



Self Service Graduate Student Requests

The following FGSR requests are available through UR Self Service
(https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin):

- Transfer
- Program Extension
- Progress Reporting
- Voluntary Withdrawal
- Leave of Absence
- Changes to Program

All other requests are to be filled out using the paper forms available on our website at:
<http://www.uregina.ca/gradstudies/forms.html>

Instructions

- 1) Log in to UR Self Service
- 2) Click on "Student Services"



UR Self-Service

Realize. It starts with you.

Personal Information Alumni and Friends Student

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Hello Banner Workflow, welcome to UR Self-Service! Last web access on Jun 30, 2017 at 09:17 am

***** New: Please note, there are a number of pages within UR Self-Service that open in a new window. In order to view these pages you must allow pop-ups within these pages. *****



Student Services

[Student](#)

View the Course Catalog; Course Schedule; your Academic record, and; charges & payments on your account.

2017 Spring/Summer and Fall: THE CLASS SCHEDULE AND TIME TICKETS ARE NOW AVAILABLE FOR VIEWING.

■ [URSU General Election Winter 2017](#)

Voting will occur March 13 - 16.



Alumni Services

[On-Line Community](#)

The Web for Alumni On-Line Community provides alumni with the opportunity to stay in touch with the University and with each other.



Personal Information

[Personal Information](#)

View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social insurance number change information, and; Change your PIN.



UR Courses

[UR Courses](#)

Find online help, research tools, discussions, and more!



3) Click on Graduate Student Requests

Personal Information Alumni and Friends **Student**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Services

[Student Records](#)
** View your student record; holds; final grades and academic history; and charges and payments. **

[Registration](#)
** Search for, register and/or drop, classes; check your registration status; display your class schedule; and much more. **

[Graduate Student Requests](#)
Transfer, Program Extension, Progress Reporting, Voluntary Withdrawal, Leave of Absence, Change to Program

[Access/Purchase your Textbooks](#)
** Textbooks are usually listed/available for purchase one month prior to the start of classes. **

[Canadian Tax Form\(s\)](#)

RELEASE: 8.8

4) Select the type of request that you would like to submit from the drop down selection.

University of Regina **Graduate Student Requests**

Grad Student Requests

Welcome

- This page is to be used for Graduate students to submit various requests to the Faculty of Graduate Students and Research (FGSR).
- At this time only some graduate requests are available through this service, all requests not listed in the drop down are to be filled out using the paper applications available online at: <http://www.uregina.ca/gradstudies/forms.html>
- Please select an option from the drop down list and complete the details.
- After completing the form, click on "Submit" to complete your request, or "cancel" if you do not wish to submit the request at this time.
- Once the request is completed you will receive an email notification. At any time you may also check your "My Requests" tab to see the status of your request

Request Type

- Please select a type
- Transfer
- Program Extension
- Progress Reporting
- Voluntary Withdrawal
- Leave of Absence
- Change to Program

Note: PhD students will not see the "Transfer" request option. Any changes to a PhD need to be requested manually through the student's academic unit, and FGSR.



Transfer:

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- Please select an option from the drop down list and complete the details.
- After completing the form, click on "Submit" to complete your request, or "cancel" if you do not wish to submit the request at this time.
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Request Type:

Student Info Form

Student's First Name:

Student's Last Name:

Request Date:

Student's ID:

Current Program, Major and Route:

*Effective Term:

*Transfer Type:

*Transfer From:

*Transfer To:

Note

If a student wishes to change program routes (thesis, project, practicum, course, internship, co-op), a request is to be made at least one month prior to the start of the semester from which the change is to be effective. This form is NOT for students seeking to change from one degree to another, or to a different academic unit. In this case, a student must submit a new application and pay the associated fee.

Transfers from PhD to Master's or Master's to PhD can be requested manually through your Academic Unit.

- Select the effective term;
- Select the transfer type (either Program Route or Master's to Certificate). "Transfer from" will auto populate with your current program, and the "Transfer to" will populate with the choices available to you;
- Click "Submit Page";
- A notification that your request has been submitted will pop up. If there are any errors with your request a pop up will also appear.

For more information on Transfers please visit our website at: <https://www.uregina.ca/gradstudies/grad-calendar/program-transfers.html>



Program Extension:

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- Please select an option from the drop down list and complete the details.
- After completing the form, click on "Submit" to complete your request, or "cancel" if you do not wish to submit the request at this time.
- Once the request is completed you will receive an email notification. At any time you may also check your "My Requests" tab to see the status of your request

Request Type Program Extension

Student Info Form

Student's First Name Banner

Student's Last Name Workflow

Request Date 30-JUN-17

Student's ID

Current Program, Major and Route MED C&I Thesis

*Effective Term 2017 Fall

Number of Extensions Previously 0

*Please provide a time plan for the remaining work to complete the program requirements, include milestones and expected completion dates.

This is my plan for completing my thesis.

Submit Page

Cancel

- Select the effective term;
- Indicate if you have been granted previous extensions, and how many;
- Provide a plan for completion; reason for delay; when remaining work will be done; expected completion dates, etc.;
- Click "Submit Page";
- A notification that your request has been submitted will pop up. If there are any errors with your request a pop up will also appear.

For more information on Extensions please visit our website at: <https://www.uregina.ca/gradstudies/grad-calendar/program-reqts.html#extensions>



Progress Reporting:

Grad Student Requests

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- Please select an option from the drop down list and complete the details.
- After completing the form, click on "Submit" to complete your request, or "cancel" if you do not wish to submit the request at this time.
- Once the request is completed you will receive an email notification. At any time you may also check your "My Requests" tab to see the status of your request

Request Type Progress Reporting

Student Info Form

Student's First Name

Student's Last Name

Request Date

Student's ID

Current Program, Major and Route

*Effective Term

File upload

*File Name No file selected.

Note

Doctoral students are to submit a research progress report to the Supervisory Committee at least once every six to twelve months, which is reviewed by the Committee and submitted to the FGSR office for approval. The FGSR Annual Progress report is a short summary and is not expected to replace the minutes of the annual meeting between the doctoral student and the Supervisory Committee. As well, doctoral students receiving a Tri-Council Scholarship (NSERC, SSHRC, CIHR) must submit an FGSR Annual Progress Report each year to the FGSR office. The summary forms part of the student's official file in the FGSR and will be made available for potential audits by granting agencies.

Instructions for Progress Report upload:

1. Select file to be attached ... Click here to Browse for file
2. Click 'Submit'

- a) Complete the FGSR Annual Progress Report form available online at: <https://www.uregina.ca/gradstudies/forms.html>
- b) Ensure the form is reviewed by your supervisor and all necessary signatures are obtained;
- c) Select the semester the progress report is being submitted for;
- d) Upload progress report document (pdf) in the "File Upload" section;
- e) Click "Submit Page";
- f) A notification that your request has been submitted will pop up. If there are any errors with your request a pop up will also appear.

For more information on FGSR Annual Progress Reports please visit our website at:

<https://www.uregina.ca/gradstudies/grad-calendar/program-reqts.html#extensions>



Voluntary Withdraw:

Grad Student Requests

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- Please select an option from the drop down list and complete the details.
- After completing the form, click on "Submit" to complete your request, or "cancel" if you do not wish to submit the request at this time.
- Once the request is completed you will receive an email notification. At any time you may also check your "My Requests" tab to see the status of your request

Request Type: Voluntary Withdrawal

Student Info Form

Student's First Name	Banner
Student's Last Name	Workflow
Request Date	30-JUN-17
Student's ID	
Current Program, Major and Route	MED C&I Thesis
*Effective Term	2017 Fall
*Reason	Compassionate
Explanation (If 'Other/Compassionate' is selected)	This is my explanation for requesting a VW .

- Select the effective term;
- Select reason for the request to voluntarily withdraw;
- Provide an explanation if "Other/Compassionate" are selected;
- Click "Submit Page";
- A notification that your request has been submitted will pop up. If there are any errors with your request a pop up will also appear.

For more information on Voluntary Withdrawing please visit our website at:
<https://www.uregina.ca/gradstudies/policies/withdrawal-reinstatement.html>



Leave of Absence:

Grad Student Requests

Welcome

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- Please select an option from the drop down list and complete the details.
- After completing the form, click on "Submit" to complete your request, or "cancel" if you do not wish to submit the request at this time.
- Once the request is completed you will receive an email notification. At any time you may also check your "My Requests" tab to see the status of your request

Request Type: Leave of Absence

Student Info Form

Student's First Name	Banner
Student's Last Name	Workflow
Request Date	30-JUN-17
Student's ID	
Current Program, Major and Route	MED CRJ Thesis
*Effective Term	2017 Fall
*Reason	Medical

Explanation (If 'Other/Compassionate' is selected)

File upload

*File Name: Banner workflow medical cert.docx

Note

File upload field is required if Reason is Medical or Maternity/Paternity

- Select effective term;
- Select reason for requesting a leave of absence;
- Upload supporting documentation for "Medical" or Maternity/Paternity" through the "File Upload" section:
 - Medical – Student Medical Certificate found on our website at <https://www.uregina.ca/gradstudies/forms.html> (must be completed if medical is selected);
 - Maternity/Paternity – A note from your doctor is required, alternatively you can also use the medical form listed above;
 - Compassionate/Other – An explanation is required outlining the reason for selecting this option;
- Click "Submit Page";
- A notification that your request has been submitted will pop up. If there are any errors with your request a pop up will also appear.

For more information on Leave of Absences please visit our website at:

<https://www.uregina.ca/gradstudies/policies/leave-absence.html>



Change to Program:

Grad Student Requests

Welcome
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- Please select an option from the drop down list and complete the details.
- After completing the form, click on "Submit" to complete your request, or "cancel" if you do not wish to submit the request at this time.
- Once the request is completed you will receive an email notification. At any time you may also check your "My Requests" tab to see the status of your request

Request Type: Change to Program

Student Info Form

Student's First Name: Banner
Student's Last Name: Workflow
Request Date: 06-JUL-17
Student's ID: [Redacted]
Current Program, Major and Route: MED C&I Course
*Effective Term: 2017 Fall

*Explanation of request: (Example - Required course not offered, extra to the program, better aligns with specialization of student, other)
I would like to take **EPSY 820** in place of ED 803 in my program as ED 803 is not being offered this semester.

- a) Select effective term;
- a) Include explanation/justification for the request;
- b) Fill in "Course Info" section:
 - i. If the request is to take a course extra to your program include the extra course Subject and Number in the "Course in Program" field and select "Add extra" in the Action column;

Course Info

Course in Program	Action	Replacement Course
ED 803	Add extra	

- ii. If the request is to take a replacement course include the information in the "Course in Program", "Action" and "Replacement Course" columns as below.

Course Info

Course in Program	Action	Replacement Course
ED 803	Replace with	EPSY 820

- c) Click "Submit Page";
- d) A notification that your request has been submitted will pop up. If there are any errors with your request a pop up will also appear.

For more information on Changes to a Program please visit our website at:

<https://www.uregina.ca/gradstudies/grad-calendar/program-transfers.html>

Reviewing your Requests:

- a) You will be able to track the progress of each request through the "My Requests" tab in UR Self Service. The "Status" and "Activity Date" will change as your request moves through the approval stages;



New Request

My Requests


Description of process

All requests submitted will appear below once submitted. You can track the status of your requests by watching the "Status" column. A request will work its way through the unit, the Associate Dean in the unit, the FGSR Dean and the FGSR Staff. Once a decision has been made you will receive an e-mail notification as well your status has been completed by FGSR a letter icon will appear, except in the case of a Progress Report.

You may see the following decisions:

1. Return for rework, which means your request was returned and something further is required. A new request will be required.
2. Request Denied. In both of these instances the e-mail sent to you should indicate some information from the individual who made this decision.
3. Request Complete and Approved. If applicable the letter icon will appear with the necessary information. There may be limited instances where a manual letter is required of the letter.

List of Requests

Request Id	Request Date	Request Type	Status	Activity Date	Letter
2098	30-JUN-17	Progress Reporting	FGSR Dean review	30-JUN-17	-
2096	30-JUN-17	Program Change	Program co-ordinator review	30-JUN-17	-
2095	30-JUN-17	Program Change	Program co-ordinator review	30-JUN-17	-
2094	30-JUN-17	Leave of Absence	Program co-ordinator review	30-JUN-17	-
2093	30-JUN-17	Voluntary Withdrawal	Program co-ordinator review	30-JUN-17	-
2092	30-JUN-17	Program Extension	Request Complete and Denied	30-JUN-17	-
2091	30-JUN-17	Transfer to another Graduate Program	Request Complete and Approved	30-JUN-17	

1 - 7

- b) Upon completion of a request the Status will be updated and an e-mail will be sent to you for notification:
- i. If a request is approved and completed the status will indicate such and a letter icon will appear. You may click on the icon to view/print the letter;
 - ii. If a request is being sent back to you for more information (re-work) the status will indicate such and you will need to check the e-mail notification for more information on what is required and re-submit a new request once you have the additional information ready for submission;
 - iii. If a request has been declined you will be notified through email as well as the status update;
 - iv. In some cases we cannot automatically produce a letter and you may receive notification that your request is complete but a *manual letter* is being done up for you. In these instances a letter icon will not appear in self-service even though the status column is updated;

NOTE: When submitting a request it is important to ensure that your student information is correct. If at any time you encounter issues with this process please e-mail graduate.studies@uregina.ca for assistance.