

Program Enrollment Status

There is an application process required for enrollment in the Certificate of Visual Arts program. Application forms, enrollment requirements and details can be found on our [website](#). There is no application process for students taking Individual Courses and Workshops.

In order to be enrolled in the Certificate program, students must sign an enrollment agreement form and register for the minimum number of weekly hours required for the program (6 hours/week).

If a student is unable to meet the requirement, they must inform the Director in writing, explaining the reasons. Administration will change the student's status to audit and they will become a non-graded student.

For specific program enrollment requirements and details for part-time and full-time, students should refer to the [Certificate Program](#) page on the website.

Students must obtain a passing grade in all courses in order to maintain their enrollment status in the program. If a student misses more than three classes per course without a justifiable reason (such as a letter from a physician), they are subject to receiving a "fail" in the course.

If a student receives a fail grade on a course and if they wish to maintain their enrollment status in the Program, they must make an appointment to meet with the Director. It is expected that arrangements would be made for the student to repeat the course or an equivalent course. If no action is taken when a student receives a fail grade, their status in the program will be forfeited and they will be considered, thereafter, an Individual Course and Workshop student.