Dean's Message

Welcome to University of Regina’s Faculty of Engineering and Applied Science. We offer five interdisciplinary, systems-based, accredited undergraduate programs in:

- Electronic Systems Engineering
- Environmental Systems Engineering
- Industrial Systems Engineering
- Petroleum Systems Engineering
- Software Systems Engineering

We also offer the following graduate degrees: Master of Applied Science (M.A.Sc.) (thesis-based), Master of Engineering (M.Eng.) (project-based), Master of Engineering with Co-operative Education (M.Eng. Co-op.) and Ph.D. in all of the above program areas, in addition to Process Systems Engineering.

Our interdisciplinary approach to engineering education and research uniquely positions this Faculty to educate the engineers of the future and to prepare them to work in a variety of fields and disciplines. We are committed to graduating engineers who possess the twelve attributes stipulated by the Canadian Engineering Accreditation Board: (1) a knowledge base for engineering, (2) problem analysis, (3) investigation, (4) design, (5) use of engineering tools, (6) individual and team work, (7) communication skills, (8) professionalism, (9) impact of engineering on society and the environment, (10) ethics and equity implications, (11) economic and project management, and (12) life-long learning. We are developing methods to ensure that our curriculum equips our graduates with these attributes, and we will endeavor to continually assess and improve our programs.

Our research programs are exciting and versatile. Our Faculty has developed pioneering technology for CO2 capture, monitoring, and storage. In Environmental Systems Engineering, we have leaders in the assessment, development, and protection of our water resources, including cutting edge research in reclamation of greywater, as well as exciting work in alternative energy and soil characterization. Our Software Systems and Electronic Systems Engineers are developing advanced tools in software and computing technology and applying them to practical, real-world applications, such as TransitLive, a system that allows users to track city buses in real time. In Petroleum Systems Engineering, our researchers are taking the lead in developing safe, sustainable petroleum production methods, including significant work in Enhanced Oil Recover (EOR), with a major focus on developing new methods for sustainably producing Saskatchewan's vast heavy and unconventional oil reserves. Our Industrial System Engineers are involved in a wide array of practical research, from development and testing of urban wind turbine systems to production of value-added products from agricultural residue such as flax straw. In Process Systems Engineering, researchers are performing cutting-edge research in clean and green production of hydrogen as an alternative fuel source, among other clean and green energy projects. These are just a few examples of many of our exciting projects. See the Faculty biographies in our Faculty and Staff listing for more information on our researchers and their projects.

We will do our best in this Faculty to make studying here a transformative learning experience and a springboard to a bright and fulfilling future for our graduating students. We also welcome our alumni to visit us, to provide their views and feedback, and to lend us their support.

Esam Hussein, Ph.D., P.Eng.
Dean and Professor
Get involved! Engineering Student Groups

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Disclaimer

*Please be aware that the information herein is updated on an annual basis. For the most recent information please contact the Faculty directly.*

**Undergraduate Calendar & Course Catalog**

The *University of Regina Undergraduate Calendar & Course Catalog* outlines the University of Regina’s Admission and Program Policies in detail. Regulations concerning Admissions, Academic Programs, Academic Standing and Academic Integrity including Disciplinary Actions, Graduation requirements and Important Dates and Deadlines are to be found within. Students are expected to be familiar with the Calendar. The [Calendar is available online](#).

**Faculty of Engineering and Applied Science**

3737 Wascana Parkway  
Regina, SK  S4S 0A2  
Education Building 409  
Office Hours:  
Monday, Wednesday, Thursday, Friday 8:45-12:00 and 1:00-4:30  
Tuesday 10:00-12:00 and 1:00-4:30  
Email: engg@uregina.ca  
Phone: 306-585-4734

**Academic Advising**

Academic Advising is available to assist with your success as a university student. Academic advisors provide invaluable information regarding your academic program, and connect you to other student services available on campus that may help you achieve your academic goals.

**Academic Advisors are:**

**TEACHERS** – who empower students to take responsibility for their academic success.  
**MENTORS** – who work with students to reach their goals.  
**GUIDES** – who help students navigate their post-secondary experience.  
**RESOURCES** – who serve as a point of contact and refer students to campus services.  
**EXPERTS** – who help students understand the university, its programs and curricular requirements, and related learning opportunities.  
**ADVOCATES** – who comply with freedom of information and protection of privacy legislation to protect students’ privacy and rights.

**Advisor Responsibilities**

- Create an environment where mutual respect and trust allows students to define and achieve realistic academic goals;  
- Teach students how to navigate the learning and information systems of the University;  
- Help students develop a holistic view of their academic plans in order to balance academic and personal demands;  
- Actively listen to student concerns/questions;  
- Assist students with their decision-making skills;  
- Help students understand university policies, regulations and degree/program requirements (such as repeating courses, academic probation, RTD’s, academic misconduct);
• Effectively communicate how and when to use student support services on campus;
• Make referrals to appropriate resources when necessary;
• Assist students in course selection and in creating academic plans;
• Maintain confidentiality of ALL student records;
• Support student learning and diversity through non-biased, anti-oppressive interactions.

Students’ Responsibilities
• Get to know your advisor;
• Schedule (and keep) regular appointments;
• Be an active learner by participating fully in advising meetings;
• Ask questions if you do not understand an issue or have a specific concern with your advisor;
• Invest the appropriate time and energy in order to successfully complete coursework;
• Know important dates and deadlines; (registration, drop/add, final exams, etc.)
• Check all of your e-mail accounts on a regular basis;
• Accept responsibility for decisions and actions;
• Be open to considering ideas and recommendations made by your advisor.

Your Academic Advisor’s are:
Janice Savoie
• Academic advising for undergraduate students
• Convocation
• Timetabling

Gina MacPherson
• Academic advising for undergraduate students
• Student appeals
• Academic action (probation, RTD, MW, ARP)

Colleen Walsh
• Coop & Internship advising for undergraduate students
• Academic advising for ESE and SSE graduate students

Melissa Berwald
• Academic advising for undergraduate students
• Transfer credit (TC)
• Letter of permission (LOP)
• Study Abroad

Christina Tathibana
• Academic advising for ISE, EVSE, PSE and PSEng graduate students
**Programs:**

**Electronic Systems Engineering (ESE)**

**What is Electronic Systems Engineering?**
Electronic Systems Engineering focuses on the integration of electronics, computers, and communication technologies in many different types of systems.

**Our Program:**
The Electronic Systems Engineering (ESE) program at the University of Regina focuses on a core program of analog and digital electronics with specialization streams in: instrumentation and control, telecommunications, micro-electronics, and power and energy. Software and computer-related courses are part of the electronics core program, allowing students to develop greater facility with both hardware and software.

WEB: [Electronic Systems Engineering](#)

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**Environmental Systems Engineering (EVSE)**

**What is Environmental Systems Engineering?**
Our Environmental Systems Engineering (EVSE) program is very popular with students and respected by industry, largely because of its timely combination of environmental concerns and the systems approach to addressing civil and industrial environmental issues. Areas of study include environmental system design and impact and risk assessment.

**Our Program:**
The Environmental Systems Engineering (EVSE) program demonstrates and applies systems engineering principles to environmental issues associated with water resources, air pollution, transportation, industrial development, and waste management.

WEB: [Environmental Systems Engineering](#)

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**Industrial Systems Engineering (ISE)**

**What is Industrial Systems Engineering?**
The Industrial Systems Engineer becomes an engineering generalist with specialized training in the nature, behaviour, control, and monitoring of engineering systems.

**Our Program:**
The Industrial Systems Engineering (ISE) program is designed to train engineers to organize and effectively utilize the total resources of modern manufacturing and process industries: materials, machinery, facilities, people, and capital.

WEB: [Industrial Systems Engineering](#)
**Petroleum Systems Engineering (PSE)**

**What is Petroleum Systems Engineering?**
Petroleum Systems Engineers develop techniques to efficiently recover oil, gas, and other minerals while reducing environmental impacts using various pollution remediation and greenhouse gas reduction techniques.

**Our Program:**
The Petroleum Systems Engineering (PSE) undergraduate program teaches evaluation, design, and management of technologies used in evaluating reserves and in oil and gas production and treatment. Advanced computer utilization and automation are integrated into the program.

WEB: [Petroleum Systems Engineering](#)

**Software Systems Engineering (SSE)**

**What is Software Systems Engineering?**
Software Systems Engineers apply computing knowledge to solve real-life problems. They become engineering professionals and leaders in a broad scope of projects. Software Systems Engineers work as software architects, analysts, designers, consultants, and project managers.

**Our Program:**
The Software Systems Engineering (SSE) program is designed to give students the knowledge to analyze, design, and develop software operating on many types of computers and microprocessors.

WEB: [Software Systems Engineering](#)

**Minors in Engineering**
Students may choose to add a minor of their choice to their current Major Program. Students may complete up to TWO minors in total in a subject area other than, and distinct from, their interest. A minor is a concentration of up to 6 courses in any chosen discipline.

Engineering minors include:

- ESE – Communications Stream
- ESE – Micro-electronics Stream
- ESE – Instrumentation and Control Stream
- ESE – Power Stream
- EVSE – Environmental Engineering
- ISE – Manufacturing Engineering
- PSE – Oil and Gas
- SSE – Software Engineering

Each of these minors have 5 courses that must be completed by the time of graduation. Only 1 class may be transferred from the Major courses to use in the Minor. If a student wishes to add a minor to their academic plan, it must be approved. Please see your Academic Advisor for explicit instructions.
Optional Non-Engineering Minors
A student may choose any minor offered by the University of Regina. The Faculty of Arts, Science, Media, Art, Performance, La Cité universitaire francophone and Kinesiology and Health Studies. As well, the Centre for Continuing Education (CCE) offers Business Administration Certificates I and II that engineering students find fit really well into their studies. Therefore, an EVSE student may graduate with a GEOL minor and Business Certificate II! As with all UR courses, a student must have a minimum 60% average in their minor courses in order to receive that designation.

First Year Students – What do you need to know?
Before you get here
To register for classes please login to UR Self-Service.

Visual Schedule Builder
YouTube video explaining how to create your schedule.

General Information about Registration
YouTube video to help you search for classes.

YouTube video to help you register
First you have to log into UR Self Service.

YouTube video to help you register for a lab (some classes have labs attached to them)

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

For more information please contact the Faculty of Engineering & Applied Science General Office.

Email: engg@uregina.ca
Phone: 306-585-4734

Transfer Credits from another institution
Transfer credit refers to the recognition of the successful completion of post-secondary credits taken at other recognized post-secondary institutions. Transfer credit may be awarded on the basis of the evaluation of a course (course by course), a series of courses (two or more courses equivalent to one course), or a block of courses (a group of courses equivalent to a specified number of credit hours). The University of Regina will recognize coursework completed at the undergraduate level for transfer credit for courses that are deemed to be at the university level from all eligible institutions. Transfer credit awards will only be applied to a student’s chosen program if they meet the minimum transfer
grade point average (GPA) and grade requirements of the Faculty of Engineering and Applied Science and only to a **maximum of 20 classes**.
Courses taken at the undergraduate level will **not** be recognized for graduate level transfer credit and courses taken at the graduate level will not be recognized for transfer credit at the undergraduate level.

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. As of Fall 2020 there will be a $100 cost for all TC requests.

Engineering General Information about Transfer Credits - [https://www.uregina.ca/engineering/students/forms/application-forms/transfer-request-form-form.html](https://www.uregina.ca/engineering/students/forms/application-forms/transfer-request-form-form.html)
UR General Information about Transfer Credits - [https://www.uregina.ca/student/registrar/transfer-credit/general-information.html](https://www.uregina.ca/student/registrar/transfer-credit/general-information.html)
Transfer Credit Database - [https://www.uregina.ca/student/registrar/transfer-credit/transfer-credit-course-equivalents.html](https://www.uregina.ca/student/registrar/transfer-credit/transfer-credit-course-equivalents.html)

If you are considering requesting transfer credits from another post-secondary institution prior to attending the UR, please submit your request as early as possible. The process may take an extended period of time.

Contact Melissa Berwald directly if you have any questions about TC’s!  [melissa.berwald@uregina.ca](mailto:melissa.berwald@uregina.ca)

**First Week**

**Week 1 (September): Orient yourself**

**Introduce yourself to academic success strategies**

Attend “Conquering Your First Semester”, a free workshop offered by the Student Success Centre. Preparing for exams begins now, not a few days before the test. Knowing how to manage large lectures, piles of reading, and your time effectively can help you tackle the semester.

[View workshop times](#)

**Get your course syllabi**

A course syllabus is your roadmap for a course and using it well will guide your success. Make sure to attend your classes on the first day because all syllabi will be distributed at this time. We also recommend that you sign up for and attend a “Navigating your Course Syllabus” workshop.

[View workshop times](#)

**Attend Welcome Week events**

Kick start your first week at University of Regina by attending Welcome Week events. Meet other students on campus and find out about everything the university has to offer!

[Check out how to get involved on campus](#)

**Get yourself acquainted with U of R technology**

Familiarize yourself with URCourses, Ur Self-Service, printing, and much more! There is [Tech Support](#), as well as [IT Student Support](#), for all of your technology needs.
Get your Photo ID
Your Photo ID will allow you to access campus services, is free and mandatory. Get yours at the Registrar’s Office, Room 210 in the Administration-Humanities (Ad Hum) building. Make sure to get it activated at the front desk of the Dr. John Archer Library.

Download the U of R Apps on your computer or smartphone

U of R Student App
Emergency Notification App

Registration of Classes
Registering for your first term of university classes can be a big step - so we're here to help! All first year University of Regina students are invited to attend a course registration event. These on-campus events are the best way to meet your academic advisor, register in fall courses, and get answers to any academic questions you have - all in one place! You can check out the upcoming course registration events below.

Before you get started:

- Make sure you have accepted your offer of admission. You can’t register for classes without doing so!
- You only need to attend one course registration event (ie: UR Beginning or one URB 2.0 event)
- Students registered through Campion College, Luther College, or First Nations University of Canada must contact their college directly to sign up for academic advising
- If you are a transfer student, please contact your faculty directly to book an appointment

Engineering Faculty Policies

Required Average
All students must maintain a UGPA (Undergraduate Grade Point Average) of at least 60%. If a student does not meet this minimum requirement academic probation by the Faculty is placed on a students’ record.

Course Load
According to the Engineering Degree Program Sheets, a normal course load for an Engineering student in all study terms is 15 credit hours (5 classes). This includes one Spring/Summer term. At the UR a student is considered full time if they take at least 3 classes. Please remember that most engineering, math and science classes also have an additional lab attached to it. 5 classes can quickly turn into the workload of 10, since labs also have assignments, mid-terms, final exams and attendance requirements. Many classes with labs have a policy that if you fail the lab, you will fail the whole class. Engineering has recently implemented a 4-4 Program Sheet in which students take 4 classes in the fall and winter semesters and 3 in the Spring/Summer semester. If taking less classes per semester is of interest to you, please make an appointment with your Academic Advisor to discuss your options.
Dean’s Honour list
In order to be eligible for the Dean’s Honour List, students must obtain a TGPA of 85% on at least 12 credit hours. The designation is noted on your transcript and each semester students are honoured in our showcase. Students who have achieved the Dean’s Honour list are also invited to our annual Scholarship event that is held in February.

Academic Performance
The University of Regina has minimum academic performance standards. To be considered in good academic standing, your UGPA must be at least 60%. Your academic record is reviewed once you have completed 9 credit hours. If your UGPA is less than 60%, you will be put on Academic Probation. If you are placed on Academic Probation, you are given 24 credit hours to raise your UGPA to 60%. If you fail to do so, you will be required to discontinue your studies at the University of Regina. Each faculty may have additional academic performance regulations over and above the University regulations. Academic Advisors can assist you in navigating these regulations and give you information on all options available to you if you find yourself in this situation.

If you’ve been placed on Academic Probation, it is important that you meet with an Academic Advisor as soon as possible. We will work with you to help you get back on track.

Attendance
While attendance is not usually taken at the university level, it is very important that you attend all of your lectures, labs and seminars. It is your responsibility to attend classes regularly and to be punctual. When the persistent lateness or absence of a student jeopardizes the learning or the evaluation of the work of other students in the course, the student may be subject to penalty, including being dropped from the course or being barred from writing the final examination. One written warning will be provided to the student before such action is taken. (5.3 UG Calendar)

Concurrent Programs / Double Major
Engineering students may pursue a Double Major, provided that the students meet the course requirements for each program. Students must speak with their Academic Advisor prior to pursuing a Double Major. Final approval must be given by the Associate Dean-Academic. Additionally, students who are interested in doing a concurrent program while completing their Engineering degree must consult with an Academic Advisor. A form must be filled out and permission must be granted. Get your Concurrent Program form and Double Major form here.

Classes and Course load
The normal course load for all engineering students is 15 credit hours per term (5 classes). Students must complete all 136 credit hours (46 classes) to attain their degree. If a student registers for and passes 5 classes in each term, then he/she will complete the degree in 3.5 years. It is required that all students take classes in one Spring/Summer term throughout their degree. Coop and internship students receive their degree in 4.5 years provided that they take 5 classes each term. Our Faculty has recently designed a 4-4 Program for students who want to lighten their load and take only 4 classes per semester. If you think that this is an option for you please see your Academic Advisor.
Program Template Example
Below is an example of an Electronic Systems Engineering (ESE) program template. This will give you a sense of how classes work together and that prerequisites are so important! Below is also an example of the 4-4 program template.

ESE Alphabetical Order (2019-20).docx

Prerequisites
Most classes in any engineering degree require a prerequisite. A prerequisite is a requirement that a student must meet prior to being eligible to register in the subsequent course. Example: MATH 110 is a prerequisite for MATH 111. If you do not have the prerequisite to take a class you may ask the faculty for a “Prerequisite Waiver”. It is not guaranteed that your request will be granted.

Lab regulations
Most engineering classes have a lab and/or a seminar attached to it. It is important that you always respect the lab computers, instruments and equipment for your safety. While in any lab please adhere to the following:

- No food, drinks, gum. (Water bottles in bags are OK; drink outside, then enter again)
- No moving lab equipment/cables
- No disruptive behaviour. Keep sound levels to a minimum
- No bikes
- Keep doors closed at all times
- ONLY those who have keys will be allowed in. Do not let your friends in.
- Engineering labs are for faculty, staff and students. We reserve the right to check ID’s and remove anyone without an access card.
- $5.00 card fee and a Safety Training exam must be completed.

1st offence – lose Access Card for one week
2nd offence – lose Access Card for one month
3rd offence – lose Access Card indefinitely
Labs are open 24/7 right now for students’ convenience. If students do not adhere to rules and regulations this may change.

WHMIS
Even if you have completed WHMIS training elsewhere, all first year students must complete the paper-based WHMIS test administered in Engineering. Information about this test is provided during the first few weeks of ENGG 123 and ENGG 100.

Fourth year students must complete the online WHMIS training in the first semester of their final year.
Understanding your Grades

All grades use a percentage grading system. All grades less than 50% are a failing grade.

90-100 – Outstanding performance
80-89 – Very good performance
70-79 – Above average performance
60-69 – Generally satisfactory and intellectually performance
50-59 – Barely acceptable performance
0-49 – Unacceptable performance

- GPA – Grade Point Average. Your academic standing.
- TGPA – Term Grade Point Average – Your average in any given term
- UGPA – Undergraduate Grade point Average – Your average in ALL of your courses
- PGPA – Program Grade Point Average – Your average of all courses that are used for your degree
- CGPA – Cumulative Grade point Average – Your average based on all classes taken, whether pass, failed, undergraduate or graduate, repeated or not.
- NP – Not Passed – equals to 40%
- NR – Not Yet Reported – grade has not yet been submitted by the professor
- CW – Compulsory Withdrawal
- DE – Deferred – When a student has requested to defer an exam to a later date DE will be put on the transcript until the final exam results are submitted.
- WL – Withdrawal – When a student withdraws from a class after the “no record drop period”
- XF – Academic Misconduct – equals 40%. When it has been established that a student has committed academic misconduct (cheated) in the class.
- MC – Maintenance Candidacy – When a student is on a Letter of Permissions taking a class elsewhere during the semester.

Academic Standing

Probation (Faculty and University)

Note: The information on this page is mainly compiled from the University of Regina Undergraduate Academic Calendar. Please refer to the Calendar for more explicit information.

Students who fail to meet the minimum requirements in terms of Academic Performance may be placed on probation or required to discontinue or withdraw from Engineering and Applied Science or the University. The following explains the grounds by which poor academic performance is judged, the consequences of receiving an RTD (Required to Discontinue) or MW (Must Withdraw), and the next steps that students can take:

Grounds for Academic Action

1. Failure to meet the minimum performance standard.
2. Failure in a third completed attempt at English 100
3. Failure to meet a faculty or program regulation.

The first two grounds result in University-level action. The third results in action at the faculty or program level.
The first assessment of students' grade point averages for the purpose of imposing university-level academic probation will occur at the end of the term in which the first nine credit hours of study are attempted. The timing of subsequent assessments is at the discretion of the student's faculty, but will normally occur at the end of an academic term.

To avoid being placed on university-level academic probation, an undergraduate student must maintain a minimum undergraduate grade point average (UGPA) of 60.00% or higher.

Please note that students affected by Academic Action do have the right to appeal. You must appeal through the Faculty first. Refer to the Engineering website for further information. https://www.uregina.ca/engineering/students/student-resources/appeals.html.

All students should be familiar with both Faculty and University academic regulations related to academic performance, academic action (probation, RTD (Required to Discontinue), MW (Must Withdraw)). These regulations are explained in detail in the University Academic Calendars (Undergraduate and Graduate) under both the main University sections and the specific Faculty of Engineering and Applied Science pages.

Sections to pay particular attention to include:

- Evaluation of Academic Performance:
  - Academic standing regulations
  - Probation and discontinuance (RTD and MW)
  - Probation (University)
  - Process for Clearing a Probation
  - MW or Must Withdraw from University
  - Notification of Academic Action
  - Faculty and Program Probation and RTD
  - Notification and Appeals
  - Academic Recovery Program

**RTD – Required to Discontinue**
A Faculty RTD requires students to discontinue from the Faculty of Engineering and Applied Science for 2 semesters. A student can receive an RTD for the following reasons:

- 2x Failure of a course with a UGPA of below 60%
- 3x Failure of a course (GPA is not a consideration)
- Unacceptable professional or academic conduct

**You’ve been RTD’d from the Faculty of Engineering and Applied Science. Now what?**
You may apply to the Academic Recovery Program. You must submit a program application form which includes a letter explaining why you want to take the Academic Recovery Program and how you will benefit from it. An Intake Advisor will have a meeting with you. Applications are found at Student Success Centre. You may also choose to take a break from university life.

You may also transfer to another faculty. Please follow Faculty Transfer instructions on the web (Faculty Transfer and Re-admission.) Don’t forget to submit your Letter of Petition!
You have been RTD'd for 2 semesters. If you transfer faculties and achieve a UGPA higher than 60% in your first semester, can you return to the Faculty of Engineering and Applied Science early?

No. All RTD's are 2 semesters in length.

**MW – Must Withdraw**

A “Must Withdraw” (MW) is for a minimum of 3 full consecutive semesters. Such forced withdraw begins on the first day of the semester. Students with a MW status may not register for ‘credit’ classes or proceed with any degree, diploma or certificate. You may not audit any class. Such students have no rights or privileges except that of an appeal.

**ARP – Academic Recovery Program**

The Academic Recovery Program (ARP) is a two semester program that gives students who have experienced difficulties in university the opportunity to strengthen their study skills, evaluate their education and career direction and build strategies to aid with future academic and personal goals. The ARP cost is $900.00 per semester, plus regular tuition and course fees for credit courses.

**How to get back into the Faculty after being away**

If you do not attend the ARP or transfer to another faculty during your RTD period, you are required to submit a Letter of Petition to return. You are not automatically accepted back into the faculty. Application deadlines for petition are: Fall semester – July 1st; Winter semester – November 1st; Spring/Summer semester – March 1st. These deadlines are very strict. Please adhere to them. You must submit a Petition Letter and Application for Re-Admission or Faculty Transfer. International students submit this to the UR International-Admissions Office; domestic students submit this to the Enrollment Services-Admissions Office.

After one RTD or MW, students must have a UGPA of 60% to be accepted back into the Faculty of Engineering and Applied Science.

After two RTD’s or MW’s (or combination of the two), students must have a UGPA of 65% to be accepted back into the Faculty of Engineering and Applied Science.

**What should go in my petition letter?**

Your petition letter is very important because the majority of the decisions are made on the strength of your letter. The faculty needs to know why you think you will be more successful in the future than you were in the past; what your academic and career goals are. It is also useful to state what you have been doing during your RTD –did you attend another college? (remember that transfer credits will not be given for time away) Did you transfer faculties? Did you work? Did you go to tutoring? This all can be considered evidence that you are likely to succeed if you are given another chance.
Academic Misconduct
The Faculty of Engineering and Applied Science takes academic and professional integrity very seriously. It requires that students are honest and responsible for all of the academic work they submit. Academic integrity requires students to be honest and responsible in all learning environments. Assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from a student’s own understanding and effort.

Unfortunately, acts of misconduct still occur. Sometimes students don’t even realize that they are cheating!

Plagiarism – What is it?
Plagiarism is any attempt to deceive others about the amount of independent work undertaken to complete an academic assignment. Extreme cases include purchasing or copying in its entirety a paper written by someone else, as well as handing in the same paper for two different classes without the instructors’ permission. But it is also plagiarism to use even a single sentence (verbatim or with minor paraphrasing) from someone else's writing without formally acknowledging the source.

This definition may come as a surprise to high school students and new university students, many of whom are accustomed to writing essays by stitching together pieces of information gathered from the Internet. Writing papers in this way will get you into serious trouble in a university. Make it your goal to write everything as much as possible in your own words, and to provide footnote references every time you borrow from someone else’s work. This means you’ll need to keep careful track of the sources you read while completing your assignments.

The University's stated policy is that it is your responsibility to know what plagiarism is and to avoid it in your course work. You will not escape penalty by arguing that you didn't know your behavior constituted plagiarism. If you are in any doubt whatsoever about work that you're proposing to submit for a class, ask your instructor before you submit it.

Other forms of Academic Misconduct
Cheating in examinations, giving false information to University staff to gain an academic advantage, downloading an assignment from the Internet, and writing an examination on behalf of someone else are examples of academic misconduct. All forms of academic misconduct are unacceptable in the University, and are subject to penalties. For more information on the complete list of definitions and actions that are considered to be academic misconduct, refer to Academic Misconduct under Student Code of Conduct and Right to Appeal in the Undergraduate Calendar. You may also refer to Student Behaviour on the web.

Penalties
The possible penalties for academic misconduct, depending on its nature and whether or not there have been previous occurrences, include a warning, a reduction in the grade for an assignment, a grade of XF (academic misconduct) in a course, loss and/or repayment of scholarships and other awards, suspension (dismissal for a fixed time), expulsion (dismissal indefinitely), and the withholding or rescinding of a degree. A grade of XF, suspension, and expulsion appear on the official transcript.

All penalties may be appealed to the Council Discipline Committee.
Non-Academic Misconduct

What is it?
Actions such as harassment or intimidation of another student or a member of the University's staff, disruption of classes, theft, damage to property, vandalism, and assault are considered non-academic misconduct. In addition to being subject to University penalties, some may incur criminal prosecution. Refer to Non-Academic Misconduct under Student Code of Conduct and Right to Appeal in the Undergraduate Calendar for a complete description of non-academic misconduct. Or refer to the Student Conduct Office.

Penalties
The possible penalties for non-academic misconduct include a warning, a fine or restitution, restricted access to facilities, probation, suspension (dismissal for a fixed time), banned from campus and expulsion (dismissal indefinitely). Suspension and expulsion appear on the official transcript.

All penalties may be appealed to the Council Discipline Committee.

Procedures
If you are the victim of an act of misconduct, please contact Campus Security at 306-585-4999, or, for an act of harassment, discrimination and conflict contact Resolution Services (306-585-5400).

International Students – What do you need to know?
Are you an International student?
You are considered an international student if you have to apply for a study permit/visa to come and study at the University of Regina. If you were born in another country but have obtained a permanent residence card you should contact Enrolment Services about your application.

Q) What is the application deadline?
International students can click here regarding deadlines for applying to the University of Regina, especially for competitive programs. The International Admissions team requires at least four weeks* to process an application once all the required documents have been received. It is important that international students give themselves enough time to apply for a study permit to ensure that you can start your studies on time.

Once you are granted an acceptance letter from the University of Regina it is valid for three consecutive semesters. This means that if you apply for Fall you can choose to study starting in Fall OR Winter OR Spring/Summer with the same acceptance letter. This ensures that if you are late obtaining your study permit you will still have a chance to come to the UofR.

*Processing times increase during peak months

Q) Can I get transfer credits?
Transfer credit is awarded at the discretion of the Faculty of Engineering and Applied Science. Transfer credit may be given for up to two years of work at other accredited post-secondary institutions (that’s 20 classes maximum). Once admitted to the university, you can make a request to the faculty and we will evaluate your previous work and award transfer credit relevant to your program.

Please refer to the Faculty of Engineering and Applied Science website for all transfer credit information.
Q) How do I make changes to my application?
If you have submitted an application and would like to make a change to it please contact UR International-Admissions directly at international.admissions@uregina.ca or call at 306-585-6260. **Submitting multiple applications slows down your application progress.** If you want to change your program, semester, address or pay the fee after your application has been submitted, simply email UR International-Admissions.

Q) Are there scholarships for international students?
University of Regina International Entrance Scholarship is awarded to all international students at the point of admission who are seeking a full degree undergraduate program. They must be admitted with an average of 85% or higher from their last term of studies and registered in 9.0 credit hours or more. This award is renewable for an additional TWO consecutive semesters following the semester admitted if the UGPA is at least 85% and remains registered in full-time studies. Funds will be applied towards tuition or UR on-campus housing.

For a list of scholarships, entrance scholarships and awards that require an application, click [here](#).

Q) What do I do once I am accepted?
- Step 1 - Pay Deposit
- Step 2 - Prepare Your Immigration Documents
- Step 3 - Find Housing
- Step 4 - Register for Classes
- Step 5 - Arrive in Regina
- Step 6 - Register for Orientation

**Life Skills Advisors – How they can help you**
UR International is dedicated to helping international students with adjusting to a new school and life in Canada.

Life Skills Advisors will assist and support you throughout your academic career. Building and maintaining connections with students is important to your success.

**Life Skills Advisors can:**
- Assist by connecting students with their faculty and Academic Advisors, in addition to providing them with the building blocks for achieving academic success at the U of R.
- Assist with a wide variety of **non-academic needs**, such as guiding students in maintaining their status in Canada, finding housing, being of assistance in emergency situations, and answering general questions about life in Canada.
- Facilitate, for students, the obtaining of a Saskatchewan Health Card.
- Are available to assist students with emergencies 24 hours a day, 7 days per week.
Please meet the UR International - Student Services team at:

**UR International - Student Services**
**Location:** College West, Room 109
**Telephone:** (306)-585-5082
**Emergency Toll Free:** 1-855-874-1700
**E-mail:** international.studentservices@uregina.ca

**Work while you study**
Finding employment on or off campus while you study at the U of R is a great way to get valuable work experience, gain skills to help you find a job after you graduate, develop connections and relationships, and help your financial situation.

There are many campus services that are designed to help you find a job. UR International-Student Services can connect you with the right campus service team for employment-related workshops so you can learn the process of finding employment in Canada!

International undergraduate students must be registered full-time in each of the Fall and Winter semesters. During the Spring/Summer semester, international undergraduate students may register full-time, part-time or take a break.

Full-time registration for international undergraduate students is defined as being registered in a minimum of nine (9) credit hours (3 classes) during each of the Fall and Winter semesters.

To be eligible to work during a scheduled break, students must maintain full-time status during the academic session prior to, as well as the session subsequent to, their scheduled break (e.g., student must register in at least 9 credit hours during the Winter and Fall semesters to be eligible to work during the Spring/Summer semester).

**Study permit**
Once you are here, it is your responsibility to stay up-to-date on your immigration documents and status. Maintaining your immigration documents and status is an important part of your stay in Canada and at the U of R!

*Visit Immigration, Refugees and Citizenship Canada's (IRCC) website to learn about how you can maintain your status in Canada at:* [www.cic.gc.ca](http://www.cic.gc.ca)
Frequently Asked Questions

I am currently a visitor in Canada, but want to study in Canada. Can I apply for a Study Permit?

I am planning to enroll in a distance learning program. Do I need a Study Permit?

My Study Permit has expired less than 90 days ago. What do I do?

How do I replace my damaged/lost Study Permit?

It has been over 1 month since I applied for my Study Permit/Entrance Visa/Work Permit, and I have not yet received it. How do I contact IRCC?

Do I need to request changes to the information on my Study Permit?

General Information

Semester System
The University works on a semester system. Fall: September – December, Winter: January – April; Spring/Summer: May-August.

UR email
Please note that the Engineering Faculty regularly sends e-mails to your UR Webmail to update you on registration, deadlines, class cancellations, etc.

Students should be checking their webmail frequently.

Login to Webmail

Forwarding Personal email to UR email
Note: When you create a forward to a different email address, you will no longer receive the messages in your uregina.ca account.
The University of Regina is not responsible for messages forwarded to another email address

1. Log into the email forwarding page
2. From the drop down box, choose create forward or delete forwarding
3. If forwarding; enter the email address you would like to have your @uregina.ca email forwarded to.
4. Click Send Request.

It is recommended that you add uregina.ca to a trust /safe list on the forwarded email account.
**Tuition and Fees**
Tuition and Fees are based on your status in Canada and the Faculty in which you are studying. Please check the following for more information on the [Domestic and International Tuition fees](#).

**Student ID card**
The University of Regina photo ID is a vital part of being a member of the university community. You need it to:

- use the U-Pass service;
- access library materials;
- use the Fitness and Lifestyle Centre;
- receive student discounts;
- prove your student status in labs if asked;
- write exams and
- get secure access to some campus or related events.

**Here’s how you can get Student ID card:**
Just bring one piece of valid government-issued photo identification such as your driver’s license or passport to the [Registrar’s Office (Administration Humanities Building on the second floor, Room 210)](#) between 8:30 a.m. and 4:15 p.m., Monday to Friday (closed weekends and statutory holidays). You should also try to bring your student number. There is no waiting to get your card, your photo will be taken and you will be given your card on the spot. Remember that you have to be registered in classes to have your student ID card issued.

**NOTE:** Avoid long line-ups at the beginning of the semester by getting your photo taken early; right after you have registered for courses! You can get your ID card done before classes begin.

Get your U-Pass activated:

- To [activate your U-Pass](#) at the back of the card, take it to U of R Students’ Union front desk located at Riddell Centre, Room 221. For more information regarding the U-Pass (Universal Pass) visit the URSU [official site](#).

**Questions?**
If you have any questions, please feel free to call the [Registrar’s Office](#) at 306-585-4127 and someone would be happy to speak with you. You may also e-mail your question to registrar@uregina.ca.

**Textbooks**
Most of your classes will require at least ONE textbook. Once you register you can check your personal textbook list on UR Self-Service. Click Student Success, then Access/Purchase your Textbooks. This will take you to [Textbook Express](#). Just log in, follow the instructions and print out your textbook list.

[URSU/Library Textbooks for All](#). This is a textbook lending program. Instead of spending hundreds of dollars on textbooks that you may only use for one term, you can borrow them from the library.

[Textbook Buyback](#). The Buyback program is a great way to recycle your books and get some money back on the books that you have already used. This Buyback program is through the UR Bookstore.
Facebook. University of Regina: Textbook Buy and Sell

Facebook. URSU Buy and Sell Textbooks

There is always Amazon where you can buy your textbooks. Just calculate the amount of time that delivery will take. You don’t want to receive your books in the middle of the term!

Registration

Time tickets
What is a time ticket? Students register according to a priority system in which those who have earned the most credit hours register first. Time tickets are viewable to students online in UR Self-Service two weeks prior to the start of registration. Students are not permitted to register before their assigned time ticket. Your time ticket tell you the first day you can register for the term. You may register on or any day after your time ticket.

Time-tickets begin at 9:00 a.m. each day.

* Early Conditional students receive a time-ticket for the Fall term only.
** For the Spring/Summer and Fall terms, all students (eligible to register in both terms) receive a time-ticket for each term, i.e. they are assigned two tickets which are duplicates.

Note: Contact your Academic Advisor in Engineering if you have questions about your Time Ticket assignment.

Students are responsible for the accuracy of their registration.

HOLDS – What types of HOLDS are there?
A HOLD is a restriction placed on your UR Self-Service account that may:

- Prevent you from registering for classes;
- Prevent the release of your transcripts; or,
- Indicate some sort of tracking on your account.

Some examples of holds that may be placed on your account:

Advising Hold: You are required to see your academic advisor prior to registration (book an appointment with the advisor).

Conditions on Registration: There are conditions that must be checked or met prior to registration. Please stop by the Engineering General Office for registration assistance.

Financial Hold: You owe tuition and fees that must be paid prior to release of transcripts or registration, depending on the amount owed (contact Financial Services).

Admissions Hold: There are documents or other requirements that must be received by the university prior to registration or release of transcripts.

International Students: Contact UR International. Domestic Students: Contact Admissions.
If you have a hold on your account, contact the appropriate office to find out why the hold is there and what you need to do in order for it to be removed. See your Academic Advisor in Engineering for assistance.

**Repeating Courses. (3X repeat, Special Permission)**

You may not take a class more than two times unless you have special permission from the Associate Dean-Academic prior to registration. Normally permission will only be granted if:

- you failed the course the last time you took it (i.e. you're not taking it just to raise your average grade)
- the course is required for your declared program
- your current grade point average is high enough that you have a reasonable prospect of graduating from your declared program
- at least one semester has passed since you last attempted the class
- you've successfully completed at least three further post-secondary classes since you last attempted the course

To apply for permission, fill out the following application form and submit it.

Along with the application form you should submit a brief note explaining why you failed the course previously, why you need to retake it, and why you feel you can pass it given one more chance.

You will be notified in writing of the Associate Dean's decision. Approval may be accompanied with a restriction on the number of classes you can take that semester. You can appeal a negative decision to the Faculty of Engineering and Applied Science.  

**Repeat a Course Form**

**UR Self Service**

UR Self-Service is your one stop for online student services.

By choosing "Login in to UR Self-Services", you can:

- Print out your confirmation of enrolment (shows which classes you are enrolled in)
- Print your student schedule by day and time
- Print your booklist or order your books online
- View your account balance and pay your tuition
- Order a parking pass
- Update your personal information. It is very important that we know how to contact you!
- Search your class schedule and courses

**Log-in to UR Self-Service.**

You will need your UR student number and your date of birth to access the system.

Your date of birth will be in the following format: DDMMYY. If this does not work, you can try this format: YYMMDD.

If you are unable to login, please contact Information Services to have your pin reset.
Visual Schedule Builder
Use the Visual Schedule Builder (VSB) to find your optimal schedule. VSB will present all of your schedule options and allow you to choose the one that works best for you. It then presents you with your Course Reference Numbers (CRNs) that you may use to register yourself via UR Self-Service.

Add/Drop classes
You may add or drop classes after the semester has started. However, watch the deadline! If you add/drop classes before the deadline there will be no record on your transcript. You will not be charged for that class. If you drop after the deadline a “W” will be on your transcript and you will be charged for the class. You cannot, under any circumstance, add a class after the deadline. Non-attendance does not mean that you have dropped the class. If you do not formally withdraw from your class(es) you must pay tuition and you will receive a failing grade.

UR Self-Service is used to add or drop classes.

Pre-requisite override waiver
Prerequisite waivers allow students to get permission to take a course for which they do not have the required prerequisite. Please note that satisfying the eligibility criteria does not guarantee approval. Approval of prerequisite waiver requests will be granted based on special cases only.

Eligibility Criteria for Requesting Prerequisite Waivers:
1. Successful completion of at least 30 credit hours of required courses for an undergraduate degree in engineering.
2. A student must be in good academic standing as defined by the following performance measures:
   a) PGPA at the time of request is at least 65%.
   b) Not more than one failed course out of the 10 preceding courses taken by the student.
3. The student should demonstrate some evidence of prior course knowledge, which may include:
   a) A minimum mark of 45% or higher in the prerequisite course attempted earlier.
   b) The course will be taken concurrently with the pre-requisite course.
   c) Completion of suitable course work from another faculty at the University of Regina, or another post-secondary institution, which provides similar background as the prerequisite course.
   d) Other evidence of preparation indicating sufficient academic background to take the course without the listed prerequisite.

You are also required to submit a written statement in support of your application, including a semester-by-semester academic plan of courses to be taken until graduation.

Applicants must meet these minimum criteria in order to be consider for the pre-requisite waiver.

Prerequisite Waiver Procedure:

1. Pre-requisite waiver form (below) is submitted to the Engineering main office.
2. Prepare a semester-by-semester academic plan and evidence of comparable or equivalent pre-requisite knowledge.
3. Forms and documentation should be submitted by the 1st Friday after the start of classes each semester. This will ensure that the forms are processed by the add/drop deadline.
4. The Faculty Office will review to ensure all eligibility criteria are met before the Program will consider the application for completion of suitable course work. Students must meet both items listed in the eligibility criteria point 2 above to be considered for the pre-requisite waiver.

5. The student is notified of the decision via his or her U of R e-mail.

Note: Prerequisite waiver requests are granted only in a very limited number of special cases. Students must provide sufficient documentation that the requested course is needed to stay on track and graduate on time.

By submitting this form, you agree to have an assessment completed on your eligibility to be approved for the requested prerequisite waiver.

Fillable Form: Prerequisite Waiver Form

Class overload waiver
This form must be completed and submitted in order to have various registration restrictions lifted to allow you to register in a class in which you currently cannot register. The maximum hours per term is 15.0 credit hours. If you require an increase in classes please fill out the following form, print it off and then return it to the Main Engineering office. You will require a GPA of at least 70% (or special permission) to be approved. Please be aware that this happens in very rare cases.

Fillable Form: Registration Permit Override Form

Time conflict waiver
If you want to take two classes with overlapping times in a given semester, you must submit this form. Please follow the instructions on the form. Submission of the form does not guarantee that the time conflict will be approved. Follow the instructions on the form for completion and submission.

Fillable Form: Time Conflict Approval Form

Restriction and registration errors
After you have clicked on Submit Changes, you may see the message:

Registration Add Errors
This means that there are restrictions on the course that prevent you from registering. You will not be able to register in a course that has “Registration Add” errors. Do not keep trying.

If you feel that the registration error is incorrect, please contact the Engineering General Office.

The explanation of the restriction is given under the status column. Sometimes, special permission can be obtained to override the restriction or error.
To request permission:

1. Fill out the Registration Permit/Override form.
2. Talk to the Instructor or Department Head as indicated and ask for permission. They must sign this form for an override to be applied.
3. Return the completed form to the Engineering General Office.
4. Go to “Check your registration status” regularly to see if the permission has been granted.
5. If the permission is received, you may add the course yourself online.

**Example Restrictions and Errors**

Please see the Registration Guide to help you register for classes (PDF File).

Common registration errors and how to resolve them:

<table>
<thead>
<tr>
<th>Error Message...</th>
<th>What it means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Section</td>
<td>The course is full. Please register on the waitlist (classes only).</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</td>
<td>You have not selected the correct corresponding lab section. Certain courses require that you register in both a specified class, lab and seminar.</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>Course times conflict. Try registering in a different section. If you can’t find the conflict, it may be the finals conflicting.</td>
</tr>
<tr>
<td>Prerequisite required</td>
<td>You do not have the prerequisite for the course. You can apply for a Prerequisite Waiver. If you believe you have the prerequisite, contact the Engineering Office for registration help.</td>
</tr>
<tr>
<td>Campus Restriction</td>
<td>The course is restricted to students in a federated college.</td>
</tr>
<tr>
<td>Duplicate CRN</td>
<td>The CRN has been entered already.</td>
</tr>
<tr>
<td>Program Restriction</td>
<td>Course is not available to students in your degree program. Please contact the faculty, if you believe this is an error.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>You have tried to register in more credit hours than your program allows.</td>
</tr>
</tbody>
</table>

**I need to take a Humanities Elective? What is that?**

A Social Science and Humanities Elective is required in every Engineering Program. A Humanities class is regarded as any class that the Faculty of Arts offers. Such classes may include psychology, religious studies, political science, a language, or anthropology. The Faculty of Arts has over twenty areas of study to choose from. Check out the Faculty of Arts-Areas of Study for a whole list of subjects.

There are a couple of things to remember about your Humanities Elective: 1. If you have already taken ECON 201 you cannot take ECON 100 as an elective; 2. If you have already taken STAT 289/STAT 160 you cannot take STAT 100 as an elective; 3. A transfer credit for ENGL LV 100 may be used as a Humanities Elective; not ENGL 100.
I'm sick on exam day. What do I do?

A student who becomes seriously ill, or has a family emergency the day of a mid-term or final exam must inform the professor prior to the exam start. Professionalism is appreciated. S/he must request that the exam be re-scheduled. A dated, signed medical certificate, or for family issues, any other documentation supporting the issue must be submitted within three days of the date of the original exam.

A student who becomes ill or has an injury and cannot return to school for the remainder of the semester must inform the professor as soon as possible. Talk to or email your Academic Advisor as well and explain the situation. They can drop all of your classes upon your request. Additionally, they can also assist you with an Application for Grade Adjustment (AGA) OR Application for Tuition Adjustment (ATA), if you are eligible (Medical Related and Other Special Forms).

Exam deferral. What is it?

Students who are unable to complete a course for serious medical or personal reasons may be eligible to defer some of the course work. Students in this situation should consult the Engineering Office as quickly as possible.

Guidelines for Requesting a Deferral of Course Work and/or Final Exams

Extensions of deadlines for completion of assignments or writing of final examinations may be granted on the basis of illness, accident, or other extreme and legitimate circumstances beyond your control.

Applying for a Deferral

If you are unable to complete course work before the end of the term, please notify the Engineering General Office and your course instructor as quickly as possible. Requests for deferrals must be received within THREE business days of the scheduled final exam date or they will be denied. An Application for Deferral of Term Work and/or Final Exam form must be completed.

Supporting Documentation

You must submit supporting documentation before a deferral request can be approved. The documentation must clearly indicate the dates involved – dates that correspond with the deadlines of course work for which you’re seeking a deferral.

- Illness or accident: If you were hospitalized, too ill to continue studies, or missed an extended period of classes due to illness, your physician must complete the Student Medical Certificate form stating your inability to continue your studies.
- Death in the immediate family: You must provide an obituary or death certificate.
- Illness/accident of immediate family member: If you needed to provide care to an immediate family member due to an unexpected illness or accident, the physician must complete the Student Medical Certificate form.
- Breakdown of marital relationship: Proof that you and your partner separated is needed, such as a letter from a lawyer or counsellor, bank statements, etc.
- Jury duty: Please supply the letter advising you've been selected and are required to attend.
• Involuntary job change: If you've been transferred out of your location of study (e.g. Regina, Saskatoon) involuntarily you must supply a letter, on company letterhead, from your employer, confirming the date of the move.

Approval of Deferrals:
For a deferral request to be approved you must be in good standing in the course; that is, you must have a reasonable chance of passing the course, if a deferral were granted. Your course instructor will be asked to verify that this is the case. Deferral requests are approved by the Associate Dean. As soon as a decision has been made, the Engineering Office will notify you and the instructor in writing.

Questions?
You may contact the Engineering Office to discuss any concerns you have.

Counselling Services
Our clinicians are professional psychologists and clinical counsellors who can help make university life a better experience.

Staff
Counselling Services provides confidential services in accordance with the principles of the Canadian Code of Ethics for Psychologists.

Information shared in counselling is confidential, including the fact that you have come for counselling. Personal information is not released to University officials, faculty members, parents or outside agencies without your written permission.

There are a few ethical and legal limitations to confidentiality that the counsellor will discuss with you during the first meeting.

Resources
Links to self-help materials covering a variety of mental health topics as well as specific information related to study skills, stress management and exam preparation.

Tutoring
There are several tutoring services available to students on campus! Find the one that is right for you.

MATH Tutoring
Math Department
Student Success Centre
Tutoring Registry
Student Success Centre

The Student Success Centre provides personalized guidance and support to students in achieving their university, professional development, and life goals. Our services and programs are student-focused and provide students with the opportunity to achieve academic success, to get involved in student life activities, to gain leadership skills, and to give back to the community. We encourage our students to participate in reflection and goal setting, which leads to them becoming independent learners. We aid students with their transition into the University of Regina, support them during their time as a student, and help them prepare for life after university.

Workshops

Check out the workshop listing to find out what’s offered and register for a workshop today or check out the calendar of events located on the UR Guarantee website for a listing of workshops offered by Student Success Centre and other University of Regina units.

There are also online workshops available so you can work at your own pace from anywhere!

Do you need help figuring out UR Courses or UR Self-Service, or do you want to brush up on Microsoft Word, Excel or PowerPoint? Request a computer skills workshop.

Here are descriptions of the most common workshops:

Conquering your First Semester
Learn the steps to having a successful first semester, including understanding academic expectations, using available resources, developing a support network, and managing your time.

Note Taking and Reading
Gain a better understanding of your course material by learning to read your textbooks and course materials more efficiently, take effective notes in class, and think more critically about the information in your textbooks and lectures.

Exam Preparation
Improve your performance on mid-term and final exams by developing effective study habits and time management skills, improving your recall, and reducing exam anxiety.

Navigating Math and Science Courses
Strategies for being a successful math and science student, including note taking tips, study strategies, and how to approach labs.

Academic Writing
Learn about the principles behind writing successful university papers, including creating a "problem" to
explore and develop research questions. Find out how to use transitions to link ideas, connect argument and evidence, and approach writing tasks with confidence.

**Time Management**
Take control of your time, reduce anxiety, reach your academic goals by learning strategies to prioritize and get started; understanding and fighting procrastination; and managing distractions and setting limits.

**ARP**
The Academic Recovery Program is an opportunity for students to strengthen their academic skills and evaluate their education, career direction, and personal goals. In the ARP students take credit courses while attending academic skill-building workshops, coaching sessions, and homework sessions guided by experienced tutors. If you have difficulty writing essays, studying for exams, taking notes, managing time, or dealing with stress, the ARP can help!

**Is the ARP for you?**
Have you received a notice of a Must Withdraw (MW) or a Required to Discontinue (RTD)? Do you want to continue taking credit classes and learn new strategies for success? The ARP is the program for you! However, students who have been placed on Academic Probation are also encouraged to apply. The ARP aims to assist anyone who needs extra support at the University of Regina. The ARP allows students who are otherwise ineligible to enroll in credit courses to continue their studies at the University of Regina.

**Program Benefits**
- Strengthen academic skills
- Participate in reflective exercises
- Explore educational directions
- Receive guidance and support from advisors
- Learn alongside tutors in guided homework sessions
- Take credit courses to improve GPA

**Program Overview**
The program is offered in the Fall, Winter, and Spring/Summer semesters. Students can be admitted into the Fall, Winter or Spring/Summer semesters. Courses follow the dates outlined in the University of Regina Academic Calendar (Undergraduate).

Each week students are required to attend:
- ARTS 010: 2 Hours

Semester 1
- 1-2 Credit Courses: 3-6 Hours
  - Workshops, Coaching, and Homework Sessions: 7 hours
- ACAD 100: 3 hours

Semester 2
- 1-2 Credit Courses: 3-6 Hours
  - Workshops, Coaching, and Homework Sessions: 7 hours
**Cost**
This program costs $900 per semester for six hours of equated credit, plus regular tuition and course fees for credit and non-credit courses. The equated credit will be considered as credit hours for funding purposes.

**Apply**
Admission decisions are made in consultation with the student’s faculty. Students must submit a program application form and have a meeting with an ARP Advisor to determine admissibility. ADMISSION IS NOT AUTOMATIC. Here is a link to the application form (pdf). Please note you must save and download form before you are able to fill it in.

**Need more information? Contact**
Student Success Centre
University of Regina
Toll Free: 877-660-0822
Phone: 306-585-4076
academic.recovery@uregina.ca

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**I’d like to take a class at another institution during my degree. (LOP)**

**Procedures**

**Fillable Form:** [Letter of Permission (LOP) Request](#)

University of Regina students are expected to complete their degree requirements here. In extenuating circumstances the Faculty of Engineering and Applied Science may grant you permission to study outside of UR with a [Letter of Permission (LOP)](#). An LOP is an agreement between the student and faculty that allows the student to remain in the faculty and guarantees that transfer credits will be granted for the courses completed successfully (60% or higher).

U of R students require permission to take a course from an outside institution for credit towards their program at the University of Regina. If you take a class (either online, in-person or by correspondence) without previous permission by the Faculty of Engineering and Applied Science you will not be granted the transfer credit.

To request permission, complete the application and provide all supplemental documentation, if requested. Documents may include course syllabi, professor information, course materials.

A general guide to the courses that are UR equivalents are listed in the U of R transfer credit equivalents database on the UR website. This does not guarantee that the classes are equivalent. Confirmation is done by the Faculty and the student will be informed if any more information is necessary. A re-evaluation may be required.

If the course is not in the database, a course description and course outlines (a syllabus) must be submitted with the application form. Additional time is required to allow for a course assessment to be completed.

Please complete the LOP request at least **one month prior** to starting your class.
Students will be notified via UR email and if approved, a letter of Permission (LOP) will follow. Do not register for classes at your chosen post-secondary institution until you have received permission from the Faculty of Engineering and Applied Science.

Students in their final semester who request an LOP must ensure that the official transcript is received from the other post-secondary institution to the UR Office of Registrar by **May 2nd** (Spring convocation) or **September 5th** (Fall convocation), **January 8th** (completion of degree December 31st). You will not graduate as planned if we do not receive your transcripts by the deadlines.

If the student chooses to drop the LOP class, fails the class or receives less than 60% it is required that they notify the Faculty of Engineering and Applied Science immediately. Appropriate adjustments will be made to your UR transcript. Your Grade Point Average will not be affected.

Upon completion of the LOP class, transfer credits will be assigned to the students’ UR transcript. Transfer credit grades do not affect the UR Grade Point Average.

All LOP requests will be individually reviewed. When requesting an LOP please include a coherent academic rational clearly stating the reason for wanting to study elsewhere. Include as much detail as possible. If you are not in your last year, permission is granted for extenuating circumstances only.

Please contact Melissa Berwald for further information. melissa.berwald@uregina.ca

I am interested in working.

Coop Background

Students may participate in the Co-operative Education Program, a concept pioneered in Western Canada by this Faculty. It is an integrated approach to higher education that enables strongly motivated students to combine a full academic program with practical work experience in the engineering field. This is accomplished by interspersing academic terms on campus with work terms in government or private sectors.

Benefits

Co-op provides a real-world look at various industries and occupations and presents a means for students to work their way through university.

How It Works

Students are required to complete four, four-month work terms in industry, alternating with in-class semesters. They start their first work term midway through their second year. Students achieve a total of 16 months of work experience. The program expands the normal four-year program to five years, with course scheduling structured to accommodate the co-op students' work terms. This means the school operates year-round, and students typically take spring/summer as well as the tradition fall and winter semesters. See Course and Program Scheduling for more information on how co-operative education work terms are incorporated into each program.
**Admission**
To apply for admission to the Co-operative Education program in the Faculty of Engineering and Applied Science, a student must:

1. be registered in at least twelve credit hours in a Systems Engineering program in the Faculty of Engineering;
2. have completed or been given credit for no less than 27 and no more than 63 credit hours towards the Systems Engineering degree (students are expected to have successfully completed the first three terms of the Systems Engineering program before going on a first work term);
3. have a PGPA of at least 60.0%; and
4. have completed or been given credit for ENGL 100, ENGG 123, and ENGG 100.

Students have to meet all 4 requirements in order to be accepted in to the program.

**Internship**
For students interested in having a single work term, the Internship program enables students to undertake a 12-month or 16-month work term with a single employer toward the end of their academic program.

**Admission**
Applications to the Co-operative Internship program in the Faculty of Engineering and Applied Science are due six months before the intended placement, as listed in the Academic Calendar. To apply for admission, a student must:

1. be registered in at least twelve credit hours in a Systems Engineering program in the Faculty of Engineering;
2. have completed or been given credit for no less than 72 and no more than 102 credit hours towards the Systems Engineering degree. Students are expected to have successfully completed academic terms 1, 2, 3, 4, 5, 6, and 7 of the Systems Engineering program before the internship placement;
3. have a PGPA of at least 60.00%;
4. have withdrawn from the Co-operative Education, if previously admitted. Students who have completed more than one work term are not eligible for the Co-operative Internship program; and
5. have demonstrated fluency, written and oral, in both English and the language of employment in their desired country of internship.

Students have to meet all 5 requirements in order to be accepted in to the program.

**Coop Coordinator in Engineering, Who to talk to?**
Colleen Walsh
**Office:** ED 431.2
**E-mail:** colleen.walsh@uregina.ca
**Phone:** 306-585-5416

**Advising and Career Education (ACE)**
Check out ACE if you are trying to choose a career direction, or looking for full-time, summer, part-time, or co-op employment, or an employer looking to hire a student to fulfill your business needs. At Advising
and Career Education, we strive to give you the most current, valid, and comprehensive information for your prospective job-searching needs.

Here is just a brief summary of what ACE can do for you:

- Indigenous Career Education tailors its programs towards Indigenous, Metis, and Inuit students studying at the University of Regina, and to employers looking to hire or mentor a student through one of the programs featuring the Full Circle Summer Internship.
- Career Exploration & Counselling offers services and resources for making informed decisions about your educational, career and life direction with a focus on three activities: self-assessment, exploration and re-evaluation.
- Co-operative Education & Internships is the site designed for future and current co-op students looking for work terms, and where employers go to post positions or learn more about becoming a hiring partner.
- Student Employment Services is the up-to-date site with current job postings, career fairs, and employer information sessions.

I’m in my last semester. What now?

- See Academic Advisor to ensure that you have completed all of your requirements.
- Apply to graduate (watch deadlines!)
- Ensure that you have no financial debts on your account. You will not be awarded your degree if there are any outstanding charges on your account.

Apply to graduate
In order to graduate, you must apply. You may obtain the Application for Graduation here.

- August 1 to January 31, to attend Spring Convocation in June
- Feb 1 to July 31, to attend Fall Convocation in October

Please complete the application and scan and email, or hand deliver to the Engineering Office (ED 409). If you have any questions while completing the form, please contact the Engineering Office directly. Note: if you would like to receive the Saskatchewan Graduate Tax Exemption, provide your social insurance number and check the box on the form.

When program requirements have been met, applicants are recommended by the faculty for approval of graduation to Executive of Council in September, February, and May.

Parchments are distributed at the ceremony. If you complete your program requirements in December or April, you will receive your parchment at Spring Convocation.
If you complete your program requirements from May to August, you will receive your parchment at Fall Convocation.

If you are unable to attend the ceremony, please contact the Registrar’s Office to arrange pick up or delivery of your parchment.
After you apply, remember to check UR Self-Service to confirm your account is clear. Your transcripts and parchment will not be released if you owe money to the University.

View [convocation information](#) regarding upcoming deadlines, convocation packages, and the ceremony.

**Grad photos**
The Faculty of Engineering & Applied Science uses Camera One as the official photographer of graduation photos.

Gowns, hoods and collars will be provided by Camera One.

Photo session dates: mid-February; specific dates to be announced.

To book your session, sign-up sheets are located at the Engineering General Office. Students unable to book an appointment on campus, can schedule their session at Camera One at their convenience.

All Engineering students completing degree requirements (winter, spring, summer, fall) are encouraged to have their grad portrait taken.

All graduates photographed will be included in the graduating class composite that will be displayed in the Engineering department.

**Iron Ring Ceremony**
The idea of a ceremony for the Obligation of Canadian Engineers dates back to 1922, when seven past-presidents of the Engineering Institute of Canada attended a meeting in Montreal with other engineers. Rudyard Kipling responded to a call from the seven engineers with *The Ritual of the Calling of an Engineer*, to be administered by the Corporation of the Seven Wardens Inc. It was instituted with the simple end of directing newly qualified Canadian engineers toward a consciousness of their profession and its social significance, and indicating to more experienced engineers their responsibilities in welcoming and supporting the newer engineers when they are ready to enter the profession.

**Student Support Resources**
The Registrar’s Office
The [RO](#) is the hub of the university. This office is responsible for academic calendars, schedules, the course catalogue, photo ID and U-Passes, students records, graduation, and registration and much more! Check out the Registrar’s Office home page for a wide variety of information

Some helpful links:
[Photo ID and U-Pass](#)
[Ordering transcripts](#)
[Academic Calendars and Schedules](#)
[Printable forms](#)
[Confirmation of Enrollment](#)
[Holds](#)
Financial Services

This is where you pay your tuition and other related student fees. Tuition and fees are due on the first day of classes. However, the UR does allow a grace period to make your payment before late payment charges are added to the account. Please refer to the current Academic Schedule for the end of penalty-free payment date (https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/academic-schedule.html). Late payment charges are applied at 1.5% of the outstanding balance per month.

Fee Schedules are different for every type of student. For example international students have different tuition costs than domestic students. And international graduate students have different tuition fees than domestic graduate students. And each faculty has different costs depending on the program. For a very detailed chart take a look at the Financial Services website. If you find a discrepancy in your tuition or have a question please visit the Financial Services Office directly.

Quick links for your convenience
- FAQ’s
- Income Tax for Students
- Payment Methods
- Wire Transfers

General Contact Numbers for Financial Services
Student Inquiries: 306-585-4123 or financial.services@uregina.ca
Location
AdHum Building 205

IT Support Centre
The IT Support Centre is your single point of contact for all issues, problems or questions related to Information Services and computing at the University of Regina. We will ensure the concern is recorded, assigned, and addressed in a timely manner.

IT Support Services provides a variety of services and assistance to students regarding accounts, logins, passwords, webmail, wireless access, public labs and printing.
IT Support contact information

- **Email:** IT.Support@uregina.ca
- **Phone:** 306-585-4685
- **Toll-free in Canada:** 1-844-585-4685
- **In person at ED 137 or Archer Library**

Locations and Hours:

@UofR_ITSC

**ED 137**
- Education bldg main hallway, north of the main entrance
- Monday to Friday: 7:30 AM - 4:30 PM

**Archer Library**
- Main Floor Commons, left of the entrance doors

Monday to Friday: 8:30 AM - 5:00 PM *(Closed 12 PM to 1PM)*

Evenings until 9:45 pm (Fall and Winter terms)

until 7:45pm (Spring/Summer term)

Saturday: 11:00 AM - 5:00 PM

Sunday: 1:00 PM - 5:00 PM

Services that IT provides for students

- Accounts, logins, passwords
- AV Services
- Email for students – Webmail
- Information Security
- Labs – Student and Public Computer Labs
- Mobile devices
- Network Connectivity
- Network Storage and Backups
- Printing and Copying
- Software Downloads
- UR Students Apps
- Virus Service
- Web Services and Personal Website
- Wireless Access
Centre for Student Accessibility
The University of Regina wishes to support all students in achieving academic success while enjoying a full and rewarding university experience.

The Centre for Student Accessibility upholds the university's commitment to a diverse and inclusive learning community by providing services and support to enable students with disabilities to approach their studies in an equal and effective manner.

The Centre aims to encourage independence, self-advocacy and equality for all students, while maintaining personal, confidential service.

Registered Students: Need your Accommodation Letters? Submit your request online. Make sure you understand your responsibilities and know the exam deadlines.

Student Awards and Financial Aid – Scholarships
Being a University student is an investment in your future! The Student Awards & Financial Aid Office is here to help you find the resources you need to make your educational goals a reality.

University of Regina Student’s Union
With over 16000 members, the University of Regina Students’ Union reflects the diversity of its campus and of its students. The Students’ Union also supports, through funding and/or materials, student groups and support centres like the UR Pride Centre for Sexual and Gender Diversity, the Regina Public Interest Research Group (RPIRG), and the Women’s Centre, so that all students can get advice or educate themselves on issues they are passionate about. URSU is also Local 9 of the Canadian Federation of Students (CFS) and was a founding member of the CFS as part of the Saskatchewan component.

URSU helps keep students connected with everything happening on campus — seminars, cabarets, awareness campaigns and events run by our many student clubs and societies. URSU is essentially the place for all students to find a community on campus while sharing their own community with the rest of the world.

URSU sponsors nearly 100 distinct clubs and societies. The University of Regina Student’s Union has a complete list of all student groups on campus. And if you cannot find a group that is of your interest....please consider creating it instead! URSU Vibe is a platform for clubs, societies and events. It allows students to join multiple clubs in just a few minutes and makes it easy to transition ownership of your club to a new leadership group. It can also be used to share your club events or find events you want to check out.

Recreation Services
Recreation Services promotes the pursuit of active, healthy and balanced lifestyles.

Program Areas
- Intramural Sports and Special Events
- Fitness Centre Operations and Fitness Classes
- Aquatic Centre Operations and Programming
- Open Recreation
- Varsity Clubs
- Summer Sports School and the new Young and Active Program
- Special Interest Campaigns (i.e. UR Well, Girls in the Game, UR Connected)

Campus Security

Campus Security staff patrol the entire main campus (including exteriors and interiors), as well as the College Avenue Campus and other "off campus" University properties. All Campus Security members are required to be experienced in various law enforcement/security areas and/or have a post-secondary education in a related field. The security staff visibly stand out with their grey shirt and dark blue pants.

While on patrol, the security staff can be found doing proactive patrols in and around campus. Campus Security gathers information from crimes that occur on campus. Security then uses this information to design and implement programming and resources to reduce the risk of crime on campus. Some examples of these programs include:

- Community Liaison Officers who are assigned specific areas of campus to team up with other campus departments.
- Campus Security Staff also liaise with other law enforcement agencies and assist in investigation of crimes that occur on campus.
- Campus Security staff are on duty 24 hours a day, 7 days a week, 365 days a year.

There are many full time patrol members. Within that number there are four supervisors who act as a team lead and supervise a team of two or three other members.

Libraries

- John Archer Library
- Luther Library
- Campion Library
- First Nations University
- Teaching Preparation Centre

UR Guarantee Program

The UR Guarantee Program will support you through every step of your university experience to successful employment. UR Guarantee students have an advisor that can help with ALL aspects of University life. Newly admitted or transfer students (with 30 credit hours or less of post-secondary classes): if you complete all elements of the UR Guarantee program and do not secure career-related employment within six months of graduation, you will be eligible to come back for another year of undergraduate classes free of charge. That's the UR Guarantee.

Transition

The program assists you in your transition to university undergraduate studies by participating in relevant academic workshops, advising on other student engagement opportunities on-campus and assisting you with career development activities.
Student Engagement
You will also have opportunities for service and leadership experience which is both rewarding on a personal level but also looks great on your resume.

Career Development
By combining practical hands on experience in resume writing, interview skills training, career counselling, attending career fairs, and participating in networking opportunities, we believe that you will have a recipe for success.

Get involved! Engineering Student Groups
RESS
The Regina Engineering Students' Society (RESS) is the body of undergraduate engineering students elected by students registered in Engineering and Applied Science to represent them in student governance and other matters.

The RESS provides services such as arranging tutorials for difficult classes, hosting extra-curricular activities, and representing the Engineering student body on the University of Regina Students' Union, on various faculty and university committees, and in discussions with the faculty administration on academic matters.

All students registered in Engineering are members of RESS. The RESS membership of $20/semester is included in student tuition fees. Membership fees are used to run events and tutorials and to maintain the RESS lounge.

The Regina Engineering Students' Society is located in ED 127 in the RESS lounge. All Engineering students have the right to access and utilize the RESS lounge.

IEEE
The IEEE is the Institute for Electrical and Electronics Engineers. Despite the name of the group being very focused on electrical and electronics engineers, we as a group believe that anyone with a passion for technology and all things electrical/electronic related could benefit from joining. The U of R IEEE student group provides a wide array of benefits to its members such as: funding to attend conferences and competitions, collaborative projects, access to parts, mentorship, talks from different professors, and more. Our room is located in the Education building, it would be our pleasure for all interested individuals to drop by and see what we are all about!

Engineers Without Borders
The University of Regina Chapter of Engineers Without Borders, is part of the international non-profit organization Engineers Without Borders Canada. The goals of EWB are: promoting sustainable development in Rural Africa, advocating improved foreign policies, and educating and engaging others. We do all these using a systemic based approach because we believe that if change isn’t systemic, it isn’t change at all.

Meet Us
EWB Regina members come from a wide range of backgrounds. Our members range from engineering to arts, education and science students. You do not have to be an engineer to get involved!
**What We Do**

EWB Regina is active in promoting change through:

- School outreach sessions to educate young people in Saskatchewan.
- Fundraising events.
- Community outreach and awareness activities.
- Sending EWB ambassadors overseas every summer.

**How to Get Involved**

You can get involved in EWB Regina by either emailing us, coming to an event, or donating to the cause.

**Cougar Racing**

*Cougar Racing* is the University of Regina’s collegiate chapter of the Society of Automotive Engineers International (SAE), which is the premier society dedicated to advancing mobility engineering worldwide. There are hundreds of student chapters worldwide that compete in competitions all over the world ranging from boulder-ripping off road rally racing in the Mini Baja series all the way to the spine-tingling excitement of Formula SAE, all established through Collegiate SAE and both of which the University has participated with in the past. The Collegiate SAE program is open to any students that are registered with any Faculty or College in any school that has an accredited engineering program. Although the Collegiate SAE program was first established for the benefit of engineering students, the fact is that any student team of this nature consists of so many opportunities to gain so much experience in their own field of study whether it be engineering, business, arts, education, or even active studies, just to name a few. At the University of Regina, Cougar Racing is proud to support its school in every activity it participates in whether it’s the SAE competitions themselves or even volunteer charity work within the community. In addition to the student competitions, the team travels to several local events including the Saskatchewan Auto Show, does a few events with local racing programs, as well as travels provincially to new and exciting events throughout the summer.

**Western Engineering Competition**

An annual student engineering competition hosted by different Western Canadian universities each year. Contact RESS for more information.

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**Important University Terms and Abbreviation**

- CR – Credit Hour – The unit measuring academic credit. Courses that are timetabled to run 3 hours per week are usually 3 credit hours. Some courses carry fewer credit hours, some have more. Lab attached to classes do not have extra credit hours.
- CRN – Course Registration Number. A unique number assigned to each lecture, lab, seminar, whether for credit or non-credit, in each given term.
- DD – Dropped Course. Students may drop a course providing that it is within the time limit deadline. Depending on when the student drops the course will depend on the amount of tuition they will be refunded and grade attached to their transcript.
- Elective Class – A course of the students’ choosing as opposed to a defined program requirement.
- FT – Full time. Three classes per term is considered full-time.
- G – Graduate Student. A student who is working towards completing their master’s or doctoral degree.
- **GPA** – Grade Point Average. In calculating a Grade Point Average (GPA), grades of 40.00% to 100.00% are used as recorded; a grade of NP and grades between 0.00% and 39.00% count as 40.00%; a grade of XF counts as 0.00%. For courses with these grades, the grade is multiplied by the weight; the products are added together and the resulting sum is divided by the sum of the weights.

- **LOP** – Letter of Permission. An approval that is required for students wishing to take a course at another institution for transfer credit during their program at the UR. An LOP must be requested by the student before going to the other institution as a visiting student. For complete LOP information see: [LOP Page](#).

- **NP** – Not Passed. Is a failing grade and equal to 40%.

- **NR** – Not Reported. An interim grade used when a student’s completion of a course is delayed for reasons intrinsic to the course; or when an investigation or appeal of academic misconduct in the course is in progress.

- **PGPA** – Program Grade Point Average. Includes only courses of a particular program. An engineering students PGPA will only include courses required for the program, not any previous course that he/she took prior to joining the Faculty of Engineering.

- **POT** – Part of Term. The length of time over which a course section is offered. The fall and winter terms are considered POT 1. The Spring/Summer term has 8 different POT’s because there are a variety of length of classes during this time, from one week to four to a long as thirteen.

- **Prerequisite** – A requirement that a student must complete before being eligible to register in the subsequent course.

- **Program** – a prescribed set of courses leading to a degree, diploma or certificate. Engineering students are in one of 5 different programs; ESE, ISE, EVSE, PSE, SSE

- **PT** – Part time. One or two classes taken in a given term.

- **RE** – Registration. The selection of courses once a students has been admitted to the University of Regina.

- **Required Class** – A course that must be taken as part of a students’ academic program

- **SID** – Student Identification Number. A nine-digit number that all students have to access services and facilities and used for identification purposes.

- **Syllabus** – An outline describing the details of the course provided by every professor at the beginning of the term.

- **TC** – Transfer Credit. Credit given to a student by the UR for course work done at another institution.

- **Term** – The periods of instruction into which the academic year is divided. Fall term is September-December; Winter term is January-April; Spring/Summer term is shorter periods of instruction between May and August.

- **UG** – Undergraduate Student. A student who is working towards completing their bachelor’s degree, diploma or certificate.

- **UGPA** – Undergraduate Grade Point Average. The undergraduate grade point average (UGPA) uses the recent, second repeat of a course (upon appeal, students may be permitted to repeat a course a third time). Failed credit hours that have resulted in a period of discontinuance may be excluded given a “Fresh Start” or based upon appeal. Excluded grades are flagged with an asterisk on the left-hand side of the transcript. The most current UGPA, the calculation which governs undergraduate academic progress, appears at the end of the undergraduate transcript. The
undergraduate total of cumulative earned hours includes UGPA hours and hours in passed courses with non-numeric grades.

- **VS8 – Visual Schedule Builder.** A program available in UR Self-Service that assist students with creating an optimal schedule based on personal and academic needs. It is not used to register for classes, but rather just to organize a students’ daily schedule.

- **W – Withdrawal from Course.** Formal procedure done by the student or advisor to voluntarily discontinue for a course or program. Non-attendance does not constitute a withdrawal. There are withdrawal deadlines which should be attended to. 1) Grade of W; 2) Grade of NP (equivalent to 40%). Both grades appear on the transcript.

- **WL – Waitlist.** A registration function that is available to select courses, allowing students to be added to a waitlist and notified when a space becomes available in that section. Once a student receives notification that there is space available for them to register, they have only 24 hours to do so. If they miss that registration window, the space is offered to the next student on the waitlist. Not all classes have waitlists. Being on a waitlist does not guarantee a student is eligible to register for the course.