

# University of Regina

## UR Self-Service



## Student Guide to Registration

### Preparation

- 1) Bookmark Registration  
[www.uregina.ca/student/registrar/registration/](http://www.uregina.ca/student/registrar/registration/)
- 2) Check the webpage for updates to UR Self-Service and for other useful information
- 3) Print off the [Class Schedule Worksheet](#) on the Registration -> Printable Forms page to use when planning your class schedule

#### UR Self-Service Hours of Operation

Available 24/7, except for daily updates which occur from 9:00-9:15 p.m. If you are using the product immediately prior to 9:00 p.m. Occasionally, the system is unavailable due to maintenance and/or upgrades. When this occurs, advance notice is usually provided.

If you encounter problems in UR Self-Service, you may contact your faculty/college office between 8:15 a.m.-12:00 p.m. and 1:00-4:30 p.m.

### How to Login

- 1) Go to [www.uregina.ca](http://www.uregina.ca)
- 2) Click on "UR Self-Service" below the top address bar
- 3) Enter your User ID & PIN number



*If you don't know your user ID or PIN, contact the IT Support Centre!*

- 4) Click on **Login**
- 5) If you are successful logging in, you will see "UR Self-Service" at the top of the page
- 6) If you are unable to login, contact the IT Support Centre at 585-4685, or by **email**:  
[IT.support@uregina.ca](mailto:IT.support@uregina.ca)

The IT Support Centre office hours are (excluding University holidays):

#### AH Bldg 106

**Monday to Friday:**

8:30 AM - 5:00 PM

**Closed:**

12:00 PM - 1:00 PM



*The IT Support Centre will assist with login problems to UR Self-Service. For assistance with UR Self-Service, please contact your faculty between 8:15 am and 4:30 pm (closed from 12pm-1:00pm).*

#### Archer Library

**Monday to Thursday:**

8:30 AM - 10:00 PM

**Closed:**

12:00 PM - 1:00 PM

**Friday:**

8:30 AM - 5:00 PM

**Saturday:**

11:00 AM - 4:45 PM

**Sunday:**

1:00 PM - 5:00 PM

# How to Search Class Schedule

After you have logged into UR Self-Service:


- 1) Have your **Class Schedule Worksheet** handy to record your class choices
- 2) Click on **Student Services**
- 3) Click on **Registration**
- 4) Click on **Search for Classes**
- 5) Choose the **Term**
- 6) Search for courses by subject, and narrow down your search by course number, title, instructor, day or time
- 7) Click on **Class Search**
- 8) Click on the **Course Reference Number (CRN)** to find more information
  - ✓ Click on the **Course Title**
    - Availability in the class
    - Restrictions on the class
  - ✓ Click on **View Catalog Entry**
    - Course Description
    - Prerequisites



You will need the CRN to register in a class. List the CRNs below:

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# How to Add or Drop Courses

- 1) Click on **Registration** at the main Student Services menu
- 2) Click on **Check Your Registration Status**  
 *You can view your Time-Ticket, Holds, Academic Standing... and more!  
If you are ready to register and know your CRN's, then...*
- 3) Go **back** to the Registration menu and click on **Add/Drop/Search for Classes**
- 4) Select a Term

## To Add or Waitlist a Course

- 1) Scroll down to **Add Class Worksheet**
- 2) Enter your CRN's in the boxes, starting from the left
- 3) Click on **Submit Changes**
- 4) If class is full and there is room on the waitlist, select "**Waitlist**" from the **Action** drop-down list.
- 5) Click on **Submit Changes**
- 6) Continue to register for classes until all of your selected courses appear in the **Current Schedule** section
- 7) To act on a waitlist notification, select "**Registered in Self-Service**" from the **Action** drop-down list within the notification deadline.
- 8) Click on **Submit Changes**

## To Drop a Course

- 1) Scroll down to **Current Schedule**
- 2) Click on the drop down arrow and choose the available option to drop
- 3) Click on **Submit Changes**

## To View Your Updated Schedule

- 1) Scroll to the top and click on the **Student** tab
- 2) Click on **Registration**
- 3) Click on **Detailed Class Schedule**


# Time Tickets

Undergrad students register according to a priority system in which those who have earned the most credit hours register first. During the days set aside for time-ticket registration, time-tickets will be released at 9:00 a.m. each day.

Registration time-tickets are viewable to students online in UR Self-Service two weeks (or earlier) prior to the start of registration. Students are not permitted to register before their assigned time-ticket. Your time-ticket tells you the first day you can register for the term. You may register on that day or any day after until the add deadline for the term.

1. Click on the **Student Services** menu
2. Click on the **Registration** menu
3. Click on **Check Your Registration Status**
4. Select a **Term**
5. Look at your time-ticket
6. Check that you do not have any holds preventing registration

Go to: [www.uregina.ca/student/registrar/registration/](http://www.uregina.ca/student/registrar/registration/)

 for more information or refer to the Undergraduate Calendar, section 3.3: "How and When to Register".

# Restrictions and Errors


After you have clicked on **Submit Changes** when registering, you may see the message:

 **Registration Add Errors.**

*This means there are restrictions on the class that prevent you from registering. You will not be able to register in a course that has restrictions or error. If you meet the restrictions or error, but still receive the error message, please contact your faculty/college office.*

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

- 1) Fill out the **Registration Permit/Override** form

 *This form is available at your facility or college office, the Registrar's Office, and online at:*

<http://www.uregina.ca/student/registrar/printable-forms.html>

- 2) Return the completed form to your faculty or college
- 3) Check your **Registration Status** regularly to see if the permission has been granted
- 4) If the permission is received you may add the class yourself online

If you can't resolve the restrictions or errors, select another course.

# Examples of Restrictions and Errors

| Status Message...             | What it means...  |
|-------------------------------|---|
| Campus Restriction            | Course is restricted to students in a federated college.  |
| Section Full                  | Course is full.   |
| College Restriction           | Course is not available to students outside of the faculty offering this course.  |
| Duplicate Section             | CRN has been entered twice.   |
| Linked Course CRN Required    | You have not selected the correct corresponding section. (Certain courses require that you register in both a specified class and lab/seminar.) |
| Maximum Hours Exceeded        | You have tried to register in more credit hours than your program allows.   |
| Special Approval Required     | Course has special requirements to register. See details in Class Search.   |
| Pre-requisite required        | You have not completed a required course.   |
| Program Restriction           | Course is not available to students in your degree program.   |
| Permission required to repeat | This is your third attempt to take the same course which means you need to obtain special permission from your faculty.                         |
| Time Conflict With CRN()      | Course times overlap.   |

## ***Class Sections Requiring Staff Registration***

**Q:** Why do some class sections require staff registration?

**A:** Because they are special sections that the faculty needs to oversee such as:

- ✓ Internships
- ✓ Practicums
- ✓ Work-Terms
- ✓ Challenge Examinations
- ✓ Supplemental Examinations
- ✓ Winston Knoll Sections
- ✓ Certain Fine Arts courses



*These types of courses are not available for viewing or registration in UR Self-Service.*

**Q:** How can I view these courses?

**A:** You can view these courses at:

- 1) Registration
- 2) Class Schedules
- 3) Class Sections Requiring Staff Registration
- 4) Select a term
- 5) Search for the class

**Q:** How can I register in these courses?

**A:** Contact your faculty or college office to register.

## ***Helpful Hints***

- 1) Make sure you select the correct term when you are working in UR Self-Service.
- 2) When searching in the Class Schedule select courses based on Subject Description, not the Title.  
Ex: Mathematics 104 (Subject) rather than Calculus I (Title).
- 3) If "Add to a worksheet" is like "Add to a shopping cart", then "Register" is like "Buy"!
- 4) "Back" button works for navigation and viewing, but for actions such as adding or dropping, use the links at the bottom of the webpage (ex: "Class Search" button).
- 5) Uncertain? Confused? Contact your faculty or college office... they can:
  - help you with online registration
  - process your registration manually
- 6) Changing a Lab or Seminar? When dropping from a linked lab or seminar, you must also drop the lecture section. You may then register in the "new" lab/seminar and the original lecture section.