

IMPORTANT INFORMATION FOR REGISTRANTS

The University's calendars are the official source of all information about the University and can be found on the web at www.uregina.ca. The information below is provided as a guide. By enrolling in courses at the University of Regina, students consent to the collection, use, and disclosure of personal information as described in the section of the calendars on freedom of information and protection of privacy; for further details, contact the Registrar's Office at (306) 585-4127.

Steps to registration:

1. Time-tickets are issued to groups of students during the first period of registration each semester. Students can view their time-ticket online in UR Self-Service. Go to www.uregina.ca/compserve/postcard and click on "Login to UR Self-Service". In the secure site, click on the *Student Services* Menu, *Registration* menu, then *Check Your Registration Status* to view time-tickets and any holds that may prevent registration.
2. Prepare for choosing your courses at www.uregina.ca/compserve/postcard by printing a Class Schedule Worksheet.
3. Decide which courses you would like to take by consulting the web Class Schedule on the Registration website.
4. Use the Class Schedule to work out your timetable, ensuring that you have no conflicts between your courses or your final examination dates.
5. Ensure your courses fit your program and that you have the prerequisites for them. Academic advising is available from your faculty or college office. Some faculties require that you see an academic advisor and obtain approval for your choices.
6. Some important points:
 - ensure your current mailing address appears correct in UR Self-Service
 - ensure you choose required laboratory or seminar sections linked with the correct lecture section
 - specify credit hours if you are registering for a variable credit course
 - obtain any special permissions that are needed for particular courses: the department head or instructor, as appropriate, should indicate what permission is being given and sign the Registration Permit Override form in the space provided
 - sign and date the Registration Form if registering in person, by mail or fax
7. Register online using UR Self-Service, or take, mail, or fax your registration form to your faculty or college office at the University of Regina, 3737 Wascana Parkway, Regina, SK S4S 0A2. Accelerated, Casual, Distance Learning, Campus Saskatchewan, and Visiting students register through the Registrar's Office.
8. Before classes start, view or print your Detailed Class Schedule online in UR Self-Service, or ask for a copy of your preliminary Student Schedule at your faculty or federated college office, or Registrar's Office, and ensure that everything appears correct.

Changes to your registration:

If you want to make changes to your registration, submit another registration form to your faculty or college, or make the changes online using UR Self-Service. **If you will not be attending at all, contact your faculty or college to withdraw from your courses, and check UR Self-Service to ensure this has been done; otherwise, you will still be responsible for the fees, and will receive failing grades.** Refer to "My Refund Schedule" in UR Self-Service for drop deadlines.

Fees:

Fees are due on the first day of the semester in Fall and Winter. For Spring/Summer due dates and payment deadlines for all semesters, consult the Academic Calendar. Once the payment deadline has passed, interest charges will be in effect. No bill is mailed; check how much you owe by logging into UR Self-Service, or by consulting your Finance or Business Office.

Changes of personal information:

Changes such as address or phone number should be updated at your faculty, college, the Registrar's Office, or via the web in UR Self-Service.

Legend for college (faculty) codes:

AR Arts	EN Engineering	SC Science
BU Business Administration	FA Fine Arts	SP Special
CE Continuing Education	GS Graduate Studies & Research	SW Social Work
ED Education	KI Kinesiology & Health Studies	

Legend for special programs:

ASW Aurora College Social Work Program	RCP RCMP Program
NBS North Battleford Social Work Program	SRC Senior Program
NOR Northern Teacher Education Program	SUN SK Urban Native Teacher Education Program
NSW Native Social Work Program	YNT Yukon Native Teacher Education Program
PAC Northern Professional Access Program	YSW Yukon Human Services Worker Program