

CLASS REGISTRATION AND WITHDRAWAL

Eligibility to Register

Students are eligible to register for classes if they:

- Have been admitted to the University.
- Have registered at least once in the last three terms.
- Have a financial account that is in good standing.
- Are not currently subject to an academic action or penalty that prohibits registration in classes.
- Have a valid time-ticket.
- Meet the required pre-requisites or, when appropriate, have obtained the required approval to register.

More information on admission and re-admission to the University can be found in the Application and Admissions Section of the Academic Calendar.

Program Planning

It is a student's responsibility to ensure that course registrations and any changes to course registrations meet degree requirements.

We strongly recommend that newly admitted students make an appointment with an [Academic Advisor](#). An Academic Advisor can help develop a program plan and provide important information about university and faculty, federated college, or academic unit regulations.

The University uses Advisor by Conclusive to support program plans and degree audits. Advisor by Conclusive is a self-service system designed to help students and Academic Advisors keep track of the progress made in the completion of program requirements.

Advisor by Conclusive is available to most University of Regina students.

Searching for Classes and Building a Class Schedule

Searching for classes and building a class schedule is easy at the University of Regina. [Visual Schedule Builder](#) (VSB) is an online self-service tool that provides the ability to view schedule options and to build a class schedule that is based on the days and times that work best for students each term (depending on course availability and schedule). A [step-by-step tutorial](#) is available online.

Registering for Classes

Class registration is done through the [UR Self-Service](#) system. Choose "Student Services" then "Registration" then "Add/Drop/Search for Classes". Add the CRNs to the "Add Classes Worksheet" and click the "Submit Changes" button. A [step-by-step tutorial](#) is available online.

Registration Regulations

Financial Agreement

By registering for classes, students agree to:

- Pay all tuition and fees associated with courses in which they are registered.
- Follow formal add, drop, and withdrawal procedures of the University.
- Be financially responsible for any classes in which they remain registered after the full refund period ends.
- Be financially responsible for late fees, interest, service charges, collection costs, legal fees, and court costs and agree to pay any and all such charges if their account becomes delinquent.

Registration is not cancelled, and classes are not automatically dropped for non-payment of fees. Students who decide not to attend must drop all classes prior to the first day of the term on [UR Self-Service](#) or request cancellation by contacting their [Academic Advisor](#).

Registration Dates

Term	Registration Opens
Spring/Summer	First Tuesday in March up to the published add/drop deadline.
Fall	First Tuesday in March up to the published add/drop deadline.
Winter	First Tuesday in October up to the published add/drop deadline.

Registration Time-Tickets

Students register according to a priority system in which those who have earned the most credit hours register first. Transfer credit hours (which must already be granted by the Faculty and entered in the system) and credit hours in progress are included in the counts, which are not rounded.

Registration time-tickets are visible to students online in [UR Self-Service](#) approximately one month prior to the start of registration.

Students are not permitted to register or be registered by a University staff member in any classes in advance of their assigned time-ticket.

Course Availability

Some courses that are listed in the course catalogue may not be available each term. [Academic Advisors](#) are able to assist students in finding out the next term when a course should be available.

Maximum Class Size and Waitlist Registration

All classes have a maximum number of students that can register based on a variety of criteria. Once a class has the maximum number of student registrations, students who try to register in the class will receive an error message. For those classes that have waiting lists, students may add themselves accordingly. Students may review the [Waitlist Registration instructions](#) for more information on the processes and regulations that pertain to waiting lists.

Class Prerequisites

A prerequisite is a requirement that a student must meet before they are eligible to participate in a class. All students are required to meet the prerequisites for a class.

The U of R operates on an honour system where students may register in a class prior to completing the prerequisite so as not to impede their ability to secure a seat in a class pending completion of the prerequisite. If it is discovered that students do not have or have failed the required prerequisite, they will be withdrawn from the class and will incur all financial and academic penalties in accordance with the published deadline dates of the [Academic Schedule](#).

Class and Registration Restrictions

Some classes are restricted to students within a specific faculty or program. Only students who meet those restrictions will be eligible to register.

Other restrictions pertaining to classes and a student's ability to register may require permission and the processing of a registration permit override. It is a student's responsibility to consult the appropriate academic regulation, class, program, or degree section of the Academic Calendar to determine if permission is needed and how to obtain that permission. Permission is not automatic and will be given only when the regulations are met.

Repeating Courses

With the exception of ENGL 100, a course may be repeated once only. When a course is repeated, the grade obtained in the final authorized attempt becomes the grade of record for that course and used in the

student's program of study. All courses officially attempted are listed on students' official transcripts.

English 100 (ENGL 100) may be repeated twice. Regardless of whether students pass or fail preceding attempts at ENGL 100, those that receive a failing grade for a third completed attempt at ENGL 100 must withdraw from the University for two years.

Courses successfully completed at the U of R cannot be repeated at another institution for transfer credit.

Adding and Dropping Classes

Students may make changes to their class schedule up to and including the add/drop deadline that is published in the [Academic Schedule](#). [UR Self-Service](#) is used to add or drop classes.

Maximum Course Load

The maximum number of registered credit hours a student may have in the fall and winter terms is normally 15. For the spring or summer terms, the normal maximum number of registered credit hours a student may have is 12 as follows:

Spring	Summer
3 credit hours each in parts of term 2 and 3 or, 6 credit hours in part of term 4	3 credit hours each in parts of term 5 and 6, or 6 credit hours in part of term 7

Maximum course load includes registered courses in the current term and any courses that are being deferred from the previous term. Some faculties and programs require or allow a course load that is higher than those described.

Attending Classes without Registration

Students are not allowed to attend classes in which they are not registered.

Late Class Registration

Registration in a class after the add/drop deadline is not permitted.

Registration by Proxy

Students may designate a proxy to register in classes on their behalf. A written and signed authorization or an e-mail must be submitted from the student's U of R e-mail account with the name of the proxy and the period of time they are providing permission to the proxy to register on their behalf. Authorization will be retained by the student's faculty, federated college, or academic unit.

Students are responsible for any registration activity made on their behalf by an authorized proxy. Students are also responsible for any registration activity made through the release of their [UR Self-Service](#) user ID and password to a third party.

Audit Registration

Some courses may be taken for audit. Audit students may attend classes but may otherwise participate in classes only to the extent permitted by the instructor. Audit registrations begin on the last business day prior to the start of classes.

Students may not register to audit a course that is full or a course with a waiting list.

Students who have been withdrawn from the University as a result of an academic action or penalty of academic or non-academic misconduct are not permitted to audit courses.

Audit Grades

Audit registrations are recorded on the official transcript with a grade of AU. Students who formally withdraw and students who are known to have ceased attending will have the grade of AW recorded on their official transcript.

Changing from Audit to Credit, or Credit to Audit Status

The deadline for changing status from audit to credit, or credit to audit is the published add/drop deadline in the [Academic Schedule](#).

Audit Fees

The cost of auditing a course is 50% of the normal tuition for the course. Payment of tuition for an audit registration is due on the published fee payment deadline of the [Academic Schedule](#).

Withdrawal and Refund of Audit Tuition

Students must drop an audit course within the published deadline of the Academic Schedule in order to be eligible for a refund of audit tuition.

Visiting and Common Visiting Student Registration

Visiting Student Class Registration

Visiting students are from a recognized post-secondary institution other than the University of Regina and are taking classes for credit towards a program at their home institution. All registration regulations apply to Visiting Student class registrations.

Common Visiting Student Course Registration

Common Visiting students are from the University of Saskatchewan or Saskatchewan Polytechnic and are taking classes for credit from the University of Regina towards a program at their home institution or at a Saskatchewan Regional College partners. All registration regulations apply to Common Visiting Student class registration.

Withdrawals

Failure to Withdraw

The University does not cancel class registration(s) on the basis of non-attendance. Students who do not formally withdraw are liable for assessed tuition and fees and failing grades.

Withdrawal from the University

Students who register and are subsequently unable to attend classes must either drop the classes online or contact their faculty, federated college, or academic unit in writing to cancel their class registration(s). If this is not done before the published add/drop deadline of the term, financial and academic penalties apply. The date the notification is received will be used in the processing of any course withdrawals.

Withdrawal from Classes

Students may drop classes up to the deadline for withdrawing without receiving a failing grade as published in the Academic Schedule. The date of the withdrawal in [UR Self-Service](#), or the date a withdrawal request is received in writing, will be used to determine withdrawal eligibility.

Medical or Compassionate Withdrawal

Students who are withdrawing from one or more courses, after the published refund periods, for reasons beyond their control (such as illness or accident, or involuntary job transfer), should complete an [Application for Tuition Adjustment](#) at the time they withdraw. Supporting documentation is required. See the [Tuition and Fees](#) section of the Academic Calendar for information about adjustments of tuition for medical or compassionate withdrawals.

Students who become ill or suffer an accident or bereavement after the published academic withdrawal deadline, or unsuccessfully attempt to continue in classes after the deadline, should consult their faculty, federated college, or academic unit about the options available to them.

Retroactive Withdrawal

After the end of the term, in extenuating circumstances only and at the discretion of the students' faculty, federated college, or academic unit, students who might have been eligible for a medical or compassionate withdrawal may apply instead to their faculty or college for a retroactive withdrawal, which consists in the conversion of numeric grades and/or

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grades of NP to neutral grades of W. Only withdrawal from all courses in the relevant term will be considered. Students must complete an [Application for Grade Adjustment](#) and provide supporting documentation as described on the form, and an explanation of the reason for the lateness of the application.

A retroactive withdrawal is an unusual privilege, not a right, and will be allowed no more than once in a student's academic career.