Welcome to the
Faculty of Engineering and Applied Science

REGISTRATION INFORMATION

This document contains detailed information about how to register for classes. Please read it carefully. Our Engineering Program is designed to begin in the Fall semester (September start). Classes are scheduled according to pre-requisite requirements and a structured program is to be carefully followed.

First.....before anything else....

Social Insurance Number (SIN)
SIN information will be collected on your application to the University. If you did not provide this information you must provide it prior to registration. The Important Information about Social Insurance Numbers information sheet contains answers to many of your questions. If you have any questions about the collection of SIN, please contact registrar@uregina.ca.

How to submit your SIN
If you do not have a SIN on file with the U of R, you will be prompted to provide your SIN number before you can register. If you do not have a SIN or if you have misplaced or forgotten your SIN the above link will assist you in the process of applying for a SIN or getting confirmation of your SIN. Having your SIN ready and available when you register for classes will help for a smooth registration experience. Once we have your SIN on file, you will not be asked to provide this information again.
Regular Program Plan
The following is a list of 1st year classes that you can choose in Fall 2020.

MATH 110; Plus lab (Calculus I)
ENGG 140; Plus lab (Mechanics for Engineers – Statics) *MATH 110 & ENGG 140 must be taken concurrently*
ENGG 123; Plus lab (Engineering Design and Communication)
CHEM 104; Plus lab (General Chemistry I)

When there is an “Engineering Students Only” section please choose it. Five classes is the maximum number that you can be registered in. If you are an international student you must have a full-time status which is at least 3 classes.

4-4 Program Plan
Engineering has a new 4-4 Program Plan. That allows you to take less classes per semester however will be required to take classes every Spring/Summer semester. If you are interested in the 4-4 Program Plan is ABSOLUTELY NECESSARY to let us know. An Academic Advisor will help guide you throughout your academic career. The following is a list of classes that you would choose for Fall 2020.

MATH 110; Plus lab (Calculus I)
ENGG 140; Plus lab (Mechanics for Engineers-Statics) *MATH 110 & ENGG 140 must be taken concurrently*
ENGG 123; Plus lab (Engineering Design and Communication) OR
MATH 122; Plus lab (Linear Algebra)

Less than 4 classes
If you have other commitments or just want to “start slow” you MUST register for the following classes. They are pre-requisites for Term 2. This is a part-time status.

MATH 110; Plus lab (Calculus I)
ENGG 140; Plus lab (Mechanics for Engineers-Statics) *MATH 110 & ENGG 140 must be taken concurrently*
Please note the time schedule of each class you choose before registering. The registration system will not permit registration in courses that have a time conflict. And don’t forget to register for the corresponding lab!

**How to search for classes**

Log into [UR Self-Service](#) and complete the following steps:

- Click on *Student Services*
- Click on *Registration*
- Click on *Search for Classes*
- Choose the *Term*
- Search for courses by subject, and narrow down your search by course number, title, instructor, day or time
- Click on *Class Search*
- Click on the *Course Reference Number (CRN)* to find more information
  
  - Click on the *Course Title*
    - Availability in the class
    - Restrictions on the class
  - Click on *View Catalog Entry*
    - Course Description
    - Prerequisites
  - The course CRN will be needed to register in a class

**How to create your timetable**

[Visual Schedule Builder (VSB)](#) is a tool to help you build and create your own schedule. It is not a registration system. You still have to add/drop classes once you have created your final schedule. [To find VSB go to UR Self-Service/Registration/Visual Schedule Builder](#). There is a short video to introduce you to the program and help you use it (see video link below).

This is what it looks like...
How to register for a class

Once you have chosen all of your classes and have all of your CRN’s, it is time to register!

- Log into UR Self-Service
- Click on Registration at the main Student Services menu
- Click on Check Your Registration Status
  You can view your Time Ticket, Holds, Academic Standing... and more!
  If you are ready to register and know your CRN’s, then...
- Go back to the Registration menu and click on Add/Drop/Search for Classes
- Select a Term
- Scroll down to Add Class Worksheet
- Enter your CRN’s in the boxes, starting from the left
- Click on Submit Changes
- Continue to register for classes until all of your selected courses appear in the Current Schedule section

CRN: 5-digit number to use when registering.

Class information

Class location

Class time

Don’t forget the lab/seminar!
How to check your schedule after registering

- Log into UR Self-Service
- Scroll to the top and click on Student Services
- Click on Registration
- Click on Detailed Class Schedule

Are you having problems?
Sometimes when you register you may get a Registration Error. There are several types of errors that you may get. For example:

<table>
<thead>
<tr>
<th>Status Message...</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Restriction</td>
<td>Course is restricted to students in a federated college.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>Course is full.</td>
</tr>
<tr>
<td>College Restriction</td>
<td>Course is not available to students outside of the faculty offering this course.</td>
</tr>
<tr>
<td>Link Error “X” Required</td>
<td>You have not selected the correct corresponding section. (Certain courses require that you register in both a specified class and lab/seminar.)</td>
</tr>
<tr>
<td>Time Conflict With CRN</td>
<td>Course times overlap.</td>
</tr>
<tr>
<td>Permit req’d/see CRN details</td>
<td>Course has special requirements to register. See details in Class Search.</td>
</tr>
<tr>
<td>Preq and Test Score Error</td>
<td>You have not completed a required course.</td>
</tr>
</tbody>
</table>
Here are some links to help you register:

- Video on how to use Visual Schedule Builder
- Video to help you search for classes
- Video to help you register for classes
- Video to help you register for a lab (some classes have labs attached to them)

Do you have AP or IB classes from high school?

An AP or IB class is an university-level class that a student may take in high school and get a credit for. Subjects may include classes such as English 100, MATH 110, BIOL 100, or PSYC 100. AP requires a grade of 3 or higher. IB requires a grade of 4 or higher. If you have successfully received either of these credentials it is important that your transcript is sent directly to the Registrar’s Office. It will be put on your UR transcript and you won’t have to take the class while you are here!

Transfer Credits from another institution

If you have studied at another institution and think that you may have classes that will transfer into your program at the UR you must complete a Transfer Credit Request Form. Students can only submit one Transfer Credit Request Form during their academic career in the Faculty of Engineering, so please ensure that it is complete. Please click here for complete website information about transfer credits.

IMPORTANT: If you are unable to attend the university and have already registered for classes, you are responsible for dropping them. Students must withdraw from classes through UR Self-Service. If you cannot access UR Self-Service send an email to engg@uregina.ca requesting to be withdrawn from classes. Please note that e-mail requests must state your name, your student ID and the courses requested to be dropped. If this is not done before the start of the semester, financial and academic penalties will apply.

Please contact us! We will be happy to help you with registration if you need it.