3. REGISTRATION

3.1 Eligibility to Register

Students are eligible to register if:

1. They have been admitted to the University;
2. Unless new to the University, they have registered at least once in the last three terms (semesters);
3. They have not been forced to withdraw from the University (MW) or required to discontinue from a faculty (RTD);
4. They do not owe money to the University;
5. Their time-ticket is valid.

Students who have not attended in the past three terms (semesters) must apply for re-admission (see §2.6).

Students who were required to discontinue for academic or disciplinary reasons must petition for re-admission (see §2.7).

In most faculties and colleges, academic advising is recommended. Registration is based on space availability – first-come, first-served once the eligible student’s time-ticket is valid. Students are required to monitor space availability in class.

3.2 How to Choose Courses

Go to UR Self-Service at www.uregina.ca to obtain the latest information on registration.

Students must ensure their campus, faculty, program(s), major(s), and minor(s) information is correct by reviewing their information on UR Self-Service.

Students may consult the appropriate section of this publication for detailed information on course and program requirements and other departmental, faculty and university regulations.

Students may consult the Class Schedule to obtain information on the restrictions and/or comments associated with the class schedule. Descriptions of courses offered by the University of Regina and an explanation of the course numbering systems can be found in §24 of this Calendar. Note that:

- Not all courses are offered each term (semester).
- The Spring/Summer and Winter term (semester) Class Schedule is published on UR Self-Service (www.uregina.ca) approximately one month before the start of registration for that semester. The Fall term (semester) is available approximately six months prior to the start of the semester.
- The Class Schedule is normally revised until the end of the first week of classes for a given term (semester) or session.

Some courses and/or sections will require Registration Permit Override(s) (see §3.2.2) prior to registration.

Students are encouraged to consult with an advisor prior to attempting registration. Students can prepare for an advising appointment by reviewing the requirements for their chosen academic program in the relevant faculty section of this Calendar and the course descriptions that appear to meet those requirements, making a list of those that most interest them.

When selecting courses, students must pay attention to the following:

- Level of the course (often indicated by the first digit of the course number);
- Required prerequisite or corequisite courses (see glossary);
- Sequencing of courses in the programs (see the relevant degree program outline);
- Required laboratory and seminar sections for some lecture courses;
- Course and Class Schedule restrictions and comments;
- The fit of the course within the degree program;
- The class schedule (conflicts, the time needed to get to the next class);
- Final examination schedule (conflicts, and how many exams in how many days);
- Courses and classes requiring a Registration Permit-Override.

Online (self-service) registration may not prevent students from registering in courses for which they have not met the prerequisite(s) and/or that do not apply to their degree program.

Students can obtain assistance with course selection by making an appointment for academic advising. While faculty and advising staff will provide guidance, students are ultimately responsible for:

- Program or degree selection;
- Compliance with course and degree requirements;
- Course selection;
- Observance of policy, procedure, and deadlines;
- Security of their academic record; and
- Registration.

3.2.1 Academic Advising

Faculty/College Academic Advising Offers:

- specific advising related to course selection and program planning;
- professional information related to your major/program of study;
- help in determining course equivalencies and substitutions;
- transfer credit evaluations; and
- assessment of graduation requirements.

Student Success Centre Academic Advising Offers:

- academic advising for students facing academic challenges and those who have not chosen a major;
- more in depth information related to on-campus supports and resources;
- information for undecided students on the various programs available;
- Interpretation of general university academic policies and procedures;
3. Registration

- information about eligibility and registration for the Academic Recovery and Arts Transition Programs; and
- assistance using UR Self Service, Degree Audit, and Visual Schedule Builder.

For contact information for your Academic Advisor visit www.uregina.ca/student/ssc/academic-advising/who-do-i-see.html or see the inside cover of this Calendar.

3.2.2 REGISTRATION PERMIT-OVERRIDE

When appropriate, students may obtain permission to register in a section when course or class pre-requisites, co-requisites, repeat, link, program, faculty, campus, and/or other registration restrictions are not satisfied.

This permission is based on the academic, course, class, and degree regulations. Permission is not automatic and will be given only when the regulations are met.

The faculty or college office determines who is qualified to grant and enter the registration permit-override on the student's academic record. Permission is assigned to the student for a course or a class (section) of a given semester.

Permission does not guarantee that the student will be registered, that space will be available in the section, or that the course will apply to the student's program. The permission only allows the student to bypass the registration restrictions of the course or section. Once the permission is assigned the student may proceed with registration in that course or section.

Please consult the appropriate academic regulation, course, program, or degree section of the Undergraduate Calendar to determine if permission is needed and how to obtain that permission if it is required.

Permission is needed in order to register in a course:

1. With campus, college (faculty), program, major, minor, or concentration restrictions that apply to the student;
2. For a second time (to repeat a course);
3. With high school course prerequisite(s);
4. Where the student will use a course from another university to meet the prerequisite at this university;
5. Beyond the maximum number of students allowed in the course (an overload permission);
6. That creates a time conflict with other courses within the semester;
7. With a required lab or seminar where the student has permission to not repeat the lab or seminar of the course;
8. That requires Department Head, Instructor or other permission;
9. That is an internship, practicum, or work term (Registration must be completed in the student’s Faculty/College office.);
10. Taught in another language (This does not include language courses.);
11. Beyond the maximum number of hours of registration permitted by the student’s Faculty or College;
12. That is not listed on the UR Self-Service, Class Schedule (Registration in some courses is only available in the student’s Faculty or College office.).

3.3 HOW AND WHEN TO REGISTER

3.3.1 REGISTRATION AVAILABILITY

Registration in faculty and college offices and the Registrar's Office is conducted from 8:30 a.m. to 12:00 noon, and 1:00 p.m. to 4:30 p.m., Monday through Friday, unless otherwise posted.

Online (self-service) registration begins at 9:00 a.m. each day and is closed only for regular system updates and maintenance.

Students are not permitted to register or be registered by their Faculty or College in any classes in advance of their assigned time-ticket.

Fax and email requests for registration are also accepted by most faculties and colleges. Fax and email requests must include the student identification number and full details of all courses that are being requested. Mailed and faxed requests must be signed.

Students are responsible for the correctness of their registration and must review their academic record on UR Self-Service for any registration activity made on their behalf (see §5.1).

3.3.2 DATES OF REGISTRATION

Registration begins on; March 7, 2017 for 2017 Spring/Summer and 2017 Fall and on November 7, 2017 for 2018 Winter.

Students will find their registration time-ticket listed in their account on UR Self-Service.

Once registration has opened, it remains open until the deadline to add or change courses, which falls at the end of the first ten days of classes in most Fall and Winter courses. For more detail, see §1.2.

Students registering for audit do so on the last business day before the start of classes. Refer to §3.5

3.3.3 REGISTRATION TIME-TICKET

Students register according to a priority system in which those who have earned the most credit hours register first. Transfer credit hours (which must already be granted by the Faculty and entered in the system) and credit hours in progress are included in the counts, which are not rounded.

Registration time-tickets are visible to students online in UR Self-Service (www.uregina.ca) approximately one month prior to the start of registration. Information on time-ticket assignment will be posted as soon as it is available each semester.

3.3.4 WAITLISTS

Waitlist functionality was added as an option beginning in the Winter 2013 registration period. Detailed information regarding waitlists can be found at www.uregina.ca/student/registrar/registration/waitlists/index.html

3.3.5 MAKING CHANGES TO REGISTRATION

Registration changes are made in the same way as the initial registration. Students are encouraged to make changes to their registration online up to the deadline for withdrawing from a course without a failing grade.

The University does not accept or recognize changes to registration made by telephone. If online changes are not possible for students, students may make changes to their registration in their Faculty or College office, or they may mail, fax or email registration requests (students should check with their Faculty or College office for which methods they will accept). Please note that mailed, faxed or emailed requests must clearly indicate the student’s full name, student identification number, major, and which courses are to be added or dropped. Mailed or faxed requests must be signed. Students must confirm their changes by viewing their courses on UR Self-Service.

For changes made online, the effective date and time is when UR Self-Service processes the changes. When a request is received by mail, fax or email, the effective date is the date of receipt in the faculty or college office, and not the date on the letter or form or the date of the postmark or the date the email was sent.
No courses may be added after the deadline to add or change courses or sections (see §1.2) without the written permission of the instructor of the course and the Dean or designate of the student’s faculty. Such permission is not automatic and will be given only in exceptional circumstances. If approved, the registration will be processed by the faculty or college office.

After the start of the term (semester), students who are dropping courses may receive a grade of W (withdrawal) or NP (failure), and may receive no refund or only a partial refund of tuition and fees, depending on the date of the drop. See §1.2 for the schedule of automatic fee refunds and assignment of grades in the majority of this year’s courses, and §4.13 for an explanation of additional adjustments that may be applied for.

Students may drop class(es) online up to the deadline for withdrawing from a course without a failing grade. Changes after the deadline, must be made in their Faculty or College office, or students may mail, fax or email registration requests (students should check with their Faculty or College office for which methods they will accept). Please note that mailed, faxed or emailed requests must clearly indicate the student’s full name, student identification number, major, and which courses are to be added or dropped. Mailed or faxed requests must be signed.

### 3.4 Course Load

The number of credit hours in which a student may register (= course load) for either Fall or Winter semester is normally a maximum of 15.

The normal maximum course load for either Spring/Summer session is 6 credit hours, for a normal maximum total of 12 credit hours in the Spring/Summer session, as follows:

<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>6 credit hours in part of term 4, or 3 credit hours each in parts of term 2 &amp; 3</td>
<td>6 credit hours in part of term 7, or 3 credit hours each in parts of term 5 &amp; 6</td>
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Some faculties and programs require or allow a course load that is higher than those described, while others may permit an overload. Students who are on academic probation may have their course load restricted. Please refer to the faculty sections of this Calendar.

The implications of course load for scholarships and loans are described in §7, Financial Aid.

### 3.5 How to Register for Audit

Students registering for audit do so on the last business day before the start of classes. People who want to audit a course do not have to follow normal University admission procedures or meet admission requirements. Applications for Audit Registration are available at the Registrar’s Office, and require the approval of the instructor of the course, which will not normally be given until the last business day before the start of the course. Completed applications with the signature of the instructor are processed by the Registrar’s Office. Some courses are not open to audit students. Students on a forced-withdrawal (MW) may not audit courses at the University. Registration for Audit cannot be completed online. These courses will NOT appear in a student’s schedule, if viewed through UR Self-Service.

Audit students may attend lectures, but may otherwise participate in classes only to the extent permitted by the instructor. Audit registrations are recorded on an official transcript with a grade of AU; students who formally withdraw and students who are known to have ceased attending will have the grade changed to AW (audit withdrawal). The deadline for admitted students to change from credit to audit or audit to credit is the add deadline. No changes will be permitted after the 100% drop deadline. Audit withdrawals and audit to credit changes cannot be done online.

The cost of auditing a course is 50% of the normal tuition for the course. Students who formally withdraw may be eligible for a refund of fees: refer to §4.12 and §4.13.

### 3.6 Withdrawal from the University

Students who register and are subsequently unable to attend classes must either drop the classes online or contact their faculty or college office to cancel their registration. If this is not done before the start of the semester, financial and academic penalties apply. See §1.2 for the schedule of automatic fee refunds and assignment of grades in the majority of this year’s courses, and §4.13 for an explanation of additional adjustments that may be applied for.

Students may drop class(es) online up to the deadline for withdrawing from a course without a failing grade. Changes after the deadline must be made in their Faculty or College office, or they may mail, fax or email registration requests (students should check with their Faculty or College office for which methods they will accept). Please note that mailed, faxed or emailed requests must clearly indicate the student’s full name, student identification number, major, and which courses are to be added or dropped. Mailed or faxed requests must be signed.

The University does not cancel registration on the basis of non-attendance.

Students who do not formally withdraw are liable for assessed tuition fees and receive failing grades.

### 3.7 Medical or Compassionate Withdrawal

Students who are withdrawing from one or more courses, after the end of the 100% refund period, for reasons beyond their control (such as illness or accident, or involuntary job transfer) should complete an Application for Adjustment of Fees and/or Grades at the time they withdraw. Supporting documentation is required. Refer to §4.13 for information about adjustments of fees in these cases and to §§7.5 for additional information about supporting documentation.

When students become ill or suffer an accident or bereavement after the academic withdrawal deadline, or unsuccessfully attempt to continue in classes until after the deadline, they should consult their faculty or college office about the options available to them.

### 3.8 Retroactive Withdrawal

After the end of the semester, in extenuating circumstances only and at the discretion of the students’ faculty or college, students who might have been eligible for a medical or compassionate withdrawal (refer to §3.7) may apply instead to their faculty or college for a retroactive withdrawal, which consists in the conversion of numeric grades and/or grades of NP to neutral grades of W. Only withdrawal from all courses in the relevant semester will be considered. Students must complete an Application for Adjustment of Fees and/or Grades and provide supporting documentation as described on the form, and an explanation of the reason for the lateness of the application.

A retroactive withdrawal is an unusual privilege, not a right, and will be allowed no more than once in a student’s academic career.

### 3.9 Attendance without Registration

Students are not allowed to attend courses for which they are not registered. Only those registered in a course may attend it. Students wishing to attend but who do not wish to receive credit may register as audit students, with prior permission of the instructor of the course.

### 3.10 Proxy Registration

Students who wish another person to register them or make changes to their registration must provide their proxy with written, signed permission to act on their behalf. The note of authorization will be retained by the student’s faculty or college.
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3.11 STUDENT SCHEDULES

Students may at any time check the courses in which they are registered by consulting UR Self-Service at www.uregina.ca. Classroom changes occur throughout the registration period, so students should check their final schedule, with locations, before classes begin. A list of building codes can be found in §25.4 of this Calendar.

3.12 IDENTIFICATION CARDS

Each student is required to have and carry a University photo identification card, which is needed to use the library and recreation facilities, and may be requested for admission to examinations and laboratories.

Photo identification cards are obtained from the Registrar’s Office, AH 210. Students must present a valid driver’s license, passport, or government issued photo identification, Student Photo ID cards can only be issued when the student is registered. The initial card is free. A replacement fee of $10.00 is charged for any cards that are lost, stolen or damaged.

The hours during which identification cards are produced are posted on the University of Regina website www.uregina.ca/student/registrar/photoid.html.

3.13 CHANGES OF NAME

Students are required to use their current full legal name when applying to the University, and attest by completing the application form that the information they are supplying is complete and correct. Any previous legal names should also be listed on the application form.

Students must provide supporting documentation to the Registrar’s Office (AH 210) in order to have their name changed in the University’s student information system and in their official student record.

Application for a name change is made using a Change of Name form, available from the Registrar’s Office or at www.uregina.ca/student/registrar/assets/docs/pdf/forms/name_change.pdf. A letter, provided it is signed and dated and supported by the required documentation, is also acceptable. For information about acceptable types and formats of documentation, consult the Registrar’s Office.

The University may request proof of a legal name change when transcripts from an institution are in a name other than that appearing on an application for re-admission or faculty transfer, or if a name is entered on the application that does not match the name in the University’s records.

For information about acceptable forms of documentation and to print the required Change of Name form, refer to www.uregina.ca. Information is processed under the current name on the University’s system until a Change of Name form and acceptable documentation are received.

3.14 CONFIRMATION OF REGISTRATION

Currently-registered students may obtain a confirmation of registration through UR Self-Service. This printer-friendly confirmation notice is designed to serve most purposes for which students need to prove that they are currently enrolled.

Formal verification of registration when needed (i.e., a special form to be completed, or signature by a University official and/or an official stamp is required) is provided at the Registrar’s Office (AH 210).

Students may request a confirmation of enrolment letter from the Registrar’s Office with proof of identification or written authorization. Confirmation of enrolment letters will not be released to third parties without written consent from the student.

3.15 REGISTERED EDUCATIONAL SAVINGS PLANS (RESPs)

RESP forms are verified by Registrar’s Office staff (AH 210) based on credit hours successfully completed. Refer to the glossary (§25) for the definition of year of study.