
Course Registration Procedure

1. Purpose

This Procedure sets out the provisions for managing a student's registration in courses, including amending their set of courses within an enrolment period.

2. Application of Policy

This Procedure sits under the Admission and Enrolment Regulations and applies to staff members and students.

It does not apply to:

- (a) registration in theses (refer to the [Master's Thesis Regulations](#) or the [Doctoral Regulations: for PhD and other Doctorates with Theses](#));
- (b) registration in micro-credentials.

Policy Content

3. Registration in courses

3.1 Approval

- (a) The set of courses in which a student registers in a given academic year must comply with the relevant qualification regulations, the General Programmes of Study Regulations and other relevant regulations and be approved by the relevant Head(s) of School.
- (b) The relevant Head of School is the Head of the School responsible for the student's undergraduate major(s) or postgraduate programme.
- (c) Where a student is pursuing two qualifications or two majors, their set of course requires approval by the Heads of all Schools concerned.
- (d) Heads of School may nominate other members of their faculty to approve students' personal programmes of study on their behalf.

3.2 Deadline for registration

Except as provided for in section 4.1 students must be registered for their courses by Friday in the week preceding the start of teaching.

4. Adding or withdrawing from courses during an enrolment period

4.1 Adding a course

- (a) Any student who wishes to register in an additional course within a period of enrolment, must apply using the process defined on the University's website (see <https://www.wgtn.ac.nz/students/study/course-additions-withdrawals>).

Note: Any additional fees arising from the change of course will be calculated and will become payable when the change of course request is approved.

- (b) A student may register in a course after its commencement only with the approval of both the Course Coordinator (or designated authority) and the Head of School or Associate Dean responsible for approving the student's personal programme of study. Approval will

only be granted if places are available, and late entry will not significantly affect the delivery of the course or impact significantly on the student's chance of passing.

- (c) Other than in exceptional circumstances, no course may be added after the first one-sixth has elapsed.

4.2 Withdrawing from a course

- (a) Any student who wishes to withdraw from a course in which they are registered must apply using the process defined on the University's website (see <https://www.wgtn.ac.nz/students/study/course-additions-withdrawals>).
- (b) A student may withdraw from a course at any time during the first three-quarters of the teaching weeks.
- (c) 'Late withdrawals' – withdrawals after the date in 4.2(b) - require the approval of the relevant Associate Dean. An Associate Dean will not normally approve such a withdrawal unless satisfied that:
 - (i) there are special personal circumstances applying after the specified date for withdrawals that have seriously affected the student's ability to complete the course; and
 - (ii) either there is evidence of satisfactory progress in the course up to the specified cut-off date for withdrawals, or the absence of such evidence is due to special personal circumstances.
- (d) An Associate Dean may grant a late withdrawal for a student's special personal circumstances up to a trimester after the course has ended.

Note: for more information on special personal circumstances please see section 13 of [the Assessment Handbook](#).

- (e) In exceptional circumstances, and with the written approval of the Deputy Vice-Chancellor (Academic), a student may also receive a late withdrawal after one trimester has elapsed since the course ended.

Note: Exceptional circumstances in this case are those where a student's particular situation has resulted in an unusual delay. This could be, for example, where a long-standing aegrotat appeal is unsuccessful but a fail grade is translated to a late withdrawal or where, for whatever reason, a student's special circumstances could not be taken into account at the time.

- (f) Where an Associate Dean has declined an application under 4.2(c) or (d) above to withdraw from a course, the student may appeal in writing to the Deputy Vice-Chancellor (Academic) within four weeks of being notified of the Associate Dean's decision. This period may be extended by the Deputy Vice-Chancellor, Academic in special cases.

Note 1: Withdrawal dates may be found in the Key Dates section of the University Calendar and on the University's website (search on 'dates'). If in doubt, contact the relevant Faculty Student Success team.

Note 2: Information on fees refunds is available in the [Fees Policy](#) and on the University website <https://www.wgtn.ac.nz/students/study/course-additions-withdrawals>.

Note 3: Withdrawals can have significant impacts on students' eligibility for loans and allowances (including retrospectively). The Associate Dean should advise the student to seek advice on the non-academic implications of late withdrawals. Students are responsible for making themselves familiar with the implications. Advice may be sought from Student Finance or from StudyLink.

5. Definitions

In this Procedure, unless the context otherwise requires:

Associate Dean	The associate dean in the relevant faculty who has been allocated responsibility for the decision.
Course	An individual unit of study towards a qualification. A course is identified by a course code and title, carries a specified points-value and is listed on a qualification schedule.
Course Coordinator	The person (normally an academic staff member) with overall responsibility for a course, including the development and delivery of teaching material, and the design and implementation of assessment.
Programme of study	A set of courses a student undertakes towards a qualification or a component of a qualification such as a major. The required courses are specified in the relevant qualification regulations.
Registered in a course	A student is registered in a course when they have been offered a place in a specific offering of the course and paid the associated fees (or arranged for the fees to be paid).
Thesis	The outcome of independent research, scholarship, and/or creative activity conducted under academic supervision and having a value of 90 points or more. For works of design, creation or performance, the work should include a written commentary. A research portfolio is a type of thesis.

Related Documents and Information

6. Related Documents and Information

[Education and Training Act 2020](#)
[Victoria University of Wellington Act 1961](#)
[Admission and Enrolment Regulations](#)
[General Programmes of Study Regulations](#)
[Academic Transcripts and Certificates Policy](#)

7. Document Management and Control

Essential Record

Approver	Tumu Maruānuku – Deputy Vice-Chancellor (Academic) as Sponsor of the Admission and Enrolment Regulations
Approval Date	21 September 2021
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Policy Sponsor	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)
Policy Owner	Director – Titoko Centre for Student Success
Policy Contact	Associate Director - Student Success

Modification History

Date	Approval Agency	Details
2 February, 2025	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)	Minor amendments
28 May 2025	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)	Review and minor amendments