

3.0 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 semesters;
3. They have not been required to discontinue from the University or a faculty;
4. They do not owe money to the University;
5. Their time-ticket is valid.

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

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

Academic advising is mandatory for some groups of students before they are eligible to register (section 3.2.1).

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 <http://www.uregina.ca/compserv/postcard/> to obtain the latest information on registration.

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

Students may consult the appropriate section of the Undergraduate Calendar 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 First Nations University of Canada/University of Regina can be found in the Undergraduate Course Catalog and an explanation of the course numbering systems can be found in section 20 of the University of Regina Calendar. Note that:

- Not all courses are offered each semester.
- The Spring/Summer and Winter Semester Class Schedule is published on **UR Self-Service** (<http://www.uregina.ca/ca/compserv/postcard/>) approximately three weeks before the start of registration for that semester. The Fall 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 semester or session.

Some courses and/or sections will require Registration Permit/Override Permission (section 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);

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;
- Registration.

3.2.1 Academic Advising

Once admitted, First Nations University of Canada students should contact the Academic Advisors on their campus to make appointments for advising. Refer to section 9.2.1 for more information.

3.2.2 Registration Permit/Override Permission

When appropriate, students may obtain permission to register for 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 and override permission 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 degree program. The permission only allows the student to bypass the registration restrictions of the course or section online. Once the permission is assigned the student may proceed with registration in that course or section online.

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 cohort 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 or Instructor 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 at Student Success Services/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 is closed only for regular system updates and maintenance.

Fax and email requests for registration are also accepted, as are telephone requests. 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. Registration operators will request identifying information from students who register or change their registration by telephone.

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 (section 5.1).

3.3.2 Dates of Registration

Registration	Winter 2007	Spring/Summer 2007	Fall 2007
On-campus and Off-campus	6-Nov-2006	15-Mar-2007	15-Mar-2007
Early conditional admission from high school	TBA	N/A	May 18, 2007
Audit	Last business day before the start of classes		

Students will find their priority 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 five days of classes in most Fall and Winter courses. For more detail, see section 1.2.

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 and credit hours in progress are included in the counts, which are not rounded.

Registration time-tickets are visible to the students online in UR Self-Service, Student Services, Registration Status, two weeks prior to the start of registration. Information on time-ticket assignment will be posted as soon as it is available.

Students are not permitted to register before their assigned time-ticket.

3.3.4 Making Changes to a 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.

If online changes are not possible for students, students may make changes to their registration at their Student Success Services/Registrar's office, or they may mail, fax or email registration requests. 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.

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 Student Success Services/Registrar's 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 section 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 Student Success Services/Registrar's office.

After the start of the 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 section 1.2 for the schedule of automatic fee refunds and assignment of grades in the majority of this year's courses, and section 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 Student Success Services/Registrar's office, or students may mail, fax or email registration requests. 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. Students who are taking half-semester courses (activity or accelerated language courses, parts of term 8 and 9) must balance their course load evenly.

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

Spring	Summer
6 credit hours in part of term 4	6 credit hours in part of term 7

Some faculties, departments 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 department sections of this Calendar.

3.5 How to Register for Audit

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. Registration for audit cannot be completed online.

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 cease 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 can be made after the deadline to add without special permission.

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 section 4.12 and 4.13.

3.6 Withdrawal from the University

Students who register and are subsequently unable to attend classes must either drop their class online or contact their Student Success Services/Registrar's office to cancel their registration, as described in the previous section. If this is not done before the start of the semester, financial and academic penalties apply. See section 1.2 for the schedule of automatic fee refunds and assignment of grades in the majority

of this year's courses, and section 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 Student Success Services/Registrar's office, or they may mail, fax or email registration requests. 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 section 4.13 for information about adjustments of fees in these cases and to section 5.8.5 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 academic advisor 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 student's faculty or college, students who might have been eligible for a medical or compassionate withdrawal (refer to section 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 a neutral grade of W. Only withdrawal from all course 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.

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 student's faculty or college will retain the note of authorization.

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.

3.12 Identification Cards (Photo ID)

Each student is required to have and carry a University photo identification card, which is needed to use the library (and other services such as recreation facilities at the University of Regina), and may be requested for admission to examinations and laboratories.

Photo identification cards for Regina Campus is obtained from the U of R Students Awards & Financial Aid, Riddell Centre 229, Saskatoon Campus from the Student Association, and Prince Albert Campus from the Office Manager. Students must present a valid driver's licence, passport, or other official photo identification, or two pieces of other identification with their signature. Student fees cover the cost of the initial card (excluding Prince Albert Campus). A replacement for a lost, stolen or damaged card is \$10.

3.13 Changes of Name

Students must provide supporting documentation to Registration and Records at the University of Regina Registrar's Office in order to have their name changed in the University records. For information about acceptable types and formats of documentation, consult www.uregina.ca/presoff/vpadmin/policymanual/901001.html or the First Nations University Registrar's Office for more information. Application for a name change is made using a Change of Name form, available at www.uregina.ca/courses/printable.shtml. A letter, provided it is signed and dated and supported by the required documentation, is also acceptable.

3.14 Confirmation of Registration

Currently-registered students can obtain a confirmation of registration at www.uregina.ca/WebServicesforStudents (secure log-in, Student Success Services registration menu). 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 at each campus.

3.15 Registered Educational Savings Plans

RESP forms are verified by Registrar's Office based on credit hours successfully completed. Refer to the Glossary section of this Calendar for the definition of year of study.