

Registration Act

1. Registration Sessions
 - 1.1 Spring Session Registration
 - 1.2 Advanced Summer Session Registration
 - 1.3 Summer Session Registration
 - 1.4 Fall Registration
 - 1.5 Advanced Winter Registration
 - 1.6 Winter Registration
 - 1.7 Advanced Spring Session Registration
2. Definitions
 - 2.1 A student is anyone with a valid undergraduate student University of Alberta One Card.
 - 2.2 A grad student is a person with a valid graduate student University of Alberta One Card. An alumnus is a graduate of the University of Alberta.
 - 2.3 A non-student is anyone not considered to be a student or alumnus.
 - 2.4 A staff member is a member of either the support or academic staff of the University of Alberta with a valid staff University of Alberta One Card.
3. Registration Dates
 - 3.1 All registration dates will be determined by the Executive Council in the annual UADC calendar.
 - 3.2 Only students will be permitted to register during the first week of Fall and Winter term registration.
 - 3.3 where possible, 3 weeks of registration shall be held prior to Fall and Winter term classes.
4. Membership Eligibility
 - 4.1 U of A students regardless of age may purchase a UADC membership.
 - 4.2 Non-U of A students must be 18 years of age or older prior to the first day of classes in order to purchase a UADC membership.
 - 4.3 Each person must sign a liability waiver in front of a UADC Executive Officer or delegate in order to register as a UADC member.
 - 4.4 No person may register as a member or in a class before the waiver is signed.
5. Class Registration Limitations
 - 5.1 Only UADC members may purchase classes.
 - 5.2 Size Restrictions
 - 5.2.1 Class sizes at Dinwoodie Lounge are not to exceed 150 students.
 - 5.2.2 Class sizes at St. Basil's are not to exceed 180 students.
 - 5.2.3 Class sizes at Central Lions are not to exceed 150 students.
 - 5.2.4 Bronze and Silver classes are not to exceed 100 students.
 - 5.3 Gender Restrictions
 - 5.3.1 The executive will strive to ensure that the gender imbalance is 20 people or less in a class that is less than 50% full.
 - 5.3.2 The executive will strive to ensure that the gender imbalance is 10 people or less in a class that is more than 50% full.
 - 5.3.3 The executive will strive to ensure that the gender imbalance is 5 people or less in a Bronze or Silver class.
 - 5.3.4 Advance registration may be carried out without regard to gender ratios at the executive's discretion.
 - 5.3.5 Except for classes that are full or have one spot remaining, couples consisting of one male and one female may always register regardless of the gender ratio.
6. Refunds and Transfers
 - 6.1 No refunds will be provided for memberships.
 - 6.2 No refunds will be provided for classes unless a member makes a written appeal outlining exceptional medical circumstances that will make it impossible for the member to attend classes.
The Treasurer shall grant or deny all appeals of this nature.
 - 6.3 It will be permitted to transfer classes during the first and second week of classes at the discretion of the Executive on duty at each class in so far as permitting the transfer does not infringe on the limitations set out in sections 5.2 and 5.3 of this act.
 - 6.4 If transferring to a more expensive class, the member must pay for the difference in cost between classes.
 - 6.5 If transferring to a less expensive class, no refund will be issued for the difference in cost between classes.

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Revised: March 1, 2003
Revised: February 19, 2006
Revised: July 23, 2006
Revised: January 14, 2007
Revised: June 2, 2013

7. Advertising
 - 7.1 Banners/signage will be maintained for the following locations:
 - 7.1.1 Central Academic Building (CAB)
 - 7.1.2 Students' Union Building (SUB)
 - 7.1.3 Registration Table (must be good for both indoor (SUB) and outdoor (QUAD) use)
 - 7.2 Advertisement(s) will be purchased in the following sources:
 - 7.2.1 Campus Recreation Catalogue
 - 7.3 Radio
 - 7.3.1 The UADC will access the free student group advertising offered by CJSR.
 - 7.4 Posters
 - 7.4.1 The UADC will place posters around campus.
 - 7.5 Demonstrations
 - 7.5.1 During Orientation when the club has tables in the Butterdome, the club will register with Student Groups and perform as many dance demonstrations as possible.

8. Registration Tables
 - 8.1 Fall Registration
 - 8.1.1 Butterdome (during Orientation)
 - 8.1.2 The Quadilateral and one other location (during the clubs' fair)
 - 8.1.3 Students' Union Building (after the clubs' fair and up to the first day of UADC classes)
 - 8.2 Winter Registration
 - 8.2.1 Students' Union Building
 - 8.2.2 One other location

9. Information Sheets
 - 9.1 Two information sheets will be located at the registration table:
 - 9.1.1 An advertising document to sell the club to prospective members
 - 9.1.2 An information document that will be given to new members after they sign up, focused on providing them with the information they will need as members of the club

10. Class Sale Restrictions
 - 10.1 No fall or winter classes will be sold after the first two weeks of classes have elapsed.

Exceptions may be made at the discretion of the Executive.

11. Membership Sale Restrictions
 - 11.1 Memberships will be available for sale year round at all UADC events excluding social event and days on which General Club Meetings are held.

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