How to Register for Classes

1. Go to University of Regina Webpage.
2. Click on the top of the page: UR Self-Service

Log into UR Self Service with your student number and your password

Click on Student Services
The first thing you should do is check your registration status. Your Time-Ticket tells you in what date you will be able to register.
Click on Add/Drop/Search for Classes

Type the CRN of the classes in the Add Classes Worksheet.

Submit changes
The courses that you choose will be added to your Current Schedule.

If you need to change your schedule or drop some courses you can do it here. Then Submit changes.

Sometimes you may receive an error message. This means that one or more classes cannot be added to your current schedule.
In this example the error is a time conflict issue.

The Social Justice class conflicts with the Global and Local Meaning class.

If you need to find another class just click in Class Search.
To find a specific class:

Select the subject of the course

Select the course number if you know it

• Note: If you don’t know the course number you can put 1 for the first year classes or 2 for the second year and so on.

Select the classes on campus

Fill in the necessary boxes and submit your search. By selecting the first two boxes you can also submit your search.
Sections are important for registration. You will be interested in courses offered by the federate colleges that fulfill your degree requirements and match with your schedule.

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Crse</th>
<th>Sec Cmp Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap Act</th>
<th>Rem WL</th>
<th>Cap WL</th>
<th>Act WL</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date (MM/yy)</th>
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<td>3.000 Human Biology</td>
<td>MWF</td>
<td>10:30 am-11:20 am</td>
<td>18</td>
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<td>18</td>
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<td>TBA</td>
<td>09/04-12/07</td>
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</table>
On the result page pick the desired course.

Click in the select box in the left side and register.
Avoid class errors by always Clicking on the CRN

Check the Sections Details before attempting to register for a class

You can see the restrictions of the classes here
There are some classes where certain sections are reserved for students from particular faculties.

By always doing the CRN and then the Course Catalogue Entry you can see any restriction, Lab requirements and pre requisites.
Once you finish with your registration it is important to check the detail course schedule.

You can check the Detail Class Schedule from the registration menu.
Always double check your schedule

* Check the time and distance between classes.
* Check your exam schedule.

Note: Self services prevents exams for being booked at the same time but no for the same day.

Be aware of this things and make changes if you need it.

If you require any assistance registering for classes contact your faculty office to book and appointment with an advisor immediately.