

# Enrolment and Course Changes

## A. Enrolment and Academic Year

### Academic Year

The academic year is defined as the period of time which begins on the eighth Monday of any year and ends at the end of the following February, however, individual courses may begin and end at any time during the year.

*Note: In 2007 the academic year begins on the ninth Monday of the year.*

### Enrolment

- All students are required to enrol by completing the prescribed forms and paying the prescribed fees prior to attending classes.
- The following categories of students are required to make prior application for admission to classes (apply to enrol),  on their

*addresses on the University website.*

- read information on their UC Student email/web portal at least once per week.

### 1 Dates for Enrolment, Discontinuation of Enrolment and Course Changes (adding and discontinuing courses)

- Except as shown in (b) below, the following are the final dates for enrolment, discontinuation and course changes:
  - Final date for enrolment:
    - Courses of study of one semester duration or longer (excluding summer courses): the second Friday following the course start date;
    - a non-refundable late enrolment application

fee of \$100 per course (maximum \$200 per semester) and approval of the Head of Department/School concerned.

- Final date for addition of courses:
  - First semester courses: Second Friday of the first semester;
  - Whole year courses: Second Friday of the first semester;
  - Second semester courses: Second Friday of the second semester.

Addition of courses after this date will be subject to the approval of the relevant Head of Department/School.

- For final dates for discontinuation of enrolment and courses, with deletion of courses from record, refer to the table on page 56.

the academic year or before the second Friday of the first semester, will be deemed to have commenced studies on 1 March, and fees will be payable on enrolment for the period

## 2 Application for Admission

Students seeking admission to the following courses should note that prior to applying to enrol, application for admission to the particular course must be made in the previous year by the date shown below.

<b>( , PGDipAntaStud)</b>	
ANTA 501-504	Special application to Gateway Antarctica by 1 August.
<b>( )</b>	
Part 1: APSY 601-630	Special application to department by 30 November. Apply to enrol by 12 January.
Part 2: APSY 631-660	Special application to department by 30 November. Apply to enrol by 12 January.
<b>( )</b>	
Special application to department by 1 November. Application forms are available from the Department of Communication Disorders. Apply to enrol by 1 November.	
<b>B ( B B )</b>	
Applicants who have overseas qualifications and/or have not studied general mathematics at 100-level	Special application to programme by 15 September. Apply to enrol by 12 January.
Applicants who have NZ qualifications and have studied general mathematics at 100-level	Special application to programme by 15 November. Apply to enrol by 12 January.
<b>( )</b>	
EDUC 623, EDUC 624	Special application to school by 20 October. Apply to enrol by 12 January.
<b>( )</b>	
Special application to department by 30 September. Apply to enrol by 12 January.	
<b>( , )</b>	
EDCT 701-705	Special application to college due two weeks prior to the commencement of programme. Apply to enrol from 3 October.
EDCT 801-805	Special application to college due two weeks prior to the commencement of programme. Apply to enrol from 3 October.
<b>( B )</b>	
CMDS 200-level	Special application to department by 1 November. Application forms are available from the Department of Communication Disorders. Apply to enrol by 12 January.
CMDS 490	Apply to enrol by 12 January. <b>Special criterion:</b> Selection will be bas Special

be b e

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<b>( B )</b>	
ENGL 220	Special application: Folio of work to programme by 31 May. Apply to enrol by 1 July.
ENGL 231	Special application: Folio of work to programme by 31 October. Apply to enrol by 12 January.
ENGL 233	Special application: Folio of work to programme by 31 October. Apply to enrol by 12 January.
ENGL 350	Special application: Folio of work to programme by 31 May. Apply to enrol by 1 July.
<b>( B , B ( )_ - )</b>	
<b>Bachelor of Fine Arts Intermediate</b>	
FINT 103	Special application to the School of Music by 8 December. Apply to enrol by 12 January.
<b>Bachelor of Fine Arts Part 2 (Years 2-4)</b>	
Graphic Design (DESI 201, DESI 301, DESI 401) Film (FILM 201, FILM 301, FILM 401) Painting (PAIN 201, PAIN 301, PAIN 401) Photography (PHOT 201, PHOT 301, PHOT 401) Printmaking (PRIN 201, PRIN 301, PRIN 401) Sculpture (SCUL 201, SCUL 301, SCUL 401)	Special application to the School of Music by the third Friday in October. Apply to enrol by 12 January.

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### *3 Change of Enrolment*

- (a) The University of Canterbury does not operate a course 'swap' system, only additions and deletions.
- (b) **Discontinuations**                      d



With the approval of the Dean of Postgraduate Studies, on the recommendation of the Head of Department/School, a candidate may enrol extramurally for postgraduate degree programmes involving research for a thesis or an Engineering Faculty Master's project. Approval will not be granted unless the department/school can show that adequate supervision can be provided, and that



Political Science  
 Religious Studies c  
 Russian\*  
 Soil Science  
 Statistics c  
 Theatre and Film Studies  
 Te Reo Maori

**200-**

Chemistry  
 Forestry  
 Psychology\*

**300-**

Management\*  
 Mathematics  
 Chemistry  
 Forestry  
 Geography\*  
 Psychology  
 Sociology  
 Statistics

ENGL 123, 226, 326

Geography courses at 100 and 200-level c w\*

LAWS 101\*, 202\*, 203\*, 204\*, 205\*, 206\*, 339,  
 401, 451

LING 101, 202, 203, 206, 207, 301, 302, 303, 304,  
 PHIL 251

*Notes:*

*c extramural enrolment may be permitted by  
 correspondence through Massey University*

*w extramural enrolment without tuition may be  
 permitted*

*\* extramural enrolment may be permitted in special  
 circumstances*

*1 extramural enrolment may be permitted by  
 correspondence through Massey University in  
 literature and culture courses but not in*

*b in other circumstances + in other circumstances + in other circumstances*

## 2 Fees Payable for a Change of Enrolment

(a) **Discontinuations:** Tuition Fee refunds will be processed

within

30

days

of

the month of discontinuation

levies, and are liable for the payment of that invoice within 14 days.

- (c) Any default or delay in payment of tuition fees will result in the stopping of all services to the student, such as Canterbury Card, IT and Library services. The restrictions will apply until the fee is paid.
- (d) If a student fails to pay any tuition fee invoice within the due date, the student's enrolment will be cancelled. The student will remain liable for the debt.
- (e) If a student pays the tuition fee by a cheque which is subsequently dishonoured the student's enrolment will be cancelled. The student will remain liable for the debt. Cancellation of enrolment will have the following consequences for the student:
  - i. Liability for the debt will be noted on the student file;
  - ii. Examination results will not be released;
  - iii. Conferment of degree or diploma will be withheld;

*students with an official approved start date who are re-enrolling, the two week refund date applies from 1 January. For Master's Thesis students with no official start date, the two week refund date applies from 1 March.*

- (e) i. Tuition fee                      re                      fd w                      wit                      efun                      fu) i.















## Student Services

Recreation Centre membership	\$110
Recreation Centre membership (prior to 9/3/07)	\$90

D. S.

## Transcripts/Certificates

Transcript	\$25
Transcript – additional copies	\$10
Transcript postage – NZ	\$0.90
Transcript postage – Overseas	\$3
Certificate – eligible to graduate	\$25
Certificate – conferment of degree	\$25
Certificate postage – NZ	\$0.45
Certificate postage – overseas	\$2
Replacement of a degree or diploma certificate	\$60
Replacement certificate courier handling charges – NZ	\$20
Replacement certificate courier handling charges – Australia	\$50
Replacement certificate courier handling charges – all other countries	\$80