

# High School Accelerated (HSXL) Online Application Quick Guide

Student and Instructor Services Credit  
Centre for Continuing Education

**2023-2024**

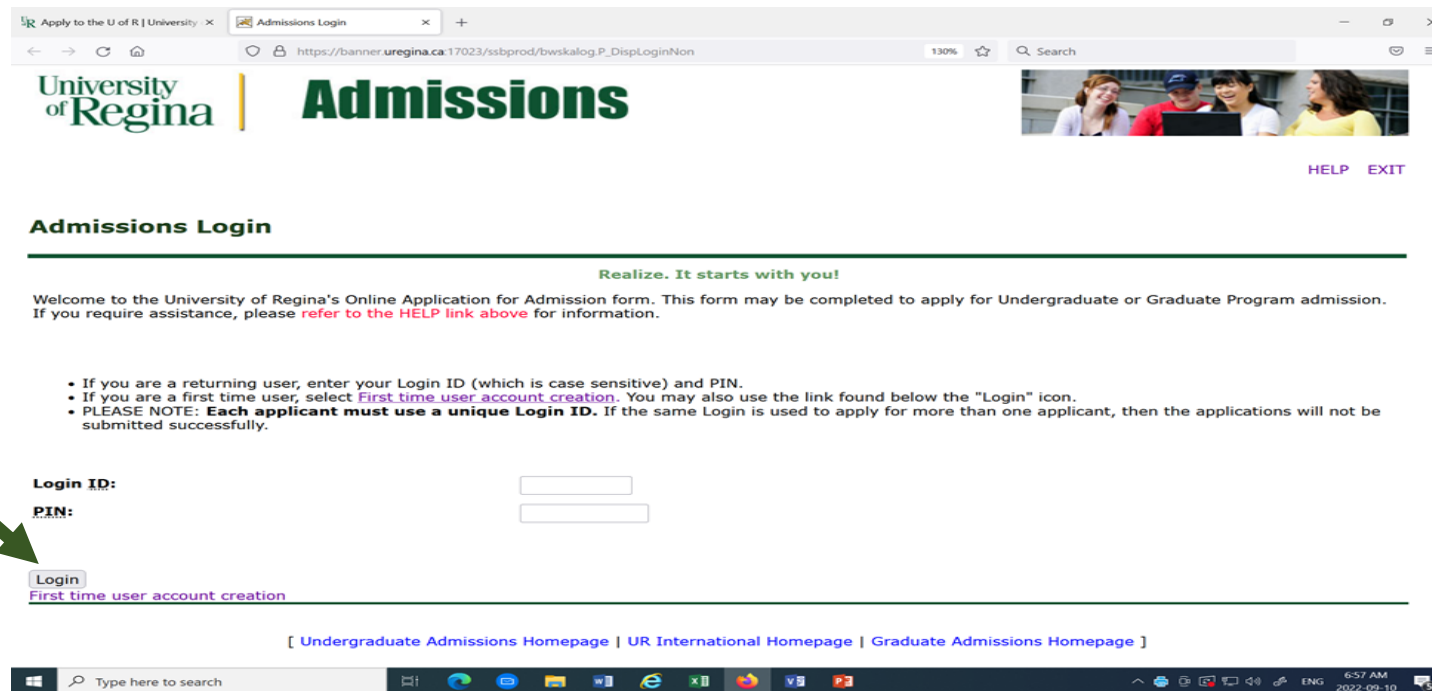


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# Access Website and Create Account

1. Access the Online Admissions Login at : [https://banner.uregina.ca:17023/ssbprod/bwskalog.P\\_DisplLoginNon](https://banner.uregina.ca:17023/ssbprod/bwskalog.P_DisplLoginNon)
2. Once you're there, enter your Login and Pin. If this is the first time applying you will need to create a new Login ID and PIN. The Login ID field is case sensitive and your PIN must be six numbers (0-9). **Be sure to make note and save this information.**
3. After creating your Login ID and PIN, click "Login" to begin your application for admission.



The screenshot shows a web browser window with the URL [https://banner.uregina.ca:17023/ssbprod/bwskalog.P\\_DisplLoginNon](https://banner.uregina.ca:17023/ssbprod/bwskalog.P_DisplLoginNon). The page header features the University of Regina logo and the word "Admissions" in large green letters. Below the header, there is a "HELP" and "EXIT" link. The main content area is titled "Admissions Login" and includes a sub-header "Realize. It starts with you!". A welcome message states: "Welcome to the University of Regina's Online Application for Admission form. This form may be completed to apply for Undergraduate or Graduate Program admission. If you require assistance, please refer to the HELP link above for information." Below this, there are three bullet points: "If you are a returning user, enter your Login ID (which is case sensitive) and PIN.", "If you are a first time user, select [First time user account creation](#). You may also use the link found below the 'Login' icon.", and "PLEASE NOTE: Each applicant must use a unique Login ID. If the same Login is used to apply for more than one applicant, then the applications will not be submitted successfully." There are two input fields: "Login ID:" and "PIN:". Below the input fields, there is a "Login" button and a link for "First time user account creation". At the bottom of the page, there are links for "[ Undergraduate Admissions Homepage | UR International Homepage | Graduate Admissions Homepage ]". A green arrow points from the left side of the page to the "Login" button.



# Application Level and Type

1. Select **“New”** to create a new application (only if you are a returning student).
2. Select **“Undergrad”** for Application Level.
3. Select **High School Accelerated- HSXL** for Application Type.
4. Select **Continue**.

[HELP](#) [EXIT](#)

## Select an Application Level & Type

To Apply for Admission, first select the **Application Level** and then the **Application Type**. For information in selecting the appropriate Type, please [refer to the HELP link above](#).

- **Undergraduate program applicants** must select the Application Level of "Undergraduate" and then select the appropriate Application Type. If you are unsure of which application to use, check out our [Application Guide](#) or click on the [HELP](#) link above. Applicants to the University of Regina, including those through the federated colleges (Campion, First Nations University or Luther), use these same applications (note: not all programs are offered through federated colleges).
  - Domestic applicants to Baccalauréat en education programs must use the "Baccalauréat en education" application.
  - Domestic applicants to the Indigenous Education programs must use the "Indigenous Education" application.
  - Domestic applicants to the Faculty of Education must use the "Teacher Education Application".
  - International applicants to undergraduate degree-seeking programs (and some diplomas and certificates) on a Study Permit/Visa (except those applying to Education) MUST select the Application Type of "International/Study Permit".
  - Applicants to undergraduate certificate programs through the Centre for Continuing Education MUST choose "Certificates CCE, FN, Luther, HSXL ". This application can also be used for UR Accelerated (HSXL- High School Accelerated), Summer Bridge, and Casual Student programs.
- \*Domestic applicants-refers to Canadian citizens, permanent residents of Canada, and individuals with Canadian refugee status.
- **Graduate program applicants** must have an e-mail address and be prepared to pay the non-refundable application fee using a valid credit card for each application submitted. The Faculty of Graduate Studies and Research (FGSR) has sole authority for admission, and all offers of admission are made by the Dean of FGSR or the Dean's designate. Correspondence with a faculty member, department or school does not constitute approval for admission.

Application Level:

Undergraduate ▾

Application Type:

High School Accelerated - HSXL ▾

Continue

[Return to Application Menu](#)



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# Apply for Admission

1. Select your Admission Term (**Spring 2023 or Fall 2023**).
2. Enter first, middle and last names (middle names are not mandatory).
3. Then select **Fill out Application**.

[HELP](#) [EXIT](#)

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### Apply for Admissions

 In the **Admission Term** field, select the year and semester (term) in which you wish to begin your planned program of study. In the **First, Middle** and **Last Name** fields enter your full legal name. *Please use proper case and do not use initials.*

\* - indicates a required field.

**Application Type:** High School Accelerated - HSXL

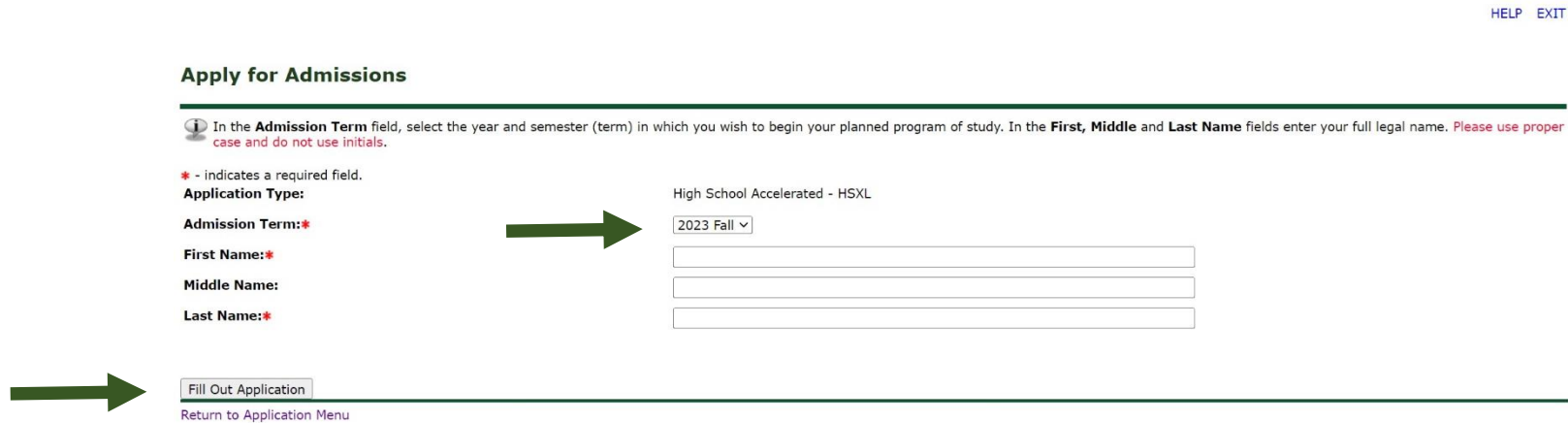
**Admission Term:\***

**First Name:\***

**Middle Name:**

**Last Name:\***

[Return to Application Menu](#)




# Application Checklist

1. This page shows you a summary of all the sections you need to complete.
2. Click on the each section starting at name to complete your application. (You will be asked for more information about your name), then move on to the next checklist item.

[HELP](#) [EXIT](#)

## Application Checklist

 This is a checklist of the required application sections. After entering any, or all, data in a section, a checkmark will appear next to that section. After you have provided all necessary information, click [Application is Complete](#) . You will then be directed to the **Application Fee Payment** page.

Incomplete applications may be updated at a later time. If you wish to complete your application later, click [Finish Later](#) . At that time you can login using your Login ID and PIN.

- 
-  [Name](#)
  -  [Mailing Address and Phone](#)
  -  [Permanent Address](#)
  -  [Personal Information](#)
  -  [Citizenship](#)
  -  [Planned Course of Study](#)
  -  [Course Registration](#)
  -  [High School](#)
  -  [HSXL Transcript Upload](#)
  -  [Declaration/Signature](#)

[Application is Complete](#) [Finish Later](#)

[Please email us if you have any questions.](#)



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# Application Checklist

1. As you work through each checklist item once you complete the section click **“Continue”** to move to the next item.
2. Any fields marked with a red star are mandatory and must be filled in before continuing.

Apply to the U of R | University x Mailing Address and Phone x

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HELP EXIT

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**Mailing Address and Phone** (Checklist item 2 of 9)

This is the address to which all correspondence will be delivered. Ensure that you keep this information up-to-date through UR Self-Service.

\* - indicates a required field.

**Mailing Address**

**Street Line 1:\***

**Street Line 2:**

**Street Line 3:**


**City:\***

**Province/State:\***

**Postal/Zip Code (ex. S4S 0A2):\***

**Country:\***

**Phone Number (area code)-(5854591) (ext):\***  -



[Return to Checklist without saving changes](#)

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# Planned Course of Study

1. When you get to the Planned Course of Study page, choose “**High School Accelerated- HXSL**” from the dropdown list in Planned Course of Study.
2. Select Continue to move to the next checklist item.

[HELP](#) [EXIT](#)


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**Planned Course of Study** (Checklist item 6 of 10)

 Select your **Planned Program of Study** from the drop-down menu below. If necessary, please refer to the [HELP](#) link above for additional information.

\* - indicates a required field.

**Planned Course of Study:**\*

 High School Accelerated - HSXL ▾

[Return to Checklist without saving changes](#)

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# Course Registration

1. Please answer all questions regarding which courses you would like to register for.
2. Select Continue to move to the next checklist item.

**Course Registration** (Checklist item 7 of 10)

\* - indicates a required field.

**Are you taking the High School Accelerated program as part of the Dual Credit Bursary Program?\***  Yes

**Which class do you want to be registered for?\***

Type the course you want to register for ie BUS 100.  
For a list of available courses you can visit the website <https://www.uregina.ca/cce/flexible-learning/hssl/index.html> or look at our [Course Catalogue](#)

**Would you prefer to attend this class in person or online if there is an option?\***

**If the class you wanted to register for is full, did you want to be registered for another class?\***  Yes  No

**If yes, please tell us which class.\***

Type the 2<sup>nd</sup> course you want to register for ie ENG 100.  
For a list of available courses you can visit the website <https://www.uregina.ca/cce/flexible-learning/hssl/index.html> or look at our [Course Catalogue](#)

The Dual Credit Bursary Program is a new initiative that allows eligible students to take an approved designated course for free!  
For more information on eligibility criteria and courses, please visit <https://www.uregina.ca/cce/flexible-learning/hssl/index.html>





# High School Checklist

1. On the High School Information page, you **do not** need to know the address of your high school.
2. Click **“Lookup High School Code”**, then follow the prompts to find the high school code. The rest of the information will populate the remaining fields.
3. Select Continue to move to the next checklist item.

**High School** (Checklist item 7 of 9)

Please enter your secondary school information. Please refer to the [HELP link above](#) for information pertaining to submission of documents.

- If you are attending, or last attended, high school in **Canada**, the "Lookup High School Code" link can be used to find your school and its address.
- If you are attending, or last attended, a high school in another country, use the "Lookup High School Code" link, select International under Country and then International City for City and International HS for the high school name.
- A graduation date (or anticipated graduation date) is required. If unsure of the date, simply use the last day of the month you graduated (ex. June 30).
- If you are currently in grade 12, you must list all current and future courses for which a final grade is not yet available.

**High School Code:**  [Lookup High School Code](#)

**If School not found:**

**High School Name:**

**Street1:**

**Street2:**

**Street3:**

**City/Town:**

**Postal/ Zip Code:**

**Province/State:**

**Country:**

**Graduation Date (or Anticipated Date):** Month  Day  Year (YYYY)

[Enter or View another High School](#)

[Checklist](#) [Continue](#) [Finish Later](#)



# High School Transcript Upload

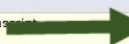

1. On the High School Transcript Upload page, click the upload button to add an unofficial copy of your transcript.
2. Select Continue to move to the next checklist item.

HELP EXIT

Upload High School Transcript

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**HSXL Transcript Upload** (Checklist item 9 of 10)

| Requirement              | Received  | Description  |
|--------------------------|---|--|
| School Issued Transcript |   | Request this transcript from your guidance counselor and upload the PDF document by clicking the  sign. |

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)



# Declaration/Signature

1. Sign the declaration page. To do this, just click your cursor inside the radio button on the Declaration/Signature page.
2. Select Continue to move to the next checklist item.

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HELP EXIT

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**Declaration/Signature** (Checklist item 9 of 9)

I certify that all the questions have been answered in full and the information provided is correct and complete. I understand that completion of this signed application permits the University of Regina to contact me, including by phone, e-mail, and text message, and to request and/or confirm any information necessary to support my application for admission; that submission of any false statements or documents will result in the immediate and permanent cancellation of admission or registration to the University; and that failure to disclose attendance at another post-secondary institution may lead to cancellation of this application. I agree to abide by University of Regina rules and regulations. I understand that otherwise my admission to or registration in this University may be revoked.

\*\*\* The University of Regina collects and creates information about students (personal information) under the authority of the *University of Regina Act*, and in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)*, *Canada's Anti-Spam Legislation*, and the *Personal Information Protection and Electronic Documents Act (Canada)*, for purposes of admission, registration, and other decisions on students academic status, and the administration of the University and its programs and services. Some of this information may be disclosed to the student's current high school, relevant students society and alumni association, and will be reported as required by federal or provincial authority. By enrolling in courses at the University of Regina, students consent to the collection, use, and disclosure of personal information as described above. \*\*\*

**If you do not agree with the above conditions, your application for admission will not be processed.**

\* - indicates a required field.

**Do you agree with the above conditions?\***  Yes  No ←

Checklist Continue Finish Later

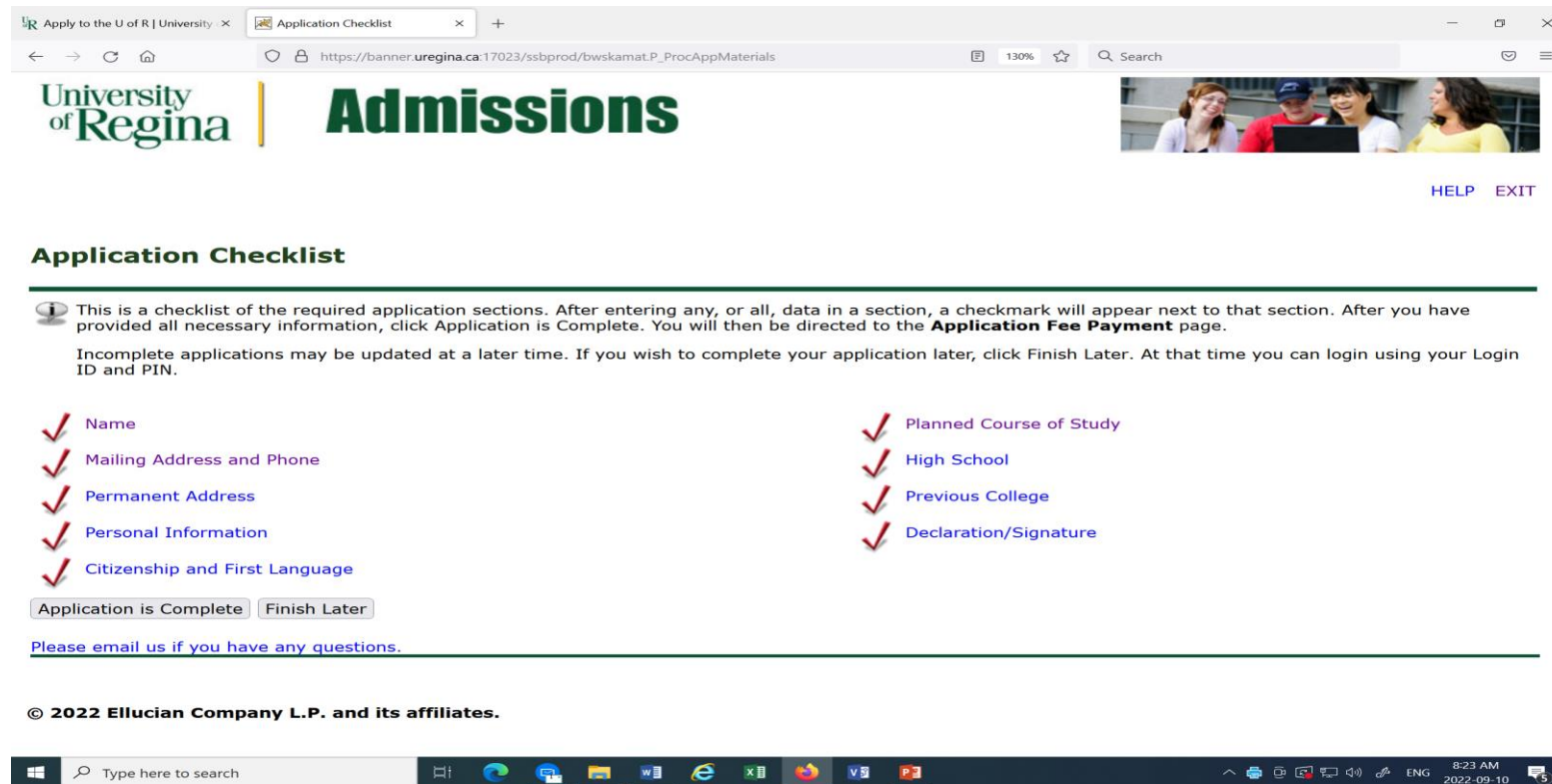
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# Submit Application

1. After you have provided all necessary information, click **“Application is Complete”** You will then be directed to the Application Fee Payment page.




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HELP EXIT

### Application Checklist

 This is a checklist of the required application sections. After entering any, or all, data in a section, a checkmark will appear next to that section. After you have provided all necessary information, click Application is Complete. You will then be directed to the **Application Fee Payment** page.

Incomplete applications may be updated at a later time. If you wish to complete your application later, click Finish Later. At that time you can login using your Login ID and PIN.

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Name                           | <input checked="" type="checkbox"/> Planned Course of Study |
| <input checked="" type="checkbox"/> Mailing Address and Phone      | <input checked="" type="checkbox"/> High School             |
| <input checked="" type="checkbox"/> Permanent Address              | <input checked="" type="checkbox"/> Previous College        |
| <input checked="" type="checkbox"/> Personal Information           | <input checked="" type="checkbox"/> Declaration/Signature   |
| <input checked="" type="checkbox"/> Citizenship and First Language |   |

[Please email us if you have any questions.](#)

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# Application Fee Payment

- 1. If you are a first-time applicant, credit card payment may be made by using "Submit Payment".
- 2. The Undergraduate application fee is a one-time fee. If you have previously applied to the University, please click "Pay Later".

Apply to the U of R | University x Application Fee Payment x +

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University of Regina | Admissions

HELP EXIT

### Application Fee Payment

- **Undergraduate Applicants:** The Undergraduate application fee is a one-time fee.
  - If you have previously applied to the University, please use "Pay Later".
  - If you are a first-time applicant, credit card payment may be made by using "Submit Payment".
  - If you are a first-time applicant who would prefer to pay by cheque or supply your credit card information over the phone to the Admissions Office, use "Pay Later".

Once "Pay Later" has been selected, you are no longer able to pay online for that application. Please do not re-submit your application. For assistance, contact the appropriate [Admissions Office](#).

- **Graduate Applicants:** The Graduate application fee is required for each Graduate application submitted, is non-refundable and **MUST** be submitted with each application. To complete payment, applicants will be requested to provide an e-mail address and submit payment using one of the following credit cards: American Express, MasterCard, or VISA. (Debit cards from these vendors or Pre-Paid credit cards are **NOT** acceptable formats of payment). Please note your application is not submitted to the Faculty of Graduate Studies and Research until the online application, credit card, fee payment is successfully completed. To complete the application fee payment, select "Submit Payment".

**Payment Amount:** \$100.00

[Submit Payment](#) [Pay Later](#)

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# Important Additional Information

Thank you for your application. In order for your application to be considered complete, unofficial transcripts from the school must be received through the application portal. Additional required supporting documents may also be required if requested by our admission team. Please send additional requested supporting documents to [cce.studentservices@uregina.ca](mailto:cce.studentservices@uregina.ca).

## **Admission Requirements: Effective Fall 2023**

Minimum 65% on five academic subjects on a combination of two years of secondary level courses.

These courses will be taken from subjects normally used for admission purposes (refer to approved list of high school courses in the admissions section of the [General Calendar](#))

## **Supporting Documents:**

All applicants to the High School Accelerated Program must meet English Language Proficiency requirements via one of the following:

- *Successful completion of Grades 9 and 10, or Grades 10 and 11, taken in sequence, as part of two full academic years in high school using a provincially-or state-accredited Canadian or U.S. curriculum, or equivalent international qualification*
- *A grade of 80% or better in a Grade 12 provincially-examined English course, as part of one full term of study, or equivalent international qualification*
- *Any approved test or proficiency in English as outlined in the General Calendar section 2.2.3*

## **Admission Support:**

- **Any questions regarding admissions can be forwarded to Student and Instructor Services Credit ([CCE.StudentServices@uregina.ca](mailto:CCE.StudentServices@uregina.ca)) or by calling 306-585-5807. We are here to help.**



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