic Documents).

PERSONAL INFORMATION OF STUDENT APPLICANT

NAME OF STUDENT

Surname   *First Name*

ADDRESS OF STUDENT

CONTACT DETAILS

Cell Phone   *Work Phone*   *Home Phone*

PROGRAMME TO WHICH THE STUDENT IS APPLYING.

Programme

FACULTY / DEPARTMENT TO WHICH THE STUDENT IS APPLYING

Faculty   *Department*

MATRICULATION REQUIREMENTS

HAS STUDENT MET MATRICULATION REQUIREMENTS   ☐ YES   ☐ NO

GIVE DETAILS

DETAILS OF CREDENTIALS

    A. DETAILS OF CREDENTIALS[ACADEMIC QUALIFICATION]

NAME & ADDRESS OF INSTITUION FROM WHICH QUALIFICATIONS WERE RECEIVED.

    IS THE INSTITUTION ACCREDITED?   ☐ YES   ☐ NO

    NAME THE ACCREDITING BODY

ACADEMIC DOCUMENTS SUBMITTED   ☐ CERTIFICATE   ☐ TRANSCRIPT   ☐ VERIFICATION LETTER

    ARE THE DOCUMENTS AUTHENTICATED? (*Documents which are not original and/or arrived unsealed will not be accepted.*)

    DOCUMENTS ARE ORIGINAL   ☐ YES   ☐ NO

    DOCUMENTS ARRIVED SEALED   ☐ YES   ☐ NO

TYPE OF CREDENTIAL/QUALIFICATION   ☐ CERTIFICATE   ☐ DIPLOMA   ☐ ASSOCIATE DEGREE

☐ BACHELOR DEGREE   ☐ MASTER DEGREE   ☐ DOCTOAL DEGREE

DETAILS OF ACADEMIC CREDENTIALS

	CREDENTIAL / QUALIFICATION	**CREDIT WORTH**	**GPA**
Certificate			
Diploma (Teaching)			
Diploma (Content)			
Associate Degree (Teaching)			
Associate Degree (Content)			
Bachelor Degree (Teaching)			
Bachelor Degree (Content)			
Masters Degree (Teaching)			
Masters Degree (Content)			
Doctoral Degree			

B. DETAILS OF CREDENTIALS IF FROM PRIOR LEARNING (*Documents regarding PLAR must be attached*)

GIVE DETAILS OF THE CREDIT WORTH OF PRIOR LEARNING CREDENTIALS.

	CREDIT WORTH	**COMMENTS**
Teaching Experience in the Field		
Research and Publication		
Honours / Award(s)		
Exhibitions		
Other		

REFERENCES

_____

_____

_____

WILL THE CREDENTIAL / QUALIFICATION [ACADEMIC and/or PRIOR LEARNING] BE SUFFICIENT FOR ADVANCED PLACEMENT?   ☐ YES   ☐ NO

IF STUDENT IS ELIGIBLE FOR EXEMPTION FROM COURSES OTHER THAN AS A RESULT OF THE CREDENTIALS STATED ABOVE:

C. **GIVE DETAILS BELOW FROM TRANSCRIPT (*Student must apply for Exemptions*):**

INSTITUTION WHERE COURSES WERE COVERED _____

DETAILS OF EXEMPTION

COURSES TAKEN / EXPERIENCE	**EQUIVALENT COURSES AT THE MICO**	**CREDIT WEIGHT**

<u>DETAILS OF EXEMPTION</u>

COURSES TAKEN / EXPERIENCE	EQUIVALENT COURSES AT THE MICO	CREDIT WEIGHT

IF STUDENT HAS NOT MET PROGRAMME REQUIREMENTS AND WILL NEED TO DO ADDITIONAL COURSES:

STATE THE COURSES

COURSES TO BE TAKEN	CREDIT WEIGHT

DECISIONS OF THE DEPARTMENT/FACULTY

A. QUALIFICATION CREDENTIALS ACCEPTED ☐ YES ☐ NO

   IF "YES'. WITH OR WITHOUT CREDIT ☐ WITH CREDIT ☐ WITHOUT CREDIT

   IF "WITH CREDIT" CREDIT WORTH _____

B. PRIOR LEARNING CREDENTIALS ACCEPTED ☐ YES ☐ NO

   IF "YES'. WITH OR WITHOUT CREDIT ☐ WITH CREDIT ☐ WITHOUT CREDIT

   IF "WITH CREDIT" CREDIT WORTH _____

C. EXEMPTIONS [OUTSIDE OF THOSE IN (A) & (B)] ☐ YES ☐ NO

   CREDIT WORTH OF EXEMPTIONS _____

THE STUDENT WOULD BE REQUIRED TO DO HOW MANYCREDITS AT "THE MICO"

(*Attach Programme Template of Courses***)**

COMMENTS

SIGNATURE OF UNIVERSITY OFFICER EVALUATING THE STUDENT APPLICANTS' CREDENTIALS

Name of Evaluating Officer	*Signature of Evaluating Officer*	*Date*

SIGNATURE OF UNIVERSITY OFFICER REVIEWING THE EVALUATION OF THE STUDENT APPLICANTS' CREDENTIALS
(HEAD OF DEPARTMENT)

Name of Reviewing Officer	*Signature of Reviewing Officer*	*Date*

SIGNATURE OF UNIVERSITY COLLEGE REGISTRAR

Name of Registrar	*Signature of Registrar*	*Date*

To be placed on Student's File

Appendix III – Add/Drop Form

The Mico University College

ADD / DROP REQUEST FORM

Please read overleaf for details

SECTION I – STUDENT'S PERSONAL INFORMATION

NAME OF APPLICANT:

| *First Name* | *Middle Name* | *Last Name* |

ID NUMBER   EMAIL ADDRESS   TEL. NO.

ACADEMIC YR.   SEMESTER

SECTION II – ACADEMIC INFORMATION

LEVEL ☐UNDERGRADUATE   ☐GRADUATE

CURRENT YEAR OF PROGRAMME ☐Year 1   ☐Year 2   ☐Year 3   ☐Year 4

PROGRAMME OF STUDY

FACULTY   DEPARTMENT

INDICATE THE COURSE(S) YOU ARE REQUESTING FOR **'ADD'/'DROP'** AND WHETHER YOU INTEND TO **'ADD'** OR **'DROP'**. (Please give Course Name and the Day and time the Course is scheduled on the time-table)

HAVE THE LECTURER OF THE COURSE **'ADDED'** OR **'DROPPED'** INDICATE SUPPORT OF THE APPLICATION BY WRITING HIS/HER NAME AND INITIALLING ALONGSIDE THE COURSE 'ADDED' OR 'DROPPED'.

DETAILS OF COURSE

Course Name	Day	Time	'Add' / 'Drop'	Name of Lecturer (in Block Letters) in support of adding or dropping a Course	Initial of Lecturer

GIVE THE REASONS WHY YOU INTEND TO **'ADD'** OR **'DROP'** THE COURSES INDICATED ABOVE

| *Signature of Applicant* | *Date* |

THIS FORM MUST BE RETURNED TO THE REGISTRAR'S OFFICE (STUDENT AFFAIRS UNIT) TO EFFECT CHANGE

SECTION IV – OFFICIAL USE

THE ADDITION OF COURSES AND/OR THE DELETION OF COURSES AS REQUESTED AND SUPPORTED BY THE LECTURER HAS BEEN EFFECTED ON THE SYSTEM AND DULY RECORDED ON THE STUDENT'S FILE.

Signature of Officer in the Student Affairs Unit   _Date_

MICO.ACA.

ADD/DROP REQUEST

REGULATION/POLICY

The University College designates a period each semester when students are permitted to 'add' or 'drop' a course without penalty. The dates for this activity will be posted on notice boards at different location on the campus as well as on the University College website.

This Form is **not** a Registration Form. Course changes i.e. the addition or deletion of a course is only allowed after the process of Registration has been completed. Course changes must be supported by the Lecturer of the Course. Classes missed during the "Add/Drop" period are not counted as absences for the purposes of compliance with the attendance policy. Otherwise a student will not be allowed to join a class after the first three weeks have passed without special permission from the Dean in consultation with the Head of Department/Programme Coordinator in which the course is offered.

Students who have been approved for "Add/Drop" have a responsibility for the course material covered in any classes missed. Without formal approval for the "Add/Drop" of a course, failure to attend classes or merely giving notice to lecturers of one's absence is not considered an official withdrawal from a course, and the student will be liable for course fees and the course will appear on the transcript with a failing grade.

Instructions for completion of the Form:

This form should be completed within the prescribed time for changes to courses taken, if there is to be no penalty.

It should be ensured that:

- The Form is completed by the student applicant

- The Lecturer of the course 'added' or 'dropped' indicates support for the application, by writing his/her name initialling alongside the course 'added' or 'dropped'

- The Completed application with the "sign off" by the Lecturer must be passed to the Office of the Registrar (Student Affairs Unit) to effect the change and to complete the student's file.

Please be reminded that the maximum credit load is 21 credits (7 courses) per semester. Any student who wishes to exceed this limit must apply and receive endorsement from the Dean.