

Policy Title: Student Registration

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	March 30, 2023	Effective date:	June 1, 2023
Policy Sponsor:	Registrar	Date last reviewed:	March 30, 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	March 30, 2023

1. POLICY

1. Students are required to formally register for each academic year in which they are enrolled in a CMCC academic program.
2. Prior to being required to submit a Registration Agreement, students will be considered to have been informed of the tuition and mandatory fees, academic and institutional policies, and curriculum requirements in force for the period of registration.
3. Students will be deemed to be registered once they have:
 - a. submitted a Registration Agreement prior to the designated registration deadline for each year.
 - b. paid tuition and fees associated with the academic program, or exhibited such other intention to do so.
 - c. provided documentary proof of current required immunizations, TB test and other tests (e.g. COVID-19), if needed, as defined by CMCC, its partner institutions and/or other public health agencies.
 - d. completed a Vulnerable Sector Check or Criminal Record Disclosure as required.
 - e. completed the identity verification process (if applicable).
 - f. satisfied all additional registration requirements as required by CMCC.

4. Students who require additional time to complete an academic program beyond the standard program completion date will be required to formally register. Additional tuition and fees may be charged.
5. Failure to fulfill registration requirements by the stated deadlines may result in administrative withdrawal or other sanctions.
6. The period of a student's academic status is defined by the program start and end dates as defined on the Registration Agreement.
7. Students will be permitted to access institutional resources (e.g., computing and information technology, library, physical facilities) only if their academic status has been confirmed by the Registrar as either "promoted" or "registered."

2. PURPOSE

To establish the conditions of registration in CMCC academic programs.

3. SCOPE

All students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- International Student Program (ISP), Schedule A: Standard Terms and Conditions of Designation for Private Institutions
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations
- Public Hospitals Act, Regulation 965
- Standard Terms and Conditions of Ministerial Consents for Private Organizations, under the Post-Secondary Choice and Excellence Act, 2000, Standard 5.5 (Student Protection)

5. RELATED POLICIES (not a comprehensive list)

- Academic Standing and Status
- Admissions, Graduate Studies Chiropractic Residency Programs
- Admissions, Undergraduate
- Communicable Diseases
- Leave of Absence

- Part-time Student
- Program Completion – Graduate Studies Chiropractic Residency Programs
- Program Completion – Undergraduate
- Record Management, Retention and Destruction
- Student Promotion – Graduate Studies Chiropractic Residency Programs
- Student Promotion – Undergraduate
- Withdrawal and Refund

6. DEFINITIONS

The Acknowledgement of Risk Form is a document in which a student acknowledges the risk associated with the practice of chiropractic therapeutics in each year of study in the Undergraduate Program.

The Continuous Waiver, Release and Indemnity Form is a document by which a student releases, waives, and discharges CMCC from all direct, indirect and incidental claims, damages, costs, etc. in respect of death, injury, loss or damage arising from their participation in events conducted by or with the assistance of CMCC.

Returning students must submit a signed copy of the completed Criminal Record Disclosure and Consent Form.

A signed International Student Arrival Form must be submitted by all international students by the specified deadline in order to be registered. The International Student Arrival Form is required to verify the student's residence and legal status in Canada. The student's study permit must be verified by the Division of Student Services and the study permit number and expiry date must be recorded on the form.

The Notice of Collection of Personal Information and Consent Form is a signed consent form required by the Ministry of Colleges and Universities and Citizenship and Immigration Canada which authorizes CMCC to collect and disclose personal information about a student enrolled on a study permit to federal and/or provincial government agencies for the purpose of administering the International Student Program (IPS).

A signed Registration Agreement must be submitted by all undergraduate and graduate students by the registration deadline date. The Registration Agreement must include:

- the name, address, date of birth and gender of the student
- year of study and registration status of the student
- emergency contact information
- the title of the program and the name of the degree/diploma to be awarded
- the start and end dates of the program or part of the program, if applicable
- the tuition and other mandatory fees for the period of the registration agreement

- payment amounts and payment due dates
- Withdrawal and Refund Policy and students' rights relating to refunds and other charges
- procedures on how students may access claims against the security held by the Crown and/or trust funds established by the institution
- a signed acknowledgment by the student that they have received a copy of the relevant institutional policies relating to student rights and responsibilities and student complaint procedures
- a signed acknowledgement by the student that they have read and kept a copy of the Registration Agreement.

Registration documentation requirements depend upon the year of study in which the student is enrolled. Additional documentation may be necessary given that students are required to participate in experiential placements (e.g., observerships, internships, resident placements) in order to complete their program of study. Such placements occur in diverse health care settings, both at CMCC and partner institutions, and may require interaction with vulnerable populations. Registration requirements are subject to change without notice.

The following chart outlines registration requirements for undergraduate students registered in the DC degree program.

Registration Documentation Requirement	Year I	Year II	Year III	Year IV
Registration Agreement	x	✓	✓	✓
Continuous Waiver, Release and Indemnity Form	✓	x	x	x
Acknowledgement of Risk (Undergraduate only)	✓	✓	✓	✓
Standard First Aid and CPR/AED Certificate, Level C	✓	x	✓	x
Immunization and TB Test Form	✓	x	x	x
Returning Student TB Test Form	x	✓	✓	✓
Vulnerable Sector Check	✓	x	x	x
Criminal Record Disclosure and Consent Form	x	✓	✓	✓
International Student Arrival Form*	✓	x	x	x
Notice of Collection & Consent to Disclose Personal Information Form*	✓	x	x	x

**Required only of students whose entry into Canada is on a study permit*

The following chart outlines registration requirements for students registered in the Graduate Studies Chiropractic Residency programs.

Registration Documentation Requirement	Year I	Year II	Year III
Registration Agreement	✓	✓	✓
Continuous Waiver, Release and Indemnity Form	✓	x	x
Standard First Aid and CPR/AED Certificate, Level C	✓	x	✓
Immunization and TB Test Form	✓	x	x
Returning Student TB Test Form	x	✓	✓
Vulnerable Sector Check	✓	x	x
Criminal Record Disclosure and Consent Form	x	✓	✓
International Student Arrival Form*	✓	x	x
Notice of Collection & Consent to Disclose Personal Information Form*	✓	x	x

**Required only of students whose entry into Canada is on a study permit*

Prior to registration for Year I, students must submit evidence of completion of Standard First Aid and CPR/AED Certificate, Level C that is valid for at least two years from the program start date. Prior to registration for Year III, students must submit evidence of recertification valid until graduation. The agency used to provide the training must be recognized by the Workplace Safety and Insurance Board (WSIB) and the Heart and Stroke Foundation. Students must be certified in Standard First Aid and CPR/AED, Level C at all times while registered in the program.

Immunization and TB Test Form (Year I): Students must submit documented proof of current required immunization against specific diseases on CMCC's immunization form by the stated deadline in order to be registered. Required tests and immunizations include:

- COVID-19
- Diphtheria/Tetanus/Acellular Pertussis
- Hepatitis B
- Influenza (strongly recommended but not required)
- Measles, Mumps Rubella, Varicella

- Polio
- Tuberculosis

Tuberculosis testing is a requirement for individuals who have previously tested negative. Submission of the Returning Student TB Test Form is mandatory and must be completed annually if the result of the prior year’s TB test was negative.

Additional testing such as a COVID-19 test may be required as deemed necessary by CMCC, its partner institutions and/or other public health agencies.

Students must submit a Vulnerable Sector (VS) Check that includes search results from local police records, Royal Canadian Mounted Police’s (RCMP’s) Canadian Police Information Centre, and the Pardoned Sex Offender Registry. This process verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the VS check. The information that can be legally disclosed is provided to the applicant.

New Policy Approved (date):	April 6, 2017
Policy Revision History (dates):	August 27, 2020 March 30, 2023

-----**END OF POLICY**-----

7. PROCEDURES

1. The Registration Agreement and Registration Requirements as outlined in the policy, in addition to the associated institutional disclosure requirements, will be provided to students by the Division of Student Services prior to the program start date. Institutional disclosure requirements per section 2. of the policy will be communicated in the annual Academic Calendar, or a separate schedule appended to the Student Registration Agreement.
2. Students must submit all required forms and documentation prior to the deadline date(s) in order to be considered as registered in their program of study.
3. In the case of registration documents that contain personal health information, including immunization forms, Student Services will note the submission of the document as having met the condition of registration, and forward the document to the Director, Clinic Administration. Only non-health related information will be retained in a student’s academic record in Student Services. Health-related documents will be retained under the authority of the Dean, Clinics. Circumstances arising from the disclosure of a communicable disease shall be addressed by the Dean, Clinics and any necessary accommodations made in collaboration with Student Services.

4. Failure to complete all registration requirements by applicable deadlines will prevent a student from continuing in the Doctor of Chiropractic Program.
5. Student records will be maintained as per the Record Management, Retention and Destruction policy.

New Procedure Approved (date):	April 6, 2017
Procedure Revision History (dates):	March 30, 2023

8. ATTACHMENTS

None.