

INSTRUCTIONS

Review the Course descriptions the Course Catalog available in print or online at:

https://banner.uregina.ca/prod/sct/bwckctlg.p_disp_dyn_ctlg

Please note that each term, university, campus, course, class, and degree regulations govern your ability to add courses to your academic record.

You will need one form for each term of registration. Use this form to request permission to add a course or a class (a section of a course):

Request	Permission
Without meeting course prerequisite(s).	PREREQ
When you may qualify for a lab or seminar exemption.	LINK
Beyond the allowable number of repeats of a course.	REPEATLMT
Beyond the maximum number of hours of registration permitted by your Faculty or College.	Registration in MAX hrs
With level, campus (Campion, First Nations University of Canada, and Luther), college (Faculty), program, degree (type of program), or class (year of program) different from your current General Student Information in <i>UR Self-Service</i> .	LEVEL, CAMPUS, CLASS, COLLEGE, and/or DEGREE
If the class is full.	CAPACITY
That creates a time conflict with other courses you require this term.	TIME
That requires special approval including Department Head or Instructor permission.	SPECIALAPP
Taught in a language other than English outside of a language instruction course.	SPECIALAPP
Beyond the deadline for registration in a course or section.	Registration

Some courses may require more than one permission.

If you are currently registered in a course that meets the pre and/or co-requisite, you do not need permission. Please note: **You are required to drop the higher-level course** should you fail the prerequisite.

The University does not automatically add or drop students from courses or sections of courses. Students are solely responsible for their registration.

Other important notes:

- If you would like to audit a class, contact the Registrar's Office.
- If the course or class (a section of a course) does not appear in the Class Schedule in *UR Self-Service*, contact your Faculty or College office to determine if and/or when the course will be offered.
- Contact your Faculty or College Office, if you would like to add or drop a directed reading or independent study class; an ensemble; a supplemental or challenge examination; a variable credit or variable grade mode course; or, an internship, practicum, or work-term.