

2.5.4 Student Training Records: Vocational Programs & Courses

Preface:

- A.1 The Registrar is responsible for all internal and external reporting of Vocational student enrollment and associated matters. The Registrar will complete such reports based upon the submission of timely and accurate student information by program staff in accordance with established procedures.

Procedures:

- B.1 Program Commencement Forms for students will be completed and submitted to the Registrar for Cranbrook courses on the day a student commences training. A student must present the student copy of the validated Course Registration Data Form (receipt) to the instructor before training may commence.

Campus Managers will ensure that all students receiving training are properly registered.

- B.2 Normally, upon a student leaving a program, for whatever reason, a Record of Training Form for that particular program is to be completed indicating among other things, the start and finish dates as supported by the dates on the Course Registration Data Form and the courses (modules) completed. The form is required for all students, even though no course or module may have been completed at the time of withdrawal. The form is also required for all students upon the finish of a program even though the student may plan to return once the program starts again (i.e., a program finishes at the end of June and starts again in early September).

- B.3 Refunds will be assessed by the Registrar and generated based upon the submission of a Record of Training Form for those students who have commenced training. Refunds before the commencement of training will be processed based upon the submission, by the student, of a Change/Withdrawal Form to the Registrar.

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- B.4 A Monthly Student Attendance Report shall be submitted to the Registrar immediately following the last training day of each month. This report supplies the information to complete, among other things, the Ministry of Education Monthly Report of Enrolment and Training Days for Full-time and Part-time students in Full-time Vocational Courses (TV 27).
- B.5 An HRDC Program Unauthorized Absence Report shall be submitted by those programs that have enrolled in them HRDC sponsored students. In Cranbrook, they must be submitted to the Registrar by noon on the last day of the two-week reporting period unless other arrangements have been approved by the Registrar. In College campuses, other appropriate arrangements will be made by the Campus Manager upon approval of the Registrar.
- B.6 The accurate and timely submission of all forms and reports is the responsibility of program instructors. The preparation and forwarding of the forms and reports may be carried out by instructors (i.e., in College Campuses other than Cranbrook) or by other staff as considered appropriate by the Registrar in consultation with the Deans of Instruction.

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Manager Approval:	Title: Registrar	Date:
College Approval: Original signed by J. L. McInnis	Title: President & CEO	Date: October 28, 1985

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